BLDE ASSOCIATION, VIJAYAPUR

Yearly Performance Evaluation of Librarians

**Academic Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of staff member: Name of the College: Department: , Biometric ID No. Current Designation: , Total Experience:

Academic Qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination | Name of the  Board/University | Year of  passing | % of marks  obtained | Division/  Class/Grade |
| UG |  |  |  |  |
| PG |  |  |  |  |
| Ph. D |  |  |  |  |
| Any other |  |  |  |  |

PART I: Principal Evaluation (Max Points: 40)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Key performance indicators** | **Max points** | **Points scored** |
| **01** | **Performance Evaluation :**  Performance evaluation of Librarian based on special assigned duties pertaining to college/university/board in addition to  Librarian job and research. | **05** |  |
| **02** | **Punctuality:**  Availability in college, engaging specific job regularly in a stipulated period | **05** |  |
| **03** | **Knowledge:**  Knowledge of specific job requirements, knowledge of appropriate methods, practices and procedures | **05** |  |
| **04** | **Organization:**  Priorities, plans and executing duties in a logical and systematic manner. | **05** |  |
| **05** | **Cooperation:**  Willingness to work with others towards a common objective, working as a team member. | **05** |  |
| **06** | **Work culture in the department:**  Cordial relationship with colleagues, sharing responsibility, volunteer involvement in departmental activities | **05** |  |
| **07** | **Quality of work:**  Executing duties effectively with high degree of accuracy. | **05** |  |
| **08** | **Attendance:**  Regularity in attending work and respecting work schedule | **05** |  |
| **09** | **Supervisory ability:**  Providing direction, support and coaching to employees, as required in achieving the goals | **05** |  |
|  | Total | **45** |  |

PART II: Evaluation of academic excellence (Max Points: 30)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **No** | **Key performance indicators** | **Max**  **points** | **Points**  **scored** | **Encls.**  **No.** |
| **01** | **Innovations**  Ability to use of ICT enabled tools If any other (using social media viz. Blogs, twitter etc for promotion of Library facilities and services) | **05** |  |  |
| **02** | **Knowledge up-gradation**  Participation in Seminars/Conference (At least one in an Academic year) OR Participation in apex bodies/professional bodies | **05** |  |  |
| **03** | **Organization of seminars/conferences/workshops**  As organizing secretary/ convener,  Getting sponsorship from professional funding agencies for seminars/conferences | **05** |  |  |
| **04** | **Library Advisory Committee**  Conduct Library Advisory Committee and maintain proceedings of the meeting ( At least two meeting in one academic year) | **05** |  |  |
|  | **Total** | **20** |  |  |

PART III: users feed-back for facility and service evaluation (Max Points: 10)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Key performance indicators** | **Max points** | **Points scored** | **Encls. No.** |
| **01** | **Users Feedback :**  A users feedback from student and staff with well structured questionnaire about facilities and service provided in the Library- Once in the academic year (Random Sampling Technique) | **15** |  |  |
|  | **Total** | **15** |  |  |

PART IV: Publications (Max Points: 20)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **No** | **Key performance indicators** | **Max**  **points** | **Points**  **scored** | **Encls.**  **No.** |
| **01** | **Original research papers in UGC approved journal of repute with ISSN or Scopus Indexed Journals** | **05** |  |  |
| **02** | **For presenting paper in conferences/seminars.** Conference/seminars should be either state/national/international level and it should be relevant to the profession. The presenting author will get the following points.  State/National conference:05 | **05** |  |  |
| **03** | **Usage Statistics of E-Resources databases**  Download the usage statistics of E-Resources by the users ( Once in one academic year) | **05** |  |  |
| **03** | **Attending FDP/STTP/workshop/Induction Programme/Refresher Course (At least one in academic year)** | **05** |  |  |
|  | **Total** | **20** |  |  |

**PART V: Best Practices followed as per NAAC/NBA/Universities etc(Max Points: 50 )**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No** | **Key performance indicators** | **Max Points** | **Points Scored** |
| **01** | Computerization of Library using Library ILMS standard software. (House Keeping operations) | **05** |  |
| **02** | Visitors tracking system. The reports will be sent to the concerned HODs and Principal periodically | **05** |  |
| **03** | Information Literacy Programme for users/Library Quiz/Book Talk | **05** |  |
| **04** | Displaying New Arrivals periodically and communicated to the users periodically | **05** |  |
| **05** | Library Orientation Program for stakeholders. | **05** |  |
| **06** | Newspaper Clipping service | **2.5** |  |
| **07** | Library Website/library page in the college website  Promotion of E-Resources/ Digital Contents / | **2.5** |  |
| **08** | Library Working Hours :Minimum 10 hr Live during college working days | **05** |  |
| **09** | Research Support Services –Plagiarism Check using Turnit-in/Any other | **2.5** |  |
| **10** | Maintaining Institutional Repository for in-house faculty publication using Dspace/E Prnt digital library software | **05** |  |
| **11** | Best Library User Awards for students (Once in Academic Year) | **05** |  |
| **12** | CAS/SDI services /OPAC and Web OPAC facility | **2.5** |  |
|  | Total Points | **50** |  |

*\** ***Please enclose relevant documents.***

Grand total: Part I+II+III+IV+V = 150 points

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Part-I  (45) | Part-II  (20) | Part-III  (15) | Part-IV  (20) | Part-V  (50) | **TOTAL** |
| Self Score |  |  |  |  |  |  |
| Evaluators  Score |  |  |  |  |  |  |

Total points scored:

Scale: Scale Bar for Performance Evaluation

To evaluate the performance of staff members, the quantitative and qualitative measures will be taken into consideration. The scale of 1-5 will be used for the performance measurement as follows.

1: Poor, 2: Average, 3: Above-Average, 4: Good, and 5: Excellent.

Table: Scale bar for performance evaluation

|  |  |  |
| --- | --- | --- |
| **Scale** | **Description** | **Teaching staff points** |
| 1 | Poor | Below 80 |
| 2 | Average | 81-100 |
| 3 | Above Average | 101-120 |
| 4 | Good | 121-130 |
| 5 | Excellent | Above 130 |

Staff Signature HOD Signature Principal