BLDE ASSOCIATION, VIJAYAPUR

YEARLY PERFORMANCE EVALUATION OF LIBRARY STAFF

(Asst Librarian, Library Asst or equivalent Cadre)

Academic Year:

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

Academic Qualifications (SSLC onwards):

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

PART-I: Evaluation by Principal/HOD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Key performance indicators** | **Points** | | **Remarks of Principal** |
| Maximum | Secured |
| **1.** | **Knowledge:** | 05 |  |  |
|  | Knowledge of specific job requirements, |  |
|  | knowledge of appropriate methods, practices and |  |
|  | procedures. |  |
| **2** | **Organization:** | 2.5 |  |  |
|  | Priorities, plans and executing duties in a logical |  |
|  | and systematic manner. |  |
| **3** | **Cooperation:** | 2.5 |  |  |
|  | Willingness to work with others towards a |  |
|  | common objective, working as a team member. |  |
| **4** | **Interpersonal skills:** | 05 |  |  |
|  | Dealing effectively with others, in a variety of |  |
|  | situations, showing sensitivity, diplomacy and |  |
|  | respect. |  |
| **5** | **Initiative:** | 2.5 |  |  |
|  | Takes action and resolves problems within the |  |
|  | limits of the job duties and responsibilities. |  |
| **6** | **Quality of work:** | 2.6 |  |  |
|  | Executing duties effectively with high degree of |  |
|  | accuracy. |  |
| **7** | **Decisions:**  Consistent, pertinent and logical decisions. | 05 |  |  |
| **8** | **Attendance:**  Regularity in attending work and respecting work schedule. | 05 |  |  |
|  | **Total points** | **30** |  |  |

PART-II: Skill Up- gradation (Max Points 20)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Key performance indicators** | **Points** | | **Encl. No.** |
| Maximum | Secured |
| **1.** | **Communication skills\*:**  Use of language effectively in oral expression and in written work (as required), communication in a courteous and professional manner   * Attend at least two Seminar/Workshop of above objectives | 10 |  |  |
| **2** | **Skill up gradation training\*:** Up-gradation of skills according to need of the hour through trainings/workshops.   * Attend at least one training program not less than one week. | 20 |  |  |
|  | Total | **20** |  |  |

**PART III: Best Practices followed as per NAAC/NBA/Universities (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 | **05** |  |
| **04** | Displaying New Arrivals periodically and communicated to 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 Turnitin/Any other | **2.5** |  |
| **10** | Maintaining Institutional Repository for in-house faculty publication using Dspace 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 = 100 points

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Part-I  (30) | Part-II  (20) | Part-III  (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** | **Non-teaching staff points** |
| 1 | Poor | Below 60 |
| 2 | Average | 61-80 |
| 3 | Above-Average | 81-90 |
| 4 | Good | 91- 95 |
| 5 | Excellent | 96 -100 |

Actions may be initiated for those who fall under poor and sub-average category.

Staff Signature HOD/OS Signature Principal