<div align="center">**BLDE ASSOCIATION, VIJAYAPUR**</div>

<div align="center">**YEARLY PERFORMANCE EVALUATION OF LIBRARY STAFF**</div>

<div align="center">**(Asst Librarian, Library Asst or equivalent Cadr**e)</div>

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:** Knowledge of specific job requirements, knowledge of appropriate methods, practices and procedures.	05		
2	**Organization:** Priorities, plans and executing duties in a logical and systematic manner.	2.5		
3	**Cooperation:** Willingness to work with others towards a common objective, working as a team member.	2.5		
4	**Interpersonal skills:** Dealing effectively with others, in a variety of situations, showing sensitivity, diplomacy and respect.	05		
5	**Initiative:** Takes action and resolves problems within the limits of the job duties and responsibilities.	2.5		
6	**Quality of work:** Executing duties effectively with high degree of accuracy.	2.6		
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**