# Karmaveer Bhaurao Patil University, Satara

## ( A  State Public University)
## Annual Self Appraisal Report (ASAR)

As per 7$^{th}$ Pay UGC Regulation 18$^{th}$ July, 2018 and

Govt. of Maharashtra Resolution  8$^{th}$  March, 2019

### For College Librarian

Academic Year : 20      -  20

(Duration  : From                 To                    )

**A.**  **General Information**

a)  Name (Surname first)                      : Dr./Shri./Smt.

b)  Designation                                      :

c)  College / University                         :

d)  Department                                       :

e)  Date of Birth                                     :

f)  Date of  Appointment                       :

g)  Total Teaching Experience            : UG:                           PG:

h)  Permanent Address (with Pin code) :

   Mobile No.                                          :

   Email                                                    :

**B.** **Academic Qualifications** :

| Sr. No. | Exam. Passed | University | Subject | Year | Grade / Class |
|---------|-------------|-----------|---------|------|--------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

**C.** **Research / Fellowship / Research Training Program :**

| Sr. No. | Research | Title of Work / Thesis | University / Institute |
|---------|----------|------------------------|------------------------|
| 1 | JRF/ SRF  etc. | | |
| 2 | M.Phil. | | |
| 3 | Ph.D. | | |
| 4 | Research Training Program | | |
| 5 | | | |

**D.** **Experience :**

| Sr. No. | Designation | Name of Employer | Salary with Grade Pay/ Academic Level | Date of Joining | leaving | Experience in years |
|---------|-------------|------------------|----------------------------------------|-----------------|---------|---------------------|
| | | | | | | |
| | | | | | | |
| | | | | Total Experience in years | | |

**E.** **Orientation / Refresher / Short Term Course Completed** :

| Sr. No. | Course | Duration | University / Institute |
|---------|--------|----------|------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

| 5 | | | |
|---|---|---|---|

**Table 4**

**Assessment Criteria and Methodology for College Librarian**

| Sr. No. | Activity | | Grading Criteria | | |
|---|---|---|---|---|---|
| | | | Percentage Obtained | Grade Claimed | Grade Verified |
| 1. | Regularity of attending library $$\frac{A}{B}X100 = \text{-------} \ \%$$ Where  A: Total no. of days attended  B: Total no. of days expected to attend While attending in the library, the individual is expected to undertake,  inter  alia, following items of work: <ul><li>Library Resource and Organization and maintenance of books, journals and reports.</li><li>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li><li>Assistance towards updating institutional website</li></ul> | | | Good / Satisfactory / Not satisfactory | Good / Satisfactory / Not satisfactory |
| | **Grading Criteria:** Good -90% and above,  Satisfactory- Below 90% but 80% and above    Not satisfactory- Less than 80% - | | | | | |

| 2. | Conduct of seminars/workshops related to library activity or on specific books or genre of books. | No. of Activities | Grade Claimed | Grade Verified | Page No. |
|---|---|---|---|---|---|
| | 1.National | | Good / Satisfactory / Not satisfactory | Good / Satisfactory / Not satisfactory | |
| | 2.State | | | | |
| | 3.Institute | | | | |
| | **Grading Criteria:** Good – 1 National level seminar / workshop + 1 State / institution level  Workshop / Seminar. Satisfactory – (i) 1 National level seminar/ workshop or (ii)1 state level seminar / workshop + 1 institution level seminar/ workshop or (iii) 4 institution seminar / workshop. Unsatisfactory – Not falling in above two categories. | | | | | |

| 3. | Computerized database | Yes/ No | **Grade Claimed** | **Grade Verified** | **Page No.** |
|---|---|---|---|---|---|
| | If library has a computerized database then OR | | Good / Satisfactory / Not satisfactory | Good / Satisfactory / Not satisfactory | |
| | If library does not have a computerized database | | | | |
| | **Grading Criteria:** Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory.  OR Good – 100% Catalogue database made up to date, Satisfactory-  90% catalogue database made up to date, Unsatisfactory - Catalogue database not upto mark.  (To be verified in random by the CAS Promotion Committee) | | | | | |

| 4. | Checking inventory and extent of missing books | **Grade Claimed** | **Grade Verified** | **Page No.** |
|---|---|---|---|---|
| | | Good / Satisfactory / Not satisfactory | Good / Satisfactory / Not satisfactory | |

**Grading Criteria:** Good : Checked inventory and missing books less than 0.5%
Satisfactory - Checked inventory and missing books less than 1%
Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
**Note -** Checking inventory and extent of missing books with norms of UGC & Sate Govt. as well as Particular University

| 5. | **Activity** | **Yes / No** | **Grade Claimed** | **Grade Verified** | **Page No.** |
|---|---|---|---|---|---|
| | (i) Digitisation of books database in institution having no computerized database. (Digitisation of Thesis / Manuscripts / Question Paper / College Magazine / Paper Cuttings etc.) | | | | |
| | **(ii)** Promotion of library network. | | | | |
| | **(iii)** Systems in place for dissemination of information relating to books and other resources. | | Good / Satisfactory /Not satisfactory | Good / Satisfactory / Not satisfactory | |
| | **(iv)** Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. | | | | |
| | (v) Design and offer short-term courses for users. | | | | |
| | (vi) Publications of at least one research paper in UGC approved journals. | | | | |

**Grading Criteria:** Good : Involved in any two activities, Satisfactory : At least one activity
Not Satisfactory: Not involved/ undertaken any of the activities.

# Overall Grading

| Sr. No. | Grade Claimed | Overall Grade Claimed | Grade Verified | Overall Grade Verified |
|---|---|---|---|---|
| Item - 1 | Good / Satisfactory / Not satisfactory | Good / Satisfactory / Not satisfactory | Good / Satisfactory / Not satisfactory | Good / Satisfactory / Not satisfactory |
| Item - 2 | Good / Satisfactory / Not satisfactory | | Good / Satisfactory / Not satisfactory | |
| Item - 3 | Good / Satisfactory / Not satisfactory | | Good / Satisfactory / Not satisfactory | |
| Item - 4 | Good / Satisfactory / Not satisfactory | | Good / Satisfactory / Not satisfactory | |
| Item - 5 | Good / Satisfactory / Not satisfactory | | Good / Satisfactory / Not satisfactory | |

**Overall Grading:**

**Good:** Good in Item 1 and satisfactory/good in any two other items including Item 4.

**Satisfactory:** Satisfactory in Item 1 and satisfactory /good in any other two Items including Item 4.

**Not satisfactory:** If neither good nor satisfactory in overall grading.

**Note :**

(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.

(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.

(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee

Signature of the College Librarian                    Signature of Principal