

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
APPLICATION FOR UPGRADATION/PROMOTION UNDER
CAREER ADVANCEMENT SCHEME–2016 FOR
LIBRARIANS PERFORMANCE BASED APPRAISAL SYSTEM
(PBAS)

SELF APPRAISAL REPORT OF THE PERSON UNDER REVIEW
(TO BE FILLED IN BY THE CANDIDATE)

PART-I
GENERAL
INFORMATION

(Application proforma is same as that meant for the Teachers and other academic staff of the University)

PART-II
CATEGORY I: PROCUREMENT, ORGANIZATION AND DELIVERY OF
KNOWLEDGE AND INFORMATION THROUGH SERVICES

(Necessary documentary evidences/certificates must be enclosed by the applicant for each and every aspect. In cases where documentary evidences/certificates are not available, the applicant's involvement should be duly certified by the immediate superior/competent authority)

The self-assessment score should be based on objectively verifiable records

Note: * Since the following components include several activities, separate table may be given for each activity under each component as exemplifies under 1.1 a) (i)

1.1 Library resources organisation and maintenance of books, journals, reports; Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the departments of college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information

a) Library resources organisation and maintenance of books, journals and reports

(i) Collection building

Year	*Details of the Activity	Impact/out-come/benefit	Marks obtained	Page Number

2 marks/activity* Furnish all the particulars such as dates & duration, type, source/reference/evidence etc. of the activity

1.4 b) Courses offered

Year	Semester	Course Number	Credit Hours*	Number of batches	Full in charge / Associate	Marks obtained	Page Number

2 marks/hour for sole course in-charge and 1 mark / hour in case of >1 course in-charge

*Note: one theory credit is equal to one hour and one practical credit is equal to three hours

Similar type of table may be prepared for the activities under the remaining components of CATEGORY -I & CATEGORY-II as per the marks allocation given in the explanatory notes.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES, RESEARCH AND ACADEMIC CONTRIBUTIONS

(Necessary documentary evidences/certificates must be enclosed by the applicant for each and every aspect. In cases where documentary evidences/certificates are not available, the applicant's involvement should be duly certified by the immediate superior/competent authority)

- Student related co-curricular, extension and field based activities (such as cultural exchange and library service programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels (5 marks/activity)
- Contribution to corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities (2 marks/activity)

(Guidelines, marks allotment and application proforma for the following aspects are same as that meant for the Teachers and other academic staff of the University)

- Involvement in various activities as committee members, maintenance/verification of stocks etc.
- Participation in seminars, conferences, short-term e-library training courses, workshops etc.
- Membership in scientific societies or associations
- Orientation courses/Refresher courses/Research methodology/Training/Teaching-Learning-Evaluation Technology/Soft skills programs/Faculty development programmes etc. attended/organized
- Resource person/guest lectures
- Publications
- Sponsored research projects – carried out/ongoing
- Research guidance – M.Phil. or equivalent, Ph. D
- Peer recognition – Awards, Honours/chairperson for technical sessions/lead speaker/invited speaker/key note address etc.

Note:

- A) Furnish a detailed list of activities under each of the above categories, year wise, along with necessary supporting documents duly certified by the concerned authority separately*
- B) Furnish the details only for the assessment period*
- C) Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidences/certificates etc.*
- D) Candidate shall mention the score/marks (self-assessment) in each column of the category, even if exceeds the maximum score in the category*
- E) Any other information beyond the above proforma may be given as special attachment with necessary details*

EXPLANATORY NOTES FOR MARKS ALLOCATION
**CATEGORY I: PROCUREMENT, ORGANIZATION AND DELIVERY OF
KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

(Necessary documentary evidences/certificates must be enclosed by the applicant for each and every aspect. In cases where documentary evidences/certificates are not available, the applicant's involvement should be duly certified by the immediate superior/competent authority)

The self-assessment score should be based on objectively verifiable records

- 1.1 Library resources organisation and maintenance of books, journals, reports; Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the departments of college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information
- b) Library resources organisation and maintenance of books, journals and reports
- (i) Collection building – Books (text books, reference books, books on general reading etc.) collected/purchased; Journals subscribed; e-Journals; Reports collected; Back volumes collected/bound (2 marks/activity)
- (ii) Maintenance of collection – Technical processing; Accessioning; Classification; Cataloguing; Book binding; Training to library staff to maintain collection (2 marks/activity)
- c) Book purchase policy – Recommended by teachers/students/staff (other than teachers); Recommended by check list; Publisher catalogue; Books review, exhibition, etc.; Arrangement of collection/stack arrangement; Subject-wise/classified shelving; Alphabetical shelving; Checking inventory and extent of missing books; Write off/weeding out of books, reading material etc. (2 marks/activity)
- d) Provision of library reader services such as literature retrieval services to researchers and analysis of report – Reference service; Current awareness services; Selective dissemination of information services; Bibliographic/catalogues/Index services; On-line Public Access catalogue (OPAC); Home lending services; Reprographic services; Internet information services; Information extension services; E-Journals services; Periodical contents services; Information analysis for catalogue/Index; Document deriving services; Audio-visuals information services; Indexing/abstracting services (2 marks/activity)
- e) Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents – Assistance by providing (i) number of books, reports to Departments; (ii) documents under documents delivery facilities to Departments; (iii) technical guidance to develop departmental library; (iv) books to faculties of Department; (v) Indexing/abstracting/periodical contents to faculties of Departments/Sections (2 marks/activity)
- f) Assistance towards updating institutional website with activity related information – Information provided about (i) Library; (ii) services rendered; (iii) Link of e-resources; (iv) new additions; (v) Transactions; (vi) Library members; (vii) Information provided for University/College publication (2 marks/activity)
- 1.2 Information Communication Technologies (ICT) and other new technologies' application for up-gradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software),

Intranet management

- g) Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services – Library automation; Data capturing; Provision of OPAC; Membership data creation/Readers data creation; Computerized reports generation; Computerized alphabetic list of books generation; Daily/weekly/monthly computerized reports generation for transaction; Computerized acquisition; Computerized periodicals registration; Computerized list of back volumes (2 marks/activity)
 - h) Library security (technology based methods such as RFID, CCTV) – RFID Technology; CCTV Technology; 3MP Technology; Other electronic security; Library management software; Internet for library management /function (2 marks/activity)
- 1.3 Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.
- a) Development, organization and management of e-resources including their accessibility over Intranet/Internet – Web resources facilities provided to readers like Consortia, Open access journals, DOAJ, J-Gate, etc. (4 marks/activity)
 - b) Digitization of library resources & e-delivery of information – Digital library developed for readers; Information collected and delivered thorough electronic devices to Institutional Departments/Sections and readers; Digitization/Computerization of Library; Digitization/ lamination of rare books, manuscripts, etc. (4 marks/activity)
 - c) Management of e-resources – Databases subscribed (4 marks/activity)
 - d) Types of databases management – CDs/Hard disk/hard copy stored (1 mark/activity)
- 1.4 User awareness and instruction programmes (Orientation lectures, users’ training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.
- a) User awareness and instruction programmes – Users education activities; Training or knowledge inculcation to readers about, How to use library resources; Library talks/lectures arranged for users; Instructions inculcation/display about OPAC (3 marks/activity)
 - b) Information sources promotion programmes – Organizing books exhibition; Organizing journals display; Parading bulletin board services; Organizing display of new added books; Conducting information literacy programmes
- 1.5 Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms
- a) Additional services such as extending library facilities on holidays – Textbook section services provided; Reading room facilities provided; If required, extending reading room hours; Shelf indicators/stickers maintained in stack to guide the readers; Library users manual brought out to guide the readers (2 marks/activity)
 - b) Institutional library facilities to outsiders through external membership norms - Reference service; Reprographic; Temporary memberships; Referral service; Memberships opened to institutes; Inter library loan services provided to institutes (2 marks/activity)