

FORM - I

For promotion from College Librarian (Academic Level 10) to College Librarian
(Academic Level 11)

PART - A

(Personal Data)

1.	Name of the Applicant	
2.	Father's/Mother's Name	
3.	Gender	
4.	Date of birth	
5.	Department / Subject	
6.	Date of joining as College Librarian on regular basis (Academic Level 10)	
7.	Period of past service counted (if any)	
8.	Date of initial joining as College Librarian (Academic Level 10) with past service counted (if any)	
9.	Number of years completed as on the date of eligibility for promotion	
10.	Date of eligibility for promotion to College Librarian (Academic Level 11)	
11.	Date of regularization / absorption (if Any)	
12.	Name of Institution	

PART - B

(Academic qualifications)

Sl.No.	Education	Year	Subject	Division
1.	HSLC			
2.	HSSLC			
3.	Bachelor Degree			
4.	Master Degree			
5.	M.Phil. (if any)			
6.	Ph.D. if any)			
7.	NET with JRF (if any)			
8.	NET (if any)			
9.	SLET (if any)			
10.	SET (if any)			
11.	Others (if any)			

FORM – I

For promotion from College Librarian (Academic Level 10) to College Librarian
(Academic Level 11)

PART C

(Training — Orientation Course / Refresher Course, etc.)

Sl. No.	Name of trainings attended during the assessment period	Training period (1 week or more)		Duration
		From	To	
1.				
2.				
3.				
4.				
5.				

PART – D

ACADEMIC PERFORMANCE ASSESSMENT

SECTION 1: REGULARITY IN ATTENDING LIBRARY

Activity expected to be undertaken

- Library Resource and Organization and maintenance of books, journals and reports.
- Provision of Library reader services such as literature retrieval services to researchers and analysis of report.
- Assistance towards updating institutional website.

Grading Criteria:

1. 90% & above – Good
2. Below 90% but 80% & above – Satisfactory
3. Less than 80% – Not Satisfactory

Sl. No	Academic Year	Level (PG/UG)	Activities undertaken	Regularity in attending library		% of Attending Library
				No. of working days	No. of days attended Library	
Grading						

SECTION 2: CONDUCT OF SEMINARS/WORKSHOPS RELATED TO LIBRARY

ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS

Grading criteria:

- Good : 1 National level seminar/workshop + 1 State/Institution level workshop/Seminar.
- Satisfactory : 1 National level seminar/workshop or 1 State level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar/workshop.
- Not-satisfactory: Not falling in above two categories.

Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator/Warden, etc.

Sl. No.	Details of seminar/workshop of the genre indicated above	Place	Period		Sponsoring/Organising Agency	Level – National/State/Institution
			From	To		
Grading						

SECTION 3: COMPUTERISATION/CATALOGUING OF DATABASE

Status of computerization of the database of the Library in which the candidate is posted:

(indicate the status of computerization of database)

Case I: If Library has a computerized database then

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.

Sl.No	Details of books and journals	Computerization of database*		% of computerized database
		No. of physical books and journals	No. of physical books and journals included in the computerized database	
Grading				

*To be verified in random by CAS Promotion Committee.

Case II: If Library does not have a computerized database

Grading criteria

- Good - 100% Catalogue database made up to date
- Satisfactory - 90% catalogue database made up to date
- Un-satisfactory - Catalogue database not up to date

Sl. No	Details of books and journals	Cataloguing of database*		% of cataloguing
		No. of physical books and journals	No. of physical books and journals catalogued	
Grading				

*To be verified in random by CAS Promotion Committee.

SECTION 4: CHECKING INVENTORY AND EXTENT OF MISSING BOOKS

Grading criteria

- Good : Checked inventory and missing book less than 0.5%
- Satisfactory : Checked inventory and missing book less than 1%
- Unsatisfactory : Did not check inventory

OR

Checked inventory and missing of books 1% or more.

Sl. No	Whether Inventory was checked or not	Details of missing book		% of missing books
		No. of physical books	No. of missing books	
Grading				

SECTION 5: INVOLVEMENT IN ACTIVITIES RELATED TO FUNCTIONING OF THE LIBRARY

Grading Criteria

- Good : Involved in any two activities
- Satisfactory : At least one activity
- Not satisfactory : Not involved/undertaken any of the activities

The different activities to be considered are as below:

(a) Digitization of books database in institution having no computerized database.

Sl. No.	Details of contribution made in computerization of database	Period	
		From	To

(b) Promotion of library network

Sl. No.	Details of contribution made in promotion of library	Period	
		From	To

(c) System in place for dissemination of information relating to books and other resources.

Sl. No.	Details of systems in place for dissemination of information relating to books and other resources	Role of the concerned Librarian	Period	
			From	To

- (d) Assistance on college administration and governance related work including work done during admissions, examinations and extracurricular activities.

Sl. No.	Nature of Activity (admissions/examinations/ extracurricular)	Contribution of the concerned Librarian	Period	
			From	To

- (e) Design and offer of short-term courses for users.

Sl. No.	Details of Course	Duration	No. of Modules	Target Group	Sponsoring Agency	Date when the course was launched

- (f) Publications of at least one research paper in UGC approved journals.

Sl. No	Title	Journal	Year	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC-CARE List

Note:

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors
- First/Principal/Corresponding Author
- Joint Author

OVERALL GRADING FOR SECTION 5

No. of Activities covered (a to f)	
Overall grading	

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR PART D

Sl. No.	Activity	Section	Gradation (To be given by Principal)
1.	Regularity	Section 1	
2.	Conduct of seminars/workshop	Section 2	
3.	Computerization/cataloguing	Section 3	
4.	Checking Inventory	Section 4	
5.	Activities related to functioning of Library	Section 5	
OVERALL GRADING FOR THE ACADEMIC YEAR FOR THE SECTION 1-5			

Note: Overall Grading for the Academic Year is to be defined as follows:

- **Good:** Good in Item (Section) 1 and satisfactory/good in any two other Items (Sections) including Item (Section) 4.
- **Satisfactory:** Satisfactory in Item (Section) 1 and satisfactory in any other two items (Sections) including Item (Section) 4.
- **Satisfactory:** If neither good nor satisfactory in overall grading.

Date:

Signature of Applicant:

Place:

Name of Applicant:

Designation of Applicant:

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

PART E

Principal's Remarks and Signature with Seal	Certified that has been working as in this College since The particulars given in this annual report have been checked and verified from office records and documents enclosed are found to be correct. The gradations have been verified on the basis of the performance of the teacher and the credentials/documents provided and enclosed herewith by the teacher. Date Signature of Principal with seal
--	---

FORM - II

For promotion from College Librarian (Academic Level 11) to College Librarian
(Academic Level 12)

PART - A

(Personal Data)

1.	Name of the Applicant	
2.	Father's/Mother's Name	
3.	Gender	
4.	Date of birth	
5.	Department / Subject	
6.	Date of joining as College Librarian (Academic Level 11)	
7.	Number of years completed as on the date of eligibility for promotion	
8.	Notification date of last promotion to College Librarian (Academic Level 11)	
9.	Date of eligibility for promotion to Assistant Professor (Academic Level 12)	
10.	Name of Institution	

PART - B

(Academic qualifications)

Sl. No.	Education	Year	Subject	Division
1.	Bachelor Degree			
2.	Master Degree			
3.	M. Phil (if any)			
4.	Ph. D (if any)			
5.	SET with IRF gif any)			
6.	NET (if any)			
7.	SLET (if any)			
8.	SET (if any)			
9.	Others (if any)			

FORM – II

For promotion from College Librarian (Academic Level 11) to College Librarian
(Academic Level 12)

PART - C

(Training — Refresher Course, etc. in chronological order)

Sl. No.	Name of trainings attended during the assessment period	Training period (1 week or more)		Duration
		From	To	
1.				
2.				
3.				
4.				
5.				

PART – D

ACADEMIC PERFORMANCE ASSESSMENT

SECTION 1: REGULARITY IN ATTENDING LIBRARY

Activity expected to be undertaken

- Library Resource and Organization and maintenance of books, journals and reports.
- Provision of Library reader services such as literature retrieval services to researchers and analysis of report.
- Assistance towards updating institutional website.

Grading Criteria:

- | | |
|------------------------------|--------------------|
| 1. 90% & above | - Good |
| 2. Below 90% but 80% & above | - Satisfactory |
| 3. Less than 80% | - Not Satisfactory |

Sl. No	Academic Year	Level (PG/UG)	Activities undertaken	Regularity in attending library		% of Attending Library
				No. of working days	No. of days attended Library	

Grading

SECTION 2: CONDUCT OF SEMINARS/WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS

Grading criteria:

- Good : 1 National level seminar/ workshop + 1 State/Institution level workshop/Seminar.
- Satisfactory : 1 National level seminar/ workshop or 1 State level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar/workshop.
- Not-satisfactory: Not falling in above two categories.

Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator/ Warden, etc.

Sl. No.	Details of seminar/ workshop of the genre indicated above	Place	Period		Sponsoring/Organising Agency	Level – National/State/ Institution
			From	To		
Grading						

SECTION 3: COMPUTERISATION/CATALOGUING OF DATABASE

Status of computerisation of the database of the Library in which the candidate is posted:

(indicate the status of computerization of database)

Case I: If Library has a computerized database then

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.

Sl.No	Details of books and journals	Computerisation of database*		% of computerized database
		No. of physical books and journals	No. of physical books and journals included in the computerized database	
Grading				

*To be verified in random by CAS Promotion Committee.

Case II: If Library does not have a computerized database

Grading criteria

- Good - 100% Catalogue database made up to date
- Satisfactory - 90% catalogue database made up to date
- Un-satisfactory - Catalogue database not up to date

Sl. No	Details of books and journals	Cataloguing of database*		% of cataloguing
		No. of physical books and journals	No. of physical books and journals catalogued	
Grading				

*To be verified in random by CAS Promotion Committee.

SECTION 4: CHECKING INVENTORY AND EXTENT OF MISSING BOOKS

Grading criteria

- Good : Checked inventory and missing book less than 0.5%
- Satisfactory : Checked inventory and missing book less than 1%
- Unsatisfactory : Did not check inventory
OR
Checked inventory and missing of books 1% or more.

Sl. No	Whether Inventory was checked or not	Details of missing book		% of missing books
		No. of physical books	No. of missing books	
Grading				

SECTION 5: INVOLVEMENT IN ACTIVITIES RELATED TO FUNCTIONING OF THE LIBRARY

Grading Criteria

- Good : Involved in any two activities
- Satisfactory : At least one activity
- Not satisfactory : Not involved/undertaken any of the activities

The different activities to be considered are as below:

(a) Digitization of books database in institution having no computerized database.

Sl. No.	Details of contribution made in computerization of database	Period	
		From	To

(b) Promotion of library network

Sl. No.	Details of contribution made in promotion of library	Period	
		From	To

(c) System in place for dissemination of information relating to books and other resources.

Sl. No.	Details of systems in place for dissemination of information relating to books and other resources	Role of the concerned Librarian	Period	
			From	To

- (d) Assistance on college administration and governance related work including work done during admissions, examinations and extracurricular activities.

Sl. No.	Nature of Activity (admissions/examinations/ extracurricular)	Contribution of the concerned Librarian	Period	
			From	To

- (e) Design and offer of short-term courses for users.

Sl. No.	Details of Course	Duration	No. of Modules	Target Group	Sponsoring Agency	Date when the course was launched

- (f) Publications of at least one research paper in UGC approved journals.

Sl. No	Title	Journal	Year	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC-CARE List

Note:

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors
- First/Principal/Corresponding Author
- Joint Author

OVERALL GRADING FOR SECTION 5

No. of Activities covered (a to f)	
Overall grading	

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR PART D

Sl. No.	Activity	Section	Gradation (To be given by Principal)
1.	Regularity	Section 1	
2.	Conduct of seminars/workshop	Section 2	
3.	Computerization/cataloguing	Section 3	
4.	Checking Inventory	Section 4	
5.	Activities related to functioning of Library	Section 5	
OVERALL GRADING FOR THE ACADEMIC YEAR FOR THE SECTION 1-5			

Note: Overall Grading for the Academic Year is to be defined as follows:

- **Good:** Good in Item (Section) 1 and satisfactory/good in any two other Items (Sections) including Item (Section) 4.
- **Satisfactory:** Satisfactory in Item (Section) 1 and satisfactory in any other two items (Sections) including Item (Section) 4.
- **Satisfactory:** If neither good nor satisfactory in overall grading.

Date:

Signature of Applicant:

Place:

Name of Applicant:

Designation of Applicant:

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

PART E

Principal's Remarks and Signature with Seal	Certified that has been working as in this College since The particulars given in this annual report have been checked and verified from office records and documents enclosed are found to be correct. The gradations have been verified on the basis of the performance of the teacher and the credentials/documents provided and enclosed herewith by the teacher. Date Signature of Principal with seal
--	---

FORM - III

**For promotion from College Librarian (Academic Level 12) to College Librarian
(Academic Level 13A)**

**PART - A
(Personal Data)**

1.	Name of the Applicant	
2.	Father's/Mother's Name	
3.	Gender	
4.	Date of birth	
5.	Department / Subject	
6.	Date of joining as College Librarian (Academic Level 12)	
7.	Number of years completed as on the date of eligibility for promotion	
8.	Notification date of last promotion to College Librarian (Academic Level 12)	
9.	Date of eligibility for promotion to Assistant Professor (Academic Level 13A)	
10.	Name of Institution	

**PART - B
(Academic qualifications)**

Sl. No.	Education	Year	Subject	Division
1.	Bachelor Degree			
2.	Master Degree			
3.	M.Phil. (if any)			
4.	Ph.D. (if any)			
5.	NET with JRF (if any)			
6.	NET (if any)			
7.	SLET (if any)			
8.	SET (if any)			
9.	Others (if any)			

FORM III

For promotion from College Librarian (Academic Level 12) to College Librarian
(Academic Level 13A)

PART - C

(Training — Refresher Course, etc. in chronological order)

Sl. No.	Name of trainings attended during the assessment period	Training period (1 week or more)		Duration
		From	To	
1				
2				
3				
4				
5				

PART - D

ACADEMIC PERFORMANCE ASSESSMENT

SECTION 1: REGULARITY IN ATTENDING LIBRARY

Activity expected to be undertaken

- Library Resource and Organization and maintenance of books, journals and reports.
- Provision of Library reader services such as literature retrieval services to researchers and analysis of report.
- Assistance towards updating institutional website.

Grading Criteria:

- | | |
|------------------------------|--------------------|
| 1. 90% & above | - Good |
| 2. Below 90% but 80% & above | - Satisfactory |
| 3. Less than 80% | - Not Satisfactory |

Sl. No	Academic Year	Level (PG/UG)	Activities undertaken	Regularity in attending library		% of Attending Library
				No. of working days	No. of days attended Library	
Grading						

SECTION 2: CONDUCT OF SEMINARS/WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS

Grading criteria:

Good : 1 National level seminar/ workshop + 1 State/Institution level workshop/Seminar.

Satisfactory : 1 National level seminar/ workshop or 1 State level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar/workshop.

Not-satisfactory: Not falling in above two categories.

Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator/ Warden, etc.

Sl. No.	Details of seminar/ workshop of the genre indicated above	Place	Period		Sponsoring/Organising Agency	Level - National/State/ Institution
			From	To		
Grading						

SECTION 3: COMPUTERISATION/CATALOGUING OF DATABASE

Status of computerisation of the database of the Library in which the candidate is posted:

(indicate the status of computerization of database)

Case I: If Library has a computerized database then

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.

Sl.No	Details of books and journals	Computerisation of database*		% of computerized database
		No. of physical books and journals	No. of physical books and journals included in the computerized database	
Grading				

*To be verified in random by CAS Promotion Committee.

Case II: If Library does not have a computerized database

Grading criteria

- Good - 100% Catalogue database made up to date
- Satisfactory - 90% catalogue database made up to date
- Un-satisfactory - Catalogue database not up to date .

Sl. No	Details of books and journals	Cataloguing of database*		% of cataloguing
		No. of physical books and journals	No. of physical books and journals catalogued	
Grading				

*To be verified in random by CAS Promotion Committee.

SECTION 4: CHECKING INVENTORY AND EXTENT OF MISSING BOOKS

Grading criteria-

- Good : Checked inventory and missing book less than 0.5%
- Satisfactory : Checked inventory and missing book less than 1%

- Unsatisfactory : Did not check inventory
OR
Checked inventory and missing of books 1% or more.

Sl. No	Whether Inventory was checked or not	Details of missing book		% of missing books
		No. of physical books	No. of missing books	
Grading				

SECTION 5: INVOLVEMENT IN ACTIVITIES RELATED TO FUNCTIONING OF THE LIBRARY

Grading Criteria

- Good : Involved in any two activities
- Satisfactory : At least one activity
- Not satisfactory: Not involved/undertaken any of the activities

The different activities to be considered are as below:

- (a) Digitization of books database in institution having no computerized database.

Sl. No.	Details of contribution made in computerization of database	Period	
		From	To

- (b) Promotion of library network

Sl. No.	Details of contribution made in promotion of library	Period	
		From	To

- (c) System in place for dissemination of information relating to books and other resources.

Sl. No.	Details of systems in place for dissemination of information relating to books and other resources	Role of the concerned Librarian	Period	
			From	To

- (d) Assistance on college administration and governance related work including work done during admissions, examinations and extracurricular activities.

Sl. No.	Nature of Activity (admissions/examinations/extracurricular)	Contribution of the concerned Librarian	Period	
			From	To

- (e) Design and offer of short-term courses for users.

Sl. No.	Details of Course	Duration	No. of Modules	Target Group	Sponsoring Agency	Date when the course was launched

- (f) Publications of at least one research paper in UGC approved journals.

Sl. No	Title	Journal	Year	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC-CARE List

--	--	--	--	--	--	--	--	--

Note:

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors
- First/Principal/Corresponding Author
- Joint Author

OVERALL GRADING FOR SECTION 5

No. of Activities covered (a to f)	
Overall grading	

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR PART D

Sl. No.	Activity	Section	Gradation (To be given by Principal)
1.	Regularity	Section 1	
2.	Conduct of seminars/workshop	Section 2	
3.	Computerization/cataloguing	Section 3	
4.	Checking Inventory	Section 4	
5.	Activities related to functioning of Library	Section 5	
OVERALL GRADING FOR THE ACADEMIC YEAR FOR THE SECTION 1-5			

Note: Overall Grading for the Academic Year is to be defined as follows:

- **Good:** Good in Item (Section) 1 and satisfactory/good in any two other Items (Sections) including Item (Section) 4.
- **Satisfactory:** Satisfactory in Item (Section) 1 and satisfactory in any other two items (Sections) including Item (Section) 4.
- **Satisfactory:** If neither good nor satisfactory in overall grading.

Date:

Signature of Applicant:

Place:

Name of Applicant:

Designation of Applicant:

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

PART E

Principal's Remarks and Signature with Seal	Certified that has been working as in this College since
	The particulars given in this annual report have been checked and verified from office records and documents enclosed are found to be correct.
	The gradations have been verified on the basis of the performance of the teacher and the credentials/documents provided and enclosed herewith by the teacher.

	Date Signature of Principal with seal
--	--

FORM - IV

For promotion from College Librarian (Academic Level 13A) to College Librarian (Academic Level 14)

**PART - A
(Personal Data)**

1.	Name of the Applicant	
2.	Father's/Mother's Name	
3.	Gender	
4.	Date of birth	
5.	Department / Subject	
6.	Date of joining as College Librarian (Academic Level 13A)	
7.	Number of years completed as on the date of eligibility for promotion	
8.	Notification date of last promotion to College Librarian (Academic Level 13A)	
9.	Date of eligibility for promotion to Assistant Professor (Academic Level 14)	
10.	Name of Institution	

**PART - B
(Academic qualifications)**

Sl. No.	Education	Year	Subject	Division
1.	Bachelor Degree			
2.	Master Degree			
3.	M.Phil. (if any)			
4.	Ph.D.			
5.	NET with JRF (if any)			
6.	NET (if any)			
7.	SLET (if any)			
8.	SET (if any)			
9.	Others (if any)			

— 2 —

24

34

24

知

FORM - IV

For promotion from College Librarian (Academic Level 13A) to College Librarian (Academic Level 14)

PART - D

(Training — Refresher Course, etc. in chronological order)

Sl. No.	Name of trainings attended during the assessment period	Training period (1 week or more)		Duration
		From	To	
1				
2				
3				
4				
5				

PART - E

ACADEMIC PERFORMANCE ASSESSMENT

SECTION 1: REGULARITY IN ATTENDING LIBRARY

Activity expected to be undertaken

- Library Resource and Organization and maintenance of books, journals and reports.
- Provision of Library reader services such as literature retrieval services to researchers and analysis of report.
- Assistance towards updating institutional website.

Grading Criteria:

- | | |
|------------------------------|--------------------|
| 1. 90% & above | - Good |
| 2. Below 90% but 80% & above | - Satisfactory |
| 3. Less than 80% | - Not Satisfactory |

Sl. No	Academic Year	Level (PG/UG)	Activities undertaken	Regularity in attending library		% of Attending Library
				No. of working days	No. of days attended Library	

Grading						

SECTION 2: CONDUCT OF SEMINARS/WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS

Grading criteria:

Good : 1 National level seminar/ workshop + 1 State/Institution level workshop/Seminar.

Satisfactory : 1 National level seminar/ workshop or 1 State level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar/workshop.

Not-satisfactory: Not falling in above two categories.

Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator/ Warden, etc.

Sl. No.	Details of seminar/ workshop of the genre indicated above	Place	Period		Sponsoring/Organising Agency	Level -- National/State/ Institution
			From	To		
Grading						

SECTION 3: COMPUTERISATION/CATALOGUING OF DATABASE

Status of computerisation of the database of the Library in which the candidate is posted: _____

(indicate the status of computerization of database)

Case I: If Library has a computerized database then

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.

Sl. No	Details of books and journals	Computerization of database*		% of computerized database
		No. of physical books and journals	No. of physical books and journals included in the computerized database	
Grading				

*To be verified in random by CAS Promotion Committee.

Case II: If Library does not have a computerized database

Grading criteria

- Good - 100% Catalogue database made up to date
- Satisfactory - 90% catalogue database made up to date
- Un-satisfactory - Catalogue database not up to date

Sl. No	Details of books and journals	Cataloguing of database*		% of cataloguing
		No. of physical books and journals	No. of physical books and journals catalogued	
Grading				

*To be verified in random by CAS Promotion Committee.

SECTION 4: CHECKING INVENTORY AND EXTENT OF MISSING BOOKS

Grading criteria

- Good : Checked inventory and missing book less than 0.5%
- Satisfactory : Checked inventory and missing book less than 1%
- Unsatisfactory : Did not check inventory
OR
Checked inventory and missing of books 1% or more.

Sl. No	Whether Inventory was checked or not	Details of missing book		% of missing books
		No. of physical books	No. of missing books	
Grading				

SECTION 5: INVOLVEMENT IN ACTIVITIES RELATED TO FUNCTIONING OF THE LIBRARY

Grading Criteria

- Good : Involved in any two activities
- Satisfactory : At least one activity
- Not satisfactory : Not involved/undertaken any of the activities

The different activities to be considered are as below:

(a) Digitization of books database in institution having no computerized database.

Sl. No.	Details of contribution made in computerization of database	Period	
		From	To

(b) Promotion of library network

Sl. No.	Details of activity for promotion of library network	Period	
		From	To

(c) System in place for dissemination of information relating to books and other resources.

Sl. No.	Details of systems in place for dissemination of information relating to books and other	Role of the concerned Librarian	Period	
			From	To

	resources			

- (d) Assistance on college administration and governance related work including work done during admissions, examinations and extracurricular activities.

Sl. No.	Nature of Activity (admissions/examinations/ extracurricular)	Contribution of the concerned Librarian	Period	
			From	To

- (e) Design and offer of short-term courses for users.

Sl. No.	Details of Course	Duration	No. of Modules	Target Group	Sponsoring Agency	Date when the course was launched

- (f) Publications of at least one research paper in UGC approved journals.

Sl. No	Title	Journal	Year.	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC-CARE List

Note:

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors
- First/Principal/Corresponding Author
- Joint Author

OVERALL GRADING FOR SECTION 5

No. of Activities covered (a to f)	
Overall grading	

(Please attach supporting documents as per requirement)

SECTION 6: INNOVATIVE LIBRARY SERVICES INCLUDING THE INTEGRATION OF ICT IN LIBRARY

Sl. No.	Details of innovative library services	Role of the concerned Librarian

SUMMARY OF GRADING FOR PART E

Sl. No.	Activity	Section	Gradation (To be given by Principal)
1.	Regularity	Section 1	
2.	Conduct of seminars/workshop	Section 2	
3.	Computerization/cataloguing	Section 3	
4.	Checking Inventory	Section 4	
5.	Activities related to functioning of Library	Section 5	
6.	Innovative library services including the integration of ICT in library	Section 6	
OVERALL GRADING FOR THE ACADEMIC YEAR FOR THE SECTION 1-6			

Note: Overall Grading for the Academic Year is to be defined as follows:

- **Good:** Good in Item (Section) 1 and satisfactory/good in any two other Items (Sections) including Item (Section) 4.
- **Satisfactory:** Satisfactory in Item (Section) 1 and satisfactory in any other two items (Sections) including Item (Section) 4.
- **Satisfactory:** If neither good nor satisfactory in overall grading.

Date:

Signature of Applicant:

Place:

Name of Applicant:

Designation of Applicant:

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

PART F

Principal's Remarks and Signature with Seal	Certified that has been working as in this College since
	The particulars given in this annual report have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the teacher and the credentials/documents provided and enclosed herewith by the teacher.

Date

Signature of Principal with seal