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BLDE ASSOCIATION, VIJAYAPUR
Yearly Performance Evaluation of Librarians

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Academic Year:_____

Name of staff member:_____

Name of the College: _____

Department:_____, **Biometric ID No.**_____

Current Designation:_____, **Total Experience:**

Academic Qualifications:

Examination	Name of the Board/University	Year of passing	% of marks obtained	Division/ Class/Grade
UG				
PG				
Ph. D				
Any other				

PART I: Principal Evaluation (Max Points: 40)

Sl. No	Key performance indicators	Max points	Points scored
01	**Performance Evaluation :** Performance evaluation of Librarian based on special assigned duties pertaining to college/university/board in addition to Librarian job and research.	05	
02	**Punctuality:** Availability in college, engaging specific job regularly in a stipulated period	05	
03	**Knowledge:** Knowledge of specific job requirements, knowledge of appropriate methods, practices and procedures	05	
04	**Organization:** Priorities, plans and executing duties in a logical and systematic manner.	05	
05	**Cooperation:** Willingness to work with others towards a common objective, working as a team member.	05	
06	**Work culture in the department:** Cordial relationship with colleagues, sharing responsibility, volunteer involvement in departmental activities	05	
07	**Quality of work:** Executing duties effectively with high degree of accuracy.	05	
08	**Attendance:** Regularity in attending work and respecting work schedule	05	
09	**Supervisory ability:** Providing direction, support and coaching to employees, as required in achieving the goals	05	
	Total	45	

PART II: Evaluation of academic excellence (Max Points: 30)

Sl. No	Key performance indicators	Max points	Points scored	Encls. No.
01	**Innovations** Ability to use of ICT enabled tools If any other (using social media viz. Blogs, twitter etc for promotion of Library facilities and services)	**05**		
02	**Knowledge up-gradation** Participation in Seminars/Conference (At least one in an Academic year) OR Participation in apex bodies/professional bodies	**05**		
03	**Organization of seminars/conferences/workshops** As organizing secretary/ convener, Getting sponsorship from professional funding agencies for seminars/conferences	**05**		
04	**Library Advisory Committee** Conduct Library Advisory Committee and maintain proceedings of the meeting (At least two meeting in one academic year)	**05**		
	Total	**20**		

PART III: users feed-back for facility and service evaluation (Max Points: 10)

Sl. No	Key performance indicators	Max points	Points scored	Encls. No.
01	**Users Feedback :** A users feedback from student and staff with well structured questionnaire about facilities and service provided in the Library- Once in the academic year (Random Sampling Technique)	**15**		
	Total	**15**		

PART IV: Publications (Max Points: 20)

Sl. No	Key performance indicators	Max points	Points scored	Encls. No.
01	**Original research papers in UGC approved journal of repute with ISSN or Scopus Indexed Journals**	**05**		
02	**For presenting paper in conferences/seminars.** Conference/seminars should be either state/national/international level and it should be relevant to the profession. The presenting author will get the following points. State/National conference:05	**05**		

03	**Usage Statistics of E-Resources databases** Download the usage statistics of E-Resources by the users (Once in one academic year)	**05**		
03	**Attending FDP/STTP/workshop/Induction Programme/Refresher Course (At least one in academic year)**	**05**		
	Total	**20**		

PART V: Best Practices followed as per NAAC/NBA/Universities etc(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/Book Talk	05	
04	Displaying New Arrivals periodically and communicated to the 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 Turnit-in/Any other	2.5	
10	Maintaining Institutional Repository for in-house faculty publication using Dspace/E Prnt 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+IV+V = 150 points

	Part-I (45)	Part-II (20)	Part-III (15)	Part-IV (20)	Part-V (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**	**Teaching staff points**
1	Poor	Below 80
2	Average	81-100
3	Above Average	101-120
4	Good	121-130
5	Excellent	Above 130

Staff Signature   **HOD Signature**   **Principal**