SHIVAJI UNIVERSITY, KOLHAPUR

Annual Self Appraisal Report (ASAR)

As per 7th Pay UGC Regulation 18th July, 2018 and

Govt. of Maharashtra Resolution 8th March, 2019

For University Assistant / Deputy Librarian / Director K.R.C.

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 / University Assistant / Deputy Librarian / Director K.R.C.

Sr. No.	Activity	Grading Criteria		
		Percentage Obtained	Grade Claimed	Grade Verified
1.	Regularity of attending library $\frac{A}{B}X100 =$ ------- % 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: • 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		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 /		Good /	

	Satisfactory / Not satisfactory		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

Grade Verified by

1) Prof./ Dr.   Signature

2) Prof./ Dr.   Signature

3) Prof./ Dr.   Signature

Signature of the   Signature of Director K.R.C ./
University Assistant /
Deputy Librarian /
Director K.R.C .

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Vice Chancellor