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| **logo copy - kala** | **TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY****CAREER ADVANCEMENT SCHEME (CAS) - 2024** |

**ASSESSMENT CRITERIA AND METHODOLOGY FOR LIBRARIANS IN THE UNIVERSITY**

1. **ATTENDING LIBRARY AND OTHER DUTIES\***

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| --- | --- | --- | --- | --- | --- |
| **Assessment Year** | **ATTENDING LIBRARY AND OTHER DUTIES ASSIGNED** | **Grading criteria Claimed@**(Good/ Satisfactory/ Not satisfactory) | **Verified by the Controlling Officer (HoD/UO)** | **Verified by the Committee**  | **Enclosure****Page No.#** |
| **Duty Assigned Total number of days** | **Duty attended Total number of days** | **Percentage\*\*** |
| Year 1(From DD/MM/YY to DD/MM/YY) |  |  |  |  |  |  |  |
| **Activity** |
| Library Resource and Organization and maintenance of books, journals and reports. | Yes / No |  |  |  |
| Provision of Library reader services such as literature retrieval services to researchers and analysis of report | Yes / No |  |  |  |
| Assistance towards updating institutional website | Yes / No |  |  |  |

\****This Table should be replicated for each assessment year***

#*The details should be appended as enclosure after being verified and certified by the Controlling Officer (HoD/UO) for each year (or part of the year, where ever applicable) in the assessment period*

|  |
| --- |
| **\*\* Calculation:**$\frac{ Number of days duty attended }{Total number of days Duty Assigned} × 100$ |
|  |
| **@Grading Criteria:****Good -** 90 and above**Satisfactory** - Above 80 but below 90 **Not satisfactory -** Less than 80 |
|  |

1. **CONDUCT OF SEMINARS / WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS\***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment Year** | **Title**  | **Name of the Event / Book** | **Role of the candidate** | **Level (National / State/ Institution)** | **Organizer/****Institute / Publisher** | **Duration / Year** | **Enclosure****Page No.#** |
| **Year 1**(From DD/MM/YY to DD/MM/YY) |  |  |  |  |  |  |  |
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| **Grading criteria Claimed@**(Good/ Satisfactory/ Unsatisfactory) | **Verified by the Committee** |
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| **@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 |
| **Unsatisfactory -** Not falling in the above two categories |

1. **LIBRARY COMPUTERIZATION\***

**(*If computerized database is available*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Year** | **Percentage of books and journals for which computerized database created** | **Grading criteria Claimed@**(Good/ Satisfactory/ Unsatisfactory) | **Verified by the Committee** | **Enclosure****Page No. #** |
| **Year 1**(From DD/MM/YY to DD/MM/YY) |  |  |  |  |
|  |  |  |  |

**@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)**

**(*If computerized database is not available*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Year** | **Percentage of Books and Journals catalogued** | **Grading criteria Claimed@**(Good/ Satisfactory/ Unsatisfactory) | **Verified by the Committee** | **Enclosure****Page No.#** |
| **Year 1**(From DD/MM/YY to DD/MM/YY) |  |  |  |  |
|  |  |  |  |

**@Grading Criteria:**

**Good** – 100% Catalogue database made up to date

**Satisfactory-** 90% catalogue database made up to date

**Unsatisfactory -** Catalogue database not upto mark.

**4. INVENTORY MANAGEMENT\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Year** | **Percentage of books missing during physical verification** | **Grading criteria Claimed@**(Good/ Satisfactory/ Unsatisfactory) | **Verified by the Committee** | **Enclosure****Page No.#** |
| **Year 1**(From DD/MM/YY to DD/MM/YY) |  |  |  |  |
|  |  |  |  |

**@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 books 1% or more.

**5. OTHER ACTIVITIES\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment** **Year** |  | **Activity** | **Involvement** | **Enclosure****Page No.#** |
| **Year 1**(From DD/MM/YY to DD/MM/YY) |  | Digitisation of books database in institution having no computerized database. | Yes / No |  |
|  | Promotion of library network. | Yes / No |  |
|  | Systems in place for dissemination of information relating to books and other resources | Yes / No |  |
|  | Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities | Yes / No |  |
|  | Design and offer short-term courses for users. | Yes / No |  |
|  | Publications of at least one research paper in UGC approved journals. | Yes / No |  |

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| --- | --- | --- | --- |
| **Assessment** **Year** | **Number of Activities** | **Grading criteria Claimed@**(Good/ Satisfactory/ Not satisfactory) | **Verified by the Committee** |
| **Year 1**(From DD/MM/YY to DD/MM/YY) |  |  |  |

**@Grading Criteria:**

**Good -** Involved in any two activities

**Satisfactory -** At least one activity

**Not Satisfactory -** Not involved/ undertaken any of the activities.

\****The Tables should be replicated for each assessment year***

#*The proof should be appended as enclosure for each year (or part of the year, where ever applicable) in the assessment period*

**CERTIFICATE**

I certify that:

1. the information provided is correct to the best of my knowledge and belief.

2. the scores claimed are in accordance with the Assessment Criteria and Methodology for Librarians in the University.

**Place: Signature of the Faculty**

**Date:**

**ABSTRACT**

**ASSESSMENT CRITERIA AND METHODOLOGY FOR LIBRARIANS (OVERALL GRADING) IN THE UNIVERSITY**

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| --- | --- | --- | --- | --- |
| **Assessment Year** | **Grading criteria** | **Overall Grading** **Claimed@****(Good/ Satisfactory /** **Not satisfactory)** | **Verified by the Committee** | **Assessment****(to be filled by the committee)** |
| **Attending library and other Duties**(Item 1) | **No. of activities involved in the library and others** (Items 2 to 5) |
| Year 1 |  |  |  |  |  |
| Year 2 |  |  |  |  |
| Year 3 |  |  |  |  |
| Year 4 |  |  |  |  |
| Year 5 |  |  |  |  |
| Year 6 |  |  |  |  |

**@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. |