

OFFICE OF THE PRINCIPAL
SOUTH EAST MANIPUR COLLEGE, KOMLATHABI

PERFORMANCE APPRAISAL FOR LIBRARIAN

For the Period from to

Part I

1. Name of the Librarian
(in Capital Letters)
2. Designation
3. Category GEN / SC / ST / OBC / Others
4. Date of Birth
5. Educational Qualifications
including professional and
technical qualifications
6. Date of continuous appointment
in the College
7. Date of appointment to the
present post
8. Date of confirmation with the
designation of the Post in which
confirmed
9. Period of absence from duty
(or leave, training etc during
the year. If he/she has undergone
training, please specify.)

Part-II

SELF ASSESSMENT REPORT

FOR PERIOD _____ TO _____

(To be filled by the Librarian)

1. Name _____ Designation _____
College _____
2. Academic Qualifications
(Mention if any additional qualification has been acquired during the year under review)
3. Summer / Winter School, Refresher, FIP / Orientation, FDP course attended during the year. Give details.
4. Membership or Fellowship of Professional / Academic bodies, societies etc. give details.
5. Any specific problem of any student solved, or taken initiative to solve
6. Research Guidance (give brief description of each field report / project and name the student (s) and Co-supervisor, if any. (Attach separates sheets, if needed).
7. Any project completed other than student's projects.

8. Papers published (give the title, Co-author, if any, and details of the Journals). Attach separate sheet, if necessary.

9. Contribution to College/Affiliating University in terms of
 - (a) Curriculum enrichment, (b) Cultural /Extra Curricular activities
 - (c) Sports/Community and Extension services, (d) Administrative assignments
 - (e) Any other

10. Contribution to Scientific / Technical education through publication of Text books and Laboratory Manual, Special Lectures and organisation of Seminars, Symposium, Summer or Winter School etc.

11. Additional Contributions which are not covered above and which are relevant for assessment of Librarian's activities.

Signature

Place

Name in Block letters

Date:

Designation

Name & Designation
of the Reporting Officer:

PART III

Assessment of the Reporting Officer

Length of service under the reporting officer:

Kindly provide your assessment on the five point scale in respect of the following parameters.

Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
5	4	3	2	1

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter.

In case the rating is unsatisfactory, please give reasons thereof separately.

A. Assessment of Part II filled up by the Librarian

Keeping in view the information furnished by the Librarian, please provide your assessment on the following parameters: (Weightage-50)

Assessment on Five Point scale

(i)	Knowledge of rules, regulation and procedure	
(ii)	Regularity	
(iii)	Research guidance to students	
(iv)	Any Projects completed other than the student's projects	
(v)	Contribution in Curriculum enrichment	
(vi)	Publication in Referred Journals	
(vii)	Organizing Seminar/ workshop, special lectures etc.	
(viii)	Participation in Seminar/ workshop, special lectures, FDP, Refresher Course, Summer/Winter School, FIP	
(ix)	Contribution to the College/Affiliating University	
(x)	Membership or Fellowship of Professional / Academic bodies	

Total (A) : _____

B. Performance and General Attributes (Weightage-50)

Assessment on Five Point scale

(i)	Knowledge in the sphere of work	
(ii)	Quality of output	
(iii)	Communication skills (Oral and written)	
(iv)	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	
(v)	Aptitude to work	
(vi)	Ability to inspire and motivate	
(vii)	Supervisory ability	
(viii)	Interpersonal relations and team work	
(ix)	Integrity and Trustworthiness	
(x)	General conduct	

Total (B) : _____

C. General assessment taking all the above parameters

Total (A) + (B) : _____

(Outstanding - 91 to 100
Very Good - 71 to 90
Good - 51 to 70
Satisfactory - 40 to 50
Unsatisfactory - upto 40)

Signature of the reporting officer:

Seal :

Date :

PART-IV

(To be filled in by the Reviewing Officer)

1. Length of service under the Reviewing officer

2. Remarks about any meritorious work or otherwise of the Librarian.

3. Has the Librarian any special characteristics, and/or any abilities which would justify his/her selection for special assignment. If so, specify.

Signature of the Reviewing Officer

Place:

Name in Block Letters

Date:

Designation
(During the period of Report)