



# Dr. Ram Manohar Lohiya National Law University

## Lucknow

### Annual Performance Appraisal Report (APAR)

Year 20.... — 20....

*(For Assistant Librarian/Deputy Librarian/ Librarian)*

Name : .....

Designation : .....

Employee I.D. No. : 

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Date of Birth (DD/MM/YYYY) : 

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Department : .....

Period : .....

Year ..... : .....

Due Date : .....

Date:

(Signature)

**PART-I**  
**SELF APPRAISAL**

*(To Be Filled by the Assistant Librarian/Deputy Librarian /Librarian Concerned)*

i.	Name	:	
ii.	Designation	:	
iii.	Address (Residential/Phone No.)	:	
iv.	Academic Pay Level	:	
v.	Date of first appointment at Dr. RML National Law University, Lucknow	:	
vi.	Date of appointment on present post	:	
vii.	Date of superannuation	:	
viii.	Qualifications	:	
ix.	Confirmed/on probation	:	
x	Date of confirmation/end of probation	:	

Activity		Grading Criteria	Self-Assessment
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website</li> </ul>	<ul style="list-style-type: none"> <li>• Good- 90% and above</li> <li>• Satisfactory- Below 90% but 80% and above</li> <li>• Not satisfactory- Less than 80%</li> </ul>	
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<ul style="list-style-type: none"> <li>• <b>Good</b>– 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</li> <li>• <b>Satisfactory</b>- 1 National level seminar/workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</li> <li>• <b>Unsatisfactory</b> – Not falling in above two categories</li> </ul>	
3.	<p>If library has a computerized database then</p> <p>OR</p> <p>If library does not have a computerized database</p>	<ul style="list-style-type: none"> <li>• <b>Good</b> – 100% of physical books and journals in computerized database.</li> <li>• <b>Satisfactory</b> – At least 99% of physical books and journals in computerized database.</li> <li>• <b>Unsatisfactory</b> – Not falling under good or satisfactory.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Good</b> – 100% Catalogue database made up to date</li> <li>• <b>Satisfactory</b>- 90% catalogue database made up to date</li> <li>• <b>Unsatisfactory</b> - Catalogue database not upto mark.</li> </ul>	

4.	Checking inventory and extent of missing books	<ul style="list-style-type: none"> <li>• <b>Good</b>- Checked inventory and missing book less than 0.5%</li> <li>• <b>Satisfactory</b>- Checked inventory and missing book less than 1%</li> <li>• <b>Unsatisfactory</b>- Did not check inventory Or Checked inventory and missing books 1% or more.</li> </ul>	
5.	<ul style="list-style-type: none"> <li>(i) Digitization of books database in institution having no computerized database.</li> <li>(ii) Promotion of library network.</li> <li>(iii) Systems in place for dissemination of information relating to books and other resources.</li> <li>(iv) Assistance in college administration and governance-related work including work done during admissions, examinations and extracurricular activities.</li> <li>(v) Design and offer short-term courses for users.</li> <li>(vi) Publications of at least one research paper in UGC approved journals.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Good</b>- Checked inventory and missing book less than 0.5%</li> <li>• <b>Satisfactory</b> - Checked inventory and missing book less than 1%</li> <li>• <b>Unsatisfactory</b> - Did not check inventory Or Checked inventory and missing books 1% or more.</li> </ul>	

a)	Do you use ICT technology to monitor the attendance of library staff?	
b)	Evidence on publication of paper, Participation in Refresher/Methodology Course/ Training Programme	
c)	Additional qualifications acquired, if any, this year	
d)	Punctuality and Regularity in attending to duties	
e)	Distinction/honour and recognition conferred this year (details)	
f)	Leave taken (Earned Leave/Study Leave/Duty Leave/Compensatory Leave /Detention Leave/ Sabbatical Leave/ Deputation Leave/Extraordinary Leave/ Leave without pay etc.)	
g)	Additional information in respect to performance, achievements and contribution by the Librarian	
h)	Techniques improved/developed/innovated this year	
i)	Any disciplinary action/adverse administrative communication/warning/ pending enquiry, if any, against you during this year.	

I hereby declare to the above information shared by me is true to the best of my knowledge.

Date: ___ / ___ / _____	Signature..... Name: ..... Designation: .....
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**Note:** Please attach the documentary evidence to support your claim where necessary.

## PART-II

### DETAILED ASSESSMENT BY THE REPORTING OFFICER

APAR Year 20.... - 20....

i.	Name of the Librarian		
ii.	Designation		
iii.	Date of Appointment		
iv.	<b>Remarks on</b> Do you agree with the self-appraisal details submitted by the teacher/deputy librarian, if not, comment on the specific item on which you have disagreement		
	<b>Activity</b>	<b>Grading Criteria</b>	<b>Assessment</b>
1.	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website</li> </ul>	<b>Good</b> -90% and above -  <b>Satisfactory</b> - Below 90% but 80% and above  <b>Not satisfactory</b> - Less than 80%	
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<b>Good</b> – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar  <b>Satisfactory</b> - 1 National level seminar/workshop or 1 state level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar / workshop  <b>Unsatisfactory</b> – Not falling in above two categories	
3.	If library has a computerized database then  OR  If library does not have a computerized database	<b>Good</b> – 100% of physical books and journals in computerized database.  <b>Satisfactory</b> – At least 99% of physical books and journals in computerized database.  <b>Unsatisfactory</b> – Not falling under good or satisfactory.  OR  <b>Good</b> – 100% Catalogue database made up to date  <b>Satisfactory</b> - 90% catalogue database made up to date  <b>Unsatisfactory</b> - Catalogue database not upto mark.  (To be verified in random by the CAS Promotion Committee)	

4.	Checking inventory and extent of missing books	<p><b>Good-</b> Checked inventory and missing book less than 0.5%</p> <p><b>Satisfactory-</b> Checked inventory and missing book less than 1%</p> <p><b>Unsatisfactory-</b> Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more.</p>	
5.	<ul style="list-style-type: none"> <li>i. Digitization of books database in institution having no computerized database.</li> <li>ii. Promotion of library network.</li> <li>iii. Systems in place for dissemination of information relating to books and other resources.</li> <li>iv. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</li> <li>v. Design and offer short-term courses for users.</li> <li>vi. Publications of at least one research paper in UGC approved journals.</li> </ul>	<p><b>Good-</b> Checked inventory and missing book less than 0.5%</p> <p><b>Satisfactory -</b> Checked inventory and missing book less than 1%</p> <p><b>Unsatisfactory -</b> Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more.</p>	

a)	Use of ICT technology to monitor the attendance of library staff	
b)	Subject Knowledge in LIS field	
c)	Efforts made to improve it	
d)	Teaching ability/talent	
e)	Relation with students	
f)	Relation with colleagues/subordinates	
g)	Punctuality and regularity in teaching/Library duties	
h)	Attendance and contribution in university central teaching activities/academic programmes /Academic Council/Library duties	
i)	Opinion on his/her involvement in other important assignments in university examination/University Administration etc.	
j)	Knowledge and practice of University rules/norms/protocol	
k)	State of Health	
l)	Any disciplinary action/adverse administrative communication/warning pending enquiry against the teacher/deputy librarian	
m)	Conduct	
n)	Integrity of the librarian	
o)	Any other remarks:	

**Overall Grading (Circle One):**      Good                      Satisfactory                      Not Satisfactory

Signature:.....

Name: .....

Designation: Head of the Department

Date

(Seal of the Reporting Officer)

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**Note: Overall Grading:**

- **Good:** Good in Item 1 and satisfactory/good in any two other items (Sr. No. 02-05) including item 4.
- **Satisfactory:** Satisfactory in Item 1 and satisfactory/good in any other two items (Sr. No. 02-05) including Item 4.
- **Not Satisfactory:** If neither ‘Good’ nor ‘Satisfactory’ in overall grading.

*(For more details, the Reporting Officer(s) may refer the necessary guidelines provided in Appendix-II (Table-1) of UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and College and Measures for the Maintenance of Standards in Higher Education, 2018)*

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**Recommendations of the IQAC**

**Verified/Not Verified:** .....

**Director IQAC  
Date & Signature:  
Seal**

P A R T-III

REMARKS OF THE REVIEWING/ACCEPTING AUTHORITY

APAR Year 20... - 20...

Name (Teacher/Librarian) :

Designation :

Date of Appointment :

- 1. Specific remarks on the assessment of Reporting Officer: .....
- 2. Adverse Remarks, if any, at items in the self-appraisal and/or comments or Reporting Officer:...
- 3. Summary appraisal

*On the performance of the Deputy Librarian (Circle one)*

- Good
- Satisfactory
- Unsatisfactory

*On the Conduct of the Deputy Librarian (Circle one)*

- Good
- Satisfactory
- Unsatisfactory

- 4. Any other remarks:

Signature.....

Name :

Designation : Vice-Chancellor

(Seal of Reviewing/Accepting Authority)

Date:

**Note:** Opinion/remarks be such that it be sustained with valid reasons.