



# Annual Performance Assessment Report Form

For

## Assistant Librarian

Name of the employee : .....

Department : .....

Designation : .....

Report for the year/ period ending from .....to.....

Period of authorized absence from duty (leaves etc.) during the year .....

Signature of the employee

Name :

Designation

Department:

**Part I- SELF APPRAISAL**

(To be filled in by the officer reported upon)

1. Brief description of duties (including library resource procurement, library resource organization and maintenance of books, journals and reports, library user services, administrative assignment etc.)

2. Contribution to the promotion of Library Network/Digital Library/Popularization of Digital Platforms:

<b>Detailed Activities</b>

3. Details of published/ research papers in referred journals, books, monographs, reviews chapter in books, translations & creative writing etc. if any during period under review. Also give details about participation in Conferences, Seminars, Workshops, refresher or orientation courses attended:

i) Research papers/ Books / Monographs/ Reviews/ Translations/ Creative Writing (if any)	
ii) Participation in Conferences/ Seminars/ Workshops/ Refresher or Orientation Courses :	
iii) Membership of associations International/ National/State	
iv) Additional qualifications acquired if any:	

*I certify that the information's given above are correct and factual to the best of my knowledge.*

Signature \_\_\_\_\_

Name \_\_\_\_\_

Department \_\_\_\_\_

Dated: \_\_\_\_\_

**Part - II - NUMERICAL ASSESSMENT OF THE REPORTING OFFICER**

**(Period of assessment should be more than six months)**

1. Whether you agree with the self-assessment described by the employee at Part I :

Yes

No (please give reasons)

2. Numerical grading is to be awarded by Reporting Authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 is the highest grade.

S. No	Attributes	Grading
1.	Communication skills	
2.	Regularity and Punctuality	
3.	Interpersonal relations and Trustworthiness	
4.	Conduct	
5.	Initiative	
6.	Decision making ability	
7.	Supervisory ability	
8.	Analytical ability	
9.	Ability to manage the library and maintain discipline among the students	
10.	Overall numerical grading	

General remarks, if any:

Signature of the Reporting Officer

Name in Block Letters: .....

Designation: .....

Date: .....

**Part III - REMARKS OF THE REVIEWING OFFICER**

Do you agree with the assessment of the Reporting Officer?

In case of disagreement, please specify the reasons. Is anything you wish to modify or add?

Signature of the Reviewing Officer:

Name in block letters:.....

Designation:.....

Date.....

**PART – IV - (To be filled in by the Accepting Authority)**

Declaration of the accepting Authority

Dated \_\_\_\_\_

Signature of the Accepting Authority