**STAFF DETAILS**

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| **Department** | **Library & Information Centre** | | | **Qualification requirements** | | **Experience** |
| Designation | Primary responsibility | Secondary responsibility | Records | Technical | Admin |  |
| Library & Information Officer | Overall management |  |  | Ph.D in Library & Information Science |  | More than 10 years |
| Assistant Library & Information Officer | In-charge of book acquisition |  | Accession Register | Bachelor of Library & Information Science |  | More than 25 years |
| Senior Library & Information Assistant-II | In-charge of Information Processing | Monthly Report,  In-house Publication Section | In-house Publication Accession Register | M.Phil. in Library & Information Science |  | More than 7 years |
| Senior Library & Information Assistant-II | Serial Management | Attendance Register Maintenance | Attendance Register | Master of Library & Information Science |  | More than 7 years |
| Library & Information Assistant | Book Acquisition,  I.T. Management |  |  | Master of Library & Information Science |  | More than 7 years |
| Library Assistant | Book Circulation,  Enrolment of Users | Nil | Membership Register | Diploma in Library & Information Science |  | More than 18 years |
| Lower Division Clerk | Clerical Work | Digitization |  | Stenography |  | More than 15 years |

**Training programs conducted: Nil**

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| **Department** |  | **Year** | **2012-13** |
| Employee Name | Training Need identified | Training conducted when and by whom | Training effectiveness |
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| **Training Effectiveness Review after 3 months**  **A** – Excellent  **B** – Good  **C** – Average  **D** – Doesn’t meet the requirement needs further training | | | |

**Training Calendar for the year 2013-14**

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| **Department** |  | **Year** | **2013-14** |
| Employee Name | Training Need identified | Training conducted when and by whom | Training effectiveness |
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| **Training Effectiveness Review after 3 months**  **A** – Excellent  **B** – Good  **C** – Average  **D** – Doesn’t meet the requirement needs further training | | | |