**Table 4**

**Assessment Criteria and Methodology for Librarians**

***Ref:- Table 4/Annexure II –UGC Regulations 2018 Notified in the Gazette of Govt. of India vide no.271 dated 18.07.2018 (Pages 109 &110)***

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| **S. No.** | **Activity** | **Details** |
| 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:  Library Resource and Organization and maintenance of books, journals and reports.  Provision of Library reader services such as literature retrieval services to researchers and analysis of report.  Assistance towards updating institutional website |  |
| 2 | Conduct of seminars/workshops related to library activity or on specific books or genre of books. |  |
| 3 | If library has a computerized database then  OR  If library does not have a computerized database |  |
| 4 | Checking inventory and extent of missing books |  |
| 5 | (i) Digitisation of books database in institution having no computerized database.  (ii) Promotion of library network.  (iii)Systems in place for dissemination of information relating to books and other resources.  (iv)Assistance in college administration and governance related work including work done during admissions, examinations and  extracurricular activities.  (v)Design and offer short-term courses for users.  (vi)Publications of at least one research paper in UGC approved journals. |  |

Date: Name & Signature of the applicant