

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR.

PBAS PROFORMA

Session : 2023-24

(PART A, PART B & PART C)

(For University Librarian / Deputy Librarian / Assistant Librarian and College Librarian.)

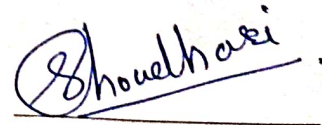
PART A : GENERAL INFORMATION

1. Name (in Block Letters) : SARIKA GOPALRAO CHOUDHARI
2. Father's/Husband's Name : GOPALRAO DAYARAM CHOUDHARI
3. Department : LIBRARY (Shri Saibaba Lok Prabodhan Arts College, Wadner)
Dist- wardha, 442307
4. Current Designation & Grade Pay : COLLEGE LIBRARIAN (LEVEL 10)
5. Date of last Promotion : 24/08/2028
6. Address for correspondence (Pin code) : C/O Avinash D. Game in Maroti Ward , Hinganghat ,
Dist- Wardha. State – Maharashtra . Pin Code 442301
7. Permanent Address (with Pin code) : At post khopada , Ta-Morshi Dist Amravati
State Maharashtra . pin Code -444301
- Telephone No. : (Mobile) : 9637813416
Email : saibabalib@gmail.com
8. Whether acquired any degrees or fresh academic qualifications during the year : -----

9. Academic Staff College Orientation / Refresher Course attended during the year :

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
Orientation Course				
1	Refresher Course	Library Management In ICT Era:Challenges And Prospects	11/01/2024 to 24/01/2024	UGC MMTTC Dr.Harisingh Gour Vishwavidyalaya,Sagar University ,MP

Date : 05/05/2024



Signature of teacher

Academic Year :- 2023-24

PART B : ACADEMIC PERFORMANCE INDICATORS

**CATEGORY: I
(COLLEGE LIBRARIAN)**

PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

I. Regularity of attending library:

(calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)

Indicators or Activity	Work done under Activities	Total No. of Working Days	No. of days attended	Percentage of attendance	Grading
Library resources and organization and maintenance of books, journals and reports.	<ul style="list-style-type: none"> Collection Development : Acquired Books /Journals as per College Book Purchase Policy. Technical Processing of Resources: Done Accessioning, Classification, Cataloguing of Library Books Arrangement of Collection / Stack Arrangement Arranged Alphabetical and Subject-wise/Classified shelving. Maintenance of Collection : Book Binding; Trained library staff for maintenance of collection. Stock verification ; Write off/ weeding out of Collection etc. Various Reports for the requisite purpose. Collection Promotion : Book Display, Additions List, In house Book Exhibition. 	Jun :25 July:26 Aug : 26 Sep: 22 Oct : 24 Nov : 20 Dec: 25 Jan : 25 Feb : 24 Mar : 23 Apr:23 May:26 Total : 289	Jun : 24 July:26 Aug : 20 Sep : 22 Oct : 23 Nov : 19 Dec 25 Jan : 14 Feb : 21 Mar : 21 Apr:19 May:25 Total : 259	289/259 = 89.61 %	Good
Provision of Library reader services such as literature retrieval services to researchers and analysis of report.	Following Conventional as well as Modern Library Services are provided to the users. <ul style="list-style-type: none"> Circulation Service Reference Service Inter Library Loan Service On-line Public Access catalogue (OPAC) Service Photocopy Service Internet Service Document Delivery Service Database Service Reading Room Service <u>Other Services-</u> Question Bank Service Book Bank Service Books on Deposit Service Career guidance / Counseling Service 	Jun:25 July:26 Aug : 26 Sep: 22 Oct : 24 Nov : 20 Dec: 25 Jan : 25 Feb : 24 Mar : 23 Apr:23 May:26 Total : 289	Jun:24 July:26 Aug : 20 Sep : 22 Oct : 23 Nov : 19 Dec : 25 Jan : 14 Feb : 21 Mar : 21 Apr:19 May:25 Total : 259	289/259= 89.61%	Good
Assistance towards	Assistance towards updating institutional website with Library related information	Jun:25 July:26	Jun:24 July:26	289/259 = 89.61%	Good

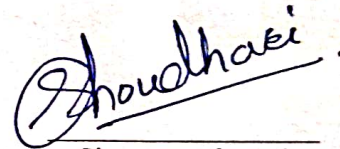
updating institutional website	• Information Provided about Library,	Aug : 26	Aug : 20		
	• Information Provided about Library facilities	Sep: 22	Sep : 22		
	• Information Provided about Library Staff,	Oct : 24	Oct : 23		
	• Information Provided about Library Membership ,	Nov : 20	Nov : 19		
	• Information Provided about Library Services.	Dec: 25	Dec : 25		
	• Information provided about OPAC/Web-OPAC search	Jan : 25	Jan : 14		
	• Information provided about How to search required information on internet.	Feb : 24	Feb : 21		
	• Information Provided about new additions	Mar : 23	Mar : 21		
	• Information Provided about e-Resources	Apr:23	Apr:19		
	• Information provided about College publication, Library news, notifications and events.	May:26	May:25		
		Total :	Total :		
		289	259		

Grading :

Good	:	90% and above
Satisfactory	:	Below 90 % but 80 % and above
Not satisfactory	:	Less than 80%

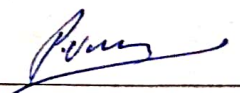
**As per table under the document Annexure I (A)

Overall Grading (Category : I) :-	Good
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Signature of Teacher

Verified and found correct :


Signature of V. C. H. O. D. / Principal
Shri Salbaba Lok Prabodha
Arts College, Wadner

Final Overall Grading approved by the Screening / Selection Committee : (For Category : I)	
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Signature of Chairman Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

I. Conduct of Seminar/ Workshops pertaining to Library :

(Conduct of seminars/workshops related to library activity or on specific books or genre of books.)

Sr. No.	Name of Seminar/ Workshop organized	Duration	Target Group	Grading
1	Library Orientation Programme OPAC Training	One Day 14 Oct 2023	Students of B.A.-I ,II,III	Good
2	WhatsApp group for sending e-books	Continue	Students of B.A.-I ,II,III	

Grading Criteria:

Good	- One National level seminar/ workshop and One State/ institution level workshop/Seminar
Satisfactory	- One National level seminar/ workshop or One State level seminar/ workshop and One institution level seminar/ workshop or four institution seminar / workshop;
Unsatisfactory	- Not falling in above two categories

III. Library Automation/ Computerization Status:

(If library has a computerized database then OR If library does not have computerized database)

Sr. No.	Activity undertaken for Automation	Completed/ Ongoing	Proof Document**	Grading
1	Library has computerized database of Books and Journals (i.e. Computerized Accession Register)	All the bibliographical details of purchased books and subscribed journals are always entered within 1 or 2 days and update the computerized database of Books and journals.	Accession Register (Computerized File on Library Computer)	Good

Grading Criteria:

Good	- 100% of physical books and journals in computerized database.
Satisfactory	- At least 99% of physical books and journals in computerized database.
Unsatisfactory	- Not falling under good or satisfactory.
OR	
Good	- 100% Catalogue database made up to date
Satisfactory	- 90% catalogue database made up to date
Unsatisfactory	- Catalogue database not up to mark

IV. Checking inventory:

(Checking inventory and extent of missing books)

Sr. No.	Indicator/ Activity	Nature of Work	Grading
	Checking inventory and extent of missing books	At the end of every academic year, Library staff themselves check the inventory of books and tries to find out missing books. After Every three years a Stock verification Committee is always constituted to	Good

Grading Criteria:

	check extent of missing books.	
Satisfactory	: Checked inventory and missing book less than 0.5%	
Satisfactory	: Checked inventory and missing book less than 1%	
Satisfactory	: Did not check inventory Or Checked inventory and missing books 1% or more.	

V(i). Digitization Work:

(Digitization of books database in institution having no computerized database)

Sr. No.	Indicator/ Activity	Nature of Work	Grading
1	Digitization of <ul style="list-style-type: none"> • Important Library documents, • GRs, • Newspaper Clipping articles and • Question Papers of B.A. 	Keeping in the mind deteriorating nature of paper media all the important Library documents, GRs and Newspaper Clipping articles have been digitized for further use. Also Digitization of Question Papers of B.A.	Good

V(ii). Promotion of Library Networks:

(Promotion of library network (Network Resource Centre))

Sr. No.	Indicator/ Activity	Nature of Work	Grading
1.	Inter library loan Service Members of library Network University library Nagpur	Books issuing and Returning for students and Teachers	Good

V(iii). Dissemination of information:

(System in place for dissemination of information relating to books and other resources.)

Sr. No.	Indicator/ Activity	Nature of Work	Grading
1	CAS (Current Awareness Service) service to Students	Uploading Library related information on website	Good
2	CAS service to Teachers/Students	List of addition of Books displayed on Library notice Board	
3	SDI (Selective Dissemination of Information) service to teachers	Following e-resources were downloaded for users and serviced. - Government GRs - DOAJ full-text articles - LIS Articles and made available to users, colleagues.	

V(iv). Administrative and Governance related activities:

(Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities)

Sr. No.	Indicator/ Activity	Nature of Work	Grading
1.	College Administration and Governance		
1.1	Secretary , Library Committee	For smooth functioning of Library	

	Member of IQAC Committee	About Quality Assurance in every aspect for NAAC purpose	Good
	Member of College Development Committee	For development aspects of college For placement of B.A. final year students	
1.4	Member of Brand Ambassador Committee	For elected the best all rounder Students for the brand ambassador award in year	
1.5	Member of Prevention of sexual abuse of women at workplace Committee	For Women's grievances redressal / unwanted situation	
1.6	Member, College Admission Committee	For assisting in admission of students in college courses	
1.7	Coordinator of College Material purchasing Committee	For increasing department wise aspects	
2	RTMNU University / University Examination related Activities		
2.1	Invigilation	Winter and Summer Exam 2023-24	
3	University / Other University Examination related Activities		
4	Professional Development Activities		Good
4.1	Participation in one days National webinar Conference	Participation in webinar	
4.2	Participation in online conference / webinar and Workshop, Online Quiz	Datta Meghe Savangi College sawangi wardha	
4.2	Participation in National level Interdisciplinary Webinar	1. One Day National interdisciplinary "Conference On Comprehensive Human Rights " on dated 16/12/2023 2. Interdisciplinary National E-Conference on "Contemporary Aspect in Humanities, Social Science And Commerce" on dated 3-4/01/2024 3. Interdisciplinary National E-Conference on "current Trends in Humanities " on dated 31/01/2024	
5	Extracurricular Activities		
5.1	College Programs	1) 130 th Birth Anniversary of Dr. S. R. Ranganathan On the date of 12 August 2023. 2) Birth Anniversary of Dr.A.P.J.Abdul Kalam on 15 October 2023 (वाचन प्रेरणा दिन) best library user award 3)Program on Guidance for Compitative exam 4) Celebrate Marathi Bhasha Din 27/2/2024 with Book exhibition 5) Reading week (12/2/2024 to 17/2/2024) 6)Book exhibition on all special famous personality on the date:19/2/2024 , 14/4/2024 7) Book exhibition On world Book Day on 5/5/2024. In college level program	Good
	Guest Lectures		

Short term course
(plan and offer short-term courses for users)

No.	Name of Short term course organized	Duration	Target Group	Grading
1.	-----	-----	-----	Not satisfactory

V(vi). Research paper Published:

Publication of at least one research paper in UGC approved journals

Sr. No	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Grading
1	Building the future : Transforming Libraries for Sustainability Page No.-05-10	SanShodhak -16 Two Days interdisciplinary National E-Conference 16 Dec ,2023	ISBN No.2394-5990	UGC CARE Listed	No	Yes		Good
2	The Role of Transforming Libraries in sustainability Page No.169-173	Sanshodhak-22 One Day international interdisciplinary Conference 31 Jan 2024	ISSN No. 2394-5990	UGC CARE Listed	No	Yes		

GRADING FOR ACTIVITY 5 :

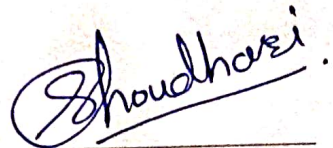
Grading for Activity 5: Good : Involved in any two activities; Satisfactory : At least one activity; Not Satisfactory : Not involved/ undertaken any of the activities.	Activity 5	Grading	Grading of Activity 5
	Activity 5.1	Good	Good
	Activity 5.2	Good	
	Activity 5.3	Good	
	Activity 5.4	Good	
	Activity 5.5	-----	
	Activity 5.6	Good	

**As per table under the document Annexure II (A)

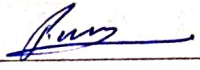
OVERALL GRADING (CATEGORY I AND : II)

Overall Grading (Category I and : II) :-	Activity	Grading	Grading of Activity 5
Good : Good in Item 1 and Satisfactory/Good in any other two items including Item 4	Activity 1	Good	Good
Satisfactory : Satisfactory in Item 1 and Satisfactory/Good in any other two items including Item 4	Activity 2	Good	
Not Satisfactory: If neither good nor Satisfactory in overall Grading.	Activity 3	Good	
	Activity 4	Good	
	Activity 5	Good	

Overall Grading (Category : I and II) :-	Good
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Signature of Teacher

Verified and found correct :


Signature of V.C./H.O.D./Principal
Shri Saibaba Lok Prabodhan
Arts College, Wadner

Final Overall Grading approved by the Screening / Selection Committee : (For Category : I)	
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Signature of Chairman Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : III
RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

III A. Research Papers publication:

Sr. No	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document
1	Building the future : Transforming Libraries for Sustainability Page No.-05-10	SanShodhak - 16 Two Days interdisciplinary National E-Conference 16 Dec ,2023	ISBN No.2394-5990	UGC Care Listed	No	Yes	Yes	10	Research Journal Article
2	The Role of Tranforming Libraries in substainability Page No.169-173	Sanshodhak-22 One Day international interdisciplinary Conference	ISSN No. 2394-5990	UGC Care Listed	No	Yes	Yes	10	
Total								20	

III B. Publications other than journal articles (books, chapters in books):

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1	ग्रंथालय विज्ञानाच्या अभ्यासात मानवी हक्क एक :अभ्यास	B. Aadhar single Blind Peer-Reviewed & Refereed Indexed	Impact Factor- 8.632(SJIF)	ISSN-2278-9308	RTM, Nagpur	No	Yes	10	Proceeding
2	Innovative Library Services in the Present Era :A Study of utility of Technology	Book No. :1196		ISBN : 978-81-19118-75-5		No	Yes	05	Chapters Book

CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ EContent	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
						Nil	---
Total						00	

III D.a RESEARCH GUIDANCE:

Sr. No.	Number Enrolled	Thesis/ Dissertation Submitted	Degree awarded	API Score	Proof Document**
M. Phil.	---	----	----		
Ph. D.	-----	-----	-----	---	-----
P.G. Dissertation		----	----	00	-----
Total				00	

III D.b RESEARCH PROJECTS COMPLETED:

III D. b (i). Sponsored Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document* *
						Nil	----
Total						0	

III D.b (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document* *
						Nil	----
Total						0	

III D.c ONGOING RESEARCH PROJECTS:

III D.c (i). Sponsored Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document* *
					Nil	----
Total					0	

III D. c (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document* *
					Nil	----
Total					0	

La Patents Awards:

No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
					Nil	----
Total					0	

III E. b Policy Document:

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
					Nil	----
Total					0	

III E. c. Fellowships and Awards:

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
					Nil	---
Total					0	

III F. Invited lectures / Paper delivered in conferences / seminars:

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1	Motivational speech on “□ □ □ □ “	Yashwant Mahavidyalya, Seloo, Dist-Wardha (M.S.)	Induction Program at seloo College, Wardaha on date:09/09/2023	College	0	Photo & video
2	Motivational speech on	NSS Camp Kinhi Ta-Pandharkawada Dist Yawatmal	On Dt. 28.02.2023 at NSS Camp, Gram Panchayat Kinhi Ta-Pandharkawada Dist Yawatmal organized by Shri Babasaheb D. Parwekar College Pandharkawada Saibaba LokPrabodhan Arts College, wadner			Photo & Video NSS Brochure
Total					0	

E) (I) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration).

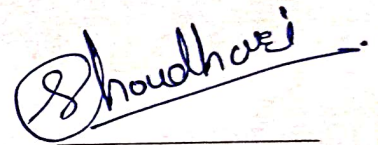
Programme	Organised by	Duration	API Score	Proof Document**

Total			0	

Note:

- ❖ Paper presented if part of edited book or proceeding then it can be claimed only once.
 - ❖ For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
 - ❖ *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b), Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- **As per table under the document Annexure III (A)

Total Score (Category III)	35
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Signature of Teacher

Verified and found correct



Signature of Principal / O.D./Principal
Shri Salbaba Lok Prabodhan
Arts College, Wadner

Total Score approved by the Screening / Selection Committee : (For Category : III)	
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Signature of Chairman Screening / Selection Committee