

**PROFORMA -A**  
**KENDRIYA VIDYALAYA SANGATHAN**

**PROFORMA FOR SELF ASSESSMENT BY THE LIBRARIAN  
TO BE PRESENTED DURING THE PANEL INSPECTION**

1. Name of the Librarian

: .....

2. Qualification

: .....

3. Length of service in KVS

: .....

4. Improvement in Library organization, management and user services consequent to the suggestions given during the previous inspection? Details:

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5. Steps taken by the Librarian for his/her own professional development during the last 5 years.....

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i. Name and duration of the Course attended, if any

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ii. The impact of the course done:

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iii. Any other course planning to pursue.....

6. In-service course attended by the Librarian during the last five years? If so, where & when?  
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i. As a participant or as a Resource person:  
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ii. Impact of the course on in Library organization, management and user services:  
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7. Has the Librarian planned any experiment or innovation or undertaken any project? If so, give details:  
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8. Total number of  
(i) Books (as per Acc. Register):.....(after condemnation)..... (ii)Periodicals: ..... (iii) Newspapers..... (iv)Multimedia.....

9. Total Number of Books in Hindi.....English.....Others:  
.....

10. Total Number of books purchased in the current academic year (upto the last day of the previous month of the inspection): ..... Amount spent:.....

11. What programmes/activities has the Librarian planned for the current academic year

S. No.	Month	Programmes/Activities planned
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1.		
2.		
3.		
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9. Steps taken by the Librarian to develop reading habits/skills among students.

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10. Activities undertaken by the Librarian for Career Guidance? Give details.

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## 11. Details about the functioning of Readers' Club.

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12. Has the Librarian provided any online library services? If so, give details:

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13. Whether the Librarian feels he/she is adequately proficient in English and Hindi?

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14. Details of professional reading, done by the Librarian.

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**Signature and Name of the Librarian**

**PROFORMA -B**  
**KENDRIYA VIDYALAYA SANGATHAN**

**INFORMATION TO BE FILLED BY PRINCIPAL  
(IN RESPECT OF LIBRARIAN)**

1. Rate the Librarian's knowledge on the basis of the Library organization, management and user services

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..... (Excellent/ Very Good/Good/Average/Poor)

2. Punctuality in managing the library and conducting library periods.

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3. Efforts taken by the librarian to implement the Annual Library Activity Plan (ALAP)

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4. Frequency of the Principal's observations of the Librarian up to the date of supervision since the commencement of academic session.

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5. The main suggestions given and Follow-up Action taken by the Principal.

- i. Has the librarian incorporated the suggestions/guidance given by the Principal?

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- ii. If not, Action taken by the Principal.

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6. Is the Principal satisfied with the efforts and & programmes planned by the Librarian in respect of

1. Promotion of reading habits  
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2. Effective use of technology (Blog, Library Automation):  
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3. Career Guidance :  
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7. Level of spoken proficiency (English and Hindi) of the Librarian:  
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8. Does the Librarian require training in any specific area? (E.g. Language skills, Library -Management, Library Automation, collaborative learning, web tools & technologies etc.)  
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9. Has the Principal issued any advisory note to the Librarian? If yes, the gist:  
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10. Has any disciplinary action been taken against the Librarian? details; if any:  
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11. Has the Principal found the Librarian exceptional? If yes, how has the Principal recognized his/her services?  
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Signature of Principal

Name of KV

PROFORMA -C

**KENDRIYA VIDYALAYA SANGATHAN**  
**LIBRARY SUPERVISION TOOL**

1. Name of the Librarian : .....

2. Library Period (Class / Section)

: .....

3. Student's strength : On roll..... Present..... Absent.....

4. The duration of observation of the Library by the supervisor:

Time...../Period.....

5. Functional/instructional activities undertaken in the Library during observation:

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6. Observations on the implementation of Annual Library Activity Plan

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7. Observations on:

i. Interaction between the Librarian and students

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ii. Circulation of books

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iii. Display of New Arrivals, Periodicals and Newspapers

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iv. Functioning of Readers' Club

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v. Career Guidance Activities

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vi. Effective use of ICT (Library Blog, Internet and E-resources)

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vii. Effectiveness of Library Automation

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viii. Library Infrastructure (furniture and equipment)

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ix. Technical processing (classification and barcoding)

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x. Maintenance of Accession Register and Newspaper & Periodical Register

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xi. Maintenance of Library Committee Minutes

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xii. Maintenance of records of stock verification and condemnation

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8. Findings on the competence of the children on a random sample basis (e.g., by means of asking questions about the use of library resources, books borrowed, periodicals, book reviews, Library activities, etc.)

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9. Communication skills of the Librarian in English and Hindi

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11. Observations on the innovations planned / experiments undertaken by the Librarian and its implementation in the library

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12. Areas which require improvement in the Librarian:

- i. ....
- .....
- ii. ....
- .....
- iii. ....
- .....
- iv. ....
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13. Any other specific observation on the Library organization, management and user services:

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14. Suggestions for the Librarian:

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15. Overall grading of the Librarian.....  
(Outstanding/ Very Good/ Good/ Average/ Below Average)

**Note:** - If the teacher has been graded average/below average, the supervisor must give a brief note highlighting the areas of concern and remedial measures to be taken by the Principal.

Date

Signature of the Inspecting Authority

(Name and Designation)

Signature of the Principal with date

Signature of the Teacher with date

**KENDRIYA VIDYALAYA SANGATHAN**  
Library Observation by Principal/Vice Principal

1.	Name of the Librarian	
2.	Class with Section, Period and Date	
3.	Functional/instructional activities undertaken in the Library during the period	
4.	Observation about Librarian-student interaction/participation	
5.	Observation about circulation of Books	

6.	Observation about shelf rectification	
7.	Observation about maintenance of Librarian's Diary	
8.	Observation on the Monthly Library activities and its implementation as per Annual Library Activity Plan	
9.	Comments on library technical processes (classification, barcoding)	
10.	Effective use of technology a) Library Automation, Library Blog b) Internet and E-resources	
11.	Specific observation about the activities done under EQUIP programme	
12.	Comments on Career Guidance related activities	
13.	Comments on functioning of Reader's Club	
14.	Comments on Display of new arrivals and periodicals	
15.	Observation about the projects/innovations/experiments undertaken by Librarian	
16.	Observation about maintenance of Library Committee and Readers' Club Committee registers	
17.	Observation about maintenance of Library Accession register and Newspaper and Periodical registers	
18.	Strengths of the Librarian observed	
19.	Suggestions for qualitative improvement	
20.	Date of previous observation and follow up	
21.	Overall impression of effectiveness of Library organization, management and user services.	

Signature of the Librarian  
Principal

Date:

Signature of the Principal/Vice

Date: