Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Tejashwini B Print Date: Jul 22, 2026

Administration & Management- Documentation & SAP maintaining Institutional publications, faculty publications, H-index (Insistutional/faculty) (Public)

Updated: Jan 20, 2026

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Substantially Exceeds Expectations
4 - Exceeds Expectations
3 - Meets Expectations
2 - Approaching Expectations
1 - Requires Significant Improvement

Weight:

10%

Goals Plan: 2025-26 Goal Plan Staff Category: Academic Owner: Tejashwini B
Print Date: Jul 22, 2026

Academics- teaching students & faculty on scholarly information resources and scholarly communication to improve students academic performance. Organising relevante workshops for students and faculty (Public)

Updated: Jan 20, 2026

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Substantially Exceeds Expectations
4 - Exceeds Expectations
3 - Meets Expectations
2 - Approaching Expectations
1 - Requires Significant Improvement

Weight:

10%

Goals Plan: 2025-26 Goal Plan Staff Category: Academic Owner: Tejashwini B
Print Date: Jul 22, 2026

Academics- To ensure that user education career guidance and ICT enabled services are provided to Faculty Members and Students (Public)

Updated: Jan 20, 2026

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5- Initiatives to ensure maximum ICT services are provided
4- To provide services to the maximum whenever there is a requirement
3-To Provide services with minimum support from other departments
2- To provide services with maximum support from other departments
1- Not able to provide services with maximum services

Weight:

5%

Goals Plan: 2025-26 Goal Plan Staff Category: Self Development/Other Owner: Tejashwini B
Print Date: Jul 22, 2026

Self Development/Others- Qualification / Skill Upgradation

(Public)

Updated: Jan 20, 2026

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Improved academic qualification,
4 - Certificate Courses,
3 - Attended relevant workshops,
2 - Improved computer proficiency,
1 - No progress

Weight:

10%

Goals Plan: 2025-26 Goal Plan Staff Category: Finance Owner: Tejashwini B
Print Date: Jul 22, 2026

Finance - Library Budget & Expenditure (Actual vs Planned) (Public)

Updated: Jan 20, 2026

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Excellent
4 - Very Good
3 - Good
2 - Satisfactory
1 -Very minimal

Weight:

5%

Goals Plan: 2025-26 Goal Plan Staff Category: External Connect Owner: Tejashwini B
Print Date: Jul 22, 2026

External Connect- To organise/participate workshops/ Book Exhibition/events/Activities related to library (Public)

Updated: Jan 20, 2026

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Excellent
4 - Very Good
3 - Good
2 - Satisfactory
1 -Very minimal

Weight:

10%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Tejashwini B Print Date: Jul 22, 2026

Administration & Management - Interpersonal Skills / Discipline in attending students, faculty and other stake-holders. (Public)

Updated: Jan 20, 2026

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Excellent
4 - Very Good
3 - Good
2 - Satisfactory
1 -Very minimal

Weight:

10%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Tejashwini B Print Date: Jul 22, 2026

Administration & Management -Improvement electronic & digital resources (number & access control), e-resources, e-books, renewals of resources, and adding new re-sources. (Public)

Updated: Jan 20, 2026

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Well organised
4 - Very Good
3 - Good
2 - Satisfactory
1 - Unorganised

Weight:

10%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Tejashwini B Print Date: Jul 22, 2026

Administration & Management -Tie-Ups with national/global libraries (Target vs Actual) (Public)

Updated: Jan 20, 2026

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Self-starter for Progressive works
4 - Execution of entrusted progressive works
3 - Routine works only
2 - Satisfactory
1 - Needs training

Weight:

10%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Tejashwini B Print Date: Jul 22, 2026

Administration & Management -Library Development Events/Activities. Procurement of books, Renewal of Journals, Procurement of Database, software, e-resources, e-books, renewal of resources, etc. (Public)

Updated: Jan 20, 2026

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Self-starter for Progressive works
4 - Execution of entrusted progressive works
3 - Routine works only
2 - Satisfactory
1 - Needs training

Weight:

10%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Tejashwini B Print Date: Jul 22, 2026

Administration & Management -Acquisition & Maintenance of Library Resources, Maintaining a database of books/journals/CDs, Procurement, issue, and regular stock verification. (Public)

Updated: Jan 20, 2026

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Self-starter for Progressive works
4 - Execution of entrusted progressive works
3 - Routine works only
2 - Satisfactory
1 - Needs training

Weight:

10%