

# SHIVAJI UNIVERSITY, KOLHAPUR

Revised API - PBAS Pro forma for Recruitments and Promotion under CAS

as per UGC's 4<sup>th</sup> Amendment Dated 11<sup>th</sup> July, 2016

## ANNUAL SELF- ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM

(ACADEMIC YEAR: \_\_\_\_\_ [Period from \_\_\_\_\_ to \_\_\_\_\_])

**FOR BBK KRC STAFF ONLY**

### PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name ( in Block Letters) :-
2. Father's Name / Mother's Name :-
3. Department :-
4. Current Designation & Grade Pay :-
5. Date of Appointment :-
6. Date of last Promotion :-
7. Position and Grade Pay applied under PBAS/CAS? :-
8. Date of eligibility for promotion :-
9. Date and Place of Birth :-
10. Sex :-
11. Marital Status :-
12. Nationality :-
13. Indicate category and /Sub Category (If reserve) :-
14. Address for correspondence (with pin code) :-
15. Permanent Address (with pin code) :-
- Telephone No :-
- Email :-

16. **Academic Qualifications** (from S.S.C. till post graduation) :

Sr.No.	Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Subject
1	S. S. C.					
2	H. S. C.					
3	B.A./B.Sc/B.Com/ B. Mus. B.E., B.Tech. Etc.					
4	M.A./M.Sc/M.Com/ M. Mus., M.E., M.Tech., Etc.					
5	NET/SET					
6	Others Examination, if any					

17. Research Degree(s):

Degrees	Title	Date of award	University
M. Phil.			
Ph.D./M. Phil			
D.Sc. / D. Litt.			

18. Appointments held prior to joining this institution:

Designation	Name of Employer	Date of		Salary with Grade Pay	Reason of Leaving
		Joining	leaving		


19. Posts held after appointment at this institution:

Designation	Department	Date of actual Holding		Grade
		From	To	

20. Period of teaching experience:

P.G. Classes (in years) \_\_\_\_\_

U.G. Classes (in years) \_\_\_\_\_

21. Research Experience excluding years spent in M. Phil / Ph. D (in years)\_\_\_\_\_

22. Fields of Specialization under the Subject / Discipline

(a) \_\_\_\_\_

(b) \_\_\_\_\_

23. Academic Staff College Orientation / Refresher Course/ ISTE - AICTE Sponsored STTP/SBP attended so far:

<b>Name of the Course/ Summer School</b>	<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>

### APPENDIX-III TABLE VII

#### ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) AND FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES.

Direct workload and weightage to be given to different levels of Librarians

	Direct working hours per week	Weightage
Assistant Librarian/College Librarian	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organizations and maintenance of books, journals, reports, development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for up gradation of library services and (c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different from different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation/ selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

\*Hours spent on administrative responsibilities, innovation, up gradation of services, extension services etc.



**CATEGORY – I – PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

Sr. No.	Nature of Activity	Uni. Assistant Librarian/ College Librarian		Deputy Librarian		Librarian		API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score			
I (a)	1.1	<b>Library resources organization and maintenance of books, journals, reports</b>	<b>70</b> [40 out of 70 for 1.1 to 1.4]	Actual hours spent per academic year ÷ 20 = ____	<b>60</b> [30 out of 70 for 1.1 to 1.4]	Actual hours spent per academic year ÷ 20 = ____	<b>55</b> [25 out of 70 for 1.1 to 1.4]	Actual hours spent per academic year ÷ 20 = ____		
	-	All types of print books collected / acquired (Collection Development)								
	-	Print Journals, Periodicals								
	-	E - resources: E-Journals, E-Books, E-databases, A/V etc.								
	-	Reports, Theses and Dissertations								
	-	Procurement of Teaching and Learning Aids- maps,charts,globes etc.								
	-	Manuscripts and rare books								
	-	Back volumes of Periodicals collected / Bound								
	-	Procuring donation of reading materials								
		<b>Maintenance of collection</b>								
		<b>Technical Processing</b>								
	-	Accessioning								

Sr. No.	Nature of Activity	Uni. Assistant Librarian/ College Librarian		Deputy Librarian		Librarian		API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score			
	- Classification									
	- Cataloguing									
	- Book Binding									
	- Training to library staff to maintain collection									
	<b>Arrangement of Collection / Stack Arrangement</b>									
	- Subject-wise / Classified shelving									
	- Alphabetical shelving									
	- Periodic Stock verification									
	- Collection Evaluation, Write off/ weeding out of books, reading materials, etc.									
	- Preservation and Conservation of Materials (Paste Control, Fumigation Etc.)									
	<b>Book Selection and Purchase Policy</b>									
	- Recommended by Teachers /Students/Staff									
	- Recommended by Check list, Publisher Catalogue, Books Review, exhibition etc.									
	- Library Budget Management: Allocation, Utilisation, Budgetary Control etc.									

Sr. No.	Nature of Activity	Uni. Assistant Librarian/ College Librarian		Deputy Librarian		Librarian		API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score			
1.2	<b>Provision of Library reader- services, literature retrieval service to researchers and analysis of reports</b>									
	<u>Library Reader Services</u>									
	- Reference Service									
	- Current Awareness Service									
	- Selective Dissemination of Information									
	- Bibliographic/Catalogues/ Index Services									
	- Inter Library Services/ Network Based Services									
	- On-line Public Access Catalogue (OPAC)									
	- Home lending Services									
	- Reprographic, Scanning Services									
	- Internet Information Services									
	- Information Extension Services									
	- E-Journals Services									
	- E-Journals Services									
	- Information Analysis for catalogue / Index									

Sr. No.	Nature of Activity	Uni. Assistant Librarian/ College Librarian		Deputy Librarian		Librarian		API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score			
	- Document Delivery Services									
	- Audio-Visuals information Services									
	- Indexing / Abstracting Services									
	- Book Bank									
	- TPLS (Teachers Personal Library Scheme)									
	- Services to outside users									
	- Newspaper Clipping Services									
	- Services to differently abled students, etc.									
1.3	<b>Provision of assistance to the Departments of University / College with required inputs for preparing reports, manuals and related documents</b>									
	- Assistance by providing number of books, reports to Departments									
	- Assistance by providing documents under documents delivery facilities to Departments									
	- Assistance by providing Technical guidance to develop Departmental Library									
	- Assistance by providing books to faculties of Department									

Sr. No.	Nature of Activity	Uni. Assistant Librarian/ College Librarian		Deputy Librarian		Librarian		API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score			
	- Assistance by providing Indexing / Abstracting /Periodical Contents to faculties of departments /Sections									
	- Procurement of Information from other Libraries									
	- Documentation for NAAC Report, Annual Report, Library Committee Report, UGC Report, RUSA Report, etc.									
	- Assistance for Searching of Information to faculty/outside members, etc.									
1.4	<b>Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters etc.</b>									
	- Information Provided about Library, services and Facilities									
	- Information Provided about Services rendered									
	- Information Provided about Link of e-Resources									
	- Information Provided about new additions									
	- Information Provided about Transactions									
	- Information Provided about Library members									
	- Information Provided for University / College publication									

Sr. No.	Nature of Activity	Uni. Assistant Librarian/ College Librarian		Deputy Librarian		Librarian		API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score			
	-	Information provided about OPAC/Web-OPAC								
	-	Information provided about library news, notifications and events, etc.								
<b>I (a)</b>	<b>2.1</b>	<b>Development, organization and management of e-resources including their accessibility over Intranet/ Internet</b>	<b>70 [15 out of 70 for 2.1 to 2.2]</b>		<b>70 [15 out of 70 for 2.1 to 2.2]</b>		<b>70 [15 out of 70 for 2.1 to 2.2]</b>			
	-	Web Resources facilities provided to readers Expl.:- Database subscribed, Consortia, Open access journals, DOAJ, J-Gate, JCCC,LISA, Scopus,e- PG pathshala, EBSCO, NPTEL, IEEE, ProQuest etc.								
	-	Access to Inflibnet Resources (Shodhganga, e- Shodhsindhu, N-List, Shodhgangotri) , NDL, INFED and Other library networks and other Similar projects, etc.								
	<b>2.2</b>	<b>Digitization of Library Resources and e-delivery of information</b>								
	-	Design and development of Institutional Repository, Digital Library ,CMS								
	-	Information collected and delivered through electronic devices to Institutional Departments / Sections and readers								

Sr. No.	Nature of Activity	Uni. Assistant Librarian/ College Librarian		Deputy Librarian		Librarian		API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score			
	- Digitization of Library materials and Creation of Metadata									
	- Preservation and digital archiving of CDs Hard Disks, HDD etc.									
<b>I (a)</b>	<b>3.1 User Awareness and Instruction programmes</b>	<b>70 [15 out of 70 for 3.1 to 3.2]</b>		<b>70 [15 out of 70 for 3.1 to 3.2]</b>		<b>70 [15 out of 70 for 3.1 to 3.2]</b>				
	- Orientation Lectures, User's training in the use of Library Services as e-resources ,OPAC									
	- Library talks / Lectures, Library Tours arranged for users									
	- Instructions/training program for use of Technologies for users/ library staff, etc.									
	<b>3.2 Knowledge resources user promotion programmes:</b>									
	- Book exhibitions									
	- Journal display									
	- Book reviews and book talks									
	- Display of New Added books/Faculty Publications									
	- Conducting Information literacy programmes									
	- Display of information about popular / significant days									

Sr. No.	Nature of Activity	Uni. Assistant Librarian/ College Librarian		Deputy Librarian		Librarian		API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document		
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score					
	- Other Interactive Latest Learning Resources: Poster Design, presentation.											
	- User Alerting Services (through e-mail, SMS, Social Networking Etc.)											
<b>I (b)</b>	<b>4.1 ICT and other new technologies application for upgradation of Library Services</b>	<b>15 (for 4.1 to 4.2)</b>	Actual hours spent per academic year ÷ 10 = ____	<b>15 (for 4.1 to 4.2)</b>	Actual hours spent per academic year ÷ 10 = ____	<b>15 (for 4.1 to 4.2)</b>	Actual hours spent per academic year ÷ 10 = ____					
	<b>Involvements in activities of ICT</b>											
	- Procurement of ICT pre-requisites (e.g Hardware, Software etc)											
	- Automation of Catalogue / Provision of OPAC, web OPAC											
	- Learning resources procurement functions:											
	- computerized acquisition of Materials											
	- Barcode generation and maintenance/ pasting											
	- Circulation operations including membership records.											
	- Serial Subscription System											
	- Data Capturing											
	- Reference and Information Services											
	- Computerized periodic Reports Generation											

Sr. No.	Nature of Activity	Uni. Assistant Librarian/ College Librarian		Deputy Librarian		Librarian		API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score			
	- computerized Serial Control/Management of Back volumes.									
	- Computerization of Administrative Work									
	- QR Code technology application in Library Services									
	- Provision of Kiosk									
	- Provision of ICT infrastructure and its upgradation									
	- M-Library-Development and Issue									
	- Library Blogs									
	- Library Wi-Fi, etc.									
<b>I (b)</b>	<b>4.2 Library Security (Technology Based Methods)</b>									
	- RFID Technology									
	- CCTV Technology									
	- 3M Technology									
	- Data Storage, Backup and Security Technology									
	- Visitors Attendance System through biometric, bar-code, turnstile Gate system etc.									
<b>I (c)</b>	<b>5.1 Additional Services such as extending Library facilities on holidays</b>	<b>15 ( for 5.1 to</b>	<b>Actual hours spent</b>	<b>15 ( for 5.1 to</b>	<b>Actual hours spent per</b>	<b>10 ( for 5.1 to</b>	<b>Actual hours spent per</b>			

Sr. No.	Nature of Activity	Uni. Assistant Librarian/ College Librarian		Deputy Librarian		Librarian		API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score			
		5.2)	per academic year ÷ 10 =__	5.2)	academic year ÷ 10 =__	5.2)	academic year ÷10 =__			
	- Textbook Section services provided									
	- Reading Room and periodical section facilities provided									
	- If required, Reading Room hours extended									
	- Sanitary and Drinking Water services provided including on holidays									
	- Shelf order maintenance:Shelf rectification,Shelf Indicators / Bay Guides boards to guide the readers									
	- Library users manual, etc.									
<b>I (c)</b>	<b>5.2 Building and Extending Institutional Library facilities to outsiders through external membership norms</b>									
	<b>External users /readers are provided with Library services such as</b>									
	- Reference Service/Consultancy service									
	- Reprographic Service									
	- Temporary memberships for library access									
	- Library Membership to senior Citizens/ outsiders									

Sr. No.	Nature of Activity	Uni. Assistant Librarian/ College Librarian		Deputy Librarian		Librarian		API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score			
	- Plagiarism Checking Services to researchers									
	- Referral service									
	- Internet based services									
	- Assistance for NAAC Guidance /Other professional Guidance									
	- Competitive Exam Support Services									
	<b>External Institutes are provided with Library services like</b>									
	- Memberships open to institutes, organizations									
	- Inter Library Loan Services provided to institutes, etc.									

**Instruction for Consideration of working hours:**

1. Actual working hours are considered.
2. Meeting, visits, conference, talk, guest lecture etc. activities' period will be considered for five (5) hours.
3. Travelling period will not be considered for attending any meeting, visit, lecture etc.
4. Actual hours spent/ consumed should be certified by HOD / concern authority.

**CATEGORY – II – PROFESSIONAL DEVELOPMENT,CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the Librarian Cadre’s self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion to Assistant Librarian/ College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

		Nature of Activity	Maximum API Score	Actual Score	API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
<b>II</b>	<b>1.1</b>	<b>Student related co-curricular, Extension and field based activities</b>	<b>15</b>	Actual hours spent per academic year ÷ 10 = ___			
<b>(a)</b>		Cultural Exchange and Library service programmes:e.g.Extension programmes arranged for awareness among students / public e.g.Granth Mahotasav, Granth Dindi and Wachan Katta Divas					
	-	Infrastructural development of building, furniture and equipment					
	-	Library publicity program for internal and external students					
	-	Library literacy program for extensive use of library					
	-	Lectures delivered for local students/at College/ Lead College Programme.					
	-	Lectures delivered for university students.					
	-	Library Hours arranged for internal/ external students.					
	-	Library Tour					
	-	Public Talks, Radio/TV Channel or Other media talks					
	-	Students Feedback: Suggestion Box, online feedback, User Survey, etc.					

		Nature of Activity	Maximum API Score	Actual Score	API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
<b>II (b)</b>	<b>2.1</b>	<b>Contribution to corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities</b>	<b>15</b>	Actual hours spent per academic year ÷ 10 = ___			
		- Formation of Library committee /KRC Committee					
		- Periodic Arrangement of Library committee meetings (KRC Committee)					
		- Policy decision made					
		<b>Administrative Responsibilities</b>					
		- Working as I/c Principal, Director KRC, Dy. Librarian					
		- NAAC Coordinator					
		<b>Member of any other committee (Appointed/nominated by Hon'ble V. C. /Principal) / Elected</b>					
		- Senate / Management Council / Academic Council					
		- Board of Studies					
		- Admission Committee					
		- RUSA Committee					
		- NSS Committee					
		- Editorial Committee					
		- Discipline Committee					
		- Syllabus Committee					
		- Local Enquiry Committee					
		- College Development Committee					
		- Selection and Placement Committee					
		- API Verification Committee for Placements/recruitments					
		- IQAC Committee					
		- Career and Counselling Committee					
		- Sexual Harassment & Prevention committee					
		- Anti-ragging committee					

		Nature of Activity	Maximum API Score	Actual Score	API Score Claimed by Candidate after calculating Actual Hours	API Score Verified	Page No. of relevant document
		- Grievance Redressal Committee					
		- Website Development Committee					
<b>II</b>	<b>3.1</b>	<b>Professional Development Activities</b>	<b>15</b>	<b>Actual hours spent per academic year ÷ 10 = ___</b>			
		- Participation in Seminars / Conferences / Workshops, Symposium Orientation course, Refresher Course, short term Training Course, etc.					
		- Delivered lectures for professionals in Seminars, Conferences, Workshops, Training, Orientation/ Refresher Courses.					
		- Membership of Professional Associations including position acquired in it.					
		- Creation of information, regarding new methodology, new techniques to manage library / profession					
		- Author/ Editor / Sub-editor / Associate editor/ Compiler .etc for publications in profession					
		- Advisor / Organizer / Convener/ Co-ordinator/ co-convener/Organizing Secretary , Session Chairmanship/Rapporteur etc for professional activities like Seminars / Conferences / Workshops, Symposium					
		- Awards, Prize received etc					
		<b>Additional responsibilities assigned by the authorities like -</b>					
		- Examination work					
		- Evaluation of M. Phil./ Ph. D. Thesis of other university					
		- Teaching assignments, Counseling, Research Guidance					
		- Extension facilities for arrangement of Programs					
		- Attending the meetings					
		- Publication of articles in newspapers / Magazines					
		- Participation in E-library training Course					

# INDEX

## Category III

Point No.		Page No.		Total Pages	Remarks: Page No. of relevant documents
		From	To		
A	(i)				
	(ii)				
B	(i)				
	(ii)				
	(iii)				
	(iv)				
C	(i)				
	(ii)				
	(iii)				
D	(i)				
	(ii)				
E	(i)				
	(ii)				
	(iii)				

### CATEGORY – III – RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

#### Category III (A) (i) Research Publications in: Refereed Journals as notified by The UGC # Maximum score\* 25 Per publication

Sr. No.	Title with Page Nos.	Journal	ISSN No.	Sr. No. of Refereed Journals as notified by The UGC	No. of co-authors (30 % weightage)	Whether principal author / corresponding author / Guide (70 % weightage)	Self appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total Category III (A) (i)</b>									

#### Category III (A) (ii) Research Publications in: Other reputed journals as notified by The UGC# Maximum score\* 10 Per publication

Sr. No.	Title with Page Nos.	Journal	ISSN No.	Sr. No. of Refereed Journals as notified by The UGC	No. of co-authors (30 % weightage)	Whether principal author / corresponding author / Guide (70 % weightage)	Self appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total Category III (A) (ii)</b>									
<b>Total of Category III (A) (i) + (ii)</b>									

**Category III (B) Publications other than journal articles (books, chapters in books)**

(i) Text or Reference Books, Published by International Publishers, with ISBN/ISSN number as approved by the university and posted on its website. The list will be intimated to UGC. Maximum score\* 30 per book for Single Author

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISBN/ ISSN No.	No. of co-authors (30 % weightage)	Whether First & Principal / corresponding author /Supervisor / Mentor of the Teacher (70 % weightage)	Self appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total Category III (B) (i)</b>								

**Category III (B) Publications other than journal articles (books, chapters in books)**

(ii) Subjects Books Published by National level publishers with ISBN/ISSN number or State /Central Govt. Publications as approved by the university and posted on its website. The list will be intimated to UGC. Maximum score\* 20 per book for Single Author

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISBN/ ISSN No.	No. of co-authors (30 % weightage)	Whether First & Principal / corresponding author /Supervisor / Mentor of the Teacher (70 % weightage)	Self appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total Category III (B) (ii)</b>								

**Category III (B) Publications other than journal articles (books, chapters in books)**

(iii) Subject Books by Other local publishers with ISBN/ISSN Number as approved by the university and posted on its website. The list will be intimated to UGC. Maximum score\* 15 per book for Single Author

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISBN/ ISSN No.	No. of co-authors (30 % weightage)	Whether First & Principal / corresponding author /Supervisor / Mentor of the Teacher (70 % weightage)	Self appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total Category III (B) (iii)</b>								

**Category III (B) Publications other than journal articles (books, chapters in books)**

(iv) Chapters in books Published by National and International level publishers, with ISBN/ISSN number as approved by the university and posted on its website. The list will be intimated to UGC. Maximum score\* International- 10 per chapter/ National -05 per chapter

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISBN/ ISSN No.	No. of co-authors (30 % weightage)	Whether First & Principal / corresponding author /Supervisor / Mentor of the Teacher (70 % weightage)	Self appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total Category III (B) (iv)</b>								
<b>Total Category III (B) (i + ii + iii + iv)</b>								

### Category III (C) RESEARCH PROJECTS

**i) Sponsored Projects- Individual Completed Research Projects only** (In case of Co-PI points are to be shared in 70:30 ratio) (Major Projects with grant above Rs.5 Lakh, 20 points per project, Major Projects with grant above Rs.3 lakhs upto Rs. 5.0 lakhs, 15 points per project, Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakh, 10 points per project,)

**(Note : The points for completed research project should be claimed in the year of completion only)**

Sr. No.	Title	Funding Agency	Year of completion	Whether Co-PI	Grant /Amount Mobilized (Rs.Lakh)	Self appraisal Score	API score Verified	Page No. of relevant documents
<b>Sub Total C (i)</b>								

**ii) Consultancy Projects** (In case of Co-PI points are to be shared in 70:30 ratio) (Amount mobilized with a minimum of Rs.2 lakhs. Maximum score 10 points for every Rs.2 Lakhs) **(Note : The score should be divided by number of years of the project)**

Sr. No.	Title	Agency	Year of completion	Whether Co-PI	Grant /Amount Mobilized (Rs.Lakh)	Self appraisal Score	API score Verified	Page No. of relevant documents
<b>Sub Total C (ii)</b>								

**iii) Project outcome/outputs- Major Policy document prepared for International bodies like WHO / UNO / UNESCO / UNICEF ETC. Central/State Govt./Local bodies prepared.** (Major Policy document prepared for- International bodies-30 points, Central Government-20 points, State Government-10 points, Local Bodies-5 points. In case of joint ventures points are to be shared 70:30 ratio)

**(Note: The points for Project outcome/outputs should be claimed in the year of completion only)**

Sr. No.	Title	Agency	Period	Whether Co-PI	Self appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total C (iii)</b>							
<b>Total C (i + ii + iii)</b>							

**Category III (D) RESEARCH GUIDANCE**

**III (D) (i) Research Guidance** (In the case of joint supervision points are to be equally shared)

(For M.Phil. degree awarded 5 points per candidate)

Sr. No.	Name of Candidate	Title of M. Phil. Thesis	Date of Degree awarded	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
M. Phil or equivalent						
<b>Sub Total III (D) (i)</b>						

**III (D) (ii) Research Guidance** (In the case of joint supervision points are to be equally shared)

( Ph.D. degree awarded 15 points per candidate. Ph.D. thesis submitted 10 points per candidate)

Sr. No.	Name of Candidate	Title of Ph. D. Thesis	Date of Degree Awarded/ Thesis Submitted	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
Ph. D. or equivalent						
<b>Sub Total III (D) (ii)</b>						
<b>Total III (D) (i + ii)</b>						

**III (E) AWARDS/FELLOWSHIPS/INVITED LECTURES DELIVERED/PAPERS PRESENTED IN CONFERENCE/SEMINARS**

**III (E) (i) Awards/Fellowship-** (International Award / Fellowship from academic bodies/ associations: 15 points per award/15 points per fellowship; National Award / Fellowship from academic bodies/ associations: 10 points per award/10 points per fellowship; State/University Award/Fellowship from academic bodies/associations :5 points per award)

Sr. No.	Name of Awards/Fellowship	Type/ Level (International/National/State or University)	Date of Award/ Fellowship	Awarded By (Name of academic bodies/ associations)	Self appraisal Score	API score Verified	Page No. of relevant documents
<b>Sub Total III (E) (i)</b>							

**III (E) (ii) Invited Lectures/Papers presented**

**Invited subject lectures (e.g. key note address, Resource person etc.)** (International level 7 points per lecture, National level 5 points per lecture, State / University Level 3 points per lecture)

**Papers presented in Conferences, Seminars, Workshops, Symposia etc.** (International level 5 points per paper, National level 3 points per paper, State / University Level 2 points per paper) (In case of joint output points are to be shared in 70:30 ratios)

Sr. No.	Title of the paper presented/ Lecture Delivered	Title of Conference / Seminar,/ Symposium/ Workshop/ Programme	Organized by	Whether international /National/State or University level	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
<b>Invited subject lectures (e.g. key note address, Resource person etc.)</b>							
<b>Papers presented in Conferences, Seminars, Workshops, Symposia etc.</b>							
<b>Sub Total E(ii)</b>							

**The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.**

**III (E) (iii) Development of e-delivery process/ material (10 per module)**

(e.g.- Development of Institutional Repository (IR) using digital library software, Development of e-content module, Use of e-learning software for students/ teachers (Moodle, MOOCs etc.), Use of Content Management System(CMS) software (Hosting on web for e-delivery of content), uploading of Ph. D. Theses to LIS professional network/ portal/ library networks etc. )

Sr. No.	Details of e-delivery process/ material	WWW/URL Address	Whether IR/e-content module/e-learning/ CMS	Hosting Date	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
<b>Sub-Total III (E) (iii)</b>							
<b>Total III (E) (i + ii + iii)</b>							

\*Wherever relevant, the API score for paper in refereed journal would be augmented as follow: (i) paper with impact factor less than 1-by 5 points;(ii) paper with impact factor between 1 and 2 by 10 points;(iii) papers with impact factor between 2 and 5 by 15 points;(iv) papers with impact factor between 5 and 10 by 20 points;(v) papers with impact factor above 10 by 25 points. The API for joint publications/book shall be calculated in the following manner; Of the total score for the relevant category of publication by the concerned teacher, the First and Principal/ corresponding author /supervisor /mentor of the teacher would share equally 70% of the total points and the remaining 30 % would be shared equally by all other authors.

#The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendation within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo motu, recommend journals for inclusion in the “list of Journals” The clause 6.0.5 (i) will be strictly followed by the University.

- VERIFIABLE CRITERIA:**
- 1) Academic Dairy,
  - 2) Bio Metric Generated Slips.
  - 3) Attendance sheets,
  - 4) Certification by HOD / Principal,
  - 5) Supporting Documents

**IV. SUMMARY OF CATEGORY III**

Details	By Candidate	By Committee	Remark
<b>Total A)</b>			
<b>Total B)</b>			
<b>Total C)</b>			
<b>Total D)</b>			
<b>Total E)</b>			
<b>Total</b>			

**V. SUMMARY OF API SCORES**

	Criteria	API score claimed	API score verified	Page No.
I	Procurement, Organization, and Delivery of Knowledge and Information Through Library Services			
II	Professional Development, Co-Curricular and Extension Activities			
III	Research and Academic Contribution			
	<b>TOTAL API ( I + II + III)</b>			

# UNDERTAKING

I \_\_\_\_\_ undertake that the information provided is correct as per records submitted by me to College / Institute / university and / or documents enclosed along with the duly filled PBAS performa.

My PBAS based APIs score carries

Place :

Date :

Signature of the faculty with  
Designation

Place :

Date :

Signature  
Head of the Department

Place :

Date :

Principal / Vice- Chancellor

**N. B.:** The individual PBAS performa duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the college/Institute/university as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.

**APPENDIX – III: TABLE VIII (A)**

**MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES**

Category	Activity	Assistant / College Librarian (Stage 1 to Stage 2 )	Assistant / College Librarian (Stage 2 to Stage 3)	Assistant /College Librarian (Stage 3) to Deputy / College Librarian (Stage 4)	Deputy Librarian (Stage 4) to Librarian (Stage 5)
I	Procurement, organization and delivery of knowledge and information through library services (category D)	80/Year	80/Year	75/year	70/year
II	Professional Development and extension activities Minimum score required to be assessed cumulatively Extension and Profession related activities (Category II)	50/ Assessment period	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contribution – Minimum Score Required – to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period	100/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period	180/ Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50))	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20 % - Interview performance	50% Library publication work 30% Assessment of innovative Library service and organization of digital library services 20% Interview performance)

\* One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II + III.

**APPENDIX – III: TABLE – IX**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES**

<b>Sl. No</b>	<b>Promotion of Librarian cadres through CAS</b>	<b>Service (as prescribed by The MHRD Notification) requirement</b>	<b>Minimum Academic Performance Requirements and Screening/Selection Criteria</b>
1.	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) /College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in stage 1 with Ph. D. or five years of service who are with M. Phil or six years of service without Ph. D./M.Phil.	(i) Minimum API scores using PBAS Scoring proforma developed by the university as per the norms provided in Table VIII (A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification Process of recommending promotion.
2.	Assistant Librarian (Senior Scale) / college Librarian (senior scale) to Assistant Librarian (Selection Grade)/ College Librarian/ (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (Senior Scale/ college Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) of Appendix III for Librarian Cadres in universities and for college librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process of recommending promotion.
3.	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) (Stage 3 to Stage 4) to Deputy Librarian/ College Librarian (Selection Grade) (Stage 3 to Stage 4)	Deputy Librarian/ Assistant Librarian (Selection Grade) /College Librarian (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII A) of Appendix III. Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders. (ii) Additionally one course /training under the categories of Library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII (A).
4.	Librarian (university) (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A) .Librarians may combine two assessment periods (in stages 3 and 4) to achieve minimum API scores if required. (ii) A minimum of 5 publications since the period that the teacher is placed in stage 3. (iii) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in the regulation and in Table VIII (A).

Note: The explanatory note provided for Tables IIA for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.