

Category-I: Procurement, organization, and delivery of knowledge and information through Library services

S.No.		Nature of Activity	Maximum Points to be allocated per activity	Max. Score
1.	1.1	Library resources organization and maintenance of books, journals, reports <ul style="list-style-type: none"> • Books collected / acquired (collection Building) 2 • Journals Subscribed 2 • E-Journals, E-Books and CDs 2 • Reports collected 2 • Back volumes of Periodicals collected / Bound 2 • Procuring donation of reading materials 2 Maintenance of collection <ul style="list-style-type: none"> • <u>Technical Processing</u> <ul style="list-style-type: none"> Accessioning 2 Classification 2 Cataloguing 2 Book Binding 2 Training to library staff to maintain collection 2 Book Selection and Purchase Policy <ul style="list-style-type: none"> • Recommended by Teachers 2 • Recommended by Students/Staff 2 • Recommended by Check list 2 • Publisher Catalogue 2 • Books Review, exhibition etc 2 • Arrangement of Collection / Stack Arrangement 2 • Subject-wise / Classified shelving 2 • Alphabetical shelving 2 • Periodic Stock verification • Collection Evaluation, Write off/ weeding out of books, reading materials,etc. 2 • Promoting use of Collection 2 <p>Expl.-:Display, Additions list, in house exhibition</p>		40
	1.2	Provision of library – services, literature Retrieval Service and Analysis of reports <u>Library Services</u> <ul style="list-style-type: none"> • Reference Service 2 • Current Awareness Services 2 • Selective Dissemination of Information Services 2 • Bibliographic/Catalogues/ Index Services 2 • Inter Library loan Services/Network based services 2 • On-line Public Access catalogue (OPAC) 2 • Home lending Services 2 • Reprographic, Scanning Services 2 • Internet Information Services 2 • Information Extension Services 2 • E-Journals Services 2 • Periodical Contents Services 2 • Information Analysis for catalogue / Index 2 • Document Delivery Services 2 • Audio-Visuals information Services 2 • Indexing / Abstracting Services 2 • Book Bank 2 • TPLS (Teachers personal library scheme) 2 • Services to outside users 2 • Newspaper Clipping Services 2 		

	1.3	Provision of assistance to the Departments of University / College with required inputs for preparing reports, manuals and related documents <ul style="list-style-type: none"> 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 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 etc. 	2 2 2 2 2 2 2	
	1.4	Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters <ul style="list-style-type: none"> Information Provided about Library 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 Information provided about OPAC/Web-OPAC 	2 2 2 2 2 2 2 2	
2	2.1	Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services <u>Involvements in activities of ICT</u> <ul style="list-style-type: none"> Procurement of ICT pre-requisites (e.g Hardware, Software etc) Library Automation Data Capturing Provision of OPAC Membership data creation / Readers data creation and document data creation (Bar code generation and Pasting) Computerized Reports Generation Computerized Alphabetic list of books generation Daily / Weekly /Monthly computerized Reports generation for transaction Computerized Acquisition Computerized Serial Control Computerized list of back volumes Computerized list of members / readers Computerization of Administrative Work Creation of Portals and Institutional Repository 	2 2 2 2 2 2 2 2 2 2 2 2 2 2	30
	2.2	Involvements in Library Security Technology <ul style="list-style-type: none"> RFID Technology CCTV Technology 3MP Technology Other electronic Security Library Management Software Internet for Library management /function 	2 2 2 2 2 2	
3	3.1	Development, organization and management of e-resources including their accessibility over internet <ul style="list-style-type: none"> Web Resources facilities provided to readers Expl.:- Database subscribed, Consortia, Open access journals, DOAJ, J-Gate, JCCC,LISA, Scopus etc. 	4	25
	3.2	Digitization of Library Resources and e-delivery of information <ul style="list-style-type: none"> Digital Library developed for readers Information collected and delivered thorough electronic devices to Institutional Departments / Sections and readers Digitization of Library and Creation of Metadata Digitization / Lamination of Rare Books, Manuscripts, Preservation and Conservation of documents etc 	4 4 4 4	
		<u>Types of Databases Management</u> <ul style="list-style-type: none"> CDs stored Hard Disk stored Printed and stored 	1 1 1	

4	4.1	User Awareness and Instruction programmes <ul style="list-style-type: none"> User Orientation programs and User education activities Training or knowledge inculcation to readers about , How to use library resources and information products and services? Library talks / Lectures arranged for users Instructions/training program for use of Technologies 	3 3 3 3	20
	4.2	Activities for Promoting use of information sources <ul style="list-style-type: none"> Book exhibition Journal display Book reviews and book talks Display of New Added books Conducting Information literacy programmes Display of information about popular/significant days 	3 3 3 3 3 3	
5	5.1	Additional Services such as extending Library facilities on holidays <ul style="list-style-type: none"> Textbook Section services provided Reading Room and periodical section facilities provided 	2 2	10
		<ul style="list-style-type: none"> If required, Reading Room hours extended Sanitary and Drinking Water services provided including on holidays Shelf Indicators / boards maintained in stack to guide the readers Library users manual brought out to guide the readers 	2 2 2 2	
	5.2	Institutional Library facilities extended to outside / external readers <u>External users /readers are provided with Library services such as</u> <ul style="list-style-type: none"> Reference Service/Consultancy service Reprographic Temporary memberships Referral service Internet based services <u>External Institutes are provided with Library services like</u> <ul style="list-style-type: none"> Memberships open to institutes, organizations Inter Library Loan Services provided to institutes 	2 2 2 2 2 2 2	

[illegible]

Category – III – Research and academic contributions

S No.	APIs	Activity	Maximum Point
III A	Research Papers published in:	Refereed Journals	Per publication - 15 Indexed – 20 Impact Factor 1-2 - 25 2-5 -30 5-10- 40
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 /Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 / chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter(If more than one author then 10 points to shared equally)
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter

III (C)			
III (C) (i)	Sponsored Projects carried out/ ongoing	(d) Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project
		(e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 /each Project
		(f) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh) <ul style="list-style-type: none"> Minor project amount mobilized with grants below 50000 (only for projects sanctioned on or before Dec-2010) 	10/each Project 10/each Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	10 per every Rs.10.0 lakhs and 2 per every Rs.2.0 lakhs, respectively
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	30 / each national level output or patent /50 /each for International level,
III (D)			
III (D) (i)	M.Phil.	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D	Degree awarded Thesis Submitted	10 /each candidate 7/each candidate

III(E)	TRAINING COURSES & CONFERENCE/SEMINAR/WORKSHOP PAPERS		
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30)	Not less than two weeks duration	20/each
		One week duration	10/each
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc. *	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	10 /Each
		b) National Conference	7.5/ each
		c) Regional/State level	5/each
		D) Local –University/College level	3 / each
III(E) (iv)	Invited lectures or presentations for conferences/ / symposia	a) International Level b) National Level c) Regional/State Level d) Local University/College Level	10/each 7.5/each 5/each 3/each

* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes.

- The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.
- Single author – 100% of total points
 - Two Authors (First/Principal author + the corresponding author/supervisor/mentor) – 60% of the total points to each.
 - Three or more authors (First/Principal author + the corresponding author/supervisor/mentor + others) - 60% of the total points to each First/Principal author + the corresponding author/supervisor/mentor & 40% of the total points to all others.

APPENDIX – III: TABLE – VIII(c)

Minimum APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of universities and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

		Assistant Librarian to Assistant Librarian (senior scale) (Stage 1 to Stage 2)	Deputy Librarian / Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)	Deputy Librarian/ Assistant Librarian (selection Grade) (Stage 3 to Stage 4)	Librarian (university only) (Stage 4 to Stage 5)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category I)	75/Year	75/Year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	40/Year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	
V	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

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as given with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

APPENDIX – III: TABLE – VIII(c)

Minimum Weightage Points (WP) norms of the APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of Colleges and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

		College Librarian (Stage 1) College Librarian (senior scale) (Stage 2)	College Librarian (senior scale) (Stage 2) to College Librarian (Selection Grade) (Stage 3)	College Librarian (selection Grade) (Stage 3 to Stage 4)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category I)	75/Year	75/Year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	5/Year (40/assessment period)	10/Year (100/assessment period)	15/Year (90/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage of 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

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3 and 4 correspond to scales as provided with AGP of Rs. 6000, 7000, 8000 and 9000 respectively

APPENDIX – III: TABLE – VIII(c)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS IN UNIVERSITY DEPARTMENTS/COLLEGES

(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS UGC REGULATION)

S. No. of category	Minimum Criteria	Norm /	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in universities (Stage 4)	Librarian (university only) (Stage 5)
I	API score (Research and Academic Contribution – Category III)		----	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection Committee criteria/weightages (Total weightage = 100)		a). Teaching / compute and communication skills by a Lecture demonstration (30%) b). Record of Library management skills (20%) c). Interview performance (50%)	a). Library related Research / Theme papers (3 Nos) Evaluation: (50%) b). Library automation skills and Organizational Plans (20%) c). Interview performance (30%)	a) Library Research papers (Five) evaluation (60%) b) organizational track record of innovation library service and vision plan (20%) c) Interview performance (20 %)

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4, 5 and 5 correspond to scales as given and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

APPENDIX – III: TABLE - IX

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

S. No	Promotion of Librarian cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant University Librarian / College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant University Librarian / College Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M. Phil or six years of service who are without Ph. D./M.Phil.	<p>(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 Table VIII (b) of Appendix III for college Librarian cadres.</p> <p>(ii) One Orientation and one Refresher Course of 3/4 weeks duration</p> <p>(iii) No separate interview points for The Screening cum Verification Process of recommending promotion.</p>
2.	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) to Assistant university Librarian (Selection Grade)/ College Librarian/ (selection grade) (Stage 2 to Stage 3)	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) with completed service of five years in Stage 2	<p>(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 Table VIII (b) of Appendix III for college librarian cadres.</p> <p>(ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period.</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>

3.	Deputy university Librarian / Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) (Stage 3 to Stage 4)	Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	<p>(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 in Table VIII (b) of Appendix III for Librarian Cadres in Colleges.</p> <p>(ii) 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.</p> <p>(iii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation.</p> <p>(iv) A selection committee process as stipulated in the Regulation and in Table VIII (a) of Appendix III for university in Table VIII (b) of Appendix III for librarian cadres in colleges.</p>
4.	Librarian (university) (Stage 5) -	Deputy Librarian in university with three years of completed service in Stage 4.	<p>(i) Minimum API scores using the PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix III for Librarian (university). Minimum API scores can also be considered over two assessment periods (Stages 3 and 4), if required.</p> <p>(ii) A minimum of 5 publications over current and previous assessment periods.</p> <p>(iii) Evidence of innovative library service and organization of published work</p> <p>(iv) A selection committee process as stipulated in this regulation and in Table VIII (a) of Appendix III for Librarian (university)</p>

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

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as provided and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

Requirement of API score (for the College level UG/PG Teachers)
(Only for deciding grades while assessing the self-assessment proforma of Assistant Professors, Associate Professors and Professors)

Criteria I	Criteria II	Minimum Score In Criteria I+II	Minimum Score In Criteria III	Assistant Professor with AGP Rs.6000/-	Assistant Professor with AGP Rs.7000/-	Assistant Professor with AGP Rs.8000/-	Associate Professor with AGP Rs.9000/-	Professor with AGP Rs. 10000/-	Professor with AGP Rs. 12000/-	Grade
1	2	3	4	Min.(3+4a)	Min.(3+4b)	Min.(3+4c)	Min.(3+4d)	(Min.(3+4e)	Min.(3+4f)	
75	15	100	a:05	166 & above	171 & above	176 & above	181 & above	186 & above	191 & above	A+
75	15	100	b:10	151-165	156-170	161-175	166-180	171-185	176-190	A
75	15	100	c:15	136-150	141-155	146-160	151-165	156-170	161-175	B+
75	15	100	d:20	121-135	126-140	131-145	136-150	141-155	146-160	B
75	15	100	e:25	106-120	111-125	116-130	121-135	126-140	131-145	C+
75	15	100	f:30	105	110	115	120	125	130	C

A + : Outstanding
A : Excellent
B + : Very good
B : Good
C + : Satisfactory
C : Not Satisfactory

(Note : for six monthly reports under probation, a teachers score points obtained during the six months shall be multiplied by 2, which indicate the annual score points.)

Requirement of API score (for the University Teachers)

(Only for deciding grades while assessing the self-assessment proforma of University Assistant Professors, Associate Professors and Professors)

Criteria I	Criteria II	Minimum Score In Criteria I+II	Minimum Score In Criteria III	Assistant Professor with AGP Rs.6000/-	Assistant Professor with AGP Rs.7000/-	Assistant Professor with AGP Rs.8000/-	Associate Professor with AGP Rs.9000/-	Professor with AGP Rs. 10000/-	Professor with AGP Rs. 12000/-	Grade
1	2	3	4	Min.(3+4a)	Min.(3+4b)	Min.(3+4c)	Min.(3+4d)	(Min.(3+4e)	Min.(3+4f)	
75	15	100	a:10	171 & above	181 & above	191 & above	201 & above	211 & above	221 & above	A+
75	15	100	b:20	156-170	166-180	176-190	186-200	196-210	206-220	A
75	15	100	c:30	141-155	151-165	161-175	171-185	181-195	191-205	B+
75	15	100	d:40	126-140	136-150	146-160	156-170	166-180	176-190	B
75	15	100	e:50	111-125	121-135	131-145	141-155	151-165	161-175	C+
75	15	100	f:60	110	120	130	140	150	160	C

A + : Outstanding
A : Excellent
B + : Very good
B : Good
C + : Satisfactory
C : Not Satisfactory

(Note : for six monthly reports under probation, a teachers score points obtained during the six months shall be multiplied by 2, which indicate the annual score points.)