विश्वभारती
VISVA-BHARATI

NOTIFICATION INVITING CAS APPLICATION AS PER UGC REGULATIONS - 2010(subsequent amendment -2016) and 2018 (subsequent amendment dated -2023)

Faculty members / Library Cadre Officers who wish to be considered for promotion under Career Advancement Scheme(CAS) of UGC are requested to apply to the Head of the concerned Department/Centre or University Librarian stating that he/she fulfils all qualifications and criteria under CAS along with the duly filled in prescribed proforma for Performance Based Appraisal System (PBAS). It may be noted that as per UGC Gazette Notification of UGC dated 31st July, 2023, faculty members / library cadre officers can apply as per the UGC Regulations-2010 (subsequent amendment 2016) or UGC Regulations-2018 (subsequent amendment- 2023). The proforma for application has been uploaded in the University Website.

Requirement of minimum eligibility and score for promotion to any stage shall be guided as per the applicable UGC Regulations 2010(and its subsequent amendment -2016) or UGC Regulations-2018 (and its subsequent amendment-2023). Candidates are requested to read the rules carefully before filling in the form. Candidates who do not fulfill the minimum eligibility and / or score requirements (as per the respective Regulations) on the due date may apply later, upon fulfillment of the requirements. Candidates who do not succeed in the first assessment will be re-assessed only after a period of one year.

All submitted applications will be evaluated by a duly constituted Screening cum Evaluation Committee. While promotion under CAS from a lower grade to higher grade (upto Stage 3) of Assistant Professor / Assistant Librarian shall be decided by the Screening-cum-Evaluation Committee, the promotion to the grades of Associate Professor / Deputy Librarian (Stage-4) and Professor / Librarian(Stage-5) shall be decided by the respective Selection Committee adhering to the criteria laid down for API / Academic and Research Score in PBAS proforma under the UGC Regulations 2010 (amended 2016) or UGC Regulations 2018 (amended 2023) and other clarifications / orders etc. received from the UGC time to time.

Candidates must submit appropriate evidence in support of eligibility requirements and items wherever scores are claimed. They must also submit printouts of the relevant webpage(s) as a proof of Peer-reviewed / UGC listed journal and for augmentation using impact factor. In case of claim for augmentation of score for publications using Impact factor, the rules as mentioned in the UGC Regulations will strictly be followed. The documents submitted as a proof of augmentation using impact factor must be very clear and follow the UGC rules. The documents of administrative approval in respect of Orientation Course /Refresher Courses, etc. are to be provided by the applicants with the application form.

14/4/2023

कुलसचिव (कार्यवाहक)
विश्वभारती
Registrar (Acting)
Visva-Bharati

Contd. 2

Furthermore, 3(three) sets of reprints of 3(three) significant research publications (made during the entire period as Assistant Professor) as per UGC Regulations concerned, shall be required to be submitted by the candidate in a separate cover(for expert evalution) for consideration of promotion from Assistant Professor to Associate Professor. Similarly, 3(three) sets of reprints of 5(five) significant research publications shall be required to be submitted separately by the candidate applying for the grade of Professor, provided that such publications have been published since the period from which he or she was placed in the *Assistant Professor Stage-3*. Candidates may be required to submit soft copies of the same publications prior to interview.

Candidates are required to submit the application with duly filled PBAS proforma and supporting documents to the respective Head of the Department/In-charge of the Centre /Librarian on or before 15th December, 2023. The concerned Head of the Department/In-Charge /Librarian shall forward the application after due verification and certification of scores as per UGC Regulations concerned, to the Principal of the Concerned Bhavana.

An intimation letter on successful submission of application form may be sent to the Deputy Registrar (Establishment), Visva-Bharati.

No.Estab/E-I/CAS/2023-2024
Date: 14/11/2023

Registrar (Acting)
Visva-Bharati
विश्वभारती
Registrar (Acting)
Visva-Bharati

Copy forwarded for information and necessary action:

01. All Directors/Adhyakshas of Bhavana
02. All Heads of the Departments / Incharge of the Centres
03. Chairman / Director, IQAC
04. Joint Registrar and C.S. to Upacharya
05. Deputy Registrar (Establishment)
06. Assistant Registrar(Recruitment/Assistant Meeting)
07. Incharge, Computer Centre – with a request to upload in the University Website
08. Incharge-Hindi Cell - with a request to translate it into Hindi and arrange to upload in the University Website.
09. P.A. to Registrar
10. CAS file

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VISVA-BHARATI

PBAS Proforma for Promotion under CAS
(**FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR**)
(Revised as per UGC 4th Amendment, 11 July 2016)

Part A: GENERAL AND ACADEMIC INFORMATION

1. Applicant's Name (in block letters):

2.a) Application for Position and Grade Pay   :

   b) Date of eligibility for promotion :

3. Department / Centre and Bhavana :

4.a) Current Designation, Pay Band and AGP:

   b) Date of last promotion / Joining date :

   c) Gender :   Male ☐   Female ☐   Transgender ☐

5.a) Date and place of Birth and age:

   b) Marital Status :

6. Address for communication:

7. E-mail: Mobile Number:

8. Nationality:

9. Whether belonging to SC / ST / OBC / PH:

10. Father's / Husband's Name, Address and Occupation:
    (if dead, state last address and occupation before death)

11. Permanent address (in full with nearest Railway Station):

12. Educational Qualifications:

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks of GPA obtained	Division/Class/Grade	Subject(s)
High School/ Secondary Education					
Intermediate/ Pre-Univ/Plus 2					
B.A./B.Sc./ B.Sc.(Ag.)/B.Com/B.Mus/ B.Fine etc.					
M.A./M.Sc./ M.Sc.(Ag.)M.Mus/ M.Fine, etc.					
Other Degrees/ Diplomas, if any					

13. Research Degree(s)

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

14. Appointments held prior to joining this institution:

Designation	Name of Employer	Address	Date of Joining		Salary with Grade	Reasons for leaving
			Joining	Leaving		

Note: Since counting of past services for promotion as well as direct recruitment is allowed at all levels from other universities/colleges/National Laboratories and/or other professional/scientific organizations such as *CSIR / ICAR / DRDO / UGC / ICSSR / ICHR / ICMR / DBT* etc., the applicants have to ensure that the essential qualifications for the posts held in these organizations were not lower than the qualifications

(and on equivalent grade or of the pre-revised scale of pay) prescribed by the UGC for Assistant Professor, Associate Professor, and Professor as the case may be. The appointment should not have been as Guest Lecturer, and the post should have been filled in accordance with the selection procedure laid down by the UGC/University/State and/or Central governments.

15. Post held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

16. Period of teaching experience : P.G. Classes (in years) [ ] : U.G. Classes (in years) [ ]

17. **Research Experience excluding years spent in M.Phil / Ph.D. (In years)** [ ]

18. Fields of Specialization under the Subject/Discipline
    (a)   (b)
    (c)   (d)

19. TRAINING RECEIVED: Academic Staff College Orientation/ Refresher Courses/ Methodology Workshops/ Training/Teaching-Learning-Evaluation Technology Programmes/Soft-Skill Development Programmes & Faculty Improvement/Dev. Programmes, including Summer and Winter Schools attended:

Name of the Course/   Place   Duration   Sponsoring Agency
Programme/Training/   & Instt   (Dates)   (UGC/ICAR/ICHR/ICSSR/
Summer or Winter School   Academies/Universities etc)

1.

2.

3.

Part B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Nature of Activity	Assistant Professor		Associate Professor		Professor		Your API Score
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score	
a. Direct Teaching	**70**	Actual hours spent per academic year ÷**7.75**	**60**	Actual hours spent per academic year ÷**7.5**	**60**	Actual hours spent per academic year ÷**7.75**	
b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷**10**	20	Actual hours spent per academic year ÷**10**	10	Actual hours spent per academic year ÷**10**	
c. Innovative Teaching-learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year ÷**10**	15	Actual hours spent per academic year ÷**10**	20	Actual hours spent per academic year ÷**10**	

CATEGORY II : CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

	Nature of Activity	Max. API Score	Actual hours spent	Your API Score (Actual hours spent per academic year ÷ 10)
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15		
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson /Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15		
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15		
	Total API Score in Category II			

CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) **(i) Published papers/Translations in journals** as per UGC List.

API Score: Category I Refereed – 25, Category II Non-Refereed - 10

SI.No	Title with volume, number and page number	Journal Name	ISBN/ISSN/ Categorization Refereed/Non Refereed	Impact Factor (Proof required)	No. of Co-authors	Whether you are the main author	API Score

* NB: For Impact Factor & Co-authoring please refer to UGC guidelines.

A) ii) Published Outputs in CD/DVD/Online/E-form/E-book, etc.

API Score – Category I (Reviewed) – 25
Category II (Non-Reviewed) –10

Sl. No	Title of CD/DVD/Tape/ Online/E-form/ E-book/Art Catalogues	Company/ Agency/ Instt Name	ISBN/ISSN No	Whether reviewed/ Impact factor (Hits/sales/cita-tions/commeda tions/reviews, etc)	No of Co-performe r or Co-authors	Whether you are the main performer	API Score

A) iii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book

API Score – Category I (Reviewed) – 25
Category II (Non-Reviewed) –10

Sl. No	Title of Show/ Exhibition/Per-formance with or without CD/DVD/Tape/ Online/E-form/ E-book version or Brochures	Company/ Agency/ Instt Name (Including TV/Radio etc)	Categorizatio n (Venues/even t/gallery/ studio/ museums)	Whether reviewed/ Impact factor (Reporting/Cove rage/Reviews/Hi ts/sales/cita-tions/commen-dations/ etc)	No of Co-performe r or Co-authors	Whether you are the Solo artist/ performer	API Score

B) (i) Articles/Chapters/Translations published in Books

API Score (Per Art/Chap) Category 1: International Publication – 10
Category 2: National/ State/ Central/ Societies Publisher – 5
Category 3: Subject books by Other/ Local Publisher – 3
Category 4: Chapters in Knowledge-based Volumes – 5

Sl. No	Art/Chapter Title with page numbers	Book title, Editor & Publisher	ISBN/ISSN No/ (Or, Renowned publishers)	No of Co-authors (Points to be shared)	Whether you are the main author (Full points)	API Score

B) (ii) Shows/Performances with or without other artists/ Productions with outputs in CD/DVD/Online/E-form/E-book

API Score (Per Unit) Category 1: International – 10
Category 2: National/ State/ Central/ Societies – 5
Category 3: Regional/ Other/ Local – 3

Sl. No	Title of Show/ Exhibition/Per-formance with or without CD/DVD/Tape/ Online/E-form/ E-book version or Brochures	Company/ Agency/ Instn. Name Incl. AIR & TV	Categorization – International/ National/Regional (Venues/events/ studios/galleries/mu seums)	Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ citations/com mendations)	No of Co-performer or Co-authors (Points to be shared per unit)	Whether you are the Solo artist/ performer (Full points per unit)	API Score

B) (iii) Workshops Conducted with or without other artists with or without visible Print/CD/DVD/Online outputs

API Score (Per Unit) Category 1: International – 10
Category 2: National/ State/ Central/ Societies – 5
Category 3: Regional/ Other/ Local – 3

Sl. No	Title of Your Workshop with or without CD/DVD/Tape/ Online/E-form/ E-book version or Brochures	Organizer Institution/ Company/ Agency/ Name	Categorization – (I) International/ (II) National/ (III) Regional (IV) Local	Whether reviewed/ Impact factor (Proof Required)	No of Co-artists or Co-faculty (Points to be shared per unit)	Whether you are the Solo artist/ performer (Full points per unit)	API Score

B) (iv) Books/Book-length translations Published as a Single Author/Editor

API Score – Category I Text/Reference Books by International Publisher – 30
Category II Text/Reference Books by National/Soc/Univ Publ – 20
Category III Subject Books by Other/Local Recognized Publ – 15

Sl. No	Title with page number	Type of Book/ and Authorship	Publisher & ISBN/ISSN/ Categorization	No of Co-authors (To be shared)	Whether you are the main author	API Score

B) (v) Solo Performance/Exhibition as an artist   API Score – Cat. I /International – 30
on invitation   Cat. II /National   – 20
Cat. III /Regional   – 15

Sl. No	Title of Programme / Exhibition with details of venue	Organized or Sponsored by Institution/ Company/ Agency, incl AIR/TV etc	Categorization – (I) International/ (II) National/ (III) Regional	No of Co-artists or Performers	Whether you are the Solo artist/ performer	API Score

C) Ongoing and Completed Research Projects and Consultancies
    (i & ii) Ongoing Projects/Consultancies   API Score for **Projects**–
                  Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +):   20
                  Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +):   15
                  Cat III: (Sc -Rs 1 lakhs+ Non-Sc: Rs 1 lakhs+):   10
                  Other approved projects of Univ/Other agencies :   5
                       API Score for **Consultancies**–
                   (Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +):   10 for
                        every 10 lakhs & 2 lakhs respectively
                    API Score for **Quality Evaluation**–
                    Major Project Eval: 20
                    Minor Project Eval: 10

Sl. No	Title	Agency (Funding, Commissioning and/or Collaborating)	Period	Output/ Impact, i.e. Book/paper/ film/technology /Web-facility/ Program/Process	Grant(s)/ Amount mobilized (so far) in Rs. (Lakhs)	Whether Principal Investigator/ Coinvestigator or Consultant/Quality evaluator	API Score

C) (iii) Projects Outcome/ Outputs

Patent / Technology Transfer / Product / Process or Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central /State Govt./Local Bodies.
International bodies :30 per patent / output / document
Central Govt. : 20   State Govt. : 10   Local bodies : 5.

Sl. No	Title	Agency (Funding, Commissioning and/or Collaborating)	Period	Output/ Impact, i.e. Book/paper/ film/technology /Web-facility/ Program/Process	Grant(s)/ Amount mobilized (so far) in Rs. (Lakhs)	Whether Principal Investigator/ Coinvestigator or Consultant/Quality evaluator	API Score

D) Research Guidance/Supervision
    Degree-oriented: API Score – Ph.D. awarded – 15; Ph.D.Submitted – 10;
                         M.Phil. awarded – 5

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil or equivalent				
Ph.D. or equivalent				

(E) (i) Fellowships / Award :

<div align="right">

API Score –International – 15 / Fellowship / Award
National   – 10 / Fellowship / Award
Regional / State – 5/ Fellowship / Award

</div>

Name of Fellowship / Award	Body Awarding the Fellowship / Award	Date of Award	Amount if Any	API Score

ii) A. Papers presented in Conferences, Seminars, Workshops, Symposia

<div align="right">

API Score –International – 5
National   – 3
Regional   – 2
Local   – 2

</div>

S. No.	Title of the Paper presented	Title of Conference / Seminar	Organized by	Whether International / National/State/Regional/ University/College level	API Score

ii) B. Invited Lectures at National/ International bodies / Institutions.

<div align="right">

API Score –International   – 7
National   – 5
Regional /State level   – 3
Univ/Endowment Lect – 3

</div>

S. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organised by	Whether international /national	API Score

ii) C. Invited Group (Incl. Live/Recorded/Televised/Radio) Performances and/or Lecture-Demonstrations at National or International level

<div align="right">

API Score – International – 5
National   – 3
Regional   – 2
Local   – 2

</div>

S. No.	Title of Programme/ Sess./ Lecture/ Demo	Title & Type of performance	Organised by	International /National/ Regional	API Score

 Note : The score under this sub category E(ii) shall be restricted to 20 % of the minimum fixed for Category III for any assessment period.

E. (iii) Development of E-learning delivery process / material
    API score: 10 per module.

S. No.	Title of module	Organisation for which developed	API Score

API SCORES under Category III .

Sub-Category	Total Score claimed in Sub-category
Research papers (Journals etc.)/Published Outputs in CD/DVD.	
Research publications (books, etc.)/Performance/Exhibitions etc.	
Research Projects/Workshops in Performing and Fine Arts	
Research Guidance	
E-learning material/ fellowships	
Conferences/Seminars /lectures Note: The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period	
Total (Research and Academic Contribution)	

SUMMARY OF API SCORES

S. No.	Criteria	Total – API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities	
II	Co-curricular, Extension, Professional development etc.	
III	Research and Academic Contribution	
	Total II + III	

The candidate will have to submit all necessary documents in support of the API score claimed.

Minimum total API score will be calculated combining category II and category III. However, faculty may score this balance of points from either category II or category III to achieve the minimum score required under category II & III.

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: Please attach copies of certificates, sanction orders, papers, book title- & content pages, copies of CDs/DVDs, newspaper or other coverage, review copies, etc. wherever necessary.

1		6	
2		7	
3		8	
4		9	
5		10	

I certify that the information provided is correct as per records available with the university and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with
Designation, Place & Date

Signature of HOD / School
Chairperson / Principal

N.B: 1. Where space provided in the form is found to be inadequate, annexure may be given quoting serial numbers under which additional information is supplied.

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

3. The candidates are requested to consult UGC 4th Amendment regarding CAS promotion of University teachers (dated 11th July 2016) before filling up the of this Proforma.

VISVA-BHARATI

PBAS Proforma for Promotion under CAS

(FOR UNIVERSITY LIBRARIAN, DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN)

(Revised as per UGC 4th Amendment, 11 July 2016)

Part A: GENERAL AND ACADEMIC INFORMATION

1.a) Name (in Block Letters): _____

2.a) Application for position and grade pay:_____

  b) Date of eligibility for promotion: _____

3. Department / Centre / Bhavana / Library: _____

4.a) Current Designation, Pay Band & AGP:_____

  b) Date of Joining / Last Promotion :_____

  c) Gender (Tick as applicable): Male / Female / Transgender

5.a) Date and Place of Birth and age: _____

  b) Marital Status: _____

6) Address for Communication: _____

_____

7.a) E-mail: _____

  b) Mobile No. _____

8) Nationality: _____

9) Whether belongs to SC/ST/OBC/PH category: _____

10) Father's / Husband's / Wife's Name, Address and Occupation (if dead, state last address and occupation before death): _____

_____

11.Permanent Address (in full with nearest Railway Station): _____

_____

12. Educational Qualifications:

Examinations	Name of the Board / University	Year of Passing	Percentage of marks or GPA obtained	Division/ Class/ Grade	Subject(s)
High School/ Matriculation					
Intermediate/ Pre-Univ./ Plus 2					
B.A./B.Sc./B.Com./ B.Mus/ B.Fine, etc.					
M.A./M.Sc./M.Com./ M.Mus/ M.Fine, etc.					
BLIS / equivalents Degrees					
MLIS / equivalents Degrees					
Other Degrees/ Diplomas, if any					

13. Research Degree(s):

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

14. Appointments held prior to joining this institution:

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

Note: Since counting of past service for promotion as well as direct recruitment is allowed at all levels from other universities/colleges/national laboratories and /or other professional/ scientific organizations such as CSIR/ICAR/DRDO/UGC/ICSSR/ICHR/ICNR/DBT etc. the applicants have to ensure that the essential qualifications for the posts held in these organizations were not lower than qualifications (and on equivalent grade or of the pre-revised scale of pay) prescribed by the UGC for Assistant Librarian, Deputy Librarian and University Librarian as the case may be. The appointment should not have been as guest lecturer, and the post should have been filled in accordance with the selection procedure laid down by the UGC/University/State and / or Central governments.

15. Posts held after appointment at this institution:

Designation	Department	Date of Actual Joining		Grade
		From	To	

16. Period of library experience as Assistant Librarian / Sr. Assistant Librarian / Assistant Librarian (SG) / Deputy Librarian / Librarian (in years):

17. Research Experience <u>excluding</u> the years spent in M.Phil / Ph.D. Programme (in years):

18. Fields of specialization under the Subject/Discipline:

   (a)   (b)

   (c)   (d)

19. TRAINING RECEIVED: Academic Staff College **Orientation / Refresher** Course or **Methodology Workshops/ Training/ Teaching-Learning-Evaluation Technology** Programmes as well as **Soft-Skill Development** Programmes and **Faculty / Library Improvement/Development Programmes, including Summer and Winter Schools** attended:

Name of the course /Programme/Training Summer / Winter School	Place & Instt.	Duration (Dates)	Sponsoring Agency (UGC/ICAR/ ICHR/ICSSR/ Academies/ Universities, etc)
1)			
2)			
3)			

_____

Part B: ACADMIC PERFORMANCE INDICATORS (APIs)

CATEGORY I: Procurement, Organization, and Delivery of Knowledge and Information through library services

Nature of Activity	Univ. Assistant Librarian/College Librarian		Deputy Librarian		Librarian	
a) Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. **(40 Points)** Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc. **(15 Points)** User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc**. (15 Points)**	Max. Score 70	Actual Score (Actual hours spent per academic year ÷ 20)	Max. Score 60	Actual Score (Actual hours spent per academic year ÷ 20)	Max. Score 55	Actual Score (Actual hours spent per academic year ÷ 20)
b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records,	Max. Score	Actual Score (Actual hours spent per academic year ÷ 10)	Max. Score	Actual Score (Actual hours spent per academic year ÷ 10)	Max. Score	Actual Score (Actual hours spent per academic year ÷ 10)

serial subscription system, reference and information services, library security (technology-based methods such as RFID, CCTV), development of library management tools (software), Intranet management	15		15		15	
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	Max. Score	Actual Score (Actual hours spent per academic year ÷ 10)	Max. Score	Actual Score (Actual hours spent per academic year ÷ 10)	Max. Score	Actual Score (Actual hours spent per academic year ÷ 10)
	15		15		10	
Total Score						

CATEGORY II: Professional Development, Co-Curricular and Extension Activities

Nature of Activity	Maximum API Score	Actual score (Actual hours spent per academic year ÷ 10)
a) Student related co-curricular, extension and field-based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels	15	
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	
c) Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	
Total Score		

CATEGORY-III: Research and Academic Contributions

A) Published papers/Translations in journals as per UGC List.
API Score: Category I Refereed – 25, Category II Non-Refereed - 10

SI.No	Title with volume, number and page number	Journal Name	ISBN/ISSN/ Categorization Refereed/Non-Refereed	Impact Factor (Proof required)	No. of Co-authors	Whether you are the main author	API Score

* NB: For Impact Factor, Co-authoring and Refereed/Non-Refereed please refer to UGC guidelines.

B) (i) Articles**/Chapters/Translations published in Books**

API Score (Per Art/Chap) Category 1: International Publication – 10
Category 2: National/ State/ Central/ Societies Publisher   – 5
Category 3: Subject books by Other/ Local Publisher   – 3
Category 4: Chapters in Knowledge-based Volumes   – 5

S.No	Art/Chapter Title with page numbers	Book title, Editor & Publisher	ISBN/ISSN No/ (Or, Renowned publishers)	No of Co-authors (Points to be shared)	Whether you are the main author (Full points)	API Score

B) (ii) Books/Book-length translations Published as a Single Author/Editor

API Score – Category I Text/Reference Books by International Publisher   – 30
Category II Text/Reference Books by National/Soc/Univ Publ   – 20
Category III Subject Books by Other/Local Recognized Publ   – 15

S.No	Title with page number	Type of Book/ and Authorship	Publisher & ISBN/ISSN/ Categorization	No of Co-authors (To be shared)	Whether you are the main author	API Score

C) Organization of Seminar, Symposia and Publication activities
(i) Organization of seminars, conferences, HRD Programmes, etc.

API Score: Category I: International   Organising Secretary- 20
                                                          Jt. /Co-Organizing Secretary - 15
                                                          Asst. Org. Secretary- 10
                                                          Others / Members- 05

                         Category II: National
                                                          Organising Secretary - 15
                                                          Jt. /Co-Organizing Secretary - 12
                                                          Asst. Org. Secretary- 08
                                                          Others / Members- 04

                         Category III: Regional / State Level
                                                          Organising Secretary - 10
                                                          Jt. /Co-Organizing Secretary - 08
                                                          Asst. Org. Secretary- 06
                                                          Others / Members- 03

                         Category IV: University / Local Level
                                                          Organising Secretary - 05
                                                          Jt. /Co-Organizing Secretary - 04
                                                          Asst. Org. Secretary - 03
                                                          Others / Members - 02

Sl.No.	Title of the programme	Library subject area	International/ National/ State (regional) / University (local) Level	API Score
1.				
2.				
3.				

C) (ii) Publication Activities (User's Manual/Guide, Subscribed Journals, Stock Verification, etc.)

API Score – Leader: 5 per year; Assistant 3 per year

Sl. No.	Title of publication	Library subject area	University/ subject related	API Score
1.				
2.				

D) Research Guidance/Supervision
Degree-oriented: API Score – Ph.D. awarded – 15; Ph.D.Submitted – 10;
M.Phil. awarded – 5;

S. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil or equivalent				
Ph.D. or equivalent				

E) (i) Fellowships / Award:

Name of Fellowship / Award	Body Awarding the Fellowship / Award	Date of Award	Amount if Any	API Score

E) (ii) A. Papers presented in Conferences, Seminars, Workshops, Symposia

API Score –International – 5
National – 3
Regional – 2
Local – 2

S. No.	Title of the Paper presented	Title of Conference / Seminar	Organized by	Whether International / National/State/Regional/ University/College level	API Score

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

Note: the API for joint publication will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned person, the first/principal author and the corresponding authors/supervisor/mentor would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

E) (ii) B. Invited Lectures / Chairing Academic Session at National/ International bodies / Institutions and or Seminar/Conference/Workshop, UGC-HRDC etc. etc. and equivalents.

API Score –International – 7
National – 5
Regional /State level – 3
Univ/Endowment Lect – 3

Sl. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organised by	Whether international /national	API Score
1					
2					
3					

Note: The score under this sub category E(ii) shall be restricted to 20 % of the minimum fixed for Category III for any assessment period.

E) (iii) Development of E-learning delivery process / material

I) ICT and other technology applications (not covered under Category-1)

a) Creation and maintenance of website, blog, web2 etc: Master- 10, Assistant-06 (for assessment Period)
b) Creation and maintenance Institutional repository Master- 10, Assistant-06 (for assessment Period)
c) Others (Organization and running of remote access, content organization, anti-plagiarism software, OCR software, utilization of cloud computing etc) Leader-10, Assistant- 06 (for assessment Period)

Sl. No.	Title of application	Nature of service	API Score
1.			
2.			

II) Innovative assignments undertaken and carried out in software, meta data, creation, customization of open access resources, content creation for digitization, networking etc. (that are outside scope of category-1)

Leader-10, Assistant-06 (for the Assessment Period)

Sl. No.	Title of assignment	Type of service	API score
1.			
2.			

III)   Application of standards (national and international) for quality assurance in library services and organization

Leader-10, Assistant-06 (for the Assessment Period)

Sl. No.	Title of standards	Field of application	API Score
1.			
2.			

IV)   Contribution to consortia development /management organization of INFLIBNET's Sodhganga and ShodhGongotri projects, Indcat etc.

Leader-10, Assistant-06 (for the Assessment Period)

Sl. No.	Nomenclature of projects	Extent of contribution	API Score

API SCORES under Category III

Sub-Category	Total Score claimed in Sub-category
Research papers (Journals etc.)/Published Outputs in CD/DVD.	
Research publications (books, etc.)/Performance/Exhibitions etc.	
Organization of Seminar/ Symposia and Publication activities	
Research Guidance	
E-learning material/ fellowships	
Conferences/Seminars /lectures Note: The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period	
Total (Research and Academic Contribution)	

SUMMARY OF API SCORES

Sl. No.	Criteria	Total – API Score claimed for the Assessment Period	Minimum API Score Required
I	Teaching, Learning and Evaluation related activities		
II	Co-curricular, Extension, Professional development etc.		
III	Research and Academic Contribution		
	Total II + III		

The candidate will have to submit all necessary documents in support of the API score claimed.

Minimum total API score will be calculated combining category II and category III. However, faculty may score this balance of points from either category II or category III to achieve the minimum score required under category II & III.

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: Please attach copies of certificates, sanction orders, papers, book title-& content pages, copies of CDs/DVDs, newspaper or other coverage, review copies, etc. wherever necessary.

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the university and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the Dy. / Asst. Librarian with Designation, Place & Date

Signature of HOD / School Chairperson / Principal / Librarian

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N.B: 1. Where space provided in the form is found to be inadequate, annexure may be given quoting serial numbers under which additional information is supplied.

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

3. The candidates are requested to consult UGC 4th Amendment regarding CAS promotion of University teachers   Dated 13th July 2016 before filling up the of this Proforma.