

# VISVA-BHARATI



## PBAS Proforma for Promotion under CAS

(FOR UNIVERSITY LIBRARIAN, DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN)

(Revised as per UGC 4<sup>th</sup> 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		Salary with Grade	Reason of Leaving
		Joining	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 excluding 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)
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- 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	
	Max. Score	Actual Score (Actual hours spent per academic year ÷ 20)	Max. Score	Actual Score (Actual hours spent per academic year ÷ 20)	Max. Score	Actual Score (Actual hours spent per academic year ÷ 20)
<p><b>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)</b></p> <p>Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc. (15 Points)</p> <p>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)</p>	70		60		55	
<p><b>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,</b></p>	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	
<b>Total Score</b>						

### 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	
<b>Total Score</b>		

### 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

Sl.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:**

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

**D) 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	
<b>Total (Research and Academic Contribution)</b>	

## 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 HOD / School  
Chairperson / Principal / Librarian

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

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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 4<sup>th</sup> Amendment regarding CAS promotion of University teachers Dated 13<sup>th</sup> July 2016 before filling up the of this Proforma.