VISVA-BHARATI

PBAS Proforma for Promotion under CAS
(**FOR UNIVERSITY LIBRARIAN, DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN**)
(As per UGC Regulations 2018, effective from 18th July 2018)

Part A: GENERAL AND ACADEMIC INFORMATION

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

2.a)   Application for Position and Academic Level   :

  b)   Date of eligibility for promotion :

3.   Department / Centre and Bhavana :

4.a)   Current Designation and Academic Level:

  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 / PWD:

10.   Father's / Husband's / Guardian'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)
B.A./B.Sc./ B.Sc.(Ag.)/B.Com/ B.Mus/ B.Fine/ BLISc etc.					
M.A./M.Sc./ M.Sc.(Ag.)M.Mus/ M.Fine/MLISc 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/AGP	Reasons for leaving
			Joining	Leaving		

15. Post held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

16. Period of library service experience as Assistant Librarian / ☐

Sr. Assistant Librarian / ☐ Assistant Librarian (SG) / Deputy Librarian ☐

/ Librarian (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 or through MOOCs (SWAYAM) 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 and Faculty Development (ARPIT) 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: PERFORMANCE ASSESMENT REPORT

TABLE 1 : Assessment Criteria and Methodology

Sl No	Activity	Grading Criteria	Actual Grade
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory	
2	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	• Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar • Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop • Unsatisfactory – Not falling in above two categories	
3	If library has a computerized database then OR If library does not have a computerized database	• Good – 100% of physical books and journals in computerized database. • Satisfactory – At least 99% of physical books and journals in computerized database. • Unsatisfactory – Not falling under good or satisfactory. OR • Good – 100% Catalogue database made up to date • Satisfactory- 90% catalogue database made up to date • Unsatisfactory - Catalogue database not up to mark.	

		(To be verified in random by the CAS Promotion Committee)	
4	Checking inventory and extent of missing books	• Good: Checked inventory and missing book less than 0.5% • Satisfactory - Checked inventory and missing book less than 1% • Unsatisfactory - Did not check inventory Or • Checked inventory and missing books 1% or more.	
4	i. Digitization of books database in institution having no computerized database. ii. Promotion of library network. iii. Systems in place for dissemination of information relating to books and other resources. (iv)Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. iv. Design and offer short-term courses for users. v. Publications of at least one research paper in UGC approved journals.	• Good: Involved in any two activities • Satisfactory: At least one activity • Not Satisfactory: Not involved/ undertaken any of the activities.	
Overall Grading			
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory: If neither good nor satisfactory in overall grading		

Note:
  1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
  2. The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
  3. The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

TABLE 2 : Academic / Research Score

1. **Published papers in Journals (Printed and Electronic)** (Peer-reviewed or UGC listed) including **Online/E-form/E-journal**

> Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences – 08 per paper
> Faculty of Languages/Humanities/Arts/Social Sciences/Library/Education/Physical Education/Commerce/Management& other related disciplines – 10 per paper
> (With augmentation by impact factor as per UGC guidelines)
> Editor of Journal (International)   – 10
> Editor of Journal (National)   – 08

Sl. No	Title with volume, number and page number	Journal Name	ISBN/ISSN/ Categorization Peer-reviewed/UGC listed	Impact Factor (Proof required)	No. of Co-authors	Whether you are the main author	Score
Total							

* N.B. (a) Scores for research papers would be augmented according to the impact factor of the journals (as per Thomson Reuters list) as follows:
  i) Paper in refereed journals without impact factor = 5 points
  ii) Paper with impact factor less than 1 = 10 points
  iii) Paper with impact factor between 1 and 2 = 15 points
  iv) Paper with impact factor between 2 and 5 = 20 points
  v) Paper with impact factor between 5 and 10 = 25 points
  vi) Paper with impact factor > 10 = 30 points

(b) Two authors – 70% of total value of publication for each author; More than two authors - 70% of total value of publication for the First author/Principal author/Corresponding author and 30% for each of the joint authors

2. **Publications (other than research papers)**
   (a) Books authored/Chapters in Edited Book/Editor of Books including Online/E-form/E-book   Score: International Publishers – 12
                  National Publishers   – 10
                  Chapter in Edited Book - 05
                  Editor of Book (International)   – 10
                  Editor of Book (National)   – 08

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)	Score
Total						

*N.B. Paper presented if part of edited book or proceeding then it can be claimed only once

(b) Translation works in Indian and Foreign Languages

Score – Chapter or Research Paper - 03

Book - 08

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	Score
Total						

3. **Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**

    A. Development of Innovative pedagogy [ICT and other technology applications (not covered under Category-1)]

    a) Creation of website, blog, web2 etc: Score - Leader- 05, Assistant-03 (for assessment Period)

    b) Creation and maintenance Institutional repository: Score- Leader- 05, Assistant-03 (for assessment Period)

    c) Others (Organization and running of remote access, content organization, anti-plagiarism software, OCR software, utilization of cloud computing, etc.) Score - Leader-05, Assistant- 03 (for assessment Period)

    d) Innovative assignments undertaken and carried out in software, meta data creation, customization of open access resources, Creation of QR code, content creation for digitization, Networking etc. Score - Leader-05, Assistant- 03 (for assessment Period)

Sl. No.	Title of application	Nature of service	Score during assessment period
1.			
2.			
Total			

B. Application of standards (National and International) for quality assurance in library services and organization

Score - Leader-05, Assistant-03 (for the Assessment Period)

Sl. No.	Title of standards	Field of application	Score during assessment period
1.			
2.			
Total			

C. i) Creation of Course materials and uploading in MOOCs

    a) Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser Credits 05 marks/credit) – 20

    b) MOOCs (Developed in 4 quadrants) - 05

    c) Content writer / Subject matter expert for Each module of MOOCs (at least one quadrant) – 02

    d) Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser Credits 02 marks/credit) - 08

Sl. No.	Name of the Course and Paper	Marks of the paper	Score during the Assessment period
1.			
2.			
Total			

C. ii) Undertaking course(s) as a candidate through MOOCs (other than courses under Table – 1, point 19)

Score – For Certificate - 4; For Diploma – 08; For UG - 12, For PG - 16

Sl. No.	Name of the Course	Duration of the course		Year of completion	Score
		From	To		
1.					
2.					
Total					

D. i) E-Content (for UG/PG/M.Phil)

Development of E-content in 4 quadrants for a complete course/e-book – 12

E-content (developed in 4 quadrants) per module – 05

Contribution to development of E-content module in complete course/paper/e-book (at least one quadrant) – 02

Editor of e-content for complete course/ paper/ e-book – 10

Sl. No.	Name of the Course	Title of the course content and my contribution as	Score during the Assessment period
1.			
2.			
Total			

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

Score - Leader-12, Assistant-08 (for the Assessment Period)

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

4.   (a) Research Guidance/Supervision

Score: Ph.D. degree awarded – 10; Ph.D. Thesis submitted – 05
M.Phil./P.G. Dissertation awarded/completed – 02

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	Score
Ph.D.				
M. Phil/ P.G. Dissertation				

N.B. : For joint supervision of research students, Supervisor and Co-supervisor shall get 70% each of the total score

(b)   Best Practices (As marketing tools preparation of library profile, brochure, FAQ, User's Manual, list of subscribed Journals, and service to disabled users, etc.)

Score during the Assessment Period– Leader- 10; Assistant - 05

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

(c)   Attached as Guest / Visiting Lecturer in any Institute/University

Maximum Score - 10 per year: for BLIS – at least 20hrs lecture; MLIS – 15 hrs lecture; M.Phil / Ph. D. Course Work –10 hrs lecture.

Sl. No.	Name of the University / Institute	Course	Number of lectures with date	Score during the Assessment period
1.				
2.				
Total				

d) Consultancy (discharging expertise to other Institute Library for application of ICTs)

Score – University Library: -05; College /Institute Library - 03 per year;
School / Public Library - 02

Sl. No.	Nature of automation works	Name of the Library	Date of visit	Score during the Assessment period
1.				
2.				
Total				

5. (a) Patents (Patent / Technology Transfer / Product / Process)

Score: International - 10
National   - 07

Sl. No	Details of the Patent/Technology transfer/Product/Process	Document No.	International/ National	Score
Total				

(b) Policy Document (submitted to an international body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Govt. or State Govt.)

Score: International – 10; National – 07; State/University - 04

Sl. No	Nature of Document	Submitted to International/National/ State organization	Score
Total			

(c) Award/ Fellowships :

Score –International – 07
National   – 05

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

6. **Invited lectures/Resource Person /Paper presentation in Seminars/Conferences/Full paper in Conference Proceedings***

Score: International (Abroad) – 07
International (within country) - 05
National - 03
State/University – 02

S. No.	Title of the Invited Lecture/ Paper presented	Title of Conference / Seminar	Organized by	Whether International (Abroad)/ International (within country) National/State/ University	Score
Total					

* Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once

Note : For the purpose of calculating research score of the University Library Officers, the combined research score from the categories 5(b). Policy Document and 6. Invited Lectures/Resource Person/Paper Presentation shall have an upper capping of 30% of the total research score of the teacher concerned

TOTAL SCORE (Table 2)

Sub-Category	Total Score	Total Score claimed in Sub-categories
1. Research papers (Journals etc.)		
2. Research publications (Books etc.)		
3. Creation of Teaching Learning pedagogy and development of new curricula etc.		
4. Research Guidance and Projects		
5. a) Patents c) Award/Fellowships		
5. b) Policy Document 6. Conferences/Seminars /lectures		(After capping)
Total Score (Academic & Research) **Note:** The score under category 5. b) and 6. shall be under capping of 30% of the total research score for any assessment period		

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

For promotion under CAS of Assistant Librarian, Deputy Librarian and Librarian in University, in addition to eligibility requirements, following CAS promotion criteria have to be fulfilled before recommendation by Screening-cum-evaluation committee or Selection Committee:

1. Assistant Librarian (Academic Level 10) to Assistant Librarian (Academic Level 11)
   'Satisfactory' or 'Good' grade during at least three/four/five years of the last four/five/six years of the assessment period, as the case may be (Table 1) followed by recommendation by Screening-cum-evaluation committee

2. Assistant librarian (Academic Level 11) to Assistant Librarian (Academic Level 12)
   'Satisfactory' or 'Good' grade during at least four years of the last five years of the assessment period (Table 1) followed by recommendation by Screening-cum-evaluation committee

3. Assistant Librarian (Academic Level 12) to Deputy Librarian (Academic Level 13A)
   'Satisfactory' or 'Good' grade during at least two years of the last three years of the assessment period (Table 1), at least 70 score (Table 2) followed by recommendation by Selection Committee

4. Deputy Librarian (Academic Level 13A) to Librarian (Academic Level 14)
   'Satisfactory' or 'Good' grade during at least two years of the last three years of the assessment period (Table 1), at least 110 score (Table 2) followed by recommendation by Selection Committee

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 Library Officer with
Designation, Place & Date
Mobile No.

Signature of University Librarian / In-Charge /
HoD/ Principal / Director

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 as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.

3. The candidates are requested to consult UGC Regulations regarding CAS promotion of University Library Officers (dated 18th July 2018) before filling up of this Proforma.