ALAGAPPA UNIVERSITY

(A State University Established by the Government of Tamil Nadu in 1985,
Accredited with A+ Grade by NAAC (CGPA 3.64) in the 3rd Cycle,
Graded as Category-I University and Granted Autonomy by MHRD-UGC)
KARAIKUDI - 630 003, Tamil Nadu, India

CAREER ADVANCEMENT SCHEME (CAS)

Career Advancement Scheme (CAS) for Librarians

i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.

ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From University Assistant Librarian (Academic level 10) / College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11) / College Librarian (Senior Scale/Academic level 11):

Eligibility: An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree.

(i) He/she has attended at least one Orientation course of 21 days' duration; and

(ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix, Table 4.

CAS Promotion Criteria:
An Assistant Librarian/College Librarian may be promoted if:

i) He/she gets a **'**satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix, Table 4, and

ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11) / College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)

Eligibility:
1) He/she has completed five years of service in that grade.
2) He/she has done any two of the following in the last five years:
(i)Training/Seminar/Workshop/Course on automation and digitalisation,
(ii)Maintenance and other activities as per Appendix, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
(iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or
(iv) Library up-gradation course.

CAS Promotion Criteria:
An individual shall be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix, Table 4, and;

ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

Eligibility:

1) He/she has completed three years of service in that grade.

2) He/she has done any one of the following in the last three years:

(i) Training/Seminar/Workshop/Course on automation and digitalization,

(ii) Maintenance and related activities as per Appendix, Table 4 of at least two weeks' (ten days) duration,

(iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),

(iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and

(v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix, Table 4; and

ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:

Eligibility:

1) He/she has completed three years of service in that grade.

2) He/she has done any one of the following in the last three years:

(i)Training/Seminar/Workshop/Course on automation and digitalization,

(ii)Maintenance and related activities as per Appendix,Table 4 of at least two weeks' (ten days) duration,

(iii)Completed two courses of at least one week (five days) duration in lieu of every single Course / programme of at least two weeks (ten days) duration),

(iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and

(v) Library up-gradation course.

3) Evidence of innovative library services, including the integration of ICT in a library.

4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix,Table 4; and

ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

Table: 4
Assessment Criteria and Methodology for Librarians
(Note: Applicant must submit documentary evidences in support of each of the claim)

No.	Activity	Grading Criteria
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	**Good**: 90% and above. **Satisfactory**: Below 90% but 80% and above. **Not satisfactory**: Less than 80%.
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 upto 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.
5.	(i) Digitisation of books database in institution having no computerized database.	**Good**: Involved in any two activities

(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. (v) Design and offer short-term courses for users. (vi) Publications of at least one Research paper in UGC approved journals.	**Satisfactory**: At least one activity **Not Satisfactory** : Not involved/ undertaken any of the activities.

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.

Self-Assessment-cum-Performance Appraisal form

Name of the applicant:

Department / College:

Promotion claimed from the position _____

To the position _____

PART A: General Information & Academic Background

1	Name (in Block Letters)	
2	Father's / Mother's Name	
3	Date & Place of Birth	
4	Sex	
5	Marital Status	
6	Nationality	
7	Community	
8	Name of the Department / College & School	
9	Date of Last Promotion	
10	Current Designation & Level & Scale of Pay	
11	Date of eligibility for CAS Promotion	
12	Address for correspondence Contact Phone Number E-mail	
13	Permanent Address Contact Phone Number E-mail	

14. Academic Qualification					
Degree & Other Exams	Subject	Name of the University / Agency	Year of Passing	% of marks / score obtained	Division / Class / Grade
PG					

NET / JRF / SLET/Lectureship					

15. Research

Programme	Subject	Degree Award Date / PDR Period	University / Institute
M.Phil.			
Ph.D./ D.Phil.			
D.Sc./ D.Litt.			
Post-Doctoral Research (PDR)			

16. Position held prior to joining this University

Employer	Designation	Date of		Level & Scale of Pay	Reason of leaving
		Joining	Leaving		

17. Position held in this University

Department / College	Designation	Period		Level & Scale of Pay
		From	To	

18	**Teaching Experience:** UG Level (Years): PG Level (Years):
19	**Research Experience** after obtaining M.Phil./Ph.D. (Years):
20	**Specify Specialization** (if any) Subject / Discipline (a) (b)

21. Orientation / Refresher / MOOC / FDP / other courses attended

Name of the Course	Conducted by	Course Period		No. of Days	Place
		from	to		

CATEGORY 1:

Activity 1: Regularity of attending library

No.	Academic year	No. of days assigned	No. of days attended	Percentage of attendance	Average Percentage	Grade	Document Evidence Page No.
1							
2							
3							
4							
TOTAL							
Grand Average Percentage							
verified (for official use):							

Note: 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

Grade:
• **Good:** 90% & above.
• **Satisfactory:** Below 90% but 80% & above.
• **Not Satisfactory:** Less than 80%.

(for office use)
VERIFICATION OF ACTIVITY

Activity	Grade secured in Category-1
Regularity of attending library	

CATEGORY 2:

2a: Conduct of seminars / workshops related to library activity or on specific books or genre of books.

No.	Name of the Event	Conducted at	Period		Sponsor / Funding agency	Total No. of participants	Grade	Document Evidence Page No.
			From	To				
1								
2								
3								
4								
verified (for official use):								

Grading:
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

(for office use)
VERIFICATION OF ACTIVITY

Activity	Grade secured in Category 2a
Conduct of seminars / workshops related to library activity or on specific books or genre of books.	

2b: If library has a computerized database

No.	Academic Year	Total No. of Books available in the Library	Total No. of Books in computer database	Total No. of Journals available in the Library	Total No. of Journals in computer database	Computerized database (%)		Average Grade	Document Evidence Page No.
						Books	Journals		
1									
2									
3									
4									
verified (for official use):									
Grading: **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.									
NOTE: To be verified in random by the CAS Promotion Committee									

OR

2b: If library does not have a computerized database

No.	Academic Year	Total No. of Books available in the Library	Total No. of Books in Catalogue database	Total No. of Journals available in the Library	Total No. of Journals in Catalogue database	Catalogue database (%)		Grade	Document Evidence Page No.
						Books	Journals		
1									
2									
3									
4									
verified (for official use):									
Good: 100% Catalogue database made up to date									
Satisfactory: 90% catalogue database made up to date									
Unsatisfactory: Catalogue database not upto mark.									
NOTE: To be verified in random by the CAS Promotion Committee									

(for office use)
VERIFICATION OF ACTIVITY

Activity	Grade secured in Category 2b
Library Database (Computerized or Catalogued)	

2c: Checking inventory and extent of missing books

No.	Academic Year	Total number of Books in the Library	Total number of Books missing	Percentage of Books Missing	Grade	Document Evidence Page No.
1						
2						
3						
4						
verified (for official use):						
Grading: **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.						

(for office use)
VERIFICATION OF ACTIVITY

Activity	Grade secured in Category 2c
Checking inventory and extent of missing books	

2d: Others (Digitization, Promotion of Library Network, Dissemination of Information, Assistance in Administration, Design of courses, Publication)

No.	Academic Year	Activity 1: Digitization of Books (Yes/No)	Activity 2: Promotion of Library Network (Yes/No)	Activity 3: Info related to Books & Resources (Yes/No)	Activity 4: Assistance in University administration (Yes/No)	Activity 5: Design/Offer Short-term courses (Yes/No)	Activity 6: Publication of at least one Research paper (Yes/No)	Grade	Document Evidence Page No.
1									
2									
3									
4									
verified (for official use):									
Grading: **Good**: Involved in any two activities **Satisfactory**: At least one activity **Not Satisfactory** : Not involved/ undertaken any of the activities.									

(for office use)
VERIFICATION OF ACTIVITY

Activity	Grade secured in Category 2d
Others (Digitization, Promotion of Library Network, Dissemination of Information, Assistance in Administration, Design of courses, Publication)	

<p style="text-align:center">(for office use)</p>

VERIFICATION OF ACTIVITY (Category I & II)

Category	Activity	Grade secured
I	1.Regularity of Attending Library	
II	2a. Conduct of seminars / workshops related to library activity or on specific books or genre of books.	
	2b. Library Database (Computerized or Catalogued)	
	2c. Checking inventory and extent of missing books	
	2d. Others (Digitization, Promotion of Library Network, Dissemination of Information, Assistance in Administration, Design of courses, Publication)	

<p style="text-align:center">(for office use)</p>

VERIFICATION OF ACTIVITY

Activity	Overall Grading
Category I & II	

Overall Grading
Good: Good in Category-1 and satisfactory/good in any two other items including Item 2c.
Satisfactory: Satisfactory in Category-1 and satisfactory /good in any other two items including Item 2c.
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.

CATEGORY 3 – ACADEMIC / RESEARCH ACTIVITY

(Note: Applicant must submit documentary evidences in support of each of the claim;
add more rows in the table(s), if needed)

3.1. Research Papers published in Peer-Reviewed or UGC listed Journals
(score: Faculty of Sciences – 8 per paper ; Faculty of Arts / Education / Management – 10 per paper)

No.	Title of the Paper	First / Corresponding Author	Co-Authors	Journal Name, Vol. No. & Page	Impact Factor	API Score	Document Evidence Page No.
1							
2							
3							
4							
					TOTAL		--

Note: The score for research papers would be augmented as follows:
Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as perThomson Reuters list):
- 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
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/ Principal/ Corresponding author and 30% of total value of publication for each of the joint authors

API Score	
Section	**Total score** claimed by the applicant
3.1	
API Score verified (for official use):	

3.2. PUBLICATIONS (OTHER THAN RESEARCH PAPERS)

3.2a.(i) Books authored that are published by International publishers

(Score: 12 per book published)

No.	Title of the Book	Author	Co-Author(s)	Publisher Name, Year	ISBN/ ISSN	API Score	Document Evidence Page No.
1							
2							
3							
4							
					TOTAL		--
Total API score claimed by the applicant:							
API Score verified (for official use):							

3.2a.(ii) Books authored that are published by National publishers

(Score: 10 per book published)

No.	Title of the Book	Author	Co-Author(s)	Publisher Name, Year	ISBN/ ISSN	API Score	Document Evidence Page No.
1							
2							
3							
4							
					TOTAL		--
Total API score claimed by the applicant:							
API Score verified (for official use):							

3.2a.(iii) Chapters in edited Book

(Score: 5 per chapter in edited book)

No.	Title of the Chapter contributed	Author	Co-Author(s)	Edited Book Name, Publisher, Year	ISBN/ ISSN	API Score	Document Evidence Page No.
1							
2							
3							
4							
					TOTAL		--
Total API score claimed by the applicant:							
API Score verified (for official use):							

3.2a.(iv) Editor of Books by International Publisher

(Score: 10 per editor of book)

No.	Title of the Book	Editor	Publisher, Year	ISBN/ ISSN	API Score	Document Evidence Page No.
1						
2						
3						
4						
				TOTAL		--
Total API score claimed by the applicant:						
API Score verified (for official use):						

3.2a.(v) Editor of Books by National Publisher

(Score: 8 per editor of book)

No.	Title of the Book	Editor	Publisher, Year	ISBN/ ISSN	API Score	Document Evidence Page No.
1						
2						
3						
4						
				TOTAL		--
Total API score claimed by the applicant:						
API Score verified (for official use):						

3.2b. Translation works in Indian and Foreign Languages by qualified faculties
3.2b.(i) Chapter or Research Paper

(Score: 3 per Chapter / Research Paper translated)

No.	Chapter/ Research paper Title	Author	Co-Author(s)	Translated Language	Publisher Name, Year	ISBN/ ISSN	API Score	Document Evidence Page No.
1								
2								
3								
4								
						TOTAL		--
Total API score claimed by the applicant:								
API Score verified (for official use):								

3.2b.(ii) Book

(Score: 8 per Book translated)

No.	Book Title	Author	Co-Author(s)	Translated Language	Publisher Name, Year	ISBN/ ISSN	API Score	Document Evidence Page No.
1								
2								
3								
4								
						TOTAL		--
Total API score claimed by the applicant:								
API Score verified (for official use):								

API Score (section 3.2)							
3.2a.(i)	3.2a.(ii)	3.2a.(iii)	3.2a.(iv)	3.2a.(v)	3.2b.(i)	3.2b.(ii)	**Total**
API Score verified (for official use):							

3.3. Creation of ICT mediated Teaching Learning Pedagogy & content and Development of new and innovative courses & curricula

3.3a. Development of Innovative Pedagogy

(Score: 5 per pedagogy developed)

No.	Year	Sem.	Programme	Course	Credit (if any)	Description of Innovative pedagogy developed	API Score	Document Evidence Page No.
1		Odd						
2		Even						
3		Odd						
4		Even						
						TOTAL		--
Total API score claimed by the applicant:								
API Score verified (for official use):								

3.3b. Design of New Curricula / Courses

(Score: 2 per Curricula / Course designed)

No.	Year	Sem.	Programme	New Curricula/ Course	Credit (if any)	Description of new curricula / course designed	API Score	Document Evidence Page No.
1		Odd						
2		Even						
3		Odd						
4		Even						
						TOTAL		--
Total API score claimed by the applicant:								
API Score verified (for official use):								

3.3c. MOOCs
3.3c.(i) Development of completeMOOCs in 4 quadrants (4 credit course).

(Score: 20 per Development of complete MOOC)

No.	Year	Sem.	Programme	Course	Credit (if any)	Description of Complete MOOC developed	API Score	Document Evidence Page No.
1		Odd						
2		Even						
3		Odd						
4		Even						
						TOTAL		--
Total API score claimed by the applicant:								
API Score verified (for official use):								

Note: MOOC of lesser credits - 5 mark/credit.

3.3c.(ii) MOOCs (developed in 4 quadrant) per module/ lecture

(Score: 5 per Development of MOOC module/lecture)

No.	Year	Sem.	Programme	Course	Credit (if any)	Description of MOOC module / lecture developed	API Score	Document Evidence Page No.
1		Odd						
2		Even						
3		Odd						

								TOTAL	--
4		Even							

Total API score claimed by the applicant:
API Score verified (for official use):

3.3c.(iii) Content writer/ subject matter expert for each module of MOOC (at least one quadrant)

(Score: 2 per Development of Writer / Expert for MOOC module)

No.	Year	Sem.	Programme	Course	Credit (if any)	Description of Writer / Expert for MOOC module developed	API Score	Document Evidence Page No.
1		Odd						
2		Even						
3		Odd						
4		Even						
						TOTAL		--

Total API score claimed by the applicant:
API Score verified (for official use):

3.3c.(iv) Course Coordinator for MOOC (4 credit course)

(Score: 8 per Course Coordinator for MOOC)

No.	Year	Sem.	Programme	Credit	Coordinator for Curricula/ Course	API Score	Document Evidence Page No.
1		Odd					
2		Even					
3		Odd					
4		Even					
					TOTAL		--

Total API score claimed by the applicant:
API Score verified (for official use):

Note: MOOCs of lesser credit - 2 marks/credit.

3.3d. E-content

3.3d.(i) Development of e-Content in 4 quadrants for a complete course/eBook

(Score: 12 per E-content developed)

No.	Year	Sem.	Programme	Course / eBook	Description of Complete E-content developed	API Score	Document Evidence Page No.
1		Odd					
2		Even					
3		Odd					
4		Even					
					TOTAL		--

Total API score claimed by the applicant:
API Score verified (for official use):

3.3d.(ii) e-Content (developed in 4 quadrants) per module

(Score: 5 per module developed)

No.	Year	Sem.	Programme	Curricula/ Course	Description of E-content module developed	API Score	Document Evidence Page No.
1		Odd					

No.	Year	Sem.					
2		Even					
3		Odd					
4		Even				**TOTAL**	--

Total API score claimed by the applicant:

API Score verified (for official use):

3.3d.(iii) Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant)

(Score: 2 per e-content module developed)

No.	Year	Sem.	Programme	Curricula/ Course	Description of Contribution in E-content module developed	API Score	Document Evidence Page No.
1		Odd					
2		Even					
3		Odd					
4		Even					
					TOTAL		--

Total API score claimed by the applicant:

API Score verified (for official use):

3.3d.(iv) Editor of e-content for complete course/ paper /e-book

(Score: 10 per complete course / paper / e-book edited)

No.	Year	Sem.	Programme	Curricula/ Course	Description of E-content for complete course/ paper/ e-book edited	API Score	Document Evidence Page No.
1		Odd					
2		Even					
3		Odd					
4		Even					
					TOTAL		--

Total API score claimed by the applicant:

API Score verified (for official use):

API Score **(section 3.3)**										
3.3a	3.3b	3.3c.(i)	3.3c.(ii)	3.3c.(iii)	3.3c.(iv)	3.3d.(i)	3.3d.(ii)	3.3d.(iii)	3.3d.(iv)	**Total**
Score verified (for official use):										

3.4. RESEARCH

3.4a.(i) Research Guidance - Ph.D Awarded

(Score: 10 per PhD awarded)

No.	Scholar Name	PhD Thesis Title	Awarded Date	University	API Score	Document Evidence Page No.
1						
2						
3						
4						
				TOTAL		--
Total API score claimed by the applicant:						
API Score verified (for official use):						

3.4a.(ii) Research Guidance - Ph.D Thesis submitted

(Score: 5 per PhD Thesis submitted)

No.	Scholar Name	PhD Thesis Title	Submitted Date	University	API Score	Document Evidence Page No.
1						
2						
3						
4						
				TOTAL		--
Total API score claimed by the applicant:						
API Score verified (for official use):						

3.4a.(iii) Research Guidance – M.Phil./PG Dissertation Awarded

(Score: 2 per M.Phil/PG Dissertation Awarded)

No.	Scholar / Student Name	M.Phil/PG Dissertation Title	Awarded Date	University	API Score	Document Evidence Page No.
1						
2						
3						
4						
				TOTAL		--
Total API score claimed by the applicant:						
API Score verified (for official use):						

Note: For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

3.4b.(i) Research Projects completed (more than 10 Lakhs)

(Score: 10 per project completed)

No.	Project Title	Funding Agency	Grant sanctioned (Rs.lakh)	Principal Investigator	Duration		API Score	Document Evidence Page No.
					From	*To*		
1								
2								
3								
4								
						TOTAL		--

	Total API score claimed by the applicant:
	API Score verified (for official use):

3.4b.(ii) Research Projects completed (less than 10 Lakhs)

(Score: 5 per project completed)

No.	Project Title	Funding Agency	Grant sanctioned (Rs.lakh)	Principal Investigator	Duration From	Duration To	API Score	Document Evidence Page No.
1								
2								
3								
4								
						TOTAL		--
Total API score claimed by the applicant:								
API Score verified (for official use):								

3.4c.(i) Research Projects Ongoing (more than 10 Lakhs)

(Score: 5 per project ongoing)

No.	Project Title	Funding Agency	Grant sanctioned (Rs.lakh)	Principal Investigator	Duration From	Duration To	API Score	Document Evidence Page No.
1								
2								
3								
4								
						TOTAL		--
Total API score claimed by the applicant:								
API Score verified (for official use):								

3.4c.(ii) Research Projects Ongoing (less than 10 Lakhs)

(Score: 2 per project ongoing)

No.	Project Title	Funding Agency	Grant sanctioned (Rs.lakh)	Principal Investigator	Duration From	Duration To	API Score	Document Evidence Page No.
1								
2								
3								
4								
						TOTAL		--
Total API score claimed by the applicant:								
API Score verified (for official use):								

3.4d. Consultancy

(Score: 3 per consultancy)

No.	Nature of Consultancy	Agency	Grant (Rs.lakh)	Duration From	Duration To	Status (Completed / Ongoing)	API Score	Document Evidence Page No.
1								
2								
3								
4								
						TOTAL		--
Total API score claimed by the applicant:								

API Score verified (for official use):

Note: Joint Projects - Principal Investigator and Co-investigator would get 50% each.

API Score (section 3.4)								
3.4a.(i)	3.4a.(ii)	3.4a.(iii)	3.4b.(i)	3.4b.(ii)	3.4c.(i)	3.4b.(ii)	3.4d	**Total**
Score verified (for official use):								

3.5. Patent / Technology Transfer / Product / Process

3.5a.(i) International Patent

(Score: 10 per Patent / Technology Transfer / Product / Process)

No.	Title of Patent / Tech.Transfer / Product / Process	Author(s)	Patent Number	Date	Status (Filed/ Published / Granted)	API Score	Document Evidence Page No.
1							
2							
3							
4							
					TOTAL		--
Total API score claimed by the applicant:							
API Score verified (for official use):							

3.5a.(ii) National Patent

(Score: 7 per Patent / Technology Transfer / Product / Process)

No.	Title of Patent / Tech.Transfer / Product / Process	Author(s)	Patent Number	Date	Status (Filed/ Published / Granted)	API Score	Document Evidence Page No.
1							
2							
3							
4							
					TOTAL		--
Total API score claimed by the applicant:							
API Score verified (for official use):							

3.5b. Policy Document (submitted to an International body / organization like UNO, UNESCO, World bank, International Monetary Fund etc or Central Government / State Government)

3.5b.(i) International

(Score: 10 per Policy Document)

No.	Policy Document Title	Author(s)	Agency / Organization	Date	API Score	Document Evidence Page No.
1						
2						
3						
4						
				TOTAL		--
Total API score claimed by the applicant:						
API Score verified (for official use):						

3.5b.(ii) National

(Score: 7 per Policy Document)

No.	Policy Document Title	Author(s)	Agency / Organization	Date	API Score	Document Evidence Page No.
1						
2						
3						
4						

				TOTAL		--

Total API score claimed by the applicant:

API Score verified (for official use):

3.5b.(iii) State

(Score: 4 per Policy Document)

No.	Policy Document Title	Author(s)	Agency / Organization	Date	API Score	Document Evidence Page No.
1						
2						
3						
4						
				TOTAL		--

Total API score claimed by the applicant:

API Score verified (for official use):

3.5c. Award / Fellowships
3.5c.(i) International Awards / Fellowships

(Score: 7 per Award / Fellowship)

No.	Award/ Fellowship Name	Awarding Agency / Body / Association	Date	API Score	Document Evidence Page No.
1					
2					
3					
4					
			TOTAL		--

Total API score claimed by the applicant:

API Score verified (for official use):

3.5c.(ii) National Awards / Fellowships

(Score: 5 per Award / Fellowship)

No.	Award/ Fellowship Name	Awarding Agency / Body / Association	Date	API Score	Document Evidence Page No.
1					
2					
3					
4					
			TOTAL		--

Total API score claimed by the applicant:

API Score verified (for official use):

API Score (section 3.5)								
3.5a.(i)	3.5a.(ii)	3.5b.(i)	3.5b.(ii)	3.5b.(iii)	3.5c.(i)	3.5b.(ii)	**Total**	

Score verified (for official use):

3.6. Invited Lectures / Resource Person / Paper Presented in Seminar / Conferences/ full paper in conference proceedings (Paper presented in Seminars / Conferences and also published as full paper in Conference proceedings will be counted only once).

3.6.(i) International (Abroad)

(Score: 7 per Invited Lecture / Resource Person / Paper Presented)

No.	Title of the Lecture / Paper	Author	Co-Author(s)	Name of Invited Lecture/ Seminar / Conference	Organiser, Country	Date	API Score	Document Evidence Page No.
1								
2								
3								
4								
						TOTAL		--
Total API score claimed by the applicant:								
API Score verified (for official use):								

3.6.(ii) International (within Country)

(Score: 5 per Invited Lecture / Resource Person / Paper Presented)

No.	Title of the Lecture / Paper	Author	Co-Author(s)	Name of Invited Lecture/ Seminar / Conference	Organiser	Date	API Score	Document Evidence Page No.
1								
2								
3								
4								
						TOTAL		--
Total API score claimed by the applicant:								
API Score verified (for official use):								

3.6.(iii) National

(Score: 3 per Invited Lecture / Resource Person / Paper Presented)

No.	Title of the Lecture / Paper	Author	Co-Author(s)	Name of Invited Lecture/ Seminar / Conference	Organiser	Date	API Score	Document Evidence Page No.
1								
2								
3								
4								
						TOTAL		--
Total API score claimed by the applicant:								
API Score verified (for official use):								

3.6.(iv) State / University

(Score: 2 per Invited Lecture / Resource Person / Paper Presented)

No.	Title of the Lecture / Paper	Author	Co-Author(s)	Name of Invited Lecture/ Seminar / Conference	Organiser	Date	API Score	Document Evidence Page No.
1								
2								

3								
4						**TOTAL**		--

Total API score claimed by the applicant:

API Score verified (for official use):

Note: Paper presented if part of edited book or proceeding then it can be claimed only once.

API Score (section 3.6)				
3.6.(i)	3.6.(ii)	3.6.(iii)	3.6.(iv)	**Total**

Score verified (for official use):

API Score secured in Category – III (without capping on 3.5b and 3.6)								
3.1	**3.2.**	**3.3**	**3.4.**	**3.5 a**	**3.5 c**	**3.5. b**	**3.6.**	**Total**
						3.5b+3.6=		

Grand API Score secured in Category – III (with capping on 3.5b and 3.6)							
3.1	**3.2.**	**3.3**	**3.4.**	**3.5 a**	**3.5 c**	**3.5.b + 3.6.**	**Total**

Note: The research score shall be from the minimum of 3 indicators out of 6 indicators

Note: For the purpose of calculating research score, the combined research score from the categories of 3.5(b).Policy Document and 3.6.Invited lectures/Resource Person/Paper presentation shall have an **upper capping of 30% of the total research score.**

API Score verified (for official use):

Summary Sheet

1. **Name of the applicant :**

2. **Department / College :**

3. **Promotion claimed from the position _____**

   To the position _____

OVERALL CONSOLIDATED API GRADE & SCORE

Category	Consolidated API Score/Grade claimed by the applicant	Consolidated API Score / Grade verified by the screening / verification Team
I		
II		
III		

TABLE-C: Minimum API requirement for the promotion of Library staff under CAS in University Departments

No.		Assistant Librarian (Stage1/AGP Rs.6000/- to Stage2/AGP Rs.7000/-)	Assistant Librarian (Stage2/AGP Rs.7000/-to Stage3/AGP Rs.8000/-)	Assistant Librarian (SG/Dy.Librarian) (Stage3/ AGP Rs.8000/-) to Dy.Librarian (Stage4/AGP Rs.9000/-)	Deputy Librarian (Stage4/AGP Rs.9000/-) to Dy.Librarian (Stage5/AGP Rs.10,000/-
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

PART C: OTHER RELEVANT INFORMATION

Please provide details of any other credentials, significant contributions, assignments (including Post-Doctoral tenure) etc. not mentioned earlier

No.	Details	Document Evidence Page No.
1		
2		
3		
4		
5		

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

Signature of the Faculty
Designation

Place:
Date:

Signature of HoD / Dean

Note: The individual PBAS proforma duly filled-in 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.