**PONDICHERRY UNIVERSITY**

**(A Central University established by an act of Parliament 1985)**

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) for Assistant Librarian/ Deputy Librarian / Librarian (UGC Regulations dated 18th July 2018)**

**Part A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. **Name (in Block Letters) :**
2. **Father’s Name/Mother’s Name :**
3. **Date and Place of Birth :**
4. **Sex :**
5. **Marital status :**
6. **Nationality :**
7. **Indicate whether you belong to SC/ST/OBC/GEN/EWS**

**category :**

1. **Name of the Department/School :**
2. **Present Designation & Academic Level :**
3. **Date of Last Promotion :**
4. **Position and Academic Level for which you are**

**an applicant under CAS :**

1. **Date of eligibility for promotion :**

1. **Address for correspondence (with Pin code) :**
2. **Permanent address (with Pin code) :**

**Telephone / Mobile No :**

**Email :**

1. **Scholastic Records (Matriculation till post-graduation):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examinations** | **Subject** | **Name of the Board/University** | **Year of Passing** | **Percentage of marks obtained** | **Division/ Class/ Grade** |
| **High School/ Matriculation/ Hr. Sec** |  |  |  |  |  |
| **Intermediate/ PUC** |  |  |  |  |  |
| **B.A./B.Sc./B.Com/B.LIS/B.P.Ed.** |  |  |  |  |  |
| **M.A./M.Sc./ M.Com/MLIS/ M.Tech./M.P.Ed.** |  |  |  |  |  |
| **Other examinations, if any \*** |  |  |  |  |  |

**\* NET/JRF/SLET/Lectureship**

1. **Research Degree(s):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degrees** | **Title** | **Date of Award** | **University** |
| **M.Phil.** |  |  |  |
| **Ph.D./D.Phil.** |  |  |  |
| **Post-Doctoral Programme**  |  |  |  |
| **D.Sc./D.Litt.** |  |  |  |

1. **Position held prior to joining this institution:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Date of joining** | **Salary with Grade** | **Reason for leaving** |
| **Joining** | **Leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Position held after appointment in this institution:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Department/ Faculty** | **Date of actual Joining** | **Grade/Academic Level** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Teaching experience: PG teaching (in years) : UG teaching (in years):**
2. **Research experience (excluding years spent in M.Phil./Ph.D.) (in years):**
3. **Field of Specialization**
4. **…**
5. **…**
6. **Details of Orientation/Refresher Courses/Short term courses attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Course** | **Place** | **Duration**  | **Sponsoring Agency** |
| **From** | **To** |  |
|  |  |  |  |

1. **Number of Ph.D.s awarded under your guidance:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the candidate** | **Full Time / Part Time** | **Date of Ph.D. Viva** | **Month and Year of Degree awarded**  |
|  |  |  |  |

**PART-B**

**(As per UGC Regulations 2018, Appendix II, Table4: Assessment Criteria and Methodology for Librarian cadres)**

**A: ACTIVITIES\***

|  |
| --- |
| **1. Regularity of attending library**While attending in the library, the individual is expected to undertake, inter alia, following items of work: 1. Library Resource and Organization and maintenance of books, journals and reports
2. Provision of Library reader services such as literature retrieval services to researchers and analysis of report
3. Assistance towards updating institutional website
 |
|  | Academic year | Total number of days he/she is expected to attend | Total number of days he/she has attend | Encl\* |
| **1** | Year 1 |  |  |  |
|  |  |  |
| Year 2 |  |  |  |
|  |  |  |
| Year 3 |  |  |  |
|  |  |  |
| Year 4 |  |  |  |
|  |  |  |
| Year 5 |  |  |  |
|  |  |  |
| Year 6 |  |  |  |
|  |  |  |
|  | Total number of days he/she is expected to attend for the assessment period (A) |  |
|  | Total number of days he/she has attend for the assessment period (B) |  |
|  | Overall Percentage = A/B x100 |  |

\* Should be claimed by the applicant with supporting documents

|  |
| --- |
| Grading Criteria: 90% and Above – **Good** ; Below 90% but 80% and above – **Satisfactory** ; Less than 80% - **Not Satisfactory**  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assessment Period(year wise) | **2. Conduct of seminars/ workshops related to library activities or on specific books or genre of books**Assisting Librarian/Deputy Librarian to organize user orientation programmes, Author Workshops/seminar, Product Demonstration, etc. | **Number of Seminars/workshop conducted** | Claimed by the Candidate | Verified by HOD/DEAN | \*EnclNo. |
|  | National level seminar/ workshop  |  |  |  |  |
| State level workshop/Seminar |  |  |  |  |
| Institution level workshop/Seminar |  |  |  |  |

**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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Period****(year wise)** | **3. (a) If library has a computerized database then**  | Claimed by the Candidate | Verified by HOD/DEAN | Remarks | \*EnclNo. |
|  | Physical books and journals in computerized database. |  |  |  |  |
| **OR** |
| **Assessment Period****(year wise)** | **3 (b) If library does not have computerized data base** |  |  |  |  |
|  | Catalogue database made up to date  |  |  |  |  |
| **For 3 (a) following criteria should be followed**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.(To be verified in random by the CAS Promotion Committee)**OR****For 3 (b) following criteria should be followed**Good – 100% Catalogue database made up to dateSatisfactory- 90% catalogue database made up to dateUnsatisfactory - Catalogue database not upto mark.(To be verified in random by the CAS Promotion Committee) |
| Academic Year | **4. Checking inventory and extent of missing books** (Evidence to be produced)* Number of misplaced books identified
* Number of books weeded out
* Number of damaged books identified for repairing
* Number of books counted (manual/computerized) for stock verification
* Number of missing books identified
* Number of theft books identified, if any
* Maintenance of Gate Register/Inventory Records, etc.
 | Claimed by the Candidate(Tick one) | Verified by HOD/DEAN(Tick one) | Remarks | \*EnclNo. |
|  Year 1 | Checked inventory and missing book less than 0.5%  | Good | Good |  |  |
| Checked inventory and missing book less than 1% | Satisfactory  | Satisfactory  |
| Did not check inventory **Or** Checked inventory and missing books 1% or more. | Unsatisfactory | Unsatisfactory |
|  Year 2 | Checked inventory and missing book less than 0.5%  | Good | Good |  |  |
| Checked inventory and missing book less than 1% | Satisfactory  | Satisfactory  |  |  |
| Did not check inventory **Or** Checked inventory and missing books 1% or more. | Unsatisfactory | Unsatisfactory |  |  |
|  Year 3 | Checked inventory and missing book less than 0.5%  | Good | Good |  |  |
| Checked inventory and missing book less than 1% | Satisfactory  | Satisfactory  |  |  |
| Did not check inventory **Or** Checked inventory and missing books 1% or more. | Unsatisfactory | Unsatisfactory |  |  |
|  Year 4 | Checked inventory and missing book less than 0.5%  | Good | Good |  |  |
| Checked inventory and missing book less than 1% | Satisfactory  | Satisfactory  |  |  |
| Did not check inventory **Or** Checked inventory and missing books 1% or more. | Unsatisfactory | Unsatisfactory |  |  |
|  Year 5 | Checked inventory and missing book less than 0.5%  | Good | Good |  |  |
| Checked inventory and missing book less than 1% | Satisfactory  | Satisfactory  |  |  |
| Did not check inventory **Or** Checked inventory and missing books 1% or more. | Unsatisfactory | Unsatisfactory |  |  |
|  Year 6 | Checked inventory and missing book less than 0.5%  | Good | Good |  |  |
| Checked inventory and missing book less than 1% | Satisfactory  | Satisfactory  |  |  |
| Did not check inventory **Or** Checked inventory and missing books 1% or more. | Unsatisfactory | Unsatisfactory |  |  |
| Academic Year | **5. Activity****(Evidence to be produced)** | Claimed by the Candidate(yes/No) | Verified by HOD/DEAN | Remarks | \*EnclNo. |
|  Year 1 | 1. Digitization of books database in institution having no computerized database.
* Number of books classified
* Number of books catalogued
* Number of barcode labels generated and affixed in books
* Number of documents digitized
 |  |  |  |  |
| 1. Promotion of library network.
* Contribution to library website
* Any inputs for the updation of library website
 |  |  |  |  |
| 1. Systems in place for dissemination of information relating to books and other resources.
* Number of bibliographies compiled
* Number of documents uploaded in the institutional repository
* Number of journals/databases maintained
* Number of back volumes maintained
* Number of assistance to users in OPAC/Self Check-in/Check-out kiosk
 |  |  |  |  |
| 1. Assistance in college administration and governance related work including work done during admissions, examinations and extra-curricular activities.
 |  |  |  |  |
| 1. Design and offer short-term courses for users.
 |  |  |  |  |
| 1. Publications of at least one research paper in UGC approved journals.
 |  |  |  |  |
| **Criteria for item 5****Good : Involved in any two activities****Satisfactory : At least one activity****Not Satisfactory : Not involved/ undertaken any of the activities.** |
| Overall grade Claimed by the Candidate | Verified by the IQAC Verified by HOD/DEAN | Remarks |
|  |  |  |
| **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. |
| Year wise grade Claimed by the Candidate | Verified by HOD/DEAN | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 | total |  |  |
|  |  |  |  |  |  |  |

\* Should be claimed by the applicant with supporting documents.

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

(Since the self-assessment score is based on verifiable records, all necessary evidences must be provided at the time of scrutiny)

**III A) RESEARCH PAPERS PUBLISHED:**

**(a) Refereed Journals as notified by UGC#**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No | Title of the paper with page Nos. | Journal name#with ISBN/ISSN No | Whether Journal is notified by UGC? # | Impact Factor, if any | No of First/Principal/ corresponding authors/supervisor/mentors | No of other authors | Self appraisal API Score \* | Verified API Score by Committee \* |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Sub Total IIIA(a)** |  |

**(b) Other peer reviewed Journals**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No | Title of the paper with page Nos. | Journal name# with ISBN/ISSN No | Whether Journal is notified by UGC? # | No of First / Principal/ corresponding authors/ supervisor/mentors | No of other authors | Self appraisal API Score\* | Verified API Score by Committee\* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Sub Total IIIA(b)** |  |

**III B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)**

**(a) Text/Reference, Subject Bookspublished by InternationalPublishers,with ISBN/ISSNnumber**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the Book with ISBN/ISSN No** | **Name of the Publisher with address**  | **Whether Book approved by the University and intimated in the UGC? #** | **No of authors** | **No of co- authors** | **Self appraisal API Score\*** | **Verified API Score by Committee\*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Sub Total IIIB(a)** |  |

**(b) Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the Book with ISBN/ISSN No** | **Name of the Publisher with address**  | **Whether Book approved by the University and intimated in the UGC? #** | **No of authors** | **No of co- authors** | **Self appraisal API Score\*** | **Verified API Score by Committee\*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Sub Total IIIB(b)** |  |

**(c) Subject Books, published by Other local publishers, with ISBN/ISSN number**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the Book with ISBN/ISSN No** | **Name of the Publisher with address**  | **Whether Book approved by the University and intimated in the UGC? #** | **No of authors** | **No of co- authors** | **Self appraisal API Score\*** | **Verified API Score by Committee\*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Sub Total IIIB(c)** |  |

**(d) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the Book with ISBN/ISSN No** | **Name of the Publisher with address**  | **Whether Book approved by the University and intimated in the UGC? #** | **No of authors** | **No of co- authors** | **Self appraisal API Score\*** | **Verified API Score by Committee\*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Sub Total III B(d)** |  |

**III C) RESEARCH PROJECTS:**

|  |
| --- |
| **(i) Sponsored projects: Major /Minor projects** |
| **Sl. No.** | **Title of Project** | **Name of Sponsoring Agency** | **Period** | **Grant /Amount mobilized in Lakhs** | **Major/Minor/Patent/Technology Transfer/product/process** | **Self appraisal API Score** | **Verified API Score by Committee** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Sponsored projects: Major /minor projects** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(iii) Projects Outcome / Outputs: Patent / Technology transfer / Product / Process** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Sub Total III C** |  |

**III (D) RESEARCH GUIDANCE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No.** | **Ph.D / M.Phil.** | **Degree awarded/ Thesis submitted** | **Guide/ co-guide** | **Self appraisal API Score** | **Verified API Score by Committee** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub Total III D** |  |

**III (E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS**

|  |
| --- |
| **International/National/state/University levelAwards** |
| **Sl. No.** | **Name of the award** | **Body/Organization/Association** | **LevelInternational /National/State/University** | **Self appraisal API Score** | **Verified API Score by Committee** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **International /National/state/University level Fellowships** |
| **Sl. No.** | **Name of the fellowship** | **Sports body/Organization/ Association** | **LevelInternational /National/state/ University**  | **Self appraisal API Score** | **Verified API Score by Committee** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub Total III E(i)** |  |

1. **Invited Lectures/paper presented in Conferences/Seminars:**

|  |
| --- |
| **Invited lectures/paper presentations** |
| **Sr No** | **Title of the Invited lecture/paper presentations** | **Title of Conference/seminar** | **Organized by** | **Level****International/National/ State/University**  | **Self appraisal API Score** | **Verified API Score by Committee** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sub Total IIIE(ii)** |  |

**III (F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL (INCLUDING MOOCS COURSES WITH E-CERTIFICATION)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr .No.** | **e-learning delivery process/material** | **Title of the process/material** | **Details of the website** | **No of modules developed** | **Self appraisal API Score** | **Verified API Score by Committee** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sub Total III F** |  |
| **Total API points of Category III**  |  |

**According to the applicable Regulations the applicant is eligible/not eligible in category II and II+III---**

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

**Place : Signature of the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : Designation**

**Forwarded through proper channel:**

**Minimum API requirements for the promotion of Library Staff under CAS in university departments**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** |  | **Assistant Librarian****(Academic Level 10 to Academic Level 11)** | **Assistant Librarian****(Academic Level 11 to Academic Level 12)** | **Assistant Librarian to Deputy Librarian****(Academic Level 12 to Academic Level 13A)** | **Deputy Librarian to Librarian****(Academic Level 13 A to Academic Level 14)** |
| 1 | Research andAcademiccontribution(Category III) | 40/assessmentperiod | 100/assessmentperiod | 90/assessmentperiod | 120/assessmentperiod |
| 2 | Expertassessmentsystem | ScreeningCommittee | ScreeningCommittee | SelectionCommittee | SelectionCommittee |

**Note: The eligibility conditions for CAS promotion for different academic levels refer page no. 84-85 of**

**UGC notification dated 18th July 2018**