



## GURUKULA KANGRI (DEEMED TO BE UNIVERSITY)

(NAAC Accredited 'A' Grade Deemed to be University u/s 3 of UGC Act 1956)

### PROFORMA FOR PROMOTION OF LIBRARIANS UNDER CAREER ADVANCEMENT SCHEME (CAS)

**[Revised API Pro forma as per 4<sup>th</sup> Amendment (New UGC Regulation) dated 11  
july 2016 ]**

(Please see detailed instructions of this Proforma before filling out this section)

(To be submitted in 10 copies along with 04 sets of the documents)

*Tick (✓) which is applicable:-*

*For Promotion of Assistant Librarian (from Stage 1 to Stage 2)*

*For Promotion of Assistant Librarian (from Stage 2 to Stage 3)*

*For Promotion of Assistant Librarian to Deputy Librarian (from Stage 3 to Stage*

*4)*

*For Promotion of Deputy Librarian to Librarian (from Stage 4 to Stage 5)*

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Passport size  
Photograph  
here

### Part-A: General Information and Academic Background

1	Name (in Block Letters)	
2	Father's Name	
3	Mother's Name	
4	Department	
5	Faculty / Campus	
6	Current Designation & Grade Pay	
7	Date of Last Promotion, if any	
8	Stage/Level for which you are an applicant for promotion under CAS	
9	Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria	
10	Date of Birth	
11	Nationality	
12	Marital Status	
13	The Category you belongs to (SC/ST/OBC/GEN)	

14	Address for Correspondence (with Pin Code)	
15	Permanent Address (with Pin Code)	
16	Telephone No.	
	Mobile No.	
	E-mail	

**17. Academic Qualifications (From Matric onwards):-**

Examinations	Name of the Board / University	Year of Passing	Percentage of marks	Division Class / Grade	Subject
High School / Matriculation/ Hr. Sec etc.					
Intermediate (10+2) etc.					
B.A./ B.Sc/ B.Tech./B.Pharm/ B.Com etc.					
M.A/ M.Sc./M.Tech./ M.Pharm./ M.Com. etc					
Others (NET/JRF/SLET/Lectureship examination) (if any)					

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

Degree(s)	Title of Dissertation/Thesis	Year of Award	University
M.Phil.			
Ph.D.			
Any Other			

**19. Field (s) of Specialization:.....**

**20. Appointments held prior to joining Gurukula Kangri (Deemed to be University):**

Designation	Name of Employer	Nature of Appointment	Date of Joining	Date of Leaving	Salary with Grade Pay/Level	Reason for Leaving

**Appointments held after joining Gurukula Kangri (Deemed to be University):**

**(Attach relevant document/s)**

Designation	Organization / Institution / Department	Date of Joining	Salary with Grade Pay	Evidence is attached on page

**21. Period of teaching experience: .....P.G. Classes (in years) ..... U.G. Classes (in years).....**

**Research Experience:.....**

**(Applicants are required to count the minimum experience required for promotion in view of clause 3.11 of UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Measures for the Maintenance of Standards in Higher Education, 2018 UGC Regulations, 2018)**

**22. Post Doctoral Research Experience in years (as Research Scientist, Research Associate etc.):.....**

**23. Details of Orientation and Refresher/Research Methodology Course attended:**

**24.**

Name of the Course	Place	Duration	Name of Academic Staff/ Human Resource Development Centre	Sponsoring Agency



## PART-B

### CATEGORY I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

(Since all the activities are based on objectively verifiable recodes, evidences must be enclosed & provided to the committee)

Cate gory	Nature of Activity	Point Limit for Subsecti ons	Unit of calculation		Self appraisal API Score			Verified API Score by Committ ee	Ref. Page No. verifiable evidences document details												
					For University																
I (a)	Library resources organization, maintenance and assistance		Actual Hours spent per academic year	Total Hours Spent	Assistant Librarian	Deputy Librarian	Librarian														
	(0)	(1)	(2)	(3)	(4)= (3)/20 (Max 70)	(5)= (3)/20 (Max 60)	(6)= (6)/20 (Max 55)														
	Books	40 points																			
	Journals																				
	Reports																				
	Reading Room																				
	Reference Section																				
	Assistance to prepare reports/manual etc																				
	Assistance to update website/newslett er etc																				
	e-resources on intra and inter ner	15 points																			
	Digitization of Library																				
	e-delivery of resources																				
	Orientation lectures	15 points																			
	Users training for e-resources or OPEC etc																				
	Book exhibition																				
	Any other learning resources																				

I (b)	Use of ICT and other Technologies for atomization	Point Limit for subsections	Actual Hours spent per academic year	Total Hours Spent	For University Assistant Librarian	Deputy Librarian	Librarian	Verified API Score by Committee	Ref. Page No. verifiable evidences document details
	(0)	(1)	(2)	(3)	(4)= (3)/10 (Max 15)	(5)= (3)/10 (Max 15)	(6)= (3)/10 (Max 15)		
	Catalogue	No Limit							
	Learning resources procurement functions								
	Membership record								
	Serial Subscription system								
	Reference and information services								
	Library security such as REFID, CCTV etc								
	Software development								
	Internet management								
	Preparation of e-learning recourse								

I (c)	Extension services	Point Limit for subsections	Actual Hours spent per academic year	Total Hours Spent	For University Assistant Librarian	Deputy Librarian	Librarian	Verified API Score by Committee	Ref. Page No. verifiable evidences document details
	(0)	(1)	(2)	(3)	(4)= (3)/10 (Max 15)	(5)= (3)/10 (Max 15)	(6)= (3)/10 (Max 15)		
	Library services in holidays	No Limit							
	Shelf order maintenance								
	Library user manual maintenance								
	Building maintenance								
	Library facilities to outsider through external membership								
	Any other								

Total API points of Category I	
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## CATEGORY II: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

(Since all the activities are based on objectively verifiable records, evidences must be enclosed & provided to the committee)

Category	Nature of Activity	Unit of calculation		Self appraisal API Score	Verified API Score by Committee	Ref. Page No. verifiable evidences document details
		Actual Hours spent per academic year	Total Hours Spent			
	<b>Students related co-curricular, extension and field based activities</b>					
	(1)	(2)	(3)	(4)= (3)/10 (Max 15)	(Max 15)	
	Cultural Exchange					
	Library service Programmes (various level of extramural and intramural)					
	Extension					
	Library-Literary work through different channels.					
	Any other activities					
II (b)	<b>Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.</b>	Actual Hours spent per academic year	Total Hours Spent	Self appraisal API Score	Verified API Score by Committee	Ref. Page No. verifiable evidences document details
	(1)	(2)	(3)	(4)= (3)/10 (Max 15)	(Max 15)	
	Section-in-charge					
	Director/Principal/Vice-Principal					
	Convener/Chairman/coordinator of library service program					
	Hostel Warden					
	Admission/Academic/Examination committees/Local management committee/ library committee/ Standing Committee/ Sexual Harassment & Prevention Committee					
	BOS/ Faculty/ Academic					
	Council/Senate					
	Institutional Governance					
II(c)	<b>Professional Development activities</b>	Actual Hours spent per academic year	Total Hours Spent	Self appraisal API Score	Verified API Score by Committee	Ref. Page No. verifiable evidences document details
	(1)	(2)	(3)	(4)= (3)/10 (Max 15)	(Max 15)	
	Participation in Seminars/ Conferences/ Short Term Training Courses/ e-library training courses/ Workshops and events					
	Talks/ Lectures in Refresher/ Orientation/ STTP/ Faculty Development course/ e- library training coursed/ Workshops and events					
	Membership of associations International/ National/State					
	Publications of articles in newspaper/ magazine etc not covered in Category III.					
	Dissemination/ Radio Talks					

Total API points of Category I

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

#### III A) RESEARCH PAPERS PUBLISHED:

##### (i) Refereed Journals as notified by UGC# (25 points per publication)

Sr. 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 s/corresponding authors/supervisor/mentors	No of other authors	Self appraisal al API Score*	Verified API Score by Committee	Ref. Page No. verifiable evidences document details
Sub Total III A(i)									

##### (ii) Other reputed Journals as notified by UGC# (10 points per publication)

Sr. 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 s/corresponding authors/supervisor/mentors	No of other authors	Self appraisal al API Score*	Verified API Score by Committee	Ref. Page No. verifiable evidences document details
Sub Total III A(ii)									

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

##### (i) Text/Reference, Subject Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC (30 points for single author per book)

Sr. No	Title of the Books with ISBN/ISSN No	Name of the Publisher with address	Whether books 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	Ref. Page No. verifiable evidences document details
Sub Total IIIB(i)								



**(ii) Subject Books published by national level Publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC. (20 points for single author per book)**

Sr. No	Title of the Books with ISBN/ISSN No	Name of the Publisher with address	Whether books 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	Ref. Page No. verifiable evidences document details
<b>Sub Total IIIB(ii)</b>								

**(iii) Subject books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (15 points for single author per books)**

Sr. No	Title of the Books with ISBN/ISSN No	Name of the Publisher with address	Whether books 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	Ref. Page No. verifiable evidences document details
<b>Sub Total IIIB(iii)</b>								

**(iv) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the university and posted on its website. The List will be intimated to UGC. (Per chapter 10points for International/05 points for National books)**

Sr. No	Title of the Books 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	Ref. Page No. verifiable evidences document details
<b>Sub Total IIIB(iv)</b>								

\*Whether relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1- by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points ; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal/corresponding author/supervisor/mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# Clause 6.0.5 (i) : The University shall identify the journals subject-wise through subject expert committees and forward there commendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the “List of Journals”. This clause 6.0.5 (i) will be strictly followed by the University.

### III C) RESEARCH PROJECTS:

- (i) **Sponsored projects: *Major Projects:*** with grants above Rs. 05 lakhs (20 points per Project) and with grants above Rs. 3 lakhs to Rs. 05 lakhs (15 points per Projects).  
***Minor Projects:*** with grants above Rs. 01 lakhs to Rs. 03 lakhs (10 points per Projects).
- (ii) ***Consultancy Projects:*** Amount mobilized with a minimum of Rs. 02 lakhs (10 for every Rs. 02 lakhs)
- (iii) **Projects Outcome/Outputs: Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Govt./Local Bodies:** (Major policy document of International bodies- 30, Central Government-20, State Govt.-10 Local bodies-02.

(1) Sponsored projects: Major/ Minor Projects								
Sr. 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	Ref. Page No. verifiable evidences document details
(2) Sponsored projects: Major/ Minor Projects								
(3) Projects Outcome/ Outputs: Patent/ Technology transfer/ Product/ Process								
Sub Total III C								

### III (D) RESEARCH GUIDANCE:

(Ph.D. degree awarded per candidate 15, Ph.D. thesis submitted per candidate 10 and M. Phil. Degree awarded 05 per candidate)

Sr. No.	Ph.D/M.Phil.	Degree awarded/ Thesis submitted	Guide/co-guide	Self appraisal API Score	Verified API Score by Committee	Ref. Page No. verifiable evidences document details
Sub Total III D						

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

- (i) 15 points per award International award/fellowship from Govt. of recognized International bodies or organization;  
10 points per National award/Fellowship;  
05 points per state or University level award/fellowship

International /National/ State/ University level Awards						Ref. Page No. verifiable evidences document details
Sr. No.	Name of the award	Body/Organization/Association	Level International/National/State/University	Self appraisal API Score	Verified API Score by Committee	
Sr. No.	Name of the fellowship	Sports body/Organization/Association	Level International/National/State/University	Self appraisal API Score	Verified API Score by Committee	Ref. Page No. verifiable evidences document details
Sub Total III E(i)						

(ii) Invited Lectures/paper presented in Conferences/Seminars:

Points per lecture: International 07, National 05, State/University 03.

Points per paper presentation: International 05, National 03, State/University 02.

(The score under this sub-category API points shall be restricted to 20% of the minimum fixed for Category III for any assessment period)

Invited lectures/paper presentations						Ref. Page No. verifiable evidences document details
Sr. No.	Title of the Invited lecture/paper presentations	Title of Conference/seminar	Organized by	Self appraisal API Score	Verified API Score by Committee	
Sub Total III E(ii)						

Sr. No.	Name of the fellowship	Sports body/Organization/Association	Level International/National/State/University	Self appraisal API Score	Verified API Score by Committee	Ref. Page No. verifiable evidences document details
Sub Total III E(i)						

III (F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/ MATERIAL (10 points per module)

Sr. No.	e-learning delivery process/material	Titles of the process/material	Details of the website	No of modules developed	Self appraisal API Score	Verified API Score by Committee	Ref. Page No. verifiable evidences document details
Sub Total III F							

Total API points of Category III	
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## **Summary of the Scores Claimed:**

(To be field by the applicant)

CATEGORY	CRITERIA	API CLAIMED				
		Year-I	Year-II	Year-III	Year-IV	Year-V
1(a)	LIBRARY RESOURCE ORGANISATION, PROCUREMENT, etc.					
1(b)	ICT AND NEW TECHNOLOGIES					
1(c)	ADDITIONAL SERVICES					
<b>TOTAL SCORE OF CATEGORY-I</b>						
2(a)	STUDENT RELATED CO-CURRICULAR ACTIVITIES					
2(b)	CORPORATE LIFE AND MANAGEMENT					
2(c)	PROFESSIONAL DEVELOPMENT ACTIVITIES					
<b>TOTAL SCORE OF CATEGORY-II</b>						
3(A)	RESEARCH PUBLICATION IN JOURNALS					
3(B)	BOOKS PUBLICATION OR CHAPTER IN BOOK					
3(C)	RESEARCH PROJECTS					
3(D)	RESEARCH GUIDANCE					
3(E)	AWARDS, FELLOWSHIP, PAPER, LECTURES, DEVELOPMENT OR E-LEARNING MATERIAL					
<b>TOTAL SCORE OF CATEGORY-III</b>						

***I hereby solemnly certify that***

1. All my publications/Books submitted for promotion are original. Due permission is taken from all my co-authors before submitting any of the co-authored publication/Book over here.
2. My publications/Books are in the related field and subject/discipline in which I am applying for the promotion under CAS.
3. All my publications are published through standard peer reviewed process.
4. The decision of the scrutiny committee / experts with regard to the quality of my publications shall be final and it shall have binding to me. I understand that scrutiny committee / expert's decision with regard to consider or reject any of my publication in context of its quality shall be final.
5. I also certify that the publications/Books submitted by me do not fall under the category of plagiarism.

Place :

Date :

\_\_\_\_\_  
(Signature of Candidate)

**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.

**Part-C: Other Relevant Information:**

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

Sr. No.	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

**List of Enclosures:** (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in 4th Amendment, UGC Regulations, 2016 as amended from time to time.

Date.....

Place.....

**Signature & Designation of the Applicant**

## Declaration

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in 4th Amendment, UGC Regulations, 2016 as amended from time to time.

I, \_\_\_\_\_ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief. I understand that if any of the information given by me in this application form is found to be incorrect, my candidature is liable to be cancelled at any stage without assigning any reason thereof. I confirm that I shall abide by the decision(s) of the Vishwavidyalaya with regard to my application / promotion.

Place :

Signature of the applicant \_\_\_\_\_

Date :

Designation

*N:B: The individual PBAS proforma duly filled in along with all enclosures submitted for CAS promotions will be duly verified by the Vishwavidyalaya as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.*



**FORWARDED BY HEAD OF THE DEPARTMENT**

*(For Male & Female Candidates both)*

Certified that Mr./Ms./Dr.....has been working as .....in the department. The particulars given in this application have been checked and verified from the office records and are found to be correct.

The application of ..... Subject/Department ..... for the promotion to the post of..... (from stage .....to stage ..... ) in the Pay Band/ Level ..... is forwarded for further action.

Date :

Head of the Department  
Signature with seal

**FORWARDED BY DEAN OF THE FACULTY**

*(For Male & Female Candidates both)*

The application of ..... Subject/Department ..... for the promotion to the post of ..... (from stage .....to stage ..... ) in the Pay Band/ Level ..... is forwarded for further action.

Date :

Dean  
Signature with seal

**FORWARDED BY CO-ORDINATOR OF THE GIRLS CAMPUS**

*(Only for Female Candidates)*

The application of ..... Subject/Department ..... for the promotion to the post of..... (from stage .....to stage ..... ) in the Pay Band/ Level ..... is forwarded for further action.

Date :

Co-ordinator, KGC  
Signature with seal

## Observations/Recommendations of IQAC

.....  
.....  
.....  
.....  
.....

Director  
IQAC

## Verification by the Vishwavidyalaya

Certified that all the information/documents submitted by Dr./Mr./Smt./Ms ..... in the Subject/Department ..... for promotion as ..... (from stage ..... to stage ..... ) in the Pay Band/Level ..... have been verified as per records.

(Convener)

Chairman

Chairman  
Recruitment and Assessment  
Committee