**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**

**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 category :**
8. **Name of the Faculty and Department :**
9. **Current Designation & Grade Pay :**
10. **Date of Last Promotion :**
11. **Position and Grade Pay 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. **Academic Qualifications (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. **Appointment held prior to joining this institution:**

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

1. **Posts held after appointment at this institution:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Department/ Faculty** | **Date of Joining** | | **Grade** |
| **From** | **To** |
|  |  |  |  |  |
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1. **Period of 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. **Academic Staff College Orientation/Refresher Courses attended:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Course / Summer School** | **Place** | **Duration and Dates** | | **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** |
|  |  |  |  |

**ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES.**

Direct Work load and weightage to be given to different levels of Librarians

|  |  |  |
| --- | --- | --- |
|  | Direct working hours per week | Weightage |
| Assistant Librarian/College Librarian | 40 | 100 |
| Deputy Librarian | 36+4\* | 90 |
| Librarian | 32+8\* | 80 |

**\*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Nature of Activity | Posts applying for | Actual Score | Maximum Score | Score to be filled by the candidate | Document No. | Score verified by Screening Committee |
| 1 | a) Library resources organization and  maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points)  Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc  (15 Points)  User awareness and instruction programmes (Orientation lectures, users’ training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (15 Points) | Assistant Librarian/College Librarian | Actual hours  spent per academic  year ÷ 20 | 70 |  |  |  |
| Deputy Librarian | Actual hours  spent per academic  year ÷ 20 | 60 |  |  |  |
| Librarian | Actual hours  spent per academic  year ÷ 20 | 55 |  |  |  |
| 2 | b) ICT and other new technologies’ application  for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management) | Assistant Librarian/College Librarian | Actual hours  spent per academic  year ÷ 10 | 15 |  |  |  |
| Deputy Librarian | Actual hours  spent per academic  year ÷ 10 | 15 |  |  |  |
| Librarian | Actual hours  spent per academic  year ÷ 10 | 15 |  |  |  |
| 3 | c).Additional services such as extending library  facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms | Assistant Librarian/College Librarian | Actual hours  spent per academic  year ÷ 10 | 15 |  |  |  |
| Deputy Librarian | Actual hours  spent per academic  year ÷ 10 | 15 |  |  |  |
| Librarian | Actual hours  spent per academic  year ÷ 10 | 10 |  |  |  |
|  | **Total** | | |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Category I - Marks Scored** | | | |
| **I** | **I(a)** | **I(b)** | **I(c)** | **Total**  **I(a)+I(b)+I(c)** |
|  |  |  |  |

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nature of Activity** | **Maximum**  **API Score** | **Actual score** | **Score to be filled by the candidate** | **Document no.** | **Score verified by screening committee** |
| a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels. | 15 | Actual hours spent per academic year  **÷**  **10** |  |  |  |
| b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. | 15 | Actual hours spent per academic year  **÷**  **10** |  |  |  |
| c) Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) | 15 | Actual hours spent  per academic year  **÷**  **10** |  |  |  |
| Total | 45 |  |  |  |  |

**Total score in Category – II**

|  |  |  |  |
| --- | --- | --- | --- |
| **II.a** | **II.b** | **II.c** | **Total** |
|  |  |  |  |

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

| **Category** | **Activity** | **University/College Librarians** | **Max. score for**  **University/College Librarian\*** | **Score to be filled by the candidate** | **Document No.** | **Score verified by the screening committee** |
| --- | --- | --- | --- | --- | --- | --- |
| III (A) | Research  Publications in | Refereed Journals as notified by the UGC# | 25 per Publication |  |  |  |
| Other Reputed Journals as notified by the UGC# | 10 per Publication |  |  |  |
| III (B) | Publications other than journal  articles  (books, chapters in  books) | Text/Reference 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 per Book for Single Author |  |  |  |
| 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 per Book for Single  Author |  |  |  |
| 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 per Book for Single  Author |  |  |  |
| 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. | International –10 per Chapter  National – 5 per Chapter |  |  |  |
| III (C) | **RESEARCH PROJECTS** | |  |  |  |  |
| III (C)  (i) | Sponsored  Projects | Major Projects with grants above Rs. 5 lakhs | 20 per Project |  |  |  |
|  |  | Major Projects with grants above Rs.3 lakhs up to Rs.5  lakhs | 15 per Project |  |  |  |
|  |  | Minor Projects with grants above Rs. 1 lakh up to Rs.3  lakhs | 10 per Project |  |  |  |
| III  (C)(ii) | Consultancy  Projects | Amount mobilized with a minimum of Rs. 2 lakhs | 10 for every Rs.2 lakhs |  |  |  |
| III (C)(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 – 5 |  |  |  |

| **Category** | **Activity** | **University/College Librarians** | **Max.score for**  **University/College Librarian\*** | **Score to be filled by the candidate** | **Document No.** | **Score verified by the screening committee** |
| --- | --- | --- | --- | --- | --- | --- |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| III (D) | **RESEARCH GUIDANCE** | | | | | |
| III(D)(i) | M.Phil. | Degree awarded | 5 per candidate |  |  |  |
| III(D)(ii) | Ph.D. | Degree awarded / Thesis submitted | 15 / 10 per candidate |  |  |  |
| III E | **Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars** | | | | | |
| III(E) (i) | Award /  Fellowship | International Award/Fellowship from academic bodies/associations | 15 per Award / 15 per Fellowship |  |  |  |
|  | Award /  Fellowship | National Award/Fellowship from academic bodies/associations | 10 per Award / 10 per Fellowship |  |  |  |
|  | Award  /Fellowship | State / University Award/Fellowship from academic bodies/associations | 5 Per Award |  |  |  |
| III(E)  (ii) | Invited lectures  / papers presented | International | 7 per lecture / 5 per paper  presented |  |  |  |
| National level | 5 per lecture / 3 per paper  presented |  |  |  |
| State/University level | 3 per lecture / 2 per paper  presented |  |  |  |
| The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period | | |  |  |  |
| III(E) (iii) | Development of e-learning delivery process/material | | 10 per module |  |  |  |

\* *Wherever relevant, 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/books 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 of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.*

**#** *The University shall identify the journals subject-wise through subject expert committees and forward the recommendations 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 be included in the “List of Journals” notified by the UGC. 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”. The clause 6.0.5 (i) will be strictly followed by the University.*

**Total score in Category – III**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Marks Scored** | | | | | **Total**  **(III(A) + III(B) + III(C) + III(D) + III(E))** |
| **III(A)** | **III(B)** | **III(C)** | **III(D)** | **III(E)** |
|  |  |  |  |  |  |

**Consolidated Score Sheet**

|  |  |
| --- | --- |
| **Item** | **Total** |
| **Total score in Category – I** |  |
| **Total score in Category – II** |  |
| **Total score in Category – III** |  |
| **Total score in Category – II and III** |  |

**APPENDIX - III TABLE - VIII (A)**

**MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Activity** | **Assistant / College Librarian**  **(Stage 1 to**  **Stage 2)** | **Assistant / College Librarian**  **(Stage 2 to**  **Stage 3)** | **Assistant/College Librarian (Stage 3) to Deputy/College Librarian (Stage 4)** | **Deputy Librarian (Stage 4) to Librarian (Stage 5)** |
| I | Procurement,  organization, and delivery of knowledge and information through Library services | 80/Year | 80/year | 75/year | 70/year |
| II | Professional  Development and Extension activities - Minimum score required to be assessed cumulatively | 50/  Assessment period | 50 /  Assessment period | 50 /  Assessment period | 50 /  Assessment period |
| III | Research and  Academic Contributions – Minimum Score required - to be assessed cumulatively | 20 /  Assessment period | 50 /  Assessment period | 75 /  Assessment period | 100 /  Assessment period |
| II + III | Minimum total API  score under Categories  II and III\* | 90 /  Assessment period | 120 /  Assessment period | 150 /  Assessment period | 180 /  Assessment period |
|  | Expert Assessment  System | Screening cum  evaluation committee | Screening cum  evaluation committee | Selection Committee | Selection Committee |
| IV | Percentage  Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required  50)) | No separate  points. Screening committee to verify API scores | No separate  points. Screening committee to verify API scores | 30% - Library  related research papers evaluation  50% - Assessment of  domain knowledge on Library automation and Organizational skills  20 % - Interview performance | 50% Library  publication work  30% Assessment of innovative Library service and organization of digital library services 20%  Interview performance |

**\* One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.**