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| **logo copy - kala** | **TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY**  **CAREER ADVANCEMENT SCHEME (CAS)** |

**SCORES FOR ACADEMIC PERFORMANCE INDICATORS (API’s) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY LIBRARIANS**

**Category I – Procurement, organisation and delivery of knowledge and information   
through Library services**

The minimum API score required by Library staff in this category is 100. The self-assessment score should be based on objectively verifiable data / documents duly certified by HOD / Institution Head / University Registrar wherever applicable and will be scrutinized / finalized by the screening / selection committee.

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Nature of Activity** | **Maximum score** |
| 1. | Library resources organisation 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 with the required inputs for preparing reports; manuals and related documents; Assistance towards updating institutional web site with activity related information and for bringing out institutional Newsletters, etc. | 75 |
| 2 | ICT and other new technologies’ application for up gradation 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 | 25 |
| 3 | Development, organization and management of e-resources including their accessibility over intranet / internet, digitization of library resources, e-delivery of information, etc. | 25 |
| 4 | 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. | 30 |
| 5 | 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, Examination conduct / duties within and in other Universities-UG, PG, PhD, Invigilation, question paper setting, evaluation, / evaluation and comprehensive examination / Thesis evaluation and examination, members of selection / recruitment committees within and outside Universities, etc. | 25 |
|  | **Total Score** | **180** |
|  | **Minimum API Score required\*** | **100** |

*\*\*Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from maximum of 180) from category I and 20 (from maximum of 70) from category II (as per D.O.No.F.1-2/2009 (ECPS) Pt.V(I) Vol.II, dated:04.06.2013 of UGC).*

**Category II - Co-Curricular, Extension, and Professional development related activities**

The minimum API score required by Library staff in this category is 20. The self-assessment score should be based on objectively verifiable data / documents duly certified by HOD / Institution Head / University Registrar wherever applicable and will be scrutinized / finalized by the screening / selection committee.

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Nature of Activity** | **Maximum Score** |
| 1 | Student related co-curricular , extension and field based activities, NSS, NCC, Sports and cultural activities, subject related events, Assistant Wardenship, Associate Patron, Staff editor, Editor of seminar proceedings/jubilee proceedings, Placement and Counseling centre, earn while you learn programmes, Student Advisorship and Counseling, conducting and assisting study tours of very short, short and long duration, PTA, Alumni/ welfare association, Blue Cross society, articles in college magazines and University volumes and other similar/special additional duties etc. | 30 |
| 2 | Contribution to corporate life / institution life , farmer/ field extension activities, conduct of exhibitions/conduct of farmers seminars, preparation of exhibits etc | 20 |
| 3 | Professional developmental activities such as participation in seminars, conferences, symposium, workshop etc without papers, short term training courses, talks, lectures, membership in professional associations (National and State level), membership/participation in State & Central and student advisory committees on education & research and national development, radio/TV programmes, popular articles published in newspapers, magazines and other publications, field / clinical camps, field investigation, campus development activities, journal editor, assistant editor, editorial board members, reveiwers/ referees of journals, project co-ordination etc | 20 |
|  | **Total Score** | **70** |
|  | **Minimum API Score required\*** | **20** |

*\*\*Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from maximum of 180) from category I and 20 (from maximum of 70) from category II (as per D.O.No.F.1-2/2009 (ECPS) Pt.V(I) Vol.II, dated:04.06.2013 of UGC).*

**Category III - Research & Academic contributions**

The minimum API score required by Library cadres in this category is different for various categories which are mentioned in table showing minimum score required for promotions to higher cadres. The self assessment score should be based on objectively verifiable data / documents duly certified by HOD / Institution Head / University Registrar wherever applicable and will be scrutinized / finalized by the screening / selection committee

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **APIs** | **Type of publication** | **Max. Points** |
| III A | Research Papers published in | Refereed journals\* | 20/ publication |
| Non refereed but recognized and reputable journals and periodicals having ISBN/ISSN numbers | 15/publication |
| Conference proceedings as full papers ( Abstracts not to be included) | 10/publication |
| III B1 | Research publications(books, chapters in books , other than refereed journal articles) | Text or Reference books published by International Publishers with an established peer review system | 50/sole author  10/chapter in an edited book |
| Subject books by National Level publishers/State and Central Govt. Publications with ISBN/ISSN numbers | 25/sole author and 5/chapter in edited books |
| Subject books by other local publishers with ISBN/ISSN numbers | 15/sole author and 3/ chapter in edited books |
| Chapters contributed to edited knowledge based volumes published by international publishers | 10/chapter |
| Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN nos. and with numbers of national and international directories | 5/chapter |

\* *The API score for paper in refereed journal would be as follows: papers published in journals without impact factor = 15 points and papers published in Journals with impact factor = 20 points. Of the total score for the category of publication by the library staff, the first/principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors. If there is only one person under other author category, the distribution of marks between the above two category shall be 80% and 20%. This applies to popular articles, papers in conferences, seminars, workshops and symposia also.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| III B 2 | **Popular articles**  **(max.=30 points)** | Published in a Newspaper / professional magazines | | 3/Publication |
| III B 3 | **Pamphlets**  **(max.=30 points)** | Indicate the number published | | 3/Publication |
| III B 4 | **Assets created for the University** | Indicate the land purchased, buildings constructed and such other activity. Mention the value of the asset | | 30 pts - More than  Rs. 25.00 Lakhs  20 pts – 10 Lakhs to 25 Lakhs  10 pts - < 10 Lakhs |
| III B 5 | **Name of the Seminar / Workshop / Training / Exhibition organized** | Indicate whether it is international, national, state or university level. Also mention your role in the conduct as Organizing Secretary, Chairman of a committee etc. | | **International**  30 – for organizing secretary  10 – for Chairman or member of a committee  **National**  20 – for organizing secretary  5 – for Chairman or member of a committee  **State / University**  5 –Irrespective of role |
| III B 6 | **Extension achievements** | Inter institutional HRD programmes conducted, On campus and off campus trainings | | For every activity  20 – for organizing secretary (faculty who is in charge of the programme)  10 – for Chairman or member of a committee/ Associated faculty in the programme |
| **IIIC** | **Research Project** |  | |  |
| III C (i) | Sponsored projects ongoing | Major projects amount mobilized with grants above Rs.5.0 lakhs | | 20/each project for Principal Investigator & 10/each project for CoPI |
|  |  | Major projects amount mobilized with grants above Rs.3.0 lakhs to 5.0 lakhs | | 15/each project for Principal Investigator & 5 / each project for CoPI |
|  |  | Minor projects (amount mobilized with grants above Rs.25,000 to 3.0 lakhs | | 10/each project for Principal Investigator & 2/ each project for CoPI |
|  |  | Corpus fund / student projects below Rs.50,000/- | | 5/project for PI & 2/project for Co-PI |
| III C (ii) | Consultancy projects ongoing | Amount mobilized with minimum of Rs. 1.00 lakh | | 2 per every  Rs. 1.0 lakh for PI & 1 per lakh for Co-PI |
| III C (iii) | Completed projects | Completed project report | | 15/each major project and 7/each minor project for PI and 10/major project and 5/minor project for Co-PI |
| III C (iv) | Acceptance for the completed projects | Acceptance from funding agency | | 5/each major project and 3/each minor project for the PI and 3/major project and 2/minor project for Co-PI |
| IIIC (v) | Project outcomes/ outputs | Major policy document of Govt. bodies at Central and State level | | 30/each national level output or patent 50/each for international level |
| **III(D) Research guidance** | | | | | |
| III D (i) | Any other Masters degree approved by TANUVAS from time to time | | Degree awarded | 30 /each candidate for major advisor  10/each candidate for member advisory committee | |
| III D (ii) | Ph.D | | Degree awarded | Chairman:  50/ each candidate,  Member of advisory committee:  20/each candidate | |
|  | PhD | | Thesis submitted only | 25/ each candidate for Chairman;  10/each candidate for member | |
|  | MPhil / PG Diploma programmes | | Degree awarded | 10 /each candidate for chairman;  5/each candidate for member advisory committee | |
| **III E Participation in Training courses, refresher courses, orientation courses, etc.** | | | | | |
| III E (i) | Refresher courses, Orientation courses, Training, Summer / Winter schools, Faculty development programmes | | Minimum of two weeks duration | 20 / each | |
| Less than two weeks and more than one week | 10 / each | |
| Less than 1 week | 5 / each | |
| III E (ii) | Papers in conferences/seminars/Workshops / Symposia  **(max.=50 points)** | | Presentation of research papers(oral /posters) |  | |
| (a)International | 10/each | |
| (b) National | 7 /each | |
| (c) Regional/state level | 5/each | |
| (d) Local-University/college level | 3/each | |
| III E  (iii) | Invited lectures /Lead talks or presentations for conferences /symposia | | (a) International | 10/each | |
| (b) National level | 7/each | |
| (c)Regional/state level | 5/each | |
| (d)Local-University/college level | 3/each | |
| III E (iv) | Participation as members of Judging panel, conduct of scientific sessions as Chairman, Co-chairman and Rapporteur | | (a) International | 10/each | |
| (b) National level | 7/each | |
| (c) Regional/state level | 5/each | |
| (d) University/college level | 3/each | |
| III F | **Awards, Honours, Fellowships and Appreciations** | | | | |
|  | (a) International | | | 30/each | |
|  | (b) National level | | | 15/each | |
|  | (c) Regional / State / University / College level / Professional bodies | | | 10/each | |

**Guidelines for awarding scores in Academic performance indicators for   
Career Advancement system for University Librarians**

**Category I – Procurement, Organisation and Delivery of Knowledge and   
Information through Library Services**

1. **Procurement, organization of Library Resources and Delivery of Information**

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Activities** | **Scores** |
| 1 | Procurement of Books and other documents | 10/year |
| 2 | Subscription of Journals and serial control | 10/year |
| 3 | Library resources organization and maintenance of books section including reading hall | 10/year |
| 4 | Library resources organization and maintenance of Current Periodicals section including reading hall |  |
| 5 | Library resources organization: Maintenance of Back volume section | 10/year |
| 6 | Library resources organization: Maintenance of Theses and Dissertation Section | 10/year |
| 7 | Library resources organization: Maintenance of Audio-Visual Resources | 10/year |
| 8 | Provision of library reader-services | 10/per year |
| 9 | Literature retrieval services to researchers | 10/per year |
| 10 | Analysis of reports | 5/per year |
| 11 | Provision of assistance to the departments of University with the required inputs for preparing reports, manuals and related documents | 10/per year |
| 12 | Assistance towards updating institutional website with activity related information and for bringing out institutional newsletters, etc. | 10/per year |
| 13 | Administration of Library | 10/year |
| 14 | Holiday duties attended | 0.5 / duty |
| 15 | Administration of externally Aided Projects | 10/year for PI  5/year for Co-PI |
| 16 | Establishment of new units in the Library | 10/unit |
| 17 | Maintenance of Library Archives | 10/year |
| 18 | Maintenance of Book Bank | 10/year |
| 19 | Maintenance of Newspapers & Magazines section | 5/year |
| 20 | Other similar / special additional duties\*\* | 5/activity |
|  | **Total** | **Maximum 75** |

\*\*Other similar / special additional duties include

|  |
| --- |
| Data analysis, lectures in training programmes / awareness training / awareness campaign, Pongal technology week, exhibitions, Arrangement of Library committee meeting, reprography, digitization of documents, etc., |

1. **Library Automation and ICT Applications**

|  |  |  |
| --- | --- | --- |
| 1 | ICT and other new technologies’ application for up gradation of library services: Automation of catalogue | 10 |
| 2 | Library database management (bibliographical databases, membership database, holiday database, etc.) | 10/year |
| 3 | Implementation of Web OPAC | 10 |
| 4 | Automation of Learning resources procurement functions | 5 |
| 5 | Automation of Circulation operations including membership records | 10 |
| 6 | Automation of Serial subscription system | 10 |
| 7 | Reference and information services | 10/year |
| 8 | Implementation of Library security (technology based methods - RFID) | 10 |
| 9 | Implementation of Library security (technology based methods - CCTV) | 10 |
| 10 | Implementation of Barcode system | 10 |
| 11 | Implementation of Biometric system | 10 |
| 12 | Maintenance of RFID Security System | 5/year |
| 13 | Maintenance of CCTV System | 5/year |
| 14 | Maintenance of Barcode System | 5/year |
| 15 | Maintenance of Biometric System | 5/year |
| 16 | Development of library management tools (software) | 10 / tool |
| 17 | Library Network management | 10/year |
| 18 | Development of subject gateways | 5/Gateway |
| 19 | Other ICT initiatives such as e-mail alert, mobile alert, Ezproxy for remote access to e-resources, etc.) | 10/initiative |
| 20 | Maintenance of ICT based services such as e-mail alert, mobile alert, Ezproxy for remote access to e-resources, etc.) | 5/year/service |
|  | **Total** | **Maximum 25** |

1. **e-Resource Management and Digital Library Services**

|  |  |  |
| --- | --- | --- |
| 1 | Subscription of e-resources such as e-books, e-journals, e-databases, etc. | 10/year |
| 2 | Digitization of library resources | 10/year |
| 3 | e-delivery of information (information download from scholarly e-resources) (0.5 / GB of information) | 10/year |
| 4 | Management of Consortium for e-resources in Agriculture (CeRA) | 10/year |
| 5 | Strengthening of Digital Library Services such as procurement of computer terminals, networking, UPS, etc. | 10/year |
| 6 | Management of Digital Library services (Maintenance of computers, network, network security, AMC, etc.) | 10/year |
| 7 | Creation of Institutional Repository with digital contents | 10 / year |
| 8 | Contribution of digital contents to ICAR Repository (Krishi Kosh) | 0.25 / document |
| 9 | Creation of Theses/Dissertation database | 10 year |
| 10 | Regular updating and management of Theses / Dissertation database | 10/year |
| 11 | Management of Institutional Repository | 10/year |
| 12 | Collection and Management of e-theses from research scholars | 10/year |
| 13 | Upoading e-theses to Krishi Prabha database of ICAR and Maintenance | 5 / year |
| 14 | Uploading catalogue entries to Agricat Union Catalogue of ICAR and maintenance | 5/year |
|  | **Total** | **Maximum 25** |

1. **User Awareness, Instruction Programmes and Academic duties**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | User awareness and instruction programmes (Orientation lectures) (2 points/lecture) | 10/activity | |
| 2 | Users’ training in the use of Library Services viz., e-resources, OPAC, knowledge resources | 10/activity | |
| 3 | User promotion programmes like organizing book exhibitions, competitions, etc. | 15/activity | |
| 4 | Other interactive latest learning resources, etc. | 5/year | |
| 5 | Lectures or teaching in other universities / institutes (2 points/lecture – Maximum 10) | 2/lecture | |
| 6 | Non-credit courses and other duties (2 points/credit) | 5 | |
| 7 | Preparation and imparting knowledge /instruction as per curriculum | 5/activity | |
| 8 | Syllabus enrichment by providing additional resources to students (course outline, practical manual etc) | 5/activity | |
| 9 | Lectures / Practicals (conducted) | Given separately\* | |
| 10 | **Examination Duties, etc:** |  | |
|  | **Type of work** | **PG** | **Ph.D.** |
|  | Question paper setting (Midterm/ Internal)/course | 4 | 5 |
|  | Invigilation (Midterm/ Internal) /course | 1 | 1 |
|  | Evaluation (Midterm/ Internal) /course | 3 | 3 |
|  | Invigilation (Board/Comprehensive Exam)/ exam | 2 | 2 |
|  | Practical/viva-voce (Member Board)/ exam | - | - |
|  | Question paper setting (Other Universities)/ set of questions | 7 | 10 |
|  | Conduct of Exam/Comprehensive Exam/ Thesis Evaluation/ Viva-voce in Other Universities | 7 | 10 |
|  | Internship Evaluation | 5 | - |
|  | Question paper setting for UGC / ARS/ICAR/PSC etc | 10 | |
|  | Invigilation & related duties of CE | 5 | |
|  | **Total** | **Maximum 30** | |

1. **Calculation of points for Lectures & Practical for each Course\***

**UG:** Each Theory class/contact hour is given 3 points. Points for Practical is calculated as Practical credit x two hours x 3 points x number of batches

**PG:** Each Theory credit is given 4 points. Points for Practical is calculated as Practical credit x two hours x 4 points

**PhD:** Each Theory credit is given 5 points

Points for Practical is calculated as Practical credit x two hours x 5 points

**PG Diploma (distance / regular), Skill Development Course, Certificate course / Self Employment course:**

Each Theory class is given 3 points

Points for Practical is calculated as Practical class x two hours x 3 points

\*Finally the total points for theory and practical for each course is divided separately based upon the classes taken by individual teachers who handled the course (after verification of records).

1. **Additional Library Services**

|  |  |  |
| --- | --- | --- |
| 1 | Additional services such as extending library facilities on holidays | 5/year |
| 2 | Shelf order maintenance | 10/year |
| 3 | Library user manual | 5/year |
| 4 | Building and extending institutional library facilities to outsiders through external membership norms | 5/activity |
| 5 | Resource sharing among NARS libraries through CeRA | 10/year |
| 6 | Printing facility to the library users | 5/year |
| 7 | Reprography services (photocopying, scanning, etc.) | 10/year |
| 8 | Preparation and supply of Identity cards to students, staff and pensioners | 10/year |
| 9 | Binding services | 5/year |
| 10 | Any other services not covered under A, B, C and D | 5/year |
| 11 | Library tour to visitors | 3/activity |
| 12 | Preparation of ID cards for Students & Staff / Other campus / Pensioners | 2/category |
| 13 | Additional Charge as Library i/c of other campus | 12/year |
|  | **Total** | **Maximum 25** |

|  |  |
| --- | --- |
| **Total score for category I (A+B+C+D+E)** | **180** |
| **Minimum API scores required** | **100** |

*\*\*Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from maximum of 180) from category I and 20 (from maximum of 70) from category II (as per D.O.No.F.1-2/2009 (ECPS) Pt.V(I) Vol.II, dated:04.06.2013 of UGC).*

**Category II Co-Curricular, Extension, and Professional development**

1. **Co-Curricular activities**

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Activities** | **Scores** |
| 1 | Student related co curricular extension and field based activities (such cultural exchange and library service programmes) | 5 |
| 2 | Various level of extramural and intramural programmes | 5 / program |
| 3 | Library-literary work through different channels | 5 |
| 4 | Cultural activities/clubs and associations of staff and students | 5 |
| 5 | Subject related events (Package of Practices, consultative workshops etc) | 5 |
| 6 | Reviewer/ referee of journals | 5 |
| 7 | Editor of seminar proceedings/jubilee proceedings / Festschrift | 5 |
| 8 | Associate Editor seminar proceedings/jubilee proceedings / Festschrift | 5 |
| 9 | Functionaries of professional organizations/associations | 5 |
| 10 | Warden / Deputy warden | 5 |
| 11 | Associate Patron | 5 |
| 12 | Staff Editor / Member of College Magazine Editorial Board | 5 |
| 13 | Placement and Counseling centre | 5 |
| 14 | Alumni/ Welfare associations | 5 |
| 15 | Articles in College/University publications | 5 |
| 16 | Selection / Recruitment committees within and other Universities for all purposes | 10 / activity |
| 17 | Other similar/special additional duties | 5/ duty |
|  | **Total** | **Maximum 30** |

1. **Extension activities**

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Activities** | **Scores** |
| 1 | Contribution to Corporate life / Institution life | 5 |
| 2 | Management of the library units and institution through participation in library and administrative committees and responsibilities | 5 |
| 3 | Conduct of Book exhibitions | 10/activity |
| 4 | Conduct of Library related competitions for library users | 5/activity |
| 5 | Preparation of exhibits / Participation in Exhibitions | 5/activity |
|  | **Total** |  |
|  | **Maximum admissible: 15 points** | **Maximum 20** |

1. **Professional developmental activities**

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Activities** | **Scores** |
| 1 | Participation in Seminars / Conferences/ Symposium/ Workshops etc (International) | 4/each |
| 2 | Participation in Seminars / Conferences/ Symposium/ Workshops etc (National, etc.) | 2/each |
| 3 | Participation in Guest talks / lectures / professional events | 2/each |
| 4 | Participation in short-term e-library training courses (up to 3 days) | 10/each |
| 5 | Membership in professional associations (National and State level) | 5/each |
| 6 | Membership/participation in State, Central and student advisory  committees on education & research and National development | 5/each |
| 7 | Radio / TV programmes | 5/each |
| 8 | Campus development activities | 5/each |
| 9 | Editor/ Assistant Editor of Journal | 10/each |
| 10 | Membership in Editorial Boards | 5/each |
| 11 | Project co-ordination (chairman & members) | 5/each |
| 12 | Dissemination and general articles (not covered in Category III) | 3/each |
|  | **Total** | **Maximum 20** |

|  |  |
| --- | --- |
| **Total score for category II (A+B+C)** | **70** |
| **Minimum API scores required** | **20** |

*\*\*Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from maximum of 180) from category I and 20 (from maximum of 70) from category II (as per D.O.No.F.1-2/2009 (ECPS) Pt.V(I) Vol.II, dated:04.06.2013 of UGC).*

**Table-1**

## MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARY STAFF IN THE UNIVERSITY

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | **Promotion of Librarian cadres through CAS** | **Service requirement** | **Minimum Academic Performance Requirements and Screening/Selection Criteria** |
| 1. | **Assistant Librarian  (Stage 1 to Stage 2)** | Assistant Librarian in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil or six years of service who are without Ph.D/M.Phil | 1. Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table-2 for Librarian cadres in universities. 2. Two Orientation / Refresher Course/Summer / Winter school of 2 to 3 weeks duration. 3. Screening cum Verification process for recommending promotion. |
| 2. | **Assistant Librarian  (Stage 2 to Stage 3)** | Assistant Librarian with completed service of five years in Stage 2. | 1. Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table-2 for Librarian cadres in universities 2. Additionally, two programme from among the categories of refresher courses, methodology workshops, Summer/Winter school, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2 to 3 week duration after reaching stage 2. 3. Screening cum Verification process for recommending promotion. |
| 3. | **Assistant Librarian  (Stage 3) to Deputy Librarian (Stage 4)** | Assistant Librarian with three years of completed service in Stage 3 | 1. Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table-2. 2. At least three publications in the entire period as Assistant Librarian (twelve years). 3. One course/ programme from among the categories of Library automation / Analytical tool development for academic documentation / refresher courses, methodology workshops, Summer/Winter school, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2 to 3 week duration after reaching stage 3. 4. A Selection Committee process as stipulated in the Regulation. |
| 4. | **Deputy Librarian (Stage 4) to Deputy Librarian (Stage 5)** | Deputy Librarian with three years of completed service in Stage 4. | 1. Minimum yearly/cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table-2. Minimum API scores can also be combined over two assessment periods (in Stages 3 and 4) to achieve, if required. 2. A minimum of five publications since the period that the Library staff is placed in Stage 3. 3. A Selection Committee process as stipulated in the Regulation. |

\* For Library cadres seeking promotion under CAS to Deputy Librarian, for those who on the date of this notification (11.08.2011) are Assistant Librarian in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

**Table - 2**

**MINIMUM ACADEMIC PERFORMANCE INDICATORS FOR THE PROMOTION OF LIBRARY STAFF UNDER CAREER ADVANCEMENT SCHEME (CAS)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S No** |  | **Assistant Librarian**  **(Stage 1 to Stage2)** | **Assistant Librarian**  **(Stage 2 to Stage 3)** | **Assistant Librarian**  **(Stage 3) to**  **Deputy Librarian**  **(Stage 4)** | **Deputy Librarian (Stage 4) to**  **Deputy Librarian (Stage 5)** |
| 1 | Procurement, Organization and delivery of knowledge and information thro library services (Category I) | 100/Year | 100/Year | 100/Year | 100/Year |
| 2 | Co-curricular, Extension and Profession related  activities (Category II) | 20/Year | 20/Year | 20/Year | 20/Year |
| 3 | Minimum total average annual Score under Categories I and II | 150/Year | 150/Year | 150/Year | 150/Year |
| 4 | Research and Academic  Contribution (Category III) | 10/Year  (40/assessment  period) | 20/Year  (100/assessment  Period) | 30/Year  (90/assessment  period) | 40/Year  (120/assessment  period) |
| 5 | Expert Assessment  System | Screening  Committee | Screening  Committee | Selection Committee | Selection Committee |
| 6 | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50) | No separate points. Screening committee to verify API scores | No separate points. Screening committee to verify API scores | 30% - Research and Academic Contributions  50% - Assessment of  domain knowledge  on Library automation and Organizational skills.  20% - Interview  Performance | 50% - Research and Academic Contributions  30% - Assessment of  Innovative Library service and organization of digital library services.  20% - Interview  performance |

*If a candidate does not satisfy the minimum average API scores specified in row nos. 3 and 4 for different Stages concerned, then he / she will not be eligible for promotion. Also, the API scores shall be used for screening purpose only and they will have no bearing on the expert assessment of candidates for promotion under CAS, as per D.O.No.F.1-2/2009 (ECPS) Pt.V(I) Vol.II, dated:04.06.2013 of UGC.*

**Table – 3**

**PERCENTAGE DISTRIBUTION OF WEIGHTAGE POINTS IN THE EXPERT ASSESSMENT** **FOR THE PROMOTION OF LIBRARY CADRES UNDER CAREER ADVANCEMENT SCHEME (CAS)**

**[for Academic Level 13A (Stage 4) and 14 (Stage 5)]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contribution to Research *(Marks obtained in Cat III for research will be converted as detailed below)*** | | | |
| **Research Activities** | **Promotion to Academic Level 13A (Stage 4)** | | **Promotion to Academic Level 14 (Stage 5)** |
| If a candidate gets the minimum score required of 90 / assessment period for Stage 4 and 120 / assessment period for stage 5, then he / she will be given the marks of | **15** | | **25** |
| If a candidate gets the score of 240 / assessment period for stage 4 and 370 / assessment period for stage 5, then he / she will be given the marks of | **30** | | **50** |
| If he / she gets the score in between 90 and 240 points for stage 4 and between 120 and 370 points for stage 5, then for every 10 points higher than 90 points and 120 points for stage 4 and 5 respectively, he / she will be given one mark there of upto maximum possible marks | | | |
|  | | | |
| **Assessment of Domain Knowledge and Teaching skill** | | | |
| If a candidate gets the minimum score required of 150/year in Categories I and II put together, then he / she will be given the marks of | | **25** | **15** |
| If a candidate gets the maximum possible score of 250/year in Categories I and II put together, then he / she will be given the marks of | | **50** | **30** |
| If he / she gets the score in between 150 and 250, then for every score higher than 150, he/she will be given the mark of | | **0.25** | **0.15** |