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

**PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)**

**CATEGORY I – PROCUREMENT, ORGANISATION AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

**Year 1** (From DD/MM/YY to DD/MM/YY)

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

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Activities** | **Scores** |
| 1 | Procurement of Books and other documents |  |
| 2 | Subscription of Journals and serial control |  |
| 3 | Library resources organization: Maintenance of books section including reading hall |  |
| 4 | Library resources organization: Maintenance of Current Periodical Section and reading hall |  |
| 5 | Library resources organization: Maintenance of Back volume section |  |
| 6 | Library resources organization: Maintenance of Theses and Dissertation Section |  |
| 7 | Library resources organization: Maintenance of Audio-Visual Resources |  |
| 8 | Provision of library reader-services |  |
| 9 | Literature retrieval services to researchers |  |
| 10 | Analysis of reports |  |
| 11 | Provision of assistance to the departments of University with the required inputs for preparing reports, manuals and related documents |  |
| 12 | Assistance towards updating institutional website with activity related information and for bringing out institutional newsletters, etc. |  |
| 13 | Administration of Library |  |
| 14 | Holiday duties attended (0.5 / duty) Maximum 10 / year |  |
| 15 | Administration of externally Aided Projects (PI) |  |
| 16 | Administration of externally Aided Projects (Co-PI) |  |
| 17 | Establishment of new units in the Library |  |
| 18 | Maintenance of Library Archives |  |
| 19 | Maintenance of Book Bank |  |
| 20 | Maintenance of Newspapers & Magazines section |  |
| 21 | Other similar / special additional duties |  |
|  | **Total** |  |
|  | **Maximum admissible: 75 points** |  |

1. **Library Automation and ICT Applications**

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

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

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

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

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

1. **Additional Library Services**

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

|  |  |
| --- | --- |
| **Total score for category I (A+B+C+D+E)** |  |

*#The formats (A, B, C, D & E) should be replicated for each year of the Assessment period*

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

**Year 1** (From DD/MM/YY to DD/MM/YY)

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) |  |
| 2 | Various level of extramural and intramural programmes |  |
| 3 | Library-literary work through different channels |  |
| 4 | Cultural activities/clubs and associations of staff and students |  |
| 5 | Subject related events (POP, consultative workshops etc) |  |
| 6 | Reviewer/ referee of journals |  |
| 7 | Editor of seminar proceedings/jubilee proceedings / Festschrift |  |
| 8 | Associate Editor seminar proceedings/jubilee proceedings / Festschrift |  |
| 9 | Functionaries of professional organizations/associations |  |
| 10 | Warden / Deputy warden |  |
| 11 | Associate Patron |  |
| 12 | Staff Editor / Member of College Magazine Editorial Board |  |
| 13 | Placement and Counseling centre |  |
| 14 | Alumni/ Welfare associations |  |
| 15 | Articles in College/University publications |  |
| 16 | Selection / Recruitment committees within and other Universities for all purposes |  |
| 17 | Other similar/special additional duties. |  |
|  | **Total** |  |
|  | **Maximum admissible: 30 points** |  |

1. **Extension activities**

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

1. **Professional developmental activities**

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

|  |  |
| --- | --- |
| **Total score for category II (A+B+C)** |  |

*#The formats (A, B & C) should be replicated for each year of the Assessment period*

**Format for Category II\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Activity** | **Reference** | **Score** |
| 1 |  |  |  |

*\*the Format can be modified, where ever required*

**CATEGORY III - RESEARCH & ACADEMIC CONTRIBUTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | | **APIs** | **Type of publication** | **Score** |
| III A | | Research Papers published in | Refereed journals\* |  |
| Non refereed but recognized and reputable journals and periodicals having ISBN/ISSN numbers |  |
| Conference proceedings as full papers ( Abstracts not to be included) |  |
| 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 |  |
| Subject books by National Level publishers/State and Central Govt. Publications with ISBN/ISSN numbers |  |
| Subject books by other local publishers with ISBN/ISSN numbers |  |
| Chapters contributed to edited knowledge based volumes published by international publishers |  |
| Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN nos. and with numbers of national and international directories |  |
| III B 2 | **Popular articles**  **(max.=30 points)** | | Published in a Newspaper / professional magazines |  |
| III B 3 | **Pamphlets**  **(max.=30 points)** | | Indicate the number published |  |

\* *The API score for paper in refereed journal would be as follows: papers published in indexed journals without impact factor = 15 points and papers published in indexed Journals with impact factor = 20 points. Of the total score for the category of publication by the concerned 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 4 | **Assets created for the University** | Indicate the land purchased, buildings constructed and such other activity. Mention the value of the asset | |  |
| III B 5 | **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. | |  |
| III B 6 | **Extension achievements** | Inter institutional HRD programmes conducted, On campus and off campus trainings | |  |
| **IIIC** | **Research Projects** | | | |
| III C (i) | Sponsored projects ongoing | Major projects amount mobilized with grants above Rs.5.0 lakhs | |  |
|  |  | Major projects amount mobilized with grants above Rs.3.0 lakhs to 5.0 lakhs | |  |
|  |  | Minor projects (amount mobilized with grants above Rs.25,000 to 3.0 lakhs | |  |
|  |  | Corpus fund/student projects below Rs.50,000 | |  |
| III C (ii) | Consultancy projects ongoing | Amount mobilized with minimum of Rs. 1.00 lakh | |  |
| III C (iii) | Completed projects | Completed project report | |  |
| III C (iv) | Acceptance for the completed projects | Acceptance from funding agency | |  |
| IIIC (v) | Project outcomes/ outputs | Major policy document of Govt. bodies at Central and State level | |  |
| **III(D) Research guidance** | | | | |
| III D (i) | M.Phil or any other Masters degree approved by TANUVAS from time to time | | Degree awarded |  |
| III D (ii) | Ph.D | | Degree awarded |  |
|  | PhD | | Thesis submitted only |  |
|  | PG Diploma programmes | | Degree awarded |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |
| Less than two weeks and more than one week |  |
| Less than one week |  |
| III E (ii) | Papers in conferences/seminars/Workshops / Symposia  **(max.=50 points)** | Presentation of research papers(oral /posters) |  |
| (a)International |  |
| (b) National |  |
| (c) Regional/state level |  |
| (d) University/college level |  |
| III E  (iii) | Invited lectures /Lead talks or presentations for conferences /symposia | (a) International |  |
| (b) National level |  |
| (c)Regional/state level |  |
| (d)Local-University/college level |  |
| III E (iv) | Participation as members of Judging panel, conduct of scientific sessions as Chairman, Co-chairman and Rapporteur | (a) International |  |
| (b) National level |  |
| (c) Regional/state level |  |
| (d) University/college level |  |
| III F | **Awards, Honours, Fellowships and Appreciations** | | |
|  | (a) International | |  |
|  | (b) National level | |  |
|  | (c) Regional / State / University / College level | |  |

**Format for Category III**

**III A Format for research publications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the paper** | **Authors** | **Rating if any** | **Your position**  **FA/CA/OT1** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**III B1 Format for books**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the book /**  **Chapter in the book** | **Nature of book2** | **Authors** | **Publishers3** | **ISBN / ISSN No.** | **Your position**  **FA/OT** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

**III B2 Format for popular articles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the paper** | **Authors** | **Source of publication** | **Your position**  **FA/OT** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**Format for papers in Seminar / Conference / Workshop**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the paper** | **Authors** | **International National / State / University** | **Your position**  **FA/OT** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

*1FA – First author; CA – Corresponding author; OT – Other author*

*2Text Book or Knowledge based book*

*3Also mention whether the publishers are International or National*

**CERTIFICATE**

I certify that the information provided is correct as per records available with the University / documents enclosed with the proforma.

Place: Signature of the faculty

Date:

**ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY I – PROCUREMENT, ORGANISATION AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES *(Delete years* / *Add more years, if required*)**

1. **Procurement, organization of Library Resources and Delivery of Information (Maximum score-75/year\*)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Score** | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** |
|  |  |  |  |  |  |

1. **Library Automation and ICT Applications (Maximum score-25/year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Score** | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** |
|  |  |  |  |  |  |

1. **e-Resource Management and Digital Library Services (Maximum score-25/year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Score** | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** |
|  |  |  |  |  |  |

1. **User Awareness, Instruction Programmes and Academic duties (Maximum score-30/year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Score** | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** |
|  |  |  |  |  |  |

1. **Additional Library Services (Maximum score-25/year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Score** | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** |
|  |  |  |  |  |  |

**Total scores obtained in Category I (A+B+C+D+E)**

**(Maximum score-180/year, Minimum score required-100/year)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Total** |
|  |  |  |  |  |  |  |

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

**(*Delete years* / *Add more years, if required*)**

1. **Co-Curricular activities (Maximum score-30/year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Score** | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** |
|  |  |  |  |  |  |

1. **Extension activities (Maximum score-20/year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Score** | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** |
|  |  |  |  |  |  |

1. **Professional developmental activities (Maximum score-20/year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Score** | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** |
|  |  |  |  |  |  |

**Total scores obtained in Category II (A+B+C) (Minimum score required-20/year)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Total** |
|  |  |  |  |  |  |  |

**Total scores obtained in Category I & II (I + II) (Minimum score required-150/year)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Total** |
|  |  |  |  |  |  |  |

**Category III Research & Academic contributions**

|  |  |  |
| --- | --- | --- |
|  | **Particulars** | **Score** |
| **A** | **Research papers published in journals and conference proceedings** |  |
| **B** | **Research publications (books, chapters in books, other than refereed journal articles), Popular articles; Pamphlets; Assets created for the University; Seminar / Workshop / Training / Exhibition organized and Extension achievements** |  |
| **C** | **Research projects** |  |
| **D** | **Research guidance** |  |
| **E** | **Participation in Training courses, refresher courses, orientation courses, etc** |  |
| **F** | **Awards, Honours, Fellowships and Appreciations** |  |
|  | **Total Score in the Assessment Period** |  |

**Minimum total score required in the category III varies with the Stage of promotion (See Table: 2)**

**CERTIFICATE**

I certify that the scores provided are correct as per records available with the University/ documents enclosed with the annual PBAS proforma.

Place: Signature of the faculty

Date:

I certify that the scores provided are verified and found correct as per the documents enclosed with the annual PBAS proforma submitted to the University.

Place: Signature of the Head of the Department

Date: