**Revised API Pro forma as per 4th Amendment (New UGC Regulation) dated 11 July 2016**

**For**

**PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES AND COLLEGE LIBRARIAN UNDER CAS**

**For**

**DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES.**

**Part A : General Information and Academic Background**

1. Name (in Block Letters) :-

2. Name of College:-

3. Department :-

4. Current Designation & Grade Pay :-

5. Date of last Promotion, if any :-

6. For which position and grade pay you an applicant under CAS:

7. Date of eligibility for promotion :-

8. Address (With Pin Code) :-

Telephone No :-

Email :-

9. Academic Qualifications (S.S.C. till post graduation) :-

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| --- | --- | --- | --- | --- | --- |
| Examinations | Name of the Board/ University | Year of Passing | Percentage of marks obtained | Division/ Class/Grade | Subject |
| S.S.C. |  |  |  |  |  |
| H.S.C. |  |  |  |  |  |
| Bachelor Degree |  |  |  |  |  |
| Master Degree |  |  |  |  |  |
| Any other |  |  |  |  |  |

10. Research Degree(s)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degrees | Title | Date of award | University |  |  |
| M. Phil.. |  |  |  |  |  |
| Ph.D |  |  |  |  |  |
| D.Sc/D. Litt |  |  |  |  |  |

11. Appointments held prior to joining this institution

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| --- | --- | --- | --- | --- | --- |
| Designation | Name of Employer | Date of | | Salary with Grade Pay | Reason of leaving |
|  |  | Joining | leaving |  |  |
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12. Posts held after appointment at this institution:-

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| Designation | Department | Date of actual | | Grade |
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13. Period of teaching experience:

P.G. Classes (in years) \_\_\_\_\_\_\_

U.G. Classes (in years) \_\_\_\_\_\_\_

14. Research Experience excluding years spent for M. Phil / Ph. D (in years)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Fields of Specialization under the Subject / Discipline

(a) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16 Orientation / Refresher Course/ ISTE - AICTE Sponsored STTP/SBP attended

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| Name of the Course/ Summer School | Place | Duration | Sponsoring Agency |
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**PART B: API CALCULATION OF CATEGORY I, II AND III:**

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

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of Activity** | **point Limit for subsections** | **Unit of calculation** | | **Self appraisal API Score** | | | **Verified API Score by Committee** |
| **I (a)** | **Library resources organization,**  **maintenance and assistance** |  | **Actual Hours spent per academic year** | **Total Hours Spent** | **For University Assistant Librarian/ College Librarian** | **Deputy Librarian** | **Librarian** |
| **(0)** | **(1)** | **(2)** | **(3)** | **(4) =(3)/20 (Max 70)** | **(5) =(3)/20 (Max 60)** | **(6) =(3)/20 (Max 55)** |
| Books | 40 points |  |  |  |  |  |  |
| Journals |  |
| Reports |  |
| Reading Room |  |
| Reference Section |  |
| Assistance to prepare reports /manuals etc |  |
| Assistance to update website/ newsletter 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/ College Librarian** | **Deputy Librarian** | **Librarian** | **Verified API Score by Committee** |
| **(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 recourses |  |  |  |  |  |  |
| **I(c)** | **Extension services** | **point Limit for subsections** | **Actual Hours spent per academic year** | **Total Hours Spent** | **For University Assistant Librarian/ College Librarian** | **Deputy Librarian** | **Librarian** | **Verified API Score by Committee** |
|  | **(0)** | **(1)** | **(2)** | **(3)** | **(4) =(3)/10 (Max 15)** | **(5) =(3)/10 (Max 15)** | **(6)=(3)/10 (Max 10)** |
| Library services in holidays | No Limit |  |  |  |  |  |  |
| Shelf order maintenance |  |
| Library user manual maintenance |  |
| Building maintenance |  |
| Library facilities to outsider through external membership |  |
| Any other |  |  |  |  |  |  |

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| **Total API points of Category I** |  |

**Minimum APIs to be applied for promotion of Assistant/College librarian and Deputy librarian under CAS and weightages for expert assessment is as follows:**

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| --- | --- | --- | --- | --- | --- |
| **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 | Teaching, training,  coaching, sports person  development and sports  management activities | 80/Year | 80/year | 75/year | 70/year |

**According to the above table the teacher is eligible/not eligible in category I: --------------------**

**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 provided to the committee)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of Activity** | **Unit of calculation** | | **Self appraisal API Score** | **Verified API Score by Committee** |
| **II (a)** | **Students related co-curricular, extension and field based activities** | **Actual Hours spent per academic year** | **Total Hours Spent** |
| **(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)** | Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. | **Actual Hours spent per academic year** | **Total Hours Spent** | **Self appraisal API Score** | **Verified API Score by Committee** |
| **(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)** | **Professional Development activities** | **Actual Hours spent per academic year** | **Total Hours Spent** | **Self appraisal API Score** | **Verified API Score by Committee** |
| **(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 courses/Workshops and events |  |
| Membership of associations International/ National/State |  |
| Publications of articles in newspaper/magazine etc not covered in Category III. |  |
| Dissemination/Radio Talks |  |

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| **Total API points of Category II** |  |

**Minimum APIs to be applied for promotion of Assistant/College librarian and Deputy librarian under CAS and weightages for expert assessment is as follows:**

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| --- | --- | --- | --- | --- | --- |
| **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)** |
| II | Procurement, organization, and delivery of knowledge  and information through Library services | 50/Assessment period | 50/ Assessment period | 50/Assessment period | 50/Assessment period |

**According to the above table the teacher is eligible/not eligible in category II: -----------------**

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

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

**III A) RESEARCH PAPERS PUBLISHED:**

**(a) Refereed Journals as notified by UGC# (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/ corresponding authors/ supervisor/mentors** | **No of other authors** | **Self appraisal API Score \*** | **Verified API Score by Committee \*** |
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| **Sub Total IIIA(a)** | | | | | | | |  |

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

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

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

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

**(b) 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)**

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

**(c) 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 book)**

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

**(d) 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 10 points for International/ 05 points for National books)**

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

**\*** Wherever 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 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”. This clause 6.0.5 (i) will be strictly followed by the University.

**III C) RESEARCH PROJECTS:**

1. **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 Project). ***Minor Projects***: with grants above Rs. 01 lakhs to Rs. 03 lakhs (10 points per Project).
2. **Consultancy Projects:** Amount mobilized with a minimum of Rs.02 lakhs (10 for every Rs.02 lakhs)
3. **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 – 05.

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| **(i) 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** |
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| **(ii) Sponsored projects: Major /minor projects** | | | | | | | |
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| **(iii) Projects Outcome / Outputs: Patent / Technology transfer / Product / Process** | | | | | | | |
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| **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** |
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**III (E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS**

1. **15 points per award International award/fellowship from Govt. or recognized International bodies or organization;**

**10 points per National award/Fellowship ;**

**05 points per state or University level award/fellowship**

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

1. **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)

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

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

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

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| **Total API points of Category III** |  |

**Minimum APIs to be applied for the promotion of teachers under CAS in University Departments and Colleges, and weightages for expert assessment is as follows:**

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| --- | --- | --- | --- | --- | --- |
| **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)** |
| 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 |

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

**According to the above table the teacher is eligible/not eligible in category II and II+III: ------------**

I certify that the information provided is correct as per records available with the college/university Department and/or documents enclosed along with the duly filled proforma.

Signature of the teacher

Forwarded through:

Chairman, IQAC committee Head/Director/Principal

College/university