

ACADEMIC PERFORMANCE INDICATORS (APIs) IN DIRECT RECRUITMENTS & PROMOTION OF ASSISTANT LIBRARIAN, Dy. LIBRARIAN & LIBRARIAN AT SHRI MATA VAISHNO DEVI UNIVERSITY

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

Self-Assessment for the Performance Based Appraisal System (PBAS) for Academic Performance Index (API) as per UGC 2016 Regulations, [4th Amendment]

1. Name (in Block Letters):
 2. Father's Name/Mother's Name:
 3. Department/School:
 4. Current Designation & Academic Grade Pay:
 5. Date of last Promotion:
 6. Which position and grade pay are you an applicant under CAS?
 7. Date of eligibility for promotion:
 8. Date and Place of Birth:
 9. Sex:
 10. Marital Status:
 11. Nationality:
 12. Indicate whether belongs to SC/ST/OBC category:
 13. Address for correspondence(with Pin code)
 14. Permanent Address (with Pin code)
- Telephone No:
- Email:
15. Whether acquired any degrees or fresh academic qualifications during the year:

Examination	Name of the Board/University	Year of passing	Percentage of Marks obtained	Division/Class/Grade	Subject

High School/Matric					

16. Academic Qualifications(Matric till Post Graduation):

Examination	Name of the Board/University	Year of passing	Percentage of Marks obtained	Division/ Class/Grade	Subject
High School/Matric					
Intermediate					
B.A/B.Sc./B.Com/ B.Mus.					
M.A/M.Sc./M.Com/M.Mus.					
Other Examination, if any					

17. Research Degree(s)

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

18. Appointments held prior to joining this Institution:

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of Leaving
		Joining	Leaving		

19. Posts held after appointment at this Institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

20. Period of Library experience: College Lib. (in year) Univ. Lib (in years)

21. Research Experience excluding years spent in M.Phil. /Ph.D.(In years)

22. Fields of Specialization under the Subject/Discipline

(a)

(b)

23. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PARTB: ACADEMIC PERFORMANCE INDICATORS

(Please read detailed instructions of this PBAS Performa before filling out this section)

CATEGORY: I. Procurement, organization, and delivery of knowledge and information through Library Services

Nature of Activity	Univ. Assistant Librarian / College Librarian		Deputy Librarian		Librarian	
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
<p>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)</p> <p>Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc (15 Points)</p> <p>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)</p>	70	Actual hours spent per academic year ÷ 20	60	Actual hours spent per academic year ÷ 20	55	Actual hours spent per academic year ÷ 20
<p>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</p>	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10
<p>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</p>	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10

FOR THE POST OF : LIBRARIAN

Category	Nature of Activity	Librarian		Self-Assessed Score	Score verified by the Screening Committee
		Max. Score	Actual score		
	a)				
	b)				
	c)				

FOR THE POST OF : Dy. LIBRARIAN

Category	Nature of Activity	Dy. Librarian		Self-Assessed Score	Score verified by the Screening Committee
		Max. Score	Actual score		
	b)				
	b)				
	c)				

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

The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

Category II	Nature of Activity	Maximum API Score	Actual Score	Self Assessed Score	Score verified by the 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 thorough different channels.	15	Actual hours spent per Academic Year ÷ 10		
b.	Contribution to corporate life and management of the library units and institutions 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		
----	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----	-------------------------------------------	--	--

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION

[Please note that candidates / faculty who do not fill up the Category III Form in the prescribed format, filling up each column as directed, their form shall be summarily rejected]

(A) RESEARCH PUBLISHED PAPERS IN WEB OF SCIENCE AS PER THOMSON REUTERS LIST I.E., SCIENCE CITATION INDEX®, SCIENCE CITATION INDEX EXPANDED™, SOCIAL SCIENCES CITATION INDEX® AND ARTS & HUMANITIES CITATION INDEX®, AND SCOPUS

S.No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed . Impact factor, if any	Sr.No. of the Journal as per UGC notified List of Journals	No. of Co-authors	Whether you are the main author	Self Assessed API Score	Score verified by the Screening Committee
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

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

(i) Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its Website.

S.No.	Title with page no.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-authors and date of publication	Whether you are the main author	Self Assessed API Score	Score verified by the Screening Committee

(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.

S.No.	Title with page no.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of Co-authors and date of publication	Whether you are the main author	Self Assessed API Score	Score verified by the Screening Committee

--	--	--	--	--	--	--	--	--

(iii) Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its Website.

S.No.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether Peer Reviewed	No. of Co-authors and date of publication	Whether you are the main author	Self Assessed API Score	Score verified by the Screening Committee

(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.

S.No.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether Peer Reviewed	No. of Co-authors and date of publication	Whether you are the main author	Self Assessed API Score	Score verified by the Screening Committee

(C) RESEARCH PROJECTS

(i) Sponsored Projects

(a) Major Projects / Minor Projects

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	Self Assessed API Score	Score verified by the Screening Committee

(b) Consultancy Projects

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	Self Assessed API Score	Score verified by the Screening Committee

(c) Projects Outcome/Outputs

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	Self Assessed API Score	Score verified by the Screening Committee

(D) RESEARCH GUIDANCE

S.No.	Number Enrolled	Thesis Submitted	Degree Awarded	Self Assessed API Score	Score verified by the Screening Committee
M. Phil.					
Ph.D.					

(E) AWARDS, FELLOWSHIPS AND INVITED LECTURERS DELIVERED / PAPERS PRESENTED IN CONFERENCES/SEMINARS**(E) (i) Awards/ Fellowships****(a) International Award/Fellowship from Academic Bodies/ Associations**

S.No	Title of Award	Date(s) of the event	Organized by	Self Assessed API Score	Score verified by the Screening Committee

(b) National Award/Fellowship from Academic Bodies/ Associations

S.No	Title of Award	Date(s) of the event	Organized by	Self Assessed API Score	Score verified by the Screening Committee

(c) State/University Level Award / Fellowship from Academic Bodies/ Associations

S.No	Title of Award	Date(s) of the event	Organized by	Self Assessed API Score	Score verified by the Screening Committee

(E) (ii) Invited Lectures /Papers presented

S.No.	Title of Lecture/ Academic Session	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	Whether International/ National/ State/University Level	Self Assessed API Score	Score verified by the Screening Committee
(a) International							
(b) National							
(c) State/University Level							

* The score under this category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.

(E)(iii) DEVELOPMENT OF E- DELIVERY PROCESS/MATERIAL:

S.No.	Details	Authorized/Sponsored by	Self Assessed API Score	Score verified by the Screening Committee

Summary of the Scores Claimed:

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

OTHER RELEVANT INFORMATION

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

S.N.	Details (Mention Year, Value etc. where relevant)

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

- | | |
|----|----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10 |

I certify that the information provided is correct as per records available and/or documents enclosed along with the duly filled PBAS Format.

Signature of the Candidate

BRIEF EXPLANATIONS OF CATEGORY III

Category	Activity	University/College Librarians	Maximum Score *
III(A)	Research Publications in	Only publications made in Journals in Web of Science as per Thomson Reuters list i.e., Science Citation Index®, Science Citation Index Expanded™, Social Sciences Citation Index® and Arts & Humanities Citation Index®, and SCOPUS, shall be accepted for the purpose of direct recruitment and promotion.	25 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.	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.	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.	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	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project
		(a) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Major Projects with grants above Rs. 1 lakhs up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 02 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
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)	Fellowships, Awards and Invited Lecturers delivered / Papers presented in Conferences/Seminars		
III (E)(i)	Fellowships/ Awards	International Award/Fellowship from Academic Bodies/Associations	15 per Award / 15 per fellowship
		National Award/Fellowship from Academic Bodies/Associations	10 per Award / 10 per fellowship
		State/University Level Award/fellowship from Academic Bodies/Associations	5 per Award
III (E)(ii)	Invited Lectures/ Papers	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)(ii) i)	Development of e-learning delivery process/material	10 per module

* 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.

.....