**Central University of Haryana**

**PBAS PROFORMA FOR PROMOTION OF LIBRARIANS UNDER CAREER ADVANCEMENT SCHEME (CAS)**

**(As Per** [**UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018**](https://www.ugc.ac.in/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf)**)**

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| --- | --- | --- |
| **Part-A: General Information and Academic Background** | | |
| 1 | Name (in Block Letters) |  |
| 2 | Father’s Name |  |
| 3 | Mother’s Name |  |
| 4 | Current Designation & Grade Pay |  |
| 5 | Date of Last Promotion, if any |  |
| 6 | Stage for which you are an applicant for promotion under CAS |  |
| 7 | Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria |  |
| 8 | Date and Place of Birth |  |
| 9 | Nationality |  |
| 10 | Marital Status |  |
| 11 | The Category to which you belong (SC/ST/OBC/GEN) |  |
| 12 | Address for Correspondence (with Pin Code) |  |
| 13 | Permanent Address (with Pin Code) |  |
| 14 | Telephone No., Mobile No., E-mail Address |  |

**17. Academic Qualifications:...................................................................................................................**

1. **Research Degree (s):**

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| --- | --- | --- | --- |
| **Degree(s)** | **Title of Dissertation/Thesis** | **Year of Award** | **University** |
| **M.Phil.** |  |  |  |
| **Ph.D.** |  |  |  |
| **Any Other** |  |  |  |

1. **Field (s) of Specialization:......................................................................................................................**
2. **Appointments held prior to joining Central University of Haryana:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Nature of Appointment** | **Date of Joining** | **Date of Leaving** | **Salary**  **with Grade Pay/Level** | **Reason for Leaving** |
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1. **Period of experience: .......................................................................................**
2. **Details of Orientation and Refresher/Research Methodology Course attended:**

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| --- | --- | --- | --- | --- |
| **Name of the Course** | **Place** | **Duration** | **Name of Academic Staff College/**  **Human Resource Development Centre** | **Sponsoring Agency** |
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**PART B**

(Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma before filling this section)

**(PART-B of CAS Application Form for Promotion of Librarians in accordance with *UGC (Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018*)**

**Table-4 (Assessment Criteria and Methodology)**

**Activity 1: Regularity of attending library**

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| **Year** | **Working Days required** | **Working Days Actually Present** | **Work Done** | **% of days attended to the total number of days he/she is expected to attend** | **Grade** | **ANNEXURE NO.** |
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| 90% and above - Good  Below 90% but 80% and above - Satisfactory  Less than 80% - Not satisfactory | | | | | | |

**Activity 2: Conduct of seminars/workshops related to library activity or on specific books or genre of books**

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| --- | --- | --- | --- | --- | --- |
| **Year** | **Detail of Activity** | **Category\*** | **Average Number of activities** | **Grading** | **ANNEXURE NO.** |
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| Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar  Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop  Unsatisfactory – Not falling in above two categories  **\***  National level seminar/ workshop, state level seminar/ workshop, institution level seminar/ workshop | | | | | |

**Activity 3(A) : If library has a computerized database**

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| --- | --- | --- | --- | --- | --- |
| **Year** | **Number of Books and Journal in Library** | **Number of Books and Journal in computerized database** | **% of physical books and journals in computerized database** | **Grade** | **ANNEXURE NO.** |
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| Good – 100% of physical books and journals in computerized database.  Satisfactory – At least 99% of physical books and journals in computerized database.  Unsatisfactory – Not falling under good or satisfactory. | | | | | |

**Activity 3(B) : If library does not have a computerized database**

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| --- | --- | --- | --- | --- | --- |
| **Year** | **Number of Books and Journal in Library** | **Number of Books and Journal in Catalogue database** | **% of physical books and journals in Catalogue database** | **Grade** | **ANNEXURE NO.** |
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| Good – 100% Catalogue database made up to date  Satisfactory- 90% catalogue database made up to date  Unsatisfactory - Catalogue database not upto mark. | | | | | |

**Activity 4 : Checking inventory and extent of missing books**

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| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Inventory Checked Performed with Date** | **Number of Books and Journal in Library** | **Number of Books missing** | **% of Missing Books** | **Grade** | **ANNEXURE NO.** |
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| Good : Checked inventory and missing book less than 0.5%  Satisfactory - Checked inventory and missing book less than 1%  Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more. | | | | | | |

**Activity 5: Growth Activities**

(i) Digitisation of books database in institution having no computerized database.

(ii) Promotion of library network.

(iii)Systems in place for dissemination of information relating to books and other resources.

(iv)Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.

(v)Design and offer short-term courses for users.

(vi)Publications of at least one research paper in UGC approved journals.

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| **Year** | **Detail of Activity** | **Category\*** | **Number of activities during Assessment Period** | **Grading** | **ANNEXURE NO.** |
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| Good : Involved in any two activities  Satisfactory : At least one activity  Not Satisfactory : Not involved/ undertaken any of the activities. | | | | | |

**Summary of Assessment Criteria and Methodology:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Categories** | **Year-1** | **Year-2** | **Year-3** | **Year-4** | **Year-5** | **Year-6** |
| Activity 1: Regularity of attending library |  |  |  |  |  |  |
| Activity 2: Conduct of seminars/workshops related to library activity or on specific books or genre of books |  |  |  |  |  |  |
| Activity 3(A) : If library has a computerized database or Activity 3(B) : If library does not have a computerized database |  |  |  |  |  |  |
| Activity 4 : Checking inventory and extent of missing books |  |  |  |  |  |  |
| Activity 5: Growth Activities |  |  |  |  |  |  |
| **Overall Grading** |  |  |  |  |  |  |
| Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.  Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.  Not satisfactory : If neither good nor satisfactory in overall grading. | | | | | | |

**Part-C: Other Relevant Information:**

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

|  |  |
| --- | --- |
| **Sr. No.** | **Details (Mention Year, Value etc. where relevant)** |
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(Attach documentary proof in support of the information provided by you in this proforma)

**List of Enclosures:** (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)



I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Date………………………….

Place…………………………

**Signature & Designation of the Applicant**

Certified that Mr./Ms./Dr…………………………………has been working as ……………………………………………..in the department since…………………………. The particulars given in this application have been checked and verified from the office records and are found to be correct.

**Head of the Department**

**Endorsed by the Dean of the School**

**Observations/Recommendations of Director, IQAC:**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Assessment Criteria and Methodology for Librarians**

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| --- | --- | --- |
| **S. No.** | Activity | Grading Criteria |
| **1** | Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)  While attending in the library, the individual is expected to undertake, inter alia, following items of work:   * Library Resource and Organization and maintenance of books, journals and reports. * Provision of Library reader services such as literature retrieval services to researchers and analysis of report. * Assistance towards updating institutional website | 90% and above - Good  Below 90% but 80% and above - Satisfactory  Less than 80% - Not satisfactory |
| **2** | Conduct of seminars/workshops related to library activity or on specific books or genre of books. | Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar  Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop  Unsatisfactory – Not falling in above two categories |
| **3** | If library has a computerized database then  OR  If library does not have a computerized database | Good – 100% of physical books and journals in computerized database.  Satisfactory – At least 99% of physical books and journals in computerized database.  Unsatisfactory – Not falling under good or satisfactory.  OR  Good – 100% Catalogue database made up to date  Satisfactory- 90% catalogue database made up to date  Unsatisfactory - Catalogue database not upto mark.  (To be verified in random by the CAS Promotion Committee) |
| **4** | Checking inventory and extent of missing books | Good : Checked inventory and missing book less than 0.5%  Satisfactory - Checked inventory and missing book less than 1%  Unsatisfactory - Did not check inventory  Or  Checked inventory and missing books 1% or more. |
| **5** | (i) Digitisation of books database in institution having no computerized database.  (ii) Promotion of library network.  (iii)Systems in place for dissemination of information relating to books and other resources.  (iv)Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.  (v)Design and offer short-term courses for users.  (vi)Publications of at least one research paper in UGC approved journals. | Good : Involved in any two activities  Satisfactory : At least one activity  Not Satisfactory: Not involved/ undertaken any of the activities. |
| **Overall Grading** | Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.  Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.  Not satisfactory: If neither good nor satisfactory in overall grading. | |
| Note :  (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.  (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.  (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee. | | |

**Career Advancement Scheme (CAS) for Librarians**

**Note:**

1. **The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.**
2. **ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

**I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11):**

**Eligibility:**

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years’ of experience, having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree.

1. He/she has attended at least one Orientation course of 21 days’ duration; and
2. Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

**CAS Promotion Criteria:**

An Assistant Librarian/College Librarian may be promoted if:

1. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
2. The promotion is recommended by a screening-cum-evaluation committee.

**II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)**

**Eligibility:**

1) He/she has completed five years of service in that grade.

2) He/she has done any two of the following in the last five years: (i)Training/Seminar/Workshop/Course on automation and digitalisation, (ii)Maintenance and other activities as per Appendix II,Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

1. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II,Table 4, and;
2. The promotion is recommended by a screening-cum-evaluation committee.

**III. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)**

1) He/she has completed three years of service in that grade.

2) He/she has done any one of the following in the last three years: (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and related activities as per Appendix II,Table 4 of at least two weeks’ (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if: i) He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and

ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

**IV. The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:**

1) He/she has completed three years of service in that grade.

2) He/she has done any one of the following in the last three years: (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and related activities as per Appendix II,Table 4 of at least two weeks’ (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

3) Evidence of innovative library services, including the integration of ICT in a library.

4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript Keeping

**CAS Promotion Criteria:**

An individual shall be promoted if:

1. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II,Table 4; and
2. The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.