

PANJAB UNIVERSITY, CHANDIGARH

PBAS Proforma for promotion of Librarians of Government and Privately Managed Government Aided Colleges/Institutions affiliated to Panjab University, Chandigarh situated at (U.T.) Chandigarh under Career Advancement Scheme (CAS) of UGC as per UGC Regulations 2018.

Application for Promotion (tick whichever is applicable)

Promotion Path	From Academic Level	To Academic Level	Tick
College Librarian (Level 10) → College Librarian (Senior Scale, Level 11)	10	11	
College Librarian (Level 11) → College Librarian (Selection Grade, Level 12)	11	12	
College Librarian (Level 12) → College Librarian / Deputy Librarian (Level 13A)	12	13A	
College Librarian / Deputy Librarian (Level 13A) → College Librarian / Deputy Librarian (Level 14)	13A	14	
<p>Note: The promotion to the post of Librarian (Academic Level 11 & 12) is to be recommended by the screening-cum-evaluation committee. The promotion to the post of Librarian (Academic Level 13A & 14) is to be recommended by the Selection Committee.</p>			

Assessment Period: From _____ to _____

Name of the Institution/College:

SECTION A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	
2.	Father's Name	
3.	Mother's Name	
4.	Date and Place of Birth	
5.	Gender	
6.	Marital Status	
7.	Nationality	
8.	Category (PwD/SC/ST/OBC)	
9.	Address for Correspondence (with PIN)	
10.	Permanent Address (with PIN)	
11.	Contact Number	

12.	E-mail	
13.	Current Designation & Academic Level	
14.	Date of Last Promotion	
15.	Academic Level for which promotion is sought	
16.	Date of Eligibility for Promotion	

17. Leave availed during Assessment period (Attach supporting document/s) on Page No(s):

*Type of Leaves: Maternity Leave, Child Care Leave, Medical Leave, Extraordinary Leave & Deputation and other leaves applicable to librarians as per university rules	Details of leave availed

18. Academic Qualifications (Attach relevant certificates) on Page No(s):

Examination	University	Year	% of Marks	Division	Remarks
Matric					
Intermediate (10+2)					
B.A./B.Sc./B.Com.					
B.Lib.I.Sc./BLIS/B.Lib.					
M.Lib.I.Sc./MLIS/M.Lib.					
M.A./M.Sc./M.Com.					
M.Phil.					
Ph.D./D.Phil.					
D.Sc./D.Litt.					
Other Exams (if any)					

19. Record of Past Service including promotions (Attach relevant document/s) on Page No(s):

Institution	Designation	Essential Qualifications at Appointment	Nature of Appointment (Regular/Fixed/Temp/Adhoc)	Nature of Duties	Pay-Scale	Date of Joining	Date of Leaving	Reason for Leaving

20. Record of Service in Current College/Institution including past promotion(s) (Attach relevant document/s) on Page No(s):

Designation	Essential Qualifications at Appointment	Nature of Appointment	Pay-Scale	Date of Actual Joining	Total Period (Yr. M. Days)

Total Years of Service: _____

21. Details of short Term/Orientation/ Refresher Course /FDP/Research Methodology Course Attended (attach Certificate/s) on Page No(s):

SN	Name of the Course	Place	Duration	Sponsoring Agency

22. Training/ Seminar/Workshop/Course on automation and digitization, maintenance and other activities (attach Certificate/s) as specified in Table 4 on Page No(s):

SN	Name of the Course	Place	Duration	Sponsoring Agency

23. Evidence of innovative library services, including the integration of ICT in a library from Academic Level 13A→14 (attach relevant document/s) on Page No(s):

24. **Summary of Annual Performance Assessment:**

Activities	Grade (Year-wise)				
Activity 1: Regularity of attending Library					
Activity 2: Conduct of seminar/workshop related to library activity or on specific books or genre of books					
Activity 3 : If library has a computerized database: OR If library does not have a computerized database					
Activity 4: Checking inventory and extent of missing books					
Activity 5: Activities performed					
Overall Grading					

25. **Field of Specialization/Expertise**

a) _____

b) _____

26. **Significant contribution, Recognition, Credential, Achievement or any other relevant information (Attach certificate/s) on Page No(s).**

Provide details:

SN.	Description

27. **Future Plan(s):**

Signature of Applicant

Date _____

COUNTERSIGNED
College Principal/ Head of the Institution
(Office Stamp)

SECTION B: Annual Performance Assessment Report
(Based on Assessment Criteria and Methodology for Librarians)

Activity 1: Regularity of attending Library (attach relevant document/s) on Page No(s):

Year-wise	Total Working Days	Working days Actually present	Work Done	% of days attended to the total number of days he/she is expected to attend	Grade (Good/Satisfactory/Not Satisfactory)
90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory					

Activity 2: Conduct of seminar/workshop related to library activities or on specific books or genre of books (attach certificate/s) on Page No (s):

Year-wise	Details of activity	Category	Average number of activities	Grade
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				

Activity 3 (A): If library has a computerized database (attach relevant document/s) on Page No(s):

Year-wise	% of physical books and journals in computerized database	Grade
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

Activity 3 (B): If library does not have a computerized database (attach relevant document/s) on Page No(s):

Year-wise	% of physical books and journals in Catalogue record	Grade

Good – 100% Catalogue record made up to date
Satisfactory- 90% catalogue record made up to date
Unsatisfactory - Catalogue record not upto mark.

Activity 4: Checking inventory and extent of missing books (attach relevant document/s) on Page No(s):

As per General Financial Rules 2017/ Panjab University Rules/DHE/U.T. Administration	% of Missing Books	Grade

Good : Checked inventory and missing books less than 0.5%
Satisfactory - Checked inventory and missing books less than 1%
Unsatisfactory - Did not check inventory
Or
Checked inventory and missing books 1% or more.

Activity 5: Activity/ies performed (attach relevant document/s) on Page No(s):

Year-wise	Detail of activity	Category	Number of activities during Assessment Period	Grading

a) Digitisation of books database in institution having no computerized database.
b) Promotion of library network.
c) Systems in place for dissemination of information relating to books and other resources.
d) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.
e) Design and offer short-term courses for users.
f) Publications of at least one research paper in UGC approved journals/Referred 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.
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Summary of Annual Performance Assessment:

Activities	Grade Claimed by Candidate (Year-wise)					Grade given by the Screening Committee at College/ Institute level (Year-wise)				
Activity 1: Regularity of attending Library										
Activity 2: Conduct of seminar/workshop related to library activity or on specific books genre of books										
Activity 3: If library has a computerized database: OR If library does not have a computerized database:										
Activity 4: Checking inventory and extent of missing books										
Activity 5: Activities performed :										
Overall Grading										

Certified that information given above is true and correct to the best of my knowledge and I shall be responsible for any misrepresentation of the facts.

Signature

Date: _____

Remarks by the screening committee at college / Institute Level.

Eligible/Not Eligible for Promotion	Date of eligibility to be mentioned as per norms	Remarks if any	Signature of Chairperson of Committee

Signatures of Screening Committee members at College/Institute level:

SN	Name	Designation	Remarks if Any	Signature

Grade given by the Screening cum Evaluation/Selection Committee at Directorate Level

Activities	Grade given by the Screening Committee at Directorate Level (Year-wise)				
Activity 1: Regularity of attending Library					
Activity 2: Conduct of seminar/workshop related to library activity or on specific books genre of books					
Activity 3: If library has a computerized database: OR If library does not have a computerized database:					
Activity 4: Checking inventory and extent of missing books					
Activity 5: Activity (ies) performed :					
Overall Grading					

Signatures of Screening cum Evaluation/Selection Committee at Directorate Level

Sr. No.	Name	Designation	Remarks if any	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

***Note:**

- i. For the purpose of assessing the grading of Activity 1/Activities, the periods of duration which have been spent by the librarian on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Medical Leave, Extraordinary Leave & Deputation and other leaves applicable to librarians as per university rules/DHE/U.T. Administration shall be excluded from the grading assessment.
- ii. The librarian shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the librarian.
- iii. The librarian on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her work responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution

GAZZETE NOTIFICATION
UGC REGULATIONS 2018

(Relevant part applicable to librarians)

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

D. Career Advancement Scheme (CAS) for Librarians

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.

- i) He/she has attended at least one Orientation course of 21 days' duration; and
- ii) 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:

- i) 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
- ii) 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:

- i) 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;
- ii) 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.
 - 1) Evidence of innovative library services, including the integration of ICT in a library.
 - 2) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript- Keeping

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.

Table 4**Assessment Criteria and Methodology for Librarians**

SN	Activity	Grading Criteria
1.	<p>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:</p> <ul style="list-style-type: none"> • 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 	<p>90% and above - Good Below 90% but 80% and above- Satisfactory Less than 80% - Not satisfactory.</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>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</p>
3.	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>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)</p>

4.	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing books less than 0.5%</p> <p>Satisfactory - Checked inventory and missing books less than 1%</p> <p>Unsatisfactory - Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more.</p>
5.	<ul style="list-style-type: none"> 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. 	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory : Not involved/undertaken any of the activities.</p>
Overall Grading	<ul style="list-style-type: none"> a) Good – Good in Item 1 and Satisfactory/Good in any two other items including Item 4; b) Satisfactory – Satisfactory in Item 1 and Satisfactory/Good in any other two items including Item 4; c) Not satisfactory – neither Good nor Satisfactory in overall grading. 	
<p>Note:</p> <ol style="list-style-type: none"> 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. 		