

DIRECTORATE OF HIGHER EDUCATION
CHANDIGARH ADMINISTRATION
(COLLEGE-I BRANCH)
Additional Deluxe Building, 1st floor, Sector-9
Chandigarh-160 009

Memo. No. DHE-UT-C1-12(9)2016 / 3211

Dated: 18/5/23

To

The Deputy Registrar,
Panjab University,
Chandigarh

Subject : Template/ CAS promotion Proforma of Librarians of Government and Privately Managed Govt. Aided Colleges/ Institutes affiliated to Panjab University, Chandigarh.

Kindly refer to the subject cited above.

Please find enclosed herewith template/CAS promotion Proforma in respect of Librarians of Government and Privately Managed Govt. Aided Colleges/ Institutes affiliated to Panjab University, Chandigarh, for your kind consideration and approval.

DA/As above.

Limar
18/5/23
Registrar Education(C),
For Education Secretary,
Chandigarh Administration

Name of the College/ Institutions: _____

**PBAS Performa for Promotion of Librarians of
Government and Privately Managed Government Aided Colleges/ Institutions of Chandigarh affiliated to
Panjab University, Chandigarh Under Career Advancement Scheme of UGC as per
UGC Regulations- 2018.**

(Tick whichever is applicable)

Librarian (Academic Level 10) to Librarian (Senior Scale/Academic Level 11)	
Librarian. (Senior Scale/Academic Level 11) to Librarian (Selection Grade/Academic Level (12)	
Librarian (Selection Grade/Academic Level 12) to Librarian (Academic Level 13A)	

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 posts of Librarian (Academic Level 13A) is to be recommended by the Selection Committee.

Assessment Period: From _____ to _____

Whether claiming benefit under UGC Regulation -2010 OR 2018

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.	Indicate whether belongs to PH/ SC/ ST/ OBC category	
9.	Address for correspondence (with Pincode)	
10.	Permanent Address (with Pincode)	
11.	Contact Number	
12.	E-Mail	
13.	Current Designation & Academic Level/ Grade Pay	
14.	Which position and Academic/ Grade Pay Level are you an applicant under CAS?	
15.	Date of eligibility for promotion	

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22. Record of service in Present College/ Institution

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Date of Actual joining	Total period Yr. M. Days	Annexure

23. Details of Short Term/Orientation/Refresher Course/ FDP/ Research Methodology Course attended:

Sr. No	Nature of the Course	Place	Duration	Sponsoring Agency	Annexure

24. Training/Seminar/Workshop/Course on automation and digitalization, maintenance and other activities as per Appendix -III, Table 4

Sr. No	Nature of the Course	Place	Duration	Sponsoring Agency	Annexure

25. Research Experience excluding years spent in M.Phil./Ph.D. (in Years): _____

26. Fields of Specialization under the Subject/Discipline: _____

27. Special contribution, recognition, Achievement or any other relevant information (Attach annexure):

Signature of Applicant

Date:

COUNTERSIGNED
Principal (Office Stamp)

SECTION B

Year

Activity 1: Regularity of attending library

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.

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

Year	Detail of Activity	Category*	Average Number of activities	Grading	ANNEXURE NO.

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

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.

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

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.

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

Year	Inventory Checked Performed with Date	Number of Books and Journal in Library	Number of Books missing	% of Missing Books	Grade	ANNEXURE NO.

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

Year	Detail of Activity	Category*	Number of activities during Assessment Period	Grading	ANNEXURE NO.

- (i) Digitization 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.

Summary of Assessment Criteria and Methodology:

Categories			
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			

Remarks of the Chairman Screening cum Evaluation/ Selection Committee at Directorate level (Tick whichever is applicable)			
Eligible / Not Eligible for Promotion	Date of eligibility to be mentioned as per norms	Remarks if Any	Signature

Signatures of Screening cum Evaluation/ Selection Committee at Directorate Level: (Tick whichever is applicable)

S. No.	Name	Designation	Remarks if Any	Signature

Note:

1. If Incharge himself /herself is seeking promotion under CAS, then next senior most Librarian of the concerned college/ institution will be a member of the screening committee.
2. If all the other Librarians of a particular college/ institution are applicants for promotion or the Library is headed by a single Librarian, then a senior most Librarian from other college/ institution will be a member of the screening committee.
3. Librarian (Academic Level 13A) will be member of the Screening committee for the post of Librarian (Academic Level 11 and 12).

IMPORTANT INSTRUCTIONS
Assessment Criteria and Methodology for Librarians

S. No.	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)</p> <p>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</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>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</p> <p>Satisfactory - 1 National level seminar/workshop or 1 state level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar / workshop</p> <p>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.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p>

		(To be verified in random by the CAS Promotion Committee)
4	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book 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	<p>(i) Digitization of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p>	<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	<p>Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.</p> <p>Not satisfactory: If neither good nor satisfactory in overall grading.</p>	

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.