सोलापूर विद्यापीठ, सोलापूर

परिपत्रक

विषय :- संलग्नित महाविद्यालयातील समकक्ष असलेल्या ग्रंथपाल पदांच्या API मूल्यांकनासाठीच्या प्रोफॉरमा (Proforma) बाबत ...

महाराष्ट्र शासन, उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई यांच्या शासन निर्णय क्रमांक: संकीर्ण-२०१७/प्र.क्र.३३/१७/विशि-१ दि. ०४/०३/२०१७ अन्वये विद्यापीठ अनुदान आयोगाच्या दि. ३० जून २०१० च्या अधिसूचनेमधील दि. ०४ मे, २०१६ व दि. ११ जुलै, २०१६ रोजी केलेली अनुक्रमे तिसरी व चौथी सुधारणा (3rd & 4th Amendment) राज्यातील उच्च शिक्षण क्षेत्रातील अकृषि विद्यापीठे व अकृषि विद्यापीठांशी संलग्नित उच्च व तंत्र शिक्षण विभागांतर्गत असलेल्या महाविद्यालयातील शिक्षक व शिक्षक समकक्ष पदांना लागू करण्याबाबतचे आदेश प्राप्त झाले आहेत.

प्रस्तुत विद्यापीठाशी संलग्नित असलेल्या महाविद्यालय व मान्यता प्राप्त संस्थेच्या प्राचार्य / संचालक / संस्थाचालक यांना या परिपत्रकान्वये कळविण्यात येते की, विद्यापरिषद अधिकार मंडळाच्या वतीने मा. कुलगुरु महोदयांनी संलग्नित महाविद्यालयातील ग्रंथपाल पदाच्या सरळसेवा व पदोन्नतीसाठी API Category I, II, III च्या मूल्यांकनाकरीता सोबत जोडलेल्या प्रोफॉरमास मान्यता दिलेली आहे. तरी शैक्षणिक वर्ष २०१७-१८ पासून पात्र ग्रंथपाल यांनी सोबत जोडलेल्या विहित नमून्यातील प्रोफॉरमाप्रमाणे API Category I, II, III च्या मूल्यांकनाची कार्यवाही करावी.

सदर API प्रोफॉरमा विद्यापीठ संकेतस्थळावर **BCUD Department** या मथळयाखाली **Teachers Approval Section (UGC)-II** येथे उपलब्ध आहे. याची सर्व संबंधितांनी नोंद घ्यावी.

स्वाक्षरी/-

[प्रा. डॉ. व्ही. बी. पाटील]
अतिरिक्त कार्यभार
शिक्षक मान्यता विभाग-२(युजीसी)

जा. क्र. सोविसो/शि.मा.-२/२०१७-१८/ 5812
दिनांक : - 9 AUG 2017

प्रति,
मा. प्राचार्य /संचालक/ संस्थाचालक,
सर्व संलग्नित महाविद्यालय व मान्यता प्राप्त शिक्षण संस्था,
सोलापूर विद्यापीठ, सोलापूर.
सोबत - वरील प्रमाणे

SolapurUniversity, Solapur

Academic Performance Indicators (APIs) and Proposed Scores developed for adoption of Performance Based Appraisal System (PBAS) for Direct Appointments/Promotions Applicable to Career Advancement Scheme (CAS) of University Librarian/University Deputy Librarian/ Assistant Librarian/College Librarian.

Instructions for Filling up Part B of the PBAS Proforma

(Please read the Instructions carefully before filling the proforma for Category I, II, III)

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

Sr.No.	Nature of Activity	Maximum Score	Actual Score
			Actual hours spent per academic year ÷ 20
1	Library resources organization and maintenance of books, journals, reports Provision of library reader - services, literature retrieval services to researchers and analysis of report 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.	15	
2	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.	15	
3	Development, organization and management of e-resources including their accessibility over Internet/Internet, digitization of library resources, e-delivery of information, etc. Creating Intranet / Internet facility Digitization of library e-delivery of information	15	

4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programs like organizing book exhibitions, other interactive latest learning resources, etc.)	Maximum Score 15	÷ 10
5	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.	15	÷ 10
Total Score		**100**	
Minimum API Score required		**70**	

CATEGORY: II : Professional Development, Co-curricular & Extension Activities.

(i) Extension and Co-curricular & field based Activities

			Actual Score
Sr.No.	**Nature of Activity**	**Maximum Score**	**Actual hours spent per academic year ÷ 10**
1	Student related co-curricular, extension and field based activities such as Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	

(2) Contribution to Corporate life and Management of the Institution.(Indicators)

	Maximum Score	**Actual Score÷ 10**
Contribution to Corporate life in Universities/colleges through meetings, popular lectures, Library related events, articles in college magazine and University volumes		
Institutional Governance responsibilities like,Vice Principal, Dean, Director,Warden, Bursar, School Chairperson, IQAC coordinator	15	
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee		
Responsibility for or participation in committees for Students Welfare, Counseling and Discipline		
Organisation of Conference /Training as Chairman/Organizational Secretary / Treasurer : (a) International National/Regional (b) as member of the organizing committee)		

(3) Professional Development Related Activities.

Indicators / Activities	Maximum Score	Actual Score ÷ 10

Membership in profession related committees at State and National level
 	
    a. At National level
    b. At State level		

Participation in subject Associations, Conferences, Seminars without paper presentation		
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance		
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development		
Publication of articles in newspapers, magazines or other publications (not covered in category III; radio talks; television programmes		
MinimumAPI Score	**15**	

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on 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	Activity	University/College Librarians	Max.score *
III (A)	Research Publications in	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 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. The List will be intimated to UGC.	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. The List will be intimated to UGC.	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. The List will be intimated to UGC.	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 PRO JECTS		
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project
		Major Projects with grants above Rs.3 lakhs up to Rs.5 lakhs	15 per Project
		Minor Projects with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per Project
III (C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 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 prepared	Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	RESEARCH GUID ANCE		
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	Awards / Fellowships/Invited lectures delivered / papers presented in conference / seminars		
III(E) (i)	Award / Fellowship	International Award/Fellowship from academic bodies/ associations	15 per Award / 15 per Fellowship
	Award / Fellowship	National Award/Fellowship academic bodies/ associations	10 per Award / 10 per Fellowship
	Award/Fellowship	State / University Award/Fellowship from academic bodies/associations	5 Per Award
III(E) (ii)	Invited lectures / papers presented	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) (iii)	Development of e-delivery process/material		10 per module

* Wherever relevant, 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/books 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 of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

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 motu, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

APPENDIX - III TABLE - VIII (A)
MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES

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	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
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
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100.	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and	50% Library publication work 30% Assessment of innovative Library service and organization of digital library
	Minimum required 50))			Organizational skills 20 % - Interview performance	services 20% Interview performance

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

Minimum APIs and Other Norms for the Direct Recruitment of Librarian Positions in University Departments/Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

Minimum Norm / Criteria	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in universities (Stage 4)	Librarian (university only) (Stage 5)
API score (Research and Academic Contribution - Category III)	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria/weightages (Total weightage = 100)	a) Teaching / computer and communication skills by a Lecture demonstration (50%) b) Record of Library management skills (20%) c) Interview performance(30%)	a) Library related Research / Theme papers (3 Nos) Evaluation: (50%) .b) Library automation skills and Organizational Plans (20%) .c) Interview performance (30%)	a) Library Research papers (Five) evaluation (60%) b) organizational track record of innovation library service and vision plan (20%) c) Interview performance (20%)

APPENDIX-III - TABLE IX

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES

Sl.No.	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (II) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) of Appendix III for Librarian Cadres in universities and for college librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone first stage and second during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix III. Three publications over twelve years. In Colleges, an exemption of one publication

	to Deputy Librarian / College Librarian(Selection Grade)(Stage 3 to Stage 4)	(Selection Grade) with three years of completed service in Stage 3.	will be given to M. Phil holders and two publications to Ph. D. Holders. (ii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII (A)
4.	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3 (iii) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in the regulation and in Table VIII (A)

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

SolapurUniversity, Solapur.

PBAS Proforma for Promotion under CAS
(PART A, PART B & PART C)

(For University Librarian / Deputy Librarian / Assistant Librarian and College Librarian.)

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **Name (in Block Letters) :** _____

2. **Father's/Mothers/Husband'sName :** _____

3. **Department :** _____

4. **Current Designation & Grade Pay :** _____

5. **Date of last Promotion :** _____

6. **For which position and grade pay you are 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 Pincode) :** _____
    _____
    _____

14. **Permanent Address (with Pincode) :** _____
    _____
    _____

Telephone No : _____

Email : __
   "

15. Academic Qualifications (Matric onwards till post graduation) :

Examinations	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade	Subject/s
High School / Matric					
Intermediate / HSC					
B.A. / B.Sc. / B.Com. /B.Lib/ B.Mus./					
M.A. / M.Sc. / M.Com. /M.Lib/ M.Mus./........					
Other examination, if any					

16. Research Degree(s) :

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

17. Appointments held prior to joining this institution :

Sr. No.	Designation	Name of Employer	Date of Joining — Joining	Date of Joining — Leaving	Salary with Grade	Reason of leaving
1.						
2.						
3.						
4.						

18. Posts held after appointment at this institution:-

Designation	Department	Date of actual Joining		Grade
		From	**To**	

19. Period of teaching experience: P.G. Classes (in years)

U.G. Classes (in years)

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

21. Fields of Specialization under the Subject/Discipline

(a) _____

_____

(b) _____

_____

22. Academic Staff College Orientation / Refresher Course attended :

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B : ACADEMIC PERFORMANCE INDICATORS
(Please see detailed instructions of this PBAS(Appendix-VII) proforma before fillingout this section)

CATEGORY : I

1. **Procurement, Organization and delivery of knowledge and information through Library Services.**

a. Library resources organization and maintenance of Books, Journals and Reports. (Full Score for 100 % compliance and proportionate Score may be given upto 80 % compliance. No Score below 80 % be given.)	API Score

Sr.No.	Nature of Activity	Maximum Score : 70	Actual Score Actual hours spent per academic year ÷ 20	API Score
1				
2				
3				
4				
5				
			(Maximum Score : 70)	

b. **ICT and other new technologies**

Sr.No.	Mode of Technology	Maximum Score : 15	Actual Score Actual hours spent per academic year ÷ 10	API Score
1				
2				
3				
4				
5				
			(Maximum Score : 15)	

C. Additional Services :

Sr.No.	Additional Services	Actual Score Actual hours spent per academic year ÷ 10	API Score
1	Digitalization of Library		
2	e-delivery of information		
3	Creating Internet and Intranet facility		
	(Maximum Score : 15)		

* Score may be allotted on the basis of Success Rate.

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS(Appendix-VII) proforma before filling out this section)

CATEGORY : II

PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES.

Extention and Co-curricular & field based Activities.

S. No.	Type of Activity	Actual Score	API Score
1	**(i) Extension, Co-curricular & field based Activities**	**Actual hours spent per academic year ÷10**	
2			
3			
4			
5			
	Total (Max : 15)		
	(ii) Contribution to Corporate life and Management of the Institution	**Actual Score** **Actual hours spent per academic year ÷10**	**API Score**
1			
2			
3			
4			
5			
	Total (Max : 15)		
	(iii) Professional Development Activities	**Actual Score** **Actual hours spent per academic year ÷10**	**API Score**
1			
2			
3			
4			
5	**Total (Max. : 15)**		
	Total Score (i + ii + iii) (Max. : 45)		
	Minimum API Score (15)		

PART B : ACADEMIC PERFORMANCE INDICATORS
(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY : III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS.

A) Published Papers in Journals (As per Gazzette Notification July 11, 2016).

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed. Impact Factor, If any	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(i) Articles / Chapters published in Books(As per Gazzette Notification July 11, 2016).

Sr. No.	Title with page nos.	Book Title, editor & publisher	ISSN / ISBN No.	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(ii) Full Papers In Conference Proceedings (As per Gazzette Notification July 11, 2016).

Sr. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	API Score
1						
2						
3						
4						
5						

B(iii) Books Published as single Author or as Editor (As per Gazzette Notification July 11, 2016).

Sr. No.	Title with page nos.	Type of Book & Authorship	Publi-sher & ISSN/ ISBN No.	Whether peer reviewed .	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

C) Ongoing and Completed Research Projects and Consultancies.
(C) (i & ii) Ongoing Projects / Consultancies.

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	API Score
1					
2					
3					
4					
5					

(C) (iii & iv) Completed Projects / Consultancies.

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	Whether policy document/patent as outcome	API Score
1						
2						
3						
4						
5						

(D) Research Guidance.

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil. or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Facutty Development Programmes (not less than one week duration).

Sr. No.	Programme	Duration	Organised by	API Score
1				
2				
3				
4				
5				

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia.

Sr. No.	Title of the Paper presented	Title of Conference／Seminar	Organised by	Whether international / national /state / regional/college or university level	API Score
1					
2					
3					
4					
5					

E (iii) Invited Lectures and Chairmanships at National or International Conference / Seminar etc.

Sr. No.	Title of Lecture / Academic Session	Title of Conference/ Seminar etc.	Organised by	Whether international / national	API Score
1					
2					
3					
4					
5					

IV. SUMMARY OF API SCORES.

Category	Criteria	Last Academic Year	Total- API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Procurement, Organization & delivery of knowledge			
II	**Co-curricular, Extension, Related Professional Development Activities.**			
	Total I + II			
III	**Research, Publication and Academic Contribution (For entire period)**			
	Total II + III			

PART C : OTHER RELEVANT INFORMATION

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

S.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	

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 with the University / College and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with
Designation, Place & Date

Signature of School
/Chairperson /Director/Principal /
HOD

N.B.: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university / college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.

SolapurUniversity, Solapur.
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
(For University Librarian / Deputy Librarian / Assistant Librarian and College Librarian.)

Session / Year : _____
(To be completed and submitted at the end of each academic year)

PART A : GENERAL INFORMATION

1. **Name (in Block Letters) :** _____

2. **Father's/Mother's/Husband's Name :** _____

3. **Department :** _____

4. **Current Designation & Grade Pay :** _____

5. **Date of last Promotion :** _____

6. **Address for correspondence (with Pin code) :** _____
   _____
   _____

7. **Permanent Address (with Pin code) :** _____
   _____
   _____

   Telephone No. : _____

   Email :

8. **Whether acquired any degrees or fresh academic qualifications during the year :**
   _____
   _____
   _____

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

Sr.No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS (Appendix-VII) proforma before fillingout this section)

CATEGORY: I

a. **Procurement, Organization and delivery of knowledge and information through Library Services.**

Sr.No.	Nature of Activity	Maximum Score : 70	Actual Score Actual hours spent per academic year $\div$ 20	API Score
1				
2				
3				
4				
5				
			(Maximum Score : 40)	

b. **ICT and other new technologies**

Sr.No.	Mode of Technology	Maximum Score : 15	Actual Score Actual hours spent per academic year $\div$ 10	API Score
1				
2				
3				
4				
5				
			(Maximum Score : 15)	

c.**Additional Services**

Sr.No.	Additional Services	Actual Score Actual hours spent per academic year $\div$ 10	API Score
1	Digitalization of Library		
2	e-dilivery of information		
3	Creating Internet and Intranet facility		
	(Maximum Score : 15)		

* **Score may be allotted on the basis of Success Rate.**

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS(Appendix-VII) proforma before filling out this section)

CATEGORY : II

PROFESSIONAL DEVELOPMENT, CO-CURRICULAR, EXTENSION ACTIVITIES.

a. Extention and Co-curricular & field based Activities.

S. No.	Type of Activity	Actual Score	API Score
	(i) Extension, Co-curricular & field based Activities	**Actual hours spent per academic year ÷ 10**	
1			
2			
3			
4			
5			
	Total (Max : 15)		
b.	**(ii) Contribution to Corporate life and Management of the Institution**	**Actual Score** **Actual hours spent per academic year ÷ 10**	**API Score**
1			
2			
3			
4			
5			
	Total (Max : 15)		
c.	**(iii) Professional Development Activities**	**Actual Score** **Actual hours spent per academic year ÷ 10**	**API Score**
1			
2			
3			
4			
5	**Total (Max. : 15)**		
	Total Score (i + ii + iii) (Max. : 45)		
	Minimum API Score (15)		

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS (Appendix-VII) proforma before fillingout this section)

CATEGORY : III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS.

A) Published Papers in Journals. (As per Gazzatte Notification July 11, 2016)

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed. Impact Factor, If any	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(i) Articles / Chapters published in Books.

Sr. No.	Title with page nos.	Book Title, editor & publisher	ISSN / ISBN No.	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(ii) Full Papers In Conference Proceedings.

Sr. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(iii) Books Published as single Author or as Editor.(As per Gazzatte Notification July 11, 2016)

Sr. No.	Title with page nos.	Type of Book & Authorship	Publi-sher & ISSN/ ISBN No.	Whether peer reviewed .	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

C) Ongoing and Completed Research Projects and Consultancies.
(C) (i & ii) Ongoing Projects / Consultancies.

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	API Score
1					
2					
3					
4					
5					

(C) (iii & iv) Completed Projects / Consultancies.

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	Whether policy document/patent as outcome	API Score
1						
2						
3						
4						
5						

(D) Research Guidance.

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil. or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Facutty Development Programmes (not less than one week duration).

Sr. No.	Programme	Duration	Organised by	API Score
1				
2				
3				
4				
5				

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia.

Sr. No.	Title of the Paper presented	Title of Conference ∕ Seminar	Organised by	Whether international / national /state / regional/college or university level	API Score
1					
2					
3					
4					
5					

E (iii) Invited Lectures and Chairmanships at National or International Conference / Seminar etc.

Sr. No.	Title of Lecture / Academic Session	Title of Conference∕ Seminar etc.	Organised by	Whether international / national	API Score
1					25
2					
3					
4					
5					

IV. SUMMARY OF API SCORES.

Category	Criteria	Last Academic Year	Total- API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	**Co-curricular, Extension, Related Professional Development Activities.**			
	Total I + II			
II	**Research, Publication and Academic Contribution (For entire period)**			

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)
1	
2	
3	
4	
5	

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 with the University / College and / or documents enclosed along with the duly filled PBAS profonna.

Signature of the faculty with
Designation, Place & Date

Signature of/ School
Chairperson / Director/
Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.