 **Annexure- A
Banaras Hindu University**

PBAS Pro-forma for Promotion for Librarian Cadre under CAS

 **Part-A: General Information And Academic Background**

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|  | Name (in Block Letters): | Paste a Recent Passport Size Photograph |
|  | Date of Birth : |  |
|  | Sex: Male/ Female  |  |
|  | Father’s Name : |  |
|  | Mother’s Name : |  |
|  | Marital Status : |  |
|  | Nationality : |  |
|  | Religion : |  |
|  | Department: Faculty/Instt.: |  |
|  | Present Designation on which you are working :  |  |
|  | Pay Band with Academic Grade Pay : |  |
|  | Date of last Appointment/Promotion on the present post: |  |
|  | Position and Academic Grade-Pay for which you are an applicant under CAS: |
|  | Date of eligibility on promotion which you claim: |  |
|  | The category you belong to : SC/ST/OBC/Gen |  |
|  | Address for Correspondence (with PIN Code): |  |
|  | Permanent Address (with PIN Code) : |  |
|  | Telephone No.:Mobile No.:e-mail: |  |

1. **Academic Qualifications (Matric till post graduation)**

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| --- | --- | --- | --- | --- | --- |
| **Examination** | **Name of the Board/ University** | **Year of passing** | **Percentage of Marks obtained** | **Div./****Grade** | **Subjects** |
| High School/ Matric |  |  |  |  |  |
| Intermediate/+2 |  |  |  |  |  |
| Graduation |  |  |  |  |  |
| Professional Graduation |  |  |  |  |  |
| Post Graduation |  |  |  |  |  |
| Other examinations / Super-Specialization, if any |  |  |  |  |  |

1. **Research Degree(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Title** | **Date of Award** | **University** |
| M.Phil/M.Tech./M.Pharm/MD/MS/MDS/DNB/LL.M |  |  |  |
| Ph.D./D.Phil. |  |  |  |
| D.Sc./D.Lit |  |  |  |

1. **Appointments (including Post Doctoral Positions such as Research Scientist, Research Associate etc.) held prior to joining BHU.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Date of**  | **Salary with PB + AGP** | **Reason of leaving** |
| **Joining** | **Leaving** |
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1. **Posts held after appointments at BHU.**

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| --- | --- | --- | --- |
| **Designation** | **Department** | **Date** | **Salary with PB + AGP** |
| **From** | **To** |
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|  | Post Doctoral Research experience (as Research Scientist, Research Associate etc.) (in years) |  |

1. **Fields of specialization :**

**(a)..**

**(b)..**

1. **HRDC Orientation /Refresher Course/ Summer/Winter School etc. attended of two-three weeks:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Course/ Summer School** | **Institution** | **Duration** | **Sponsoring Agency** |
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**Part-B: Academic Performance Indicators**

(Please see detailed instructions before filling up this section)

**Category: I. Procurement, Organization and Delivery of Knowledge and Information through Library Services**

**(Give separately for each of the assessment period. Average of the Annual API score will be used for assessment)**

**Assessment Year ………………………..**

**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)**

**Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library: resources, e-delivery of information, etc (15 Points)**

**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)**

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| --- | --- | --- | --- |
| **Sl. No.** | **Nature of Activity** | **Actual hours spent per academic year** | **API Score\*** |
| **1** |  |  |  |
| **2** |  |  |  |
| **Total** |  |  |
| **Maximum 70 Points for Asstt. Librarian and 60 Points for Dy. Librarian & 55 Points for Librarian.** |

\*API Score = Actual hours spent per academic year ÷ 20

**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 :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Nature of Activity** | **Actual hours spent per academic year** | **API Score\*** |
| **1** |  |  |  |
| **2** |  |  |  |
| **Total** |  |  |
| **Maximum 15 Points for Asstt. Librarian, Dy. Librarian and Librarian.** |

\*API Score = Actual hours spent per academic year ÷ 10

**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:**

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| --- | --- | --- | --- |
| **Sl. No.** | **Nature of Activity** | **Actual hours spent per academic year** | **API Score\*** |
| **1** |  |  |  |
| **2** |  |  |  |
| **Total** |  |  |
| **Maximum 15 Points for Asstt. Librarian & Dy. Librarian and 10 Points for Librarian.** |

\*API Score = Actual hours spent per academic year ÷ 10

**Category: II. Professional Development, Co-Curricular and Extension Activities**

**((Give separately for each of the assessment period. Average of the Annual API score will be used for assessment)**

**Assessment Year ………………………..**

**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 through different channels :**

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| --- | --- | --- | --- |
| **S. No** | **Nature of Activity** | **Actual hours spent per academic year** | **\*\*API Score** |
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|  |  |  |  |
| **Total (Max:15 Points)** |  |  |

\*\* API Score = Actual hours spent per academic year ÷ 10

**b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities:**

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| --- | --- | --- | --- |
| **S. No** | **Nature of Activity** | **Actual hours spent per academic year** | **\*\*API Score** |
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| **Total (Max:15 Points)** |  |  |

\*\* API Score = 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) :**

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| --- | --- | --- | --- |
| **S. No** | **Nature of Activity** | **Actual hours spent per academic year** | **\*\*API Score** |
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| **Total (Max:15 Points)** |  |  |

\*\* API Score = Actual hours spent per academic year ÷ 10

**Category: III. Research and Academic Contributions**

(During the entire period of assessment)

**III (A). Published Research Papers in Journals (as notified by the UGC) :**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Title with page Nos. and Vol. No.** | **Name of Journal** | **ISSN/ISBN No.** | **Whether peer reviewed. Impact factor, if any.** | **Authorship:****First/Principal/Corresponding/Supervisor/ Mentor/Co-author** | **No. of co-authors**  | **API Score** |
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**III (B). Books Published as Single Author or Co-Author/ Editor of a Book or Journal:**

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| **S.No** | **Title with page nos.** | **Type of Book & Authorship/****e-Book** | **Publisher & ISSN/ISBN No.** | **Whether peer reviewed** | **Authorship:****Sole Author/Co-author/Editor** | **No. of co-authors**  | **API Score** |
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**III-B (ii)) Articles/Chapters Published in Books/Extention Mannual (Agri.)/Tech.Mannual(Agri.):**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Chapter title with page nos.** | **Book title & Publisher** | **ISSN/ISBN No.** | **Whether peer reviewed.** | **Whether you are the first author or co-author** | **No. of co-authors** | **API Score** |
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**III (C). Research Project :**

**III (C) (i) Sponsored Project :**

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| **S.No.** | **Title** | **Agency** | **Period** | **Amount of Grant****(In Lac)** | **API Score** |
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**III (C) (ii) Consultancy Project :**

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| **S.No.** | **Title** | **Agency** | **Period** | **Amount mobilized with****(In Lac)** | **API Score** |
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**III (C) (iii) Project Outcome/Output :**

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| **Major Policy document prepared for international bodies like WHO/UNO/ UNESCO/UNICEF etc. Central / State Govt./Local Bodies** | **API Score** |
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**III (D). Research Guidance as Supervisor or Co-Supervisor :**

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|  | **Number enrolled** | **Thesis submitted** | **Degree awarded** | **API Score** |
| III (D) (i) M.Phil./M.Tech. /M.Pharm./MD/ MS/ MDS/ DNB/LLM/DM /M.Ch.or equivalent |  |  |  |  |
| III (D) (i) Ph.D.  |  |  |  |  |

**III** **(E). Fellowships, Awards and Invited lectures delivered in conferences / seminars :**

**III** **(E) (i). Fellowships/Awards:**

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| **S.No.** | **Details of Fellowship/Award** | **Whether International/ National** | **API Score** |
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**III-E (ii) Papers Presented in Conference, Seminars or Organization of Exhibition & Art Galleries :**

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| **S.No** | **Title of Paper/ Art Presented** | **Title of Conference/ Seminar/ Exhibition** | **Organizer (s)** |  **International/ National/ State or University level** | **API Score** |
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| **Invited Lectures delivered in Conference, Seminars / Invited for Presentation in Exhibitions/ Art Galleries etc.** |
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| **The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.** |  |

**III-F Development of e-learning delivery process/material :**

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| **S.No** | **Details of e-learning delivery process/material**  | **API Score** |
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**IV. Summary of API Scores.**

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|  | **Criteria** | **API Score per year for the assessment period** | **Total – API Score for Assessment Period** | **Annual Av.API Score for Assessment Period** |
| **I** | **II** | **III** | **IV** | **V** | **VI** |
| I | Procurement, organization, and delivery of knowledge and information through Library services |  |  |  |  |  |  |  |  |
| II | Professional Development, Co-curricular and Extension Activities |  |  |  |  |  |  |  |  |
| III | Research and Academic Contributions |  |  |  |  |  |  |  |  |
|  | **Total of II & III** |  |  |  |  |  |  |  |  |

**Part-C: Other Relevant Information**

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

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| --- | --- |
| **S. 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 etc. wherever necessary)

1. 6.

2. 7.

3. 8.

4. 9.

5. 10.

I certify that the information provided are correct as per records available with the university and/or documents enclosed with the application.

Date :

Place :

Signature & Designation of the Applicant

Certified that Dr. has been working as in this Department since

The particulars given in this application have been checked and verified from office records and are found to be correct.

**Head of the Deptt./ Coordinator of School/Centre/Principal**

**Director of the Instt./ Dean of the Faculty**