 **Annexure – A   
Banaras Hindu University**

Pro-forma for Promotion of **LIBRARIANS** under UGC-CAS, **2018**

**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 : |  |
|  | Spouse Name : |  |
|  | Nationality : |  |
|  | Religion : |  |
|  | The category you belong to : SC/ST/OBC/Gen/EWS/ |  |
|  | Department: Faculty/Instt.: |  |
|  | Present Designation on which you are working : |  |
|  | Pay Scale with Academic Level of Pay in the pay matrix of the present post : | |
|  | Date of Appointment/Promotion on the present post: |  |
|  | Position and Academic Level in the Pay Matrix for which you are an applicant under CAS: | |
|  | Date of eligibility on promotion which you claim: |  |
|  | 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)**

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

1. **Appointments held prior to joining BHU.**

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| **Designation** | **Name of Employer** | **Date of** | | **Salary with Academic Level of Pay** | **Reason of leaving** |
| **Joining** | **Leaving** |
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1. **Posts held after appointment at BHU.**

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| **Designation** | **Department** | **Date** | | **Salary with Academic Level of Pay** |
| **From** | **To** |
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1. **. Fields of specialization :**

**(a)..**

**(b)..**

1. **Orientation, Training, Seminar, Workshop/ Course on automation and digitalisation, Maintenance and related/ other activities as per Appendix II, Table 4, Library up-gradation course, Taken/developed MOOCs Course**:

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| **Name of the Course/Programme** | **Institution** | **Duration**  **(with Date)** | **Sponsoring Agency** |
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**Table – 4 of Appendix II**

**Assessment Criteria and Methodology for LIBRARIANS**

(Please see detailed instructions before filling up this section)

**(Give separately for each year of the assessment period.)**

**Assessment Year ………………………………..**

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| **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):**(*Please enclose the documentary evidence for your claim*) | | | | | | | | |
| **S. No.** | **Details of No. of days assigned to attend the Library** | | **Details of No. of days attended Library to undertake items of work** | | **% of attendance** | | | | **Document evidence Page No.** |
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|  | **Items of work undertaken by the individual, while attending the Library :**(*Please enclose the documentary evidence for your claim*) | | | | | | | | |
|  | **Library Resource and Organization and maintenance of books, journals and reports.** | | | | | | | | |
| **S. No.** | **Details of No. of days assigned to attend the Library** | | | **Details of No. of days attended Library to undertake items of work** | | **% of attendance** | | **Document evidence Page No.** | |
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|  | **Provision of Library reader services such as literature retrieval services to researchers and analysis of report.** | | | | | | | | |
| **S. No.** | **Details of No. of days assigned to attend the Library** | | **Details of No. of days attended Library to undertake items of work** | | **% of attendance** | | | **Document evidence Page No.** | |
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|  | **Assistance towards updating institutional website.** | | | | | | | | |
| **S. No.** | **Details of No. of days assigned to attend the Library** | **Details of No. of days attended Library to undertake items of work** | | | **% of attendance** | | **Document evidence Page No.** | | |
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|  | **Grading** | | | | | |  | | |

**Grading Criteria:** 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:** (*Please enclose the documentary evidence for your claim*)

| **S. No.** | **Particulars of Seminars/ workshops conducted** | **National/State/ Institution level** | **Sponsoring Agency (if any)** | **Organizing year** | **Grading** | **Document evidence Page No.** |
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**Grading Criteria: 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 detabase then** (*Please enclose the documentary evidence for your claim*)

| **S. No.** | **Total Number of physical books and journals** | **Number of physical books and journals in computerized database** | **% of physical books and journals in computerized database** | **Grading** | **Document evidence Page No.** |
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**Grading Criteria: 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**

**If library does not have a computerized database.**(*Please enclose the documentary evidence for your claim*)

| **S. No.** | **Total Number of physical books and journals** | **Number of Catalogue database made up to date** | **% of Catalogue database made up to date** | **Grading** | **Document evidence Page No.** |
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**Grading Criteria: 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.**(*Please enclose the documentary evidence for your claim*)

| **S. No.** | **Total Number of books** | **Details of Checked inventory** | **% of missing books** | **Grading** | **Document evidence Page No.** |
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**Grading Criteria: Good** : Checked inventory and missing book less than 0.5% . **Satisfactory** : Checked inventory and missing book less than 1% .  **Unsatisfactory**: Did not check inventory.

| **5) (i)** | **Digitisation of books database in institution having no computerized database.**(*Please enclose the documentary evidence for your claim*) | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of Institution having no computerized database** | **Details of work done** | | | | **Document evidence Page No.** | |
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| **(ii)** | **Promotion of Library network.**(*Please enclose the documentary evidence for your claim*) | | | | | | |
| **S. No.** | **Name of the Institution** | **Year of library network promoted** | | | | **Document evidence Page No.** | |
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| **(iii)** | **Systems in place for dissemination of information relating to books and other resources.**(*Please enclose the documentary evidence for your claim*) | | | | | | |
| **S. No.** | **Particulars of places of system established for the purpose** | **Number of books and other resources disseminated** | | | | **Document evidence Page No.** | |
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| **(iv)** | **Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.** (*Please enclose the documentary evidence for your claim*) | | | | | | |
| **S. No.** | **Particular of work assigned during the assisment period** | **Period of activities carried out** | | | | **Document evidence Page No.** | |
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| **(v)** | **Design and offer short-term course for users.** (*Please enclose the documentary evidence for your claim*) | | | | | | |
| **S. No.** | **Details of short term course designed** | **User to whom offer the course** | | **Duration of course** | | **Document evidence Page No.** | |
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| **(vi)** | **Publications of at least one research paper in UGC approved journals.** (*Please enclose the documentary evidence for your claim*) | | | | | | |
| **S. No.** | **Title with page Nos. and Vol. No. including date of publication** | **Name of Journal** | **ISSN/ ISBN No.** | | **Whether approved by the UGC (YES/NO)** | | **Document evidence Page No.** |
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|  | **Grading** | | | | | |  |

**Grading Criteria: Good:** Involved in any two activities, **Satisfactory:** At least one activity, **Not Satisfactory:** Not involved/ undertaken any of the activities.

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| **Overall Grading** |  |
| **Overall Grading Criteria:**  **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 grievance redressal details may also be made available to the CAS Promotion Committee. | |

**Any other information:** (*Please enclose the documentary evidence for your claim*)

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| **Sl. No.** | **Details** |
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**List of Enclosures**: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

1. 6.

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

Date :

Place :

**Signature & Designation of the Applicant**

Certified that Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has been working as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Academic Level (Pay Matrix)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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**