



GURUKULA KANGRI (DEEMED TO BE UNIVERSITY)

(NAAC Accredited 'A' Grade Deemed to be University u/s 3 of UGC Act 1956)

PROFORMA FOR PROMOTION OF LIBRARIANS UNDER CAREER ADVANCEMENT SCHEME (CAS)

[As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018]

(Please see detailed instructions of this Proforma before filling out this section)

(To be submitted in 10 copies along with 04 sets of the documents)

Tick (✓) which is applicable:-

For Promotion of Assistant Librarian (from Level 10 to Level 11)

For Promotion of Assistant Librarian (from Level 11 to Level 12)

For Promotion of Astd. Librarian Level 12) to Deputy Librarian (Level 13A)

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Passport size
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Part-A: General Information and Academic Background

1	Name (in Block Letters)	
2	Father's Name	
3	Mother's Name	
4	Department	
5	Faculty / Campus	
6	Current Designation & Grade Pay	
7	Date of Last Promotion, if any	
8	Stage/Level for which you are an applicant for promotion under CAS	
9	Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria	
10	Date of Birth	
11	Nationality	
12	Marital Status	
13	The Category you belongs to (SC/ST/OBC/GEN)	

14	Address for Correspondence (with Pin Code)	
15	Permanent Address (with Pin Code)	
16	Telephone No.	
	Mobile No.	
	E-mail	

17. Academic Qualifications (From Matric onwards):-

Examinations	Name of the Board / University	Year of Passing	Percentage of marks	Division Class / Grade	Subject
High School / Matriculation/ Hr. Sec etc.					
Intermediate (10+2) etc.					
B.A./ B.Sc/ B.Tech./B.Pharm/ B.Com etc.					
M.A/ M.Sc./M.Tech./ M.Pharm./ M.Com. etc					
Others (NET/JRF/SLET/Lectureship examination) (if any)					

18. Research Degree (s):

Degree(s)	Title of Dissertation/Thesis	Year of Award	University
M.Phil.			
Ph.D.			
Any Other			

19. Field (s) of Specialization:.....

20. Appointments held prior to joining Gurukula Kangri Vishwavidyalaya:

Designation	Name of Employer	Nature of Appointment	Date of Joining	Date of Leaving	Salary with Grade Pay/Level	Reason for Leaving

Appointments held after joining Gurukula Kangri (Deemed to be University):

(Attach relevant document/s)

Designation	Organization / Institution / Department	Date of Joining	Salary with Grade Pay	Evidence is attached on page

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

Research Experience:.....

(Applicants are required to count the minimum experience required for promotion in view of clause 3.11 of 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 UGC Regulations, 2018)

22. Post Doctoral Research Experience in years (as Research Scientist, Research Associate etc.):.....

23. Details of Orientation and Refresher/Research Methodology Course attended:

24.

Name of the Course	Place	Duration	Name of Academic Staff College/ Human Resource Development Centre	Sponsoring Agency

PART B

(Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma before filling this section)

(PART-B of CAS Application Form for Promotion of Librarians in accordance with UGC (Minimum Qualification for Appointments of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018)

Table-4 (Assessment Criteria and Methodology)

Activity 1: Regularity of attending library

Details of Activity	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.
<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 							
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.
<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 * National level seminar/ workshop, state level seminar/ workshop, institution level seminar/ workshop</p>					

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

- (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.

Year	Detail of Activity	Category*	Number of activities during Assessment Period	Grading	ANNEXURE NO.
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	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6
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						
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 grievances redressal details may also be made available to the CAS promotion committee.

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)

(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, notifications etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Date.....

Place.....

Signature & Designation of the Applicant

Declaration

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

I, _____ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief. I understand that if any of the information given by me in this application form is found to be incorrect, my candidature is liable to be cancelled at any stage without assigning any reason thereof. I confirm that I shall abide by the decision(s) of the Vishwavidyalaya with regard to my application / promotion.

Place :

Signature of the applicant _____

Date :

Designation

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

FORWARDED BY HEAD OF THE DEPARTMENT

(For Male & Female Candidates both)

Certified that Mr./Ms./Dr.....has been working asin the department. The particulars given in this application have been checked and verified from the office records and are found to be correct.

The application of Subject/Department for the promotion to the post of..... (from stageto stage) in the Pay Band/ Level is forwarded for further action.

Date :

Head of the Department
Signature with seal

FORWARDED BY DEAN OF THE FACULTY

(For Male & Female Candidates both)

The application of Subject/Department for the promotion to the post of (from stageto stage) in the Pay Band/ Level is forwarded for further action.

Date :

Dean
Signature with seal

FORWARDED BY CO-ORDINATOR OF THE GIRLS CAMPUS

(Only for Female Candidates)

The application of Subject/Department for the promotion to the post of..... (from stageto stage) in the Pay Band/ Level is forwarded for further action.

Date :

Co-ordinator, KGC
Signature with seal

Observations/Recommendations of IQAC

.....
.....
.....
.....
.....

Director
IQAC

Verification by the Vishwavidyalaya

Certified that all the information/documents submitted by Dr./Mr./Smt./Ms in the Subject/Department for promotion as (from stage to stage) in the Pay Band/Level have been verified as per records.

(Convener)

Chairman

Chairman
Recruitment and Assessment
Committee

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> <p>(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 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) Digitisation 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>	
<p>Note :</p> <p>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</p> <p>(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.</p> <p>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>		

Career Advancement Scheme (CAS) for Librarians

Note:

- i) **The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.**
- ii) **The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

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.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) 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.