

# HIMACHAL PRADESH GOVERNMENT EDUCATION DEPARTMENT

## ANNUAL PERFORMANCE BASED APPRAISAL

( with API scores bases on PBAS as per UGC Regulations 2010)

(FOR LIBRARIAN IN THE GRADE PAY OF RS. 6000/-, 7000/-, 8000/- AND 9000/- IN COLLEGE CADRE)

Name of the College through which ACR is submitted.....

Appraisal of work and conduct of Dr./Shri/Smt/Kumari .....

Submitted for the year/session .....

### PART-I

#### PERSONAL DATA

(To be filled up by the Librarian College Cadre in UGC Scale)

1. Full Name (in capital letter) .....
2. Father/Husband name .....
3. Employee Code .....
4. Date of appointment (in College Cadre) .....
5. Current Designation .....
6. Present Pay Band with Grade Pay .....
7. Date of Promotion ( if any, during past one year) .....
8. Qualification:  
(a) Academic Division .....
- (b) Professional .....
- (c) Research Degree .....
9. Date of Birth      D   D   M   M   Y   Y   Y   Y      In words .....

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10. Date of appointment (In Govt. Service) .....
11. Permanent/Quasi-permanent/ Temporary/ Contract .....
12. College/Colleges in which served during the year with specific duration. ....
13. Roll no & Date of passing of Departmental Exam. ....
14. Any other major assignment in addition to Library Charge. ....
15. Permanent Address(With Pincode) .....
16. Land line telephone No. .... Mobile No. ....  
Email: .....

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**PART-II : SECTION-I**  
**( SELF APPRAISAL )**

(Brief resume should bring out any significant achievement during the period under report)

17. What do you think has been your most important contribution this year any way ?

18. Have you made any contribution in the area of work not assigned to you ?

19. (a) Any special effort made to improve library utilization & functioning

(b) Give details of **Library Activities (or Activities related to Library)** organised in the college.

| Title of the activity | Brief Detail of activity |
|-----------------------|--------------------------|
|                       |                          |
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(c) Which new books relating to your subject / Library did you read during the year?

.....

**( Must attach a brief extract of about 50 words on the value content of the book.)**

(d) What are the vital problems relating to functioning of Library before you, in order of importance?

## (a) Issue of Library Card:

| Name of the Class<br>BA-I, II & III          | No. of I. Cards issued | Name of the Class<br>B.Sc.I, II & III | No. of I. Cards issued | Name of the Class<br>B.Com-I, II & III | No. of I. Cards issued | Name of the Class<br>(other classes) | No. of I. Cards issued |
|--|------------------------|---------------------------------------|------------------------|--|------------------------|--------------------------------------|------------------------|
|  |                        |                                       |                        |  |                        |                                      |                        |
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|  |                        |                                       |                        |  |                        |                                      |                        |
| Total  |                        | Total                                 |                        | Total                                  |                        | Total                                |                        |
| TOTAL IDENTITY CARDS ISSUED TO ALL CLASSES = |                        |                                       |                        |  |                        |                                      |                        |

## (b) Procurement availability and Maintenance of Reading material in College Reading Room / Library Reading Room.

| Daily News Papers (English / Hindi) | Number of News papers received (English & Hindi) (Annual) | Name of references / Magazine weekly & fortnightly (English / Hindi) | Number of Megazines received (English / Hindi) (Annual) | Name of references Magazines (English / Hindi) Monthly / Quarterly / Half-yearly / yearly | Number of annual Received (English / Hindi) (Annual) | Name of Journals available in the College Library | Total Number of Journals received (Annual) |
|-------------------------------------|---|--|---|---|--|---|--|
|                                     |   |  |   |   |  |   |  |
|                                     |   |  |   |   |  |   |  |
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|                                     |   |  |   |   |  |   |  |

## (c) Accession, Classification &amp; Cataloguing of books.

| No of Books duly given accession , classification & cataloguing as per standard Library norms & proceedings | No of Books added to Library with accession number, Classification & Cataloguing as per standard Library norms & proceedings |
|---|--|
|   |  |

(d) Annual Stock Verification activity

| Total Books in record: <b>Section wise</b> | Total Books verified as available in the College<br><b>Section wise</b> | Total Books missing during the year<br><b>Section wise</b> | Total cost of missing stock<br><b>Section wise</b> | Cost recovered from concerned defaulters / responsible persons<br><b>Section wise</b> |
|--|---|--|--|---|
| <b>Name of Section</b>                     |   |  |  |   |
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(e) Compilation of Library over due fine.

| Month Name | Total Books issued | Total fine on account of late return of books | Total fine on account of no return of books |
|------------|--------------------|---|---|
| June       |                    |   |   |
| July       |                    |   |   |
| August     |                    |   |   |
| September  |                    |   |   |
| October    |                    |   |   |
| November   |                    |   |   |
| December   |                    |   |   |
| January    |                    |   |   |
| February   |                    |   |   |
| March      |                    |   |   |
| April      |                    |   |   |
| May        |                    |   |   |

(f) Detail of generating Cataloguing from Software.

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(g) Provide detail of CAS (Current awareness service in Library)

(h) Detail of weeding out of record in Library

(i) Up-keeping of Library Seating & service facilities.

Details

(j) Any other major work attended in Library

- k) Availability of 'Sole', Inlibnet/Internet and Knowledge Network facility in College Library. Provide details.

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21. i) Whether acquired any degrees or fresh academic / professional qualifications during the year ? If " YES " mention the name of the degree, year of passing, institution from which passed etc.

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- ii) Academic Staff College Orientation/ Refresher Course / Summer School attended during the year:

| Name of the Summer School / Refresher / Orientation Course with sponsoring Agency | Place of summer school / ASC where the course was attended | Duration of school / course | RC / OC No. with title. |
|---|--|-----------------------------|-------------------------|
|   |  |                             |                         |

22. Are you doing any Research work ? if yes, provide following details.

| Topic title of Research Project | Name of the Univ./ Institution Registered with | Nature of Project Minor/ Major/ Doctoral/ Post Doctoral | Present status of Research work / Project |
|---------------------------------|--|---|---|
|                                 |  |   |   |

23. Did you receive any honour, prize or award during the year ? If “YES” give details

24. Are you satisfied with your present position / pay ? .....  
If not, do you want to change the profession ? Give reasons.

25. Any other significant point which is not covered above.

**PART-II : SECTION-II**

ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM

(PBAS) FOR THE SESSION/ YEAR .....

(To be completed and submitted at the end of each academic year)

**Part-A: Academic Performance Indicators**

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

**26. CATEGORY: I,** Procurement, Organisation and delivery of knowledge and information through Library services.

| Sr. No. | Nature of Activity  | Maximum Score |
|---------|---|---------------|
| 01      | Library resources organisation 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 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 News letters, etc. | 40            |
| 02      | ICT and other new technologies’ application for up-gradation 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 (   | 30            |

|    |  |            |
|----|--|------------|
|    | technology based methods such as RFID, CCTV ), development of library management tools ( software), Internet management.   |            |
| 03 | Development, Organisation and management of e-resources including their accessibility over Intranet / Internet, digitisation of library resources, e-delivery of information etc.  | 25         |
| 04 | 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 organising book exhibitions, other interactive latest learning resources, etc. | 20         |
| 05 | 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.  | 10         |
|    | <b>Total Score</b>   | <b>125</b> |
|    | <b>Minimum API Score Required.</b>   | <b>75</b>  |

**27. CATEGORY:II.** CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RETALTED ACTIVITIES.

| S.No. | Nature of Activity   | Maximum Score |
|-------|--|---------------|
| 01    | Student related co-curricular, extension and field based activities, such Cultural exchange and Library service Programmes ( Various level of extra murals and intramurals programmes ) ; Library-literary work through different channels.                              | 20            |
| 02    | Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.  | 15            |
| 03    | 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 ) | 15            |
|       | <b>Minimum API Score Required</b>  | <b>15</b>     |

**28. CATEGORY : III.** RESEARCH AND ACADEMIC CONTRIBUTIONS

| Sr. No. | APIs  | Activity   | Max. Points for                                     |
|---------|---|--|---|
| III (a) | Research Papers Published in :  | Refereed Journals  | 15 / Publication                                    |
|         |   | Non- referred but recognised and reputable journals and periodicals, having ISBN / ISSN numbers.             | 10 / Publication                                    |
|         |   | Conference proceedings as full papers, etc. ( Abstracts not to be included )                                 | 10 / Publication                                    |
| III (b) | Research, Publications ( books, chapters in books, other than refereed, Journal article ) | Text of Reference Books Published by International Publishers. With an established peer review system.       | 50 / sole author<br>10 / chapter in an edited book. |
|         |   | Subjects Books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers. | 25 / sole author, 5 / chapter in an edited books.   |
|         |   | Subject Books by other local publishers with ISBN / ISSN numbers.  | 15 / sole author, 3 / chapter in edited books.      |



|                  |   |  |  |
|------------------|---|--|--|
|                  |   | Chapters contributed to edited knowledge based volumes published by International Publishers.  | 10 / Chapter.  |
|                  |   | Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories. | 5 / Chapter  |
| III (C)          | RESEARCH PROJECT                            |  |  |
| III (C)<br>(i)   | Sponsored Projects carried out / ongoing    | (d) Major Projects amount mobilized with grants above 30.0 lakhs.  | 20 / each Project.   |
|                  |   | (e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs.  | 15 / each project  |
|                  |   | (f) Minor Projects amount mobilized with grants above Rs.50,000 up to Rs. 5.0 lakhs.   | 10 / each Project.   |
| III (C)<br>(ii)  | Consultancy Projects carried out / ongoing. | Amount mobilized with minimum of Rs. 10.0 lakhs.   | 10 / every Rs 10.0 lakhs and 2 / every Rs 2.0 lakhs.                         |
| III (C)<br>(iii) | Completed Projects : Quality Evaluation     | Completed Project report ( Acceptance from funding agency )  | 20 / each major project and 10 / each minor project.                         |
| III (C)<br>(iv)  | Projects Outcome / Outputs.                 | Patent / Technology transfer / Product / Process   | 30 / each national level output or patent 50 / each for International level. |

### III (D) RESEARCH GUIDANCE.

|            |        |                     |                     |
|------------|--------|---------------------|---------------------|
| III(D)(i)  | M.Phil | Degree awarded only | 3 / each candidate. |
| III(D)(ii) | Ph.D   | Degree awarded.     | 10 / each candidate |
|            |        | Thesis submitted    | 7 / each candidate. |

### III (E)

|                  |   |  |            |
|------------------|---|--|------------|
| III (E)<br>(i)   | Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes ( Max. 30 points ) | Not less than two weeks duration.  | 20 / each  |
|                  |   | One week duration  | 10 / each  |
| III (E)<br>(ii)  | Papers in Conferences / Seminars / workshops etc.*  | Participation and Presentation of research papers ( Oral / Poster ) in : |            |
|                  |   | a) International conference  | 10 / each  |
|                  |   | b) National  | 7.5 / each |
|                  |   | c) Regional / State level  | 5 / each.  |
| III (E)<br>(iii) | Invitations for conferences / seminars / workshops / symposia to deliver lectures / chair sessions.   | d) Local- University / College level                                     | 3 / each   |
|                  |   | a) International   | 10 / each  |
|                  |   | b) National  | 5 / each   |

\* If a paper presented in conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a) ) and not under presentation (III (e) (ii) ).

Notes : The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the first / Principal author and the corresponding author / supervisor / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

## 29 SUMMARY OF API SCORES

|            | Criteria   | Last Academic Year | Total- API Score for Assessment Period | *Annual Av. API Score for Assessment Period |
|------------|--|--------------------|--|---|
| <b>I</b>   | Procurement, Organisation and delivery of knowledge and information through Library services.  |                    |  |   |
| <b>II</b>  | Co-curricular, Extension, Professional development Related Activities.   |                    |  |   |
|            | <b>Total I+II</b>  |                    |  |   |
| <b>III</b> | 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 articals, not covered in Category III below ) |                    |  |   |

\*Annual Av. API Score for Assessment Period :

The teacher will record this information on the basis of previous years API score in the following manner.

|  | Previous Academic years                      | Category : I<br>API score of Teaching, Training, Sports Person Development and Sports Management Activities. | Category : II<br>API score of Co-curricular, Extension, Professional development Activities. | Total I+II | Category : III<br>Research and Academic Contribution |
|--|--|--|--|------------|--|
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|  |  |  |  |            |  |
|  |  |  |  |            |  |
|  | Total  |  |  |            |  |
|  | * Annual Av. API Score for Assessment Period |  |  |            |  |

30.

**PART B: OTHER RELEVANT INFORMATION**

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

|       |  |
|-------|--|
| S.No. |  |
|       |  |
|       |  |

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 college and documents enclosed along with the duly filled PBAS Proforma.

Place:  
Date:

Signature of the reported on officer  
Designation,

*I certify that the information mentioned by the Librarian in the self appraisal ( Section I & II ) above is correct and all the relevant records, documents are available and maintained properly in the office of the Principal. It is specifically mentioned that I have personally verified the information recorded at serial number 22 of Part-II ( Section-I ), is complete and correct as per office record. I am fully satisfied with the reporting of the teacher.*

Date:  
Place:

-----  
Signature (with stamp) of Principal  
Govt. Degree College.  
Name of the Principal.....

**In case the Principal is not satisfied with the reporting by the Librarian in the self appraisal and thus not willing to certify ( as mentioned above ), then Principal must record below the reasons in writing for not certifying the reported self appraisal information as mentioned in Part-II ( serial number 19 to serial number 34 ).**

Date:  
Place:

-----  
Signature (with stamp) of Principal  
Govt. Degree College.  
Name of the Principal.....

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

**PART- III**  
**(Section-I)**  
**ASSESSMENT OF REPORTING OFFICER**

With the reporting made by the Librarian in self appraisal ( Part-I & II ) as well as the record maintained in the college office as well as API scores based on PBAS system of ( Reporting Officer must acquaint him / her self fully UGC regulations 2010 as adopted by the Government of Himachal Pradesh. )

**Note:- Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.**

31. Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any mentioned by the office. If not indicate briefly the reasons for disagreeing with it and the extent of your disagreement. \_\_\_\_\_
32. STAGE OF HEALTH:
- (a) Physical:
    - (i) Energetic .....
    - (ii) Major Ailment, if any .....
  - (b) Mental:
    - (i) Alert .....
    - (ii) Ailment, if any .....
  - (c) Emotional balance:
    - (i) Is he claim and retains poise ? .....
    - (ii) Does he get provoked easily? .....
    - (iii) Is he able to tolerate difference of Opinion ? .....
33. INTELLIGENCY AND UNDERSTANDING:
- (a) Exceptional, has clear grasp of any Matter .....
  - (b) Intelligent and grasps a point correctly .....
  - (c) Just good enough. ....
34. QUALITY OF WORK:
- (i) ATTENTION TO DETAILS:
    - Accuracy in presentation
    - Thoroughness in analysis
    - (a) Most reliable and comprehensive .....
    - (b) Considers all relevant details. ....
    - (c) Just good enough .....
  - (ii) ABILITY IN DISCUSSION AND CONVERSATION:
    - (a) Very effective and convincing .....
    - (b) Good and puts across his points clearly .....
    - (c) Just good enough .....

35. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY:  
 (a) Show exceptional zeal and devotion with excellent initiative.  
 (b) Hard working and conscientious  
 (c) Reasonably diligent with average initiative. ....
36. ABILITY TO INSPIRE CONFIDENCE AND TO GET BEST OUT OF HIS STUDENTS:  
 (a) Very Good  
 (b) Good.  
 (c) Average. ....
37. (a) PUNCTUALITY AND ATTENDANCE: .....
- (b) Period of absence from duty of the teacher:  
 i) Period of EOL (if any) during the year (with dates) .....  
 ii) Period of all other leave except casual leave (excluding EOL) (with dates) .....  
 iii) Period of wilful absence (if any) (with dates) .....
38. OTHER OBSERVATIONS:  
 \_\_\_\_\_  
 (This space may be utilised for remarks which Completes, corroborates, or supplements that has been indicated above. This should not, however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the Proforma given above which the Reporting Officer considers worth mentioning may also be indicated here)
39. INTEGRITY:  
 (a) Nothing has come to my knowledge Which casts any reflection on his integrity. His general reputation for honest is good and I certify his integrity.  
 (b) His reputation is of doubtful nature.  
 (c) He has yet to establish his reputation. ....
40. Does he/she take interest in use of Hindi language in official work ? .....
41. His/her attitude towards the members of S.C. and S.T. community. ....

Signature of Reporting Officer  
 Name in block letter.....  
 Designation.....  
 Date.....

N. B. :- Overall Assessment of Part-III: Section-I is to be reported after assessment of Part-III: Section-II

**PART-III**  
**(Section-II : API Score Evaluation)**  
**ASSESSMENT OF REPORTING OFFICER**

42. CATEGORY-I ( of PART-II SECTION-II, Part – A )

| Criteria Serial Number | Criteria Heading   | Max. Score | API Score reported in self appraisal by the Librarian. | REMARKS  |                 |  |
|------------------------|--|------------|--|--|-----------------|--|
|                        |  |            |  | Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II ( Section-II ), also mentioned in the previous column. |                 |  |
|                        |  |            |  | If Agreed  | If Dis-agreed   |  |
|                        |  |            |  | Principal must reproduce the score reported by the librarian in the previous column as self assessment / appraisal.  | Mention Reasons | Also Mention API Score of the librarian as assessed by the Principal |
| 1                      | Library resources organisation 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 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         |  |  |                 |  |
| 2                      | ICT and other new technologies application for up-gradation of library services such as automation   | 30         |  |  |                 |  |

|   |   |            |  |  |  |  |
|---|---|------------|--|--|--|--|
|   | 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. |            |  |  |  |  |
| 3 | Development, organisation and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc.  | 25         |  |  |  |  |
| 4 | 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.   | 20         |  |  |  |  |
| 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.   | 10         |  |  |  |  |
|   | Total Score<br>(Minimum API Score required is <b>75</b> )   | <b>125</b> |  |  |  |  |

**43. CATEGORY-II ( of PART-II SECTION-II, Part – A )**

| Criteria Serial Number | Criteria Heading   | Max. Score | API Score reported in self appraisal.                                      | REMARKS  |  |  |
|------------------------|--|------------|--|--|--|--|
|                        |  |            |  | Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II ( Section-II ), also mentioned in the previous column. |  |  |
|                        |  |            |  | Agree  | Dis-agree  |  |
|                        |  |            | No API score to be assessed by the Principal. (Simply write <b>agree</b> ) | Mention Reasons  | Also Mention API Score of the teacher as assessed by the Principal |  |
| 1                      | 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.                     | 20         |  |  |  |  |
| 2                      | Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.  | 15         |  |  |  |  |
| 3                      | 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 ) | 15         |  |  |  |  |
|                        | Total Score ( I+II+III ) ( Max. 25 ) (Minimum API Score required is 15)  | 25         |  |  |  |  |



**44. CATEGORY-III ( of PART-II SECTION-II, Part – A )**

| Criteria Sr. Number | Criteria Head   | Criteria Head details  | Max. Score  | API Score reported in self appraisal. | REMARKS  |                 |  |
|---------------------|---|--|---|---------------------------------------|--|-----------------|--|
|                     |   |  |   |                                       | Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II ( Section-II ), also mentioned in the previous column. |                 |  |
|                     |   |  |   |                                       | Agree  | Dis-agree       |  |
|                     |   |  |   |                                       | No API score to be assessed by the Principal. (Simply write agree )  | Mention Reasons | Also Mention API Score of the teacher as assessed by the Principal |
| III ( a )           | Research Publication ( Journals )   | Refereed Journals*   | 15 / publication                                  |                                       |  |                 |  |
|                     |   | Non-refereed but recognised and reputed journals and periodicals having ISBN / ISSN numbers                  | 10 / publication                                  |                                       |  |                 |  |
|                     |   | Conference proceedings as full papers, etc. ( Abstracts not to be included )                                 | 10 / publication                                  |                                       |  |                 |  |
| III ( b )           | Research Publications (books, Chapters in books, other than refereed journal articles ) | Text or Reference Books Published by International Publishers with an established peer review system.        | 50 / sole author, 10 / chapter in an edited book. |                                       |  |                 |  |
|                     |   | Subjects Books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers. | 25 / sole author, 5 / chapter in edited books.    |                                       |  |                 |  |
|                     |   | Subject Books by other local publishers with   | 15 / sole author, 3 / chapter                     |                                       |  |                 |  |

|                 |  |   |  |  |  |  |  |
|-----------------|--|---|--|--|--|--|--|
|                 |  | ISBN / ISSN numbers.  | in edited books.   |  |  |  |  |
|                 |  | Chapters contributed to edited knowledge based volumes published by International Publishers.   | 10 / chapter   |  |  |  |  |
|                 |  | Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories | 5 / Chapter  |  |  |  |  |
| .               |  |   |  |  |  |  |  |
| III<br>C<br>(i) | Sponsored projects carried out / ongoing   | Major Projects amount mobilized with grants above 30.0 Lakhs.   | 20 / each project  |  |  |  |  |
|                 |  | Major Projects amount mobilized with grants above 5.0 lakhs upto 30.0 lakhs.  | 15 / each major project  |  |  |  |  |
|                 |  | Minor Projects amount mobilized with grants above Rs. 50,000 up to Rs.5.0 lakhs   | 10 / each project  |  |  |  |  |
| C<br>(ii)       | Consultancy Projects carried out / ongoing | Amount mobilized with minimum of Rs 10 lakh.  | 10 / every Rs. 10 lakhs and 2 / every Rs. 2 lakh respectively. |  |  |  |  |
| C<br>(iii)      | Completed Projects quality evaluation      | Completed Project Report ( Acceptance from funding agency )   | 20 / each major project and 10 / each minor                    |  |  |  |  |

|                 |   |  |  |  |  |       |  |
|-----------------|---|--|--|--|--|-------|--|
|                 |   |  | project.   |  |  |       |  |
| C<br>(iv)       | Projects<br>Outcome /<br>Outputs  | Patent /<br>Technology<br>transfer / Product<br>/ Process  | 30 /<br>each<br>national<br>level<br>output<br>or<br>patent /<br>50 /<br>each for<br>internati<br>onal<br>level. |  |  |       |  |
| III<br>D<br>(i) | Research<br>Guidance M.Phil   | Degree awarded<br>only   | 3 / each<br>candidate  |  |  |       |  |
| D<br>(ii)       | Research<br>Guidance<br>Ph.D  | Degree awarded   | 10 /<br>each<br>candidate  |  |  |       |  |
|                 |   | Thesis Submitted   | 7 / each<br>candidate  |  |  |       |  |
| III<br>E<br>(i) | Research<br>Methodology /<br>Training /<br>Coaching<br>Workshops  | Research<br>Methodology /<br>Training /<br>Coaching<br>programme ( Not<br>less than two<br>weeks )<br>Workshops of<br>not less than one<br>week. | 20 /<br>each<br>and 10<br>/ each<br>respecti<br>vely.  |  |  |       |  |
| E<br>(ii)       | Papers in<br>Conferences /<br>Seminars /<br>workshops etc.  | (a) International<br>conference  | 10 /<br>each   |  |  |       |  |
|                 |   | (b) National   | 7.5 /<br>each  |  |  |       |  |
|                 |   | (c) Regional /<br>State Level  | 5 / each   |  |  |       |  |
|                 |   | (d) Local-<br>University /<br>College level  | 3 / each   |  |  |       |  |
| E<br>(iii)      | Invitations for<br>conferences /<br>seminars /<br>workshops /<br>symposia to<br>deliver<br>lecturers /<br>chair sessions. | International  | 10 /<br>each   |  |  |       |  |
|                 |   | National level   | 5 / each   |  |  |       |  |
| <b>Total</b>    |   |  |  |  |  | ***** |  |

\* If a paper presented in conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a) ) and not under presentation (III (e) (ii) ).

Notes : The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the

first / Principal author and the corresponding author / supervisor / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

#### 45 SUMMARY OF API SCORES

|            | Criteria  | Last Academic Year | Total- API Score for Assessment Period<br><br>reported in self appraisal | Total- API Score reported by Principal ( total of agreed score + total score assessed by Principal after disagreeing ) |
|------------|---|--------------------|--|--|
| <b>I</b>   | Procurement, Organisation and delivery of knowledge and information through Library services.<br>Total Max. Score = 125; Min. Score required = 75   |                    |  |  |
| <b>II</b>  | Co-curricular, Extension, Professional development Related Activities.<br>Total Max Score = 25; Min. Score required = 15  |                    |  |  |
|            | <b>Total I+II</b><br><b>Min. Total Annual Score under categories I &amp; II = 100</b>   |                    |  |  |
| <b>III</b> | 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 )<br><br>For stage 1 to stage 2 : min. 5 / year, For stage 2 to stage 3 : min. 10 / year, For stage 3 to stage 4 : min. 15 / year. ( where stages 1,2,3 & 4 correspond to scales with AGP of Rs. 6000, 7000. 8000 & 9000 respectively ) |                    |  |  |

N.B. The minimum API score required by Librarian from this category is different for different levels of promotion and between university and colleges. The self- assessment score will be based on verifiable criteria and will be finalised by the screening / selection committee.

#### 46. OVER ALL GRADING OF PART-III

Name of the Employee / Librarian .....

Designation .....

Employee Code .....

The remarks are being made on the basis of self appraisal reported by the Librarian in PART-III and subsequent assessment recorded by me in PART-III: Section-II of the ACR, I especially certify that I am fully aware of the reporting made by

the Librarian in self appraisal as well as the certifications made by me in PART-B ( of PART-II: Section-II ) of this ACR, and have genuinely assessed it with full attention on every aspect that has been reported.

In my assessment the overall grading of the teacher is .....  
 ( Below Average / Average / Good / Very Good / Excellent )

Signature of Reporting Officer  
 Name in block letter.....  
 Designation.....  
 Date.....

### PART IV- SEC-I

#### 47. REVIEWING REMARKS OF THE SCREENING CUM EVALUATION COMMITTEE

On API score of the Librarian after Screening and Evaluation of the Self Appraisal ( under PART-II, Sec.-I & Sec.-II ) as well as Assessment of Principal ( under PART-III, Sec.-I & Sec.II ).

|                     |   |
|---------------------|---|
| Librarian Name      | Designation.....                                  |
| Employee Code ..... | Present Basic Pay .....                           |
| Present AGP .....   | Dated from which the present AGP has been awarded |
| .....               |   |

#### FINAL SUMMARY OF API SCORE AFTER SCREENING AND EVALUATION

| Criteria | Last Academic Year  | Total-API score for Assessment period | Total- API Score          | Total API Score for Assessment period |
|----------|---|---------------------------------------|---------------------------|---------------------------------------|
|          |   | Reported in self appraisal            | Reported by the Principal | By Screening Cum Evaluation Committee |
| I        | Procurement, Organisation and delivery of knowledge and information through Library services.<br>Total Max. Score = 125; Min. Score required = 75 |                                       |                           |                                       |
| II       | Co-curricular, Extension, Professional development Related Activities.<br>Total Max Score = 25; Min. Score required = 15                          |                                       |                           |                                       |
|          | <b>Total I+II</b><br><b>Min. Total Annual Score under categories I &amp; II = 100</b>   |                                       |                           |                                       |
| III      | Professional Development activities ( such as   |                                       |                           |                                       |

|  |  |  |  |  |
|--|--|--|--|--|
| <p>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 )</p> <p>For stage 1 to stage 2 : min. 5 / year, For stage 2 to stage 3 : min. 10 / year, For stage 3 to stage 4 : min. 15 / year.<br/>( where stages 1,2,3 &amp; 4 correspond to scales with AGP of Rs. 6000, 7000. 8000 &amp; 9000 respectively )</p> |  |  |  |  |
|--|--|--|--|--|

**OVER ALL PERFORMANCE IN PERCENTAGE**

Note:-

1. Any performance of the Librarian in category I + II with API score as 150 ( the maximum allowed and the score in category III is at least 20 more than the minimum required ( at the stage of Grade Pay, the concerned Librarian is getting ) shall be considered as PERFORMANCE more than 100%
2. Any performance of the Librarian in category I+II with AGP score as 150 ( the maximum allowed ) and the score in category III is at least 10 to 19 more than the minimum required ( at the stage of Grade Pay, the concerned Librarian is getting ) shall be considered as PERFORMANCE 100%
3. Any performance of the Librarian in category I+II with API score as 100 ( the Minimum required ) and score in category III is also the minimum as required to be achieved ( at the stage of Grade Pay the Librarian concerned is getting ) shall be considered as PERFORMANCE 60%
4. Any performance of the Librarian with API score which is more than what is mentioned in Note 3 above but less than what is mentioned in Note 2 above shall be considered as PERFORMANCE more than 60%
5. Any performance of the Librarian with API score less than what is mentioned in Note 3 above shall be considered as PERFORMANCE less than 60%
6. The performance % will be recorded as mentioned below:-
 

|                                   |                                  |
|-----------------------------------|----------------------------------|
| i) PERFORMANCE is less than 60%   | iv) PERFORMANCE is 100%          |
| ii) PERFORMANCE is 60%            | v) PERFORMANCE is more than 100% |
| iii) PERFORMANCE is more than 60% |                                  |

The overall performance of the Librarian is ..... Percent

Reporting of Screening-cum-Evaluation Committee:

**REMARKS**

1) The API score of the Librarian in category I, II & III ..... QUALIFIES / FAILS TO QUALIFY  
The minimum standard of UGC regulation 2010

2) The Committee..... AGREE / PARTIALLY AGREE / DO NOT AGREE  
With the Self Assessment Report ( If " do not agree" reasons may be recorded below )

( in PART-II Sec.-II ) by the Librarian

.....

.....

.....

.....

.....

3) The Assessment Report mentioned in

( in PART-III Sec.-II ) by the Principal, has been  
 Considered and the Committee.....AGREE / PARTIALLY AGREE / DO NOT AGREE  
 with the remarks of the Principal  
 ( If “do not agree” reasons may be recorded below )

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

4) The overall performance of the Librarian: The over all Performance of the Librarian is.....  
 Percent ( As per performance criteria on previous page )  
 The Screening cum Evaluation Committee with remarks mentioned above, holds the opinion that as per this  
 screening assessment report for the academic year ..... the Librarian is ELIGIBLE / NOT  
 ELIGIBLE for promotion to the post of ..... / placement in next higher grade of  
 pay..... subject to the fulfilment of all eligibility conditions mentioned in UGC regulations  
 ( THE GAZETTE OF INDIA, SEPTEMBER 18, 2010 ) as well as all other Govt. norms and conditions

| Name and Designation of the Committee Member | Signature of the Committee Member |
|--|-----------------------------------|
| 1.   |                                   |
| 2.   |                                   |
| 3.   |                                   |
| 4.   |                                   |
| 5.   |                                   |
| 6.   |                                   |

.....

Signature of the Chairperson of the Committee  
 (with Stamp)

Name .....

Designation.....

Date.....

PART-IV: Section-II

REMARKS OF THE REVIEWING OFFICER

48. Length of service under the Reviewing Officer .....

49 Do you agree with the Reporting Officer in regard.....  
To his remarks in the resume of the work done by the  
Officer as contained in Part-II of the report ? If  
not indicate briefly the reasons for disagreeing with  
the Reporting Officer and the extent of your disagreement.

50. OVER ALL PERFORMANCE AND QUALITIES

( **Excellent / Very Good / Good / Average / Below Average** ) .....  
.....  
.....  
.....

On the basis of :

- (i) Performance on the basis of PART-II (Sec-I) .....  
and PART-III(Sec.-I)
- (ii) Performance on PBAS System (with API score) .....  
As per Review Report of screening-  
Cum-evaluation committee.

51. Has the Officer special characteristics and / or  
any outstanding merits or abilities which would  
Justify his advancement and special selection for  
Higher appointment out of turn ? If so, mention  
These characteristics briefly.

Signature of Reviewing Officer  
Name in Block letter .....  
Designation .....  
Date .....

52. Countersignature by the next higher officer with remarks, if any.

Signature of Countersigning Officer  
Name in block letter .....  
Designation .....  
Dated .....



## Instructions for filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix III, Table 1 of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The Proforma is to be filled as per these tables and self assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self assessment scores are further to be based on the indicators/ activities given below.

Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table-I.

**NB. The self assessment scores are subject to verification by the College, and by the Screening cum Verification Committee or Selection Committee as the case may be.**

**Category-I.** Procurement, Organisation and delivery of knowledge and information through Library Services.

**(i)**

|   |                |
|---|----------------|
| Library resources organisation 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 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. | Max. Score: 40 |
|---|----------------|

**(ii)**

|  |               |
|--|---------------|
| ICT and other new technologies' application for up-gradation 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. | Max. Score:30 |
|--|---------------|

**(iii)**

|  |                 |
|--|-----------------|
| Development, organisation and management of e-resources including their accessibility over intranet / internet, digitization of library resources, e-delivery of information, etc. | Max. Score : 25 |
|  |                 |

**(iv)**

|  |                 |
|--|-----------------|
| User awarness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge | Max. Score : 20 |
|--|-----------------|

|   |                 |
|---|-----------------|
| resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.   |                 |
| ( V )   |                 |
| 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. | Max. Score : 10 |
| Total Score   | 125             |
| Minimum API score required  | 75              |

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

**(i)**

|  |               |
|--|---------------|
| Student related co-curricular, extension and field based activities ( such Cultural exchange and library services programmes ( various level of extramural and intramural programmes ); extension, library-literary work through different channels. | Max. Marks 20 |
|  |               |
|  |               |
|  |               |
|  |               |

**(ii) Contribution to Corporate Life and Management of the Institution**

|   |    |
|---|----|
| Contribution to Corporate life in Universities/ Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each) | 10 |
| Institutional Governance responsibilities like, Vice Principal, Warden, Bursar, IQAC coordinator(10 points each)  | 10 |
| Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee(5 points each).    | 10 |
| Responsibility for ,or participation in committees for Students Welfare, Counseling and Discipline (5 points each)  | 10 |
| Organisation of Conference/ Training: International (10 points); National/regional (5 points).  | 10 |
| Maximum Aggregate Limit   | 15 |

**(iii) Professional Development Related Activities.**

| Indicators/ Activities  | Maximum Score |
|---|---------------|
| Membership in profession related committees at state and national level<br>a. At national level: 3 points each<br>b. At site level: 2 points each   | 10            |
| Participation in subject associations, conferences, seminars without paper presentation<br>(Each activity: 2 points)  | 10            |
| Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, institutional governance (Each activity: 5 points) | 10            |
| Membership/ participation in Bodies/ Committees on Education and National Development ( 5 points each)  | 10            |
| Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each)   | 10            |
| Maximum Aggregate Limit   | 15            |

**CATEGORY:III. Research and Publications and Academic Contributions**

This is to be filled as per Appendix III Table-1, Category III of the UGC Regulations 2010.

Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table-1.

**III. Summary of API Scores**

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table -1

**IV. Similar PBAS Proforma could be developed by the College for the Cadres of Librarian college cadre based on the API Scoring pattern outlined in Appendix III: Table-IV to IX of the UGC- Regulations, 2010.**

| Sr. No.                            | Nature of Activity   | Maximum Score |
|------------------------------------|--|---------------|
| 01                                 | Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports. <b>( 20 Points )</b><br>Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours. <b>( 20 Points )</b> | 40            |
| 02                                 | Extending services, sports facilities and training on holidays to the institutions and organisations.  | 10            |
| 03                                 | Organising and conducting sports and games competitions at the International / National / State / Inter University / Inter Zonal levels. <b>( 25 Points )</b><br>Organising and conducting coaching camps / sports person development / training programme. <b>( 15 Points )</b>                             | 40            |
| 04                                 | Up-gradation of scientific and technological knowledge in Physical Education and Sports. <b>( 5 Points )</b><br>Identifying sports talents and Mentoring sports excellence among students. <b>( 10 Points )</b>  | 20            |
| 05                                 | Development and maintenance of play fields, purchase and maintenance of the other sports facilities. <b>( 15 Points )</b>  | 15            |
| <b>Total Score</b>                 |  | <b>125</b>    |
| <b>Minimum API Score Required.</b> |  | <b>75</b>     |

| S.No.                             | Nature of Activity  | Maximum Score |
|-----------------------------------|---|---------------|
| 01                                | <b>Student related co-curricular, extension and field based activities, such Cultural exchange and Sports Programmes ( Various level of extra murals and intramurals programmes ) ; extension work through NSS / NCC and other channels.</b>                      | <b>20</b>     |
| 02                                | <b>Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities.</b>  | <b>15</b>     |
| 03                                | <b>Professional Development activities ( such as participation in seminars, conferences, short term, training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below )</b> | <b>15</b>     |
| <b>Minimum API Score Required</b> |   | <b>15</b>     |

| Sr. No. | APIs  | Faculties of Physical Education  | Max. Points for University and College teacher position. |
|---------|---|--|--|
| III (a) | Research Publication Journals.  | Refereed Journals*   | 15 / Publication   |
|         |   | Non- referred but recognised and reputable journals and periodicals, having ISBN / ISSN numbers. | 10 / Publication   |
|         |   | Full papers in Conference proceedings, etc.*<br>( Abstracts not to be included )                 | 10 / Publication   |
| III (b) | Research, Publications ( books, chapters in books, other than refereed, | Text of Reference Books Published by International Publishers.**                                 | 50 / sole author<br>10 / chapter in an edited book.      |
|         |   | Text or Reference Books Published by National / Central / State Government / Societies. **       | 25 / sole author, 5 / chapter in edited books.           |

|  |                   |  |  |
|--|-------------------|--|--|
|  | Journal article ) | Subject Books by other local publishers with ISBN / ISSN numbers**   | 15 / sole author, 3 / chapter in edited books. |
|  |                   | Chapters in knowledge based volumes in Indian / National level publishers with ISBN / ISSN / numbers and with numbers of national and international directories.** | 5 / Chapter.                                   |

\* For Joint Research papers, the First / Principle author will share 60%, while the rest joint authors, will share the 40% of API scores.

\*\* Scores ( 50 / 25 / 10 / 03 whatever the case may be ) to be shared equally by all authors.

| III (C) RESEARCH PROJECT |   |   |   |
|--------------------------|---|---|---|
| III (C)<br>(i)           | Sponsored Projects carried out / ongoing    | Major Projects / Events amount mobilised with grants above 5.0 lakhs.                     | 20 each Project.  |
|                          |   | Major Projects / Events amount mobilised with minimum of Rs.4. lakhs up to Rs. 5.0 lakhs. | 15 each major project   |
|                          |   | Minor Projects from Central / State funding agencies with grants below 4.0 lakhs          | 10 each minor Project.  |
| III (C)<br>(ii)          | Consultancy Projects carried out / ongoing. | Amount mobilised with minimum of Rs. 1.0 lakh.  | 10 per every Rs 5.0 lakhs.<br>2 per every Rs 1.0 lakh.                                      |
| III (C)<br>(iii)         | Completed Projects : Quality Evaluation     | Completed Project report ( Accepted by funding agency )                                   | 20 / each major project and 10 / each minor project.  |
| III (C)<br>(iv)          | Projects Outcome / Outputs.                 | Policy document of Govt. Bodies at Central and State level.                               | 30 / each output or outcome for National patents etc / 50 / each for International patents. |

### III (D) RESEARCH GUIDANCE.

|            |        |                     |                     |
|------------|--------|---------------------|---------------------|
| III(D)(i)  | M.Phil | Degree awarded only | 3 / each candidate. |
| III(D)(ii) | Ph.D   | Degree awarded.     | 10 / each candidate |
|            |        | Thesis submitted    | 7 / each candidate. |

III (E) TRAINING COURSES AND CONFERENCE / SEMINAR / WORKWHOP PAPERS.

|                    |   |   |            |
|--------------------|---|---|------------|
| III (E)<br>(i)     | Research Methodology / Training/ Coaching workshops.  | Research methodology / Training / Coaching programme. ( not less than three weeks) / Workshops of not less than one week. | 20         |
| III (E)<br>(ii)    | Papers in Conferences / Seminars / workshops etc.   | Participation and Presentation of research papers (Oral / Poster ) in :   |            |
|                    |   | a) International conference   | 10 / each  |
|                    |   | b) National   | 7.5 / each |
|                    |   | c) Regional / State level   | 5 / each.  |
| III ( E )<br>(iii) | Invitations for conferences / seminars / workshops / symposia to deliver lectures / chair sessions. | d) Local- University / College level  | 3 / each   |
|                    |   | a) International  | 10 / each  |
|                    |   | b) National   | 7.5 / each |
|                    |   | c) State level / Regional   | 5 / each   |
|                    |   | d) University / College level<br>Endowment lectures   | 5 / each   |