KARNATAKA VETERINARY, ANIMAL & FISHERIES SCIENCES UNIVERSITY,

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OFFICE OF THE REGISTRAR



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No:R/KVAFSU/Score Card/CAS(Librarian)/2024-25

Date:11.09.2024

NOTIFICATION

Sub: Guidelines and Score card for promotion of Assistant Librarian and Deputy Librarian under Career Advancement Scheme-20016 at KVAFSU, Bidar.

Ref:

- 1. Recommendation of the Committee report Dated:08.05.2023
- 2. Government Order No: AHF113 VET 2018, Bengaluru, Dated. 16-03-2019.
- Recommendation of committee report Dated:08.05.2023.
 Proceedings of the 41th Academic Council Meeting Held on 23.05.2024.
- 5. Proceedings of 114 th Meeting BOM, Dated:21.06.2024.
- 6. Approval of the Vice-Chancellor dated:11.09.2024 (18756)

The eligibility and promotion criteria along with score card for promotions of Assistant Librarian (Academic Level 10) to Assistant Librarian (Academic Level 11), Assistant Librarian (Academic Level 11) to Assistant Librarian (Academic Level 12), Assistant Librarian (Academic Level 12) to Deputy Librarian (Academic Level 13A) and Deputy Librarian (Academic Level 13A) to Deputy Librarian (Academic Level 14) under Career Advancement Scheme-2016 to different academic levels are appended herewith (Appendix-I to Appendix-IV).

The following are the general guidelines.

- The overall promotion procedure shall involve transparent, objective, and credible 1. methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, as prescribed in the score card.
- At the time of assessing the quality of publications of the candidates during their promotions, the committee shall have to be provided with the publications, which could be considered by the committee constituted for the purpose.
- The process of promotion involves inviting the bio data with duly filled score card-based 3. template and reprints of requisite number of publications of candidates, wherever necessary.
- CAS promotion from Assistant Librarian (Academic Level 10) to Assistant Librarian (Academic Level 11) and Assistant Librarian (Academic Level 11) to Assistant Librarian (Academic Level 12) shall be done by **Screening cum Evaluation Committee** as per GO No: AHF 113 VET 2018, Bengaluru, Dated:16-03-2019. The "Screening cum Evaluation Committee" on verification/ evaluation of score secured by the candidate through score card system, shall recommend to the Board of Management about the suitability for promotion of the candidate (s) under CAS for implementation.
- CAS promotion from Assistant Librarian (Academic Level 12) to Deputy Librarian (Academic Level 13A) and Deputy Librarian (Academic Level 13A) To Deputy Librarian (Academic Level 14) shall be done by Selection Committee as per GO No: AHF 113 VET 2018, Bengaluru, Dated:16-03-2019. The selection committee shall recommend to the Board of Management about the suitability for promotion of the candidate (s) under CAS for implementation.
- If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
- Candidates who do not fulfill the minimum score requirement under the score card-based system will have to be re-assessed only after a minimum period of one year and succeeds in the eventual assessment, the date of promotion shall be the date on which he/she has successfully completed minimum requirements and he/she is in position to get the bio-data successfully assessed. The candidate in such case must declare the eligibility date in his

- application.
- 8. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert to its original cadre.
- 9. The Assistant Librarian and Deputy Librarian shall have earned annual increments regularly during the assessment period for CAS promotions.
- 10. The incumbent teacher must be on roll and active service of the University on the date of eligibility and shall be physically present to apply and appear for the interview when called by the committee for CAS promotion.
- 11. The University shall send a general circular once a year (in the month of July) calling for applications for CAS promotions from the candidates who are eligible as on 30th June of that year.
- 12. Counting of past services for promotion under CAS will be as per GO No: AHF 113 VET 2018, Bengaluru, Dated:16-03-2019.
- 13. The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates as per UGC guidelines and the provisions of Karnataka Government Servants (Seniority) Rules, 1957 and orders issued there under.
- 14. For the purpose of assessing annual evaluation report of Assistant Librarian/Deputy Librarian, all such periods of duration which have been spent by the Assistant Librarian and Deputy Librarian on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the assessment. The Assistant Librarian/Deputy Librarian shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the Assistant Librarian/Deputy Librarian. The Assistant Librarian/Deputy Librarian on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her Assistant Librarian/Deputy Librarian responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in UGC/ICAR regulations and as per the KVAFSU Acts and Statutes.
- 15. A Assistant Librarian/Deputy Librarian who wishes to be considered for promotion under the CAS who are eligible for promotion in next three months from last date of submitting the application may also submit his/her application to the university. However, the candidate must ensure he/she fulfils all other requirements as per CAS-2016 guidelines at the time of submitting application. He/she will be considered for promotion from the date on which they fulfill the eligibility conditions.

Sd/-(P.T.Ramesh) REGISTRAR

Copies for in formation and needful to:

- 1. All the Officers of KVAFSU, Bidar.
- 2. All the Heads of Research & Information Centers of KVAFSU, Bidar.
- 3. PS to Vice-Chancellor Office, KVAFSU, Bidar for the information.
- 4. The CAS-2016 File.

Annexure -1

Minimum Eligibility requirements for CAS promotion from Assistant Librarian (Academic Level 10: Rs.57, 700-1,82,400) to Assistant Librarian (Sr. Scale) (Academic Level 11: Rs.68,900-2,05,500)

An Assistant Librarian (Academic Level 10/AGP-Rs.6000) who has completed four years of service with a Ph.D. degree in Library Science/ Information Science/Library and Information Science/ Documentation Science or an equivalent degree, or five years of service with a M.Phil. Degree, or six years of service in case of those without a Ph.D./M.Phil. and satisfies the following conditions shall be promoted.

- a. i. Attended one orientation course of 21 days duration; and
 - ii. Attended training, seminar or workshop on automation and digitization, maintenance and related activities of at least 5 days duration.
- b. An Assistant Librarian (Academic Level 10/AGP-Rs.6000) shall be promoted, if he/she gets a "Satisfactory" or "Good" grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period, as the case may be; and the promotion is recommended by the Screening-cum-Evaluation Committee.

Minimum score required for promotion: 60/100

SCORE CARD

Sl. No.	Particulars	Marks
I	Specific achievements in Library Services	45
II	Projects during the assessment	02
III	Published work (in the Cadre of Assistant Librarian and above)	15
IV	Attainment in the professional field during the assessment period	05
V	Exposure to Symposium / Seminars / Summer Institutes / Winter Institutes / Refresher Courses / Conference/ Workshops / Training Programmes including online programmes/ Webinar/ Online FDTP, etc.	06
VI	International Exposure during the assessment period	01
VII	Awards/ Distinctions received during the assessment period	02
VIII.	Corporate / other activities during the assessment period	07
IX	Outstation Service during the assessment period	05
X	nual evaluation report during the assessment period	12
	Total Marks	100

EXPLANATORY NOTE FOR AWARD OF MARKS I. Specific achievements in Library Services during the Assessment Period (all activities to be certified by the competent authority) Max. Marks 45 1. Library Services: Max. Marks: 25 Services rendered in different section of the Library 5 marks for each activity per like, Acquisition, Periodicals, Technical, Circulation, year Documentation, Maintenance, Computer, Reference, Creation of Manual Databases, etc. 2. Specialized / Additional Services: (Max. 10 Marks) Services rendered under the following sections: 2 mark per year a) Binding section, b) General T.B.B. c) SC/ST Book Bank d) Photographic section, e) **Institutional Repositories** f) Digital Library, g) Reprography Service h). Online Services. i) Assisting Librarian in Administration. 3. Innovative Library Activities: (Max 10 marks) a) Conducting Library Usage survey 1 mark for each activity per b) Conducting Book Exhibition year c) Preparation of reading list for students d) Creation of database OPAC e) Library extension service f) Digitalization of documents g) Creation of Virtual/Digital Library **Projects during the assessment period** Max. Marks: 02 II Adhoc projects (externally funded): a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per Principal project as Investigator (PI) and **0.5** mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 2.0 marks per Project as PI and 1.0 mark per Project as Co-PI. Published work during the assessment period Max. Marks: 15 III For full length papers published in refereed i) For full length papers journals with ISSN: published in NAAS rated journals 7 and above 2.0 marks per paper 5-7 rating **1.5** Marks/ paper 3-5 rating 1.0 mark / paper 1-3 rating 0.5 marks / paper If NAAS rating is available, then following formula shall be considered

Abstracts published in journal/Proceedings of

Government Departments/Standard

Chapters in Book published by Universities/National

Commercial Publishers by individuals with ISBN

Seminars/ Symposia/Conferences

Books published /

iii)

Institutes/

Marks = 6 + impact factor

a. Book Published – 2 Marks

each

b. Chapters in standard books =

0.5 mark each

0.5 mark

(Max. Marks = 4)

(Max. Marks = 5)

	iv) Research Bulletins/Extension Bulletins/		0.5 Mark each	
	articles / Radio talks/TV programmes / I	Phone-in	(Max. Marks = 2)	
	programmes / practical manuals/ Specia	l Guest		
	lecture			
	Note:			
	1. All the publications mentioned above s		een published as on the last date	
	prescribed for submission of filled-in a		0.11 1 1.11 4 0.4	
	2. The first three authors in all the above	_		
TX7	authors will get 50 per cent of the mark			wlyge 5 A
IV	Attainment in the professional field dur		courses for UG/PG students =	rks: 5.0
			/course/ year	
			/development of e-content for	
			ourses like MOOC, Swayam, etc	
		1 marks	· · · · · · · · · · · · · · · · · · ·	
			er =1 mark each	
		/	ssociate= 0.5 mark each	
			Advisor / Guide for M. Phil /	
		,	mark per student	
			ertificates should be issued by the	
		competent a		
V.	Exposure to Symposium / Seminars /		Maximum mar	ks = 6
	Summer Institutes / Winter Institutes /	1. For co	onducting/organizing Symposia/	
	Refresher Courses / Workshops /	Seminar		
	Conference / Training Programmes	Institute		
	including online programmes/ Webinar/		op/ Training Programme at :	
	Online FDTP during the assessment period	/	national level= 3 marks / activity	
	period		Leader / Director, 1.0 marks/	
			ity as Associate Leader /Co-	
		Dire	ctor.	
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		·	onal level = 1.5 marks / activity as	
		Lead	er/Director; 0.5 mark/ activity as	
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TIII Corporate / other activities (during the assessment period) 7 a. Activities performed as External Examination Coordinator/Associate Coordinator/ Warden/ Staff Advisor/Tour	Max. N	Marks:
1	T	
leader and Co-Tour leader (State /all India)/ NSS Programme Officer -NSS/ Indian Red cross Society Coordinator/ NCC Officer/ Academic, General, Financial Management (as AAO /AR/ AC) / Scrutinizing UG/PG grades/ Internet/Wi-Fi Maintenance, Website Maintenance	1.0 mark for each activity per year	
b. Activities performed as Member Pashu Mela/ Convocation/ Tournament Organized/ Placement cell /Students Counsellor/ Leader for exposure visit of farmers/ Liaison Officer for BOM/VIP's tours assigned by the University/ Team manager and co-team manager to sports/ Cultural activities/ Stock verifying officer/ Anti-ragging squad member/ Any other activities duly certified by the controlling officer	0.5 mark for each activity per year	
Outstation Service (During the assessment period)	Max. N	Marks: 5
a) A/B Class city /	Nil.	
b) C Class city	1.0 mark / year of service	
c) Other Places	1.5 marks / year of service	
Annual evaluation report (during the assessment period)	Max. Ma	arks: 12
Grade	Assessment Period 4 years	
'A' Grade /Excellent	3.0 marks	
) 'B' Grade / Good	2.0 marks	
'C' Grade / satisfactory	1.0 marks	
'D' Grade / Below average	0.5 Marks	

Note: Minimum marks to be obtained for promotion from Academic level 10 to 11: 65/100

Sd/-(P.T.Ramesh) REGISTRAR

Annexure -II

Minimum eligibility requirements for CAS Promotion from Assistant Librarian (Sr. Scale) (Academic Level 11: Rs.68,900-2,05,500) to Assistant Librarian (Selection Grade) (Academic Level 12: Rs.79,800-2,11,500)

An Assistant Librarian (Academic Level 11/AGP Rs.7000) who has completed five years of service as Assistant Librarian (Academic Level 11/AGP Rs.7000) and satisfies the following conditions shall be promoted.

- A Has done any two of the following in the last five years:
 - 1) Training/Seminar/Workshop/Course on automation and digitization,
 - 2) Maintenance and other related activities of at least two weeks or above 10 days duration (or completed two courses of at least five days duration in lieu of every course/programme of ten days duration),
 - 3) Taken/developed one MOOCs course in the relevant subject (with e-certification), or
 - 4) Library up-gradation course during the assessment period.
- b. An Assistant Librarian (Academic Level 11) shall be promoted, if 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 the case may be; and the promotion is recommended by the Screening-cum-Evaluation Committee.

Minimum score required for promotion: 65/100

SCORE CARD

Sl. No.	Particulars	Marks
I	Specific achievements in Library Services	45
II	Projects during the assessment	02
III	Published work (in the Cadre of Assistant Librarian and above)	15
IV	Attainment in the professional field during the assessment period	05
V	Exposure to Symposium / Seminars / Summer Institutes / Winter Institutes / Refresher Courses / Conference/ Workshops / Training Programmes including online programmes/ Webinar/ Online FDTP	06
VI	International Exposure during the assessment period	01
VII	Awards/ Distinctions received during the assessment period	02
VIII.	Corporate / other activities during the assessment period	07
IX	Outstation Service during the assessment period	05
X	nnual evaluation report during the assessment period	12
	Total Marks	100

EXPLANATORY NOTES FOR AWARD OF MARKS

I.	Specific achievements in Library Services during the Assessment (all activities to be certified by the competent authority)	Period Max. Marks 45
-		Max. Marks: 25
	1. Library Services: Services rendered in different section of the Library like, Acquisition, Periodicals, Technical, Circulation, Documentation, Maintenance, Computer, Reference, Creation of Manual Databases, etc.	5 marks for each activity per year
	 2. Specialized / Additional Services: Services rendered under the following sections: b) Binding section, b) General T.B.B. c) SC/ST Book Bank d) Photographic section, e) Institutional Repositories f) Digital Library, g) Reprography Service, h). On-line Services. i) Assisting Librarian in Administration. 	(Max. 10 Marks) 1 mark per year
	 3. Innovative Library Activities: a) Conducting Library Usage survey b) Conducting Book Exhibition c) Preparation of reading list for students d) Creation of database OPAC e) Library extension service f) Digitalization of documents g) Creation of Virtual/Digital Library 	(Max 10 marks) 1 mark for each activity per year
II	Projects during the assessment period	Max. Marks: 2
		a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 2.0 marks per Project as PI and 1.0 mark per Project as Co-PI.
III	Published work during the assessment period	Max. Marks: 15
		For full length papers published in NAAS rated journals 7 and above 2.0 marks per paper 5-7 rating 1.5 Marks/ paper 3-5 rating 1.0 mark / paper 1-3 rating 0.5 marks / paper If NAAS rating is available, then following formula

	Abstracts published in journal/Proceedings Symposia/Conferences Books published / Chapters in Book published by Universities/Nati Government Departments/Standard Commercial individuals with ISBN	Publishers by	shall be considered Marks = 6 + impact factor 0.5 mark each (Max. Marks = 4) a. Book Published - 2 Marks b. Chapters in standard books = 0.5 mark each (Max. Marks = 5)
	Research Bulletins/Extension Bulletins/ Popular a talks/TV programmes / Phone-in programme manuals/ Special Guest lecture		0.5 Mark each (Max. Marks = 2)
IV	Note: All the publications mentioned above should had prescribed for submission of filled-in application. The first three authors in all the above cases will go will get 50 per cent of the marks allotted to each it. Attainment in the professional field during the answer of the marks.	et full marks whi tem.	le the rest of the authors
		b) Creation /de for online co Swayam, etc l i i) As a Lead ii) As Assoc Major Advisor Ph.D.= 1 mark	evelopment of e-content burses like MOOC, marks each der =1 mark each ciate=0.5 mark each / Guide for M. Phil / per student ficates should be issued
V.	Exposure to Symposium / Seminars / Summer Institutes / Winter Institutes / Refresher Courses / Workshops / Conference / Training Programmes including online programmes/ Webinar/ Online FDTP during the assessment period	1.For conducting Seminars/ Surfinstitute/ Refree/ Training Programme of (Two courses), (with e-Certifice e-Contents in seminars/ Surfinstitute/ Refree/ Refree	level= 3 marks / activity ector, 1.0 marks/ activity ader /Co-Director. el = 1.5 marks / activity etor; 0.5 mark/ activity as er / Co-Director. vel = 1 mark / activity as er; 0.25 mark/ activity as

VI	International Exposure (during the Assessment Period)	Max. Mark	s: 1
	International Visits/ Training/ Courses	1.0 mark per	
		activity	
VII	Awards/ Distinctions received (during the Assessment period)	Max. Marl	ks: 2
	International award recognized by the Govt. like FAO, IFLA.	2.0 marks for	
		each	
	National award recognized by Govt.	1.5 marks for	
		each	
	State award recognized by Govt.	1.0 marks for	
		each	
	University award	0.75 mark for	
		each	
	Professional Society Award	0.5 mark for	
Not	Dost Dancy Award Post Doston Drosentation Award Post Dancy Drosen	each	
Not	te: Best Paper Award/Best Poster Presentation Award/Best Paper Present any journal/conference/seminar/symposium etc. will be treated as Profe Award.		
VII	Corporate / other activities (during the assessment period)	Max. Marks	: 7.0
	Activities performed as External Examination Coordinator/Associate	1.0 mark for	
	Coordinator/ Warden/ Staff Advisor/ Tour leader and Co-Tour leader	each activity	
	(State /all India)/ NSS Programme Officer - NSS/ Indian Red cross	per year	
	Society / Coordinator/ NCC Officer/ Farm Management; Academic,		
	General, Financial Management (as AAO /AR/ /AC/Dy. Librarian/Asst. Librarian etc.) / Scrutinizing UG/PG grades/ Internet/Wi-Fi Maintenance,		
	Website Maintenance		
	b. Activities performed as Member Pashu Mela/ Convocation/ Placement	0.5 mark for	
	cell /Students Counsellor/ Leader for exposure visit of farmers/ Team	each activity	
	manager and co-team manager to sports/ Cultural activities/ Stock	per year	
	verifying officer/ Anti-ragging squad member/ Any other activities duly		
	certified by the controlling officer		
IX		Max. Marks	: 5.0
	A/B Class city /	Nil.	
	C Class city	1.0 mark /	
		year of	
		service	
	Other Places	1.5 marks /	
		year of	
		service	
X	Annual evaluation report (during the assessment period)	Max. Marks	s: 12
		Assessment	
	Grade	Period=4	
L		years	
b)	'A' Grade /Excellent	3.0 marks	
b)	'B' Grade / Good	2.0 marks	
c)	'C' Grade / satisfactory	1.0 marks	
d)	'D' Grade / Below average	0.5 Marks	10-
	TC	TAL MARKS	100

Note: Minimum marks to be obtained for promotion from Academic level 11 to 12: **65**

ANNEXURE-III

Minimum eligibility requirements for CAS Promotion from Assistant Librarian (Selection Grade) (Level 12: Rs.79,800-2,11,500) to Deputy Librarian (Level 13A: Rs.1,31,400-2,17,100)

A Assistant Librarian (Academic Level 12/AGP Rs.8000) who has completed three years of service as Assistant Librarian (Academic Level 12/AGP Rs.8000) and satisfies the following conditions shall be promoted:

- a. Has done any one of the following in the last three years:
 - 1) Training/ Seminar/ Workshop/ Course on automation and digitization,
 - 2) Maintenance and other related activities of at least 10 days duration (or completed two courses of at least five days duration in lieu of every course/programme of ten days duration),
 - 3) Taken/ developed one MOOCs course in the relevant subject (with e-certification),
 - 4) Library up-gradation course during the assessment period
- b. An Assistant Librarian (Level 12) shall be promoted if he/she gets a "Satisfactory" or "Good" grade in the annual performance assessment reports of at least two out the last three years of the assessment period; and the promotion is recommended by the Selection Committee on the basis of interview performance.

Minimum scores during the assessment period : 70/100 (inclusive of interview marks)

SCORE CARD

Sl. No.	Particulars	Marks
I	Specific achievements in Library Services	40
II	Projects during the assessment period	02
III	Published work in the Cadre of Assistant Librarian above	12
IV	Attainment in the professional field (During the assessment period)	10
V	Exposure to Symposium/ Seminars/ Summer Institutes/ Winter Institutes/ Refresher Courses/ Workshops/ Training Programmes including online programmes/ Webinar/ Online FDTP	08
VI	International Exposure (during the assessment period)	01
VII	Awards/ Distinctions received (during the assessment period)	02
VIII	Corporate / other activities	02
IX	Outstation Service	03
X	Annual evaluation report	10
XI	Performance in the Interview	10
	Total Marks	100

Explanatory Notes for Award of Marks

I.	Specific achievements in Library Services durin	g the Asses	ssment Period	
	(all activities to be certified by the competent auth	ority)	Max. N	Aarks 40
	Library Services:	• ,	Max. Marks: 25	
	Services rendered in different section of the Lib	orary like,	6 marks for each	
		irculation,	activity per	
	1	Reference,	year	
	Creation of Manual Databases, etc.	,	J = 3.2	
	Specialized / Additional Services:		(Max. 10 Marks)	
	Services rendered under the following sections:		2 mark per year	
	Binding section, General T.B.B.,		Z mark per year	
		atitutional		
	SC/ST Book Bank, Photographic section, In	Siliulioliai		
	Repositories,			
	Digital Library, Reprography Service, On-line So	ervices,		
	Assisting Librarian in Administration.		25 10	
	Innovative Library Activities:		(Max 10 marks)	
	Conducting Library Usage survey, Conducti	_	1 mark for each	
	Exhibition, Preparation of reading list for students		activity per year	
	of database OPAC, Library extension service, Dig	italization		
	of documents, Creation of Virtual/Digital Library			
II	Projects during the assessment period		Max. N	Iarks: 02
	Adhoc projects (externally funded):	a) Project	outlay of up to Rs 5.00	
	1 3	, ,	= 1.0 mark per project	
			incipal Investigator (PI)	
		and		
			per project as Co-PI.	
		0.5 mark	per project as CO 11.	
		b) Project	outlay of Rs.5.00 lakhs	
		and ab	•	
			arks per Project as PI	
			d 1.0 mark per Project Co-PI.	
TIT	Deblished and desired by a second seried	as		Il 12
III	8 1	E C-11 1		Iarks: 12
	For full length papers published in refereed		ength papers published in	
	journals with ISSN:		ted journals 7 and above	
		2.0 marks		
			ting 1.5 Marks/ paper	
			ting 1.0 mark / paper	
		1-3 ra	ting 0.5 marks / paper	
		If NAAS	rating is available, then	
		following	formula shall be	
		considere	d	
		Marks = 6	6 + impact factorv	
	Abstracts published in journal/Proceedings of	0.5 mai		
	Seminars/ Symposia/Conferences	(Max. N	Tarks = 4)	
			,	
	Books published /	a. Book	x Published – 2 Marks	
	-		in standard books = 0.5	
	Universities/National Institutes/ Government		mark each	
	Departments/Standard Commercial Publishers		Max. Marks = 5)	
	<u> </u>	(1)	11aa. 141ai KS — Sj	
	by individuals with ISBN			
	December Dullating/Entangles Dellar		0.5 Moult1-	
	Research Bulletins/Extension Bulletins/	/=	0.5 Mark each	
	Popular articles / Radio talks/TV programmes	(N	Max. Marks = 2)	
	/ Phone-in programmes / practical manuals/			
	Special Guest lecture			

	Note:		
	All the publications mentioned above should have been published as on the last date prescribed for submission of filled-in application The first three authors in all the above cases will get full marks while the rest of the		
	authors will get 50 per cent of the ma		
IV	Attainment in the professional field du	ring the assessment period Max. M	arks: 10
V.	Exposure to Symposium / Seminars / Summer Institutes / Winter Institutes / Refresher Courses / Workshops / Conference / Training Programmes including online programmes/ Webinar/ Online FDTP during the assessment period	a) Offering courses for UG/PG students = 0.5 mark/course/ year b) Offering PGS (505) courses in Library and Information services at postgraduate level=01marks per year c) books exhibition of books in special occasion 1 mark each d) Preparation of Library manual folder 1 mark each b) Creation /development of e-content for online courses like MOOC, Swayam, etc 1 marks each i) As a Leader = 1 mark each ii) As Associate= 0.5 mark each c) Major Advisor / Guide for M. Phil / Ph.D.= 1 mark per student Note: All certificates should be issued by the competent authority. Maximum m For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 3 marks / activity as Associate Leader /Co-Director. National level = 1.5 marks / activity as	arks: 10
<u>VI</u>	International Exposure (during the Ass International Visits/ Training/ Courses	Leader/Director; 0.5 mark/ activity as Associate Leader / Co-Director. University level = 1 mark / activity as Leader/Director; 0.25 mark/ activity as Associate Leader/ Co-Director. 2. For participating in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration/Faculty Development Programme of at least 5 days duration (Two courses), or taken MOOCs Course (with e-Certificate) or development of e-Contents in four quadrants/MOOCs course = 1.5 Marks per activity. Sessment Period) Max. Max. Max. Max. Marks per activity	rks: 01
VII		1	arlze. M
VII	Awards/ Distinctions received (during		arks: 02
	ernational award recognized by the	2.0 marks for each	
	Govt. like FAO, IFLA.		
	National award recognized by Govt.	1.5 marks for each	
	National award recognized by Govt. State award recognized by Govt.	1.0 marks for each	
	National award recognized by Govt.		

Not	e: Best Paper Award/ Best Poster Presenta	ation Award/ Best Pap	er Presentation Award in	any
	nal/conference/seminar/symposium etc. 1	-		•
	Corporate / other activities (during the			arks: 02
	Activities performed as Exter	rnal Examination	1.0 mark for each	
	Coordinator/Associate Coordinator/ War	rden/ Staff Advisor/	activity per year	
	Tour leader and Co-Tour leader (Stat	te /all India)/ NSS		
	Programme Officer - NSS/ Indian	Red cross Society		
	Programme officer/ Coordinator/ NO	CC Officer/ Farm		
	Management; Academic, General, Financ	cial Management (as		
	AAO /AR/ /AC/Dy. Librarian/Asst.	Librarian etc.) /		
	Scrutinizing UG/PG grades/ Internet/V	Wi-Fi Maintenance,		
	Website Maintenance			
	Activities performed as Member Pashu M		0.5 mark for each	
	Placement cell /Students Counsellor/ Tea	_	activity per year	
	team manager to sports/ Cultural activit			
	officer/ Anti-ragging squad member/	Any other activities		
	duly certified by the controlling officer			
IX	Outstation Service (During the assessm		Max. N	Iarks: 03
	A/B Class city /	Nil.		
	C Class city	1.0 mark / year of ser		
	Other Places	1.5 marks / year of se		
X	Annual evaluation report (during the		Max. Ma	rks: 10
	Grade		Period=4 years	
c)	' Grade /Excellent		marks	
b)	' Grade / Good		marks	
c)	' Grade / satisfactory		marks	
d)	' Grade / Below average	0.5	Marks	
XI	rformance in the interview			10
		TOTAL	L MARKS	100

Minimum scores during the assessment period: 70 /100 (inclusive of interview marks)

Sd/-(P.T.Ramesh) REGISTRAR

ANNEXURE-IV

Minimum requirements for CAS promotion from Deputy Librarian

(Academic Level 13A: Rs.1,31,400-2,17,100)

to **Deputy Librarian** (Level **14:** Rs.1,44,200-2,18,200)

A Deputy Librarian (Academic Level 13A) who has completed three years of service as Deputy			
Librarian (Academic Level 13A/AGP Rs.9000) and satisfies the following conditions shall be			
promoted.			
a. i. A Ph.D. degree in Library Science/Information Science/ Library and Information Science/			
Documentation/ archives and Manuscript keeping.			
ii. Has done any one of the following in the last three years:			
1) Training/ Seminar/ Workshop/ Course on automation and digitization,			
2) Maintenance and other related activities of at least 10 days duration (or completed two			
courses of at least five days duration in lieu of every course/ programme of ten days			
duration),			
3) Taken /developed one MOOCs course in the relevant subject (with e-certification), and			
4) Library up-gradation course during the assessment period			
iii. Evidence of innovative library services, including the integration of ICT in a library.			
h A Danyity Librarian (Academic Level 12A) shall be managed if he/she gets a "Setisfectory" on			
b. A Deputy Librarian (Academic Level 13A) shall be promoted if 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; and the promotion is recommended by the Selection Committee			
on the basis of interview performance.			
Minimum scores during the assessment period: 65/100 (inclusive of interview marks)			

SCORE CARD

SN	Particulars Particulars	Marks
I	Specific achievements in Library Services	30
II	Projects	05
III	Published work	20
IV	Attainment in the professional field	05
V	Exposure to Symposium/ Seminars/ Summer Institutes/ Winter Institutes/ Refresher	03
	Courses/ Workshops/ Training Programmes including online programmes/ Webinar/	
	Online FDTP	
VI	Awards/ Distinctions received	03
VII	Corporate / other activities	07
VIII	Outstation Service	05
IX	nual evaluation report	12
X	Performance in the interview	10
	Total Marks	100

Minimum marks to be obtained for promotion: 70 out of 100

Explanatory Notes for Award of Marks

I.	Specific achievements in Library Services during the Assessment Period + Previous	Max. Marks 30	30.0
	two years (all activities to be certified by the competent authority)		
	1. Library Services:	Max. Marks: 20	
	rvices rendered in different sections of the Library, like Acquisition, Periodicals,	4 marks for each activity per year	
	Technical, Circulation, Documentation,		
	Maintenance, Computer, Reference, Creation of Manual Databases, etc.		
	2. Specialized / Additional Services:	2 mark per each activity per year	
	rvices rendered under the following sections:	Maximum 6 marks	
	a. Binding section, b. General T.B.B.		
	c. SC/ST Book Bank d. Photographic section, e. Institutional Repositories		
	f. Digital Library,		
	g. Reprographic services		
	h. Online Service 3. Innovative Library Activities:	Maximum 4 Marks	
	a. Conducting Library Usage survey	1 mark for each activity per year	
	b. Conducting Book Exhibition		
	c. Preparation of reading list for studentsd. Creation of database OPAC		
	e. Library extension service		
	f. Digitalization of documents		
	g. Creation of Virtual/Digital Libraryh. Conducting online training / Seminar		
II	Projects during the assessment period	Max. Marks: 5	5.0
II	Adhoc projects (externally funded):	Max. Marks: 5 a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and	5.0
II		 a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. 	5.0
II		 a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and 	5.0
II		 a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. 	5.0
II		 a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 	5.0
Ш	Adhoc projects (externally funded): Published work during the assessment period during the assessment period	 a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 2.0 marks per Project as PI 1.0 mark per Project as Co-PI. Max. Marks: 20 	20.0
Ш	Adhoc projects (externally funded): Published work during the assessment period during the assessment period or full length papers published in refereed	 a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 2.0 marks per Project as PI 1.0 mark per Project as Co-PI. Max. Marks: 20 For full length papers published in 	
Ш	Adhoc projects (externally funded): Published work during the assessment period during the assessment period	a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 2.0 marks per Project as PI 1.0 mark per Project as Co-PI. Max. Marks: 20 For full length papers published in NAAS rated journals 7 and above 2.0	
Ш	Adhoc projects (externally funded): Published work during the assessment period during the assessment period or full length papers published in refereed	a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 2.0 marks per Project as PI 1.0 mark per Project as Co-PI. Max. Marks: 20 For full length papers published in NAAS rated journals 7 and above 2.0 marks per paper 5-7 rating 1.5 Marks/ paper	
Ш	Adhoc projects (externally funded): Published work during the assessment period during the assessment period or full length papers published in refereed	a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 2.0 marks per Project as PI 1.0 mark per Project as Co-PI. Max. Marks: 20 For full length papers published in NAAS rated journals 7 and above 2.0 marks per paper 5-7 rating 1.5 Marks/ paper 3-5 rating 1.0 mark / paper	
Ш	Adhoc projects (externally funded): Published work during the assessment period during the assessment period or full length papers published in refereed	a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 2.0 marks per Project as PI 1.0 mark per Project as Co-PI. Max. Marks: 20 For full length papers published in NAAS rated journals 7 and above 2.0 marks per paper 5-7 rating 1.5 Marks/ paper 3-5 rating 1.0 mark / paper 1-3 rating 0.5 marks / paper	
Ш	Adhoc projects (externally funded): Published work during the assessment period during the assessment period or full length papers published in refereed	a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 2.0 marks per Project as PI 1.0 mark per Project as Co-PI. Max. Marks: 20 For full length papers published in NAAS rated journals 7 and above 2.0 marks per paper 5-7 rating 1.5 Marks/ paper 3-5 rating 1.0 mark / paper	
III	Adhoc projects (externally funded): Published work during the assessment period during the assessment period or full length papers published in refereed journals with ISSN: Abstracts/papers published in	a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 2.0 marks per Project as PI 1.0 mark per Project as Co-PI. Max. Marks: 20 For full length papers published in NAAS rated journals 7 and above 2.0 marks per paper 5-7 rating 1.5 Marks/ paper 3-5 rating 1.0 mark / paper 1-3 rating 0.5 marks / paper 1-3 rating 0.5 marks / paper 1-4 rating is not available, then following formula shall be considered Marks = 6 + impact factor 0.5 mark each	
III	Adhoc projects (externally funded): Published work during the assessment period during the assessment period or full length papers published in refereed journals with ISSN: Abstracts/papers published in journal/Proceedings of Seminars/	a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 2.0 marks per Project as PI 1.0 mark per Project as Co-PI. Max. Marks: 20 For full length papers published in NAAS rated journals 7 and above 2.0 marks per paper 5-7 rating 1.5 Marks/ paper 3-5 rating 1.0 mark / paper 1-3 rating 0.5 marks / paper If NAAS rating is not available, then following formula shall be considered Marks = 6 + impact factor	
III	Adhoc projects (externally funded): Published work during the assessment period during the assessment period or full length papers published in refereed journals with ISSN: Abstracts/papers published in	a) Project outlay of up to Rs 5.00 Lakhs = 1.0 mark per project as Principal Investigator (PI) and 0.5 mark per project as Co-PI. b) Project outlay of Rs.5.00 lakhs and above = 2.0 marks per Project as PI 1.0 mark per Project as Co-PI. Max. Marks: 20 For full length papers published in NAAS rated journals 7 and above 2.0 marks per paper 5-7 rating 1.5 Marks/ paper 3-5 rating 1.0 mark / paper 1-3 rating 0.5 marks / paper 1-3 rating 0.5 marks / paper 1-4 rating is not available, then following formula shall be considered Marks = 6 + impact factor 0.5 mark each	

Government Departments/Standard		,	
	Commercial Publishers by individ with ISBN	uals	
	Research Bulletins/Extension Bullet	tins/ 0.5 Mark each	
	Popular articles / Radio talks	,	
	programmes / Phone-in programme practical manuals/ Special Guest lectu		
	Note:		
	*	e should have been published as on the last date	
	prescribed for submission of filled-in 2. The first three authors in all the above	application we cases will get full marks while the rest of the	
	authors will get 50 per cent of the ma		
IV	Attainment in the professional field Max. Marks: 5.0		5.0
	during the assessment period	a) Offering courses for UG/PG students = 0.5	
		mark/course/ year	
		, and the second	
		b)Creation development of e-content for online	
		courses like MOOC, Swayam, etc 0.5 marks each	
		i) As a Leader = 0.5 mark each	
		ii) As Associate=0.25 mark each	
		c) Major Advisor / Guide for M. Phil /Ph.D.= 1	
		mark per student	
		Note: All certificates should be issued by the	
		competent authority.	
V	Exposure to Symposium / Seminars / Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	Maximum marks = 3.0 For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at:	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader/Co-Director. National level = 1.0 marks / activity as	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader/Co-Director. National level = 1.0 marks / activity as Leader/Director; 0.5 mark/ activity as	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader/Co-Director. National level= 1.0 marks / activity as Leader/Director; 0.5 mark/ activity as Associate Leader / Co-Director.	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader/Co-Director. National level= 1.0 marks / activity as Leader/Director; 0.5 mark/ activity as Associate Leader / Co-Director. University level= 0.75 mark / activity as Leader/Director; 0.25 mark/ activity as	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader/Co-Director. National level = 1.0 marks / activity as Leader/Director; 0.5 mark/ activity as Associate Leader / Co-Director. University level = 0.75 mark / activity as	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader/Co-Director. National level= 1.0 marks / activity as Leader/Director; 0.5 mark/ activity as Associate Leader / Co-Director. University level= 0.75 mark / activity as Leader/Director; 0.25 mark/ activity as Associate Leader/ Co-Director. For participating in Summer School/ Winter School/ Refresher Course/ Orientation Course	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader/Co-Director. National level = 1.0 marks / activity as Leader/Director; 0.5 mark/ activity as Associate Leader / Co-Director. University level = 0.75 mark / activity as Leader/Director; 0.25 mark/ activity as Associate Leader/ Co-Director. For participating in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration/Faculty	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader /Co-Director. National level = 1.0 marks / activity as Leader/Director; 0.5 mark/ activity as Associate Leader / Co-Director. University level = 0.75 mark / activity as Leader/Director; 0.25 mark/ activity as Associate Leader / Co-Director. For participating in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration/Faculty Development Programme of at least 5 days	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader/Co-Director. National level = 1.0 marks / activity as Leader/Director; 0.5 mark/ activity as Associate Leader / Co-Director. University level = 0.75 mark / activity as Leader/Director; 0.25 mark/ activity as Associate Leader/ Co-Director. For participating in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration/Faculty	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader /Co-Director. National level = 1.0 marks / activity as Leader/Director; 0.5 mark/ activity as Associate Leader / Co-Director. University level = 0.75 mark / activity as Leader/Director; 0.25 mark/ activity as Associate Leader / Co-Director. For participating in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration/Faculty Development Programme of at least 5 days duration (Two courses), or taken MOOCs Course (with e-Certificate) or development of e-Contents in four quadrants/MOOCs course =	3.0
V	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader /Co-Director. National level = 1.0 marks / activity as Leader/Director; 0.5 mark/ activity as Associate Leader / Co-Director. University level = 0.75 mark / activity as Leader/Director; 0.25 mark/ activity as Associate Leader / Co-Director. For participating in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration/Faculty Development Programme of at least 5 days duration (Two courses), or taken MOOCs Course (with e-Certificate) or development of	3.0
VI	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the assessment period Awards/ Distinctions received (during the Assessment period)	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader / Co-Director. National level = 1.0 marks / activity as Leader/Director; 0.5 mark/ activity as Associate Leader / Co-Director. University level = 0.75 mark / activity as Leader/Director; 0.25 mark/ activity as Associate Leader / Co-Director. For participating in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration/Faculty Development Programme of at least 5 days duration (Two courses), or taken MOOCs Course (with e-Certificate) or development of e-Contents in four quadrants/MOOCs course = 1.0 Marks per activity. Max. Marks: 3.0	3.0
VI	Summer Institutes / Winter Institutes / Refresher Courses/Workshops / Conference / Training Programmes Webinar/ Online FDTP during the assessment period Awards/ Distinctions received	For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at: International level= 2 marks / activity as Leader / Director, 0.75 marks/ activity as Associate Leader /Co-Director. National level = 1.0 marks / activity as Leader/Director; 0.5 mark/ activity as Associate Leader / Co-Director. University level = 0.75 mark / activity as Leader/Director; 0.25 mark/ activity as Associate Leader / Co-Director. For participating in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration/Faculty Development Programme of at least 5 days duration (Two courses), or taken MOOCs Course (with e-Certificate) or development of e-Contents in four quadrants/MOOCs course = 1.0 Marks per activity.	

c) State award	1.0 mark for each				
d) University award	0.75 mark for each				
e) Professional Society Award 0.5 mark for each					
Note: Best Paper Award/ Best Poster Presentation Award/ Best Paper Presentation Award in any journal/ conference/ seminar/ symposium etc. will be treated as Professional Society Award.					
VII Corporate/other activities (during the	assessment period)	Max. Marks: 7	07		
Activities performed as External Examination Coordinator/Associate Coordinator/ Warden/ Staff Advisor/ Tour leader and Co-Tour leader (State /all India)/ NSS Programme Officer - NSS/ Indian Red cross Society Coordinator/ NCC Officer/ Academic, General, Financial Management (as AAO /AR/ AC/ Scrutinizing UG/PG grades/ Internet/Wi-Fi Maintenance, University Website Maintenance , Nodal officers of ICAR. Activities performed as Member Pashu Mela/ Convocation/ Placement cell /Students Counsellor/ Leader for exposure visit		0.5 Marks for each activity 0.25 marks for each activity			
of farmers/ Team Manager and co-team Cultural activities/ Stock verifying office member/University level Any other ac by the controlling officer	m manager to sports/ er/ Anti-ragging squad ctivities duly certified	·			
VII Outstation Service (During the assessm	nent period)	Max. Marks: 3			
a) A/B Class city b) C Class city		Nil. 1.0 mark / year of service			
c) Other Places		= 1.5 marks / year of service			
IX inual evaluation report (during the asse	Max. Marks: 10				
Grade	Assessment Period = 3 years				
' Grade		3.5 marks			
' Grade		2.5 marks			
' Grade		1 marks			
X Performance in the interview		Max. Marks: 10			
	TOTAL MARKS	100			

Minimum scores during the assessment period: 70/100 (inclusive of interview marks)

Sd/-(P.T.Ramesh) REGISTRAR