KARNATAKA VETERINARY, ANIMAL & FISHERIES SCIENCES UNIVERSITY*,*

Nandi Nagar, PB No.6, BIDAR-585401, (Karnataka

**Office of the Registrar**

**Phone :** 08482-245241/245360

www.kvafsu.edu.in

**PROFORMA TO APPLY FOR PROMOTION UNDER CAREERADVANCEMENT SCHEME- 2016**

**ASSISTANT LIBRARIANIN (Selection Grade) Academic Level 12 [From Pay Band ₹ 79,800 to 2,11,500] To DEPUTY LIBRARIANIN Academic Level 13A [Pay Band ₹ 1,31,400 to 2,17,100]**

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| 1 | Name | | | | | |  | | | | | **Affix recent passport size photograph** |
| 2 | Designation and full address | | | | | |  | | | | |
| 3 | Name of the Department / Section / Unit / Scheme | | | | | |  | | | | |
| 4 | Date of birth  **(SSLC Marks Card – Mandatory)** | | | | | |  | | | | | |
| 5 | Academic qualification | | | | | |  | | | | | |
| Examination / Degree | | | | | | Year | | Subject | University | | Class / Division  / OGPA / CGPA | |
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| 6 | Date of joining to duty at KVAFSU, Bidar as Assistant Librarian in the Academic Level-10  **(Enclose copies of the appointment order & duty report)** | | | | | | | | |  | | |
| 7 | Date on which the pay band of ₹68,900 – 2,05,500 (Academic Level -11) was attained  **(Enclose copies of the promotion order & duty report)** | | | | | | | | |  | | |
| 8 | Date on which the pay band of ₹79,800 – 2,11,500 (Academic Level -12) was attained  **(Enclose copies of the promotion order & duty report)** | | | | | | | | |  | | |
| 9 | Date of completion of 3 years of service in the cadre of Assistant Librarian in the pay band of ₹79,800 – 2,11,500 (Academic Level -12) | | | | | | | | |  | | |
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| 10 | **Specific achievements in Library Services during the Assessment Period + Previous two years**  (all activities to be certifiedby the competent authority) | | | | | | | | | | | |
| 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. | | | | | | | | | |
| 2) | | **Specialized / Additional Services:**  Services rendered under the following sections: | | | | | | | | | |
| 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 service | | | | | | | |
| i) | | Assisting Librarian in Administration. | | | | | | | |
|  | 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 | | | | | | | |
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| **11** | **Projects during the assessment period**  (Adhoc projects (externally funded) for each projectbudget outlay) | | | | | | | | | | | |
| a) | |  | | | | | | | | | |
| i) | | Project outlay of above Rs. 1.00 lakh to Rs.5.00 lakhs (As PI & Co-PI) | | | | | | | |
| ii) | | Project outlay of Rs.5.00 lakhs and above (As PI & Co-PI) | | | | | | | |
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| **12** | **Published work during the assessment period** | | | | | | | | | | | |
| i) | | | For full length papers published in refereed journals with ISSN: | | | | | | | | |
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| ii) | | | Abstracts published in journal/Proceedings of Seminars/ Symposia/Conferences | | | | | | | | |
| iii) | | | Books published /Chapters in published by Universities/National Institutes/ Government Departments/Standard Commercial Publishers by individuals with ISSN | | | | | | | | |
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| iv) | | | Research Bulletins/Extension Bulletins/ Popular articles / Radio talks/TV programmes / Phone-in programmes / Library Practical manuals/ special guest lecture | | | | | | | | |
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| **13** | | **Attainment in the professional field during the assessment period** | | | | | | | | | | |
| a) | Offering orientation courses for UG/PG students | | | | | | | | | |
| b) | Offering PGS (505) courses in Library and/or Information Science at postgraduate level | | | | | | | | | |
| c) | Books exhibition of books in special occasion | | | | | | | | | |
| d) | Preparation of Library Manual Folder | | | | | | | | | |
| e) | Creation /development of e-content for online courses like MOOC, Swayam, etc.  (As a Leader/ As Associate) | | | | | | | | | |
| f) | Major Advisor / Guide for M. Phil /Ph.D. | | | | | | | | | |
| **All Certificates should be issued by the Competent Authority** | | | | | | | | | | |
| **14** | | **Exposure to Symposium / Seminars /Summer Institutes / Winter Institutes /Refresher Courses / Workshops / Training Programmes including online programmes/ Webinar/ Online FDTP during the assessment period.** | | | | | | | | | | |
| 1) | For conducting/organizing Symposia Seminars/ Summer Institute/Writer Institute/ Refresher course/ Conference/ Workshop/ Training Programme at : | | | | | | | | | |
| a) | | International level **(Activity as Leader/ Director/ Associate Leader/ Co-Director)** | | | | | | | |
| b) | | National level **(Activity as Leader/ Director/ Associate Leader/ Co-Director)** | | | | | | | |
| c) | | University level **(Activity as Leader/ Director / Associate Leader/ Co-Director)** | | | | | | | |
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|  | | 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. | | | | | | | | | |
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| **15** | | **International Exposure (during the Assessment Period)**  International Visits/ Training/ Courses | | | | | | | | | | |
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| **16** | | **Awards/ Distinctions received (during the Assessment period)** | | | | | | | | | | |
| a) | International award  Recognised by the Govt. like FAO, IFLA. | | | | | | | | | |
| b) | National award  Recognised by the Govt. | | | | | | | | | |
| c) | State award  Recognised by the Govt. | | | | | | | | | |
| d) | University award | | | | | | | | | |
| e) | Professional Society Award | | | | | | | | | |
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| **17** | | **Corporate /other activities (during the assessment period)** | | | | | | | | | | |
| a) | 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 Programme officer/ Coordinator/ NCC Officer/ Farm Management; Academic, General, Financial Management (as AO/AAO DY. Librarian/Asst. Librarian etc.)/Scrutinizing UG/PG grades/ Internet/Wi-Fi Maintenance, Website Maintenance. | | | | | | | | | |
| b) | Activities performed as Member/pasu mela Convocation/ Placement cell Students Counsellor/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 | | | | | | | | | |
| **18** | | **Outstation Service - During the assessment period** | | | | | | | | | | | |
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| **19** | | **Any other significant achievement (with documentary proof)** | | | | | | | | | | | |

## Signature of the Asst. Librarian

Verified that the information furnished by the Scientist / Teachers is correct.

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| **Signature of the**  **Head of the Department /** | **Signature of the**  **Controlling Officer** |