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.
3. Recommendation of committee report Dated:08.05.2023.
4. Proceedings of the 41th Academic Council Meeting Held on 23.05.2024.
5. Proceedings of 114th Meeting BOM, Dated:21.06.2024.
6. Approval of the Vice-Chancellor dated:11.09.2024 (18756)

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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.

1. The overall promotion procedure shall involve transparent, objective, and credible 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.

2. 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.

3. The process of promotion involves inviting the bio data with duly filled score card-based template and reprints of requisite number of publications of candidates, wherever necessary.

4. 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.

5. 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.

6. 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.

7. 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/-
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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	Annual evaluation report during the assessment period	12
	Total Marks	**100**

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: Services rendered in different section of the Library like, Acquisition, Periodicals, Technical, Circulation, Documentation, Maintenance, Computer, Reference, Creation of Manual Databases, etc.	**Max. Marks: 25** **5 marks** for each activity per year	
	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). On-line Services. i) Assisting Librarian in Administration.	**(Max. 10 Marks)** 2 **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: 02**		
	Adhoc projects (externally funded):	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**		
	i) For full length papers published in refereed journals with ISSN:	i) 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 shall be considered* *Marks = 6 + impact factor*	
	ii) Abstracts published in journal/Proceedings of Seminars/ Symposia/Conferences	**0.5** mark each **(Max. Marks = 4)**	
	iii) Books published / Chapters in Book published by Universities/National Institutes/ Government Departments/Standard Commercial Publishers by individuals with ISBN	**a. Book Published – 2 Marks** b. Chapters in standard books = **0.5** mark each **(Max. Marks = 5)**	

	iv) Research Bulletins/Extension Bulletins/ Popular articles / Radio talks/TV programmes / Phone-in programmes / practical manuals/ Special Guest lecture	**0.5** Mark each (**Max. Marks = 2**)	
	Note: 1. All the publications mentioned above should have been published as on the last date prescribed for submission of filled-in application 2. 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 marks allotted to each item.		
IV	**Attainment in the professional field during the assessment period** **Max. Marks: 5.0**		
		a) Offering courses for UG/PG students = **0.5** mark/course/ year 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.	
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	**Maximum marks = 6**	
		1. For conducting/organizing Symposia/ Seminars/ Summer Institute/Writer Institute/ Refresher course/ Workshop/ Training Programme at : a) International level= **3** marks / activity as Leader / Director, **1.0** marks/ activity as Associate Leader /Co-Director. b) National level = **1.5** marks / activity as Leader/Director; **0.5** mark/ activity as Associate Leader / Co-Director. c) 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.**	
VI	**International Exposure (during the Assessment Period)** **Max. Marks: 1**		
	International assignments/ Training/ Courses (not less than 3 months)	**1.0** mark per activity	
VII	**Awards/ Distinctions received (during the Assessment period)** **Max. Marks: 2**		
	a) International award recognized by the Govt. like FAO, IFLA.	**2.0** marks for each	
	b) National award recognized by Govt.	**1.5** marks for each	
	c) State award recognized by Govt.	**1.0** marks 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/ National / international conference/ seminar/ symposium will be treated as Professional Society Award.*			
VIII	**Corporate / other activities** (during the assessment period)	**Max. Marks: 7**	
	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 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	
IX	**Outstation Service (During the assessment period)**	**Max. 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	
X	**Annual evaluation report (during the assessment period)**	**Max. Marks: 12**	

	Grade	**Assessment Period 4 years**	
a)	'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**	
	TOTAL MARKS	**100**	

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

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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	Annual evaluation report during the assessment period	12
	Total Marks	**100**

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: Services rendered in different section of the Library like, Acquisition, Periodicals, Technical, Circulation, Documentation, Maintenance, Computer, Reference, Creation of Manual Databases, etc.	**Max. Marks: 25** **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**	
	Adhoc projects (externally funded):	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 refereed journals with ISSN:	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*	

		shall be considered Marks = 6 + impact factor	
	Abstracts published in journal/Proceedings of Seminars/ Symposia/Conferences	**0.5** mark each (**Max. Marks = 4**)	
	Books published / Chapters in Book published by Universities/National Institutes/ Government Departments/Standard Commercial Publishers by individuals with ISBN	**a. Book Published – 2 Marks** b. Chapters in standard books = **0.5** mark each (**Max. Marks = 5**)	
	Research Bulletins/Extension Bulletins/ Popular articles / Radio talks/TV programmes / Phone-in programmes / practical manuals/ Special Guest lecture	**0.5** Mark each (**Max. Marks = 2**)	
	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 marks allotted to each item.		
IV	**Attainment in the professional field during the assessment period** **Max. Marks: 5**		
		a) Offering courses for UG/PG students = **0.5** mark/course/ year 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 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 including online programmes/ Webinar/ Online FDTP during the assessment period	**Maximum marks 06** 1.For conducting/organizing Symposia/ Seminars/ Summer Institute/Writer Institute/ Refresher course/ Workshop / Training Programme at a) International level= **3** marks / activity as Leader / Director, **1.0** marks/ activity as Associate Leader /Co-Director. b) National level = **1.5** marks / activity as Leader/Director; **0.5** mark/ activity as Associate Leader / Co-Director. c) University level = **1** 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 = **1.5 Marks per activity.**	

VI	International Exposure (during the Assessment Period)	Max. Marks: 1	
	International Visits/ Training/ Courses	**1.0** mark per activity	
VII	**Awards/ Distinctions received (during the Assessment period)**	**Max. Marks: 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 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: 7.0**	
	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/ 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	**1.0** mark for each activity per year	
	b. Activities performed as Member Pashu Mela/ Convocation/ Placement cell /Students Counsellor/ Leader for exposure visit of farmers/ 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	
IX	**Outstation Service (During the assessment period)**	**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: 12**	
	Grade	**Assessment Period=4 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**	
		TOTAL MARKS	**100**

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

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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 during the Assessment Period** (all activities to be certified by the competent authority) **Max. Marks 40**		
	Library Services: Services rendered in different section of the Library like, Acquisition, Periodicals, Technical, Circulation, Documentation, Maintenance, Computer, Reference, Creation of Manual Databases, etc.	**Max. Marks: 25** **6 marks** for each activity per year	
	Specialized / Additional Services: Services rendered under the following sections: Binding section, General T.B.B., SC/ST Book Bank , Photographic section, Institutional Repositories, Digital Library, Reprography Service , On-line Services, Assisting Librarian in Administration.	(Max. 10 Marks) **2 mark** per year	
	Innovative Library Activities: Conducting Library Usage survey, Conducting Book Exhibition, Preparation of reading list for students, Creation of database OPAC, Library extension service, Digitalization of documents, Creation of Virtual/Digital Library	**(Max 10 marks)** **1 mark** for each activity per year	
II	**Projects during the assessment period** **Max. Marks: 02**		
	Adhoc projects (externally funded):	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: 12**		
	For full length papers published in refereed journals with ISSN:	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 shall be considered Marks = 6 + impact factory*	
	Abstracts published in journal/Proceedings of Seminars/ Symposia/Conferences	**0.5** mark each **(Max. Marks = 4)**	
	Books published / Chapters in Book published by Universities/National Institutes/ Government Departments/Standard Commercial Publishers by individuals with ISBN	**a. Book Published – 2 Marks** b. Chapters in standard books = **0.5** mark each **(Max. Marks = 5)**	
	Research Bulletins/Extension Bulletins/ Popular articles / Radio talks/TV programmes / Phone-in programmes / practical manuals/ Special Guest lecture	**0.5** Mark each **(Max. Marks = 2)**	

	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 marks allotted to each item.		
IV	**Attainment in the professional field during the assessment period**		**Max. Marks: 10**

		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.	

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**	**Maximum marks-08** For conducting/organizing Symposia/ Seminars/ Summer Institute/ / Refresher course/ workshop/ Training Programme at : International level= **3** marks / activity as Leader / Director, **1.0** marks/ activity as Associate Leader /Co-Director. National level = **1.5** marks / activity as 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.**	
VI	**International Exposure (during the Assessment Period)**		**Max. Marks: 01**
	International Visits/ Training/ Courses	**1.0** mark per activity	
VII	**Awards/ Distinctions received (during the Assessment period)**		**Max. Marks: 02**
	ernational 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 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: 02	
	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 AAO /AR/ /AC/Dy. Librarian/Asst. Librarian etc.) / Scrutinizing UG/PG grades/ Internet/Wi-Fi Maintenance, Website Maintenance	**1.0** mark for each activity per year		
	Activities performed as Member Pashu 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	**0.5** mark for each activity per year		
IX	**Outstation Service (During the assessment period)**		**Max. Marks: 03**	
	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: 10**	
	Grade	**Assessment Period=4 years**		
c)	' Grade /Excellent	**3.0** marks		
b)	' Grade / Good	**2.0** marks		
c)	' Grade / satisfactory	**1.0** marks		
d)	' Grade / Below average	**0.5 Marks**		
XI	rformance in the interview			10
	TOTAL MARKS			**100**

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

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(P.T.Ramesh)
REGISTRAR

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.	
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	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 Courses/ Workshops/ Training Programmes including online programmes/ Webinar/ Online FDTP	03
VI	Awards/ Distinctions received	03
VII	Corporate / other activities	07
VIII	Outstation Service	05
IX	Annual 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 two years** (all activities to be certified by the competent authority)	**Max. Marks 30**	**30.0**
	1. Library Services: rvices rendered in different sections of the Library, like Acquisition, Periodicals, Technical, Circulation, Documentation, Maintenance, Computer, Reference, Creation of Manual Databases, etc.	**Max. Marks: 20** **4 marks** for each activity per year	
	2. Specialized / Additional Services: rvices 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. Reprographic services h. Online Service	**2 mark** per each activity per year **Maximum 6 marks**	
	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 h. Conducting online training / Seminar	**Maximum 4 Marks** **1 mark** for each activity per year	
II	**Projects during the assessment period**	**Max. Marks: 5**	**5.0**
	Adhoc projects (externally funded):	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.	
III	**Published work during the assessment period during the assessment period**	**Max. Marks: 20**	**20.0**
	or full length papers published in refereed journals with ISSN:	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*	
	Abstracts/papers published in journal/Proceedings of Seminars/ Symposia/Conferences	**0.5** mark each (**Max. Marks = 4**)	
	Books published / Chapters in Book published by Universities/National Institutes/	**a. Book Published – 2 Marks** b. Chapters in standard books = **0.5** mark each	

		Government Departments/Standard Commercial Publishers by individuals with ISBN	(**Max. Marks = 5**)	
		Research Bulletins/Extension Bulletins/ Popular articles / Radio talks/TV programmes / Phone-in programmes / practical manuals/ Special Guest lecture	**0.5** Mark each (**Max. Marks = 2**)	
	Note: 1. All the publications mentioned above should have been published as on the last date prescribed for submission of filled-in application 2. 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 marks allotted to each item.			
IV	**Attainment in the professional field during the assessment period**	**Max. Marks: 5.0**		**5.0**
		a) Offering courses for UG/PG students = **0.5** mark/course/ year 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 assessment period**	**Maximum marks = 3.0** 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.**		**3.0**
VI	**Awards/ Distinctions received (during the Assessment period)**	**Max. Marks: 3.0**		**3.0**
	a) International award	**2.0** marks for each		
	b) National award	**1.5** marks for each		

	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.	0.5 Marks for each activity	
	Activities performed as Member Pashu Mela/ Convocation/ Placement cell /Students Counsellor/ Leader for exposure visit of farmers/ Team Manager and co-team manager to sports/ Cultural activities/ Stock verifying officer/ Anti-ragging squad member/University level Any other activities duly certified by the controlling officer	0.25 marks for each activity	
VII	**Outstation Service (During the assessment period)**	**Max. Marks: 3**	
	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	
IX	**Annual evaluation report (during the assessment period**	**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