



No:R:KVAFSU:Guid.& S.C.:Librn.Prom.CAS-2006/2019-20

Date: 31.07.2019

NOTIFICATION

Sub: Guidelines and Score card for promotion of Assistant Librarian/Deputy Librarian under Career Advancement Scheme-2006 at KVAFSU, Bidar.

Ref: 1. Notification No:R/87BOM/SC & Guide/CAS/Assistant. Lib/Dy.Lib/2019-20 Dt.15.07.2019.

2. Proceedings of 31st Academic Council Meeting Dt.08.05.2018.

3. Proceedings of 87th Meeting of BOM Dt:30.05.2019

4. Approval of the Vice-Chancellor Dated: 25.07.2019.

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**Minimum requirements for promotion of Assistant Librarian & Deputy Librarian
Cadres under Career Advancement Scheme, 2006**

Sl. No.	Particulars	For promotions to		
		Assistant Librarian (Pay band of Rs.15600-39100 and AGP of Rs.7000)	Assistant Librarian (Pay band of Rs.15600- 39100 and AGP 7000 of Rs.8000)	Deputy Librarian (Pay band of Rs.37400-67000 and AGP of Rs.9000)
1.	Service requirements	Assistant Librarian (Pay band of Rs. 15600-39100 and AGP of Rs. 6000) completing four years with Ph.D. or Five years with M.Phil. or Six years without M.Phil. or Ph.D.	Assistant Librarian (Pay band of Rs. 15600-39100 and AGP of Rs.7000) completing Five years	Assistant Librarian /Deputy Librarian (Pay band of Rs. 15600-39100 and AGP of Rs.8000)Completing Three years
2.	Summer/Winter /Refresher Courses during Assessment Period	One of 10 days and Above duration	One of 10 days and above duration	One course of minimum one Week duration.
3.	Publications in refereed journals	--	--	At least five publications in the entire service. However, the Publications after being placed in the Pay band of 15600-39100 and AGP of `8000 shall be considered for Assessment.
4.	Committee For evaluation	Screening-cum-Evaluation Committee	Screening-cum-Evaluation Committee	Selection Committee
5.	Minimum scores during the assessment period	60	60	60

1.2. The overall promotion procedure shall involve transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weight ages 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.

1.3. (i) Evaluation of research publications shall be as per prescribed score card. Popular articles, if any, published by the candidates shall be considered only in the concerned discipline. Appropriate weight age for such publications shall be given as per the score card.

(ii) 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.

1.4. The process of promotions should involve inviting the bio-data with duly filled score card based template and reprints of requisite number of publications of candidates, wherever necessary.

1.5. CAS promotion from Assistant Professor (AGP Rs.6000) to Assistant Professor (AGP Rs.7000) and from Assistant Professor (AGP Rs.7000) to Associate Professor (AGP Rs 8000) shall be conducted by a **“Screening cum Evaluation Committee”** adhering to the score card system.

1.6. The **“Screening cum Evaluation Committee”** for CAS promotion of Assistant Professor from AGP of Rs.6000 to Rs.7000 and Assistant Professor from AGP of Rs.7000 to Associate Professor Rs.8000 shall consist of all the members shall be present for screening and evaluation

- a. The Vice-Chancellor as the Chairperson;
- b. One of the Directors/Deans;
- c. The Concerned Divisional Head
- d. One Subject Expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts.

The quorum for the committee meeting shall be three including the subject expert and the Chairperson.

1.7. 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.

1.8. The composition of the Selection Committee for promotion from Associate Professor AGP of Rs.8000 to Rs.9000 and from Associate Professor AGP of Rs.9000 to Professor AGP of Rs.10000 shall be similar to that for direct recruitments.

1.9. All the procedures outlined above, shall be completed on the day of the Selection Committee meeting, wherein the minutes are recorded along with scores obtained and recommendation made on the basis of merit and duly signed by all members of the committee in the minutes.

1.10. 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.

1.11. Candidates who do not fulfil 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 has to declare the eligibility date in his application.

1.12. 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 back to its original cadre.

1.13. The Teacher shall have earned annual increments regularly during the assessment period for CAS promotions.

1.14. 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.

1.15. 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

1.16. For counting of past services for promotion under CAS, Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/ professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT etc., should be counted provided that:

- a. The essential qualifications of the post held were not lower than the Qualifications prescribed by the UGC for Assistant Professor, Associate Professor or Professor as the case may be.
- b. The post is /was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer), Associate Professor (Reader) or Professor.
- c. The concerned Assistant Professor, Associate Professor and Professor Should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor or Professor, as the case may be.
- d. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government / Concerned Institute, for such Appointments.
- e. The previous appointment was not as guest lecturer for any durations, or an ad-hoc/contract or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be Counted if the candidate meets the above conditions mentioned in a, b, c, d and provided that:
 - i. The period of service was of more than one year duration;
 - ii. The incumbent was appointed on the recommendation of duly constituted selection committee and
 - iii. The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.
 - iv. No distinction should be made with reference to the nature of management of the institution where previous service rendered (private/ local body/ Government), for counting past services under the clause.

1.17. For the inter-se seniority of the teachers promoted under CAS shall be determined with reference to the date of eligibility as indicated in the recommendations of the Selection Committee, while in direct recruitment it shall be with reference to the date of joining.

2. SCORE CARD

The Score card for promotion from AGP Rs 6,000 to 7,000, AGP Rs 7,000 to 8,000, AGP Rs 8,000 to 9,000 are appended here with.

**Sd/-
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Copies for information and needful to:

1. All the Officers of KVAFSU, Bidar.
2. All the Heads of Research & Information Centres of KVAFSU, Bidar.
3. PS to Vice-Chancellor Office, KVAFSU, Bidar for the information.
4. The CAS-2006 File.

Score Card for Assessment of ASSISTANT LIBRARIAN in the Pay Band of**Rs. 15600-39100****(i) to move from AGP Rs. 6000 to AGP ` 7000****(ii) to move from AGPRs.7000 to AGP ` 8000**

I	Library Services	Max. Marks 50
	1. Library Services: Services rendered in different sections of the Library like Acquisition, Periodicals, Technical, Circulation, Documentation, Maintenance, Computer, Reference etc.,	5 marks for each activity / year in any one of the sections.
	2. Specialized / Additional Services: Services rendered under the following section a. Binding section, b. General T.B.B. c. SC/ST, ST Book Bank, d. Photographic section, e. Institutional Repositories, f. Digital Library, g. Assisting Librarian in Administration.	
	3. Teaching offered for PG Students (Non credit course)	One mark per contact hour
	4. Innovative Library Activities: Conducting Library Usage survey, conducting Book Exhibition, Preparation of Reading list for Students, Creation of Databases OPAC. Attending as a member of University Committee Special Lecture as a guest, Institution Building Activities.	One mark per each activity per year
	5. a)* Competitive projects by the individuals b) Project funded by Govt. / University /ICAR 50% marks for Co-PI/ Associates	

* Certificate issued by competent authority

5. a) Competitive projects by the individuals b) Project funded by Govt. / University /ICAR 50% marks for Co-PI/ Associates	0.5 mark / lakh 0.25 / lakh
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II. Published Work During the Assessment Period Max. Marks: 10

a) For each full length article published in refereed journal	2.0 marks	
b) For each book published / edited		
i) Recognized publishers with ISBN	2.0 marks	
ii) Chapters in standard books with ISBN	1.0 mark	
iii) Published individually	0.5 mark	
iv) Research/ Extension Bulletin	0.5 mark	
c) i) For each research note/ communication in a journal	1.0 mark	(Max. 5 marks)
ii) abstract in symposium/ seminar/ workshop/ training manual/proceedings of the workshop	0.5 mark	
ii) Popular article/ leaflet	0.25 mark	

Note: Any publications having 3 authors, each author will get equal marks and such of the publications which have more than 3 authors; fourth author onwards will get half of the assigned mark.

**III. Summer Schools/ Winter Schools/ Refresher Course/ Max. Marks: 6
Special Training/ Symposia/ Seminar/ Workshop/ Conference**

a) For Organizing each activity as in the title i) Up to 10 days ii) More than 10 days	2 marks 3 marks
b) For participation in Summer School/ Winter School/ Refresher Course/Orientation Course of more than 10 days duration	2 mark each
c) For participation in Special Training/ Orientation Programmes/ Symposia / Seminars / Conferences, Workshops etc. (except Annual Workshop) 50% marks for Co-Coordinator & Members	1 mark each

IV. International Exposure Max. Marks: 1

International visits/training/courses (outside India only)	1 mark per activity
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V. Awards/ Distinctions Received Max. Marks: 3

a) International Award	2.5 marks for each
b) National Award	2.0 marks for each
c) State Award	1.5 mark for each
d) University Award	1.0 mark for each
d) Professional Society Award	0.75 marks 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.

VI. Corporate / Other Activities**Max. Marks: 13**

<p>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/ DAO/ AAO/ Dy. R/AR/DC/ AC/ Dy. Librarian/ Asst. Librarian etc.)/ Scrutinizing UG/PG grades/ PG coordinator/seminar in-charge. Leader / member in monitoring team.</p>	<p>1.0 mark for each activity per year</p>
<p>b) Activities performed as Member - Co-chairman – Chairman of different committees of National – International – activities/ RAWE – Assoc. Coordinator – participation in RAWE camp/ Internship/ Tournament Organized/ Spl. Officer of SC-ST Cell/ Minority Cell/ Technical Assistant (Part-time)/ Students Counsellor/ Leader for exposure visit of Farmers/ Liaison Officer for BOM/VIP’s tours assigned by the University/ Participation in Melas/ Exhibitions as State, National, International levels representing University/ Member/ Co-Chairman in different committees of UAS activities/ Team Manager and Co-Team Manager to Sports/ Cultural Activities/ Stock verifying Officer/ Anti-ragging squad member/ grade point conversion work/ worked as Rapporteur/ Co-Chairman in the National/ International Conferences, Seminars, Workshops/ Symposium etc., Member of Class and Exam time-table committee, Member in monitoring team/ Press meet work/ participation in UG&PG admission/ member of monitoring team / member involve in organization, selection of Farmers / Teachers for nomination to various awards.</p>	<p>0.5 mark for each activity per year</p>
<p>Any other activities duly signed by the controlling officer</p>	

VII. Outstation Service**Max. Marks: 5**

a) A/B Class City - Nil
b) C Class City – 1.0 mark per year of service
c) Other Places – 2.0 mark per year of service

VIII. Annual Evaluation Reports (during the assessment period)**Max. Marks: 12**

Grade	AGP of `6000 to 7000 (4 years)	AGP of `7000 to 8000 (5 years)
a) ‘A’ Grade	3.0 marks	2.5 marks
b) ‘B’ Grade	2.5 marks	2.0 marks
c) ‘C’ Grade	2.0 marks	1.5 mark

Minimum marks to be obtained for promotion from AGP of Rs. 6000 to Rs.7000: **60**

Minimum marks to be obtained for promotion from AGP of Rs. 7000 to Rs.8000: **60**

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Score Card for Assessment for Promotion from ASSISTANT LIBRARIAN (Pay Band of Rs.15600-39100 + AGP Rs. 8000) to DEPUTY LIBRARIAN (Pay Band of Rs.37400-67000 + AGP Rs. 9000)

I	Services Rendered under different sections of the Library: Max.45 marks	
	Acquisition Section:- 1. Listing of indented Books for Library Committee meeting. 2. Procuring of books from different firms. 3. Taking entries of books into the accession register. 4. Attending Audit queries. 5. Sending list of books to the indented Departments.	One mark for each activity per year
	Periodical Section:- 1. Subscribing Indian and Foreign Periodicals. 2. Receiving Gift and Exchange of Periodicals. 3. Sending Reminders. 4. Sending Journals for binding section. 5. Attending Audit quires.	One mark for each activity per year
	Technical Section:- 1. Classification of Books & Journals. 2. Cataloguing of Books & Journals. 3. Technical Processing of Books & Journals. 4. Preparation of Catalogue Cards & Merging with existing catalogue. 5. Maintenance of Shelf List / OPAC	One mark for each activity per year
	Circulation Section:- 1. Library Membership- issuing Computerized ID Cards for Students, Teachers and Researchers. 2. Supervision of Charging System and Discharging system. 3. Overdue collections. 4. Issuing No-dues certificates for Teachers and Students. 5. Inter Library Loan / Allotment of Research Cubicles.	One mark for each activity per year
	Reference Section:- 1. Providing reference service to the users of the Library with print and non print sources. 2. Acquisition of Reports and Theses. 3. Classification and cataloguing of Reports and Theses. 4. Offering orientation courses of UG and PG Students. 5. Maintenance of Reference Section, Report Section and Theses Section.	One mark for each activity per year
	Documentation Section:- 1. Preparation of recent addition (Monthly). 2. Compilation of Current Catalogue of Periodicals. 3. Compilation of Bibliographies. 4. Compilation of Catalogue of Theses. 5. Technical Information Services and Reading lists.	One mark for each activity per year
	Maintaining of Books / Periodicals Section:- 1. Maintenance of Books stacks. 2. Maintenance of Periodicals. 3. Removal Books for Binding and repair.	One mark for each activity per year

	4. Providing Reader guides and bay guides. 5. Providing reference service.	
	Computer Section:- 1. Providing Internet Service to the readers. 2. Subscription of CD-ROM Databases. 3. Subscription of Online Journals. 4. OPAC (Online Public access catalogue) 5. Over all maintenance of Computer Section.	One mark for each activity per year
	Teaching offered for PG students(Non credit course) One mark	One mark per contact hour
	Specialized Library Services	
	Reprographic Section:- 1. Procurement of materials for Reprographic section. 2. Maintenance of the Xerox Machines. 3. Maintenance of the printers.	One mark for each activity per year
	General Text Book Bank:- 1. Procurement of Text Books for TBB 2. Issue and return of the Text books to Students. 3. Issuing No due Certificates for the Students.	One mark for each activity per year
	SC/ST Book Bank:- 1. Procurement of Text Books to SC/ST Book Bank. 2. Issue and return of the Text books to SC/ST Students. 3. Issuing No due Certificates for SC/ST Students.	One mark for each activity per year
	Binding Section:- 1. Procurement of Materials for the Binding Section. 2. Arranging for Books, Journals, and Reports for Binding. 3. Supervision of the Binding Section.	One mark for each activity per year
	Photographic Section:- 1. Procurement of Materials for the Photographic Section. 2. Collection of fees for ID Cards. 3. Distribution of photo ID Cards.	One mark for each activity per year
	Adopting information and Technologies (ICT):- 1. Video Library maintenance 2. Digitalization of documents 3. E-Learning	One mark for each activity per year

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II. Published Work During the Assessment Period **Max. 12 Marks**

a) For each full length article published in refereed journal	2.0 marks	
b) For each book published / edited		
i) Recognized publishers with ISBN	2.0 marks	
ii) Chapters in standard books with ISBN	1.0 mark	
iii) Published individually	0.5 mark	
iv) Research/ Extension Bulletin	0.5 mark	
e) i) For each research note/ communication in a journal/ abstract in symposium/ seminar/ workshop/	0.5 mark	

training manual/ proceedings of the workshop ii) Popular article/ leaflet	0.25 mark	(Max. 5 marks)
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Note: Any publications having 3 authors, each author will get equal marks and such of the publications which have more than 3 authors, fourth author onwards will get half of the assigned mark.

III. Summer Schools/ Winter Schools/ Refresher Course/ Max. Marks: 4 Special Training/ Symposia/ Seminar/ Workshop/ Conference

a) For Organizing each activity as in the title up to 10 days more than 10 days 50% for course co-director, co- coordinator	2.0 marks 3.0 marks
b) For participation in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration	1 mark each
b) For participation in Special Training/ Orientation Programmes/ Symposia / Seminars / Conferences, Workshops, group meet etc.	0.5 mark each
d) Other members involved in organization of above activities	0.5 mark each

IV. International Exposure

Max. Marks: 1

International visits/training/courses (outside India only)	1 mark per activity
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V. Awards/ Distinctions Received

Max. Marks: 3

a) International Award	2.5 marks for each
b) National Award	2.0 marks for each
c) State Award	1.5 mark for each
d) University Award	1.00 mark for each
e) Professional Society Award	0.75 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.

VI. Corporate / Other Activities

Max. Marks: 8

a) Activities performed as External Examination Coordinator – Associate Coordinator/ Chi Wardens/ 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/DAO/AAO Dy. R/AR/DC/AC/Dy. Librarian/Asst. Librarian etc.)/ Scrutinizing UG/PG grades .P.G. co-ordinator/ seminar in-charge. Leader / member in monitoring team.	1.0 mark for each activity per year
c) Activities performed as Member - Co-chairman – Chairman of different committees of National – International – activities/ RAWE – Assoc. Coordinator – participation in RAWE camp/ Internship/ Tournament Organized/ Spl. Officer of SC-ST Cell/	

<p>Minority Cell/ Technical Assistant (Part-time)/ Students Counsellor/ Leader for exposure visit of Farmers/ Liaison Officer for BOM/VIP's tours assigned by the University/ Participation in Melas/ Exhibitions as State, National, International levels representing University/ Member/ Co-Chairman in different committees of UAS activities/ Team Manager and Co-Team Manager to Sports/ Cultural Activities/ Stock verifying Officer/ Anti-ragging squad member/ grade point conversion work/ worked as Rapporteur/ Co-Chairman in the National/ International Conferences, Seminars, Workshops/ Symposium etc., Member of Class and Exam time-table committee, Member in monitoring team/ Press meet work/ participation in UG&PG admission/ member of monitoring team / member involve in organization, selection of</p> <p>Farmers /Teachers for nomination to various awards.</p> <p>Any other activities duly signed by the controlling officer</p>	<p>0.5 mark for each activity per year</p>
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VII. Outstation Service

Max. Marks: 5

<p>a) A/B Class City - Nil</p> <p>b) C Class City – 1.0 mark per year of service</p> <p>c) Other Places – 2.0 marks per year of service</p>

VIII. Annual Evaluation Reports (during the assessment period) Max. Marks:12

a) 'A' Grade	-4 marks
b) 'B' Grade	-3 marks
c) 'C' Grade	-2 marks

IX. Performance in Interview

Max. Marks: 10

Minimum marks to be obtained for promotion from AGP of Rs.8000 to Rs. 9000 : **60**

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