

Form : E (Library / CAS /2010 - 2016)



CENTRAL UNIVERSITY OF KARNATAKA

CENTRAL UNIVERSITY OF KARNATAKA Kalaburagi, Karnataka

Application Reference No. _____

Application form for promotion under Career Advancement Scheme (CAS) for librarians in Central University of Karnataka (As per UGC Regulations 2010 & 2016)

For Promotion of:

Assistant Librarian (Academic Level 10) to Assistant Librarian (Senior Scale/Academic Level 11),
Assistant Librarian (Senior Scale/Academic Level 11) to Assistant Librarian (Selection Grade/Academic
Level 12), Assistant Librarian (Selection grade/Academic level 12) to Deputy Librarian (Level 13A) and
Deputy Librarian (Level 13A) to Librarian (Level 14)

Application for promotion from Level _____ to Level _____

Name : _____

Centre _____

School: _____

Notification Reference No. _____ Date: _____

Paste Self-attested
Recent Passport Size
Photograph

Date of Appointment: _____ Date of Confirmation: _____

Period of Assessment for promotion: From _____ to _____

Date of appearing before the last selection committee (if appeared) _____

NOTE: The API scores claimed by the applicant must be based on objectively verifiable criteria, and supported with documentary evidence. API scores that cannot be verified will not be considered. PLEASE READ THE INSTRUCTIONS FOR EACH CATEGORY CAREFULLY, AND FOLLOW THEM.

Part A : General Information and Academic Background

1. Name (in Block Letters) :-
2. Category:-
3. Name of College:-
4. Department/Section/Centre :-
5. Current Designation & Grade Pay :-
6. Date of last Promotion, if any :-
7. For which position and grade pay applied under CAS:
8. Date of eligibility for promotion :-
9. Address (With Pin Code) :-

Telephone No :-

Email :-

10. Academic Qualifications:-

Examinations	Name of the University	Year of Passing	Percentage of marks obtained	Division/Class/Grade	Subject
Bachelor Degree					
Master Degree					
Any other					

11. Research Degree(s)

Degrees	Subject (Library science/ Information science/Documentation /archives and manuscript keeping)	Title of the dissertation	Date of award	University
M. Phil..				
Ph.D				
D.Sc/D. Litt				

12. Appointments held prior to joining this institution

Designation	Name of Employer	Date of		Duration	Salary with Grade Pay	Reason of leaving
		Joining	leaving			

13. Posts held after appointment at this institution:-

Designation	Department	Date of actual		Grade
		From	To	

14. Period of teaching experience (if any):

P.G. Classes including Phd coursework (in years) _____

U.G. Classes (in years) _____

15. Research Experience excluding years spent for M. Phil / Ph. D (in years)_____

16. Fields of Specialization under the Subject / Discipline

(a) _____

(b) _____

17 Orientation / Refresher Course/ ISTE - AICTE Sponsored STTP/SBP attended

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

18. Training /Seminar/Workshop/Course on automation and digitalization/analytical tool development (during assessment period)

Name of the Course/seminar/workshop/training	Place	Duration	Sponsoring Agency

19. Details of innovative library services (including the integration of ICT in a library) carried out during the assessment period (attach the enclosures)

PART B: API CALCULATION OF CATEGORY I, II AND III:

CATEGORY I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Category	Nature of Activity	Unit of calculation		Self appraisal API Score			Verified API Score by Committee
		Actual Hours spent per academic year	Total Hours Spent	For University Assistant Librarian/College Librarian	Deputy Librarian	Librarian	
I (a)	Library resources organization, maintenance and assistance						
	(0)	(2)	(3)	(4) = (3)/20 (Max 70)	(5) = (3)/20 (Max 60)	(6) = (3)/20 (Max 55)	
	Books						
	Journals						
	Reports						
	Reading Room						
	Reference Section						
	Assistance to prepare reports /manuals etc						
	Assistance to update website/ newsletter etc						
	e-resources on intra and inter ner						
	Digitization of Library						
	e-delivery of resources						
	Orientation lectures						
	Users training						

	for e-resources or OPEC etc							
	Book exhibition							
	Any other learning resources							
I(b)	Use of ICT and other Technologies for automization		Actual hours spent per Academic Year	Total hours spent	For University Assistant Librarian/ College Librarian	Deputy Librarian	Librarian	Verified API Score by Committee
	(0)		(2)	(3)	(4) =(3)/10 (Max 15)	(5) =(3)/10 (Max 15)	(6)=(3)/10 (Max 15)	
	Catalogue							
	Learning resources procurement functions							
	Membership record							
	Serial subscription system							
	Reference and information services							
	Library security such as REFID, CCTV etc							
	Software development							
	Internet management							
	Preparation of e-learning recourses							
I(c)	Extension services		Actual Hours spent per	Total Hours Spent	For University Assistant Librarian/	Deputy Librarian	Librarian	Verified API Score by Committ

			academic year		College Librarian			ee
	(0)		(2)	(3)	(4) = (3)/10 (Max 15)	(5) = (3)/10 (Max 15)	(6) = (3)/10 (Max 10)	
	Library services in holidays							
	Shelf order maintenance							
	Library user manual maintenance							
	Building maintenance							
	Library facilities to outsider through external membership							
	Any other							

Total API points of Category I	
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As per the Regulations the applicant is eligible/not eligible in category

I: CATEGORY II: PROFESSIONAL DEVELOPMENT AND EXTENSION ACTIVITIES

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Category	Nature of Activity	Unit of calculation		Self appraisal API Score	Verified API Score by Committee
		Actual Hours spent per academic year	Total Hours Spent		
II (a)	Students related co-curricular, extension and field based activities				
	(1)	(2)	(3)	(4) = (3)/10 (Max 15)	(Max 15)
	Cultural Exchange				
	Library service Programmes (various level of extramural and intramural)				

	Extension				
	Library-literary work through different channels.				
	Any other activities				
II(b)	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	Actual Hours spent per academic year	Total Hours Spent	Self appraisal API Score	Verified API Score by Committee
	(1)	(2)	(3)	(4)=(3)/10 (Max 15)	(Max 15)
	Section-in-charge				
	Director/Principal/Vice- Principal				
	Convener/Chairman/ coordinator of library service program				
	Hostel Warden				
	Admission/Academic/ Examination committees/ Local management committee/ library committee/ Standing Committee/Sexual Harassment & Prevention Committee				
	BOS/ Faculty / Academic Council /Senate				
	Institutional Governance				
II(c)	Professional Development activities	Actual Hours spent per academic year	Total Hours Spent	Self appraisal API Score	Verified API Score by Committee
	(1)	(2)	(3)	(4)=(3)/10 (Max 15)	(Max 15)
	Participation in Seminars / Conferences / Short Term Training Courses / e- library training courses/Workshops and events				
	Talks / Lectures in Refresher / Orientation/ STTP/ Faculty Development course/ e- library training courses/Workshops and events				

Membership of associations International/ National/State				
Publications of articles in newspaper/magazine etc not covered in Category III.				
Dissemination/Radio Talks				

Total API points of Category II	
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According to the applicable Regulations the applicant is eligible/not eligible in category II: -----

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CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(Since the self-assessment score is based on verifiable records, all necessary evidences must be provided at the time of scrutiny)

III A) RESEARCH PAPERS PUBLISHED:

(a) Refereed Journals as notified by UGC#

Sr. No	Title of the paper with page Nos.	Journal name#with ISBN/ISSN No	Wheth er Journal is notifie d by UGC? #	Impact Factor, if any	No of First/Princi pal/ correspon ding authors/sup ervisor/me ntors	No of other author s	Self apprai sal API Score *	Verified API Score by Committ ee *
Sub Total IIIA(a)								

(b) Other reputed Journals as notified by UGC

Sr. No	Title of the paper with page Nos.	Journal name# with ISBN/ISSN No	Whether Journal is notified by UGC? #	No of First / Principal/ correspon ding authors/ supervisor/ mentors	No of other authors	Self apprai sal API Score*	Verified API Score by Committee *
Sub Total IIIA(b)							

III B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)

(a) Text/Reference, Subject Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	No of co-authors	Self appraisal API Score*	Verified API Score by Committee*
Sub Total IIIB(a)							

(b) Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	No of co-authors	Self appraisal API Score*	Verified API Score by Committee*
Sub Total IIIB(b)							

(c) Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	No of co-authors	Self appraisal API Score*	Verified API Score by Committee*
Sub Total IIIB(c)							

(iii) Projects Outcome / Outputs: Patent / Technology transfer / Product / Process							
Sub Total III C							

III (D) RESEARCH GUIDANCE:

Sr.No.	Ph.D / M.Phil.	Degree awarded/ Thesis submitted	Guide/ co-guide	Self appraisal API Score	Verified Score Committee	API by
Sub Total III D						

III (E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS

International/National/state/University level Awards						
Sr. No.	Name of the award	Body/Organization /Association	Level International /National/State/University	Self appraisal API Score	Verified API Score by Committee	
International /National/state/University level Fellowships						
Sr. No.	Name of the fellowship	Sports body/Organization / Association	Level International /National/state/ University	Self appraisal API Score	Verified API Score by Committee	
Sub Total III E(i)						

(i) Invited Lectures/paper presented in Conferences/Seminars:

Invited lectures/paper presentations						
Sr No	Title of the Invited lecture/paper presentations	Title of Conference/seminar	Organized by	Level International /National/State/University	Self appraisal API Score	Verified API Score by Committee
Sub Total III E(ii)						

III (F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL (INCLUDING MOOCS COURSES WITH E-CERTIFICATION)

Sr .No.	e-learning delivery process/material	Title of the process/material	Details of the website	No of modules developed	Self appraisal API Score	Verified API Score by Committee
Sub Total III F						

Total API points of Category III	
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According to the applicable Regulations the applicant is eligible/not eligible in category II and II+III:

I certify that the information provided is correct as per records available with the college/university Department and/or documents enclosed along with the duly filled proforma.

Signature of the applicant

Date :

Place :

Forwarded through proper channel :