

Form : F (Library/CAS/2018/ level 11-14)

Application Reference No. _____



CENTRAL UNIVERSITY OF KARNATAKA
Kalaburagi, Karnataka

Application form for promotion under Career Advancement Scheme (CAS) for librarians in Central University of Karnataka (As per UGC Regulations 2018)

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 13) and Deputy Librarian (Level 13) to Deputy 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 research scores claimed by the applicant must be based on objectively verifiable criteria, and supported with documentary evidence. Research 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. Father's Name (in Block Letters) :
4. Mother's Name (in Block Letters) :
5. Date of Birth and Age :
6. Gender :
7. Nationality :
8. Category (SC/ST/OBC/General) :
9. Current Designation :
10. Current Pay Scale & Grade Pay :
11. Date of Confirmation of Present Post :
12. Date of Initial Appointment and Stage
with Pay Scale at CUK
Position, Stage and Grade Pay applied
for :
13. Date of Last Promotion :
14. Date of Eligibility for Promotion
Address for correspondence (with Pin
Code) :
15. Permanent Address (with Pin Code) :
16. Mobile Telephone Number
Landline Telephone Number (with
code) :
17. E-Mail ID :

18 Academic Qualifications (Graduation onwards):

Academic Qualifications	Mention area/subjects: Library science/Information science/Documentation/archives and manuscript keeping)	Department & University	Year of Passing	Marks Obtained /Out of Or CGPA Grade	Class with Percentage
Graduate Degree (UG)					
Post Graduate Degree (PG)					
M. Phil.					
Ph.D./D.Phil. (Mention area/subject: Library science/Information science/Documentation/archives and manuscript keeping)					
D.Sc./D.Litt.					
Other Degrees (if any)					

19 . Record of academic service prior to joining The Central University of Karnataka (Please attach relevant certificates of service experience)

Institution	Designation	Nature of appointment (Regular/ Fixed term/ Temporary/ Ad-hoc/ Part-time)	Nature of Duties	Pay-Scale / Pay band and AGP	Period/Experience		Required minimum qualification for the post	Highest degree obtained at the time of appointment	Remarks	Encl. No.
					From	To				

20 Record of service in The Central University of Karnataka from Date of joining as regular librarian

Level	Designation	Pay Scale and AGP	Duration		Experience		Remarks	Encl. No.	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month			
Assistant Librarian (Level 10)									
Assistant Librarian (Level 11)									
Assistant Librarian (Level 12)									
Deputy Librarian (Level 13)									
Deputy Librarian (Level 14)									
Please clearly specify the period of Leave Without Pay (LWP)									

21 Teaching Experience (if any):

22 Research Experience

i. Total Number of years (excluding MPhil/PhD): _____

a) Years spent in M. Phil. : _____

Period of M.Phil.		Name of Institute/ University	Research Topic (Dissertation)	Date of Notification of result conferring the degree	Encl. No.
From	To				
(1)	(2)	(3)	(4)		

b) Years spent in Ph.D. : _____

Period of Ph.D		Name of Institute/ University	Research Topic (Dissertation)	Date of Notification of result conferring the degree	Encl. No.
From	To				
(1)	(2)	(3)	(4)		

ii. Years of Guiding Ph.D. / M. Phil.: _____

iii. Total No. of papers Published: i International Journals

ii. National Journals

Total

(Not Abstract but Full paper only)

iv. Total No. of Conferences/Seminars/Workshops Attended and papers presented

- i. International : Attendedattended and papers presented.....
 - ii. National : Attendedattended and papers presented.....
 - iii. State Level : Attendedattended and papers presented.....
- Totalattended attended and presented

24. Awards /Prizes/Honours/Recognitions :

- 1. _____
- 2. _____
- 3. _____

25. Fields of Specialization in the Subject/Discipline

- a)
- b)

26. Orientation/Refresher Course attended: (Attach certificates)

Sr. No	Particulars	Place	Duration	Sponsoring Agency	Encl. No.
01					
02					

27. Any other Training Program/Summer School / Workshops/ QIP/ FIP etc attended: (Attach certificates)

Sr. No	Particulars	Place	Duration	Sponsoring Agency	Encl. No.
01					
02					
03					

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

Sr. No	Name of the Course/seminar/ workshop/training	Place/ institution	Duration	Sponsoring Agency	Encl. No.
01					
02					
03					
04					

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

30. Your vision for the Library:

31. Your contribution to the Library and University:

32. Future Academic Development Plan for self as well as Library:

33. Any other relevant information:

PART-B

Brief Note: Based on the librarians self-assessment, Grading criteria and Scores and or publications. The minimum Grading criteria and scores and or publications required by librarians from this category is different for different levels of promotion. The self- assessment grades, scores and or publications should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightage without changing the minimum total scores required.

(As per UGC Regulations 2018, Appendix II, Table 4: Assessment Criteria and Methodology for Librarian cadres)

A: ACTIVITIES*

Sr. No	Academic Year	1. Regularity of attending library While attending in the library, the individual is expected to undertake, inter alia, following items of work: Library Resource and Organization and maintenance of books, journals and reports; Provision of Library reader services such as literature retrieval services to researchers and analysis of report; Assistance towards updating institutional website			Claimed by the Candidate	Verified by the IQAC	Remarks	*Encl No.
		Total number of days he/she is expected to attend	Total number of days he/she has attend	Regularity of attending library = (Total number of days he/she has attend / Total number of days he/she is expected to attend) X 100%				
1	Year 1							
	Year 2							
	Year 3							
	Year 4							
	Year 5							
	Year 6							
Sr. No	Academic Year	2. Conduct of seminars/ workshops related to library activities or on specific books or genre of books			Claimed by the Candidate	Verified by the IQAC	Remarks	*Encl No.

2	Year 1	National level seminar/ workshop and State/ institution level workshop/Seminar or Not falling in above two categories					
		National level seminar/ workshop and State/ institution level workshop/Seminar or Not falling in above two categories					
	Year 2	<i>As above Odd Sem. in Year 1</i>					
		<i>As above Even Sem. in Year 1</i>					
	Year 3	<i>As above Odd Sem. in Year 1</i>					
		<i>As above Even Sem. in Year 1</i>					
	Year 4	<i>As above Odd Sem. in Year 1</i>					
		<i>As above Even Sem. in Year 1</i>					
	Year 5	<i>As above Odd Sem. in Year 1</i>					
		<i>As above Even Sem. in Year 1</i>					
	Year 6	<i>As above Odd Sem. in Year 1</i>					
		<i>As above Even Sem. in Year 1</i>					
	Sr. No	Academic Year	3. If library has a computerized database then or if library does not have computerized data base	Claimed by the Candidate	Verified by the IQAC	Remarks	*Encl No.
	3	Year 1	Physical books and journals in computerized database. Or Catalogue database made up to date. Or Catalogue database not upto mark.				
Year 2							
Year 3							
Year 4							
Year 5							
Year 6							
Sr. No	Academic Year	4. Checking inventory and extent of missing books	Claimed by the Candidate	Verified by the IQAC	Remarks	*Encl No.	
4	Year 1	Checked inventory and missing book less than 0.5% OR Checked inventory and missing book less than 1% OR Did not check inventory. Or Checked inventory and missing books 1% or more.					

	Year 2	<i>As above Odd Sem. in Year 1</i>					
		<i>As above Even Sem. in Year 1</i>					
	Year 3	<i>As above Odd Sem. in Year 1</i>					
		<i>As above Even Sem. in Year 1</i>					
	Year 4	<i>As above Odd Sem. in Year 1</i>					
		<i>As above Even Sem. in Year 1</i>					
	Year 5	<i>As above Odd Sem. in Year 1</i>					
		<i>As above Even Sem. in Year 1</i>					
	Year 6	<i>As above Odd Sem. in Year 1</i>					
		<i>As above Even Sem. in Year 1</i>					
Sr. No	Academic Year	5. Activity	Claimed by the Candidate	Verified by the IQAC	Remarks	*Encl No.	
5	Year 1	i. Digitization of books database in institution having no computerized database.					
		ii. Promotion of library network.					
		iii. Systems in place for dissemination of information relating to books and other resources.					
		iv. Assistance in college administration and governance related work including work done during admissions, examinations and extra-curricular activities.					
		v. Design and offer short-term courses for users.					
		vi. Publications of research paper in UGC approved journals.					
	Year 1	i. Digitization of books database in institution having no computerized database.					
		ii. Promotion of library network.					
		iii. Systems in place for dissemination of information relating to books and other resources.					
		iv. Assistance in college administration and governance related work including work done during admissions, examinations and extra-curricular activities.					
		v. Design and offer short-term courses for users.					
		vi. Publications of research paper in UGC approved journals.					
	Year 2	<i>As above Odd Sem. in Year 1</i>					
		<i>As above Even Sem. in Year 1</i>					

	Year 3	<i>As above Odd Sem. in Year 1</i>									
		<i>As above Even Sem. in Year 1</i>									
	Year 4	<i>As above Odd Sem. in Year 1</i>									
		<i>As above Even Sem. in Year 1</i>									
	Year 5	<i>As above Odd Sem. in Year 1</i>									
		<i>As above Even Sem. in Year 1</i>									
	Year 6	<i>As above Odd Sem. in Year 1</i>									
		<i>As above Even Sem. in Year 1</i>									
Sr. No											
1	Overall grade Claimed by the Candidate							Verified by the IQAC	Remarks		
2	Year wise grade Claimed by the Candidate							Verified by the IQAC	Remarks		
Year	1	2	3	4	5	6	total				
grade											

* Should be claimed by the applicant with supporting documents.

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	Whether Journal is notified by UGC? [#]	Impact Factor, if any	No of First/Principal/ corresponding authors/supervisor/mentors	No of other authors	Self appraisal API Score *	Verified API Score by Committee *
Sub Total IIIA(a)								

(b) Other peer reviewed Journals

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/ corresponding authors/ supervisor/mentors	No of other authors	Self appraisal 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

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.

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

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)							

(d) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number.

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 III B(d)							

III C) RESEARCH PROJECTS:

(i) Sponsored projects: Major /Minor projects							
Sr. No.	Title of Project	Name of Sponsoring Agency	Period	Grant /Amount mobilized in Lakhs	Major/Minor/Patent /Technology Transfer/product/process	Self appraisal API Score	Verified API Score by Committee
(ii) Sponsored projects: Major /minor projects							
(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 API Score by Committee
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/Stat	Self appraisal API Score	Verified API Score by

			e/University		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						

According to the applicable Regulations the applicant is eligible/not eligible in category II and II+III---

Declaration

I, _____ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

Place :

Signature of the applicant _____

Date :

Designation

Forwarded through proper channel: