

PBAS/ Library 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 of:**

Assistant Librarian (Academic Level 10), Assistant Librarian (Senior Scale/Academic Level 11), Assistant Librarian (Selection Grade/Academic Level 12), Deputy Librarian (Level 13) and 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.**

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**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 :  
Date of Initial Appointment and Stage with Pay
12. Scale at CUK :
13. Position, Stage and Grade Pay applied for :
14. Date of Last Promotion :
15. Date of Eligibility for Promotion :
16. Address for correspondence (with Pin Code) :
17. Permanent Address (with Pin Code) :
18. Mobile Telephone Number :  
Landline Telephone Number (with code) :
19. E-Mail ID :

**20. Academic Qualifications (Graduation onwards):**

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

- i. Total No. of papers Published:**
- i International Journals** .....
  - ii. National Journals** .....
  - Total** .....
  - (Not Abstract but Full paper only)
- ii. Total No. of Conferences/Seminars/Workshops Attended and papers presented**
- i. International :** Attended .....attended and papers presented.....
  - ii. National :** Attended .....attended and papers presented.....
  - iii. State Level :** Attended .....attended and papers presented.....
- Total .....attended ..... attended and presented .....

**21 Awards /Prizes/Honours/Recognitions :**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**22. Fields of Specialization in the Subject/Discipline**

- a)  
b)

**23. Orientation/Refresher Course attended: (Attach certificates)**

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

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

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

**25 . 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

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


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## 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 Librarians)**

### A: ACTIVITIES\*:

Sr. No	Academic Year	<b>Regularity of attending library</b> 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%				
<b>1</b>								
Sr. No	Academic Year	<b>2. Activity: Conduct of seminars/ workshops related to library activities or on specific books or genre of books</b>			Claimed by the Candidate	Verified by the IQAC	Remarks	*Encl No.
<b>2</b>		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 <i>As above Even Sem. in Year I</i>				
Sr. No	Academic Year	<b>3. Activity: If library has a computerized database then or if library does not have computerized data base</b>	Claimed by the Candidate	Verified by the IQAC	Remarks	*Encl No.
3		Physical books and journals in computerized database.				
		Or Catalogue database made up to date. Or Catalogue database not upto mark.				
Sr. No	Academic Year	<b>4. Activity: Checking inventory and extent of missing books</b>	Claimed by the Candidate	Verified by the IQAC	Remarks	*Encl No.
4		Checked inventory and missing book less than 0.5% / 1% / Did not check inventory. Or Checked inventory and missing books 1% or more.				
		Checked inventory and missing book less than 0.5% / 1% / Did not check inventory. Or Checked inventory and missing books 1% or more.				
Sr. No	Academic Year	<b>5. Activity</b>	Claimed by the Candidate	Verified by the IQAC	Remarks	*Encl No.
5		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.				
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		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.				
Sr. No	Claimed by the Candidate	Verified by the IQAC	Remarks			
1						
2						
3						
4						
5						

\* 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 *
<b>Sub Total IIIA(a)</b>								

**(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 *
<b>Sub Total IIIA(b)</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*
<b>Sub Total IIIB(a)</b>							

**(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*
<b>Sub Total IIIB(b)</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*
<b>Sub Total IIIB(c)</b>							

## (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*
<b>Sub Total III B(d)</b>							

## III C) RESEARCH PROJECTS:

<b>(i) Sponsored projects: Major /Minor projects</b>							
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
<b>(ii) Sponsored projects: Major /minor projects</b>							
<b>(iii) Projects Outcome / Outputs: Patent / Technology transfer / Product / Process</b>							
<b>Sub Total III C</b>							

### 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
<b>Sub Total III D</b>						

### 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
<b>Sub Total III E(i)</b>					

#### (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
<b>Sub Total III E(ii)</b>						

**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
<b>Sub Total III F</b>						
<b>Total API points of Category III</b>						

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**