Appendix-VII

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Academic Performance Indicators (APIs) And Scores developed for adoption of Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme (CAS) of University Librarian/Deputy Librarian/Assistant Librarian and College Librarian.

Instructions for Filling up Part B of the PBAS Proforma
(Please read the Instructions carefully before filling the proforma for Category I, II, III)

Part B of the Proforma is based on Appendix-III, Table VII of the UGC Regulations 2010.

B (I) is based on API scoring for **Category I** of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.
B (II) is based on **Category II** of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.
B (III) is based on **Category III** of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the **Table-VII** of the UGC Regulations, 2010.

NB. The self-assessment scores are subject to verification by the university / college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY : I : Procurement, organisation and delivery of knowledge and information through Library services.

Sr.No.	Nature of Activity	Maximum Score
1	Library resources organisation and maintenance of books, journals, reports **(10 Points)**; Provision of library reader - services, literature retrieval services to researchers and analysis of report **(10 Points)**; Provision of assistance to the departments of University/ College with the required inputs for preparing reports, manuals and related documents **(10 Points)**; Assistance towords updating institutional website with activity related information and for bringing out institutional Newsletters, etc. **(10 Points)**;	40
2	ICT and other new technologies application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services. **(15 Points)**; Library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management. **(15 Points)**;	30
3	Development, organisation and management of e-resources including their accessibility over Interanet/Internet, digitization of library resources, e-delivery of information, etc. Creating Intranet / Internet facility : **(10 Points)**; Digitization of library : **(15 Points)**; e-delivery of information : **(10 Points)**. (**Maximum 25 Points**)	25

4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programes like organizing book exibitions, other interactive latest learning resources, etc.) **(10 Points per Programme)**	20
5	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. **(2 Points per Activity)**	10
	Total Score	**125**
	Minimum API Score required	**75**

CATEGORY: II : Co-curricular, Extension and Professional Development Related Activities.

(i) Extension and Co-curricular & field based Activities

Sr.No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities such as Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels. **(2 Points per Activity)**	20
	(Maximum Score)	**20**

(ii) Contribution to Corporate life and Management of the Institution.

Indicators	Maximum Score
Contribution to Corporate life in Universities/colleges through meetings, popular lectures, Library related events, articles in college magazine and University volumes **(2 point each)**	10
Institutional Governance responsibilities like,Vice Principal, Dean, Director,Warden, Bursar, School Chairperson, IQAC coordinator **(10 points each)**	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee **(5 points each)**.	10
Responsibility for or participation in committees for Students Welfare, Counseling and Discipline **(5 points each)**	10
Organisation of Conference /Training as Chairman/Organizational Secretary / Treasurer : (a) International **(10 points)**; National/Regional **(5 points)** (b) as member of the organizing committee **(1 point each)**	10
Maximum Aggregate limit	15

(iii) Professional Development Related Activities.

Indicators /Activities	Maximum Score
Membership in profession related committees at State and National level a. At National level: **3 points each** b. At State level : **2 points each**	10
Participation in subject Associations, Conferernces, Seminars without paper presentation **(Each activity : 2 point)**	10
Participation in short term training courses less than one week duration in educational technology,curriculum development, professional development, Examination reforms, institutional governance **(Each activity : 5 point)**	10
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development **(5 points each)**.	10
Publication of articles in newspapers, magazines or other publications (not covered in category III; radio talks; television programmes **(1 point each).**	10
Maximum Aggregat Limit	15
Minimum API Score required in (i), (ii) & (iii) above	15

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CATEGORY: III :   Research and Publications and Academic Contributions :

This is to be filled as per Appendix III **Table VII**(Category III) of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table VII.

III. Summary of API Scores :

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2010-2011, annual averages of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

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ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT/CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO LIBRARIAN, (UNIVERSITY) DEPUTY LIBRARIAN AND ASSTT. LIBRARIAN /COLLEGE LIBRARIAN.

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Category – I :   Procurement, organisation, and delivery of knowledge and information through Library services

S.No	Nature of Activity	Maximum Score
1.	Library resources organisation and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40
2.	ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	30
3.	Development, organisation and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.	25
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	20
5.	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	10
Total Score		**125**
Minimum API score required		**75**

Category- II – CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels,	20
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	**15**

Category – III – Research and academic contributions

S No.	APIs	Activity	Maximum Point
III A	Research Papers published in:	Refereed Journals	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 / chapter in an edited book

		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III (C)			
III (C) (i)	Sponsored Projects carried out/ ongoing	(d) Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project
		(e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 /each Project
		(f) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh)	10/each Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	30 / each national level output or patent /50 /each for International level,
III (D)			
III (D) (i)	M.Phil.	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D	Degree awarded	10 /each

			candidate
		Thesis submitted	7 /each candidate
III(E)			
III(E) **(i)**	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration	20/each
		One week duration	10/each
III(E) **(ii)**	Papers in Conferences/ Seminars/ workshops etc. *	Participation and Presentation of research papers (oral/poster) in	
		International conference	Each
		b) National	/ each
		c) Regional/State level	/each
		Local –University/College level	3 / each
III(E) **(iv)**	Invited lectures or presentations for conferences/ / symposia	International	10 /each
		National level	5

* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes.

1. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.