

Appendix-VIII**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY****PBAS Proforma for Promotion under CAS****(PART A, PART B & PART C)***(For University Librarian / Deputy Librarian / Assistant Librarian
and College Librarian.)***PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters) : _____
 2. Father's/Husband's Name : _____
 3. Department : _____
 4. Current Designation & Grade Pay : _____
 5. Date of last Promotion : _____
 6. For which position and grade pay you are an applicant under CAS ? : _____

 7. Date of eligibility for promotion : _____
 8. Date and Place of Birth : _____
 9. Sex : _____
 10. Marital status : _____
 11. Nationality : _____
 12. Indicate whether belongs to SC/ST/OBC category : _____
 13. Address for correspondence (with Pincode) : _____

 14. Permanent Address (with Pincode) : _____

- Telephone No : _____
- Email : __

15. Academic Qualifications (Matric onwards till post graduation) :

Examinations	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade	Subject/s
High School / Matric Intermediate / HSSC B.A. / B.Sc. / B.Com. / B.Mus./.....					
M.A. / M.Sc. / M.Com. / M.Mus./.....					
Other examination, if any					

16. Research Degree(s) :

Degrees	Title / Topic	Date of award	University
M.Phil.			
Ph.D. / D .Phil.			
D.Sc. / D.Litt.			

17. Appointments held prior to joining this institution :

Sr. No.	Designation	Name of employer	Date of Joining		Salary with Grade	Reason of leaving
			Joining	Leaving		
1.						
2.						
3.						
4.						

18. Posts held after appointment at this institution :

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Period of teaching experience : P.G. Classes (in years)

U.G. Classes (in years)

20. Research Experience excluding years spent in M. Phil / Ph. D. (In years) .

21. Fields of Specialisation under the Subject/Discipline

(a) _____

(b) _____

22. Academic Staff College Orientation / Refresher Course attended :

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

Date : _____

**Signature of the
Library Person**

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS(Appendix-VII)
proforma before filling out this section)

CATEGORY : I**1. Procurement, Organisation and delivery of knowledge and information through Library Services.**

Library resources organisation and maintenance of Books, Journals and Reports. (Full Score for 100 % compliance and proportionate Score may be given upto 80 % compliance. No Score below 80 % be given.) 80-30, 81-84-32, 85-89-34, 90-94-36, 95-99-38, 100-40.	API Score
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Sr.No.	Nature of Activity	Execution of Activity with Justification	Evaluation and Compliance	API Score
1				
2				
3				
4				
5				
(Maximum Score : 40)				

2. Technology use for upgradation of Library.

Sr.No.	Mode of Technology	Application	Benefit to Students & Institution	API Score
1				
2				
3				
4				
5				
(Maximum Score : 30)				

3.

Sr.No.	Development, Organisation and Management of e-resources and their accessibility over Internet / Intranet.	Outcome & Success Rate*	API Score
1	Digitalization of Library		
2	e-dilivery of information		
3	Creating Internet and Intranet facility		
(Maximum Score : 25)			

* Score may be allotted on the basis of Success Rate.

4. Procurement, Organisation and delivery of knowledge and information through Library Services.

Sr. No.	Name of the Programme Organised	User Group	Dates	Place	API Score
1					
2					
3					
4					
5					
6					
7					
(Maximum Score : 20)					

5. Additional Services extended.

Sr. No.	Name of the Activity undertaken for extention of Library facility.	Duration	No. of Beneficiries	API Score
API score based on Preparation and Imparting of knowledge / Instruction as per curriculum & syllabus enrichment by providing additional resources to Students (Max. Score : 10)				API Score
Minimum API Score in Point 1 to 5 : 75				
Total Score (Category : I) :-				

Signature of the
Library Person

Varified and found correct :

Signature of V.C./ Principal / H.O.D

Final Score approved by the Screening / Selection Committee:
(For Category: I)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS(Appendix-VII) proforma before filling out this section)

CATEGORY : II**CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.****Extention and Co-curricular & field based Activities.**

S. No.	Type of Activity	Average Hrs. / week	API Score
	(i) Extension, Co-curricular & field based Activities		
1			
2			
3			
4			
5			
	Total (Max : 20)		
	(ii) Contribution to Corporate life and Management of the Institution	Yearly / Semester wise responsibilities	API Score
1			
2			
3			
4			
5			
	Total (Max : 15)		
	(iii) Professional Development Activities		
1			
2			
3			
4			
5	Total (Max. : 15)		
	Total Score (i + ii + iii) (Max. : 50)		
	Minimum API Score (15)		

Total Score (Category : II) :-	
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**Signature of the
Library Person**

Varified and found correct :

Signature of V.C./ Principal / H.O.D

**Final Score approved by the Screening / Selection Committee:
(For Category II)**

**Signature of Chairman
Screening / Selection Committee**

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY : III**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS.****A) Published Papers in Journals.**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed. Impact Factor, If any	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(i) Articles / Chapters published in Books.

Sr. No.	Title with page nos.	Book Title, editor & publisher	ISSN / ISBN No.	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(ii) Full Papers In Conference Proceedings.

Sr. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	API Score
1						
2						
3						
4						
5						

B(iii) Books Published as single Author or as Editor.

Sr. No.	Title with page nos.	Type of Book & Authorship	Publi-sher & ISSN / ISBN No.	Whethe r peer review ed.	No. of co-author s	Whethe r you are the main author	API Score
1							
2							
3							
4							
5							

C) Ongoing and Completed Research Projects and Consultancies.**(C) (i & ii) Ongoing Projects / Consultancies.**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	API Score
1					
2					
3					
4					
5					

(C) (iii & iv) Completed Projects / Consultancies.

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	Whether policy document/patent as outcome	API Score
1						
2						
3						
4						
5						

(D) Research Guidance.

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil. or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration).

Sr. No.	Programme	Duration	Organised by	API Score
1				
2				
3				
4				
5				

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia.

Sr. No.	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international / national / state / regional/college or university level	API Score
1					
2					
3					
4					
5					

E (iii) Invited Lectures and Chairmanships at National or International Conference / Seminar etc.

Sr. No.	Title of Lecture / Academic Session	Title of Conference/ Seminar etc.	Organised by	Whether international / national	API Score
1					
2					
3					
4					
5					

Total Score (Category : III) :-	
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**Signature of the
 Library Person**

Varified and found correct :

Signature of V.C. /

Principal / H.O.D.

Final Score approved by the Screening / Selection Committee:
(For Category: III)

**Signature of Chairman
 Screening / Selection Committee**

IV. SUMMARY OF API SCORES.

Category	Criteria	Last Academic Year	Total- API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, learning and Evaluation related activities			
II	Co-curricular, Extension, Related Professional Development Activities.			
	Total I + II			
III	Research, Publication and Academic Contribution (For entire period)			

Signature of the Library Person

Varified and found correct :

Principal / H.O.D.

Signature of V.C. /

Signature of Chairman Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	

LIST OF ENCLOSURES : *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

1	9
2	10
3	11
4	12
5	13
6	14
7	15
8	

I certify that the information provided is correct as per records available with the University / College and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with
Designation, Place & Date

Signature of V.C./ School
Chairperson / Principal / HOD

N.B.: The individual PBAS profoma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university / college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.

