

**S.N.D.T. Women's University
1, Nathibai Thackersey Road
Mumbai – 400 020**

**Revised API Pro forma as per (New UGC Regulation) 4th Amendment
dated 11 July 2016**

For

**CAS Promotions for Assistant Librarian / College Librarian, Deputy
Librarian and University Librarian and Direct Recruitment of Deputy
Librarian and University Librarian in Universities and Colleges.**

Name of Applicant: _____

Department/ College: _____

Address: _____

Application for promotion from: _____

- 1) Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)
- 2) Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)
- 3) Assistant Librarian (Selection Grade) / College Librarian (Selection Grade to Deputy Librarian / College Librarian (Selection Grade) (Stage 3 to Stage 4)
- 4) University Librarian (Stage 5) (For universities only)

Assessment Period: From: _____ to _____

Compiled API Score

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total Score
Category I							
Category II							
Category III							
Total							

Note: Please indicate respective year in each column

Date:
Place:

Name & Signature of the Candidate

Date:
Place:

Name & Signature of the Head / Principal

S. N. D. T. Women's University
1, Nathibai Thackersey Road, Mumbai - 400 020

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (API's) IN
RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS
OF LIBRARIANS

Part A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letter)	
2.	Department:	
3.	College / University	
4.	Current Designation, Pay Band & Grade Pay	Designation: Pay Band: Grade Pay:
5.	Date of last Promotion	
6.	Date of Eligibility for Promotion	
7.	Date and Place of Birth	
8.	Nationality	
9.	Category: Open/SC/ST/OBC/DT/NT/SBC/PH	
10.	Address for Correspondence (with Pin code)	
11.	Permanent Address (with Pin code)	
12.	Telephone No.	
13.	Email	

17. Posts held after appointment at this institution:

Sr. No.	Designation	Nature of Appointment: Regular / Temp. / Ad-hoc / Fixed / Tenuar / CHB / Any Other	Department	Date of actual Joining		Salary with G.P.
				From	To	

18. Period of teaching experience: P.G. (in years) U.G. (in years)

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

20. Fields of Specialization under the Subject / Discipline :

a.

b.

21. Orientation / Refresher Course attended:

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency

#All supporting documents to be attached

Name and Signature of the Candidate:

Date:

Place:

Name and Signature of Head / Director

Date:

Place:

Tick (✓) the appropriate	Stages of promotion of teachers through CAS	Service requirement	Minimum academic performance requirements	Eligible Yes/No
	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (II) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.	
	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) of Appendix III for Librarian Cadres in universities and for college librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.	
	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) to Deputy Librarian / College Librarian (Selection Grade) (Stage 3 to Stage 4)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix III. Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph.D. Holders. (ii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII (A)	
	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3 (iii) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in the regulation and in Table VIII (A)	

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

1. Tick the appropriate stage of your promotion under CAS and mention whether you fulfil the minimum Academic Performance Requirements indicated therein.

Name & Signature of the Candidate

Part B: API Calculation of Category I, II & III:

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

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	Univ..Assistant Librarian / College Librarian	Deputy Librarian	Univ. Librarian		
I (a)	(1)	(2)	(3)	(4) = (3) / 20 (Max Score 70)	(5) = (3) / 20 (Max 60)	(6) = (3) / 20 (Max 55)		
	Library resources organization 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 Points)							
	Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc. (15 Points)							
	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. (15 Points)							
I (b)	Nature of Activity	Actual Hours spent per academic year	Total Hours Spent	Univ..Assistant Librarian / College Librarian	Deputy Librarian	Univ. Librarian	Verified API Score by committee	
	(1)	(2)	(3)	(4) = (3) / 10 (Max Score 15)	(5) = (3) / 10 (Max 15)	(6) = (3) / 10 (Max 15)		
	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							

I (c)	Nature of Activity	Actual Hours spent per academic year	Total Hours Spent	Univ..Assistant Librarian / College Librarian	Deputy Librarian	Univ. Librarian	Verified API Score by committee
	(1)	(2)	(3)	(4) = (3) / 10 (Max Score 15)	(5) = (3) / 10 (Max 15)	(6) = (3) / 10 (Max 15)	
	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						

Total of Category I	
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Signature of the Candidate

Direct Workload and weightage to be given to different levels of Librarians

	Direct working hours per week	Weightage
Assistant Librarian/College Librarian	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

***Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and (c) 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. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self-assessment score 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 weightages without changing the minimum total API scores required under this category. Minimum APIs to be applied for the promotion of librarians under CAS in University Departments and Colleges and weight ages for expert assessment is as follows:

Category	Activity	Assistant / College Librarian (Stage 1 to Stage 2)	Assistant / College Librarian (Stage 2 to Stage 3)	Assistant / College Librarian (Stage 3) to Deputy / College Librarian (Stage 3 to Stage 4)	Deputy Librarian to University Librarian (Stage 5) (For universities only)
I	Procurement, organization, and delivery of knowledge and information through Library services	80 / Year	80 / Year	75 / Year	70 / Year

According to the above table, the teacher is eligible/ not eligible in Category I: _____

Name & Signature of the Candidate

Signature of Head / Director

CATEGORY II:

PROFESSIONAL DEVELOPMENT, CO-CURRICULAR 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
	Student related co-curricular, extension and field based activities	Actual Hours spent per academic year	Total Hours Spent		
II(a)	(1)	(2)	(3)	(4) = (3) / 10 (Max Score 15)	
	Cultural exchange and Library service Programmes (various level of extramural and intramural programmes) Extension activities, Library-literary work through different channels. Library visits / tours Library survey Other events.				
II (b)	Nature of Activity	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 Score 15)	
	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities (such as 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).				
II (c)	Nature of Activity	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 Score 15)	
	Professional Development activities (such as participation in seminars, conferences, short term courses, e- library training courses, workshops and events, Talks, lectures, Membership of associations, dissemination and general articles, not covered in Category III below)				
	Any other contribution				

Total of Category II	
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Signature of the Candidate

Minimum APIs to be applied for the promotion of librarians under CAS in University Departments and Colleges and weight ages for expert assessment is as follows:

Category	Activity	Assistant / College Librarian (Stage 1 to Stage 2)	Assistant / College Librarian (Stage 2 to Stage 3)	Assistant / College Librarian (Stage 3) to Deputy / College Librarian (Stage 3 to Stage 4)	Deputy Librarian to University Librarian (Stage 5) (For universities only)
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period

According to the above table the librarian is eligible/ not eligible in Category II: _____

Name & Signature of the Candidate

Signature of Head / Director

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 (25 points per publication)

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	First/ Principal/ corresponding/ authors/ supervisor/ mentors	Self appraisal API Score	Verified API Score by Committee
Sub Total III A(a)							

(b) Other reputed Journals as notified by UGC (10 Points per publication)

Sr. No	Title of the paper with page Nos.	Journal name with ISBN/ISSN No	Whether journal is notified by UGC?	First/ Principal/ corresponding/ authors/ supervisor/ mentors	Self appraisal API Score	Verified API Score by Committee
Sub Total III A(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. (30 Points for single author per book)

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	Self appraisal API Score	Verified API Score by Committee
Sub Total III B(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. (20 points for single author per book)

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	Self appraisal API Score	Verified API Score by Committee
Sub Total III B(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 (15 points for single author per book)

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	Self appraisal API Score	Verified API Score by Committee
Sub Total III B(c)						

(d) Chapters in Books published by National and International level publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (10 points for International / 5 points for National books per chapter)

(ii) Consultancy Projects: Amount mobilized with a minimum of Rs. 02 Lakhs (10 or every Rs. 02 lakhs)

(ii) Consultancy 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) Projects Outcome/ Outputs: Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt / Local Bodies:

(30 for each International/ 20 for each national level output or patent. Major policy document of international bodies- 30 central Government – 20 , State Govt.- 10 Local bodies – 5.

(iii) Projects Outcome/ Outputs: Patent/ Technology transfer/ Product/ Process							
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

III (D) Research Guidance: (Ph.D. awarded per candidate 15, Ph.D submitted per candidate 10 and M. Phill. Awarded 05 per candidate)

Sr. No	Ph.D/ M.Phill	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

(i) Fellowship/ Award: (International award/ fellowship 15 points per award, National award/ fellowship 10 points per award, state/ University level award/ fellowship 05 points per award)

International / National/ State/ University level Awards					
Sr. No	Name of the award	Academic Body/ Society/ 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	Academic Body/ Society/ Association	Level International/ National/State/ University	Self appraisal API Score	Verified API Score by Committee
Sub Total III E (i)					

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

Points per lecture: International 07, National 05, State / University 03.

Points per paper presentation: International 05, National 03, State/ University 02.

(The score under this sub-category API points shall be restricted to 20% of the minimum fixed for category III for any assessment period)

Invited lectures/ Paper presentations						
Sr. No	Title of the Invited lecture/ paper presentations	Title of Conference/ seminar	Organised by	Level International/ National/ State/University	Self appraisal API Score	Verified API Score by Committee
Sub Total III E(ii) Sub Total III E (ii)						
(API points shall be restricted to 20% of the minimum fixed for category III for any assessment period)**						

** For CAS: Assistant Librarian/ College Librarian /equivalent cadres: (Stage 1 to Stage 2): Max 4 API Score; Assistant / College Librarian (Stage 2 to Stage 3): Max 10 API score; Assistant / College Librarian (Stage 3) to Deputy / College Librarian (Stage 3 to Stage 4): Max 15 API score; Deputy Librarian to University Librarian (Stage 5) (For universities only): Max 20 API score.

**For Direct recruitment: 20% of the minimum fixed for category III.

III (F) Development of E-learning Delivery Process/ Material (10 points per module)

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 of Category III:	
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Signature of the Candidate

Wherever relevant to any specific discipline, the API Score for paper in referred journal would be augmented as follows: (i) paper with impact factor less than 1 by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the first and principal / corresponding author/ supervisor/ mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors. The university shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC standing committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing committee shall give its recommendations within 60 suo-moto, recommended journals for inclusion in the “List of Journals”. The clause 6.0.5. (i) will be strictly followed by the university.

Minimum APIs to be applied for the promotion of teachers under CAS in University Departments and Colleges, and weightages for expert assessment is as follows:

Category	Activity	Assistant / College Librarian (Stage 1 to Stage 2)	Assistant / College Librarian (Stage 2 to Stage 3)	Assistant / College Librarian (Stage 3) to Deputy / College Librarian (Stage 3 to Stage 4)	Deputy Librarian to University Librarian (Stage 5) (For universities only)
I	Procurement organisation, and delivery of knowledge and information through Library services	80/ Year	80/ Year	75/ Year	70/ Year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions- minimum Score required-to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period	100/ Assessment period
II + III	Minimum total API score under categories II and III	90/ Assessment period	120/ Assessment period	150/ Assessment period	180/ Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100).	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20 % - Interview performance	50% Library publication work 30% Assessment of innovative Library service and organization of digital library services 20% Interview performance

*** One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.**

Teachers may score the balance of points from either category II or category III to achieve the minimum score required under Category II+III.

According to the above table the teacher 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 pro forma.

Signature of the Candidate

Forwarded through:

Chairperson, IQAC committee
College/ university

Head/ Director/ Principal