

**S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI**

**Academic/Research Score Proforma as per UGC Regulations-2018 dated 18<sup>th</sup> July, 2018 & Government Resolution No. Misc-2018 /C.R.56/18/UN-1 Dt. 8th March 2019 and Corrigendum Dt. 10th May 2019**

**For**

**CAS promotions for Librarians**

**(who are not involved in teaching of Library Science) of University**



**Part A : General Information and Academic Background**

1. Name ( in Block Letters) :-

2. Name of College:-

3. Department :-

4. Current Designation & Grade Pay :-

5. Date of last Promotion :-

6. Which position and grade pay are you an applicant under CAS?

7. Date of eligibility for promotion :-

8. Address (With Pin Code) :-

Telephone/Mobile No. :-

Email :-

9. Research Degree(s)

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

10. Appointments held

Sr. No	Designation	Name of Employer	Date of		Reason of leaving, if any
			Joining	leaving	

11.Orientation / Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programs'/ Faculty Development Programs of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course

Sr. No	Name of the Course	Place	Duration	Sponsoring Agency

12. Tick the appropriate stage your promotion (under CAS) and mentioned whether you fulfill the minimum eligibility requirements indicated therein:

Tick mark (✓) the academic level	Stages of promotion of Teachers through CAS	Eligibility	Eligible Yes/No
	Assistant Professor (Stage 1/ AGP Rs. 6000/- to Stage 2/AGP Rs. 7000/-) or (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)	i) An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil or a Ph.D. degree. ii) He/she has attended at least one Orientation course of 21 days' duration; and iii) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per the table given below in Assessment criterion (Part B).	
	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/- ) Or (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)	i) He/She has completed five years of service in Academic Level 11/Senior Scale. ii) He/she has done any two of the following in the last five years: (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and other activities as per table given below in Assessment criterion (Part B) of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course	
	Assistant Professor (Stage 3/ AGP Rs. 8000/-) to Associate Professor (Stage 4/AGP Rs. 9000/-) or (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)	i) He/She has completed three years of service in Academic Level 12. ii) He/she has done any one of the following in the last three years: (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and related activities as per table given below in Assessment criterion (Part B) of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.	
	Associate Professor (Stage 4/ AGP Rs. 9000/- to Professor (Stage	i) He/She has completed three years of service in Academic Level 13 A. ii) He/she has done any one of the following in the last three years: (i)Training/Seminar/Workshop/Course on automation and	

	5/AGP Rs. 10000/-) or (Academic Level 13A) to Professor (Academic Level 14)	digitalization, (ii) Maintenance and related activities as per table given below in Assessment criterion (Part B) of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course. iii) Evidence of innovative library services, including the integration of ICT in a library. iv) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping	
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## Part B: Assessment Criteria

### ASSESSMENT CRITERIA: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Sr. No.	Nature of Activity	Grading Criterion	Assessment Years					
			20 - 20	20 - 20	20 - 20	20 - 20	20 - 20	20 - 20
1	Regularity of attending library $\left( \frac{\text{Number of days attended}}{\text{total number of working days}} \times 100\% \right)$ While attending in the library, the individual is expected to undertake, inter alia following items of work: <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website</li> </ul>	90% & above - Good  Below 90% but 80% & above- Satisfactory  Less than 80% - Not satisfactory						

2	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/ Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>						
3	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p>						

		(To be verified in random by the CAS Promotion Committee)						
4	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.</p>						
	<p>i) Digitization of books database in institution having no computerized database.</p> <p>ii) Promotion of library network.</p> <p>iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>v) Design and offer short-term courses for users.</p> <p>vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory : Not involved/undertaken any of the activities.</p>						
	<b>Overall Grading</b>							

**Note:**

- (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
- (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

**Overall Grading:**

- Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.
- Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.
- If neither good nor satisfactory in overall grading.

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 proforma.

Signature of the teacher

Forwarded through:

Head/Director

----- *Only for SNDTWU office Use* -----

**Score Approved by Academic/Research Score Verification Committee**

Sr.	Name of Member	Designation	Sign
1		Chairman	
2		Member	
3		Member	
4		Member	
5		Member	
6		Member	
7		Member	
8		Member	
9		Member	
10		Member	