

**APPENDIX – III TABLE -VII
(LIBRARIANS)**

**DEPARTMENT OF COLLEGIATE EDUCATION
GOVERNMENT OF KARNATAKA**

**SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) & CAREER ADVANCEMENT
SCHEME (CAS) PROMOTIONS OF COLLEGE LIBRARIANS IN PRIVATE B.Ed. AIDED
COLLEGES OF KARNATAKA**

CATEGORY: I

Sr. No.	Indicators/Activities	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 college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional News letters,etc.	40 Points
1.1	Library resources organisation and maintenance of books,journals,reports(<i>Minimum 3 points under each Clause</i>) a. Bookscollected/acquired(collectionbuilding) Books(Text Books, Reference Books, Books on General Reading etc.)purchased/Journals Subscribed /E-Journals/ Reports collected/Back volumes collected b. Maintenanceofcollection(10points) Technical Processing/ Accessioning/ Classification/ Cataloguing/ Book Binding Training to library staff to maintain collection c. BookPurchasePolicy(10 points) Recommended byTeachers/Recommended by Students/Staff (other than teachers/Recommended by Checklist/Publisher Catalogue/Books Review, exhibition, etc./Arrangement of Collection / Stack Arrangement/ Subject-wise / Classified shelving/Alphabetical shelving/Stock verification is completed regularly /Write off/ weeding out of books, reading materials, etc./Collection Promotion, Eg.-Display, Additions list, in house exhibition	(10 points)
1.2	Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports <i>(Minimum 2 points for any five Clauses)</i> Reference Services/Current Awareness Services/Selective Dissemination of Information Services / Bibliographic/ Catalogues/ Index Services/Inter Library loan Services/On-line Public Access catalogue (OPAC)/Home lending Services/ Reprographic Services, Internet Information Services/ Information Extension Services, E-Journals Services/ Periodical Contents Services/Document Deriving Services/Audio-Visuals information Services	(10 points)
1.3	Provision of assistance to the departments of college with the required inputs for preparing reports, manuals and related documents(<i>Minimum 2 points for all the Clauses</i>) Assistance by providing number of books, reports to Departments / Assistance by providing documents under documents delivery facilities to Departments/Assistance by providing Technical guidance to develop Departmental Library/Assistance by providing books to faculties of Department	(10 points)

1.4	Assistance towards updating WEBSITE with activity related information and for bringing out institutional Newsletters etc. <i>(Minimum 2 points for each Clause)</i> Information Provided about Library/Information Provided about Services rendered/Information Provided about Link of e-Resources Information Provided about new additions/Information Provided about Transactions/Information Provided about Library members Information Provided for College publications	(10 points)
2	Information Communication Technologies (ICT) and other new technologies application for up gradation 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 RFIS, CCTV), development of library management tools (software), intranet management.	30 Points
2.1	Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services Library Automation <i>(Opt either one of the Clause)</i> A. Data Capturing/Provision of OPAC/Membership data creation / Readers data creation/Computerized Reports Generation/Computerized Alphabetic list of books generation/Daily / Weekly /Monthly computerized Reports generation for transaction/Computerized Acquisition/ Computerized periodicals Registration/Computerized list of back volumes/Computerized list of members / readers (20 Points) OR B. Routine works of Library: Reference/ Circulation transaction/ membership cards/book bank facility/question bank (10 Points)	(20 points)
2.2	Library security (technology based methods such as RFID, CCTV). <i>(Minimum 2 points in any five Clauses)</i> RFID Technology/CCTV Technology/3MP Technology/Other electronic Security/Library Management Software/Internet for Library management/Anti-Virus	(10 points)
3	Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e- delivery of information, etc.	25 Points
3.1	<i>(Minimum 3 points under A & B and 01 Point under C & D)</i> a. Development, Organization and management of e-resources including their accessibility over Intranet / Internet Web Resources facilities provided to readers Eg: - Consortia, Open access journals, DOAJ, N-list etc. b. Digitization of library resources & e-delivery of information Digital Library developed for readers/Information collected and delivered thorough electronic devices to Institutional Departments / Sections and readers/Digitization / Computerization of Library /Digitization / Lamination of Rare Books, Manuscripts, etc c. Management of e-Recourses Databases Subscribed, etc. d. Types of Databases Management CDs stored/Hard Disk stored/Printed and stored	(7 points) (7 points) (5 points) (6 points)
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 Points

4.1	User Awareness and Instruction programmes Users education activities/Training or knowledge inculcation to readers about , How to use library resources/Library talks / Lectures arranged for users/Instructions inculcation / display about OPAC	(10 points)
4.2	Information Sources promotion programmes (3 points each) Originating Books exhibition/Originating Journals display/Parading Bulletin Board Services/Originating Display of New Added books/Conducting Information literacy programmes	(10 points)
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 Points
5.1	Additional services such as extending library facilities on holidays Textbook Section services provided/Reading Room facilities provided/If required, Reading Room hours extended/Sanitary and Drinking Water services provided including holidays/Shelf Indicators /stickers maintained in stack to guide the readers/Library user's manual brought out to guide the readers	(5 points)
5.2	Institutional Library Facilities to outsiders through External Membership Norms. Reference Service/Reprographic/Temporary memberships Referral service/Memberships opened to institutes/Inter Library Loan Services provided to institutes	(5 points)
Total Score		125
Minimum API Score Required		75

CATEGORY-II:

CO-CURRICULAREXTENSIONANDPROFESSIONALDEVELOPMENTRELATEDACTIVITIES

Sr. No.	Nature of Activity	Maximum Score
1	Students 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)	20 Points
	Studentsrelatedco-curricular,extensionandfieldbasedactivities <ul style="list-style-type: none"> • Cultural/ exchange programmes originated for internal Intuitionsstudents • Inculcate and promotion of reading habits • Originating of Extension programmes arranged for awarenessamongstudents /public. • Lectures delivered for local students / Lectures delivered for alumni and students taking up competitive exams • Providing information for competitive and aptitude tests, career guidance for students • Library Hours extended for students and alumni. 	(5points each)
2	Contribution to Corporate Life and Management of the Library units andinstitutionthroughparticipationinlibraryandadministrativecommitteesandresponsibilities.	15
	<ul style="list-style-type: none"> • Forming of Library committee • Deliberating Library Committee Meetings • Involvement in College Academic Council • Board ofStudies • Board ofExamination • Local CollegeCommittees (each committee) • SelectionCommittees 	(3points each)
3	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).	15
	Professional Development Activities <ul style="list-style-type: none"> • Participation in Seminars / Conferences / Workshops, Orientation Course, Refresher Course, Training Course, etc • Delivered lectures for professionals at Seminars, Conferences, Workshops, Training, Orientation/ Refresher Courses. • Membership of Professional Associations including position acquired. • Professional Information Disseminated through Bulletin Board, Brochures, Pamphlets, etc. • Creation of information, new methodology, new techniques to manage library/ profession • Editor / Sub-editor / Associate editor/ Patron .etc for publications in profession Advisor / Organizer / Convener, etc. for professional activities 	(3 points each)
	Maximum score allotted	50
	MinimumAPIScorerequired	15

CATEGORY- III RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**A)** Research Papers Published in;

i) Refereed Journals*

Sl. No	Title with Page Nos.	Journal / Periodicals	ISSN/ ISBN No	Name of the expert readers	API scores by candidate	API score allotted by college level committee	Remarks

Maximum score-15 / Publication

ii) Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.

Sl. No	Title with Page Nos.	Journal / Periodicals	ISSN/ISBN No	API scores by candidate	API score allotted by college level committee	Remarks

Maximum score-10 / Publication

iii) Conference proceedings as full papers, etc. (Abstracts not to be included)

Sl. No	Venue of the conference	Subject of the paper presented	Date of the conference held	API scores by candidate	API score allotted by college level committee	Remarks

Maximum score-10 / Publication

- B)** Research publications (books, chapters in books, other than refereed journal articles)
 (i) Text or Reference Books Published by International Publishers with an established peer review system

Sl. No	Title with Page Nos.	Book Title, Editor and Publisher	ISSN/ ISBN No	Name of the expert readers	No. of Co-Authors	Whether you are the main author	API scores by candidate	API score allotted by college level committee	Remarks

Maximum score-50 / Sole author; 10/chapter in an edited book

- ii) & iii) Subject Books By / national level publishers / State and Central Govt. Publications other local publishers with ISBN/ISSN numbers.

Sl. No	Title of the book	Subject book and Type of the Publication	Publisher and ISSN/ ISBN No	Name of the expert readers	API scores by candidate	API score allotted by college level committee	Remarks
		National Level Publisher					
		State Publication					
		Central Govt. Publication					
		Other Local Publishers*					

Maximum score-25 / Sole author; 5/chapter in an edited book

*Maximum score for other local publisher category – 15 / sole author; 3/chapter in an edited book

- iv) Chapter contributed to edited knowledge based volumes published by international publishers

Sl. No.	Name of the book	Name of the international publishers	API scores by candidate	API score allotted by college level committee	Remarks

Maximum score-10/Chapter

- v) Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN

numbers and with numbers of national and international directories.

Sl. No.	Name of the book	Name & Level of publishers	ISBN/ ISSN No.	API scores by candidate	API score allotted by college level committee	Remarks

Maximum score-05/Chapter

C) Ongoing and Complete Research Projects and Consultancies

i) Sponsored Project carried out / ongoing

Sl. No	Title	Agency	Period	Grant Amount Mobilized (rupees in lakhs)	Maximum API Scoring/ Project	API scores by candidate	API score allotted by college level committee	Remarks
				Above Rs. 5.00 (Major projects)	20			
				Above Rs 3.00 up to 5.00 (Major projects)	15			
				Above Rs.25,000 up to 3.00 (Minor projects)	10			

ii) Consultancy projects carried out /ongoing

Sl. No	Title	Agency	Period	Grant Amount Mobilized (rupees in lakhs)	Maximum API Scoring / Project	API scores by candidate	API score allotted by college level committee	Remarks
				Amount mobilized with minimum of Rs.2 lakhs	10 per every Rs.10 lakhs and Rs.2 lakhs respectively			

iii) Completed Projects : Quality Evaluation /consultancies

Completed project report (accepted by funding agency)

Sl. No	Title	Agency	Period	Grant Amount Mobilized	Whether Policy document/patent as outcome	API scores by candidate	API score allotted by college level committee	Remarks

Maximum scores - 20 / each major project and 10 / each minor project

iv) Projects outcome / Outputs

Major Policy document of Govt. Bodies at Central and state level

Sl. No	Title	Agency	Period	Grant Amount Mobilized	Whether Policy document/ patent as outcome	API scores by candidate	API score allotted by college level committee	Remarks

Maximum scores - 30 / each national level output or patent / 50 / each for International level

D) Research Guidance

Sl. No	Course	Number of Enrolled	Thesis Submitted	Degree Awarded	API scores by candidate	API score allotted by college level committee	Remarks
	M. Phil.						
	Ph.D.						

Maximum scores – M.Phil - Degree awarded only 03 / each candidate

Ph.D - Degree awarded only 10 / each candidate

Thesis submitted 07/ each candidate

E) (i) Training Courses and Conference / Seminar / Workshop papers

Sl. No	Programmes	Duration	Organized by	API scores by candidate	API score allotted by college level committee	Remarks
1	Refresher courses	Not less than two weeks duration				
2	Methodology Workshops					
3	Training					
4	Teaching Learning – Evaluation Technology Programmes					
5	Soft Skills development Programmes					
6	Faculty Development Programmes					

Maximum Scores – 20 / each programme conducted not less than two weeks duration
 10 / each programme conducted for one week duration

ii) Papers Presented in Conferences, Seminars, Workshops, etc., **
 Participation and presentation of research papers (oral/poster) in

Sl. No	Title of Paper presented	Title of the conference /Seminar	Organized by	Level of Organization	API scores by candidate	API score allotted by college level committee	Remarks
				International			
				National			
				State / Regional			
				Local University/ College			

Maximum Score – International – 10 / each, National – 7.5 / each, State / Regional - 05 / each
 and Local University/ College – 03 / each

(i) Invited Lectures Or Presentations for conferences / Symposia

Sl. No	Title of Lecture / Academic Session	Title of the conference /Seminar	Organized by	Level	API scores by candidate	API score allotted by college level committee	Remarks
				International			
				National			

Maximum Score – International – 10 / each and National – 05 / each

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows (i) indexed journals – 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 25 points.

** 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)).

1. It is incumbent on the Coordination Committee proposed in these Regulations and the Department/Colleges to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. 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.
3. The parameters listed in table of category-III (Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates:-
 - III (A) : Research papers (Journals, etc) 30%
 - III (B) : Research publications (Books, etc) 25%
 - III (C) : Research Projects 20%
 - III (D) : Research Guidance 10%
 - III (E) : Training Courses and Conf/Seminar, etc 15%

APPENDIX-III TABLE-VIII (b)

MINIMUM APIS AS PROVIDED IN APPENDIX-III, TABLE-VII TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF COLLEGE LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELCTION COMMITTEES.

Sl. No.	Categories of Criteria	Director of Physical Education Stage 1 to Stage 2	Director of Physical Education Stage 2 to Stage 3
I	Procurement, organisation and delivery of knowledge and information through library services. (Category-I)	75/year	75/year
II	Extention and Profession related activities (Category – II)	15/year	15/year
III	Minimum total average annual Score under Categories I and II*	100/year	100/year
IV	Research and Academic Contribution (Category III)	5/Year (40/assessment period)	10/Year (100/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee
V	Percentage of Distribution of weightage points in the expert assessment (total weightage = 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening committee to verify API scores

* Librarians may score 10 points from either category I or category II to achieve the minimum score required under category I+II.

APPENDIX-III TABLE – IX

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN IN COLLEGES

Sl. No	Promotion of Librarians through CAS	Service requirement	Minimum Academic Performance requirements and screening / selection criteria
1	College Librarian (stage 1 to stage 2)	1. College Librarian in stage 1 and completed six years of service who are without Ph.D / M.Phil or 2. Four years of service with Ph.D or five years of service who are with M.Phil. (ಪಿ.ಹೆಚ್.ಡಿ/ ಎಂ.ಫಿಲ್‌ನ್ನು ನೇಮಕಾತಿಗೆ ಅಥವಾ ವಿಶೇಷ ಮುಂಗಡ ವೇತನ ಬಡ್ತಿಗೆ ಪರಿಗಣಿಸದಿದ್ದಲ್ಲಿ ಮಾತ್ರ)	(i) Minimum API scores using PBAS scoring proforma developed as per UGC guide lines Appendix III table VIII (b) (i) One Orientation and one Refresher course of 3/4 weeks duration (ii) Screening cum verification process for recommending promotion
2	College Librarian (stage 2 to stage 3)	College Librarian with completed service of five years in stage 2	(i) Minimum API scores using the PBAS scoring proforma developed as per UGC guide lines Appendix III Table VIII (b) (ii) Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion

IV SUMMARY OF API SCORE

Sl. No	Criteria	Academic Year						Total API Score for Assessment Period	API score allotted by college level committee	Remarks
		Self appraisals for previous years	API Scoring							
			2010-11	2011-12	2012-13	2013-14	2014-15			
I	Procurement, organisation & delivery of knowledge & information through library services. Total Max.Score-125 Min.Score Required-75									
II	Co-Curricular Extension & Profession, Development related activities etc. Total Max. Score-50 Min. Score required- 15									
	Total I+II Total Annual Score under categories I & II = 100									
III	Research, Publications & Academic Contribution For Stage 1 to 2 min. 5/year. For Stage 2 to 3 min 10/year For Stage 3 to 4 min 15/year									

Enclose list of essential document: (only one set)

I certify that the information provided is correct.

Signature of the faculty with seal

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

Name, Designation & Signature of the Committee Members

N.B: The annual Self Assessment proforma duly filled along with the all enclosures, submitted for CAS promotions will be verified by the College and information filed with the IQAC

ವಿಶೇಷ ಸೂಚನೆ:- ಯುಜಿಸಿಯ ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ: F.3-1/2009, ದಿನಾಂಕ:30.06.2010ರನ್ವಯ ಕೋಷ್ಟಕ (Table)ವನ್ನು ತಯಾರಿಸಲಾಗಿರುತ್ತದೆ.

(ಗ್ರಂಥಪಾಲಕರು)