

**Proforma
for
Performance Based Appraisal System (PBAS)
For
Promotion of Librarian**

[Assistant Librarian (Academic level 10) to Assistant Librarian (Senior Scale/Academic level 11); Assistant Librarian (Senior Scale/Academic level 11) to Assistant Librarian (Selection Grade/Academic level 12); Assistant Librarian (Selection Grade/Academic level 12) to Deputy Librarian (Academic Level 13A); Deputy Librarian (Academic Level 13A) to Deputy Librarian (Academic Level 14)]

**Under
Career Advancement Scheme (CAS) 2018**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068**



Proforma for Performance Based Appraisal System (PBAS)**[Librarian]****As per CAS 2018**

(To be submitted at the end of Eligibility Period for promotion to next stage)

PERIOD OF ASSESSMENT FROM _____ TO _____
(INFORMATION PROVIDED SHOULD PERTAIN TO THE *PERIOD* REFERRED ABOVE)

PROMOTION APPLIED FROM _____ LEVEL TO _____ LEVEL**PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Gender:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
(Please enclose copy of appointment/last promotion order) (Annexure No..)
10. Stage/Academic level for which Promotion applied:
11. Date of eligibility:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pincode):

Address: _____

Telephone No: _____

Mobile No: _____

14. Permanent Address (with Pin code), in case different from Sl.No.13:

15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

17. Field of Specialization under the Subject/Discipline:

18. Academic Activities assigned during the period:

Sl. No.	Activities assigned
---------	---------------------

19. Details of Course/Programmes/Workshop/MOOCs attended or completed, as under:

19.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S. No.	Details	Place	Period		Sponsoring/ Organising Agency
			From	To	

Annexure No.

19.2 MOOCs completed with e-certification

S. No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/ Other)	E-certification no.

19.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S. No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/ Other)

19.4 Contribution towards conduct of MOOCs

S. No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/ Other)	E-certification no.

20. Experience as faculty member/Teacher/Academic/Librarian in HEIs held prior to joining the Indira Gandhi National Open University:

S. No.	Designation	Name of the Employer	Ad-hoc/ temporary/ permanent	Date of		Pay Band with Grade Pay	Reasons for Leaving
				Joining	Leaving		

21. Period of Academic experience during the Assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience		
					Years	Months	Days

PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “University Ordinance & UGC Regulations 2018” for completing Part B)

SECTION B.1:

ORGANISATION AND MAINTENANCE OF LIBRARY RESOURCES

1. Academic Activities undertaken for Organization and maintenance of Library Resource and books, journals and reports; Provision of Library reader services such as literature retrieval services to researchers and analysis of report; Assistance towards updating institutional website, etc.

1.1. Organization and maintenance of Library Resource and books, journals and reports.

S. No.	Year	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
				From	To

1.2 Provision of Library reader services such as literature retrieval services to researchers and analysis of report.

S. No.	Year	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
				From	To

1.3 Providing assistance towards updating institutional website.

S. No.	Year	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
				From	To

GRADING FOR B.1 (ORGANISATION AND MAINTENANCE OF LIBRARY RESOURCES)*

S. No.	Year	Details of Regularity of Attendance		Percentage of days attended	Grading as per Annual Performance Appraisal Report for the assessment period
		No. of days Assigned (excluding off days and holidays)	No. of days Attended		

Overall Grading*					
(To be filled by Screening cum Evaluation Committee/ Selection Committee)					

**Note: Grading Criteria : Calculated in terms of percentage of days attended to the total number of days he/she is expected to attend*

(i) 90% & above – Good

(ii) Below 90% but 80% & above – Satisfactory

(iii) Less than 80% - Not Satisfactory

Note: ICT technology is to be used to monitor the attendance of the staff and compute the criteria of assessment.

SECTION B.2

ACTIVITIES RELATED TO CONDUCT OF SEMINARS/ WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS.

S. No.	Details	Place (Hqrs/RC/ LSC etc.)	Period		Sponsoring/ Organising Agency
			From	To	

OVERALL GRADING FOR SECTION B.2. (ACTIVITIES RELATED TO CONDUCT OF SEMINARS/ WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS)

Sl. No.	Year	Yearwise Grading as per Annual Performance Appraisal Report for the assessment period

Overall Grading*	
(To be filled by Screening cum Evaluation Committee/ Selection Committee)	

**Note: Grading criteria:*

Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar

Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop

Unsatisfactory – Not falling in above two categories

SECTION B.3 COMPUTERIZED LIBRARY DATABASE.

(i) Implementation and management of learner support system/ODL.

S. No.	Details of activities related to Library Database Computerization	Place (Hqrs/RC/ etc.)	Period	
			From	To

OVERALL GRADING FOR SECTION B.3. (COMPUTERIZED LIBRARY DATABASE)

Sl. No.	Year	Yearwise Grading as per Annual Performance Appraisal Report for the assessment period
Overall Grading*		
(To be filled by Screening cum Evaluation Committee/ Selection Committee)		

**Note: Grading criteria:*

If library has a computerized database then

Good – 100% of physical books and journals in computerized database.

Satisfactory – At least 99% of physical books and journals in computerized database.

Unsatisfactory – Not falling under good or satisfactory.

OR

If library does not have a computerized database

Good – 100% Catalogue database made up to date

Satisfactory- 90% catalogue database made up to date

Unsatisfactory - Catalogue database not upto mark.

(To be verified in random by the CAS Promotion Committee)

SECTION B.4

CHECKING INVENTORY AND EXTENT OF MISSING BOOKS.

(i) Management of Library Inventory.

S. No.	Detail of Activity	Period		Percentage of Books missing
		From	To	

OVERALL GRADING FOR B.4 (CHECKING INVENTORY AND EXTENT OF MISSING BOOKS)

Sl. No.	Year	Percentage of Books Missing	Yearwise Grading as per Annual Performance Appraisal Report for the assessment period
Overall Grading*			
(To be filled by Screening cum Evaluation Committee/ Selection Committee)			

**Note: Grading criteria:*

Good : Checked inventory and missing book less than 0.5%

Satisfactory - Checked inventory and missing book less than 1%

Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.

SECTION B.5**INNOVATIVE INITIATIVES/SCHEMES AND UPGRADING SERVICES ETC.**

(i) Digitisation of books database in institution having no computerized database.

S. No.	Details of activities related to digitization / maintenance	Role played	Place/Institution (Hqrs/RC etc.)	Period	
				From	To

(ii) Promotion of library network

S. No.	Detail of Activity	Role played	Place/ Institution/ Organization etc.	Period	
				From	To

(iii) Details of Systems in place for dissemination of information relating to books and other resources.

S. No.	Details of activities related to development of system/ its maintenance for disseminating information relating to books and other resources	Role played	Place/Institution (Hqrs/RC/LSC etc.)	Period	
				From	To

(iv) Assistance in University administration and governance related work including work done during admissions, examinations and extracurricular activities.

S. No.	Nature of Activity	Designation	Institution/ School/ Division/ Centre/ RC/LSCs etc.	Period	
				From	To

(v) Design and offer short-term courses for users.

S. No.	Details of activity including name of course designed	Role played	Place/Institution (School/Division/Centre/ Unit /RC etc.)	Period	
				From	To

(vi) Publications of at least one research paper in UGC approved journals.

S. No.	Title of the Paper	Journal Name & ISSN No.	Year	Vol. No.	Page No.	Authorship (single/joint/ no. of authors)	Whether peer reviewed	Reference number of UGC - CARE List

Annexure No.

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

OVERALL GRADING FOR B.5 (INNOVATIVE INITIATIVES/SCHEMES AND UPGRADING SERVICES ETC)

Sl. No.	Year	No. of Activities covered	Yearwise Grading as per Annual Performance Appraisal Report for the assessment period
Overall Grading*			
(To be filled by Screening cum Evaluation Committee/ Selection Committee)			

**Note: Grading criteria:*

Good : Involved in any two activities

Satisfactory : At least one activity

Not Satisfactory : Not involved/ undertaken any of the activities.

PART-C: OTHER RELEVANT INFORMATION

(a) Membership/Fellowship of Learned bodies /Societies:

(b) Literary, cultural or other activities (e.g. books/chapters authored /edited/translated, policy documents/reports/publicity material etc. prepared, academic attainment etc.) undertaken by the the applicant:

S. No.	Title of Book/Chapter authored/ edited/ translated; Policy document/report prepared	Authorship/ Editorship etc	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

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

(d) Future Plans (In approximately 150 words):

SUMMARY OF GRADING FOR THE PERIOD (Complete Assessment Period)

S. No.	Activity	Section	Grade Claimed By the Academic	Grade given/ Verified by Librarian/ Head of Division etc.	Grade given by Screening cum Evaluation Committee/ Selection Committee
1.	Organisation and maintenance of Library resources	B.1			
2.	Conduct of seminars/ workshops related to Library activity or on specific books or genre of books.	B.2			
3.	Computerized Library database.	B.3			
4.	Checking inventory and extent of missing books	B.4			
5.	Innovative initiatives/schemes and upgrading services etc.	B.5			

Overall Grading for the Year for the Section B.1, B.2, B.3, B.4 and B.5*

*#Overall Grading for the Assessment period is to be defined as per CAS Ordinance read with UGC Regulations 2018:

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

S. No.	Annexure No.	Detail of Annexure	Serial Number of Section referred

--	--	--	--

PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified thathas been working as
.....in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Signature of Seniormost Librarian in the L&DD

Signature of the Librarian/
Head of the Division etc.

Date :

