UNIVERSITY OF KERALA
THIRUVANANTHAPURAM
PBAS Proforma for self-Assessment/ Promotion under Career Advancement Scheme of Assistant Librarian Senior Grade/ Assistant Librarian Selection Grade/Deputy Librarian

Name and Address of the Institution   _____

Application for Promotion from   :_____
(Please indicate whichever is applicable)

1. Assistant Librarian to Assistant Librarian Senior Grade (Stage 1 to Stage 2)
2. Assistant Librarian Senior Grade to Assistant Librarian Selection Grade (Stage 2 to Stage 3)
3. Assistant Librarian Selection Grade to Deputy Librarian (Stage 3 to stage 4)

Period of Assessment for Promotion : From_____ to _____

Self Assessment/Promotion   :_____

1.	Name in Block Letters	
2	Father's/Mother's Name	
3	Nationality	
4	Date and Place of Birth	
5	Sex	
6	Marital Status	
7	Indicate category	SC/ST/OBC/General
8	Date and Post of Joining In University of Kerala	
9	Empl..ID No.	
	Date of Last Promotion with Post/Grade promoted to.. With U.O Reference	
	Current Designation and Grade Pay	
	Which Position and Grade Pay are you an applicant under CAS?	
	Date of Eligibility for Promotion	
	Permanent Address with Pin code	
	Address for communication with Pin code	
	Phone Number	Office: Residence: Mobile: E-mail :

I . Academic Qualifications (10th Std onwards)

Sl. No.	Exam Passed	Board/university	Subject	Year	Division/Grade
	SSLC				
	Pre-Degree (10+2)				
	Bachelors Degree				
	Masters Degree				
	NET				
	Others, if any				

2. Research Degree

Degree	Title	Date of Award	University	Division

3. Training

Sl.No	Course Attended	Duration	Sponsoring Agency	Division/Grade

CERTFICATE

I Certify that the information provided is correct to the best of my knowledge and belief.

Signature of the Librarian

Thiruvananthapuram
Date:

API Scores applicable to the Promotion of Assistant Librarians
Category I: Procurement, Organization, and Delivery of Knowledge and Information through Library Services

Maximum score allotted: 125   **Minimum API Score required: 75**

No.	Indicators / Activities	Maximum Score
1	*Library resources organisation and maintenance of books journals reports; Provision of Library literature reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the teaching departments of the University or colleges with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc.*	40
1.1	Library resources organisation and maintenance of books, journals-reports **Books collected / acquired (collection Building) (2 points each)** - Books (Text Books, Reference Books, Books on General Reading etc.) purchased - Journals Subscribed - E-journals, E-books, CD-ROMs - Reports collected - Back volumes collected / Bound **Maintenance of collection (2 points each),** - Technical Processing - Accessioning - Classification. - Cataloguing - Book Binding - Training to library staff to maintain collection **Book Purchase Policy (2 points each)** - Recommended by Teachers - Recommended by Students/Staff (other than teachers) - Recommended by Check list - 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	
1.2	**Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports (2 points each)** • Reference Service • 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 /E-Books Services. • Periodical Contents Services • Information Analysis for catalogue / Index • Document Delivery Services • Audio-Visual information Services • Indexing / Abstracting/Bibliographic Services • Display of new arrivals • Literature search • User Orientation services	
1.3	**Provision of assistance to the departments of University / departments with the required inputs for preparing reports, manuals and related documents (2 points each)** • 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 • Assistance by providing Indexing / Abstracting /Periodical Contents to faculties of Departments/Sections • Data inputs for preparing annual! reports • Data inputs for preparing other reports (UGC, NAAC...etc)	
1.4	**Assistance towards updating website with activity related information and for bringing out institutional Newsletters etc. (2 points each)** • 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 University / College publication	
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 RFID, CCTV), development of library management tools (software), intranet management*	**30**
2.1	**Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services (2 points each)** • Library Automation • 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	
2.2	**Provision of Library security (technology based methods such as RFID, CCTV). (2 points)** • RFID Technology • Mobile Technology • Smart Card system • Other electronic Security • Library Management Software • Internet for Library management /function	
3	*Development, Organization and management of e-resources including their accessibility over intranet / Internet, Digitization of library resources, e- delivery of information, etc.*	**25**
3.1	**Development, Organization and management of e-resources including their accessibility over Intranet / internet(4 points each)** Web Resources facilities provided to readers Eg: - Consortia, Open access journals, DOAJ, j-Gate, etc.	
3.2	Digitization of library resources & e-delivery of information in the University • Digital Library developed for readers (4 points) • Information collected and delivered thorough electronic	

	devices to Institutional Departments / Sections and readers (4 points)		
	• Digitization / Computerization of Library (4 points)		
	• Digitization / Lamination of Rare Books, Manuscripts, etc(4 points)		
	Management of e-Recourses		
	• Databases Subscribed (4 points)		
	Types of Databases Management		
	• CDs stored (1 points)		
	• Hard Disk stored (1 points)		
	• Printed and stored (1 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**	
4.1	• User Awareness and Instruction programmes(3 points each)		
	• 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		
	• Information Sources promotion programmes (3 points each)		
	• Organizing Books exhibition		
	• Organizing journals display		
	• Bulletin Board Services		
	• Display of New Added books		
	• Conducting Information literacy programmes		
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	
5.1	**Additional services such as extending library facilities on holidays (2 points each)**		
	• 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 users manual brought out to guide the readers		
5.2	**Institutional Library Facilities to outsiders through External Membership Norms. (2 points each)**		
	• Reference Service		

• Reprographic • Temporary memberships • Referral service • Memberships opened to institutes • Inter Library Loan provided to institutes	

Category II: Co-Curricular, Extension and Professional Development Related Activities

Maximum score allotted: 50 **Minimum API Score required: 15**

No.	Indicators / Activities	Maximum Score
i	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) Students related co-curricular, extension and field based activities (5 points each) • Cultural/ exchange programmes organized for internal/External institutions students • Organizing of Extension programmes arranged for awareness among students / public Lectures delivered for local students/ lectures delivered for university students • Library Hours arranged for internal/ external students. • Library Service provided to outsiders • Professional support to other libraries	20
ii	**Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities.(2 points each)** • Library Advisory committee • Library staff committee • Book selection committee • Local University / Dept. Library committees • Selection committees/screening cum Evaluation committees • Project implementation committee	15
iii	**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**. **Professional Development Activities (5 points each)** • Participation in Seminars / Conferences / Workshops, Training Course, etc. • Delivered lectures for professionals at Seminars, Conferences,	15

- Membership of Professional Associations
- 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. of publications
- Organizer / Convener/ Committee Members etc. for professional activities
- General articles and other literary works

Category III: Research and Publications and Academic Contributions

Minimum API Score required: 10

Sl.No.	Parameters	Particulars	API Score Allotted
III(a)	Research Publication (Journals)	Referred Journal	15 per publication
		Non-Referred but reputed and recognized journals /periodicals having ISSN/ISBN	10 per publication
		Conference Proceedings as full papers, etc. (Abstract not to be included)	10 per publication
		Total of III (a)	
III(b)	**Research Publications (books)**	Text or Reference Books Published by International Publishers with an articles,established peer' review system.	50 /Sole author, 10 per chapter in an edited book
		Subject books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/ sole author and 5/chapter in edited books
		Subject books by other local publishers with ISBN/ISSN numbers	15/sole author and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International publishers	10/chpater
		Chapter in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/chapter

		Total III(b)	
III(C)			
III(C) (i)	Sponsored Projects Carried out/Ongoing	Major projects (>30 Lakhs)	20/each project
III (C) ii		Major Project (5-30 Lakhs)	15/ each project
		Minor Projects (50,000- 5lakhs)	10/each project)
III (C) iii	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of 10 lakhs	10 per every 2lakhs
	Completed project: Quality evaluation	Completed project Report (acceptance from funding agency)	20/each major project and 10/ each minor project
	Projects Outcome/Outputs	Patent/Technology transfer/Product/Process	30/ each national level output or patent/50/each for international level
III (D)			
III(D) (i)	**MLISc**	Degree Awarded	2/each candidate
III (D) ii	**MPhil**	Degree Awarded	3/Each candidate
III(D) iii	**Ph.D**	Degree Awarded/Thesis submitted	10/each candidate and 7/each candidate respectively
III(E)		Total III (D)	
III(E) (i)	Refresher Courses, Methodology workshops, training, teaching learning-Evaluation technology programmes, soft skill development programes, Faculty Development Programms (Max,30 points)	Not less than two weeks duration Others	20/each 10/each
III (E) ii	Paper in conferences/Seminars/Workshops etc	Participation and presentation of research papers (oral/poster) in International conference National Conference Regional/State level Local/University level	International- 10 each National -7 each State level -5 Local level-3
III (E) iii	Invited lectures or presentations of conferences/Symposia	International National	International-5 each National -3 each
		Total III (E)	

CERTFICATE

I Certify that the information provided is correct to the best of my knowledge and belief.

Signature of the Librarian

Thiruvananthapuram
Date:

Declaration

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

Name and Signature of the Head of the Department

Place:
Date: