Mahatma Gandhi University, Kottayam

Proforma for promotion under UGC Career Advancement scheme.

(In accordance with UGC 2018 regulation)

Read: 1) GO(P)No 18/2019/H.Edn. Dtd 29-06-2019, 2) GO(P)No 28/2019/H.Edn. Dtd 29-06-2019, 3) GO(P)No. 29/2019/H.Edn. Dtd 30-09-2019. 4) U.O. No. 5020/ACL/2019/MGU dated 19-10-2019

Name of the College :-…………………………………………

The college is with minority status: Yes/No

Department/ Subject :-…………………………………………

(As per the university approval order)

Proposal for promotion of: Dr. /Sri. /Smt:-………………………………

Promotion as:

College Librarian (stage I to Stage II/ Academic Level 10 to 11)

College Librarian (Stage II to Stage III/ Academic Level 11 to 12)

College Librarian (Stage III to Stage IV/ Acd Level 12 to Acd Lvl 13A)

College Librarian (Stage V/Acd Level 13A to 14)

(Please indicate (√) whichever is applicable)

Period of Assessment of Promotion:
From…………………………………….To…………………………………….

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (English Block Letters)	
	Malayalam	
2	Father's Name	
3	Date and Place of Birth	
4	Gender	
5	Nationality	
6	Religion	
7	Indicate Category: SC/ST/OBC/OEC/General category	
8	Whether differently abled? (Divyang)	
9	Current Designation & AGP/Academic Level	
10	Date of last Promotion with Post/ Grade promoted to with UO reference.(if applicable)	
11	Designation and grade pay/Academic Level to which promotion required?	
12	Date of Eligibility of Promotion	
13	Basic Pay and AGP(if any) of the Present Scale	
14	Date of Approval of Deputy Director for	

	the last promotion (if any)*	
15	Date and Designation of Joining service*	
16	Permanent Address with PINCODE	
17	Address for Communication with PINCODE	
18	Phone numbers (Off. Res. Mob) and email Id	Office- Residence- Mobile- Email-
19	University's Examiner Code	
20	Date in which University teachers portal last updated	

* copy of the certificate is to be attached

21. Academic Qualifications

Qualification	University/Board	Year of Passing	% of marks obtained	Division/ Class/ Grade	Subjects/ Specialization
SSLC/Equivalent					
Higher Secondary/Equivalent					
UG					
PG					
Others					

22. Research Degrees

Qualification	Title	Date of award	University
M.Phil/M.Tech			
PhD			
D.Sc/D.Lit/Others			

23. Record of academic service prior to joining the current post

Institution	Designation	Essential qualification for the post at the time of appointment	Nature of appointment (Regular/fixed term/temporary/ Adhoc)	Nature of duties(Teaching/Research/others)	Scale of Pay	Date of Joining and Date of leaving	Reason of Leaving

Note: Please indicate in a separate sheet attached, the following
   a. *The essential qualification for the post held where not lower than the qualifications prescribed by the University.*

b. *The post is / was in an equivalent grade or of the pre revised scale of pay.*
c. *Whether applied through proper channel*
d. *Whether possess the same minimum qualifications as prescribed by UGC for appointment of the post.*
e. *The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of University/state government/ central Government/concerned institution, for each appointment.*
f. *The previous appointment was not as Guest Lecturer for any duration.*

24. Posts held after appointment at this institution

Designation	Department	Date of joining		Grade
		From	**To**	

25. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency

26. List of most significant UGC listed/peer reviewed Publications (For the purpose of evaluation)

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages

Attach copy of the publications.

27. Whether an Approved Research Guide-   Yes/No
If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

28. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose

<u>**Declaration**</u>

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-   Name and Signature of the teacher

Countersigned by the Head of the Institution

Annual Self-Assessment for the Performance Based Appraisal System (PBAS) for Option A

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018 : Option-A

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE

(Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: I. Attendance

Year	Mode of Activity	Total days Assigned	Number of days engaged as per documented record	$\dfrac{Number\ of\ days\ engaged}{Total\ days\ Assigned}\ X100$	Grading
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

OVER ALL GRADE FOR CATEGORY I : …………………………..

Good : 90% and above performance.

Satisfactory : Above 80 but below 90.

Not satisfactory : Less than 80

For Details see Annexure I

Name & Signature of the subject experts of Screening/Selection Committee

CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES

Activity 2

Sl.No	Type of Responsibility	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

Activity 3

Sl.No	Name of Duty	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities		

Activity 4

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities		

Activity 5

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

Name & Signature of the subject experts of Screening/Selection Committee

OVERALL GRADE

Good : Good in Category I and satisfactory/good in any two other items

Satisfactory : Satisfactory in Category 1 and Satisfactory/good in any other two items.

Not satisfactory : If neither good nor satisfactory in overall grading

Name & Signature of the subject experts of Screening/Selection Committee

LIST OF ENCLOSURS: (Please attach copies of Certificates, sanction orders, papers etc. wherever necessary)

01.	
02.	
03.	
04.	
05.	
06.	
07.	
08.	
09.	

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

Place & Date   Name and Signature of the Teacher

Signature of HOD/ /Principal

Name & Signature of the subject experts of Screening/Selection Committee

Option A – Summary of Grading

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1: Attendance						
Activity 2						
Overall Grading						

Name & Signature of the subject experts of Screening/Selection Committee

APPLICANT SUMMARY SHEET – COLLEGE LIBRARIAN (CAS)
Stage 1 to 2 [Academic Level 10-11](Colleges)

College: Subject:

Applicant	Date of Entry in Service	Proposed date of Placement	SC/ST/OBC	Phys./Visual./ differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed years of service in Stage 1**[Academic Level 10]**with Ph.D : 04 Yrs.		
With M.Phil/PG Degree in Professional Courses : 05 Yrs.		
Others : 06 Yrs.		
One Orientation course (03 weeks duration – 21 Days) within the Assessment Period		
Training, Seminar or Workshop on automation and digitalization, maintenance and related activities of at least 5days.		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

*Good or Satisfactory for at least 03/04/05 Years of the assessment period for Ph. D, M. Phil and NET holders respectively for both Category.

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 2 / NOT ELIGIBLE TO BE PLACED TO STAGE 2

Reason if not Eligible:

Name & Signature of the subject experts of Screening/Selection Committee

<u>APPLICANT SUMMARY SHEET – COLLEGE LIBRARIAN (CAS)</u>
Stage 2 to 3 [Academic Level 11-12] (Colleges)

College: Subject

Applicant	Date of Entry in Service	Date of Placement in Stage 2	Proposed date of Placement in Stage 3	SC/ST/ OBC	Phys./Visual./ differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/ NO	Remarks
Completed 05 years of service in Stage 2 **[Academic Level 11]**		
Completed any two of the following in the last five years: (i)Training/Seminar/Workshop/ Course on automation and digitalisation, (ii)Maintenance and other activities 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/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.		
Verified annual performance assessment Report		

<u>ASSESSMENT TALLY</u>

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

*Good or Satisfactory grade in annual performance assessment for at least 04 Years of the assessment

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 3 / NOT ELIGIBLE TO BE PLACED TO STAGE 3
Reason if not Eligible:

Name & Signature of the subject experts of Screening/Selection Committee

APPLICANT SUMMARY SHEET – COLLEGE LIBRARIAN (CAS)
Stage 3 to 4 [Academic Level 12-13A] (Colleges)

College: Subject

Applicant	Date of Entry in Service	Date of Placement in Stage 3	Proposed date of Placement in Stage 4	SC/ST/OBC	Phys./Visual./differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed 03 years of service in Stage 3 **[Academic Level 12]**		
Completed any one of the following in the last three years: (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and related activities 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/programme 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.		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

*Good or Satisfactory grade in annual performance assessment for at least 02 Years of the assessment

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

 ELIGIBLE TO BE PLACED TO STAGE 4 / NOT ELIGIBLE TO BE PLACED TO STAGE 4
Reason if not Eligible:

Name & Signature of the subject experts of Screening/Selection Committee

APPLICANT SUMMARY SHEET – COLLEGE LIBRARIAN (CAS)
Stage 4 to 5 [Academic Level 13A-14] (Colleges)

College: Subject

Applicant	Date of Entry in Service	Date of Placement in Stage 4	Proposed date of Placement in Stage 5	SC/ST/OBC	Phys./Visual./ differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed 03 years of service in Stage 4 **[Academic Level 13A]**		
A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping		
Completed any one of the following in the last three years: (i)Training/Seminar/Workshop/ Course on automation and digitalization, (ii)Maintenance and related activities 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/programme 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.		
Evidence of innovative library services, including the integration of ICT in a library		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

*Good or Satisfactory grade in annual performance assessment for at least 02 Years of the assessment

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 4 / NOT ELIGIBLE TO BE PLACED TO STAGE 4
Reason if not Eligible:

Name & Signature of the subject experts of Screening/Selection Committee

Minutes of the Screening/Selection Committee

1. Name of the candidate   -

2. Name of the College   -

3. Present Designation   -

4. Designation and AGP to which promotion is sought -

<u>**Recommendation**</u>

    We have carefully verified the service details, certificates, PBAS proforma and other mandatory requirements. The Candidate is recommended / not recommended for promotion as ……………………………………..(Designation) from…………………(date) under career advancement scheme of UGC regulation 2018 and Mahatma Gandhi University, U.O. No. 5020/ACL/2019/MGU dated 19-10-2019.

Screening/Selection Committee Members Present

Sl. No	Name of the Member	Official Address	Signature with Date
1			
2			
3			
4			
5			
6			
7			

Instruction to the Principal/Head of the Institution
1. Send proposal for each candidate separately, for easy verification.
2. Promotion order in form No 6 from the manager has to be attached along with each proposal.
3. Pay fixation Statement, option and declaration statement of the incumbent.
4. Documents to be attached along with the proposal for promotion are
   a. Service book of the teacher
   b. PhD/M.Phil/M.Tech/LLM certificate with attested copies.
5. Principal shall circulate notice to all the teaching departments inviting proposal for promotion and the teacher may submit the proposals in the prescribed format.
6. After getting the applications from the teachers, Principal/Chairman of the governing body shall request the University for the subject experts for the screening/selection committee clearly indicating the subjects and the stages of promotion of each candidate.

	Detailing of activities of Option A –Librarians	
Sl. No.	Activity	Grading Criteria
1. (Category I)	Regularity of attending library (Calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: • Library resources and organization and maintenance of 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.	90% and above-good Below 90% but 80 % and above- satisfactory Less than 80%- not Satisfactory
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	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.
3.	If library has a computerized database then Or If library does not have a computerized data base	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 Good-100% Catalogue database made up to date Satisfactory-90%

		catalogue database made up to date Unsatisfactory- Catalogue database not up to mark (To be verified in Random by the CAS Promotion Committee)
4.	Checking inventory and extent of missing books	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
5.	(i) Digitization of books database in institution having no computerized database. (ii) Promotion of library network. (iii)Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and ofer short-term courses for users. (vi) publication of at leaset one research paper in UGC approved journals	Good - involved in any 2 activities Satisfactory- At least 1 activity Not Satisfactory - not involved/undertaken any of the activities.

Overall Grading:
Good   : Good in Category 1 and satisfactory or good in any other two Activity
Satisfactory   : Satisfactory in Category 1and satisfactory/ good in any other two Activity.
Not Satisfactory: If neither good nor satisfactory in overall grading
Note:
  i.   It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
 ii.   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.
iii.   The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS promotion committee.

General Instructions

For each academic year Category I and Category II are to be prepared separately
Academic Year means- 1st June of the present year to 31st May of the next year.
For all the previous years' record, Certification of the present Principal/Head of the Department will be sufficient.