

## 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

- The essential qualification for the post held where not lower than the qualifications prescribed by the University.
- The post is / was in an equivalent grade or of the pre revised scale of pay.
- 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

**Declaration**

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) PROFORMA for promotion under CAS

[As per UGC Regulations (IV Amendment), 2016, UGC Regulations 2018]

SESSION/ACADEMIC YEAR.....

(To be completed and submitted for each academic year of the assessment period)

### PART B : ACADEMIC PERFORMANCE INDICATORS

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

#### CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Sl No	Nature of Activity	Score obtained
<b>a</b>	<b>Student related co-curricular, extension and field based activities</b>	
	i. Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels. <b>(Maximum 15)</b>	
<b>b</b>	b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. <b>(Maximum 15)</b>	
<b>c</b>	c) Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) <b>(Maximum 15)</b>	
	<b>Total (a+b+c) (Maximum 45)</b>	

Nature of Activity	Maximum API Score	Actual score
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷ <b>10</b>
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ <b>10</b>
c) Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	Actual hours spent per academic year ÷ <b>10</b>

**CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS**

## III (A) Research papers published in Journals

## (i) Referred Journals as notified by the UGC

S. No.	Title with page Nos.	Journal	Sl.No. in UGC list	ISSN/ ISBN	Whether peer reviewed. Impact Factor, if Any	No. of Co-authors	Whether you are the main author	Score

## (ii) Other reputed journals as notified by the UGC

S. No.	Title with page Nos.	Journal	Sl.No. in UGC list	ISSN/ ISBN	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author	Score

## III (B) Publications other than journal articles(Books, Chapters in Books)

S. No.	Title with page Nos.	Book Title, Editor & Publisher	ISSN/ ISBN	Whether peer reviewed.	No. of Co-authors	Whether you are the main author	Score

## III (C) Research Projects

## (i) Sponsored Projects

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs.Lakh)	Score

## (ii) Consultancy Projects

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs.Lakh)	API Score

## (iii) Project outcome/outputs

## a. Patent/technology transfer/product/process

S.No.	Description/Patent	International/National	API Score

b. Major Policy document prepared for International Bodies/  
Central/State Government/Local Bodies

S.No.	Description/Patent	International Bodies/ Central/State Government/ Local Bodies	API Score

## III (D) Research Guidance

Sl.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
i. Ph.D or equivalent				
ii. M.Phil or equivalent (for Degree awarded only)		NA		
PG (Project)		NA		
UG (Project)		NA		

## III (E) Fellowships, Awards and Invited Lectures delivered in Conference/Seminars

## (i) Fellowship/Awards

S.No.	Award/Fellowship	International/National /State orUniversity level	Awarded by	API Score

## (ii) Invited Lectures and Papers at International /National/ State/ University/ Local/College Level.

S.No	Title of the Lecture/Paper & Academic Session	Title	Organized by	Whether International/ National/State/ University/Local /College Level	API Score
Total under III(E) (i +ii)					
(Limited to 20% of the minimum fixed for Category III)					

## III (F) Development of e-learning delivery process/material

S.No.	Module/Title	API Score

Total API Score claimed under Category III	

## IV. SUMMARY OF API SCORES

Category	Criteria	API Score Claimed	Score Achieved after Expert Evaluation	Remarks
II	Professional Development, Co- curricular & Extension activities			
III	Research and Academic Contributions			
Total				

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

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

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

Signature of the Teacher with Designation,

Place  
Date

Signature of HoD/Principal

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications.	Subject Books, published by National level publishers, with ISBN/ISSN number or State Central Govt. Publications.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University.	International –10 per Chapter National – 5 per Chapter
III (C)	<b>RESEARCH PROJECTS</b>			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	30 for each International/ 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government –20, State Govt.-10 Local bodies – 5
III (D)	<b>RESEARCH GUIDANCE</b>			
III(D) (i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate

## Option B

III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
Iii	PG(Project)	Degree awarded	Degree awarded	3
Iv	UG (Project)	Degree awarded	Degree awarded	2
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 Per Award
III(E) (ii)	Invited lectures / papers	International	International	7 per lecture / 5 per paper presented
		National level	National level	5 per lecture / 3 per paper presented
		State/University level	State/University level	3 per lecture / 2 per paper presented
		Local/College Level	Local/College Level	2 per lecture / 1 per paper presented
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period				
III(F)	Development of e-learning delivery process/material			10 per module

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**To be filled by the Screening/ Selection committee****Category II. Co-Curricular, Extension, Professional Development related activities**

Item	Description	Max Score	Score obtained in each assessment year					
			20xx	20xx	20xx	20xx	20xx	20xx
<b>II (i)</b>	<b>a. Student related Co-curricular extension &amp; field based activities</b>	<b>15</b>						
<b>II(ii)</b>	<b>b. Contribution to Corporate Life and Management of the Department &amp; Institution through participation in academic and administrative committees and responsibilities</b>	<b>15</b>						
<b>II(iii)</b>	<b>Professional Development Activities</b>	<b>15</b>						
	<b>TOTAL API SCORE SECURED IN CATEGORY: II</b>	<b>45</b>						
	<b>Grand Total</b>							

Name &amp; Signature of the Subject experts of the Screening/Selection Committee

**Category III-Research & Academic Contributions**

Item	Description	Score obtained in each assessment year					
		20xx	20xx	20xx	20xx	20xx	20xx
<b>III. A</b>	<b>Research papers published in Journals</b>						
	Referred Journals as notified by the UGC						
	Other reputed journals as notified by the UGC						
<b>III. B</b>	<b>Publications other than journal articles(Books, Chapters in Books)</b>						
<b>III. C</b>	<b>Research Projects</b>						
	Sponsored Projects						
	Consultancy Projects						
	Project outcome/outputs						
<b>III. D</b>	<b>Research Guidance</b>						
<b>III. E</b>	<b>Fellowships, Awards and Invited Lectures delivered in Conference/Seminars</b>						
	Fellowship/Awards						
	Invited Lectures and Papers at International /National/ State/ University/ Local/College Level.						
<b>III. F</b>	<b>Development of e-learning delivery process/material</b>						
	<b>TOTAL API SCORE SECURED IN CATEGORY: III</b>						

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

## Check List

## College Librarian Stage I to Stage II [academic level 10-11] (Screening Committee)

	Yrs of service required			Minimum API required			orientation	refresher	Final result
	PhD Holders 4 yrs	M.Phil Holder 5 yrs	Others 6 yrs	Category II	Category III	Category II+III 20/Assmt period	One	One	Passed/failed
Stage I to II									

## College Librarian Stage II to Stage III [academic level 11 to 12] (Screening Committee)

	Yrs of service required			Minimum API required			Orientation/refresher	Final result
	5 years in Stage II			Category II	Category III	Category II+III 50/ Assmt period	Refresher course One	Passed/failed
Stage II to III								

## College Librarian Stage III to Stage IV [academic level 12 to 13A] (Selection Committee)

	Yrs of service required	Minimum API required			1 week duration course	Publications (in entire period as assistant professor-12 years)			Final result
		Category II	Category III	Category II+III 45/ Assmt period		PhD Holders 1	M.Phil Holders 2	Others 3	
Minimum requirement	3 years in Stage III				One				Passed/failed
College Librarian									

*Note: For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification(18/09/2010) are Assistant Professors in Stage2, the requirement of publications may be adjusted pro rata. For all others who enter Stage2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.*

Name & Signature of the Subject Experts of the Screening /Selection Committee

Summary of API Score							
	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API score for the Assessment period
API Secured in CATEGORY II							
API Secured in CATEGORY III							
API Secured in CATEGORY (II+III)							

Name & Signature of the Subject Experts of the Screening /Selection Committee

**Table-D**  
**(Minimum API requirement for the promotion of library staff under CAS in colleges)**

SI No	Area of Assessment	Category		
		Assistant Librarian (Stage 1/AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/AGP Rs.8000/- to Deputy Librarian (Stage 4/AGP Rs.9000/-)
	Research and Academic Contribution	20/Assessment period	50/Assessment period	45/Assessment period
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee

### Score Sheet for Selection Committee of Stage 4

Maximum Score :100

Area of Assessment	Category			Score Achieved
	Assistant Professor (Stage 3) to Associate Professor/ Equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /Equivalent Cadres (Stage 5)	Professor (stage5) to Professor (Stage 6)	

### Name, Designation & Signature of the Members of the Committee

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

### Instructions

Area of Assessment	Category		
	Assistant Professor (Stage 3) to Associate Professor/ Equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /Equivalent Cadres (Stage 5)	Professor (stage5) to Professor (Stage 6)
Research Contribution			
Main Knowledge & Teaching Practices { For professor 5 to professor 6- Performance evaluation and other credential by referral procedure}			*
Interview Performance			

\*Performance evaluation and other credential by referral procedure.

### Minutes of the Screening Committee

1. Name of the candidate -
2. Name of the College -
3. Present Designation -
4. Designation and AGP to which promotion is sought -

#### Recommendation

We have carefully verified the service details, certificates and API score as shown in the 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 stamen 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 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.

## APPENDIX-III - TABLE IX

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

Sl.No.	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided. (II) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) to Deputy Librarian / College Librarian (Selection Grade) (Stage 3 to Stage 4)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided. Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders. (ii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII (A)
4.	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided. Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3 (iii) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in the regulation and in Table VIII (A)

**Note:** The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

**Table-D**  
**(Minimum API requirement for the promotion of library staff under CAS in colleges)**

SI NO	Area of Assessment	Category		
		Assistant Librarian (Stage 1/AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/AGP Rs.8000/- to Deputy Librarian (Stage 4/AGP Rs.9000/-)
	Research and Academic Contribution	20/Assessment period	50/Assessment period	45/Assessment period
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee