

API SCORE CARD FOR THE POST OF LIBRARIAN
PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) SELF ASSESMENT PROFORMA
FOR DIRECT RECRUITMENT OF LIBRARIAN

SECTION - A : GENERAL

Name of the Applicant	
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SECTION - B :

CATEGORY-I: Procurement, organization, and delivery of knowledge and information through Library services

S.No.	Nature of Activity	Maximum Score	Self Assessment Score# (to be filled by applicant)	Verified API Score (for official use)
1.	Library resources organization 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 University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40		
2.	ICT and other new technologies' application for upgradation 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		
3.	Development, organization and management of e-resources including their accessibility over intranet/internet, digitization of library resources, e-delivery of information etc.	25		
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		
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		
	Total Score	125		
	Minimum API Score required	75		

supporting documents, wherever required be attached

(Signature of Applicant)

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

S.No.	Nature of Activity	Maximum Score	Self Assessment Score# (to be filled by applicant)	Verified API Score (for official use)
1.	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.	20		
2.	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15		
3.	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		
	Total Score	50		
	Minimum API Score required	15		

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(Signature of Applicant)

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

S.NO	APIs	Activity	Maximum points	Self Assessment Score# (to be filled by applicant)	Verified API Score (for official use)
III (A)	Research Papers Published in:	Referred Journals	15/ publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers:	10/ publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication.		
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50/ sole author 10/chapter in an edited books		
		Subjects 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 publisher with ISBN/SSN numbers.	15/ sole author, and 3/ chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by International Publishers	10/ Chapter		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5/ Chapter		

III (C)					
III.C (i)	Sponsored Projects carried out/ ongoing	Major Projects amount Mobilized with grants above 30.00 lakhs	20/ each Project		
		Major Projects amount Mobilized with grants Above 5.0 lakhs upto 30.00 lakhs	15/ each Project		
		Minor Projects (Amount Mobilized with grants Above Rs.50,000 upto 5.0 lakhs)	10/ each Project		
III.C (ii)	Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs respectively		
III.C (iii)	Completed Project: Quality Evaluation	Completed project Report (Acceptance from funding agency)	20 per major project and 10 per minor project		
III.C (iv)	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)	M. Phil.	(Degree awarded only)	3/ each candidate		
III (D) (ii)	Ph.D.	Degree awarded	10/ each candidate		
		Thesis submitted	7/ each candidate		
III(E)					
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programme, Faculty Development programmes (Max: 30 points)	Not less than two weeks duration	20/each		

III (E) (ii)	Papers in Conferences/Seminars/workshops etc.*	Participation and presentation of research papers (oral/poster) in			
		International conference	Each		
		National	Each		
		Regional/State level	each		
		Local-University/College level	3/each		
III (E) (iv)	Invited lectures or Presentations for conferences/symposia	International	10/each		
		National level	5/each		

***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)]**

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(Signature of Applicant)

Note:

1. 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.
2. The parameters listed in table of Category III (Research & Academic Contribution) shall have following capping in relation to the total API Score claimed by the candidate :- (in accordance UGC Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (2nd Amendment), Regulations, 2013)
 - 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 Conference/Seminar etc. 15%