



SHAHEED BHAGAT SINGH COLLEGE
(University of Delhi)
SHEIKH SARAI
NEW DELHI-110017



Proforma for Promotion under CAS 2018

(For College Librarian/University Asstt. Librarian/ University Dy. Librarian upto Academic Level 14)

GENERAL INFORMATION AND ACADEMIC BACKGROUND

| | | |
|-----|-------------------------------------------------------------------------|--|
| 1. | Name (in Block Letters): | |
| 2. | Father's Name: | |
| 3. | Department/ Centre/College: | |
| 4. | Current Designation and Pay Band with Academic Grade Pay/Level: | |
| 5. | Date of last appointment/ promotion: | |
| 6. | Position and AGP/ Level to which you are an applicant under CAS: | |
| 7. | Date of Eligibility for Promotion: | |
| 8. | Gender: | |
| 9. | Address for correspondence: | |
| 10. | Telephone/Mobile No: | |
| 11. | E-mail: | |
| 12. | Employee ID: | |

13. Academic Qualifications:

| Degrees | Name of University | Year of Passing/ Date of award | Percent age of marks | Division Class / Grade | Subject/ Title of thesis |
|---------------------|--------------------|-----------------------------------|----------------------------|------------------------------|--------------------------|
| Graduation | | | | | |
| Post- Graduation | | | | | |
| M.Phil. | | | | | |
| Ph.D./D.Phil. | | | | | |
| Any Other | | | | | |

14. Post-doctoral positions held such as Research Associate, Research Scientist, etc. held prior to joining the University of Delhi:

| Designation | Name of Employer | Date of Joining | | Pay Band with AGP/A |
|-------------|------------------|-----------------|---------|---------------------|
| | | Joining | Leaving | |
| | | | | |
| | | | | |

15. Posts held since joining University of Delhi:

| S. No. | Designation | Department/Centre | Date of actual Joining | | Pay Band with AGP/ Academic Level |
|--------|------------------------------------------------|-------------------|------------------------|----|-----------------------------------|
| | | | From | To | |
| 1. | College Librarian /University Asstt. Librarian | | | | |
| 2. | Date of Promotion at Stage-2/ Leve-11 | | | | |
| 3. | Date of Promotion at Stage-3/ Level-12 | | | | |
| 4. | Date of Promotion at Stage-4/ Level-13A | | | | |

16. Period of Experience:

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

17. Orientation course/Refresher Courses/Research Methodology/ Workshops/ Syllabus Up- gradation Workshop/ Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programme or completed one MOOCs course:

| Name of the Course | Place | Duration | Sponsoring Agency |
|--------------------|-------|----------|-------------------|
| | | | |
| | | | |

18. Any other information (not covered in Table IV):

Signature of the Applicant:

Designation:

Date:

.....

Note: As per UGC Regulations 2018 and Ordinance XXIV adopted by the EC of 1-2.7.2019, the Promotion Proforma should be submitted along with the following documents.

CAS for Librarians:

For promotions from Level 10 to 11; Level 11 to 12; Level 12 to 13 A and from Level 13 A to 14 Promotion Proforma should be submitted along with Annual Self Appraisal Reports (Appendix II, Table IV) for the assessment period.

ANNUAL SELF APPRAISAL REPORT (ASAR)
 (As per UGC Regulation 2018, Appendix II, Table 4, page no. 109-110)
 To be filled for each year during assessment period

Annual period: to

| | |
|-----------------------------------|--|
| Name (Block Letters): | |
| Department/Centre/College: | |
| Designation & Level: | |
| Employee ID: | |

Activity 1: Regularity of attending library

While attending in the library, the individual is expected to undertake, inter alia, following items of work:

- i. Library Resource and Organization and maintenance of books, journals and reports
- ii. Provision of Library reader services such as literature retrieval services to users/researchers and analysis of report
- iii. Assistance towards updating institutional website

| Year | Working Days required | Working Days Actually Present | Work Done | % of days attended to the total number of days he/she is expected to attend | Grading | *Encl. No. |
|--------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------|-----------|-----------------------------------------------------------------------------|---------|------------|
| | | | | | | |
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| | | | | | | |
| 90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory | | | | | | |

Activity 2: Conduct of seminars/workshops related to library activity or on specific books or genre of books

| Assessment Period (year wise) | 2. Conduct of seminars/ workshops related to library activities or on specific books or genre of books (e.g. User Orientation Programs, Information Literacy Program, Author Workshop, Book Exhibition) | Number of Seminars/ workshop conducted | Grading | *Encl. No. |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------|------------|
| | National level seminar/ workshop | | | |
| | State level workshop/Seminar | | | |
| | Institution level workshop/Seminar | | | |

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

Activity 3

| Assessment Period (year wise) | 3. (a) If library has a computerized database then | Grading | Remarks | *Encl. No. |
|-------------------------------|-------------------------------------------------------|---------|---------|------------|
| | Physical books and journals in computerized database. | | | |
| Assessment Period (year wise) | 3 (b) If library does not have computerized data base | | | |
| | Catalogue database made up to date | | | |

For 3 (a) following criteria should be followed

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.

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

OR

For 3 (b) following criteria should be followed

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)

Activity 4: Checking inventory and extent of missing books

| Year | Inventory Checked Performed with Date | Number of Books and Journal in Library | Number of Books missing | % of Missing Books | Grading | *Encl. No. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------|-------------------------|--------------------|---------|------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| <p>Good : Checked inventory and missing book less than 0.5% or as per GFR as opted by University of Delhi.</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.</p> | | | | | | |

Activity 5: Involvement in the University/College administration, Library Development related activities/research activities:

- (i) Digitisation 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 offer short-term courses for users.
- (vi) Publications of at least one research paper in UGC approved journals.

| Year | Detail of Activity | Category | Number of activities during Assessment Period | Grading | *Encl. No. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------|-----------------------------------------------|---------|------------|
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| | | | | | |
| <p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory : Not involved/ undertaken any of the activities.</p> | | | | | |

Note:

1. For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 5, all such periods of duration which have been spent by the Librarian on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The Librarian shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the Librarian. The Librarian on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution
2. The report should be submitted at the end of every academic year, within the stipulated time. The Librarian will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the Principal/University Librarian. The submission should be through the Principal/University Librarian.
3. The individual Annual Self-Assessment Reports proforma duly filled along with all enclosures, submitted for CAS promotions will be verified as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.

Other Relevant Information:

- **Orientation course/Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programme or completed one MOOCs course.**

| S. No. | Programme | Duration with date | Organized by | *Encl. No. |
|--------|-----------|--------------------|--------------|------------|
| | | | | |
| | | | | |

- Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

| Sr. No. | Details (Mention Year, Value etc. where relevant) | *Encl. No. |
|---------|---------------------------------------------------|------------|
| | | |
| | | |

List of Enclosures:

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

I certify that the information provided is correct as per records available with the institution and/ documents enclosed along with the duly filled ASAR.

Signature of the Applicant:

Designation:

Date:

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

Signature of the Principal/University Librarian

Date:

ANNUAL SELF APPRAISAL REPORT (ASAR) Certificate
To be filled by Principal/University Librarian
On the basis of ASAR filled by the College Librarian/Asstt. Librarian/Dy. Librarian

| S. No | Activity | Good | Satisfactory | Not Satisfactory |
|-------|------------------------------------------------------------------------------------------------------------------------------|------|--------------|------------------|
| 1 | Activity 1: Regularity of attending library | | | |
| 2 | Activity 2: Conduct of seminars/workshops related to library activity or on specific books or genre of books | | | |
| 3 | Activity 3(A) : If library has a computerized database or Activity 3(B) : If library does n have a computerized database | | | |
| 4 | Activity 4 : Checking inventory and extent of missing books | | | |
| 5 | Activity 5: Involvement in the University/College administration, Library Development related activities/research activities | | | |

Signature of Principal/University Librarian

Date: