**JAMIA MILLIA ISLAMIA**

**(A Central University)**

**NAAC Accredited Grade “A”**

**Jamia Nagar, New Delhi-110025**



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**APPLICATION FORM FOR**

**PROMOTION UNDER**

**UGC-CAS-2018\***

**(Library Cadre)**

**GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **1.** | **Name (in Block Letters):** |  |
| **2.** | **Father’s Name:** |  |
| **3.** | **Department/ Centre:** |  |
| **4.** | **Present Designation & Annual Grade Pay/Academic Level:** |  |
| **5.** | **Date of last promotion *( attach proof)*:** |  |
| **6.** | **Which position and grade pay/ Academic Level are you 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:** |  |

1. **Academic Qualifications :-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degrees** | **Name of University** | **Year of Passing/ Date of award** | **Percentage of marks** | **Division Class / Grade** | **Subject/ Title of thesis** |
| **M.A/ M.Sc/ M.Com** |  |  |  |  |  |
| **M.Phil.** |  |  |  |  |  |
| **Ph.D./D.Phil.** |  |  |  |  |  |

\*To be submitted on completion of assessment period.

1. **Appointments held prior to joining this institution:-**

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

1. **Posts held since joining Jamia Millia Islamia :-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.****No.** | **Designation** | **Department/Centre** | **Date of actual Joining** | **Pay Band with AGP/ Academic Level** |
| **From** | **To** |
| **1.** | **Appointment of 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** |  |  |  |  |

1. **Details of Orientation/Refresher Course/Programs/Workshop/MOOCs attended or completed.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Program** | **Duration with date** | **Sponsoring Agency** |
|  |  |  |  |
|  |  |  |  |

1. **Details of Training/seminar/workshop/course on automation, digitization, maintenance, Library upgradation and related activities.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Program** | **Duration with date** | **Sponsoring Agency** |
|  |  |  |  |
|  |  |  |  |

1. **Total number of research publications in the peer-reviewed or UGC-listed journals (during entire career):**
2. **Total number of research publications, published in the peer-reviewed or UGC-listed journals during the assessment period:**
3. **Fields of Specialisation under the Subject/Discipline:-**

**(a) ..**

**(b) ..**

**Table: 1. ANNUAL PERFORMANCE ASSESSMENT REPORT**

**(As per UGC Regulation-2018, Clause 6.4, D, page no. 84, published in the Gazette of India dated 18.07.2018)**

**To be filled for each year during assessment period**

**Annual period: …………………….. to ………………………..**

|  |  |
| --- | --- |
| **Name :** |  |
| **Department/Centre :** |  |
| **Designation & Level :** |  |
| **Employee ID :** |  |

**Assessment Criteria and Methodology for Librarians**

**(As per UGC Regulation-2018, Appendix II, Table 4, pg. no. 109)**

1. **Regularity of attending library:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Nature of Activity** | **Period/ Date (s)** | **Grading Criteria To be filled by HoD/ Librarian** |
|  | **Activities expected to be undertaken:** |  |  |
| **1** | Library Resource and Organizationand maintenance of books, journalsand reports |  |
| **2** | Provision of Library reader servicessuch as literature retrieval servicesto researchers and analysis ofreport |  |
| **3** | Assistance towards updatinginstitutional website |  |
| **Grading Criteria:** **Good : 90 % & above,** **Satisfactory : Below 90 % but 80 % & above,** **Not satisfactory : Less than 80 %** **(Note 1: Enclose all relevant documents in sequence)** |

1. **Conduct of seminars/workshops related to library activity or on specific books or genre of books:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Seminar/Workshop/Genre of books** | **Year/Period** | **Sponsoring Agency** | **Whether International (Abroad) / International (within country)/ National/State/****University level** | **Grading Criteria To be filled by HoD/ Librarian** |
|  |  |  |  |  |  |
|  |  |  |  |  |
| **Grading Criteria:** **Good : 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar****Satisfactory : 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****(Note: Enclose all relevant documents in sequence)** |

1. **Computerization of Library Database**
* **If library has a computerized database then:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Details of books/journals database\*** | **Period/** **Date (s)** | **Total % of Computerized database** | **Grading Criteria To be filled by HoD/ Librarian** |
|  |  |  |  |  |
|  |  |  |  |
| **Grading Criteria:** **Good : 100% of physical books and journals in computerized database****Satisfactory : At least 90% 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**

* **If library does not have a computerized database:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Details of books/journals catalogued\*** | **Period/ Date (s)** | **Total % of Catalogued**  | **Grading Criteria To be filled by HoD/ Librarian** |
|  |  |  |  |  |
|  |  |  |  |
| **Grading Criteria:** **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

1. **Checking inventory and extent of missing books**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Status of Inventory**  | **Checked/Not Checked** | **Period/ Date (s)** | **Total % of missing books** | **Grading Criteria To be filled by HoD/ Librarian** |
|  |  |  |  |  |  |
|  |  |  |  |  |
| **Grading Criteria:** **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** |

1. **Involvement in Library activities**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Nature of Activity** | **Period/ Date (s)** | **Grading Criteria To be filled by HoD/ Librarian** |
| (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 |  |  |
|  |  |  |
|  |  |  |
| **Grading Criteria:** **Good : Good in Item 1 and satisfactory/good in any two other items including Item 4****Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.****Note: Include all relevant documents in sequence.** | **Final Grading Criteria:** |

**Note:**

1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
2. 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.
3. The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee

**I certify that the information provided above is correct as per records available with the university and/or documents enclosed along with the duly filled in the annual performance assessment report proforma.**

**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 University Librarian/ HoD**

**Note: The individual Annual Performance 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.**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Table: 2. Summary of Grading**

**(As per UGC Regulation-2018, Appendix II, Table 4, pg. no. 109** **published in the Gazette of India, dated 18.07.2018)**

**SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **S.****No** | **Activity** | ***For Office use only***  |
| **1.** | **Regularity of attending library, (a) Organization and maintenance of books, journals and reports (b) Reader Services (c) Updating institutional website** |  |
| **2.** | **Conduct of seminars/workshops related to****library activity** |  |
| **3.** | **Computerization of Library Database** |  |
| **4.** | **Checking inventory and extent of missing books** |  |
| **5.**  | **Involvement in Library activities** |  |
| 5.(i) | Digitisation of books database in institution having no computerized database |  |
| 5.(ii) | Promotion of library network |  |
| 5.(iii) | Systems in place for dissemination of information relating to books and other resources |  |
| 5.(iv) | Assistance in administration and governance related work e.g.admissions, examinations and extracurricular activities |  |
| 5.(v) | Design and offer short-term courses for users |  |
| 5.(vi) | Publications of at least one research paper in UGC approved journals |  |
| **Total** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** |  | **7.** |  |
| **2.** |  | **8.** |  |
| **3.** |  | **9.** |  |
| **4.** |  | **10.** |  |
| **5.** |  | **11.** |  |
| **6.** |  | **12.** |  |

**I certify that the information provided above are correct as per records available with the university and/or documents enclosed along with the duly filled proforma.**

**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 Dean/ HoD Signature of University Librarian**

**N:B: The individual research 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.**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***