Notice

18.09.2015

API BASED PBAS PROFORMA FOR TEACHERS

It is notified that as per the **Go. No. 848-Edn(U)/1U(C)-13/14 dated ,11.08.2014**, and as approved by the **Syndicate dated 01.09.2014 (item no.19 & confirmed on 24.09.2014 , item No.1**), the University Librarian, Deputy Librarian & Assistant Librarian are to be treated as academic Staff of the University of Calcutta . As per the **GO No.ED-275 /2013** dated **24th april,2013** the filled in PBAS format prescribed for the CAS promotion of the above mentioned posts duly approved by the Vice-Chancellor , C.U on **30.07.2015** , is to be submitted to the office of the undersigned.

Sd/-

…………………………

Registrar

UNIVERSITY OF CALCUTTA

**Annual Self-Assessment for the Performance Based Appraisal System
(PBAS) Session/
(To be completed and submitted at the end of each academic year)
PART A
GENERAL INFORMATION**

1. Name (Block letters)

2. Father's name :

3. Department :

4. Current Designation & Grade Pay :

5. Date of last Promotion :

6. Address for correspondence :
    (with pin code)

7. Permanent Address (with pin code) :

    Mobile No.:   E-mail:

8. Whether acquired any degrees or fresh academic qualifications during the year: No.

9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer	Place	Duration	Sponsoring Agency

10. Date of Appointment :
    Date of Confirmation :

11. Past Service, if any :

    (Please attach specific G.O. for
    counting of past service
    for promotion under
    CAS)

12. For which position & AGP you are applying under CAS :

13. Date of eligibility for Promotion :
14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/ grade

15. Research Degree(s):

Degree	Name of the University	Date of award	Title

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

      I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Director, IQAC   **Signature of the University Librarian**

Date:

                       Seal:

Part B
Academic Performance Indicators (API)
Session:
CATEGORY 1

Procurement, Organization, and Delivery of Knowledge and Information through Library Services

Sl. No.	Nature of Activity	Max. Score	Proposed Score	API Score
1.	Library resources organization and maintenance of books, journals, reports	40	10	
	Provision of library reader services, literature retrieval services to researchers and analysis of reports		10	
	Provision of assistance to the Departments of University with required inputs for preparing reports, manuals and related documents		10	
	Assistance towards updating institutional website with activity related information and for bringing out Institutional Newsletters, etc.		10	
2.	ICT and other new technologies' application for upgradation of library services such as automation of catalogue procurement functions	30	08	
	Circulation operations including membership records		05	
	Serial subscription system		02	
	Reference and information services		05	
	Library security (technology based methods such as RFID, CCTV),		06	
	Development of library management tools (software) & Intranet management		04	
3.	Development, organization and management of e-resources including their accessibility over Intranet / Internet	25	10	
	Digitization of library resources,		10	
	E-delivery of information		05	
4.	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC)	20	10	
	Knowledge resources User promotion programmes like organizing book exhibitions & other interactive latest learning resources		10	
5.	Additional services such as extending library facilities on holidays	10	03	
	Shelf order maintenance		02	
	Library user manual		02	
	Building and extending institutional library facilities to outsiders through external membership norms		03	
	Total Score	**125**	**125**	
	Minimum API Score required	75		

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the University Librarian
Date:
Seal:

CO-CURRICULAR, EXTENSION A N D P R O F E S S I O N A L D E V E L O P M E N T RELATED ACTIVITIES.

Please mention your contribution to any of the following:

Sl. No.	Nature of Activity	Max. Score	Proposed Score	API Score
1.	Student related co-curricular, extension and field based activities (such as Cultural exchange)	20	06	
	Library service programmes (various level of extramural and intramural programmes)		07	
	Library Extension, Library-literary work through different channels		07	
2.	Contribution to Corporate life and management of the library units through participation in Library Units and Institutions.	15	10	
	Contribution to Corporate life and management of the Institution through participation in Library and administrative committees and responsibilities		05	
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	15	
	Total Score	**50**	**50**	
	Minimum API Score required	15		

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the University Librarian
Date:
Seal:

CATEGORY - 3
RESEARCH AND ACADEMIC CONTRIBUTIONS
Session/ Year- 2010 - 2013.
A. Published Papers in Journals

API Score – Refereed journals – 15/publication

Non-Refereed (but having ISBN/ISSN) – 10/publication

Confer. Proc. as full paper (Abstracts not to be included) – 10/publication

Sl. No.	Title with page no.	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score
1							
2							
3							
4							

B. Research Publications (Books published as single author or as editor)

API Score – Category 1 Text/ Reference Books by International Publisher – 50/ sole author

Category 2 Text/Reference Books by National/Soc/Univ Publisher – 25/ sole author

Category 3 Subject Books by Other/Local Recognized Publisher – 15/ sole author

Chapters contributed to edited knowledge based volumes published by Int. Publisher – 10/ Chapter

Chapters contributed to edited knowledge based volumes published by Indian Publisher with ISBN/ ISSN numbers – 5/ Chapter

Chapters contributed to edited knowledge based volumes published by Other Local Publisher with ISBN/ ISSN numbers – 5/ Chapter

Sl. No.	Title with page no.	Type of Book, & authorship	Publisher & ISSN/ ISBN No. 4. International II. National III. Regional)	Whether peer reviewed.	No. of Co-author	Whether you are The main author	API score
Total Score							----

C. Ongoing and Completed Research Projects and Consultancies

API Score for **Projects-**

Cat I: (Amount – Rs 30 lakhs+): 20

Cat II: (Amount –Rs 5 lakhs+): 15

Cat III: (Amount –Rs 0.5 lakhs+): 10

API Score for **Consultancies**–

(Completed –Rs 10 lakhs+ / ongoing: Rs 2 lakhs +): 10

API Score for **Quality Evaluation**–
Major (Completed) Project Eval: 20
Minor (Completed) Project Eval: 10

API Score for **Project Outcomes-**
National level output or Patent: 30
International level output or Patent: 50

C. (i) & (ii) Ongoing Projects/ Consultancies

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. Lakh)	API score
					-------

C. (iii) & (iv) Completed Projects/ Quality Evaluation/ Project Outcome

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. Lakh)	Whether policy document. Patent as outcome	API score

D. Research Guidance
(i) Degree-oriented: API Score – Ph.D. awarded – 10; Ph.D. Submitted – 7; M.Phil. awarded – 3;
(ii) Non-Degree Products: API Score – Post-Doctoral – 7; National Scholar – 5; Guidance to Scholars & Master's level – 3;

Sl. No.	Number enrolled	Thesis submitted	Degree awarded	API score
Non-Degree products				
M.Phil. or equivalent				
Ph.D. or equivalent				
Total Score				-------

E. (i) Training Courses (RC/OC), Methodology Workshops, Soft Skills Development Programmes, Faculty Development Programme (not less than one week duration)

Cat I : (Not less than two week duration): 20/ each
Cat II : (Not less than one week duration): 10/ each

Sl. No.	Programme	Duration	Organized by	API Score
1.				
2.				
3.				
Total Score				

E. (ii) Papers presented (Oral/poster) in Conferences, Seminars, Workshops, Symposia etc.

API Score – Category 1 International – 10
Category 2 National – 7.5
Category 3 Regional – 5
Category 4 Local – 3

Sl. No.	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

E. (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.

API Score – Category 1 International – 10
Category 2 National – 7.5
Category 3 Regional /State level – 5
Category 4 Univ/Endowment Lect – 3

Sl. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score
Total Score					-

IV. Summary of API scores

	Criteria	Assessment period			Total API score for assessment period
I	Teaching, learning Evaluation related Activities/ Procurement, Organisation and delivery of knowledge and Information through library services				
II	Co-curricular, Extension and Professional Development related Activities				
	Total (I+II)				
III	Research and Academic Contributions				

Signature of the candidate
with designation and date

Signature of the Director, IQAC
with date and seal

Signature of the University Librarian
with date and seal