KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act-XII of 1956)
(A+ Grade, NAAC Accredited)

Application proforma for promotion under Career Advancement Scheme (CAS) for Assistant Librarian / Deputy Librarian

(As per revised guidelines on minimum qualifications for appointment of teachers and other academic staff college in Universities and Colleges and measures for the maintenances of Standards in Higher Education, based on University Grants Commission Regulations 2018 notified by the Govt. of Haryana vide Memo No.7/79-2017 C-IV (3) dated 11.11.2022)

Note: Main application form is to be submitted with all supporting documents. Also submit 10 copies of Part-A of this application form along with five sets of publications which are to be assessed/evaluated.

Tick (✓) which is applicable: -

- ☐ *For Promotion of Assistant Librarian (from Academic Level 10 to Academic Level 11)*
- ☐ *For Promotion of Assistant Librarian (from Academic Level 11 to Academic Level 12)*
- ☐ *For Promotion of Assistant Librarian (Academic Level 12) to Deputy Librarian (Academic Level 1 3A)*
- ☐ *For Promotion of Deputy Librarian (Academic Level 13A) to Deputy Librarian (Academic Level 14)*

Application for promotion from the Post/Academic Level_____ to Post/Academic Level_____

Faculty _____

Department /Institute: _____

Notification Reference No._____ **Date:** _____

Paste self attested Recent Passport size Colored Photograph

	Part-A: General Information and Academic Background	
1	Name (in Block Letters)	
2	Father's Name	
3	Mother's Name	
4	Department/Subject	
5	Date of Birth	
6	Nationality	
7	Marital Status	
8	Gender	
9	The Category you belong to (GEN/SC/DSC/BC-A/BC-B/EWS/ESM/PwBD)	
10	Address for Correspondence (with Pin Code)	
11	Permanent Address (with Pin Code)	
12	Mobile No.	
	E-mail	
13	Present Designation & Academic Pay Level	
14	Date of Last Promotion/Eligibility, if any	
15	Date of Eligibility for Promotion to Post/Academic Level applied for (As per CAS Promotion Criteria)	

16. Academic Qualifications (From Matric onwards):-

Examination	Name of the Board/University	Year of Passing	% of marks	Division Class/ Grade	Subject
High School/ Matriculation/ Hr.Sec.					
Intermediate/ (10+2)					
B.A./ B.Sc/ B.Tech./ B.Pharm/B.Com/UG Programme					
B.Lib & Inf. Science					
M.A/ M.Sc./M.Tech./ M.Pharm./ M.Com./PG Programme					
M.Lib & Inf. Science					
Others (NET/JRF/SLET/ Lectureship examination) (if any)					
M.Phil					
Ph.D		**Subject:**............................... **Topic of the Thesis:**........................... **Affiliation of the Ph.D. Guide:**........................... **Year of Award of Degree:**............................. **Name of the University that has awarded the Ph.D Degree:**... **Field of Specialization:**.......................................			
Any other Exam.					

17. Areas of Research:

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18. Appointment(s) held prior to joining Kurukshetra University, Kurukshetra.
(Mention only if past service has been counted by the University)

Name of Employer	Designation	Nature of Appointment	Date of Joining	Date of leaving	Salary with Grade Pay/ Level	Reason for leaving

(Verified by Estt-T Branch)

19. **Post(s) held with Kurukshetra University, Kurukshetra (Attach relevant documents)**

AGP/Academic Level	Designation	Pay Scale	Duration		Experience	
			From	To	Year	Month
Academic Level 10						
Academic Level 11						
Academic Level 12						
Academic Level 13 A						

20. **Period spent by the Teacher on different kinds of leaves.**
(To be filled only in the case of promotion under CAS)

Type of Leave	Designation	Pay Scale and AGP	Duration	
			From	To
Maternity Leave				
Child Care leave				
Study Leave				
Medical Leave				
Extraordinary Leave (without Pay)				
Deputation				
Others (Please specify)				

(Verified by Estt-T Branch)

21. **Total experience: _____Years _____Months**

22. **Post-Doctoral Research Experience in years (as Post-Doctoral Fellow, Research Scientist, Research Associate, etc.):**

23. **Details of Orientation/Refresher/Research Methodology courses, Workshop/ Training/ Course on automation and digitalization /FDP/STP , etc. attended and MOOC Courses taken/developed:**

Name of the Course	Place	Duration	Name of Academic Staff College/HRDC	Sponsoring Agency

24. **Details of activities performed during assessment period:**

    (i) **No. of Training/Seminar/Workshop/Courses on Automation and Digitalization attended**

    (ii) **Maintenance and Related activities as per Appendix-II, Table 4**

    (iii) **No. of completed courses of at least one week (5 days duration) in lieu of every single course/program of at least two week (10 days duration)**

    (iv) **No. of MOOCs course in the relevant subject (with e-certification) taken/developed**

    (v) **Library up gradation course**

25. Details of innovative Library services including the integration of ICT in the Library
(certificate is to be attached)

26. **(a) Summary of Research publications:**

Publications	Published		Accepted for Publication	
	International	National	International	National
Books (independently)				
Books (jointly)				
Chapters in Edited Books (independently)				
Chapters in Edited (jointly)				
Research Papers (independently)				
Research Papers (jointly)				
Patents (independently)				
Patents (jointly)				

(b) List of best publications submitted for consideration towards eligibility and for assessment

(Please read instructions for the requirement of minimum number of publications)

S. No.	Title of the paper with name of authors as appearing in the publication	Journal, Volume, Issue, Year, Page Numbers	Whether First / Corresponding/ Principal (Supervisor) author	Whether Journal is refereed/ UGC listed/ SCOPUS Indexed/SCI/ SSCI	Impact factor as per Clarivate/ Thomson Reuters, if applicable	ISSN/ ISBN	DOI (if available)	Page No. of supporting documents
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

(c) Total Number of Research Projects completed/Ongoing:

27. **Awards /Prizes/Honours/ Recognitions (if any):**

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28. **List of enclosures. Please attach a separate list of all the enclosures with index and page numbers. All the attached documents must be sequentially numbered and self-attested**

DECLARATION

I certify that all the information given by me is correct and complete to the best of my knowledge and belief and no material/ information has been concealed. I am not aware of any circumstance(s) which may impair my fitness for employment.

Name and Signature

Place: ………………

Date: ……………….

FORWARDED BY LIBRARIAN/HEAD of INSTITUTION

Certified that Mr./Ms./Dr. ……………………………….………… has been working as ……...…………………………………. in the Department/Institute since …………………………. The application of ....……………………………... for the promotion to the post of…………………………. from Academic Level…………..…to Academic Level ……………..… is recommended and forwarded for further process.

Place: **Librarian/Head**
Date :   **Signature with seal**

PART-B
(Assessment criteria and Methodology for Librarian)
(Applicants are required to refer the relevant provisions of State Govt. guidelines dated 11.11.2022 before filling)
<u>**Table-4**</u>

Activity 1:
Assessment Period from ……………… to ………………….

Activity	Grading Criteria	Assessment Year	Activities claimed	Regularity in attendance			Page number of supporting documents	Percentage Attendance	Grade Claimed	Grade verified
				No. of working Days	No. of Days attended	Percentage of attending library				
Regularity of attending library (Calculated in terms of percentage of days attended to the total number of days he/she is expected to attend). While attending the library, the individual is expected to undertake, inter alia, following items of work: • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website	90% and above – **Good** Below 90% but 80% and above- **Satisfactory** Less than 80% – **Not satisfactory**	**Year-1**	1. 2. 3.							
		Year-2								
		Year-3								
		Year-4								
		Year-5								
		Year-6								
Grade to be Verified by the Librarian/Head										

Note:- Certificate of attendance including activity performed issued by the concerned Librarian/controlling Head is to be attached.

Activity 2:
Assessment Period from ……………… to ………………….

Activity	Grading Criteria	Assessment Year	No. of National level Seminars/workshops conducted	No. of State level Seminars/ workshops conducted	No. of Institutional level Seminars/ workshops conducted	Page number of supporting documents	Grade claimed	Grade Verified
Conduct of seminars/workshops related to library activity or on specific books or genre of books.	**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	**Year-1**						
		Year-2						
		Year-3						
		Year-4						
		Year-5						
		Year-6						
Grade to be Verified by the Librarian/Head								

Activity 3:
Assessment Period from ……………… to …………………..

Activity	Grading Criteria	Assessment Period	No. of physical books & Journals	No. of books in computerized database or No. of books in catalogue database	Percentage of Books and Journals in computerized database or % of books in catalogue database	Page number of supporting documents	Grade claimed	Grade verified
☐ If library has a computerized database then OR ☐ If library does not have a computerized database	**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. **OR** **Good/Satisfactory** – Catalogue database made up to date **Unsatisfactory** - Catalogue database not upto mark. (To be verified in random by the CAS promotion committee)	**Year-1**						
		Year-2						
		Year-3						
		Year-4						
		Year-5						
		Year-6						
Grade to be Verified by the Librarian/Head								

Activity 4:

Assessment Period from ……………… to ………………….

Activity	Grading Criteria	Assessment Period	Did you check the inventory YES/NO	No. of Total books at the start of the year	No. of missing books	Percentage of missing books	Page number of supporting documents	Grade claimed	Grade Verified
Checking inventory and extent of missing books	**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.	**Year-1**							
		Year-2							
		Year-3							
		Year-4							
		Year-5							
		Year-6							
Grade to be Verified by the Librarian/Head									

Activity 5:

Assessment Period from ……………… to …………………

Activity	Grading Criteria	Assessment Year	Details of						Page number of supporting documents	Grade claimed	Grade Verified
			Digitisation of books database in institution having no computerized database	Promotion of library network	Systems in place for dissemination of information relating to books and other resources	Assistance in college administration and governance related work including work done during admissions, examinations & extra-curricular activities	Design and offer short term courses for users	Publications of research paper in UGC approved journals			
i.Digitization 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.	**Good** : Involved in any two activities **Satisfactory** : At least one activity **Not Satisfactory**: Not involved/ Undertaken any of the activities.	**Year-1**									
		Year-2									
		Year-3									
		Year-4									
		Year-5									
		Year-6									
Grade to be Verified by the Librarian/Head											

OVERALL GRADING:

Good: Good in item (Activity) 1 and satisfactory/Good in any two other items (Activities) including item (Activity) 4.
Satisfactory: Satisfactory in item (Activity) 1 and satisfactory/Good in any other two items (Activities) including item (Activity) 4.
Not Satisfactory: if neither good nor satisfactory in overall grading.

Assessment Year	Grade of Activity-1	Grade of Activity-2	Grade of Activity-3	Grade of Activity-4	Grade of Activity-5	Overall Grade	Grade Verified

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 hereby solemnly certify that

1. All my publications/books submitted for promotion are original.
2. My publications/books are in the concerned/allied/related field in which I am applying for the promotion under CAS.
3. The decision of the scrutiny committee /experts with regard to the quality of my publications and grades given shall be final and it shall have binding on me. I understand that scrutiny committee/expert's decision with regard to consider or reject any of my publication in context of its quality shall be final.
4. I also certify that the publications/books submitted by me do not fall under the category of plagiarism.
5. I certify that all the supporting documents are genuine and are issued by the competent authorities.
6. A copy (soft as well as hard copy) of the complete applications form has been submitted to the Director, IQAC for information & record.

Place :   **(Signature of Candidate)**
Date :