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No. 13-24/Estt.I/07/303

Dated Aizawl, the 15th November, 2017

NOTIFICATION

Sub.: PBAS for promotion under CAS in the Library cadre.

It is hereby notified for information of all concerned that the Academic Performance Indicators (APIs) and Performance Based Appraisal System (PBAS) scoring proforma for promotion under CAS in the **Library cadre**, governed by the fourth amendment Regulations shall be as per the new format enclosed herewith.

In case of transition from second to fourth amendment of the UGC Regulations, the provisions of the extant Regulations i.e., fourth amendment shall be applicable.

Applicants whose due date of eligibility for promotion falls on or after **10th May, 2016** may compile their applications as per the new format retaining the earlier date of submission. The same may be submitted **in duplicate** for promotion to Stage 2 and Stage 3 and **in triplicate** for promotion to Stage 4 and Stage 5.

This issues with approval of the competent authority on 15th November, 2017.

Encl.: a.a.

(Dr. R. Zonuntluanga)

Joint Registrar (Estt)

Copy to:

1. P.S. to Vice Chancellor, MZU, Aizawl.
2. P.S. to Registrar, MZU, Aizawl.
3. P.A. to Librarian, MZU, Aizawl.
4. Director, IQAC, MZU, Aizawl.
5. Principal, PUC, with a request to update the concerned staff under his charge.

(Dr. R. Zonuntluanga)

Joint Registrar (Estt)

TABLE VII: SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY/COLLEGE LIBRARIAN CADRE

Post	Direct working hours per week	Weightage
Assistant Librarian / College Librarian	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

* Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and (c) 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. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee.

CATEGORY I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

Category I	Nature of Activity	University Assistant Librarian/College Librarian		Deputy Librarian		Librarian	
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
(a)	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	70	Actual hours spent per academic year ÷ 20	60	Actual hours spent per academic year ÷ 20	55	Actual hours spent per academic year ÷ 20

	<p>information and for bringing out institutional Newsletters, etc. (40 Points)</p> <p>Development, organization and management of e-resources including their accessibility over Intranet/ Internet, digitization of library resources, e-delivery of information, etc (15 Points)</p> <p>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. (15 Points)</p>						
(b)	<p>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</p>	15	<p>Actual hours spent per academic year ÷ 10</p>	15	<p>Actual hours spent per academic year ÷ 10</p>	15	<p>Actual hours spent per academic year ÷ 10</p>
(c)	<p>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</p>	15	<p>Actual hours spent per academic year ÷ 10</p>	15	<p>Actual hours spent per academic year ÷ 10</p>	10	<p>Actual hours spent per academic year ÷ 10</p>

Note: Category I scores shall be calculated and adjusted taking into consideration any leave availed which qualifies for service benefits.

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

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian/College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

The table below gives groups of activities and API scores.

Category II	Nature of Activity	Maximum API Score	Actual Score
(a)	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.	15	Actual hours spent per academic year ÷ 10
(b)	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ 10
(c)	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	Actual hours spent per academic year ÷ 10

Note: Category II scores shall be calculated and adjusted taking into consideration any leave availed which qualifies for service benefits.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian/College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

Category	Activity	University/College Librarian	Maximum score for University/College Librarian*
III(A)	Research Publications in	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III(B)	Publications other than journal articles (books, chapters In books)	Text/Reference Books, published by International Publishers**, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author; 15 per Edited/Translated book for Single Editor/ Translator
		Subject Books, published by National level publishers**, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author; 10 per Edited/ Translated book for Single Editor/Translator
		Subject Books, published by Other local publishers**, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author; 5 per Edited/Translated book for Single Editor/ Translator
		Chapters in Books, published by National** and International** level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International – 10 per Chapter National – 5 per Chapter
III(C)	RESEARCH PROJECTS		
III(C)(i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project for PI and 10 for Co-PI
		Major Projects with grants above Rs.3 lakhs up to Rs.5 lakhs	15 per Project for PI and 8 for Co-PI

		Minor Projects with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per Project for PI and 5 for Co-PI
III(C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 2 lakhs
III(C)(iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/ UNESCO/UNICEF etc. Central/State Govt./Local Bodies	Major policy document of International bodies – 30, Central Government – 20, State Govt.-10 Local bodies – 5
III(D)	RESEARCH GUIDANCE		
III(D)(i)	M.Phil.	Degree awarded	5 per candidate for Main Supervisor and 3 for Joint Supervisor
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate for Main Supervisor and 8/5 for Joint Supervisor
III(E)	Awards / Fellowships/Invited lectures delivered/papers presented in conferences/seminars		
III(E)(i)	Award / Fellowship	International Award/Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
		National Award/Fellowship academic bodies/associations	10 per Award / 10 per Fellowship
		State / University Award/Fellowship from academic bodies/associations	5 Per Award
III(E)(ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III(F)	Development of e-learning delivery process/material		10 per module

* Wherever relevant, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following

manner: Of the total score for the relevant category of publication by the concerned teacher, all the First and Principal/corresponding author/supervisor/mentor shall score 70% each of the total points and all other authors shall score 30% each of the total points.

UGC Approved List of Journals was notified vide No.F.1-2/2016(PS) Amendments dated 10/01/2017. This is a dynamic list and may be reviewed from time to time. The UGC Approved List of Journals is available in the UGC website www.ugc.ac.in.

** The level of publisher shall be decided on the following principle, the applicant is required to ensure the adherence to the same while claiming API score for the respective publication: **International Publication** - a Book published by the applicant from a publisher in a country other than India **OR** from a publisher having 'Registered Office' in India and also at least in one other country. **National Publication** – a Book published by the applicant from a publisher having 'Registered Office' in at least two distinct cities of India. **Local Publication** – a book published by the applicant from a publisher having 'Registered Office' only in one city in India.

TABLE-VIII(A): MINIMUM API TO BE APPLIED FOR THE PROMOTION OF LIBRARIAN CADRE UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITIES AND COLLEGES AND WEIGHTAGE FOR EXPERT ASSESSMENT

Category	Activity	Assistant/College Librarian (Stage 1 to 2)	Assistant/College Librarian (Stage 2 to 3)	Assistant/College Librarian to Deputy/College Librarian (Stage 3 to 4)	Deputy Librarian to Librarian (Stage 4 to 5)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/Year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/Assessment period	50/Assessment period	50/Assessment period	50/Assessment period
III	Research and Academic Contributions – Minimum Score required - to be assessed cumulatively	20/Assessment period	50/Assessment period	75/Assessment period	100/Assessment period
II+III	Minimum total API score under Categories II and III*	90/Assessment period	120/Assessment period	150/Assessment period	180/Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50))	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20 % - Interview performance	50% - Library publication work 30% - Assessment of innovative Library service and organization of digital library services 20% - Interview performance

* One may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II+III. The API score claim of each of the sub-categories in the Category III (Research and Academic Contributions) shall not have a cap except for the sub-category of invited lectures/papers.

TABLE IX: MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES

S.No.	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Librarian/College Librarian to Assistant Librarian (Senior Scale)/ College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D/M.Phil.	<ul style="list-style-type: none"> (i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII(A) for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration. (iii) Screening cum evaluation process for recommending promotion.
2.	Assistant Librarian (senior scale)/College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale)/ College Librarian (senior scale) with completed service of five years in Stage 2	<ul style="list-style-type: none"> (i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII(A) for Librarian Cadres in universities and for college librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum evaluation process for recommending promotion.
3.	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) to Deputy Librarian / College Librarian (Selection Grade)(Stage 3 to Stage 4)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	<ul style="list-style-type: none"> (i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII(A). Three publications over twelve years. In Colleges, an exemption of one publication will be given to M.Phil holders and two publications to Ph.D. holders. (ii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII(A)

4.	University Librarian (Stage 5) (University only)	Deputy Librarian in universities with three years of completed service in Stage 4.	<ul style="list-style-type: none"> (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII(A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3. (iii) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in the regulation and in Table VIII(A).
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Note: In cases where one does not have the required API score for consecutive years during the assessment period but have obtained required annual API score without continuation at a later date, the date of eligibility shall be the date on which the required API score for the assessment period is obtained [EC:32:5(4)].

**PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) PROFORMA FOR PROMOTION
 UNDER CAS FOR LIBRARIAN CADRE**

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :
2. Father's/Mother's/Husband's Name :
3. Date and Place of Birth :
4. Sex :
5. Marital Status :
6. Nationality :
7. Category (SC/ST/OBC/PWD/General) :
8. Name of Department/Centre :
9. Current Designation, Pay Band & AGP :
10. Designation and AGP for which application under CAS is submitted :
11. Date of eligibility for promotion :
12. Date of Last Appointment/Promotion :
13. Academic Qualifications :

Examination	Name of Board/ University	Year of Passing	% of Marks	Division/ Class/ Grade	Main Subjects
High School					
Higher Secondary					
Graduation					
Post-Graduation					
Other examinations, if any					

14. Research Degrees:

Degrees	Title of dissertation/thesis	Date of Award	Name of the University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

15. Appointments held prior to joining this institution:

Designation	Employer	Date of		Pay Band with AGP	Reason for leaving
		Joining	Leaving		

16. Post held after appointment at this institution:

Designation	Department	Duration		Pay Band with AGP
		From	To	

17. Field of Specialization under the Subject/Discipline:

(a)

(b)

18. HRDC (ASC) Orientation/Refresher Course/FDP attended:

Name of the Course	Place	Duration	Sponsoring agency

19. List of Enclosures (for PART-A)

(Please attach self-certified copies of certificates, papers etc. wherever necessary)

1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		...	

PART-B: ACADEMIC PERFORMANCE INDICATORS (API)

CATEGORY-I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

(Give separately for each year of the assessment period)

Assessment Year: _____

(a) Library resources organization, e-resources, user awareness and instruction programmes etc.

API Score = Actual hours spent per academic year ÷ 20

SN	Nature of Activity	Actual hours spent per Academic year	API Score
(i)	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. (Maximum: 40 Points)		
(ii)	Development, organization and management of e-resources including their accessibility over Intranet/ Internet, digitization of library resources, e-delivery of information, etc (Maximum: 15 Points)		
(iii)	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. (Maximum: 15 Points)		
Total (Maximum: 70 for Asst. Librarian; 60 for Deputy Librarian; 55 for Librarian)			

(b) 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

API Score = Actual hours spent per academic year ÷ 10

SN	Nature of Activity	Actual hours spent per Academic year	API Score
Total (Maximum: 10 for Asst. Librarian/Deputy Librarian/Librarian)			

(c) 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

API Score = Actual hours spent per academic year ÷ 10

SN	Nature of Activity	Actual hours spent per Academic year	API Score
Total (Maximum: 15 for Asst. Librarian/Deputy Librarian; 10 for Librarian)			

TOTAL API SCORE UNDER CATEGORY I

API(a)	API(b)	API(c)	Total API Score

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

(Give separately for each year of the assessment period. Cumulative of the Annual API score will be used for assessment)

Assessment Year: _____

(a) 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.

API Score = Actual hours spent per academic year ÷ 10

SN	Nature of Activity	Actual hours spent per Academic year	API Score
Total (Maximum: 15 points)			

(b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.

API Score = Actual hours spent per academic year ÷ 10

SN	Nature of Activity	Actual hours spent per Academic year	API Score
Total (Maximum: 15 points)			

(c) 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)

API Score = Actual hours spent per academic year ÷ 10

SN	Nature of Activity	Actual hours spent per Academic year	API Score
Total (Maximum: 15 points)			

TOTAL API SCORE UNDER CATEGORY II

API(a)	API(b)	API(c)	Total API Score

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(During the entire period of assessment)

For promotion from the post of Deputy Librarian to the post of Librarian, the applicant should attach 5 copies of 5 major publications published subsequent to the period from which he was placed in the Stage 3.

For promotion to the post of Deputy Librarian, the applicant should attach 5 copies of 3 major publications made during the period of service as Assistant Librarian (twelve years).

III.A. Published Research Articles/Papers in related areas in Refereed Journals/Other Reputed Journals notified by UGC:

SN	Publication Type*	Title of the paper, with Journal's name, Year of publication, Vol. No., Page Nos., etc.	ISBN/ISSN No.	Impact Factor, if any**	Author-ship***	API Score
Total API Score						

* For Publication Type: Kindly indicate whether the paper is published in (i) **Refereed Journal** as notified by UGC, or (ii) **Other Reputed Journal** notified by UGC.

** Latest Impact Factor as per JCR-Thomson Reuter.

*** For Authorship: Kindly indicate whether you are (i) Single Author (ii) First and Principal/Corresponding author/Supervisor/Mentor or (iii) Other Author/Co-author. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

III.B. Publications other than journal articles (books, chapters in books) in related areas:

SN	Publication Type*	Title of the Book Chapter/Book/Conference Proceeding, with year of publication and other publication details.	ISBN/ISSN No.	Level International/National/Local	Author-ship**	API Score
Total API Score						

* For Publication Type: Kindly indicate whether the publication is (i) Text/Reference/Subject Books, (ii) Edited/Translated Books, (iii) Chapters in Books/Full Paper in Conference Proceedings. For Conference Proceedings only full Papers will be considered, abstracts will not be considered.

** For Authorship: Kindly indicate whether you are (i) Single Author/Editor/Translator, (ii) First and Principal/Corresponding author/supervisor/mentor, (iii) Other Author/Co-author, (iv) First Editor/translator or (v) Co-editor/Co-translator. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

III.C. Research Projects

III.C(i) Sponsored Projects

SN	Title of Research Project	Funding Agency	Period	PI/Co-PI/ Joint PI	Amount	API Score
Total API Score						

III.C(ii) Consultancy Projects

SN	Title of Consultancy Project	Funding Agency	Period	Amount	API Score
Total API Score					

III.C (iii) Projects Output/Outcome

SN	Title of Research Project	Project Output/Outcome/ Patent/Technology/ Transfer/Product/Process/ Major Policy document prepared	Period	Level: International/ National Body: International Body/Central Govt./ State Govt./Local Body	API Score
Total API Score					

III.D Research Guidance: M.Phil./Ph.D.

Level of Guidance	Number Enrolled	Thesis/Dissertation submitted		Degree Awarded		API Score
		Number	Period	Number	Period	
M.Phil. or equivalent						
Ph.D. or equivalent						
Total API Score						

Note: There is no API Score for Dissertation submission in case of M.Phil.

III.E Fellowships, Awards and Invited Lectures delivered in Conferences/Seminars/Refresher/Orientation/FDP

III.E (i) (a) Fellowships

SN	Name of Fellowship	Awarding Agency	From ____ To ____	Level: International/ National	API Score
Total API Score					

III.E (i) (b) Awards

SN	Name of Award	Awarding Agency	Date	Level: International/ National/State /University	API Score
Total API Score					

III.E(ii) Invited Lecture/Papers presented in Conferences/Seminars/Refresher/Orientation/FDP
(Merely attending the Conference, Seminar, FDP does not qualify for API score. Accepted full paper must be presented during the Conferences/ Seminars/FDP to qualify for API score).

SN	Title of the Invited Lecture/Paper presented	Title of Conference/ Seminar etc.	Organised by	Date of Presenta- tion	Level: International/ National/State /University	API Score
Total API Score						

Note: The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period i.e. maximum score of **4** for Stage 1 to 2; **10** for Stage 2 to 3; **15** for Stage 3 to 4; **20** for Stage 4 to 5.

III.F Development of e-learning delivery process/material

SN	Name of Module and subject	Organisation for which it was developed	From____ To_____	Duration of module (in minutes)	Level: (PG/UG)	API Score
Total API Score						

TOTAL API SCORE UNDER CATEGORY III

API (A)	API (B)	API (C)	API (D)	API (E)	API (F)	Total API Score

SUMMARY OF API SCORES

Category	Criteria	API Score per year for the assessment period						API Score for Assessment period
		I	II	III	IV	V	VI	
I	Procurement, Organization, and Delivery of Knowledge and Information through Library Services							
II	Professional Development, Co-Curricular and Extension Activities							
III	Research and Academic contribution							
	Consolidated API Score (Category II+III)							

Calculation of API Score for Assessment

Category II : Cumulative of annual API Score

Category III : Cumulative of the entire assessment period

Note: One may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II+ III. Provided also that the API score claim of each of the sub-categories in the Category III (Research and Academic Contributions) shall not have a cap except for the sub-category of invited lectures/papers

PART-C: OTHER RELEVANT INFORMATION

- (a) Academic awards and distinctions:
- (b) Membership/Fellowship of Learned bodies/Societies:
- (c) Literary, cultural or other activities(e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (d) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier:
- (e) Future Plans (In approximately 150 words):

List of Enclosures (for PART-C):

(Please attach self-certified copies of certificates, papers etc. wherever necessary)

1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
11.		12.	
13.		...	

I certify that the information provided is correct as per records enclosed alongwith the duly filled PBAS proforma

Date:

Place:

Signature & Designation of the applicant

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

Date:

Place:

Head of the Department/Centre