

University of Mumbai

Name & Address of the College: **Dapoli Education Society's
Dapoli Urban Bank Senior Science College,
At/Po: Dapoli. Dist: - Ratnagiri.
Pin:-415712.**

Name of the Applicant Librarian:

PBAS PROFORMA FOR SELF ASSESSMENT / PROMOTION UNDER UGC CAREER ADVANCEMENT SCHEME FOR LIBRARIAN

Total API score calculated as per Appendix 3:

**Academic Year
201_-201_**

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

Sr. No.	Particulars	
1	Name (in Block Letters):	
2	Father's Name / Mother's Name:	
3	Department:	
4	Current Designation Pay Band and Grade Pay:	
5	Date of Last Promotion:	
6	Which Position and Grade Pay Are You an Applicant under CAS?	
7	Date of eligibility for promotion:	
8	Date and Place of Birth:	
9	Sex:	
10	Marital status:	
11	Nationality:	
12	Indicate whether belongs to SC/ST/OBC category:	
13	Address for correspondence: (with pin code)	
14	Permanent Address (with pin code):	
15	Telephone No:	
16	Email:	

CATEGORY WISE TOTAL API SCORE OF YEAR

Sr. No.	Category No	Name of Category	Total API Score of Assessment Period (Self)	Verified API Score
01	I	Teaching Learning and Evaluation Related Activities		
02	II	Co-Curricular, Extension, Professional Development Related Activities		
03	Total I + II			
04	III	Research, Publications, And Academic Contributions		
05	Total I + II + III			

PART B: ACADEMIC PERFORMANCE INDICATORS

Assessment Year _____

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

1. Library resources organisation 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 University department/college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc. **(Maximum Score 40 points)**

Sr. No.	Indicators / Activities	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)
1.1	<p>Library resources organisation and maintenance of books, journals, reports</p> <p>Books collected / acquired (collection Building) (2 points each)</p> <ul style="list-style-type: none">• Books (Text Books , Reference Books, Books on General Reading etc.) purchased• Journals Subscribed• E-Journals• Reports collected• Back volumes collected / Bound <p>Maintenance of collection (2 points each)</p> <ul style="list-style-type: none">• Technical Processing• Accessioning• Classification• Cataloguing• Book Binding• Training to library staff to maintain collection <p>Book Purchase Policy (2 points each)</p> <ul style="list-style-type: none">• Recommended by Teachers• Recommended by Students/Staff (other than teachers)• Recommended by Check list• Publisher Catalogue• Books Review, exhibition , etc• Arrangement of Collection / Stack Arrangement• Subject-wise / Classified shelving• Alphabetical shelving• Stock verification is completed regularly• Write off/ weeding out of books, reading materials, etc.• Collection Promotion .Expl.- Display, Additions list, in house exhibition		

1.2	Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports (2 points each) <ul style="list-style-type: none"> • Reference Service • Current Awareness Services • Selective Dissemination of Information Services • Bibliographic/Catalogues/ Index Services • Inter Library loan Services • On-line Public Access catalogue (OPAC) • Home lending Services • Reprographic Services • Internet Information Services • Information Extension Services • E-Journals Services • Periodical Contents Services • Information Analysis for catalogue / Index • Document Deriving Services • Audio-Visuals information Services • Indexing / Abstracting Services 		
1.3	Provision of assistance to the departments of University / College with the required inputs for preparing reports, manuals and related documents (2 points each) <ul style="list-style-type: none"> • Assistance by providing number of books, reports to Departments • Assistance by providing documents under documents delivery facilities to Departments • Assistance by providing Technical guidance to develop Departmental Library • Assistance by providing books to faculties of Department • Assistance by providing Indexing / Abstracting /Periodical Contents to faculties of Departments/ Sections 		
1.4	Assistance towards updating website with activity related information and for bringing out institutional Newsletters etc. (2 points each) <ul style="list-style-type: none"> • Information Provided about Library • Information Provided about Services rendered • Information Provided about Link of e-Resources • Information Provided about new additions • Information Provided about Transactions • Information Provided about Library members • Information Provided for University / College publication 		

2. Information Communication Technologies (ICT) and other new technologies application for up gradation 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 RFIS, CCTV), development of library management tools (software), intranet management.

(Maximum Score: 30 points)

	Indicators / Activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)
	Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services (2 points each) <ul style="list-style-type: none"> • Library Automation • Data Capturing • Provision of OPAC • Membership data creation / Readers data creation • Computerized Reports Generation • Computerized Alphabetic list of books generation • Daily / Weekly /Monthly computerized Reports generation for transaction • Computerized Acquisition • Computerized periodicals Registration • Computerized list of back volumes • Computerized list of members / readers 		
	Library security (technology based methods such as RFID, CCTV). (2 points each) <ul style="list-style-type: none"> • RFID Technology • CCTV Technology • 3MP Technology • Other electronic Security • Library Management Software • Internet for Library management /function 		

3. Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e-delivery of information, etc.

(maximum Score: 25 points)

	Indicators / Activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)
	Development, Organization and management of e-resources including their accessibility over Intranet / Internet (4 points each) <ul style="list-style-type: none"> • Web Resources facilities provided to readers Expl. - Consortia, Open access journals, DOAJ, J-Gate, etc. 		
	Digitization of library resources & e-delivery of information <ul style="list-style-type: none"> • Digital Library developed for readers (4 points) • Information collected and delivered thorough electronic devices to Institutional Departments / Sections and readers (4 points) • Digitization / Computerization of Library (4 points) 		

	<ul style="list-style-type: none"> Digitization / Lamination of Rare Books, Manuscripts, etc(4 points) <p>Management of e-Recourses</p> <ul style="list-style-type: none"> Databases Subscribed (4 points) <p>Types of Databases Management</p> <ul style="list-style-type: none"> CDs stored (1 points) Hard Disk stored (1 points) Printed and stored (1 points) 		
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4. 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 score: 20 points)**

	Indicators / Activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)
	<p>User Awareness and Instruction programmes(3 points each)</p> <ul style="list-style-type: none"> Users education activities Training or knowledge inculcation to readers about , How to use library resources Library talks / Lectures arranged for users Instructions inculcation / display about OPAC 		
	<p>Information Sources promotion programmes (3 points each)</p> <ul style="list-style-type: none"> Originating Books exhibition Originating Journals display Parading Bulletin Board Services Originating Display of New Added books Conducting Information literacy programmes 		

5. 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. **(Maximum Score: 10 points)**

	Indicators / Activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)
	<p>Additional services such as extending library facilities on holidays (2 points each)</p> <ul style="list-style-type: none"> Textbook Section services provided Reading Room facilities provided If required, Reading Room hours extended Sanitary and Drinking Water services provided including holidays Shelf Indicators / stickers maintained in stack to guide the readers Library users manual brought out to guide the readers 		

	Institutional Library Facilities to outsiders through External Membership Norms. (2 points each) <ul style="list-style-type: none"> • Reference Service • Reprographic • Temporary memberships • Referral service • Memberships opened to institutes • Inter Library Loan Services provided to institutes 		
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Total Score OF Category I: Procurement, Organisation, And Delivery of Knowledge and Information Through library Services

Sr. No.	Indicator	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)
1.1	Library resources organisation 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 college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc. (Maximum Score 40 points)		
1.2	Information Communication Technologies (ICT) and other new technologies application for up gradation 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 RFIS, CCTV), development of library management tools (software), intranet management. (Maximum Score: 30 points)		
1.3	Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e-delivery of information, etc. (maximum Score: 25 points)		
1.4	User Awareness and Instruction programmes (orientation Lectures, Users training n 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 score: 20 points)		
1.5	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. (Maximum Score: 10 points)		
	Maximum Score : 125 points		
	Minimum Score required : 75 points		
	Total Score		

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

1. Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes, Various level of extramural and intramural programmes, extension, library-literary work through different channels) **(Maximum score: 20 points)**

	Nature of activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)
i	<p>Students related co-curricular, extension and field based activities (5 points each)</p> <ul style="list-style-type: none"> • Cultural/ exchange programmes originated for internal Intuitions students • Cultural/ exchange programmes originated for external Intuitions students • Originating of Extension programmes arranged for awareness among students / public. • Lectures delivered for local students / Lectures delivered for university students. <p>Library Hours arranged for internal/ external students.</p>		

2. Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities. **(Maximum score: 15 points)**

	Nature of activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)
ii	<p>Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities.(2 points each)</p> <ul style="list-style-type: none"> • Library committee is formed • Library committee meets regularly • Senate • Management Council • Academic Council • Faculty • Board of Studies • Board of Examination • Local University Committees • Local College Committees <p>Selection Committees / Screening Cum Evaluation Committee</p>		

3. Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and evens, talks, lectures, membership of associations, dissemination and general articles not covered in category III below). **(Maximum score: 15 points)**

	Nature of activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)
iii	Professional Development Activities (3 points each) <ul style="list-style-type: none"> ➤ Participation in Seminars / Conferences / Workshops, Orientation course, Refresher Course, Training Course, etc. ➤ Delivered lectures for professionals at Seminars, Conferences, Workshops, Training, Orientation/ Refresher Courses. ➤ Membership of Professional Associations including position acquired in it. ➤ Professional Information Disseminated through Bulletin Board, Brochures, Pamphlets, etc. ➤ Creation of information, new methodology, new techniques to manage library / profession Editor / Sub-editor / Associate editor/ Patron etc. for publications in profession Advisor / Organizer / Convener, etc. for professional activities 		

Total Score Of Category: II - Co-Curricular, Extension, Professional Development Related Activities.

Please mention your contribution to any of the following:

Sr. No.	Type of Activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)
1	Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes, Various level of extramural and intramural programmes, extension, library-literary work through different channels) (Maximum score: 20 points)		
2	Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities. (Maximum score: 15 points)		
3	Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and evens, talks, lectures, membership of associations, dissemination and general articles not covered in category III below). (Maximum score: 15 points)		
	Maximum Score : 50 points		
	Minimum Score required : 15 points		
	Total Score		

CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**A) Published Papers in Journals**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed. Impact Factor, if any	No. of co-authors	Whether you are the main author	API Score to be filled by the applicant	Verified API Score (for official use)

B(i) Articles/Chapters published in Books.

S.No.	Title with page nos.	Book Title, editor & Publisher	ISSN / ISBN No.	Whether peer reviewed	No. of co-authors.	Whether you are the main author	API Score to be filled by the applicant	Verified API Score (for official use)

ii) Full Papers in Conference Proceedings

S. No.	Title with page Nos.	Details of conference publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	API Score to be filled by the applicant	Verified API Score (for official use)

iii) Books Published as single author or as editor

Sr. No.	Title with page Nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score to be filled by the applicant	Verified API Score (for official use)

III. C) Ongoing and Completed Research Projects and Consultancies. (c) (I & II) Ongoing Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	API Score to be filled by the applicant	Verified API Score (for official use)

III. C) (III & IV) Ongoing Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Whether policy document / patents as outcome	API Score to be filled by the applicant	Verified API Score (for official use)

(D) Research Guidance

Sr. No.	Number Enrolled	Thesis submitted	Degree awarded	API Score to be filled by the applicant	Verified API Score (for official use)
M.Phil. or equivalent					
Ph. D or equivalent					

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

sr. No.	Programme	Duration	Organized by	API Score to be filled by the applicant	Verified API Score (for official use)

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sr.No.	Title of the Paper presented	Title of Conference/ Seminar	Organized by	Whether international/ national/state/ regional college or university level	API Score to be filled by the applicant	Verified API Score (for official use)

(E) (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sr.No .	Title of lecture/ Academic Session	Title of Conference/ Seminar etc	Organized by	Whether international/ national	API Score to be filled by the applicant	Verified API Score (for official use)

PART C: OTHER RELEVANT INFORMATION

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

S. No.	Details (Mention Year, value etc. where relevant)

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

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

I certify that the information provided is correct as per records available with the university/college and/or documents enclosed along with the duly filled PBAS proforma.

Place & Date
Designation.

Signature of the applicant with

Place & Date

Signature of Principal

SECTION B:

CATEGORY I. PROCUREMENT, ORGANISATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

Sr. No.	Nature of Activity	Maximum Score		
		API Score	Score marked by the applicant	Verified API Score
1.1	Library resources organisation 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 University department/college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc. (Maximum Score 40 points)	40		
1.2	Information Communication Technologies (ICT) and other new technologies application for up gradation 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 RFIS, CCTV), development of library management tools (software), intranet management. (Maximum Score: 30 points)	30		
1.3	Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e-delivery of information, etc. (maximum Score: 25 points)	25		
1.4	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 score: 20 points)	20		
1.5	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. (Maximum Score: 10 points)	10		
	Maximum Score	125		
	Minimum API Required	75		
	Total Score			

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score		
		API Score	Score marked by the applicant	Verified API Score
1	Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes, Various level of extramural and intramural programmes, extension, library-literary work through different channels) (Maximum score: 20 points)	20		
2	Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities. (Maximum score: 15 points)	15		
3	Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles not covered in category III below). (Maximum score: 15 points)	15		
	Maximum Score	50		
	Minimum API Required	15		
	Total Score			

CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr. No.	Nature of Activity	Maximum Score		
		API Score	Score marked by the applicant	Verified API Score
A	RESEARCH PUBLICATION (JOURNALS)			
B	RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS OTHER THAN REFEREED JOURNAL ARTICLES)			
C	RESEARCH PROJECT			
D	RESEARCH GUIDANCE			
E	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS			
	Total Score			
	Minimum API Required			
	Total Score			

I certify that the information provided is correct as per records available with the university /college and/or documents enclosed along with the duly filled PBAS proforma.

Place & Date

Signature of the Applicant

Observations and remarks of the Principal.

Date

Signature of Principal