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**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR**

**APPLICATION FORM FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME FOR LIBRARIANS**

(in accordance with G.O.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019)

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name of the Applicant :
2. Place of work :
3. Present Designation :
4. Present Scale of Pay with AGP/Level :
5. Date of sanction of Present AGP/Level :
6. Promotion Sought (Academic Level/Grade) : From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Date of Eligibility Claimed :
8. Highest Qualification:
9. Experience:

|  |  |  |  |
| --- | --- | --- | --- |
| Designation | Department | Duration (dd/mm/yyyy) | Academic Level/AGP |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |

1. Teaching experience:

PG teaching (in years) : UG teaching (in years):

1. Research experience (excluding years spent in M.Phil./Ph.D.) (in years):
2. Field of Specialization
3.
4. Details of Orientation/Refresher Courses/Short term courses attended:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Course | Place | Duration  | Sponsoring Agency |
| From | To |  |
|  |  |  |  |

1. Number of Ph.D.s awarded under your guidance:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the candidate | Full Time / Part Time | Date of Ph.D. Viva | Month and Year of Degree awarded | Supervisor / Co-supervisor |
|  |  |  |  |  |

1. Any other relevant information
2. List of Enclosures (for PART A)

(Please attach attested copies of certificates, papers etc. wherever necessary)

**PART-B ASSESSMENT CRITERIA FOR LIBRARIANS**

**ACTIVITIES**

1. **(a) Regularity of attending library (during the assessment period)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Academic Year | Total number of days he/she is expected to attend | Total number of days he/she has attend | Percentage of days attended | Grading Claimed | Supporting documents Page Nos. | Grading (for office use only |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**(b) Library Resource and Organization and maintenance of books, journals and reports (during the assessment period)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Academic Year | Total number of hours expected to spend on Library Resource and Organization and maintenance of books, journals and reports | Actual number of hours spent on Library Resource and Organization and maintenance of books, journals and reports | Percentage of hours devoted to the activity  | Grading Claimed | Supporting documents Page Nos. | Grading (for office use only |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**(c) Provision of Library reader services such as literature retrieval services to researchers and analysis of report (during the assessment period)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Academic Year | Total number of hours expected to spend on provision of Library reader services such as literature retrieval services to researchers and analysis of report | Actual number of hours spent on provision of Library reader services such as literature retrieval services to researchers and analysis of report | Percentage of hours devoted to the activity  | Grading Claimed | Supporting documents Page Nos. | Grading (for office use only |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**(d) Assistance towards updating institutional website**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Academic Year | Total number of hours expected to spend on Assistance towards updating institutional website  | Actual number of hours spent on Assistance towards updating institutional website  | Percentage of hours devoted to the activity  | Grading Claimed | Supporting documents Page Nos. | Grading (for office use only |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **Conduct of seminars/ workshops related to library activities or on specific books or genre of books (during the assessment period)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Assessment Period(Year wise) | Orientation programmes, Author Workshops/seminar, Product Demonstration, etc. | Number of Seminars/workshops conducted | Supporting documents Page Nos. | Grading claimed | Grading (for office use only |
|  |  | National level seminar/ workshop  |  |  |  |  |
|  |  | State level workshop/Seminar |  |  |  |  |
|  |  | Institution level workshop/Seminar |  |  |  |  |

1. i) If library has a computerized database (during assessment period) (To be verified in random by the CAS promotion committee)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Assessment Period(year wise) | Physical books and journals in computerized database. | Supporting documents Page Nos Grading claimed | Grading claimed  | Grading (for office use only | Remarks |
|  |  |  |  |  |  |  |

1. If library does not have a computerized database (to be verified in random by the CAS Promotion Committee)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Assessment Period(year wise) | Percentage of catalogue database made up to date | Supporting documents Page Nos  | Grading claimed  | Grading (for office use only | Remarks |
|  |  |  |  |  |  |  |

1. Checking inventory and extent of missing books (during assessment period)

(Number of misplaced books identified, Number of books weeded out, Number of damaged books identified for repairing, Number of books counted (manual/computerized) for stock verification, Number of missing books identified, Number of theft books identified, if any, Maintenance of Gate Register/Inventory Records, etc.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Academic Year | Percentage of checked inventory and missing books **(Evidence to be produced)** | Supporting documents Page Nos | Grading claimed  | Grading (for office use only |
|  |  |  |  |  |  |

1. Involvement in library related activities (during assessment period)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic Year | **Activity (Evidence to be produced)** | Claimed by the Candidate(yes/No) | Supporting documents Page Nos | Grading (for office use only |
|  Year 1 | 1. Digitization of books database in institution having no computerized database.

(Number of books classified, Number of books catalogued, Number of barcode labels generated and affixed in books, Number of documents digitized etc) |  |  |  |
| 1. Promotion of library network.

(Contribution to library website, Any inputs for the updation of library website) |  |  |  |
| 1. Systems in place for dissemination of information relating to books and other resources.

(Number of bibliographies compiled, Number of documents uploaded in the institutional repository, Number of journals/databases maintained, Number of back volumes maintained, Number of assistance to users in OPAC/Self Check-in/Check-out kiosk etc) |  |  |  |
| 1. Assistance in college administration and governance related work including work done during admissions, examinations and extra-curricular activities.
 |  |  |  |
| 1. Design and offer short-term courses for users.
 |  |  |  |
| 1. Publications of at least one research paper in UGC approved journals.
 |  |  |  |
| Year 2 |  |  |  |  |

**Summary of Assessment Criteria and Methodology:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Categories** | **Year-1** | **Year-2** | **Year-3** |
| Activity 1: Regularity of attending library |  |  |  |
| Activity 2: Conduct of seminars/workshops related to library activity or on specific books or genre of books |  |  |  |
| Activity 3(A): If library has a computerized database or Activity 3(B): If library does not have a computerized database |  |  |  |
| Activity 4: Checking inventory and extent of missing books |  |  |  |
| Activity 5: Growth Activities  |  |  |  |
| **Overall Grading** |  |  |  |

**Note:**

1. The information is to be provided in the sequence ‘of years proposed to be assessed; hence the applicants may add the information of all the years in a sequential manner.
2. The applicants are informed to ensure that all the prescribed conditions are fulfilled before they submit their applications. Incomplete applications and without supporting documents, in any respect, will not be processed. Documents relevant to the promotion period only should be attached to avoid unnecessary confusion and the assessment shall be strictly based on the documents enclosed, which are subject to verification.
3. The applicant will have to provide documentary evidence for the claims made duly verified by the concerned.
4. The Principal of the college is requested to verify the claims made and certify if satisfied only.

**CERTIFICATE**

 This is to certify that all the details and information submitted are true and correct to the best of my knowledge. I understand that my promotion under CAS is dependent on the data submitted above and if the data is found incorrect at any time, the promotion granted will be liable for reversal.

Signature of the Applicant

**Counter-signed by:**

 Signature of the Head of the Department Signature of the Principal