



JADAVPUR UNIVERSITY
KOLKATA- 700032

ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) AND FOR DIRECT RECRUITMENT OF LIBRARIAN / CHIEF LIBRARIAN IN UNIVERSITIES

[Ref.: UGC Notification dated July 11, 2016)

SECTION – A : GENERAL

Name of the Applicant	
Post Applied for	
Advertisement No. and date	

SECTION – B :

CATEGORY – I : Procurement, organization and delivery of knowledge and information through Library services.

Sl. No.	Nature of Activity	Chief Librarian		Librarian	
		Max. Score	Actual Score	Max. Score	Actual Score
1.	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; Assistant towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points)	55	Actual hours spent per academic year + 20	60	Actual hours spent per academic year + 20

Sl. No.	Nature of Activity	Chief Librarian		Librarian	
		Max. Score	Actual Score	Max. Score	Actual Score
	Development, organization and management of e-resources including their accessibility over intranet / Internet, digitization of library resources, e-delivery of information, etc (15 Points)				
2.	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 RFID, CCTV), development of library management tools (software), intranet management.	15	Actual hours spent per academic year + 10	15	Actual hours spent per academic year + 10
3.	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.	15	Actual hours spent per academic year + 10	10	Actual hours spent per academic year + 10

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

Based on the librarian Cadre’s self-assessment, category II API score are proposed for co-curricular and extension activities; and Professional development related contribution. The minimum API required for eligibility for promotion is 15. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable criteria 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 promotion of Assistant Librarian to Deputy to Librarian and for direct recruitment of Deputy Librarian and Librarian.

The model table below gives groups of activates and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Nature of Activity	Maximum API Score	Actual Score
a) Student related co-curricular, extension and filed based activates (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

Nature of Activity	Maximum API Score	Actual Score
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

CATEGORY – III : RESEARCH AND ACADEMIC CONTRIBUTIOS

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 Deputy Librarian to Librarian and for direct recruitment of Deputy Librarian and Librarian.

Category	Activity	University / College Librarians	Max. Score*
III (A)	Research Publication 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 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
		Subject Books 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
		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
		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. 5.0 lakhs	20 per Projects
		Major Projects with grants above Rs. 3.0 lakhs up to Rs. 5.0 lakhs.	15 per Project
		Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs.	10 per Project
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 prepared.	Major policy document of International bodies - 30 Central Government - 20
III (D)	RESEARCH GUIDANCE		
III (D) (i)	M. Phil	Degree awarded	5 per candidate
III (D) (ii)	Ph. D.	Degree awarded / Theses submitted	15 / 10 per candidate
III (E)	Awards / Fellowships / Invited lectures delivered / Papers presented in conferences / seminars		
	Award / Fellowship	International Award / Fellowship from academic bodies associations.	15 per Award / 15 per Fellowship
	Award / Fellowship	National Award / Fellowship academic bodies / associations	10 per Award / 10 per Fellowship

III (E) (i)	Award / 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 (E) (iii)	Development of e-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 / books shall be calculated in the following manner of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author / supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

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