Murshidabad Maharaja Krishnanath University, Berhampore

Annual Self-Assessment for the performance Based Appraisal System (PBAS)

(As per West Bengal Higher Education Department (WBHED) GO No. 1343–Edn (U)/1U–41/11 (Pt) dated 07.12.2017 corresponding to UGC 2016 regulations)

Assessment Period: _____ to _____

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) :
2. Father's /Mother's name/Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with pin code) :

   Permanent Address (with pin code) :

   Telephone No. :

   E-mail :
7. Whether acquired any degrees or fresh academic qualifications during the year:
8. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/ Summer School	**Place**	**Duration**	**Sponsoring Agency**

9. Date of Appointment :
10. For which position & AGP you are applying under CAS :

11. Date of eligibility for Promotion :

12. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/ grade
BA/B.Sc./B.Com.				
MA/M.Sc./M.Com.				
Other examination, if any				

13. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil			
Ph.D/ D.Phil			
D.Sc./ D.Lit			

14. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBASI** Proforma before filling out this section)

Assessment Year: _____ to _____

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

Nature of Activity	Actual hours spent per Academic Year	Actual Score	API 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 information and for bringing out institutional Newsletters, etc. **(40 Points**) Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. **(15 Points)** 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)** **Maximum API Score:** **Assistant Librarian Stage I, II, III:70** **Deputy Librarian: 60** **Librarian: 55**		Actual hours spent per Academic Year ÷20	
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. **(15 Points)** **Maximum API Score:** **Assistant Librarian Stage I, II, III:15** **Deputy Librarian: 15** **Librarian: 10**		Actual hours spent per Academic Year ÷10	
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. **(15 Points)**			

Minimum API Score for CATEGORY I, required to be assessed cumulatively –

i)	**Assistant Librarian Stage I to II**	**80/Year**
ii)	**Assistant Librarian Stage II to III**	**80/Year**
iii)	**Assistant Librarian Stage III to Deputy Librarian**	**75/Year**
iv)	**Deputy Librarian to Librarian**	**70/ Year**

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

Sl. No.	Nature of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)	API 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. (**Max API Score: 15**)			
b)	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. (**Max API Score: 15**)			
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) (**Max API Score: 15**)			
	*For all categories of Librarians (Assistant Librarian Stage I, II, III, Deputy Librarian and Librarian) **Total Score (a + b +c) (Max: 45)**			

Minimum API Score for CATEGORY II (be assessed cumulatively for assessment period)

i)	**Assistant Librarian Stage I to II**	**50/Assessment Period**
ii)	**Assistant Librarian Stage II to III**	**50/Assessment Period**
iii)	**Assistant Librarian Stage III to Deputy Librarian**	**50/Assessment Period**
iv)	**Deputy Librarian to Librarian**	**50/Assessment Period**

CATEGORYIII: RESEARCH AND ACADEMIC CONTRIBUTIONS

Assessment Period: _____ to _____

***Minimum API scores required to be assessed cumulatively under CATEGORY III**

i)	**Assistant Librarian Stage I to II**	**20/Assessment Period**
ii)	**Assistant Librarian Stage II to III**	**50/Assessment Period**
iii)	**Assistant Librarian Stage III to Deputy Librarian**	**75/Assessment Period**
iv)	**Deputy Librarian to Librarian**	**100/Assessment Period**

III (A) Research Papers Published in

- Refereed Journals as notified by UGC– 25/publication
- Other Reputed Journals as notified by UGC-10 per publication

Sl. No.	Title with page no. and date of publication	Name of the Journal	ISSN/ISBN No.	Whether Refereed Journal/ Other Reputed Journal. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

* Wherever relevant to any specific discipline, 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, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by university: 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by university :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by

university:15 per book for single author

- Chapter in Books published by National / International level Publisher with ISBN/ISSN number as approved by university:

International -10 per chapter
National – 05 per chapter

Sl. No.	Title of the subject book with page no.	Detailsof Publication (Text/Reference /Subject Books/ Chapter in Books)	ISSN/ ISBN No.	Level of Publishers (International/ National/State/ Central Govt/ other local Publisher)	No. of Co-author	Whether you are the main author	API score

III (C) RESEARCH PROJECTS

III (C) (i) Sponsored Projects:

a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) - 20 per project
b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project
c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) - 10 per project

Sl. No.	Title of the Major / Minor Project	Grant sanctioning Agency	Date of sanction of the project & period	Grant/ Amount mobilized (Rs. In lakh)	API score

III (C) (ii) Consultancy Projects:

Amount Mobilized with a minimum of Rs.10 lakhs (Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

Sl. No.	Title of the Consultancy Project with sanction order No. and Date	Name of the Agency & period of approval of the sanctioned project	Date of agreement with the Agency	Grant/ Amount mobilized (Rs. lakh)	API score

III (C) (iii) Projects outcome/outputs

API scores for Science:

- Patent / Technology transfer / Product/Process (for science)-**30 for each International**
  -/20 for each National level output.

(a) For Science Patent / Technology transfer / Product/Process

Sl. No.	Details of the Patent/ Technology transfer/ Product/Process	Date of acceptance with year	Whether the patent/Technology/ Product/Process belongs to the applicant individually or in group	National/ International	API score

API Score for Arts:

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies (for Arts)—

Major Policy document prepared for International bodies-30
Central Government-20
State Government --10
Local Bodies---05

b) For Arts: Major Policy document prepared for International bodies

Sl. No.	Title of Major Policy document prepared	Name of the body for which documents prepared	Date of acceptance of the documents by the	International/ National/ Central Govt./State Govt./Local Bodies.	API score

III(D) Research Guidance

API Score – (i) Ph.D. awarded/ Thesis Submitted – 15 (science) & 10(Arts) /candidate
(ii) M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M. Phil. or equivalent			
	Ph. D. or equivalent			

III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

III) E.(i) Fellowship /Award:

a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship
b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship
c) State /University level Award from academic bodies- 05/award

Sl. No.	Title of the Award /Fellowship	International /National/ State /University level	Name of the Academic body awarding the Fellowship/Award	Date &Year of the achievement	API Score

III) E.(ii) Invited Lectures/papers.

a) International-7/lecture or 5/paper presented
b) National-5/lecture or 3/paper presented
c) State /University level-3 /lecture or 2/paper presented

Sl. No.	Title of the invited lecture /Paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National /State or University level	API score
Total*:					

***The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

i)	**Assistant Librarian Stage I to II**	**04/Assessment Period**
ii)	**Assistant Librarian Stage II to III**	**10/Assessment Period**
iii)	**Assistant Librarian Stage III to Deputy Librarian**	**15/Assessment Period**
iv)	**Deputy Librarian to Librarian**	**20/Assessment Period**

III(F) Development of e-learning delivery process /material

(The following Table will duly be approved by the authorized person of the concerned University nominated by the Vice Chancellor, viz. Pro-Vice Chancellor or Dean or Head of the Department.)

API score -10/ Module

Sl. No.	Title of the Module	Module prepared for Course/Paper	Date and year of delivery/presentation	Whether uploaded the e-matter in the website of the institution for all after the	API Score

***Minimum total API scores required for promotion under CATEGORY I + CATEGORY II*:**

i)	**Assistant Librarian Stage I to II**	**90/Assessment Period**
ii)	**Assistant Librarian Stage II to III**	**120/Assessment Period**
iii)	**Assistant Librarian Stage III to Deputy Librarian**	**150/Assessment Period**
iv)	**Deputy Librarian to Librarian**	**180/Assessment Period**

*** Librarians may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

IV. Summary of API scores:

	Criteria	API Score for previous 3 / 4 / 5 / 6 academic years as applicable for specific proposed stage of promotion						Total API score for assessment period	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee)
I	**CATEGORY I:** Procurement, Organization, and Delivery of Knowledge and Information through Library Services **(to be assessed yearly)**								
II	**CATEGORY II:** Professional Development, Co-Curricular and Extension Activities **(to be assessed cumulatively for assessment period)**								
III	**CATEGORY III:** Research and Academic Contributions **(to be assessed cumulatively for assessment period)**								
II + III	**Total API score ((Category II + Category III)/ Assessment Period)**								

Signature of the incumbent with designation and date

Signature of the Coordinator, IQAC Seal with date