ACADEMIC PERFORMANCE INDICATOR (API)

UNDER DIRECT RECRUITMENT

Direct Work load and weightage to be given to different levels of Librarians

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

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. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

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

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

S.No	Nature of Activity	Posts applying for	Actual Score	Maximum Score	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
1	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)	University Assistant Librarian / College Librarian	Actual hours spent per academic year ÷ 20	70			
		Deputy Librarian	Actual hours spent per academic year ÷ 20	60			
		Librarian	Actual hours spent per academic year ÷ 20	55			

2	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	University Assistant Librarian / College Librarian	Actual hours spent per academic year ÷ 10	15			
		Deputy Librarian	Actual hours spent per academic year ÷ 10	15			
		Librarian	Actual hours spent per academic year ÷ 10	15			
3	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	University Assistant Librarian / College Librarian	Actual hours spent per academic year ÷ 10	15			
		Deputy Librarian	Actual hours spent per academic year ÷ 10	15			
		Librarian	Actual hours spent per academic year ÷ 10	10			
			Total				

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 model table below gives groups of activities 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	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
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			
Total	**45**				

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 Librarians	Max. score*	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
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			
		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			
		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 lakhs	20 per Project			
		Major Projects with grants above Rs. 3 lakhs up to Rs. 5 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 minimum of Rs. 2.0 lakhs	10 for every Rs.2.0 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			
			Total			

III (D) RESEARCH GUIDANCE							
III (D) (i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate			
III (D) (ii)	Ph.D	Degree awarded/Thesis submitted	Degree awarded/Thesis submitted	15/10 per Candidate			
III E	**AWARDS / FELLOWSHIPS/INVITED LECTURES DELIVERED / PAPERS PRESENTED IN CONFERENCES / SEMINARS**						
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies/ associations	15 per Award / 15 per Fellowship				
	Fellowships/ Awards	National Award/Fellowship academic bodies/ associations	10 per Award / 10 per Fellowship				
	Fellowships/ Awards	State / University Award/Fellowship from academic bodies/associations	5 Per Award				
III(F) (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						
	Development of e-learning delivery process/material	10 per module					
			Total				

* 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.

\# The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo motu, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

DECLARATION

I, _____ hereby declare that the particulars furnished above are true to my knowledge.

Signature of the candidate

Date: _____

FORMAT FOR LIST OF RESEARCH PAPERS/ARTICLES PUBLISHED IN JOURNALS

S#	Title of the Research Paper/Articles	Name of the Journal	ISSN No.	Impact Factor *(if applicable)*	Refereed / Reputed Journal	Principal Author / Co-Author	Whether Listed in UGC approved list of journals, if yes enclose the proof	Score Claimed	Page No.	Score allotted by the Screening Committee
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.										
2.										
3.										
4.										
5.										

Signature of the Applicant

FORMAT FOR LIST OF BOOKS/CHAPTERS IN BOOKS OTHER THAN JOURNALS

S#	Title of the Book/ Chapter in Book with Page No.	ISBN Number	Publisher			Whether you are the Main Author, if no number of Co-authors	Score Claimed	Page No.	Score allotted by the Screening Committee
			Inter national	National	Local				
(1)	(2)	(3)	(4)			(5)	(6)	(7)	(8)
1.									
2.									
3.									
4.									
5.									

Signature of the Applicant