

**UNIVERSITY GRANTS COMMISSION
NOTIFICATION**

New Delhi, the 11th July, 2016

No.F.1-2/2016(PS/Amendment) -In exercise of the powers conferred under clauses (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby frames the following amendment Regulations, namely: -

**APPENDIX – III: TABLE VII
ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN
UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) AND
FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES**

Direct Workload 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

* 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 to be filled for each year separately

Year:

	Univ.Assistant Librarian/College Librarian		Deputy Librarian		Librarian	
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a) 1. <ul style="list-style-type: none"> • 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. (Maximum 40 points) 	70		60		55	

<p>2)</p> <ul style="list-style-type: none"> • Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc (Maximum 15 Points) <p>3) User awareness and instruction programmes</p> <ul style="list-style-type: none"> • 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 15 Points) 					
<p>b) ICT and other new technologies' application for upgradation of library services such as</p> <ul style="list-style-type: none"> • 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), • Intranetmanagement 	15		15		15
<p>c)</p> <ul style="list-style-type: none"> • 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		15		10

Note: Calculation of API Score: The actual hours spent for the academic year is considered for each category a, b and c. and shall be supported by the relevant letters / certificates / orders.

Any one day event is considered as 8 hours.

To calculate the API score for category a, is: The actual hours spent is divided by a factor of 20 for Uni.

Assistant Librarian / College Librarian, Deputy Librarian and Librarian.

To calculate the API score for category b and c is: the actual hours spent is divided by a factor of 10 for Uni. Assistant Librarian / College Librarian, Deputy Librarian and Librarian.

Example for score calculation for b: 15 score means 15 hours of automation of catalogue per academic year.

#API score is calculated by dividing the actual score by 10 which is 1.5 API score.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES TO BE FILLED FOR EACH YEAR SEPARATELY

Year:

Nature of Activity	Actual score	API Score
a) (Maximum 15 Marks) <ul style="list-style-type: none"> • 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. 		
b) (Maximum 15 Marks) <ul style="list-style-type: none"> • Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. 		
c) Professional Development activities: (Maximum 15 Marks) <ul style="list-style-type: none"> • such as participation in seminars, • conferences, • short term, e- library training courses, • workshops and events, • talks,lectures, • membership of associations, • dissemination and general articles, • Any Others 		

Note: To calculate the API score for category II a, b and c is: the actual hours spent is divided by a factor of 10 for Uni. Assistant Librarian / College Librarian, Deputy Librarian and Librarian.

Category III: Research and Academic contributions.

(A) Publications in Journals and Books

Activity	University/College Librarians	Maximum score	API score
Research papers	Refereed Journals	25 / publication	
	Reputed Journals	10 / publication	
Books & Chapters in Books	International Publishers	30 / book single author	
	National Publishers	20 / book single author	
	Local Publishers	15 / book single author	
	Chapters in Books in National and Internationals publishers	Int. National – 10 and National – 5 per chapter	

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.

(B) Research Projects

Activity	University/College Librarians	Maximum score	API score
Sponsored Projects	Major Projects above Rs. 5 lakhs	20 / Project	
	Major Projects above Rs. 3 up to 5 lakhs	15 / Project	
	Minor Projects above Rs. 1 up to 3 lakhs	10 / Project	
Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 / Consultancy Project	
Projects outcome/ outputs	Major Policy document of Central / State Govt. Bodies prepared	Patent: 30 for International and 20 for National. Policy document: 30 for International bodies, Central Govt. – 20, State Govt.-10 Local bodies – 5	

(C) Research Guidance

Activity	University/College Librarians	Maximum score	API score
M. Phil.	Degree awarded	5 / candidate	
Ph.D.	Degree awarded	15 / candidate	
	Thesis submitted	10 / candidate	

(D) Fellowships, Awards and Invited lectures delivered in conferences / seminars

University/College Librarians	Maximum score	API score	
International Award / Fellowship	15 / Award 15 / Fellowship		
National Award / Fellowship / Membership in Academic Bodies	10 / Award 10 / Fellowship 10 / Academy membership		
State / University level Award	5 / Award		
Invited Lectures / Papers	International level	7 / Lecture 5 / Paper	
	National level	5 / Lecture 3 / Paper	
	State / University level	3 / Lecture 2 / Paper	

(E) Development of e-learning delivery process / materials

University/College Librarians	Maximum score	API score
e-learning content development and delivery process	10 / module	

Total API Score combining Category I, II and III –

**Sd/-
Registrar
University of Mysore
Mysuru**