**C.M.P. DEGREE COLLEGE**

(A Constituent P.G. College of University of Allahabad)

**M.G. Marg, George Town, Prayagraj-211002**

**Application Form for Promotion under Career Advancement Scheme (CAS)**

(As per **UGC Regulations 2018**)

**For Promotion in following category:**

(Please tick appropriate box)

**College Librarian College Librarian**

**(Academic Level 11) (Academic Level 12)**

**College Librarian College Librarian**

**(Academic Level 13A) (Academic Level 14)**

**General**

|  |  |
| --- | --- |
| **Name** (in CAPITAL letters) |  |
| **Department/Centre** |  |
| **Specialization** |  |
| **Present Position (**Designation and Pay**)** |  |
| **Letter No. of CMP with date** |  |
| **If qualified UGC/CSIR-NET or other UGC accredited test (**Subject/Year**)** |  |
| **Ph.D. (Date of award)** |  |

|  |  |
| --- | --- |
| **Post of First Appointment (CMP)** | **Appointment Letter No**. (CMP) |
|  |  |
| **Date of Joining (CMP)** | **Date of Confirmation (CMP)** |
|  |  |
| **Period of Assessment for promotion** | **Date of appearing before the last selection committee (if appeared)** |
| From: \_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Total Grading as per Appendix II, Table 4 (UGC Regulations 2018)** |  |

*PLEASE READ THE INSTRUCTIONS FOR EACH CATEGORY CAREFULLY.*

**PART – A**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | Name (in Block Letters) | : |  |
| **2.** | Father’s (in Block Letters) | : |  |
| **3.** | Mother’s Name (in Block Letters) | : |  |
| **4.** | Date of Birth and Age | : |  |
| **5.** | Gender (Male/Female) | : |  |
| **6.** | Nationality | : |  |
| **7.** | Category (SC/ST/OBC/General) | : |  |
| **8.** | Current Designation | : |  |
| **9.** | Current Pay Scale | : |  |
| **10** | Date of Confirmation of Present Post | : |  |
| **11.** | Date of Initial Appointment and Stage with Pay Scale at C.M.P. Degree College Prayagraj | : |  |
| **12** | Position, Stage and Grade Pay applied for | : |  |
| **13.** | Date of Last Promotion (if any) | : |  |
| **14.** | Date of Eligibility for Promotion | : |  |
| **15.** | Address for correspondence  (with Pin Code) | : |  |
| **16.** | Permanent Address  (with Pin Code) | : |  |
| **17.** | Mobile Number | : |  |
| **18.** | E-Mail ID | : |  |

1. **ACADEMIC QUALIFICATIONS (Graduation onwards):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Qualifications** | **College /**  **University** | **Year of Passing** | **Marks Obtained /Total Marks**  **or CGPA** | **Percent of marks**  **obtained** | **Division** | **Encl. No.** |
| Graduate Degree (UG) |  |  |  |  |  |  |
| Post Graduate Degree (PG) |  |  |  |  |  |  |
| M. Phil. |  |  |  |  |  |  |
| Ph.D./D.Phil. |  |  |  |  |  |  |
| Other Degrees (if any) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **RECORD OF SERVICE PRIOR TO JOINING THE C.M.P. DEGREE COLLEGE, PRAYAGRAJ**

(Please Attach Relevant Certificates of Service Experience)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Institution** | **Designation** | **Nature of**  **appointment (Regular/ Fixed term/**  **Temporary/ Ad-hoc/ Part-time)** | **Nature of**  **Duties** | **Pay-Scale/**  **Pay band and AGP** | **Duration** | | **Experience** | | **Highest**  **degree**  **obtained at**  **the time of**  **appointment** | **Encl. No.** |
| **From** | **To** | **Year** | **Month** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

1. **POST-DOCTORAL RESEARCH EXPERIENCE AS RESEARCH SCIENTIST, RESEARCH ASSOCIATE etc. (in years):**
2. **RECORD OF SERVICE IN THE C.M.P. DEGREE COLLEGE. PRAYAGRAJ FROM DATE OF JOINING AS REGULAR COLLEGE LIBRARIAN:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Academic Level** | **Letter,**  **C.M.P. Degree College, Prayagraj** | **Pay Scale**  **(7th CPC)** | **Duration** | | **Experience** | | **Remarks** | **Encl. No.** |
| **From**  **(dd/mm/yyyy)** | **To**  **(dd/mm/yyyy)** | **Year** | **Month** |
| Level 10 |  |  |  |  |  |  |  |  |
| Level 11 |  |  |  |  |  |  |  |  |
| Level 12 |  |  |  |  |  |  |  |  |
| Level 13 A |  |  |  |  |  |  |  |  |
| Level 14 |  |  |  |  |  |  |  |  |
| Please clearly specify the period of Leave Without Pay (LWP) | | | | | | |  |  |

1. **RESEARCH EXPERIENCE:**
2. **Years Spent in M. Phil. : \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period of M.Phil.** | | **Name of Institute/ University** | **Research Topic (Dissertation)** | **Date of Notification**  **of result conferring**  **the degree** | **Encl. No.** |
| **From** | **To** |
|  |  |  |  |  |  |

1. **Years Spent in Ph.D. : \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period of Ph.D.** | | **Name of Institute/ University** | **Research Topic (Dissertation)** | **Date of Notification**  **of result conferring**  **the degree** | **Encl. No.** |
| **From** | **To** |
|  |  |  |  |  |  |

1. **Total No. of Papers Published (Peer Reviewed and UGC-CARE listed Journals):**

(Only Full paper not Abstract)

1. **Total No. of Conferences/Seminars/Workshops Attended and papers presented:**
2. International: Attended: \_\_\_\_\_\_\_ Attended and Papers Presented: \_\_\_\_\_\_
3. National: Attended: \_\_\_\_\_\_\_ Attended and Papers Presented: \_\_\_\_\_\_
4. State Level: Attended: \_\_\_\_\_\_\_ Attended and Papers Presented: \_\_\_\_\_\_

**Total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Attended: \_\_\_\_\_\_\_ Attended and Papers Presented: \_\_\_\_\_\_

1. **AWARDS / PRIZES/ HONOURS/ RECOGNITIONS:**
   1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **FIELDS OF SPECIALIZATION IN THE SUBJECT/DISCIPLINE:**

**1.**

**2.**

1. **ORIENTATION/ INDUCTION/ REFRESHER/ WINTER/ SUMMER SCHOOL/ SHORT TERM COURSE/ WORKSHOPS ATTENDED** (ONLY UGC RECOGNIZED, Attach Certificates)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **Duration** | | **Organizer** | **Encl. No.** |
| **From** | **To** |
| **01** |  |  |  |  |  |
| **02** |  |  |  |  |  |
| **03** |  |  |  |  |  |

**27. DETAILS OF (I)TRAINING/SEMINAR/WORKSHOP/COURSE ON AUTOMATION AND DIGITALIZATION, (II) MAINTENANCE AND RELATED ACTIVITIES AS PER APPENDIX II,TABLE 4 OF AT LEAST TWO WEEKS’ (TEN DAYS) DURATION, (III) COMPLETED TWO COURSES OF AT LEAST ONE WEEK (FIVE DAYS) DURATION IN LIEU OF EVERY SINGLE COURSE/PROGRAMME OF AT LEAST TWO WEEKS (TEN DAYS) DURATION), (IV) TAKEN/DEVELOPED ONE MOOCS COURSE IN THE RELEVANT SUBJECT (WITH E-CERTIFICATION), AND (V) LIBRARY UP-GRADATION COURSE ATTENDED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **Duration** | | **Organizer** | **Encl. No.** |
| **From** | **To** |
| **01** |  |  |  |  |  |
| **02** |  |  |  |  |  |
| **03** |  |  |  |  |  |
| **04** |  |  |  |  |  |

1. **ANY OTHER RELEVANT INFORMATION:**

**PART-B**

**BRIEF NOTE**: Grading criteria and publications based on the College Librarian’s self-assessment. The minimum Grading criteria and publications required by College Librarian from this category is different for different levels of promotion.Please refer to the provisions given under **Section 6.4(D) of UGC Regulations 2018** for further clarifications. The self- assessment grades and publications should be based on verifiable records. It shall be finalized by the screening cum evaluation / selection committee.

**(As per UGC Regulations 2018, APPENDIX II, TABLE 4: Assessment Criteria and**

**Methodology for Librarians)**

**1. REGULARITY OF ATTENDING LIBRARY:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)**  While attending in the library, the individual is expected to undertake, inter alia, following items of work:  • Library Resource and Organization and maintenance of books, journals and reports.  • Provision of Library reader services such as literature retrieval services to researchers and analysis of report.  • Assistance towards updating institutional website | | | | | | | |
| **Assessment /Academic Year** | **ATTENDANCE** | | | **Grade Claimed by the**  **Candidate** | **Verified**  **by**  **Committee** | **Remarks**  **(if any)** | **\*Encl. No.** |
| **Total Number of Days Expected to Attend** | **Total Number of Days Attended** | **Percentage= (Total Number of Days Attended / Total Number of Days Expected to Attend d) X 100%** |
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| *\*Should be claimed by the applicant with supporting documents.*  **GRADING:**  ***Grading Criteria:***  ***Good*** *: 90% and above*  ***Satisfactory*** *: Below 90% but 80% and above*  ***Not satisfactory*** *: Less than 80%* | | | | | | | |

**2. CONDUCT OF SEMINARS/ WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment /Academic Year** | **No. and Nature**  **(National/ State / Institutional)** | **Grade Claimed** | **Verified by Committee** | **Remarks**  **(if any)** | **\*Encl. No.** |
|  |  |  |  |  |  |
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| **GRADING:**  ***Grading Criteria:***  ***Good:*** *1 National level seminar/ workshop + 1 State/institution level workshop/Seminar*  ***Satisfactory:*** *1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop*  ***Unsatisfactory:*** *Not falling in above two categories* | | | | | |

**3. IF LIBRARY HAS A COMPUTERIZED DATABASE THEN OR IF LIBRARY DOES NOT HAVE A COMPUTERIZED DATABASE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **State: Library has Computerized Database / Catalogue Database.** | | | | | | | |
| **Assessment /Academic Year** | **Total Number of Books and Journals accessioned in academic year** | **Total Number of Books and Journals entered in computerized/Catalogue database** | **Percentage= (Total Number of books and Journals accessioned/ Total Number of books and Journals entered in database) X 100%** | **Grade Claimed by the**  **Candidate** | **Verified**  **by**  **Committee** | **Remarks**  **(if any)** | **\*Encl. No.** |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| **GRADING:**  ***Grading Criteria:***  ***Good*** *: 100% of physical books and journals in computerized database.*  ***Satisfactory*** *: At least 99% of physical books and journals in computerized database.*  ***Not satisfactory*** *: Not falling under good or satisfactory*  ***OR***  ***Good*** *: 100% Catalogue database made up to date.*  ***Satisfactory*** *: 90% catalogue database made up to date*  ***Not satisfactory*** *: Catalogue database not upto mark*  **(Note: To be verified in random by the CAS Promotion Committee)** | | | | | | | |

**4. CHECKING INVENTORY AND EXTENT OF MISSING BOOKS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Whether Checked Inventory: \_\_\_\_\_\_\_\_\_\_\_ (Yes/ Not )**  **Extent of missing books:** | | | | | | | |
| **Assessment /Academic Year** | **Total Number of Books** | **Total Number of missing books** | **Percentage= (Total Number of books / Total Number of missing books) X 100%** | **Grade Claimed by the**  **Candidate** | **Verified**  **by**  **Committee** | **Remarks**  **(if any)** | **\*Encl. No.** |
|  |  |  |  |  |  |  |  |
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| **GRADING:**  ***Grading Criteria:***  ***Good*** *: Checked inventory and missing book less than 0.5%*  ***Satisfactory*** *: Checked inventory and missing book less than 1%*  ***Not satisfactory*** *: Did not check inventory Or Checked inventory and missing books 1% or more* | | | | | | | |

**5. ACTIVITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ACTIVITY**  (i) Digitisation of books database in institution having no computerized database.  (ii) Promotion of library network.  (iii) Systems in place for dissemination of information relating to books and other resources.  (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.  (v) Design and offer short-term courses for users.  (vi) Publications of at least one research paper in UGC approved journals. | | | | | |
| **Assessment /Academic Year** | **Claimed Activity**  **(No.)** | **Grade Claimed by the**  **Candidate** | **Verified by Committee** | **Remarks** | **\*Encl**  **No.** |
|  |  |  |  |  |  |
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| \* Should be claimed by the applicant with supporting documents  **GRADING:**  ***Grading Criteria:***  ***Good****: Involved in any two activities*  ***Satisfactory****: At least one activity;*  ***Not-satisfactory****: Not involved/ undertaken any of the activities.* | | | | | |

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| --- |
| **OVERALL GRADING:**  **Grading Criteria:**  **Good:**  Good in Item 1 and satisfactory/good in any two other items including Item 4  **Satisfactory:**  Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.  **Not Satisfactory:** If neither good nor satisfactory in overall grading**.** |

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

|  |  |
| --- | --- |
| **Place:** | **Signature of the applicant:** |
| **Date:** | **Full Name of Applicant:**  **Designation:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal**  **C.M.P. Degree College**  **Prayagraj** | | | |
|  | **Chairperson, Governing Body,**  **C.M.P. Degree College, Prayagraj** | | **Dean, College Development**  **University of Allahabad** |
|  | |  |  |
|  | |  |  |

**List of Enclosures**

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

|  |  |
| --- | --- |
| **Encl. No.** | **Details of Enclosure** |
| **1** |  |
| **2** |  |
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| **20** |  |

**Total Number of Enclosures:**

**Signature of Applicant:**

**Full Name of Applicant:**