

JAGAT TARAN GIRLS DEGREE COLLEGE

32, Hamilton Road, 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
(Academic Level 11)

College Librarian
(Academic Level 12)

College Librarian
(Academic Level 13A)

College Librarian
(Academic Level 14)

General

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

Post of First Appointment (JTGDC)	Appointment Letter No. (JTGDC)
Date of Joining (JTGDC)	Date of Confirmation (JTGDC)
Period of Assessment for promotion	Date of appearing before the last selection committee (if appeared)
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/EWS/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 JTGDC :
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 :

19. 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)						
Ph.D./D.Phil.						
Other Degrees (if any)						

20. RECORD OF SERVICE PRIOR TO JOINING JTGDC, 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		

21. POST-DOCTORAL RESEARCH EXPERIENCE AS RESEARCH SCIENTIST, RESEARCH ASSOCIATE etc. (in years):

22. RECORD OF SERVICE IN JTGDC, PRAYAGRAJ FROM DATE OF JOINING AS REGULAR COLLEGE LIBRARIAN:

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

23. RESEARCH EXPERIENCE:

a) 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				

b) 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				

i. **Total No. of Papers Published (Peer Reviewed and UGC-CARE listed Journals): 6**
(Only Full paper not Abstract)

ii. **Total No. of Conferences/Seminars/Workshops Attended and papers presented:**

i. International: Attended: _____ Attended and Papers Presented:

ii. National: Attended: _____ Attended and Papers Presented:

iii. State Level: Attended: _____ Attended and Papers Presented:

Total: 2. Attended: _____ Attended and Papers Presented:

24. AWARDS /PRIZES/HONOURS/RECOGNITIONS:

1. _____

2. _____

3. _____

25. FIELDS OF SPECIALIZATION IN THE SUBJECT/DISCIPLINE:

1.

2.

**26. 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.					
04.					
05.					
06.					

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					
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27. 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:

<u>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</u>							
While attending in the library, the individual is expected to undertake, inter alia, following items of work:							
<ul style="list-style-type: none"> • 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)	*Enc I. 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) X 100%				
17-18							
18-19							
19-20							
20-21							
21-22							

**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.

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.

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)	*Enc I. No.

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

4. 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.

* 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.*

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, **Dr. Prabhat Ranjan** 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
Jagat Taran Girls Degree College
Prayagraj**

**Chairperson, Governing Body,
Jagat Taran Girls 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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Total Number of Enclosures:

Signature of Applicant:

Full Name of Applicant: