



OFFICE OF THE REGISTRAR MANIPUR TECHNICAL UNIVERSITY, IMPHAL

(A University established under the Manipur Technical University Act, 2016)

Recognised by UGC under Section 2(f) and Section 22 of UGC Act, 1956

www.mtu.ac.in/www.mtuonline.in

NOTIFICATION

Imphal, the 6th July, 2026

Subject: Promotion of Teachers and Other Academic Staff under Career Advancement Scheme (CAS-2018)

No.AM-MTU-205/1/2026-MTU-MTU: It is hereby notified that the Academic Council in its 9th meeting held on 30th May, 2026 (vide resolution no. 5) has considered and adopted the UGC Regulations on Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, as notified by the University Grants Commission vide Notification F.1-2/2017 (EC/PS), dated 18th July, 2018 as amended from time to time.

2. Internal Quality Assurance Cell (IQAC), Manipur Technical University shall be the nodal point to deal with the issues related to calculation of research scores/relevant indicators for teachers/academic staff as per the UGC guidelines.

3. In this regard, all eligible teachers/ academic staff are hereby requested to submit duly filled in application forms/proforma (neatly typed) along with relevant documents to the Coordinator, IQAC, Manipur Technical University latest by **31st July, 2026.**

- i. ***Application Form for promotion for University Teachers under CAS at Annexure –I***
- ii. ***Annual Self-Assessment Report under PBAS for University Teachers at Annexure-II***
- iii. ***Annual Performance Appraisal Report Proforma for Promotion of Librarian at Annexure –III***
- iv. ***Proforma for Performance Based Appraisal System (PBAS) for Promotion of Librarian at Annexure –IV***

Digitally signed by
RAMANANDA NONGMEIKAPAM
Date: 06-07-2026 12:51:38
(Ramananda Nongmeikapam)

Registrar
Manipur Technical University

Copy to:

1. P.S. to the Vice-Chancellor, Manipur Technical University.
2. Chief Finance Officer, Manipur Technical University.
3. Coordinator, IQAC, Manipur Technical University for information & necessary action.
4. All Faculties/Asst. Librarian, MTU
5. Web Administrator, MTU for uploading in the University Website.
6. Guard File.



MANIPUR TECHNICAL UNIVERSITY IMPHAL

APPLICATION FORM FOR PROMOTION OF UNIVERSITY TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) BASED ON UGC REGULATIONS, 2018

ASSESSMENT PERIOD..... -

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

(To be filled up by the Teacher)

1	Name (in Block Letters)					
2	Father's Name					
3	Address for correspondence					
4	Permanent Address					
5	Mobile Phone					
6	Email					
7	Department					
8	College					
9	Current Designation and Academic Grade Pay					
10	SIN No.					
11	Date of Joining at the University					
12	Date of birth					
13	Marital Status					
14	Category (mark the correct box)	SC	ST	Non-Creamy OBC	Differently-abled	General
15	Gender (mark the correct box)	Male		Female	Other	
16	Nationality					
	Date of last appointment / Promotion / Re - designation, if any (attach Office Order)					



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18. Academic qualifications:

Sl. No.	Examinations	Board / University	Year of Passing	PC of marks obtained/ Credit	Division/ Class/ Grade	Subject(s)	Encl. No.
1	X						
2	XII/Diploma						
3	Graduation						
4	Masters						

19. Eligibility Tests passed

Examination	Name of Agency	Date of Qualification	Subject	Encl. No.
NET (JRF)/GATE				
NET (Lectureship)/GATE				
SLET/SET				
Any others (specify)				

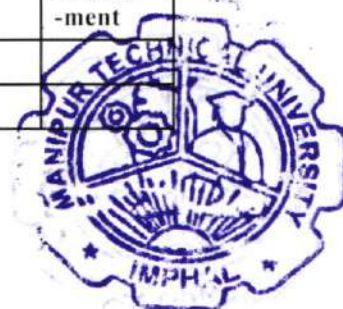
20. Research Degree acquired

Sl. No.	Degrees	Discipline Subject (as per UGC Regulations)	Title of the Thesis/Dissertation	Date of Award with Regn. No.	University	Encl. No.
1	M. Phil.					
2	Ph.D					
3	D.Sc./ D.Litt.					
4	M.Tech/M.E./MBA					
5	Any other*					

21. Appointments held prior to joining Manipur Technical University

Sl. No.	Post/Designation	Name of Employer	Date		Pay Scale/Pay Band & AGP	Reason of leaving	Major Achievement
			Joining	Leaving			

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22. Post held since joining Manipur Technical University

Sl No	Designation	University	Date of actual joining		Pay Band with AGP / level
			From	To	
1.					

23. Period of Teaching Experience

- a) P.G. Classes (in years) :
b) U.G. Classes (in years) :

24. Research Experience excluding years spent in M.Phil/Ph.D. (in years) :**25. Details of Orientation & Refresher/Research Methodology/Short Term Course/MOOCs attended**

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency	Encl. No.

26. Fields of Specialization under the Subject/Discipline (if any) :

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PART B : ASSESSMENT CRITERIA AND METHODOLOGY

Table 1 : Assessment Criteria and Methodology for University Teachers

1. Details of teaching activities (Classes taught includes sessions on tutorial / lab & other teaching related activities):

Year	Mode of Teaching	Level(s)/ Classes	No. of Class- es/ Credit assigned	No. of Classes/ Credits taught	p.c. of Classes/ Credits taught	Grade Claimed in the assessment year	Grade approved by IQAC

2. Details of Involvement in the University students related activities/research activities (write the numbers in the corresponding cells)

Sl. No.	Names of the Activities	Year 1 -----	Year 2 -----	Year 3 -----	Year 4 -----	Remarks by IQAC
a.	Administrative responsibilities					
	(a) Head					
	(b) Chairperson					
	(c) Director					
	(d) Coordinator					
	(e) Warden					
	(f) Any others (specify)					
b.	Examination and evaluation duties assigned by the University					
	(i) Question Setting					
	(ii) Question Moderation					
	(iii) Evaluation of Answer Scripts					
	(iv) Invigilation					
	(v) Flying Squads					
	(vi) Scrutiny					
	(vii) Others (please specify)					


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Sl. No.	Names of the Activities	Year 1 -----	Year 2 -----	Year 3 -----	Year 4 -----	Remarks by IQAC
c.	Student related Co – Curricular Activities, Extension and Field based Activities					
	(a) Student Club					
	(b) Career Counselling					
	(c) Study Tours					
	(d) Student Seminar					
	(e) Cultural Events					
	(f) Events					
	(g) Literary Events					
	(h) NCC					
	(i) NSS					
	(j) Community Services					
	(k) Others (specify)					
d.	No. of activities organized					
	(a) Seminar					
	(b) Conference					
	(c) Workshop					
	(d) Other College/University activities					
e.	Details of involvement in guiding Ph.D. students					
f.	No. of researches conducted					
	(a) Minor Research Projects sponsored by State, National or International Agencies					
	(b) Major Research Projects sponsored by State, National or International Agencies					

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Sl. No.	Names of the Activities	Year 1 ---	Year 2 ---	Year 3 ---	Year 4 ---	Year 5 ---	Year 6 ---	Remarks by IQAC
g .	At least one single or joint publications in peer reviewed or UGC listed Journals							
	(a) After 18 September 2010							
	i. Peer-reviewed journal							
	ii. Non peer-reviewed journal							
	(b) After 11th July 2016 : Peer-re-viewed Journal							
	(c) After 11th April 2017							
	i. UGC Approved List of Journal							
	ii. Journal indexed in Web of Science, Scopus and Indian Citation Index							
	(d) After 18th July 2018 : Peer or UGC Listed Journal							
	(e) After 14th June 2019							
	i. UGC-CARE listed journal(Group I)							
	ii. UGC-CARE listed journal(Group II – journals list- ed in Web of Science, Scopus and Modern Language Association)							

Summary of Grading for Activity 2 during Assessment Period

Year	Overall Grade	Remarks by IQAC



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(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

[illegible]

(i) International Publishers

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score Claimed	IQAC Verified score	Enc LNo
Total								

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(ii) National Publishers

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score Claimed	IQAC Verified score	Encl -No
	Total							

(iii) Chapter in Edited Book

Sl No	Title with PageNo	Author	Co-Author (s)	Book Title	Editor	Publisher, Place, Month & Year	ISSN / ISBN	Score Claimed	IQAC verified Score	Encl- No

(iv) Editor of Book by International Publisher

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score Claimed	IQAC Verified score	Encl No
	Total							

(v) Editor of Book by National Publisher

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score Claimed	IQAC Verified score	Encl No
	Total							

(b) Translation works in Indian and Foreign Languages by qualified faculties

(i) Chapter or Research paper

Sl No	Title with PageNo	Author	Co-author(s)	Book Title	Editor	Publisher, Place, Month & Year	ISSN / ISBN	Score Claimed	IQAC verified Score	Encl No

(ii) Book

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score Claimed	IQAC Verified score	Encl No
	Total							

Note: Attach front, index and back pages of the publications showing the ISBN/ISSN



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Total Score for Category 2

Sl. No.	Category	Score claimed	IQAC Verified score
A (i)	Books authored which are published by International Publishers		
A (ii)	Books authored which are published by National Publishers		
A (iii)	Chapters in Edited Book		
A (iv)	Editor of Book by International Publisher		
A (v)	Editor of Book by National Publisher		
B (i)	Translation works in Indian and Foreign Languages by qualified faculties - Chapter or Research paper		
B (ii)	Translation works in Indian and Foreign Languages by qualified faculties - Book		
	Total		

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:

Sl. No.	Item	Details of pedagogy, Content, etc.	Score claimed	IQAC verified score	Enc I No.
a	Development of innovative pedagogy				
b	Design of new curricula and courses- 2 per curricula/course				
c	MOOCs:				
i.	Development of complete MOOCs in 4 quadrants in 4 credit course				
ii.	Development of complete MOOCs in 4 quadrants in less than 4 credit course				
iii.	MOOCs developed in 4 quadrants				
iv.	Content writer/subject matter expert for each module of MOOCs for at least 1 quadrant				
v.	Course Coordinator for MOOCs 4credits course				
vi.	Course Coordinator for MOOCs less than 4 creditscourse				


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Sl. No.	Item	Details of pedagogy, Content, etc.	Score claimed	IQAC verified score	Enc INo.
d	E-Contents:				
	i. Development of e-content in 4 quadrants for complete course/e-book				
	ii. e-content developed in 4 quadrants				
	iii. Contribution to development of e-content module in complete course/paper/e-book, at least with one quadrant				
	iv. Editor of e-content for complete course/paper/e-book				
Total Score of Category - 3 (a+b+c+d)					

**Each activity should be claimed by the applicant with supporting documents.*

4. (a) Research Guidance

(i) Ph.D. awarded/Thesis submitted

Name of the Scholar	Title of the Thesis	Month and Year	University	Thesis Submitted/ Degree Awarded	Score Claimed	Score approved by IQAC	Encl. No.
	Total						

** Submit Ph.D. Notification/Certificate of Submission*

(ii) M.Tech/M.E./P.G. dissertation awarded

Name of the Scholar	Title of the Thesis/ Dissertation	M.Tech/M.E./P.G.	Month and Year	University	Score Claimed	Score verified by IQAC	Encl. No.
	Total						

**M.Tech/M.E./P.G. degree award certificates are mandatory*

(b) Research Projects Completed

(i) More than 10 Lakhs

Sl No	Title of the project	Name of the PI and Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by IQAC	Enc INo.
	Total							



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(ii) Less than 10 Lakhs

Sl No	Title of the project	Name of the PI and Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by IQAC	Enc I No.
	Total							

(c) Research Projects Ongoing

(i) More than 10 Lakhs

Sl No	Title of the project	Name of the PI and Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by IQAC	Enc I No.
	Total							

(ii) Less than 10 Lakhs

Sl No	Title of the project	Name of the PI and Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by IQAC	Enc I No.
	Total							

(d) Consultancy

Sl No	Title of the project	Agency	Period	Amount	Score claimed	Score verified by IQAC	Enc I No.

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Total for Category 4

Sl. No.	Sub Category	Score claimed	IQAC verified score
A (i)	Ph.D.		
A (ii)	M.Tech/M.E./P.G.		
B (i)	Research project completed more than 10 lakhs		
B (ii)	Research project completed less than 10 lakhs		
C (i)	Research project ongoing more than 10 lakhs		
C (ii)	Research project ongoing less than 10 lakhs		
D	Consultancy		
	Total for Category 4		

5. Patents/Policy Document/Award/Fellowship:

(a) Patents

Sl. No.	Details of Patent	International/ National	Year	Patent protection period	Score claimed	IQAC verified score	Enc INo.

(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/ World Bank/International Monetary Fund etc. or Central Government or State Government)

Sl. No.	Details of Policy Document	Agency	International/ National / State	Year	Score claimed	IQAC verified Score	Encl No

(c) Awards/Fellowship

Sl. No.	Name of the Award / Fellowship	Awarding Institution/ Organization	International/ National /	Date Awarded	Score claimed	IQAC verified score	Encl No



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6. Invited lectures / Resource Person / paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings

** (Paper presented in Seminars /Conferences and also published as full paper in Conference Proceedings will be counted only once)*

Sl. No.	Topic	Name of the Event	Organizer/ Institute	Duration	International (Abroad) / International (Within country) / National / State / University	Invited Talk / Paper Presented	Claimed Score	IQAC verified score	Encl. No.
	Total								

Total of Table 2

Sl. No.	Category	Claimed Score	Score claimed after capping	IQAC verified Score	IQAC verified Score after capping
1	Research Papers in Peer-Reviewed or UGC listed Journals				
2	Publications (other than Research Papers)				
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
4	Research Guidance, Projects, Consultancy etc.				
5	(a) Patents				
	(b) Policy Documents				
	(c) Award/Fellowship				
6	Invited lectures / Resource Person / paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings				
	Combined Score of 5(b). Policy documents and 6. Invited lectures/Resource Person/Paper presentation (this combined score shall have an upper capping of thirty percent of the total research score of the teacher concerned)				
	Total of Table 2				

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PART C: OTHER RELEVAN INFORMATON

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Declaration by the applicant:

Certified that the information provided above is correct to the best of my knowledge and as per records available with the Institution/college.

(Signature of the Teacher)

Place:

Name:

Date:

Designation

(Signature of the Head of the Department)

(Signature of the Coordinator, IQAC)

(Signature of the Head of the Institution)



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MANIPUR TECHNICAL UNIVERSITY IMPHAL

ANNUAL SELF ASSESSMENT REPORT UNDER PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR UNIVERSITY TEACHERS BASED ON UGC REGULATIONS, 2018

ASSESSMENT YEAR.....

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND (To be filled up by the Teacher)

1	Name (in Block Letters)					
2	Father's Name					
3	Address for correspondence					
4	Permanent Address					
5	Mobile Phone					
6	Email					
7	Department					
8	College					
9	Current Designation and Academic Grade Pay					
10	SIN No.					
11	Date of Joining at the University					
12	Date of birth					
13	Marital Status					
14	Category (mark the correct box)	SC	ST	Non-Creamy OBC	Differently-abled	General
15	Gender (mark the correct box)	Male		Female	Other	
16	Nationality					
17	Date of last appointment / promotion / Re - designation, if any (attach Office Order)					

18. Academic qualifications:



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Sl. No.	Examinations	Board / University	Year of Passing	PC of marks obtained/ Credit	Division/ Class/ Grade	Subject(s)	Encl. No.
1	X						
2	XII/Diploma						
3	Graduation						
4	Masters						

19. Eligibility Tests passed

Examination	Name of Agency	Date of Qualification	Subject	Encl. No.
NET (JRF)/GATE				
NET (Lectureship)/ GATE				
SLET/SET				
Any others (specify)				

20. Research Degrees acquired

Sl. No.	Degrees	Discipline Subject (as per UGC Regulations)	Title of the Thesis/Dissertation	Date of Award with Regn. No.	University	Encl. No.
1	M. Phil.					
2	Ph.D					
3	D.Sc./ D.Litt.					
4	M.Tech/M.E./MBA					
5	Any other*					

21. Appointments held prior to joining the University

Sl. No.	Post/Designation	Name of Employer	Date of Joining		Pay Scale/Pay Band & AGP	Reason of leaving	Major Achievement
			Joining	Leaving			

22. Post held since joining the University

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Sl No	Designation	University	Date of actual joining		Pay Band with AGP / level
			From	To	
1.					

23. Period of Teaching Experience

(a) P.G. Classes (in years) :

(b) U.G. Classes (in years) :

24. Research Experience excluding years spent in M.Phil/Ph.D. (in years) :

25. Details of Orientation & Refresher/Research Methodology/Short Term Course/MOOCs attended

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency	Encl. No.

26. Fields of Specialization under the Subject/Discipline (if any):



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PART B : ASSESSMENT CRITERIA AND METHODOLOGY

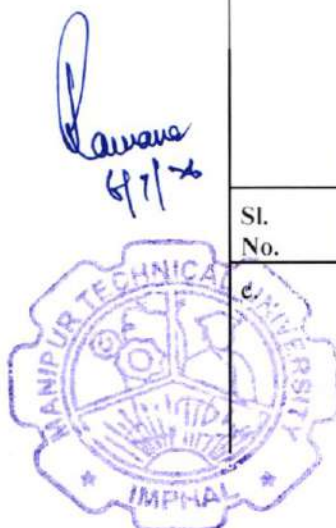
Table 1 : Assessment Criteria and Methodology for University Teachers

1. Details of teaching activities (Classes taught includes sessions on tutorial / lab & other teaching related activities):

Classes	Annual / Semester	No. of Classes/Credit assigned	No. of Classes/ Credits taught	p.c. of Classes/ Credits taught	Approved by IQAC	Enclosure No.
	Annual					
	Total					

2. Details of Involvement in the University students related activities/research activities:

Sl. No.	Names of the Activities	Details	Period/ Year	Approved by IQAC	Encl. No.
a.	Administrative responsibilities				
	(a) Head				
	(b) Chairperson				
	(c) Director				
	(d) Coordinator				
	(e) Warden				
	(f) Any others (specify)				
b.	Examination and evaluation duties assigned by the University				
	(i) Question Setting				
	(ii) Question Moderation				
	(iii) Evaluation of Answer Scripts				
	(iv) Invigilation				
	(v) Flying Squads				
	(vi) Scrutiny				
	(vii) Others (please specify)				
Sl. No.	Names of the Activities	Details	Period/ Year	Approved by IQAC	Encl. No.
c.	Student related Co – Curricular Activities, Extension and Field based Activities				
	(a) Student Club				
	(b) Career Counselling				



	(c) Study Tours				
	(d) Student Seminar				
	(e) Cultural Events				
	(f) Events				
	(g) Literary Events				
	(h) NCC				
	(i) NSS				
	(j) Community Services				
	(k) Others (specify)				
d.	Organizing				
	(a) Seminar				
	(b) Conference				
	(c) Workshop				
	(d) Other College/University activities				
e.	Evidence of actively involved in guiding Ph.D. students.				
f.	Conducting				
	(a) Minor Research Projects sponsored by State, National or International Agencies				
	(b) Major Research Projects sponsored by State, National or International Agencies				
g.	At least one single or joint publications in peer reviewed or UGC listed Journals				
	(a) After 18 September 2010				
	i. Peer-reviewed journal				
	ii. Non peer-reviewed journal				
	(b) After 11th July 2016 : Peer-reviewed Journal				
	(c) After 11th April 2017				
	i. UGC Approved List of Journal				
	ii. Journal indexed in Web of Science, Scopus and Indian Citation Index				
	(d) After 18th July 2018 : Peer or UGC Listed Journal				
	(e) After 14th June 2019				
	i. UGC-CARE listed journal (Group I)				
	ii. UGC-CARE listed journal (Group II – journals listed in Web of Science, Scopus and Modern Language Association)				

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* Write the number of papers in the detail columns.



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Summary of Grading for Table 1

Categories	Approved by IQAC	Criteria for Grading	Grade
Activity 1 : Teaching Activities	P.C. of Classes/Credits taken :	80% & above – Good; - Below 80% but 70% & above - Satisfactory; - Less than 70% - Not satisfactory	
Activity 2 : Involvement in the University students related activities/ research activities	Number of activities :	- Good - Involved in at least 3 activities - Satisfactory - 1-2 activities - Not-satisfactory - Not involved / undertaken any of the activities	
Overall Grading*			

Explanatory Note :

	Activity 1	Activity 2	Overall Grading
Criteria	☐ 80% and above – Good ☐ Below 80% but 70% & above – Satisfactory ☐ Less than 70% – Not Satisfactory	• Good - Involved in at least 3 activities • Satisfactory - 1-2 activities • Not-satisfactory - Not involved / undertaken any of the activities	
Grades	Good	Good	Good
		Satisfactory	
	Satisfactory	Good	Good
		Satisfactory	
	Not satisfactory	Good	Good
		Satisfactory	
	Good	Not satisfactory	
	Satisfactory		
Not satisfactory	Not satisfactory		



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Table 2

**Methodology for University Teachersfor
calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

1. Research Papers in Peer-Reviewed or UGC listed Journals

Sl. No.	Title of the Research paper	Journal	Year Vol. Page No.	ISSN	Impact Factor	Whether First author, corresponding author or co-author?	Journal no. as per latest UGC list	Score Claimed	IQAC verified score	Encl. No.



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2. Publications (other than Research Papers)

(a) Books authored which are published by

(i) International Publishers

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score claimed	IQAC verified score	Encl No
	Total							

(ii) National Publishers

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score claimed	IQAC verified score	Encl No
	Total							

(iii) Chapter in Edited Book

Sl No	Title with Page No	Author	Co-author(s)	Book Title	Editor	Publisher, Place, Month & Year	ISSN / ISBN	Score claimed	IQAC verified Score	Encl No

(iv) Editor of Book by International Publisher

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score claimed	IQAC verified score	Encl No
	Total							

(v) Editor of Book by National Publisher

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score claimed	IQAC verified score	Encl No
	Total							



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(b) Translation works in Indian and Foreign Languages by qualified faculties

(i) Chapter or Research paper

Sl No	Title with Page No	Author	Co-author(s)	Book Title	Editor	Publisher, Place, Month & Year	ISSN / ISBN	Score claimed	IQAC verified Score	Encl No
	Total									

(ii) Book

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score claimed	IQAC verified score	Encl No
	Total							

Note: Attach front, index and back pages of the publications showing the ISBN/ISSN

Total Score for Category 2

Sl. No.	Category	Claimed Score	IQAC verified score
A (i)	Books authored which are published by International Publishers		
A (ii)	Books authored which are published by National Publishers		
A (iii)	Chapters in Edited Book		
A (iv)	Editor of Book by International Publisher		
A (v)	Editor of Book by National Publisher		
B (i)	Translation works in Indian and Foreign Languages by qualified faculties - Chapter or Research paper		
B (ii)	Translation works in Indian and Foreign Languages by qualified faculties - Book		
	Total		



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3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:

Sl. No.	Item	Details of pedagogy, Content, etc.	Score claimed	IQAC verified score	Encl No.
a	Development of innovative pedagogy				
b	Design of new curricula and courses- 2 per curricula/course				
c	MOOCs:				
	i. Development of complete MOOCs in 4 quadrants in 4 credit course				
	ii. Development of complete MOOCs in 4 quadrants in less than 4 credit course				
	iii. MOOCs developed in 4 quadrants				
	iv. Content writer/subject matter expert for each module of MOOCs for at least 1 quadrant				
	v. Course Coordinator for MOOCs 4 credits course				
	vi. Course Coordinator for MOOCs less than 4 credits course				
d	E-Contents:				
	i. Development of e-content in 4 quadrants for complete course/e-book				
	ii. e-content developed in 4 quadrants				
	iii. Contribution to development of e-content module in complete course/paper/e-book, at least with one quadrant				
	iv. Editor of e-content for complete course/paper/e-book				
Total Score of Category -3 (a+b+c+d)					

**Each activity should be claimed by the applicant with supporting documents.*

4. (a) Research Guidance

(i) Ph.D. awarded/Thesis submitted

Name of the Scholar	Title of the Thesis	Month and Year	University	Thesis Submitted/ Degree Awarded	Score claimed	API Score approved by IQAC	Encl
	Total						

** Submit Ph.D. Notification/Certificate of Submission*

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(ii) M.Tech./ P.G. dissertation awarded

Name of the Scholar	Title of the Thesis/ Dissertation	M.Tech/P.G.	Month and Year	University	Score claimed	Score verified by IQAC	Encl
	Total						

** M.Tech./P.G. degree award certificates are mandatory*

(b) Research Projects Completed**(i) More than 10 Lakhs**

Sl No	Title of the project	Name of the PI and Co-PI	Funding Agency	Period	Amount	Claimed Score	Score verified by IQAC	Encl No.
	Total							

(ii) Less than 10 Lakhs

Sl No	Title of the project	Name of the PI and Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by IQAC	Encl No.
	Total							

(c) Research Projects Ongoing**(i) More than 10 Lakhs**

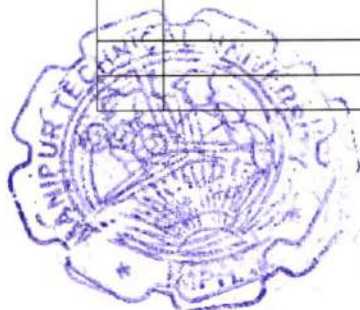
Sl No	Title of the project	Name of the PI and Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by IQAC	Encl No.
	Total							

(ii) Less than 10 Lakhs

Sl No	Title of the project	Name of the PI and Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by IQAC	Encl No.
	Total							

(d) Consultancy

Sl No	Title of the project	Agency	Period	Amount	Score claimed	Verified score by IQAC	Encl No.



Pavanan
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Total for Category 4

Sl. No.	Sub Category	Score claimed	IQAC verified score
A (i)	Ph.D.		
A (ii)	M.Tech./P.G.		
B (i)	Research project completed more than 10 lakhs		
B (ii)	Research project completed less than 10 lakhs		
C (i)	Research project ongoing more than 10 lakhs		
C (ii)	Research project ongoing less than 10 lakhs		
D	Consultancy		
	Total		

5. Patents/Policy Document/Award/Fellowship:

(a) Patents

Sl. No.	Details of Patent	International/ National	Year	Patent protection period	Score claimed	IQAC verified score	Encl No.

(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/ World Bank/International Monetary Fund etc. or Central Government or State Government)

Sl. No.	Details of Policy Document	Agency	International/ National / State	Year	Score claimed	IQAC verified Score	Encl No

(c) Awards/Fellowship

Sl. No.	Name of the Award / Fellowship	Awarding Institution/ Organization	International/ National /	Date Awarded	Score claimed	IQAC verified score	Encl No

6. Invited lectures / Resource Person / paper presentation in Seminars

Ramana
GPT/26



Conferences/ full paper in Conference Proceedings

** (Paper presented in Seminars /Conferences and also published as full paper in Conference Proceedings will be counted only once)*

Sl. No.	Topic	Name of the Event	Organizer/ Institute	Duration	International (Abroad) / International (Within country) / National / State / University	Invited Talk / Paper Presented	Claimed Score	IQAC verified score	Encl. No.
	Total								

Total of Table 2

Sl. No.	Category	Claimed Score	Claimed Score after Capping	IQAC verified Score	IQAC verified Score after capping
1	Research Papers in Peer-Reviewed or UGC listed Journals				
2	Publications (other than Research Papers)				
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
4	Research Guidance, Projects, Consultancy etc.				
5	(a) Patents				
	(b) Policy Documents				
	(c) Award/Fellowship				
6	Invited lectures / Resource Person / paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings				
	Combined Score of 5(b). Policy documents and 6. Invited lectures/Resource Person/Paper presentation (this combined score shall have an upper capping of thirty percent of the total research score of the teacher concerned)				
	Total				



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PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc not mentioned earlier.

Declaration by the applicant/faculty member:

Certified that the information provided above is correct to the best of my knowledge and as per records available with the Institution/college.

Place:

Date:

(Signature of the teacher)

Name:

Designation

(Signature of the Head of the Department)

(Signature of the Coordinator, IQAC)

(Signature of the Head of the Institution)

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6/1/26



ANNUAL PERFORMANCE APPRAISAL REPORT PROFORMA FOR PROMOTION OF LIBRARIAN

[Assistant Librarian (Academic level 10) to Assistant Librarian (Senior Scale/Academic level 11); Assistant Librarian (Senior Scale/Academic level 11) to Assistant Librarian (Selection Grade/Academic level 12); Assistant Librarian (Selection Grade/Academic level 12) to Deputy Librarian (Academic Level 13A); Deputy Librarian (Academic Level 13A) to Deputy Librarian (Academic Level 14)]

Under

Career Advancement Scheme (CAS) 2018



MANIPUR TECHNICAL UNIVERSITY, IMPHAL



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6/7/26



Annual Performance Appraisal Report

[Librarian]

As per CAS 2018

(To be submitted at the end of every completed Year in the grade)

PERIOD FROM _____ TO _____

(INFORMATION PROVIDED SHOULD PERTAIN TO THE *PERIOD* REFERRED ABOVE)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Gender:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
(Please enclose copy of appointment/last promotion order) (Annexure No..)
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pincode):

Address: _____

Telephone No: _____

Mobile No: _____

12. Permanent Address (with Pin code), in case different from Sl.No.11:



Signature
6/7/26



13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

14. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

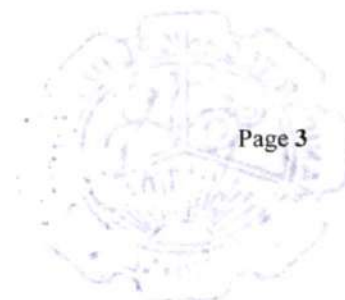
15. Field of Specialization under the Subject/Discipline:

16. Academic Activities assigned for Organization and maintenance of Library Resource and 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 during the period:

Sl. No.	Activities assigned



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6/7/26



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Annexure No.

17. Details of Course/Programmes/Workshop/MOOCs attended or completed, as under:

17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S. No.	Details	Place	Period		Sponsoring/ Organising Agency
			From	To	

Annexure No.

17.2 MOOCs completed with e-certification

S. No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/ Other)	E-certification no.

Annexure No.

17.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S. No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/ Other)

Annexure No.

17.4 Contribution towards conduct of MOOCs

S. No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/ Other)	E-certification no.



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PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "University Ordinance & UGC Regulations 2018" for completing Part B)

SECTION B.1:

ORGANISATION AND MAINTENANCE OF LIBRARY RESOURCES

1. Academic Activities undertaken for Organization and maintenance of Library Resource and 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, etc.

Grading Criteria: Calculated in terms of percentage of days attended to the total number of days he/she is expected to attend

(i) 90% & above – Good

(ii) Below 90% but 80% & above – Satisfactory

(iii) Less than 80% - Not Satisfactory

1.1. Organization and maintenance of Library Resource and books, journals and reports.

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
			From	To

Annexure No.

1.2 Provision of Library reader services such as literature retrieval services to researchers and analysis of report.

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
			From	To

Annexure No.

1.3 Providing assistance towards updating institutional website.

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
			From	To

Annexure No.

GRADING FOR B.1 (ORGANISATION AND MAINTENANCE OF LIBRARY RESOURCES)*

Details of Regularity of Attendance	Percentage of days attended
-------------------------------------	-----------------------------



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6/7/26

No. of days Assigned (excluding off days and holidays)	No. of days Attended (excluding off days and holidays)	
Overall Grading*		

**Note: Grading Criteria : Calculated in terms of percentage of days attended to the total number of days he/she is expected to attend*

(iv) 90% & above – Good

(v) Below 90% but 80% & above – Satisfactory

(vi) Less than 80% - Not Satisfactory

Note: ICT technology is to be used to monitor the attendance of the staff and compute the criteria of assessment.

SECTION B.2

ACTIVITIES RELATED TO CONDUCT OF SEMINARS/ WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS.

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

S. No.	Details	Place (Hqrs/RC/ LSC etc.)	Period		Sponsoring/ Organising Agency
			From	To	
	Overall Grade*				

**Note: 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

SECTION B.3

COMPUTERIZED LIBRARY DATABASE.

(i) Implementation and management of learner support system/ODL.



Signature
G.T. 2

S. No.	Details of activities related to Library Database Computerization	Place (Hqrs/RC/ etc.)	Period	
			From	To

**Note: Grading criteria:*

If library has a computerized database then

Good – 100% of physical books and journals in computerized database.

Satisfactory – At least 99% of physical books and journals in computerized database.

Unsatisfactory – Not falling under good or satisfactory.

OR If library does not have a computerized database

Good – 100% Catalogue database made up to date

Satisfactory- 90% catalogue database made up to date

Unsatisfactory - Catalogue database not upto mark.

(To be verified in random by the CAS Promotion Committee)

OVERALL GRADING FOR B.3 _____

SECTION B.4

CHECKING INVENTORY AND EXTENT OF MISSING BOOKS.

Grading criteria:

Good : Checked inventory and missing book less than 0.5%

Satisfactory - Checked inventory and missing book less than 1%

Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.

(i) Management of Library Inventory.

S. No.	Detail of Activity	Period		Percentage of Books missing
		From	To	

OVERALL GRADING FOR B.4

Percentage of Books Missing	Overall Grading*



Signature
6/7/26

**Note: Grading criteria:*

Good : Checked inventory and missing book less than 0.5%

Satisfactory - Checked inventory and missing book less than 1%

Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.

SECTION B.5

INNOVATIVE INITIATIVES/SCHEMES AND UPGRADING SERVICES ETC.

Grading criteria:

Good : Involved in any two activities

Satisfactory : At least one activity

Not Satisfactory : Not involved/ undertaken any of the activities

(i) Digitisation of books database in institution having no computerized database.

S. No.	Details of activities related to digitization / maintenance	Role played	Place/Institution (Hqrs/RC etc.)	Period	
				From	To

(ii) Promotion of library network

S. No.	Detail of Activity	Role played	Place/ Institution/ Organization etc.	Period	
				From	To

(iii) Details of Systems in place for dissemination of information relating to books and other resources.

S. No.	Details of activities related to development of system/ its maintenance for disseminating information relating to books and other resources	Role played	Place/Institution (Hqrs/RC/LSC etc.)	Period	
				From	To

(iv) Assistance in University administration and governance related work including work done during admissions, examinations and extracurricular activities.

S. No.	Nature of Activity	Designation	Institution/ School/ Division/ Centre/ RC/LSCs etc.	Period	
				From	To



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6/7/24

(v) Design and offer short-term courses for users.

S. No.	Details of activity including name of course designed	Role played	Place/Institution (School/Division/Centre/ Unit /RC etc.)	Period	
				From	To

(vi) Publications of at least one research paper in UGC approved journals.

S. No.	Title of the Paper	Journal Name & ISSN No.	Year	Vol. No.	Page No.	Authorship (single/joint/ no. of authors)	Whether peer reviewed	Reference number of UGC - CARE List

Annexure No.

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

OVERALL GRADING FOR B.5

No. of Activities covered	
Overall Grading*	

*Note: 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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6/11/20



SUMMARY OF GRADING FOR THE PERIOD (Complete One Year)

S. No.	Activity	Section	Grade Claimed By the Academic	Grade Given/ Verified by Librarian/ Head of Administration/IQAC Coordinator etc.
1.	Organisation and maintenance of Library resources	B.1		
2.	Conduct of seminars/ workshops related to Library activity or on specific books or genre of books.	B.2		
3.	Computerized Library database.	B.3		
4.	Checking inventory and extent of missing books	B.4		
5.	Innovative initiatives/schemes and upgrading services etc.	B.5		

Overall Grading for the Year for the Section B.1, B.2, B.3, B.4 and B.5*

*Note: Overall Grading for the Year is to be defined as follows:

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.

Note :

(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.

(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.

(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.



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6/7/26

PART-C: OTHER RELEVANT INFORMATION

(a) Membership/Fellowship of Learned bodies /Societies:

(b) Literary, cultural or other activities (e.g. books/chapters authored /edited/translated, policy documents/reports/publicity material etc. prepared, academic attainment etc.) undertaken by the applicant:

S. No.	Title of Book/Chapter authored/ edited/ translated; Policy document/report prepared	Authorship/ Editorship etc	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

(c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.

(d) Future Plans (In approximately 150 words):



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6/7/26

LIST OF ENCLOSURES: (Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)

S. No.	Annexure No.	Detail of Annexure	Serial Number of Section referred

PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that has been working as in this Department/University since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Signature of Coordinator, IQAC

Signature of the Librarian/
Head of the Administration etc.

Date :



[Handwritten signature]
6/11/24

**Proforma
for
Performance Based Appraisal System (PBAS)
For
Promotion of Librarian**

[Assistant Librarian (Academic level 10) to Assistant Librarian (Senior Scale/Academic level 11); Assistant Librarian (Senior Scale/Academic level 11) to Assistant Librarian (Selection Grade/Academic level 12); Assistant Librarian (Selection Grade/Academic level 12) to Deputy Librarian (Academic Level 13A); Deputy Librarian (Academic Level 13A) to Deputy Librarian (Academic Level 14)]

**Under
Career Advancement Scheme (CAS) 2018**



MANIPUR TECHNICAL UNIVERSITY, IMPHAL



Signature
6/7/26

Proforma for Performance Based Appraisal System (PBAS)

[Librarian]

As per CAS 2018

(To be submitted at the end of Eligibility Period for promotion to next stage)

PERIOD OF ASSESSMENT FROM _____ TO _____
(INFORMATION PROVIDED SHOULD PERTAIN TO THE *PERIOD* REFERRED ABOVE)

PROMOTION APPLIED FROM _____ LEVEL TO _____ LEVEL

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Gender:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
(Please enclose copy of appointment/last promotion order) (Annexure No..)
10. Stage/Academic level for which Promotion applied:
11. Date of eligibility:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):

Address: _____

Telephone No: _____

P. S. S. S.
5/11/24



Mobile No: _____

14. Permanent Address (with Pin code), in case different from Sl.No.13:

15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

17. Field of Specialization under the Subject/Discipline:

18. Academic Activities assigned during the period:

Sl. No.	Activities assigned
---------	---------------------



Signature
6/7/26

19. Details of Course/Programmes/Workshop/MOOCs attended or completed, as under:

19.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S. No.	Details	Place	Period		Sponsoring/ Organising Agency
			From	To	

Annexure No.

19.2 MOOCs completed with e-certification

S. No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/ Other)	E-certification no.

19.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S. No.	Details of E-contents/ MOOCs in 4- quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/ Other)

19.4 Contribution towards conduct of MOOCs

S. No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/ Other)	E-certification no.



Signature
6/7/20

20. Experience as faculty member/Teacher/Academic/Librarian in HEIs held prior to joining the University:

S. No.	Designation	Name of the Employer	Ad-hoc/ temporary/ permanent	Date of		Pay Band with Grade Pay	Reasons for Leaving
				Joining	Leaving		

21. Period of Academic experience during the Assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience		
					Years	Months	Days



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6/7/24



PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "University Ordinance & UGC Regulations 2018" for completing Part B)

SECTION B.1:

ORGANISATION AND MAINTENANCE OF LIBRARY RESOURCES

1. Academic Activities undertaken for Organization and maintenance of Library Resource and 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, etc.

1.1. Organization and maintenance of Library Resource and books, journals and reports.

S. No.	Year	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
				From	To

1.2 Provision of Library reader services such as literature retrieval services to researchers and analysis of report.

S. No.	Year	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
				From	To

1.3 Providing assistance towards updating institutional website.

S. No.	Year	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
				From	To

GRADING FOR B.1 (ORGANISATION AND MAINTENANCE OF LIBRARY RESOURCES)*

S. No.	Year	Details of Regularity of Attendance		Percentage of days attended	Grading as per Annual Performance Appraisal Report for the assessment period
		No. of days Assigned (excluding off days and holidays)	No. of days Attended		



Pamona
GPR/26

Overall Grading*					
(To be filled by Screening cum Evaluation Committee/ Selection Committee)					

**Note: Grading Criteria : Calculated in terms of percentage of days attended to the total number of days he/she is expected to attend*

- (i) 90% & above – Good
- (ii) Below 90% but 80% & above – Satisfactory
- (iii) Less than 80% - Not Satisfactory

Note: ICT technology is to be used to monitor the attendance of the staff and compute the criteria of assessment.

SECTION B.2

ACTIVITIES RELATED TO CONDUCT OF SEMINARS/ WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS.

S. No.	Details	Place (Hqrs/RC/ LSC etc.)	Period		Sponsoring/ Organising Agency
			From	To	

OVERALL GRADING FOR SECTION B.2. (ACTIVITIES RELATED TO CONDUCT OF SEMINARS/ WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS)

Sl. No.	Year	Year wise Grading as per Annual Performance Appraisal Report for the assessment period



Signature
6/7/26

Overall Grading*	
(To be filled by Screening cum Evaluation Committee/ Selection Committee)	

**Note: 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

SECTION B.3

COMPUTERIZED LIBRARY DATABASE.

(i) Implementation and management of learner support system/ODL.

S. No.	Details of activities related to Library Database Computerization	Place (Hqrs/RC/ etc.)	Period	
			From	To

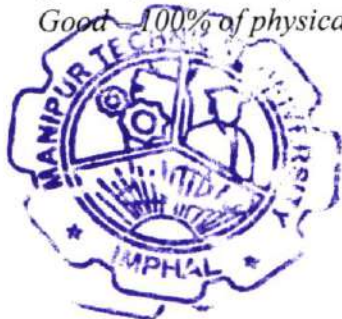
OVERALL GRADING FOR SECTION B.3. (COMPUTERIZED LIBRARY DATABASE)

Sl. No.	Year	Year wise Grading as per Annual Performance Appraisal Report for the assessment period
Overall Grading*		
(To be filled by Screening cum Evaluation Committee/ Selection Committee)		

**Note: Grading criteria:*

If library has a computerized database then

Good – 100% of physical books and journals in computerized database.



Signature
GPR/21

Satisfactory – At least 99% of physical books and journals in computerized database.

Unsatisfactory – Not falling under good or satisfactory.

OR

If library does not have a computerized database

Good – 100% Catalogue database made up to date

Satisfactory- 90% catalogue database made up to date

Unsatisfactory - Catalogue database not upto mark.

(To be verified in random by the CAS Promotion Committee)

SECTION B.4

CHECKING INVENTORY AND EXTENT OF MISSING BOOKS.

(i) Management of Library Inventory.

S. No.	Detail of Activity	Period		Percentage of Books missing
		From	To	

OVERALL GRADING FOR B.4 (CHECKING INVENTORY AND EXTENT OF MISSING BOOKS)

Sl. No.	Year	Percentage of Books Missing	Year wise Grading as per Annual Performance Appraisal Report for the assessment period
Overall Grading*			
(To be filled by Screening cum Evaluation Committee/ Selection Committee)			

**Note: Grading criteria:*

Good : Checked inventory and missing book less than 0.5%

Satisfactory - Checked inventory and missing book less than 1%

Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.



Signature
GP/76



SECTION B.5**INNOVATIVE INITIATIVES/SCHEMES AND UPGRADING SERVICES ETC.**

(i) Digitisation of books database in institution having no computerized database.

S. No.	Details of activities related to digitization / maintenance	Role played	Place/Institution (Hqrs/RC etc.)	Period	
				From	To

(ii) Promotion of library network

S. No.	Detail of Activity	Role played	Place/ Institution/ Organization etc.	Period	
				From	To

(iii) Details of Systems in place for dissemination of information relating to books and other resources.

S. No.	Details of activities related to development of system/ its maintenance for disseminating information relating to books and other resources	Role played	Place/Institution (Hqrs/RC/LSC etc.)	Period	
				From	To

(iv) Assistance in University administration and governance related work including work done during admissions, examinations and extracurricular activities.

S. No.	Nature of Activity	Designation	Institution/ School/ Division/ Centre/ RC/LSCs etc.	Period	
				From	To

(v) Design and offer short-term courses for users.

S. No.	Details of activity including name of course designed	Role played	Place/Institution (School/Division/Centre/ Unit /RC etc.)	Period	
				From	To

(vi) Publications of at least one research paper in UGC approved journals.



Ramachandran
6/7/26

S. No.	Title of the Paper	Journal Name & ISSN No.	Year	Vol. No.	Page No.	Authorship (single/joint/ no. of authors)	Whether peer reviewed	Reference number of UGC - CARE List

Annexure No.

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

OVERALL GRADING FOR B.5 (INNOVATIVE INITIATIVES/SCHEMES AND UPGRADING SERVICES ETC)

Sl. No.	Year	No. of Activities covered	Year wise Grading as per Annual Performance Appraisal Report for the assessment period
Overall Grading*		(To be filled by Screening cum Evaluation Committee/ Selection Committee)	

**Note: Grading criteria:*

Good : Involved in any two activities

Satisfactory : At least one activity

Not Satisfactory : Not involved/ undertaken any of the activities.



Signature
4/7/24

PART-C: OTHER RELEVANT INFORMATION

(a) Membership/Fellowship of Learned bodies /Societies:

(b) Literary, cultural or other activities (e.g. books/chapters authored /edited/translated, policy documents/reports/publicity material etc. prepared, academic attainment etc.) undertaken by the the applicant:

S. No.	Title of Book/Chapter authored/ edited/ translated; Policy document/report prepared	Authorship/ Editorship etc	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

(c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.

(d) Future Plans (In approximately 150 words):



Rachana
6/1/26

SUMMARY OF GRADING FOR THE PERIOD (Complete Assessment Period)

S. No.	Activity	Section	Grade Claimed By the Academic	Grade given/ Verified by Librarian/ Head of Administration/IQAC Coordinator etc.	Grade given by Screening cum Evaluation Committee/ Selection Committee
1.	Organisation and maintenance of Library resources	B.1			
2.	Conduct of seminars/ workshops related to Library activity or on specific books or genre of books.	B.2			
3.	Computerized Library database.	B.3			
4.	Checking inventory and extent of missing books	B.4			
5.	Innovative initiatives/schemes and upgrading services etc.	B.5			

Overall Grading for the Year for the Section B.1, B.2, B.3, B.4 and B.5*

*#Overall Grading for the Assessment period is to be defined as per CAS Ordinance read with UGC Regulations 2018:

LIST OF ENCLOSURES: (Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)

S. No.	Annexure No.	Detail of Annexure	Serial Number of Section referred



Signature
6/11/22

PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified thathas been working as
.....in this Department/University since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Signature of Coordinator, IQAC

Signature of the Librarian/
Head of the Administration etc.

Date :



Ramona
6/7/22