संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौंगोवाल, संगरुर, पंजाब – १४८ १०६
(शिक्षा मंत्रालय के अधीन)

Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab – 148106
(Deemed To Be University under MoE)

Ref. No. : SLIET/Admn./A1/2021-22/6413-20   Dated : 04/02/2022

CIRCULAR

The Advisory Committee on Faculty Recruitment (ACoFAR) has prepared the following draft Rules:-

1. Guidelines/Rules for promotion of Librarians under Career Advancement Scheme (CAS)
2. Guidelines/Rules for promotion of Senior Physical Instructor under Career Advancement Scheme (CAS)

The above draft Rules are being uploaded on the website of the Institute. All the stakeholders are requested to visit the Institute's website, study the same and send their comments/suggestions **by 18.02.2022 in the Office of Deputy Registrar (Admn.),** so that these rules could be finalized by the ACoFAR and placed before the Board of Management for approval.

This bears the approval of the Competent Authority dated 29.01.2022.

Registrar (Officiating)

Encl. : As above.
Copy to :
1. Director, SLIET – for kind information, please.
2. Chairman, ACoFAR
3. All Deans/HODs/Chairman, Library Committee/Sports Committee – with a request to circulate amongst all the concerned.
4. Faculty In-charge(ACSS) –with a request to upload the enclosed draft Rules on the website of the Institute.
5. File copy.

SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY, LONGOWAL, DISTRICT SANGRUR (PUNJAB)

Career Advancement Scheme (CAS) for Librarians

A   **Eligibility Criteria:**

I.   **From Librarian (Academic level 10) to Librarian (Senior Scale/Academic level 11):**
Eligibility:
A Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil or a Ph.D. degree.

     (i)   He/she has attended at least one Orientation course of 21 days' duration; and
     (ii)   Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Table-1.

CAS Promotion Criteria:
A Librarian may be promoted if:

     (i)   He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Table-1, and
     (ii)   The promotion is recommended by a screening-cum-evaluation committee.

II   **From Librarian (Senior Scale/Academic level 11) to Librarian (Selection Grade/Academic level 12)**
Eligibility:
     1   He/she has completed five years of service in that grade.

     2   He/she has done any two of the following in the last five years:
         (i)   Training/Seminar/Workshop/Course on automation and digitalization,
         (ii)   Maintenance and other activities as per Table-1 of at least two weeks (ten days) duration (or 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),
         (iii)   Taken/developed one MOOCs course in the relevant subject (with e-certification), or
         (iv)   Library up-gradation course.

CAS Promotion Criteria:
An individual shall be promoted if:
     (i)   He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Table-1, and;
     (ii)   The promotion is recommended by a screening-cum-evaluation committee.

III   **From Librarian (Selection Grade/Academic level 12) to Librarian (Academic Level 13A)**
     1   He/she has completed three years of service in that grade.
     2   He/she has done any one of the following in the last three years:
         (i)   Training/Seminar/Workshop/Course on automation and digitalization,
         (ii)   Maintenance and related activities as per Table-1 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
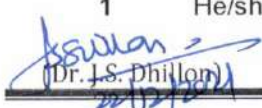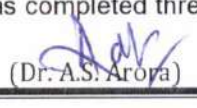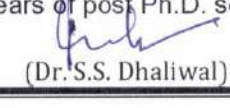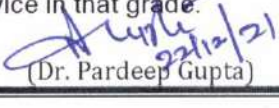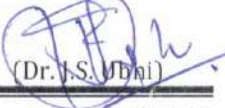   **(v)**   Library up-gradation course.

CAS Promotion Criteria:
An individual shall be promoted if:
     (i)   He/she gets a 'satisfactory' 'or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Table-1; and

     (ii)   The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV   **The criteria for CAS Promotions from Librarians (Academic Level 13A) to Librarians (Academic Level 14) shall be the following:**
     1   He/she has completed three years of post Ph.D. service in that grade.

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2   He/she has done any one of the following in the last three years:
   (i)   Training/Seminar/Workshop/Course on automation and digitalization,
   (ii)   Maintenance and related activities as per Table-1 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.

3   Evidence of innovative library services, including the integration of ICT in a library.

4   A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

(i)   He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Table-1; and

(ii)   The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

B.   Selection Committees

For promotion from Librarian (Selection Grade/Academic level 12) to Librarian (Academic Level 13A) and from Librarians (Academic Level 13A) to Librarians (Academic Level 14) the following will be the Selection Committee:-

Director	Chairperson
One nominee of MoE, New Delhi	Member
Three Experts (working Librarians) to be nominated by the Director	Member
Dean to be nominated by the Director	Member
Head of the Department concerned (if the post of selection is being made higher in status than occupied by the Head of the Department, one nominee of the BoM be included).	Member
An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories to be nominated by the Director, if any of the candidates representing these categories is the applicant and if of the above members of the selection committee does not belong to that category.	Member

Note : Four members of the Selection Committee shall form the quorum, consisting of at least two experts.
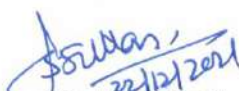
Screening-cum-Evaluation Committee

For promotion from Librarian (Academic level 10) to Librarian (Senior Scale/Academic level 11) and Librarian (Senior Scale/Academic level 11) to Librarian (Selection Grade/Academic level 12), the following shall be the Screening-cum-Evaluation Committee:

Director	Chairperson
Two Experts (working Librarians) to be nominated by the Director	Member
Head of the Department/ Librarian (if the post of selection is being made higher in status than occupied by the Head of the Department, one nominee of the BoM be included).	Member

C.   **Other terms and conditions**

Other terms and conditions like short listing criteria, requirement of APAR, vigilance clearance certificate and other miscellaneous requirements not covered under these regulations shall be the same as prescribed for faculty in SLIET Guidelines/Rules for Promotion of Faculty under Career Advancement Scheme/UGC Regulations, 2018.

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Table-1

Assessment Criteria and Methodology for Librarians

(Ref. Appendix-II, Table-4 of UGC Regulations, 2018)

S. No.	Activity	Grading Criteria
1	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	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory
2	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	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	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 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)
4	Checking inventory and extent of missing books	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

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		Checked inventory and missing books 1% or more.
5	(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 Web of Science/SCOPUS journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory: Not involved/ undertaken any of the activities.
Overall Grading	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 :
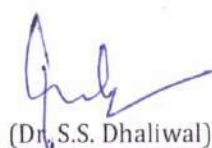
(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.

(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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PBAS PROFORMA FOR PROMOTION OF LIBRARIANS UNDER CAREER ADVANCEMENT SCHEME (CAS)

(Ref. :UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018)

	Part-A: General Information and Academic Background	
1	Name (in Block Letters)	
2	Father's Name	
3	Mother's Name	
4	Current Designation & Grade Pay	
5	Date of Last Promotion, if any	
6	Stage for which you are an applicant for promotion under CAS	
7	Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria	
8	Date and Place of Birth	
9	Nationality	
10	Marital Status	
11	The Category to which you belong (SC/ST/OBC/GEN)	
12	Address for Correspondence (with Pin Code)	
13	Permanent Address (with Pin Code)	
14	Telephone No.	
15	Mobile No.	
16	E-mail Address	

17.   **Academic Qualifications (Matric onwards):**

Examination	Specialization	University/Board	Year	CGPA/ % of marks obtained	Division & Distinction
Matric					
Intermediate (10+2)					
Bachelor's Degree					
Master's Degree					
Other Exams (if any)					
Serial Number of Proof Attached					

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18. Research Degree (s):

Degree(s)	Title of Dissertation/Thesis	Year of Award	University
M.Phil.			
Ph.D.			
Any Other			

19. Field (s) of Specialization:...
....

20. Record of service in SLIET

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/ Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Period		Total experience
					From	To	

21. Appointments held prior to joining SLIET:
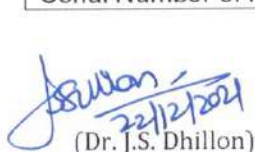
Designation	Name of Employer	Nature of Appointment	Date of Joining	Date of Leaving	Salary with Grade Pay/Level	Reason for Leaving

22. Total Period of experience: ....
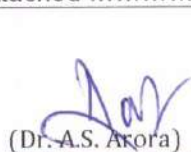
23. (A) Published Papers in Journals

S.N.	Title with Vol/No./Yr./PP	Journal	ISSN/ISBN No.	Whether peer reviewed. /Indexed (Impact factor, if any)	No. of Co-authors	Whether you are the main author	Remarks
Serial Number of Proof Attached							

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(B) Articles/ Chapters published in Books

S.N.	Title with page no.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-authors and Date of Publication	Whether you are the main author	Remarks

Serial Number of Proof Attached ....

(C) Full papers in Conference Proceedings

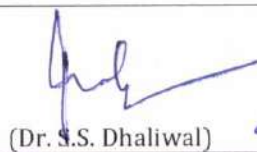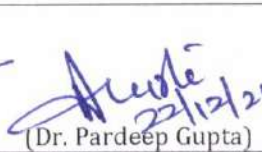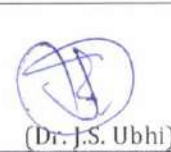| S.N.	Title with page no.	Details of conference Publications	No. of Co-authors and Date of publication	Whether you are the main author	API Score

Serial Number of Proof Attached ....

(D) Books published as single author or as editor

S.N.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	Remarks

Serial Number of Proof Attached ....

(E) Papers presented in Conferences, Seminars, Workshops, Symposia

S.No.	Title of the paper presented	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International/ National/State/Regional/ University or College Level	Remarks

Serial Number of Proof Attached ....

(F) Invited Lectures and Chairmanships at National or international Conference/ Seminars

S.N.	Title of Lecture/ Academic Session	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International/ National/State	Remarks

Serial Number of Proof Attached ....

(G) Short-term courses organized.

S.N.	Programme/ Title	Sponsored by	Duration			Percentage contribution in delivering expert lectures	Remarks
			From	To	No. of weeks		

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Serial Number of Proof Attached ………………							

(H) Details of Short Term/Orientation and Refresher/Research Methodology Course attended:

Name of the Course	Place	Duration	Name of Academic Staff College/ Human Resource Development Centre	Sponsoring Agency

Certificate/Declaration

I, _____ son/ daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee or at any other stage, my candidature/ appointment may be cancelled by the SLIET, Longowal without prejudice to initiation of any other disciplinary action.

Signature of the applicant

Name_____

Date:_____

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PART B

(Applicants are required to refer the relevant provisions of SLIET Career Advancement Scheme for Librarians relating to PBAS Proforma before filling this section)

(PART-B of CAS Application Form for Promotion of Librarians)

(Ref. : *UGC (Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018*)

Table-1 (Assessment Criteria and Methodology)

Activity 1: Regularity of attending library

Year	Working Days required	Working Days Actually Present	Work Done	% of days attended to the total number of days he/she is expected to attend	Grade	ANNEXURE NO.
90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory						

Activity 2: Conduct of seminars/workshops related to library activity or on specific books or genre of books

Year	Detail of Activity	Category*	Average Number of activities	Grading	ANNEXURE NO.
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 * National level seminar/ workshop, state level seminar/ workshop, institution level seminar/ workshop					

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Activity 3(A) : If library has a computerized database

Year	Number of Books and Journal in Library	Number of Books and Journal in computerized database	% of physical books and journals in computerized database	Grade	ANNEXURE NO.

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.

Activity 3(B) : If library does not have a computerized database

Year	Number of Books and Journal in Library	Number of Books and Journal in Catalogue database	% of physical books and journals in Catalogue database	Grade	ANNEXURE NO.

Good – 100% Catalogue database made up to date
Satisfactory- 90% catalogue database made up to date
Unsatisfactory - Catalogue database not upto mark.

Activity 4 : Checking inventory and extent of missing books

Year	Inventory Checked Performed with Date	Number of Books and Journal in Library	Number of Books missing	% of Missing Books	Grade	ANNEXURE NO.

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.

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Activity 5: Growth Activities
(i) Digitization 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 Web of Science/SCOPUS journals.

Year	Detail of Activity	Category*	Number of activities during Assessment Period	Grading	ANNEXURE NO.

Good : Involved in any two activities
Satisfactory : At least one activity
Not Satisfactory: Not involved/ undertaken any of the activities.

Summary of Assessment Criteria and Methodology:

Categories	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6
Activity 1: Regularity of attending library						
Activity 2: Conduct of seminars/workshops related to library activity or on specific books or genre of books						
Activity 3(A) : If library has a computerized database or Activity 3(B) : If library does not have a computerized database						
Activity 4 : Checking inventory and extent of missing books						
Activity 5: Growth Activities						
Overall Grading						

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.

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Part-C: Other Relevant Information:

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

Sr. No.	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures: (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

1.
1.
2.
3.
4.

Certificate/Declaration

I, _____ son/ daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee or at any other stage, my candidature/ appointment may be cancelled by the SLIET, Longowal without prejudice to initiation of any other disciplinary action.

Signature of the applicant

Date:_____　　　　　　Name_____

Verified by the Reporting Officer/HoD

Certified that Mr./Ms./Dr..has been working as ....in the department since............................. The particulars given in this application have been checked and verified from the office records and are found to be correct.

Signature of Head of Department

22.12.2021

(Dr. J.S. Dhillon)　　　(Dr. A.S. Arora)　　　(Dr. S.S. Dhaliwal)　　　(Dr. Pardeep Gupta)　　　(Dr. J.S. Ubhi)