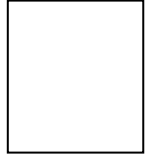


Maharashtra University and College Librarians Association

Application Form

MUCLA - Excellent Librarian Award

(In the Memory of Late. Shreemati Shobhana Madhukarrao Deshmukh)



1. Personal Information

- a) Name : _____
- b) Father's Name : _____
- c) Mother's Name : _____
- d) Date of Birth : _____
- e) Gender : Male/Female
- f) Name of the Institution where you are working : _____

- g) Designation : _____
- h) Date of first appointment as a Librarian : _____
- i) Previous Service, if any :

Sr. No.	Institution	Post Held / Designation	Year	
			From	To
Total Experience in year				

- j) Educational Qualification :

Sr.No.	Examination	Board/ University	Year of Passing	Division	Remark
1	S.S.C.				
2	H.S.S.C.				
3	UG (BA/B.Com./B.Sc./...)				
4	PG (MA/M.Com./M.Sc./...)				
5	B.L.&I.Sc.				
6	M.L.&I.Sc.				
7	Ph.D.				
8	Others				
9					
10					

- j) Address for Correspondence : _____

- k) Contact Number : _____
- l) Email ID : _____
- m) MUCLA Membership number : _____

2. Information about the Library

- a) Year of Establishment : _____
- b) Built up Area : _____ sqm.
- c) Working Hours : _____
- d) No. of Staff : _____
- e) URL of library, if any : _____
- f) No. of Members Enrolled in current year : _____
- g) Collection
- Printed Books : _____
 - E-Books : _____
 - Currents Printed Journals : _____
 - E-Journals : _____
 - Popular Magazines : _____
 - News papers : _____
- h) Membership of any Consortia : _____

i) Library budget/expenses (Last five years in Rs.)

S. N.	Year	Library Budget	Library Expenses on					Total Expenses
			Books	Periodicals	E-resources	Equipment	Furniture	
1								
2								
3								
4								
5								

- j) Average Library Expenses since last five years : Rs. _____
- k) Average Library Budget since last five years : Rs. _____
- l) Library Utility
- Average number of walk-ins since last five years : _____
 - Average number of Books issued since last five years : _____
 - Average number of Visits on Library website/portal since last five years: _____

2.1. Work done in your Library

- a) Have you constituted Library Committee? Yes/No
If yes, do you conduct meetings of it regularly? Yes/No
- b) Do you have written acquisition policy? Yes/No
- c) Do you have written book weeding policy? Yes/No
- d) Which of the following standard classification scheme you use to classify the books?

Please tick

DDC CC UDC

Other please mention _____

e) Which library services do you offer to your users? Please enumerate

- 1) _____ 2) _____
3) _____ 4) _____
5) _____ 6) _____
7) _____ 8) _____
9) _____ 10) _____
11) _____ 12) _____

f) Which types of research based services you provide through your library?

- 1) _____ 2) _____
3) _____ 4) _____
5) _____ 6) _____

g) Do you provide any Neighbourhood Community Service? Yes/No

If Yes, please mention

- 1) _____ 2) _____
3) _____ 4) _____

h) Which library infrastructural facilities do you provide to your users? Please enumerate

- 1) _____ 2) _____
3) _____ 4) _____
5) _____ 6) _____
7) _____ 8) _____
9) _____ 10) _____

i) Which ICT infrastructural facilities do you have in the library? Please enumerate

Server No. of servers

- Computer No. of computers : _____
- Printer No. of printers : _____
- Scanner No. of scanners : _____
- Internet Bandwidth : _____ mbps/gbps
- Other

In case of other please mention the name of equipment and its availability in number

- 1) _____ 2) _____
3) _____ 4) _____

j) Status of Computerization

Library is - Not Computerized/Partially Computerized/FullyComputerized

k) Which Library Management Software you use for library computerization?

k) Status of Book Collection Retro-conversion –

100% complete Above 90% but below 100% Below 90%

Do you maintain Institutional Repository of your college? Yes/No

If yes, please mention its URL? _____

m) Do you have developed Digital Library? Yes/No

n) Has the information of library been made available on the website/portal? Yes/No

If yes, on which website/portal it is available, on the library's own website/portal or on the college's website?

Library's own website On the college's website

Please mention the URL? _____

o) Mention any two Best Practices (as per NAAC format) of your Library

1) _____

2) _____

p) Are Library Orientation Programs implemented by the library? Yes/No

If yes, how many programs were implemented per year since last five years?

One per year/Two per year/Three per year/Four per year/More than four per year

q) Are you doing stock verification? Yes/No

If yes, annually periodically

r) Do you maintain the statistics of your library every year? Yes/No

If yes, please mention the areas

1) _____

2) _____

3) _____

4) _____

5) _____

s) Do you prepare annual report of your library every year? Yes/No

If yes, do you submit it to the office of the Principal? Yes/No

t) Do you have written weeding policy? Yes/No

If yes, do you implement it? Yes/No

If yes, how many books do you have weeded out till date _____

u) Workshop/Seminar/Conference organized so far (Please mention date and theme)

Sr. No.	Theme of the Event	*Level of the Event	Date/s of the Event
1			
2			
3			
4			
5			

*International/National/State/University/Local

v) Please mention the extension activities other than above you have carried out in your library so far (Please mention date)

1) _____ 2) _____

3) _____ 4) _____

5) _____ 6) _____

7) _____ 8) _____

9) _____ 10) _____

3. Activities other than Library

- a) If you are occupying/have occupied the certain position in the college (e.g. In-charge/officiating Principal, IQAC Co-ordinator, NSS Program Officer, etc.) please mention along with the period.

Sr. No.	Position	Period
1		
2		
3		
4		

- b) Are you a Convenor/Member of any committee of your college? Yes/No

If yes, please mention the name of any two prominent committees

1) _____

2) _____

- c) Are/Were you Chairman/Member of any authority on University level? Yes/No

If yes, please mention the name of any three prominent committees

1) _____

2) _____

3) _____

- d) Are/Were you Chairman/Member of any authority on State/National level? Yes/No

If yes, please mention the name of any three prominent committees

1) _____

2) _____

3) _____

4. Research and Publication Information

- a) Topic of Ph.D. : _____

- b) Research Project :

Sr. No.	Title	Funding Agency	Amount	Year of Sanction	Completed/ Ongoing
1					
2					
3					

- c) Research Guidance :

Sr.No.	Level	No. of Students	
		Awarded	Ongoing
1	M.Phil.		
2	Ph.D.		

- d) Total Research Experience : _____

- e) Country/s visited for academic purpose : _____

4.1. Publications

a) Journal Articles

Sr. No.	Title of the article with page nos.	Name of the Journal	No. of Co-authored if any	Year of Publication, Vol. No. and Issue No.	Impact Factor (Thomson Reuter)	Whether included in UGC Care list
1						
2						
3						
4						

b) Papers published in Conferences proceedings

Sr. No.	Title of the Article with page nos.	Name of the Conference	*Level of the conference	Organized by	Dates of the conference	No. of Co-authors, if any
1						
2						
3						
4						

*International/National/State/University/Local

c) Chapters/ Articles published in edited Books

Sr. No.	Title of the Chapter/Article with page nos.	Title of the Book	Name of the Publisher	Year of Publication	No. of Co-authors, if any
1					
2					
3					
4					

d) Books published

Sr. No.	Title of the Book with total pages	Name of the Publisher	Year of Publication	No. of Co-authors, if any
1				
2				
3				
4				

e) Invited talk

Sr. No.	Topic	*Name of the Event	**Level of the Event	Organized by	Date of the Event
1					
2					
3					
4					

*Conference/Seminar/Workshop/Refresher Course/Orientation Course/Short Term Course,etc

**International/National/State/University/Local

4.2. Have you received any professional award on state/national/international level? If yes, please mention the details

- i. International _____

- ii. National _____

- iii. State _____

5. Professional Developments

a) Are you a Member of any Professional Associations?

If yes, please mention the details in the following table.

Sr. No.	Name of Association	*Level of the Association	Membership No.	Office barer		
				Post held	Duration/Period	
					From	To
1						
2						
3						
4						

*International/National/State/University

b) What extra efforts you have taken to convert non-members in to members?

c) What is your contribution in above associations in the development of the profession?

Please mention in short.

6. Social Activities other than Library field

a) Please mention your engagement in society and activities carried out by you for society in short

b) Other things which are not covered above in all points and you like to mention

Above information is correct as per my knowledge and if found incorrect I know that I can't apply for any kind of award of Maharashtra University and College Librarians Association (MUCLA) in future in my professional career.

(Name : _____)

Signature :

Recommendations from two persons, not below the rank of professor/equivalent grade and not belongs to the profession.

1) Name : _____ Designation : _____

Name of Institute : _____

Contact No. : _____ E-mail Id : _____

Signature :

2) Name : _____ Designation : _____

Name of Institute : _____

Contact No. : _____ E-mail Id : _____

Signature :

Eligibility Criteria

1. The applicant should be a member of MUCLA at the time of submission of application.
2. Applicant should be full time approved librarian (contractual service will not be considered)
3. The applicant having minimum fifteen years' experience as a Librarian at the time of submission of application is eligible.
4. The office barer of MUCLA can't apply for the award.
5. 'Librarian' means full time approved College Librarian, University Assistant Librarian, University Deputy Librarian, and Director, Knowledge Resource Centre.

Other Instructions

1. The applicant will have to contribute himself/herself in at least three points among Point No. 3 to Point No. 6 given in the application form to become eligible for the award.
2. Following documents must be attached with the application. Otherwise the application shall be rejected
 - a. Experience certificate
 - b. Certificate of the Principal for the organization of User's Orientation Program/Workshop/Seminar/Conference/ other activities
 - c. Research project completion certificate (signed by the Principal)
 - d. Paper presentation certificate
 - e. Xerox copy of cover page of the Journal and first page of your published article in it
 - f. Xerox copy of cover page of the Book (if you are author/editor/compiler)
 - g. Xerox copy of cover page of the book and first page of your published article/chapter in it
 - h. Certificate of the association in case of, you are/were office barer of the association.
 - i. Xerox copies that showing your social contribution other than library profession
3. Wherever required the separate sheet may also be used. However, the appropriate point number/s should be given to the respective information.
4. Documentary proof should be attached for every point given in the application form.
5. Once the award is received, the librarian will not be eligible to apply for it again.
6. Decision of the Scrutiny committee will be final.

How to apply

The complete application should send in three copies by post to ***The General Secretary, Maharashtra University and College Librarians Association*** and also on mucla2013@gmail.com on or before the last date declared by the office of the association.

Score Sheet

Sr.No.	Achievements	Details	Max. Score
1	Educational Qualification	MA/M.Com./M.Sc./... and M.LI.Sc.	1
		M.Phil./Ph.D.	1
		JRF/NET/SET	1
		Other ICT related Degree/Diploma/Certificate	1
2	Minimum Collection of the library	Up to 30,000	1
		30,001 to 50,000	2
		Above 50,000	3
3	Average Budget for last five years	Up to 50,000	1
		50,001 to 75,000	2
		Above 75,000	3
4	Average expenditure for last five years	Up to 50,000	1
		50,001 to 75,000	2
		Above 75,000	3
5	Average number of walk in since last five years	Up to 10,000	1
		10,001 to 20,000	2
		Above 20,000	3
6	Average number of Books issued since last five years	Up to 10,000	1
		10,001 to 15,000	2
		Above 15,000	3
7	Library Committee		1
	Conduction of Meetings	At least 2	2
8	Written Acquisition Policy		1
9	Use of Classification Scheme		2
10	Library Services Provided	At least 5	2
		5 to 10	3
		Above 10	5
11	Research based services	Up to 3	2
		Above 3	4
12	Neighbourhood Community Service		2
13	Library Facilities Provided	At least 5	2
		5 to 10	3
		Above 10	5
14	Library Computerization	Partially	2
		Fully	5
15	Status of Database	100% Data Entry	5
		Above 90% and below 100%	4
		Below 90%	2
16	Developed Institutional Repository		2
17	Developed Digital Library		2
18	Own Website/Portal		4
19	Information of library uploaded on College Website		2
20	Best Practices		4
21	Implementation of User Education Program		5
22	Stock Verification	Partial	1
		Annual	2
23	Maintenance of Statistics		2
24	Preparation of Annual Report		2
25	Written Weeding Policy		1
26	Implementation of weeding policy		1
27	Organization of Workshop/Seminar/Conferences		2 per event
28	Other activities		1 per event
29	Position occupied in college		2 per post
30	Chairman/Convenor/Member	College level Committee	1 per committee
		University Authority	2 per committee
		State/National Committee	3 per committee

31	Research Projects	Completed	5
		Ongoing	3
32	Research Guidance	Ph.D. Degree Awarded	5 per student (Maximum score 50)
		Ph.D. ongoing	2 per student
		M.Phil. Degree Awarded	3 per student (Maximum score 30)
		M.Phil. ongoing	1 per student
33	Country/s visited for academic purpose		2 per country (Maximum score 10)
34	Research Articles	Journals having Impact Factor (Thomson Reuters)	10 per article
		UGC listed Journals	5 per article
		Other Journals not covered in above two categories	2 per article
35	Papers presented in conference	International	10 per paper
		National	5 per paper
		State	3 per paper
		University/Local level	2 per paper
36	Chapters/ Articles published in edited Book		5 per Chapters/ Articles
37	Book published	As an Author	20 per Book
		As an Editor	10 per Book
		As a Compiler	5 per Book
38	Invited talk	International	2 per talk
		National	1.5 per talk
		State	1 per talk
		University/Local	0.5 per talk
39	Award	International	10 per award
		National	5 per award
		State	3 per award
40	Membership of Association	International	4 per association
		National	3 per association
		State	2 per association
		University Level	1 per association
41	Office Barer of Association	President, International	10
		Vice President/ Secretary, International	7
		Other, International	5
		President, National	7
		Vice President/ Secretary, National	5
		Other, National	3
		President, State	5
		Vice President/ Secretary, State	3
		Other, State	2
		President, University Level	3
		Vice President/ Secretary, University Level	2
Other, University Level	1		
42	Major Contribution in Association (Point 5b)		10-20
43	Social Activities other than Library field (Point 6)		5-10

Note :

1. If journal article, paper published in conference proceeding, chapter/article in book and individual book are published jointly then the score will be equally distributed to all contributors.

2. The share of the total score obtained by the applicant should be as given below.
- Educational Qualification, Status of the Library and Work done in Library 50%
 - Activities other than Library 10%
 - Research and Publications 20%
 - Professional Developments 10%
 - Social Activities 10%