
SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE – 2013 – PART ONE -03

Direction

No.- 1 / 2013

Date – 7/2/2013

Subject :- Unfairmeans, malpractices and lapses on the part of students or persons, connected with the conduct of Examination and Evaluation, Direction – 2012

Whereas, Ordinance No.22/2001 in respect of **“An Ordinance for Unfairmeans, malpractices and lapses on the part of students or persons, connected with the conduct of Examination and Evaluation.”** is in existence

AND

Whereas, Central Assessment Programme Committee in its meeting held on 07.03.2012 vide its item no.6/2012 recommended to Finance and Accounts Committee to increase the rate of remuneration to the categorizer from Rs. 3.50 per case to Rs. 8.00 per case.

AND

Whereas, Finance and Accounts Committee in its meeting held on 23.07.2012 vide item no.22/2012 considered the recommendation of the above said committee and recommended to Management Council.

AND

Whereas, the Management Council in its meeting held on 14.08.2012 vide item no.260 considered and accepted the recommendation of Finance and Accounts Committee for enhancing the rate of remuneration to the categorizer from Rs. 3.50 per case to Rs. 8.00 per case.

AND

Whereas, the matter is to be regulated by amending the Ordinance No. 22/2001, and the process of amendment shall take time, and the matter is to be implemented from Winter-2012 examination.

I, therefore, Dr. Mohan Khedkar, Vice Chancellor, Sant Gadge Baba Amravati University, Amravati, in exercise of powers conferred upon me under Sub-Section (8) of Section 14 of Maharashtra Universities Act, 1994, hereby issue the Direction as under :-

1. This Direction may be called **“Unfairmeans, malpractices and lapses on the part of students or persons, connected with the conduct of Examination and Evaluation, Direction-2012”**
2. This Direction shall come into force with effect from the Winter-2012 Examinations.
3. On page No.248 in para 8 in the, Ordinance No. 22/2001 in Amravati University Gazette-2001-Part One, the word and figure “Rs.3.50” be substituted by the word and figure “Rs. 8.00”.

Date :- 9.1.2013

Sd/-
(Mohan Khedkar)
Vice-Chancellor,
Sant Gadge Baba Amravati University.



Thursday, the 28th February, 2013

Rule No. 1 of 2013

Library Rules and Regulations

Whereas it is expedient the Rules in respect of extending effective library services to the needy users, the Management Council is hereby pleased to make the following Rules.

1. These Rules may be called "Library Rules and Regulations"
2. These Rules shall come into force w.e.f. the date of its approval by the Management Council.

01) Categories of Membership

The following classes of persons shall be entitled to become a member of the University Library.

- A) Members of the University Authorities.
- B) Officers of the University.
- C) Teachers of the Departments and Colleges conducted by the University.
- D) Teachers of the Colleges affiliated to the University.
- E) Temporary and Permanent Non-Teaching employee of the University.
- F) Students studying in the Departments and the colleges conducted by the University joining regular academic session.
- G) Post Graduate students studying in the colleges affiliated to the University joining regular academic session.
- H) Ex-Teachers and Ex-Officers and such other persons or class of persons who submit an undertaking as given under Rule No. 6(vi).
- I) Research Guides, Scholars registered for any research degree of the University and Research Assistants working in any of the University Department.
- J) Contributory Teachers of the University.
- K) Retired Teachers of the University working under U.G.C. scheme for support of advance research.
- L) Casual Member

02) Terms of Membership

- i) The duration of membership shall be for one year and shall have to be renewed every year excepting category (L) where the duration shall be as given in Rule No. 20 (1).
- ii) Any change of address during the validity of the membership should be notified in writing by the member to the librarian.
- iii) Each category of persons mentioned in Rule No. 1 except category 'L' may take books on loan on payment of deposit and subscription as stated below.

Category	No. of Volumes	Amount of Deposit	Subscription
A	5	-----	-----
B	5	-----	-----
C	5	-----	-----
D	2	-----	100=00
E	2	-----	-----
F	4	As prescribed by concerned competent authority	As prescribed by concerned competent authority
G	2	500	-----
H	2	500	-----
I	4	As prescribed by concerned competent authority	-----
J	4	-----	-----
K	4	-----	-----

- i) A member may enrol membership only under any one of the categories mentioned in Rule No. 1.

03 Working Days and Hours

The University Library shall remain open from 10=30 am to 6=10 pm on all working days. The hours during which books will be issued will be notified on notice board from time to time. Any change in the working hours will be notified separately.

04 Conditions of Loan

- i) The period of loan of books shall be two weeks in case of borrowers residing in Amravati and 30 days in case of those residing out of Amravati.
- ii) For the purpose of these rules, the term “Volume” shall include pamphlet and part of the work separately shown.
- iii) Following types of books shall not be lent out of the library.
- A) Theses and Dissertations.
 - B) Reference books.
 - C) Books marked as “Rare” or “Reserved” books.
 - D) Maps.
 - E) Back volumes of periodicals.
 - F) Loose issues of Journals.
 - G) Syllabus, Question Papers, Standards, Patents, Specifications, Conference proceedings, Seminar Reports, Video tapes, Floppy, Compact disks, Microfilms, Microfiche, Slides etc.

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- i) In the case of emergency only, the Librarian at his discretion may allow loan of books mentioned in Rule No.4 section (iii) above for a short term.
 - ii) When there is any increase in demand of a particular book or books, the Librarian may regulate the use of such book in such a manner, as he considers proper.
 - iii) The Librarian may, at any time recall any book before the expiry of the period for which it was loaned and the borrower shall comply with such a requisition.
 - iv) The normal period of loan may be extended for a further period of two weeks either by bringing the book and getting the next due date stamped or by the sending a reply paid post card which should reach the librarian at least two days before the book is due for return, provided that the renewal may not be allowed if that is already claimed by another reader. In case of a request for extension of the period of loan by post, the date stamped on the date label, the borrowers number and full details of the book under reference should invariably be intimated. Only one renewal in any case will be permitted.
 - v) No book will be lent out to students of “F” category who are appearing for summer/winter examinations 15 days prior to the commencement of the University examinations.
- 05)** Notwithstanding anything in Rule No.4 above, the Librarian may, at his discretion, grant permission to any member to borrow such number of books, in excess than he is entitled for mentioned in different categories as the Librarian may think proper.
- 06)** i) A person desirous to become a member of the Library shall make an application in the prescribed form duly filled in and signed by him personally.
- ii) Such application by person in category A, B, C, D, E, F, G, I and J shall be accompanied by a certificate of the respective Head of the Department or the Registrar of the University or the Principal of the College concerned or the Guide as the case may be, that the applicant is a person eligible to borrow books under the category specified in the application and by an undertaking to observe the rules.
 - iii) An application by a temporary University employee (Non-Teaching staff) under category 1 (E) shall be accompanied by an undertaking from a permanent University employee as follows:

The Undertaking should be as follows:

“I hereby guarantee that the applicant shall comply with the Library Rules and return books in time in good condition, In case of default by the applicant I hereby promise to pay dues which the University Library may have to recover from the applicant.”
 - iv) In case a member fails to clear off any Library dues, his name shall be reported to the Head of the Department/Principal or Registrar of the University, as the case may be for information and necessary action with the specific recommendations of the Librarian for the action to be contemplated, viz withholding of transfer or other certificates or other documents of the member by the concerned Authority.
 - v) When a member other than student ceases to be in service, the Head of the Department or the Principal of the College or Registrar who has endorsed the clause 6 (ii) shall not make payment of the last pay and allowances or other dues of such member unless he has obtained a clearance certificate from the Librarian.

vi) An application by a member in category 1 (H) except ex-teachers and ex-officers of the University shall be accompanied by an undertaking from any one of the following categories :

- i) Members of the University Senate.
- ii) Officers of the University.
- iii) Teachers of the University departments.
- iv) Permanent employees of the University.

The undertaking should be as follows:

“I hereby guarantee that the applicant shall comply with the Library Rules and return books in time in good condition. In case of default by the applicant, I hereby promise to pay dues which the University Library may have to recover from the applicant”.

07) i) No books shall be removed from the library by any person unless the person authorised has signed his name in the records maintained for the purpose or sent a signed receipt for the same to the librarian.

ii) No books shall be issued to any person other than duly registered member or to a person duly authorised by such person in writing on each occasion and without production of the Borrowers Ticket.

08) Research scholars and teachers of the University departments, colleges and that of the affiliated colleges of this University and students of P.G. Teaching Department shall be allowed to have an open access to the stack room, others may be granted open access in special cases by the Librarian on his issuing a written pass on every occasion.

09) Loan By Post

Any person desiring to borrow a book by post shall have to pay packing and postage which shall be recovered by sending the book by V.P.P. when a book is returned by post it shall be returned under registered cover and at the cost of the risk of the borrower. The borrower shall be responsible for any damage to the books caused during transit.

10) Inter Library Loan Facility

i) Books and other publications which are not available in the library may be procured by the library on loan from other libraries & institutions for the benefit of the members of the library. The postal charges for getting such books on loan & returning them shall be defrayed by members concerned.

ii) All books, thesis and reference books received on Inter-Library-Loan basis as far as possible shall be read in the Library premises and shall not be lent out.

iii) Provided that, in case of Research Scholars the teachers working in the departments of the University, the postal charges incurred in getting and returning the books on Inter-Library-Loan basis be defrayed by the University Library, if the Guide or the Head of the Deptt. concerned, as the case may be certified the requirement.

11) No books shall be issued during the period when the stock taking is in progress, only the facilities of the reading room will be granted. Borrowers shall return all the books borrowed by them three clear days before the commencement of such a period. Usual late fee shall be charged if the books are not returned before the date mentioned above.

12) Reservation of Books

A book which is lent out to member may be reserved for borrowing by another member of filling up a self addressed stamped reservation card at the counter. The card shall be despatched to the member when the book is ready for him to collect such a book for a period of 3 days only and shall be issued strictly according to priority of demand.

13) Late Fee

- i) A member who keeps a book beyond the date on which it is returnable shall be required to pay a late fee of 1 Rs. per day per volume.
- ii) No late fee will be charged to teacher in the University Departments and the affiliated colleges for a period for 90 days per volume.

If such a teacher fails to return the book issued to him on or before the due date, he shall be charged late fee for a period of two months to the maximum limit of Rs.15/- per book, In case the teacher fails to return the book within a period of five months from the due date, the late fee shall be charged to him at the rate of Rs.15/-per books, the book will be treated as lost, replacement cost of the book will be recovered and membership cancelled.

- iii) If a borrower fails to pay the late fee within a period of one month from the date it become due, the same shall be deducted from his library deposit, His membership is liable to be cancelled after such deduction.

This rule (13) however, shall not apply to books issued to the authorities, officers of the University for official purpose.

14) Withdrawal of Library Facilities

- i) A member for whom any dues are outstanding shall not be allowed to borrow books or to withdraw his deposit unless he clears off all the dues.
- ii) If a book remains unreturned for a fortnight after its due date, the borrower shall not be entitled to enjoy any library facilities till he returns the books and pays all the dues.

15) Damage & Loss of Books

- i) Every member taking a book out of the library and every reader within the Library shall be responsible for its safe custody and shall return it to the Library Asstt.
- ii) In the events of its being lost or damaged, he shall either replace it or pay the cost of replacement. If a book is “Rare” one, he shall be required to pay such compensation as the Librarian may think proper.
- iii) Reader shall not write upon, damage, tear off the leaves or make any mark either in pencil or ink upon any book, manuscript or map belonging to the library, nor shall they lay the paper on which they are writing upon any book, map or manuscript. The erasure of any mark or any writing on any book, manuscript or map belonging observing a defect in or damage to any book or manuscript shall bring it to the notice of the Librarian.
- iv) No tracing and no copying of any map or manuscript shall be done without the permission of the Librarian.

- i) In case of a book belonging to a set or series is lost or damaged by a member and a new volume is not separately available, the whole set or series shall have to be replaced by the borrower.
- ii) Before leaving the counter the borrower should immediately point out any mutilations in the book to Library Asstt. on duty or otherwise the borrower shall be held responsible for replacement of the book or payment of such compensation as may be fixed by the Librarian.
- iii) It shall be the duty of the Library Assistant on duty at the counter to examine each book returned by a member and to check if it is mutilated or damage.
- viii) The Librarian should credit the amount of compensation realised for the books lost or damaged under a separate head of account and arrange to replace the same out of this fund.

16) Unauthorized Removal of Books

Such action shall be taken against a person for unauthorised removal of the books or other property of the library as consider fit by the Librarian who will inform the Library Committee in its next meeting the action taken in this regard.

17) Ticket, Cards & Tokens

- i) Each registered member shall be entitled to one reading room card and borrower's tickets equal to the number of books he is entitled to borrow, the reading room card and borrower's ticket shall not be transferable.
- ii) Borrower's tickets must be returned to the Librarian when a member ceases to be a member of the library
- iii) The charge for a duplicate borrower ticket or a duplicate reading room card shall be Five rupee each. This shall also be applicable to tickets not returned. The holder of the lost tickets shall be responsible for the books borrowed on it.
- iv) The member, however, shall continue to be responsible for any loss which library may suffer through the loss or misuse of his ticket or card.

18) Refund of Membership Deposit

- i) The deposit of a member shall not be refunded unless he clears of all the dues.
- ii) The membership deposit, if remained unclaimed for more than two years will not be returned and will be transferred to Time-Barred Library Deposit.

19) Reference Section

- i) The Reference Section shall have open shelves all types of conventional reference books. They are exclusively meant for consultation in that section only and shall not be taken out of the section without the written permission of the Librarian.
- ii) Books consulted in this section should be kept on the table and should not be restored to shelves by the readers.

- i) Un-catalogued books, books belonging to a set or series, loose numbers of periodicals that are finally to be bound and the current numbers of journals shall not be removed from the library without the permission of the librarian.
- ii) A new book shall not be removed from the library before it has been classified, catalogued and completely processed.

20) Reading Room

- i) Any other person desiring to make use of the reading room may be admitted, at the discretion of the Librarian on grant of a “Temporary Card” holding good for the period of issue as follows.
 - a) Any student of the affiliated colleges shall be permitted on payment of Rs.15/- as registration fee for one academic year and Rs.10/- as service charges for the period of 1 to 30 days it can be renewed for a maximum period of 1 to 30 days on payment of Rs.10/-.
 - b) Similarly casual users who are neither student nor faculty member of any affiliated colleges shall be permitted to use library facilities as follows.

Person can be obtained Casual Membership (Category L) for a period of 1 to 30 day's on payment of Rs.15/- as Registration fee for one academic year and Rs.25/- as service charges, it can be renewed for a Maximum period of 1 to 30 day's on payment of Rs.25/- as service charges.

Similarly, person can be obtained Casual Membership (Category L) for a period of 1 to 7 days on payment of Rs.10/- as service charges.

- ii) The Reading Room Card shall be produced for scrutiny at the time when so requested by the library staff.
- iii) Each member belonging to the category F,G shall have to produce an identity card on demand for verification.
- iv) Books and Journals wanted by members shall be issued on presentation of a requisition slip duly filled in and handed over to the person in-charge who shall there after procure the same for the member.
 - i) A person finds mutilating the pages of a book or periodical or otherwise damaging them shall have to make good the loss and he shall be debarred from the use of the Reading Room.

21) General Rules

- i) While entering the library, all personal effects such as umbrellas, sticks, books, parcels, hats, hand-bags, portfolios, purses, attach cases, flat files and file cover etc. shall be deposited with the Attendant at the entrance counter and a numbered token obtained in lieu thereof. This facility for depositing personal belongings at the check-counter can be enjoyed only for the period the depositor is in the Library.

- ii) Though for the period of deposit, al reasonable care for the safe custody of the articles will be taken, the administration accepts no responsibility for any damage or loss for the same.
 - i) If a token issued to a reader for depositing his belonging at the gate counter is lost, he will have to pay Rs.20/- towards its replacement cost.
 - ii) The staff member of the Library at the entrance is authorised to examine everything that passes into or out of the library.
- 22)** i) Talking, spitting, eating food, sleeping, smoking or any behaviour calculated to disturb other readers or the discipline of the Library is strictly prohibited.
- ii) Dogs and other animals shall not be taken in by any member or visitor.
 - iii) Cycles/vehicle should be kept at the Cycle stand only.
- 23)** The Librarian shall have the power to suspend the use of the ticket and card of any member or to refuse admission to any one infringing any rules of the Library and/or to suspend or cancel the use of the borrower's ticket and the Reading Room Card of any member.
- 24) Reprographic Services**
- This service shall be provided to the users on written application in the prescribed proforma. The photo copies of Library documents shall be provided.
- Photo copies shall be provided to users on the next day of the application.
- Charges for photo copying shall be Rs. 1/- per page.
- 25) Internet Services**
- i) Internet services shall be provided for academic purposes only.
 - ii) These services shall be provided free of cost to all categories of members of the library mentioned in Sr.No.1. However, for print out from online search from Internet & also from online/off line databases subscribed/purchased by the University Library Rs. 5/- per A4 size page shall be charged.
- 26)** All existing rules, if any, shall stand repealed.

Rule No. 2 of 2013

Organizational Structure and Hierarchy of Posts of the University Library

Whereas it is expedient the Rules in respect of smoothness in running the library activities for extending effective library services to the needy users, the Management Council is hereby pleased to make the following Rules.

1. These Rules may be called “Organizational Structure and Hierarchy of Posts of the University Library”
2. These Rules shall come into force w.e.f. the date of its approval by the Management Council.

Organizational Structure and Hierarchy of Posts of the University Library

1. Sections of the Library

- i. Acquisition Section
- ii. Processing Section
- iii. Circulation Section
- iv. Stack Section
- v. Periodicals Section
- vi. Reference Section
- vii. Computer Section
- viii. Maintenance Section
- ix. Administration Section

2. Job Analysis of the University Library

Section wise Jobs in the University library

i. Acquisition Section

- 1 Frame the policy of book/periodical (Print as well as non-print) acquisition including accepting donation and exchange materials.
- 2 Maintenance of book selection tools.
- 3 To receive the books from booksellers on approval and arranging book exhibitions.

- 1 To obtain recommendations from users.
- 2 To develop database of the recommendations received.
- 3 Collect the donations in terms of documents.
- 4 Checking of duplications.
- 5 Selection of vendors for supply of reading materials.
- 6 Decision about cash purchase, advance payments, etc.
- 7 Sending of orders for supply of reading materials and preparation of order record.
- 8 Sending reminders to the vendors about non receipt of reading materials.
- 9 Bringing the parcels from transport office in certain cases.
- 10 Checking of books with orders and also verify the price.
- 11 Checking and passing of bills.
- 12 Monitoring budget for departments.
- 13 Prepare the list of new additions.
- 14 Giving feedback to faculty members about arrival of information sources.
- 15 Allotment of books for various sections of the library.
- 16 Maintenance of statistics of the section/library.
- 17 Send acknowledgement of donations.
- 18 Maintenance of record of the section.
- 19 Other work concerned with the section.

ii. Technical/Processing Section

- 1 Classification of documents.
- 2 Preparation of subject heading & identify key words.
- 3 Maintenance of authority files for classification.
- 4 Accessioning the documents.
- 5 Processing of books with stamping, labeling and barcode etc.
- 6 Preparation of book cards, due-date slips etc.
- 7 Preparation of data entry sheet.
- 8 Checking of data entry sheets.
- 9 Entering of data in computers.
- 10 Hand over the documents to concern sections.
- 11 Display of jackets & exhibition of new arrivals.
- 12 Maintenance of record of the section.
- 13 Other work concerned with the section.

iii. Periodicals Section

- 1 Obtaining recommendations for periodicals and obtaining periodicals on gratis.
- 2 Correspondence for sending subscriptions and maintain payments records.
- 3 Checking and passing of bills of subscriptions.
- 4 Registration on issues received.
- 5 To send reminders for non-receipt of periodicals.
- 6 Getting the volumes bound.
- 7 Checking and processing of bound volumes of periodicals.
- 8 Development database of articles from periodicals.
- 9 Shelving of current periodicals and back volumes.
- 10 Providing help for locating particular article from periodical.
- 11 Provide Current Awareness Services for periodicals issue.
- 12 Maintenance of statistics/record of the section.
- 13 Provide reading room service for periodicals.
- 1 Provide Document Delivery Service.
- 2 Provide news paper reading room service.
- 3 Provide Photo copy service based on Periodicals.
- 4 Provide other services related to the section.
- 5 Other works concerned with the section.

iv. Circulation Section

- 1 Registration of users.
- 2 Issue of library membership cards /casual membership cards.
- 3 Issue of books to users.
- 4 Accepting the books returned by users.
- 5 Filling the book cards of books issued and taking out book cards of returned Books.
- 6 Transportation of books within the library to concern sections.
- 7 Cancellation of membership.
- 8 To send reminders for overdue books.
- 9 Accepting the claims for books having demand.
- 10 To certify overdue charges, fine etc and maintenance of receipts.
- 11 Issue of No Dues Certificate/Attendant Certificate.
- 12 Action of books reported lost.
- 13 Minor repairs of books.
- 14 Provide Inter Library Loan Service.
- 15 Maintaining statistics/record of the section.
- 16 Other works concerned with the section.

v. Reference Section

- 1 To give orientation to newly registered users.
- 2 To provide reference service for the queries received.
- 3 To provide SDI i.e. Selective Dissemination of Information service.
- 4 To prepare bibliographies.
- 5 To organize Orientations, Seminars etc.
- 6 To arrange exhibitions, extension activities, etc
- 7 Provide reading room service for reference documents.
- 8 Shelving of reference documents including theses.
- 9 Provide Reprography service.
- 10 Develop database of newspaper clippings.
- 11 Maintenance of notice board/display boards.
- 12 Maintenance of statistics/record of the section.
- 13 Other works concerned with the section.

vi. Stack Section

- 1 Maintenance of resources in the stack room.
- 2 Maintenance of reading room of the section.
- 3 Shelving of documents.
- 4 Provide Personalized Services to the users
- 5 Provide Photo copy service based on books.
- 6 Maintenance of statistics/record of the section.
- 7 Other works concerned with the section.

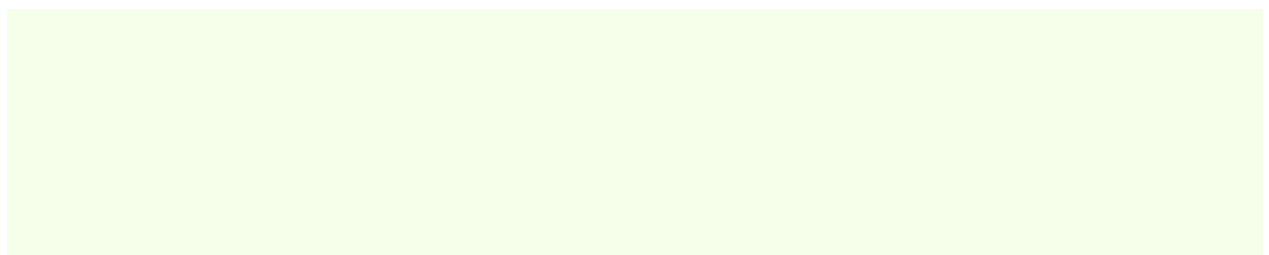
vii. Maintenance Section

- 1 Selection of the binder
- 2 To sort out books for binding.
- 3 Registration of books sent for binding.
- 4 Verification of books received after binding.
- 5 Conduct stock verification.
- 6 Maintenance of statistics/record of the section.
- 7 Other works concerned with the section.

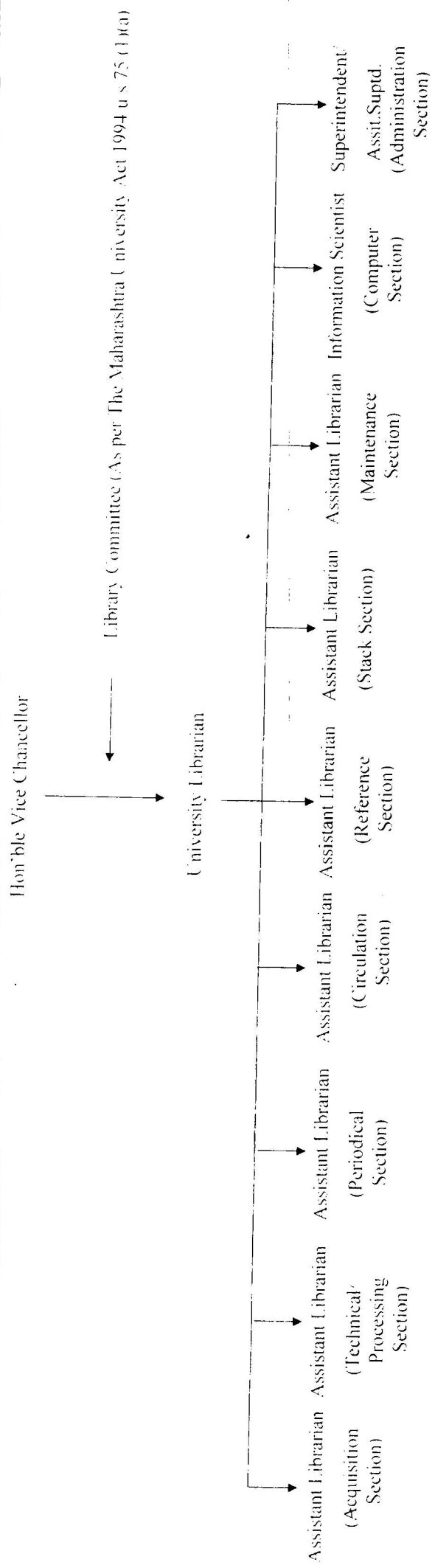
viii. Computer Section

1. Selection of Hardware/Software.
2. Purchase of Hardware and Software for the library.
3. Providing infrastructure for automation.
4. Installation of Hardware/Software.
5. Provide In-service training for automation.
6. Work relating to participation in network.
7. Provide INTERNET and e-document services.
8. Orientation to users for use of e-resource.
9. To develop and maintain website & Portal for the library.
10. Digitization of resources.
11. Maintenance of Hardware & Software.
12. Creation and maintenance of data bases of library collection.
13. Maintenance of statistics/record of the section.
14. Other works concerned with the section.

ix. Administration Section

- 1 Maintenance of building/space of the library.
 - 2 Cleaning of Building.
 - 3 Acquisition and maintenance of Dead stock.
 - 4 Correspondence and other office work.
 - 5 Insurance of building and reading materials.
 - 6 Work related to Library Committee.
 - 7 Preparation of annual report of the library.
 - 8 Passing of bills and maintenance of accounts.
 - 9 Preparation of annual & supplementary budget.
 - 10 Other works concerned with the section.
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3. Organizational Chart of the Library



Note : At present two posts of Assistant Librarians are sanctioned for the library. Therefore, above sections excluding Computer and Administrative sections, are distributed amongst these two Assistant Librarians

5. Hierarchy of Posts

