

### MINUTES OF LIBRARY COMMITTEE MEETING

DATE & TIME: SEPTEMBER 27, 2012 11:00 A.M VENUE: CONFERENCE HALL E-LIBRARY, UPRTOU

Present:

- |   |                  |
|---|------------------|
| 1. Dr. T.N. Dubey   | Convenor         |
| University Librarian, UPRTOU, Allahabad                   |                  |
| 2. Dr. S.P. Gupta   | Member           |
| Director, School of Education, UPRTOU, Allahabad          |                  |
| 3. Dr. B.N. Singh   | Member           |
| Director, Humanities, UPRTOU, Allahabad                   |                  |
| 4. Dr. M.N. Singh   | Member           |
| Director, School of Social Science, UPRTOU, Allahabad     |                  |
| 5. Dr. Omji Gupta   | Member           |
| Director, School of Management, UPRTOU, Allahabad         |                  |
| 6. Dr. P.P. Dubey   | Member           |
| Director, School of Agriculture Science UPRTOU, Allahabad |                  |
| 7. Dr. Sudhir Kumar Arora                                 | Member           |
| University Librarian, IGNOU, New Delhi.                   |                  |
| 8. Dr. B.K. Singh   | Member           |
| Dy. Librarian, Allahabad University, Allahabad.           |                  |
| 9. Dr. A.K. Singh   | Member           |
| Registrar, UPRTOU, Allahabad.                             |                  |
| 10. Sri S.K. Trivedi                                      | Member           |
| Finance Officer, UPRTOU, Allahabad.                       |                  |
| 11. Sri R.J. Maurya                                       | Member Secretary |
| Asst. Librarian, UPRTOU, Allahabad.                       |                  |

At the outset Hon'ble Vice Chancellor, Prof. A.K. Bakhshi welcomed the members of the library committee and briefly addressed them. He stressed upon the development of libraries at all the hierarchical levels i.e. central, regional and study centres keeping in view the objectives and requirements of UPRTOU. After his address the University Librarian Dr.T.N. Dubey, convener detailed out the issues and agenda of the meeting which were to be taken up in the meeting.

**THE SUMMARY OF THE DISCUSSIONS HELD AND RECOMMENDATIONS MADE ARE AS BELOW:**

During deliberations, it was strongly felt that the policies, activities and services should be devised for libraries at Central (Headquarter), Regional Centres' & Study Centres'. To make the feel of the reach of information to the outreached, some selected centres from Regional Centres' and selected Study Centres' should be taken as model for development on priority basis. The infrastructure and manpower provisions at all the levels of libraries need to be strengthened.

**ITEM 1 - COLLECTION DEVELOPMENT AND PROCUREMENT POLICY:**

The two external expert members from IGNOU and University of Allahabad presented the existing practices following in their central libraries and stressed for structured collection development and procurement policy of the resources of UPRTOU library network. After detailed deliberations, various procurement procedures were categorized as modes mentioned below:-

*[Handwritten Signature]*  
Dr. R. J. Maurya  
Incharge Librarian  
UPRTOU, Prayagraj

*[Handwritten Signatures]*  
B.N. Singh  
S.P. Gupta  
M.N. Singh  
Omji Gupta  
P.P. Dubey  
Sudhir Kumar Arora  
B.K. Singh  
A.K. Singh  
S.K. Trivedi  
R.J. Maurya

**A. BOOKS (ASSETS)**

**Mode 1: Central Library**

As per GFR 136, procurement of store goods excludes books, publications, periodicals etc. for a library. Hence the purchase committee and goods procurement procedure are not applicable to the library related collection. The procedures of library resources procurement adopted by Indira Gandhi National Open University (IGNOU), New Delhi and Allahabad University were deliberated. The procedure for procurement of books for central library was rationalized as **ANNEXURE 'A'**

**Mode 2: Regional Centre's & Study Centre's Libraries**

Procedure for procurement of books for libraries of Regional Centres and Study Centres is as **ANNEXURE 'B'**

**Empanelment of Library Book Suppliers:**

Terms & conditions for empanelment of book supply under mode 1&2 is annexed as **ANNEXURE 'C'**.

**Mode 3: Books as Study material for students**

The University may continue to follow the existing method of bulk purchase of books as Self Learning Materials (SLM) for distribution among registered students. Such materials are distributable and non-returnable. However, only one copy of common titles (if not duplicated) out of these distributable book titles may be supplied to the Central Library for record. To identify Central Library requirement among distributable titles the SLM cell shall provide a list of distributable book titles to Central Library before initiation of the purchase process.

**B. JOURNALS**


Procedure for subscription of journals is as per **ANNEXURE 'D'**

**C. e- RESOURCES**

Procedure for subscription of e-Resources is as per **ANNEXURE 'E'**

**ITEM 2 - STRENGTHENING OF: REGIONAL CENTRES' & STUDY CENTRES' LIBRARIES:**

Strengthening of Regional Centres' & Study Centres' libraries regarding provisioning of space, infrastructure, manpower, activities and services shall be worked out by a committee constituted by Hon'ble Vice Chancellor. The committee shall identify the problems/ issues at the Regional Centres' & identified Study Centres' as model for development of libraries. The procurement of books for libraries at Regional Centres' & Study Centres' shall take place after developing the necessary infrastructure and provisioning of manpower.

  
**Dr. R. J. Maurya**  
Incharge Librarian  
U.P.R.T.O.U., Prayagraj



**ITEM 3 - AUTOMATION ACTIVITIES AND OTHER SERVICES:**

The university Central Library is an active member of DELNET and associate membership of UGC- Infonet. In addition to the existing services following services and activities need to be introduced for better functioning of this library:

- a. Creation of web OPAC i.e. the Implementation library Automation software (SOUL 2.0)
- b. Development of library webpage on UPTROU's website

The proposal action plans for implementation of above are:

- a. Creation of web OPAC:


The University Central Library has already procured library management software (SOUL 2.0) but yet it is not operationalized. For its oprationalization automating the library collection i.e. books etc. are needed. This work may be given priority by undertaking data input as standardised entry of books in the Automation software. For this purpose, the efficient computer oriented manpower may be met by deploying the Internship training scheme under the proposed scheme under the **ITEM 4** of the minutes of this meeting.

- b. e- Resources

Depending upon requirement of the faculties/ academics, the central library may subscribe e- resources (e- Books/ e- journals) by deleting the common titles in subscribed print journals to avoid duplication. The facility may be extended to needy Regional Centres' assessing their specific requirements. This facility shall be on UPTROU website created and controlled by central library and made web accessible to other Regional Centres' at later stage. The associate/ other membership schemes viz; DELNET and UGC-INFONET should be maintained and INDEST-AICTE and other consortia may be taken.

- c. Online Databases

The question papers of the last few years of examinations of UPTROU programmes may be digitised and the developed database may be made web accessible to the learners in due course of time. Presently the photocopy service at the cost of Rs. 1/- per page shall be made available to the learners. The necessary manpower, physical infrastructures/ scanners should be provided to Central Library.

  
**Dr. R. J. Maurya**  
 Incharge Librarian  
 U.P.R.T.O.U., Prayagraj

**ITEM 4 - INTERNSHIP/ TRAINING SCHEME:**

The existing manpower in the University Library is not sufficient. Trainees/ intern deployment scheme for passed out students possessing a Library science degree with suitable honorarium may be initiated. The scheme shall facilitate the library to

*A. W. M. 3*  
*BC*  
*1/3/27/24*

*1/3/27/24*

*er*


*1/3/27/24*

carry out the activities/ services of the library. In turn this scheme will provide practical exposure to such trainees which would be helpful to them in getting jobs in other organizations. Initially 5 interns will be deployed seeking applications from organisations/schools of library science and through web. The deployment should be done by walk-in-interview. The honorarium to be paid may be decided by a committee constituted by Honourable VC. Initially the expenses may be met from the "miscellaneous / contingencies" budget head of university administration. Separate budget head with library may be created later on with the approval of Finance Committee.

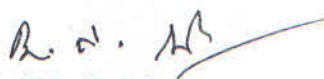
The meeting concluded with the resolution to activate and providing support to the library system of UPTROU and vote of thanks to the chair.


**ENCLOSURES:**


1. **ANNEXURE 'A':** Rationalised procedure for procurement of books for central library
2. **ANNEXURE 'B':** Procedure for procurement of books for libraries of Regional and Study Centres
3. **ANNEXURE 'C':** Terms and conditions for Empanelment of book suppliers and book supply.
4. **ANNEXURE 'D':** Procedure for subscription of journals
5. **ANNEXURE 'E':** Procedure for subscription of E-Resources.


  
 (Dr. T.N. Dubey)  
 University Librarian

  
 (Prof. S.P. Gupta)  
 Director, SOE

  
 (Dr. B.N. Singh)  
 Director, SOH


  
 (Dr. M.N. Singh)  
 Director, SOSS


  
 (Dr. Omji Gupta)  
 Director, SOMS


  
 (Dr. P.P. Dubey)  
 Director, SOAS

(Dr. S.K. Arora)  
 University Librarian, IGNOU

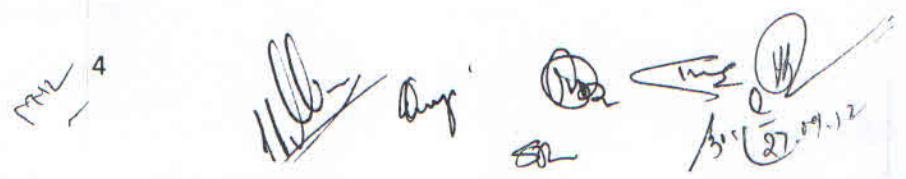
  
 (Dr. B.K. Singh)  
 Dy. Librarian, AU

  
 (Dr. A.K. Singh)  
 Registrar

  
 (Sri S.K. Triwedi)  
 Finance Officer

  
 (Sri R.J. Maurya)  
 Asst. Librarian

  
 Dr. R. J. Maurya  
 Incharge Librarian  
 U.P.T.O.U., Prayagraj



ANNEXURE- A

**Selection of Books**

- i. The Faculties/Academics will recommend the books of their respective subject from different sources such as publishers' catalogue etc and send it with endorsement of their school Director to the Librarian.
- ii. The empanelled book suppliers on the basis of their subject expertise may be asked to exhibit in the Central Library<sup>/Schools</sup> and Faculties/Academics may select books from it also. This selection shall be approved by the respective school director also.

**PROCEDURE FOR PROCUREMENT OF BOOKS FOR CENTRAL LIBRARY**

[As per GFR rules 136, procurement of store goods excludes books, publications, periodicals, etc. for a library, hence the purchase committee & goods procurement procedure are not applicable here.]

**Budget Allocation:**

- i. The budget for books should be allocated by a rationalized mode every year to schools of studies; centres and divisions are procured from funds allocated to Central Library.
- ii. Budget allocation should be recommended by Library Committee and approved by competent authority.
- iii. Budget allocation of books and balance should be intimated to the school regularly.

**Approval Process of Books:**

- i. The faculties/academics through Directors/Heads of Schools/Divisions/Centres' recommend books, which should be checked for duplication in the existing collection. The endorsement of the Librarian on recommendation by Directors of Schools will be considered as approved.
- ii. For reference and general books, the Librarian will approve subject to availability of funds allocated under respective sub-head.

**Discounts (Books):**

- 15% for a book/multi volume set with price up to Rs.50,000/-.
- 20% for a book/multi volume set with price exceeding Rs.50,000/-
- 10% for books in foreign languages other than English

*Dr. R. J. Maurya*  
 Incharge Librarian  
 J.P.R.T.O.U., Prayagraj

B. N. AS 5  
 Bz Hbq Aug  
 SR  
 31/12/2021



ANNEXURE-B

**PROCEDURE FOR PROCUREMENT AND DISTRIBUTION OF BOOKS TO REGIONAL AND STUDY CENTRES**

[As per GFR rules 136, procurement of goods excludes books, publications, periodicals, etc. for a library, hence the purchase committee & goods procurement procedure are not applicable here.]

**Selection and Approval Procedure**

- i. The selection of the books for the Regional Centres' & Study Centres' is done collectively by the concerned faculty/academic members of the discipline and forwarded through the Director to the Librarian.
- ii. As far as possible the books listed as "Suggested Readings", "Text Books" at the end of the units are recommended. On the event of books being out-of-print or out dated other relevant books may be recommended after including the same notifying in the suggested reading list.
- iii. The endorsement of the <sup>Director</sup>~~Librarian~~ on the forwarded request of faculty/academics will be ~~considered as approval~~ forwarded to the V.C by the Librarian with his recommendation.
- iv. The recommendation shall be sent to the competent authority i.e. Hon'ble V.C. for the approval.

**Budget Allocation**

Budget allocation will be recommended by Library Committee and approved by competent authority.

**Order placing and distribution mechanism of books for Regional Centres' & Study Centres'**

Purchase orders will be placed only to the authorized vendors who are in the panel for supplying books as circulated to Finance Division. The purchase order will be sent to the vendors and after receiving the books, it will be accessioned in Regional Centres' and Study Centres' Register of Central Library. Finally books will be transferred to the Regional Centres' and Study Centres' for which books have been purchased. Regional Centres' and Study Centres' will maintain a accession register for the item transferred and received from central library and acknowledge.

*[Handwritten Signature]*  
 Jt. R. J. W. Librarian  
 Incharge Librarian  
 J.P.R.T.O.U., Prayagraj

*[Handwritten Signatures and Initials]*  
 B.N. M. 7  
 B. M. Singh  
 SR  
 SR

Note: Since it is a bulk purchase, discount rates will be decided with a proper negotiation. SR

# U.P. Rajarshi Tandon Open University, Allahabad

## University Library

### Terms and Conditions for Empanelment of Book Suppliers and Book Supply

1. **Essential Conditions:** University Library of UPRTOU invites applications in the prescribed format in sealed covers from interested book suppliers based in U.P. fulfilling the following terms and conditions:

- I. Suppliers should be members of registered national/state trade federations like AIPB, FPBA, DSBPA, etc.
- II. They should be in the field of book supply for at least five years.
- III. They should be serving libraries of standings like Universities, national level education and research institutions.
- IV. They will be representing subjects, publishers and languages of interest to the UPRTOU community.
- V. They should have a minimum turnover of Rs. 20 lakhs per annum.

2. **On Empanelment:** The empanelment shall be for a period of five years, which can be curtailed/enhanced depending upon the requirement. The University Library will place orders for supply of books only empanelled book suppliers. The suppliers empanelled shall visit the UPRTOU campus and interact with teachers and academics on a regular basis to assess their requirements, show newly published books and catalogues of their interest and collect requisitions for purchase of books in the requisition format. They may also be asked to arrange for book exhibitions and displays in the campus as per the University's requirements. They may also be directed to supply books which the University or University Library would identify through other channels.

3. **Discount Rates:** The following discount rates are applicable for purchase of books:

15% discount on English Books with price upto Rs. 50000

20 % discount on English Books with price over Rs. 50000

10% for books in foreign languages other than English

20% discount on Hindi Books

15% for books in Indian languages other than Hindi

50% discount on Remaindered Books

*[Handwritten Signature]*  
Incharge Librarian  
J.P.R.T.O.U., Prayagraj

*[Handwritten Signatures and Dates]*  
8/2/2012  
27.09.12



As per the policy of the Institution in the case of Govt./Society/Institution Publications

10% handling charges on request in case of no discount titles

Handled on a case to case basis for short discount titles

The discount rates may vary at the discretion of the University authorities and shall be acceptable to empanelled suppliers.

Notwithstanding the discount rates so decided, the University Library shall have the right to procure books/ publications at a higher rate(s) of discount.

4. **Exchange Rates:** The <sup>nationalised</sup> bank exchange rate on the date of billing will be adopted at present. Any change in policy shall be acceptable to the empanelled suppliers.
5. No Supplier shall have the sole right to supply books/ publications. University Library reserves the right to place order for any book with any of the empanelled suppliers or suppliers/publishers outside the panel.
6. The firm order shall be acknowledged and executed within a fortnight. The order for books not supplied shall be treated as cancelled.
7. Books, if found duplicate, may be returned even after supply.
8. Only latest and economical editions are to be supplied, if not otherwise specified.
9. All documents including publisher's invoice, in case of foreign books and in case of those Indian books where the price is not printed on the book shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the Books in Prints or such bibliographical list or third party invoices reflecting the price of the book will be acceptable to the library in support of price verification.
10. Supplier should certify in the invoice/bill that the latest editions are supplied and current prices are charged.
11. The University may have requirement for books in foreign and Indian languages other than English and Hindi.
12. Apart from its Head Quarters in Allahabad, the University Library also maintains branch libraries in the Regional Centres' and Study Centres' spread through the length and breadth of U.P. The suppliers empanelled are also bound to undertake supply of books to these branch libraries based on specified terms and conditions.
13. The <sup>Vice-Chancellor</sup> University Librarian's decision in all the matters of procurement of books shall be final and binding on all concerned.
14. Mere fulfilment of eligibility conditions prescribed does not entail a supplier to be included in the panel. Decision of the University in all matters related to empanelment shall be final.
15. Incomplete applications will be rejected.
16. The University reserves the rights to change any or all of the above terms and conditions.
17. Legal disputes, if any, shall be settled in Allahabad.

*[Signature]*  
 K. J. Maurya  
 Incharge Librarian  
 J.R.R.T.O.U., Prayagraj

University Librarian

*[Signatures]*  
 Bill - 27.09.12  
 [Handwritten initials and marks]

# U.P. Rajarshi Tandon Open University, Allahabad

## University Library

### Application form for Empanelment as Book Supplier


(Kindly satisfy yourself with the terms and conditions and subject specializations from UPRTOU Website before filling up this form)

1. Name of the Proprietor:
2. Name of the Firm (with complete postal address, fax, telephone, email):
3. Year of starting of the Firm:
4. PAN/TAN No.
5. Annual Turnover for (Please attach IT return's certified copies showing turnover of the last three years):

Financial Year			
Turn Over			

6. Important University Level Clients (attach at least one copy of the latest purchase Order from each of them) (Use additional sheets, if required):

7. Major Publishers represented (Use additional sheets, if required):

  
 J.P.R.T.O.U. Prayagra  
 Incharge Librarian

10  
 BH  
 BC  
 HLL  
 Singh  
 SN  
 30/09/12  



8. Important Subject Areas (Use additional sheets, if required):

9. Languages you are dealing with (Use additional sheets, if required):

10. Declaration: The information provided above is true to the best of my knowledge and belief. I shall be liable to action for any incorrectness found at any time. I undertake to intimate any change in the above information. I have carefully read the terms and conditions for registration and supply of books to the U.P. Rajarshi Tandon Open University and shall abide by them while supplying books to UPRTOU. I have not been debarred by any Institution for supply of books.

Signature with Date and Seal

For Office Use Only

  
Dr. R. J. Maurya  
Incharge Librarian  
U.P.R.T.O.U., Prayagraj

BN MA 11  
MVA/BZ  
  
SR   
31/09/12 

"ANNEXURE-D"

**A. PROCEDURE FOR SUBSCRIPTION OF JOURNALS**

[As per GFR rules 136, procurement of goods excludes books, publications, periodicals, etc. for a library, hence the purchase committee & goods procurement procedure are not applicable here]

1. Recommendations will be received from various academics to subscribe/renew the journals for the library, duly forwarded by the Directors/Heads of Schools/ Divisions/Centres'.
2. The journals are non discounted items and the issues of the journals are received in Library from January to December as and when the issues are published.
3. With a view to have smooth delivery of these journals; these are renewed from the same vendors/agents every year as long as the service is satisfactory. The factors while deploying vendors are reliability and service providing capability of vendors.
4. Full advance payment to be made against all journals bills. Bills to be accompanied with price proof.
5. The subscription agent shall submit bank guarantee equivalent to ten percent of the amount of advance along with the journal bills.
6. Before allowing advance payment, there shall be an agreement between the university & the subscription agent with provisions to ensure timely supply of journals. There shall be penalty clause to pay back @ 1.25 times of the subscription of missing journals.
7. Claim for missing journal to be made within 90 days of the publication of the issue in case if it is supplied directly by the Publisher. In case of delivery from the agent supply will be reviewed every quarter between the library and the agent.
8. Claim for missing issues of journals should be settled within 2 years from the date of payment.
9. After the approval/sanction is sought, the subscription order is placed with the standing vendors who are already supplying those journals satisfactorily for the previous years.
10. The bills are received from these vendors along with the price proof and the proof of exchange rate as Exchange rate of a Nationalized Bank as on the date of billing.
11. After the payment is received by the vendors, no supplementary bills on account of rise or fall in exchange rate shall be raised after the date of billing. Library will send the confirmation of processing of bills, on which basis, vendors can make the payment to the publishers.
12. The list of journals to be subscribed/renewed is prepared and sent for its approval and necessary budgetary sanction is sought as per the financial delegation of powers. VC has full powers to sanction.
13. Reminders are sent, if any, for the non receipt of the issue in time. The status of arrivals of issues is submitted within three months after the end of subscription year.
14. The Journal issues will be bound only after the completion of the volume.
15. The bound volumes will be accessioned in Accession Register.

  
 Dr. R. J. Maurya  
 Incharge Librarian  
 U.P.R.T.O.U., Patna

 12





 22.09.12



LIST OF SUPPLIERS FOR SUBSCRIPTION OF JOURNALS

The journals are subscribed and renewed on annual basis as long as these are recommended for use in the Library. All the foreign journals are supplied to Libraries through authorized Subscription Agents. Indian Journals are either available through Subscription Agents or directly supplied by the publishers. For smooth delivery of these journals, the journals should be renewed from the same vendors/agents every year as long as the service is satisfactory.






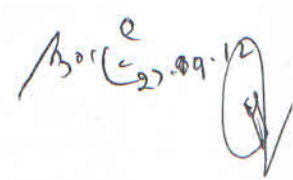
For Institutions and Libraries, the journals are available at the prices decided by the Publishers


The library may subscribe the journals from the under mentioned Vendors which are on the panel of IGNOU and University of Allahabad

- i. Law Book Agency, Allahabad
- ii. Central News Agency (since 1987)
- iii. Allied Publishers Subscription Agency (since 1987)
- iv. Informatics India (since 1997)
- v. Govt. Agencies/Institutions/Associations/ Direct publishers, etc.

Apart from these, several journals may be subscribed directly from the publishers and may be the sole authorized agent of the publishers.

As long as Library finds the services satisfactory, renewal of subscriptions may continued from the same vendors.

  
 Dr. R. J. Maurya  
 Incharge Librarian  
 U.P.R.T.O.U., Prayagraj

# उ०प्र० राजर्षि टण्डन मुक्त विश्वविद्यालय, इलाहाबाद।

## पुस्तकालय

पुस्तकालय समिति के आन्तरिक सदस्यों की बैठक दिनांक १४.०३.२०१३ का कार्यवृत्त

आज दिनांक 14.03.2013 को अपराह्न 3:00 बजे शैक्षणिक भवन स्थित पुस्तकालय में डेक द्वारा प्रदत्त अनुदान का विभिन्न मदों में आवंटन हेतु पुस्तकालय समिति के आन्तरिक सदस्यों की बैठक सम्पन्न हुई। इसमें निम्नलिखित सदस्य उपस्थित हुए :-

1. डॉ. बी. एन. सिंह, निदेशक, मानविकी विद्याशाखा
2. डॉ. एम एन. सिंह, निदेशक, समाज विज्ञान विद्याशाखा
3. डॉ. ओमजी गुप्ता, निदेशक, प्रबन्धन अध्ययन विद्याशाखा
4. डॉ. ए.के. सिंह, कुलसचिव
5. श्री एस. के. त्रिवेदी, वित्त अधिकारी
6. डॉ. टी. एन. दुबे, पुस्तकालयाध्यक्ष
7. श्री आर. जे. मौर्य, सहायक पुस्तकालयाध्यक्ष

बैठक में निम्नलिखित सदस्य उपस्थित नहीं हो सके:-

1. प्रो० एस.पी. गुप्ता, निदेशक, शिक्षा विद्याशाखा
2. डॉ. पी.पी. दुबे, निदेशक, कृषि विज्ञान विद्याशाखा (इस बैठक में डॉ. पी.पी. दुबे, निदेशक, कृषि विज्ञान विद्याशाखा ने दूरभाष पर सम्बन्धित विषयों में आवंटित धनराशि से अपनी सहमति व्यक्त की।)

समिति द्वारा सर्व सम्मति से निम्नलिखित निर्णय लिए गये :-

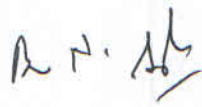
1. पुस्तक क्रय : विश्वविद्यालय द्वारा संचालित पाठ्यक्रमों, विद्यार्थियों एवं शिक्षकों/परामर्शदाताओं की आवश्यकताओं तथा विश्वविद्यालय द्वारा संचालित पाठ्यक्रमों में छात्रों के नामांकन को दृष्टिगत रखते हुए विभिन्न विषयों की पुस्तकों के क्रय हेतु संलग्नक - 1 के अनुसार धनराशि आवंटन पर समिति सहमत हुई। साथ ही यह भी निर्णय लिया गया कि आवंटित धनराशि के सापेक्ष किसी भी विषय में पर्याप्त

Dr. R. J. Maurya  
Incharge Librarian













 30/3/14031

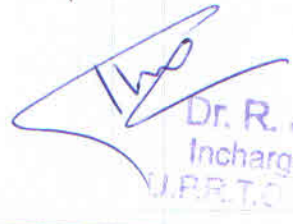
माँग पुस्तक-सूची उपलब्ध न होने की दशा में उस विषय की आवंटित शेष धनराशि को आवश्यकतानुसार दूसरे विषयों की पुस्तकों के क्रय हेतु समायोजित किया जा सकता है। इस हेतु किसी विषय में बची धनराशि को दूसरे विषय की पुस्तकों को क्रय करने हेतु पुस्तकालयाध्यक्ष को अधिकृत किये जाने की समिति ने संस्तुति की। इस मद में कुल ₹ 30 लाख संलग्नक - 1 के अनुसार आवंटित किये जाने की संस्तुति की गयी।

2. शोध पत्रिकाएँ : इस मद में ₹ 1,00,000/- के आवंटन पर समिति ने सहमति व्यक्त की।
3. ई-रिसोर्सज (E-Resources) : वर्तमान समय सूचना के तीव्र प्रवाह का है, ऐसे में इलेक्ट्रॉनिक रिसोर्सज की पुस्तकालय में अत्यन्त ही उपयोगिता है। पुस्तकालय समिति द्वारा पुस्तकालय में ई-रिसोर्सज को मंगाने हेतु दो नेटवर्को UGC-Infonet एवं DELNET को जारी रखने की सहमति व्यक्त की। पुस्तकालय समिति ने UGC-Infonet द्वारा Emerald एवं Taylor and Francis के जर्नल जो विश्वविद्यालय द्वारा संचालित अधिकांश पाठ्यक्रमों को आच्छादित करते हैं, को जारी रखने की संस्तुति की। इन दोनों नेटवर्को की पुस्तकालय में सुविधा लेने हेतु इस मद में ₹ 6,00,000/- रखने की भी समिति ने संस्तुति की।
4. फर्नीचर एवं उपकरण क्रय : फर्नीचर एवं उपकरण मद के अन्तर्गत कुल 100 डबल डोर स्टील आलमारी (Both Side Glass Door Steel Almirah) क्रय किये जाने हेतु ₹ 8,00,000/- आवंटित करने हेतु समिति संस्तुति की।
5. समिति ने सभी विद्याशाखाओं से भारतीय शोध पत्रिकाओं के क्रय किये जाने हेतु प्रस्ताव मँगाये जाने की संस्तुति की।
6. विश्वविद्यालय की विभिन्न विद्याशाखाओं में शाखावार पुस्तकालय (School Wise Library) स्थापित करने की समिति ने संस्तुति की। जिसके लिए विद्याशाखा के निदेशक की माँग के अनुसार पुस्तकें केन्द्रीय पुस्तकालय से स्थानान्तरित करने पर सहमति हुई। साथ ही इस बात पर भी सहमति बनी कि ये पुस्तकें प्रशासन अनुभाग द्वारा आलमारी मिलने की स्थिति में ही केन्द्रीय पुस्तकालय से स्थानान्तरित की जाँय।
7. वित्तीय वर्ष की समय सीमा को दृष्टिगत रखते हुए बजट के शीघ्रता के साथ उपभोग करने हेतु, पुस्तकों का क्रय, सम्बन्धित विद्याशाखाओं से अनुमोदन (प्रोफार्मा संलग्नक - 2) प्राप्त करके, तथा पुस्तकालय सप्लायर्स पैनल में सम्मिलित आपूर्तिकर्ताओं द्वारा Book Exhibition लगाकर, विद्याशाखाओं के शिक्षकों तथा निदेशक के अनुमोदन के आधार पर क्रय की जाने की सहमति समिति ने प्रदान की।










  
 Dr. R. J. Maurya  
 Incharge Librarian  
 U.P.R.T.O. I.S.

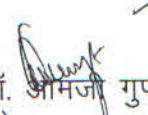



इस प्रकार सत्र 2012-13 हेतु डेक द्वारा प्रदत्त अनुदान रु0 45,00,000/- का विभिन्न मदों में आवंटन करने की समिति ने संस्तुति की तथा उपयुक्त विभिन्न मदों में निर्धारित धनराशि के अतिरिक्त धनराशि के आवश्यकता पड़ने पर पुस्तकालय हित में दूसरी मदों में धनराशि के बचत होने पर सम्बन्धित अन्य मदों में इसके उपयोग किये जाने की भी संस्तुति की गयी।

अन्त में समिति की बैठक, डॉ. टी.एन. दुबे, पुस्तकालयाध्यक्ष द्वारा धन्यवाद ज्ञापन के साथ सम्पन्न हुई।

  
(डॉ. बी.एन. सिंह)  
निदेशक  
मानविकी विद्याशाखा


  
(डॉ. एम एन. सिंह)  
निदेशक  
समाज विज्ञान विद्याशाखा


  
(डॉ. आनंजलि गुप्ता)  
निदेशक  
प्रबन्धन अध्ययन विद्याशाखा

  
(डॉ. ए.के. सिंह)  
कुलसचिव,

  
(श्री एस.के. त्रिवेदी)  
वित्त अधिकारी

  
(डॉ. टी. एन. दुबे)  
पुस्तकालयाध्यक्ष

  
(श्री आर. जे. मौर्य)  
सहायक पुस्तकालयाध्यक्ष

  
Dr. R. J. Maurya  
Incharge Librarian  
U.P.S.T.A.



## पुस्तकालय हेतु डेब अनुदान के उपभोगार्थ सम्पन्न बैठक दिनांक 01-12-2014 का कार्यवृत्त

आज दिनांक 01-12-2014 को पूर्वाह्न 11:00 बजे माननीय कुलपति जी के कक्ष में पुस्तकालय हेतु डेब द्वारा प्राप्त होने वाले अनुदान (2014-15) के उपभोगार्थ बैठक सम्पन्न हुई। उसमें निम्नलिखित सदस्य उपस्थित हुए:-

1. प्रो० एस.पी. गुप्ता, निदेशक, शिक्षा विद्याशाखा।
2. डॉ. प्रेम प्रकाश दुबे, निदेशक, कृषि विज्ञान विद्याशाखा।
3. डॉ. ए.के. सिंह, कुलसचिव।
4. श्री धर्मेन्द्र त्रिपाठी, वित्त अधिकारी।
5. डॉ. टी.एन. दुबे, पुस्तकालयाध्यक्ष।
6. डॉ. आर.पी.एस. यादव, प्रभारी, मानविकी विद्याशाखा।
7. डॉ. आर.जे. सौर्य, सहायक पुस्तकालयाध्यक्ष।

पुस्तकालय हेतु प्रदत्त अनुदान के उपभोग के सम्बन्ध में समिति के सदस्यों ने सर्वसम्मति से निम्नलिखित संस्तुतियाँ की:-

1. पुस्तकालय हेतु क्रय प्रक्रिया के सम्बन्ध में पूर्व में दिनांक 27 सितम्बर 2012 को पुस्तकालय समिति द्वारा निर्धारित किये गये नियमों एवं शर्तों की समीक्षा की गई। ~~साथ ही~~ यह संस्तुति की गई कि पुस्तकों की विभिन्न श्रेणियों के क्रय हेतु जो डिस्काउण्ट रेट निर्धारित है उसे न्यूनतम माना जाय तथा यह प्रयास किया जाय कि कोई भी प्रकाशक/पुस्तक आपूर्तिकर्ता जो निर्धारित नियम एवं शर्त पर न्यूनतम डिस्काउण्ट रेट के अतिरिक्त और अधिक डिस्काउण्ट रेट पर आपूर्ति करने को तैयार हो उससे पुस्तकें क्रय की जाँय।
2. पुस्तकों को विद्याशाखाओं द्वारा समय-समय पर अनुमोदित सूचियों के आधार पर तथा इस हेतु पुस्तक प्रदर्शनी के माध्यम से संस्तुत सूचियों के आधार पर क्रय किये जाय। अनुमोदित सूचियाँ विद्याशाखाओं के माध्यम से पुस्तक क्रय हेतु निर्धारित प्रारूप पर पुस्तकालय में उपलब्ध करायी जाय।
3. प्रदर्शनी हेतु सभी सदस्यों ने सर्वसम्मति से यह संस्तुति की कि एफ.पी.बी.ए. (Federation of Publisher's & Book Seller's Association) से सम्बन्धित सदस्यों को एवं अन्य गणमान्य प्रकाशकों व विक्रेताओं से ई-मेल/दूरभाष के माध्यम से सम्पर्क कर पुस्तकों की आपूर्ति विश्वविद्यालय में करने के सम्बन्ध में कहा जाय।



  

  
**Dr. R. J. Maurya**  
 Incharge Librarian  
 U.P.R.T.O.U.

31/12/14  
 1/12/14


(पुस्तक प्रदर्शनी) अनुशेष क्रिया

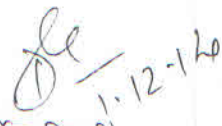
- तथा उन्हें अपनी पुस्तकों का विद्याशाखावार प्रदर्शित करने के लिए भी ~~क~~ जाया वहाँ पर चयनित पुस्तकों की सूचियाँ विद्याशाखाओं द्वारा पुस्तकालय में उपलब्ध करायी जाय तथा नियमानुसार पुस्तकें क्रय की जाय।
4. इसके अलावा इस हेतु पुस्तकालय के द्वारा वृहद पुस्तक मेले का भी आयोजन करके सम्बन्धित प्राध्यापकों द्वारा अपने विषय से सम्बन्धित पुस्तकों का चयन करके विद्याशाखा के माध्यम से पुस्तकालय में उपलब्ध कराई जाय। इस प्रदर्शनी में चयनित व संस्तुत पुस्तकों की सूची के आधार पर पुस्तकों का क्रय किया जाय।
  5. पुस्तकालय में पुस्तकों के आ जाने के बाद उसका पहले 'भौतिक सत्यापन समिति' से सत्यापन करा करके ही स्टॉक/पंजीयन पंजिका में अंकित (Accession) किया जाय।
  6. ई-लाइब्रेरी में आन-लाइन जर्नल्स क्रय करने को अभी स्थगित रखा जाय तथा विश्वविद्यालय को शीघ्र ही 12 (b) में लाने का प्रयास किया जाय ताकि ये जर्नल्स निःशुल्क विश्वविद्यालय को उपलब्ध हो सके। इस सन्दर्भ में कुलसचिव की तरफ से UGC एवं INFLIBNET Centre को पत्र लिखे जायें जिसमें यह सुविधा विश्वविद्यालय को निःशुल्क में प्रदान करने का अनुरोध किया जाय।
  7. विभिन्न विषयों में भारत में छपने वाले प्रिन्टेड जर्नल्स विशेषकर AICTE, CHR, ICPR, NCERT, UGC, AIU, ICSSR, ICCAR, NCTE जैसी संस्थाओं व विश्वविद्यालयों द्वारा प्रकाशित जर्नल्स मंगाये जाने की प्रक्रिया शुरू की जाय।

उपर्युक्त संस्तुतियों के साथ बैठक धन्यवाद ज्ञापन के साथ सम्पन्न हुई।

  
प्रो० (एस.पी. गुप्ता)


  
डॉ. (प्रेम प्रकाश दुबे)


  
डॉ. (ए.के. सिंह)

  
श्री (धर्मेन्द्र त्रिपाठी)

  
डॉ. (टी.एन. दुबे)

  
डॉ. (आर.पी.एस. यादव)

  
डॉ. (आर.जे. मौर्य)

  
Dr. R. J. Maurya  
Incharge Librarian  
U.P.B.T.O.