GURU GHASIDAS VISHWAVIDYALAYA

(A Central University)
BILASPUR (C.G.)

गुरु घासीदासविश्वविद्यालय

(केंद्रीय विश्वविद्यालय)
बिलासपुर (छ.ग.)

MAINTENANCE POLICY FOR
MAINTENANCE OF PHYSICAL INFRASTRUCTURE

Preamble

Guru Ghasidas Vishwavidyalaya (GGV) has a wide infrastructure to offer its teaching, learning and research programs. GGV has a built-in system for maintenance and utilisation of computers, classrooms, equipment and laboratories. This document provides a regulatory framework and describes the division of responsibilities for monitoring the use and protection of existing facilities. Schematic representations of an approach for the maintenance of various infrastructural facilities are documented below. The type and nature of repairing and maintenance of university facilities on campus have been divided into six major categories

1. **Repairing and maintenance of campus physical infrastructure:** It includes civil infrastructure such as academic buildings, guest houses, hostels, residential quarters etc., electrical infrastructure including electrical lines (power and domestic) transformers , electrical appliances for general use including ACs, coolers, water coolers, UPS, pumps, water lines, tanks etc.
2. **Repairing and maintenance of academic infrastructures:** It includes all academic infrastructures within the departments including classrooms laboratories offices and other facilities excluding general repairing and maintenance covered in serial number 01.
3. **General maintenance and annual maintenance contract (AMC) of ICT facilities**: This Category includes all ICT infrastructures on the campus including computers (LAN connected), optical fibres, servers, different layers of networking, smart classrooms, and semi smart classrooms, PCs, laptops, printers, UPS and associated accessories.
4. **Annual maintenance contract of major instruments**: Herein all such instruments that cost more than 5 lakhs and requires the annual maintenance as recommended by the head/in charge of the various labs of different departments/centres/sections.
5. **Security and sanitation of University premises/facilities:** This covers the general sweepings of roads, buildings, gardens, labs, libraries and cleanliness within the campus including the bathrooms and toilets.
6. **Maintenance of renewable energy resources, water bodies and waste management**: It covers the repairing and maintenance of solar panels, solar energy based devises, natural and man-made water bodies and all kinds of waste management system and the accessories there in.

Maintenance of Physical Infrastructure

The physical Infrastructure of GGV include all the academic buildings, administrative building, cafeteria, auditorium, central library, residential quarters, hostels, guest houses, HRDC, health centre, other offices, sports grounds, connecting roads, bore wells, overhead water tanks, water supply distribution system, electric supply system, drainage and sewerage system. The University has a dedicated Engineering section which carries out periodic maintenance of all physical infrastructures. The Engineering section which is headed by University Engineer look after the day to day supervision and maintenance. Every year estimates of regular repair and maintenance for all the physical infrastructure (Civil & Electrical)are prepared by the Engineering Section. Further, the complaints from various departments (adhoc repairs) can be registered through notesheet.

Classification of Physical Infrastructure Maintenance:

The physical Infrastructural maintenance includes bothcivil maintenance and electrical maintenance. All the works which are to be supervised/executed by a civil engineer comes under civil maintenance, whereas as the works that have to be supervised/executed by an electrical engineer comes under electrical maintenance.

Civil Maintenance:

In the Civil Maintenance, the works related to repairs of the following:building foundations, columns, walls, slabs, floors and roofs, roads, footpaths, stairs, repair of sunshades, doors & windows, toilets, water tanks, auditorium, sports grounds, sewers, septic tanks, tree guards, drains, abutments, culvert, earthen bunds, tube wells, water pipe lines, sewer lines, garages, sheds, gates, partitions, grills, overhead tanks, Barricades, boundary walls, wooden and steel furniture & fixtures etc. Further, white washing of buildings, partitioning, panelling & false roofing, plinth protection, rain water harvesting related work and maintenance & expansion of gardens, planting of trees, cutting and filling of earth and levelling work, etc are executed/taken up under civil maintenance.

Electrical Maintenance:

In the Electrical Maintenance, the works related to repair of all electrical fittings like ACs, Air Coolers, Water Coolers, generators, Inverters, Transformers, Tube well motors, pumps, transmission lines, electrical wirings, Tree cutting creating hindrance to

power supply, painting of electric poles, repair of earthing points, Repair/replacement of high mast lights, repair of focus lights, etc. are taken up. Under the regular electrical maintenance, the routine repairs that occur as and when required or day to day hindrance in smooth power supply due to unforeseen causes i.e. repair of ACs, Air Coolers, Water Coolers, Tube well motors, pumps, transmission lines, street lights, electrical wirings, switch boards, fans, electric connections, transformers, bus bars, earthing to buildings, high mast lights, focus lights, etc. are taken up.Further, replacement of non-reparable fixtures and gadgets like tube lights, bulbs, LEDs, solar standalone lights, street lights, Geysers, etc are included.

Estimating the Repair:

The estimates of the regular/adhoc repairs either of Civil or Electrical section that are recurring in nature are prepared by the Engineering section as per CPWD manual and are submitted for budget sanction.

Submission to Authorities for approval & Budget sanction

The major repair work estimates are placed before the statutory body i.e. Building Committee for consideration and approval and subsequently, it is placed before the competent authority of the University for appropriate Budget provision. The desired Budgets are allocated either from the internal resources or from the Budget for the purpose as and when allocated and sanctioned by UGC as routine annual grant.

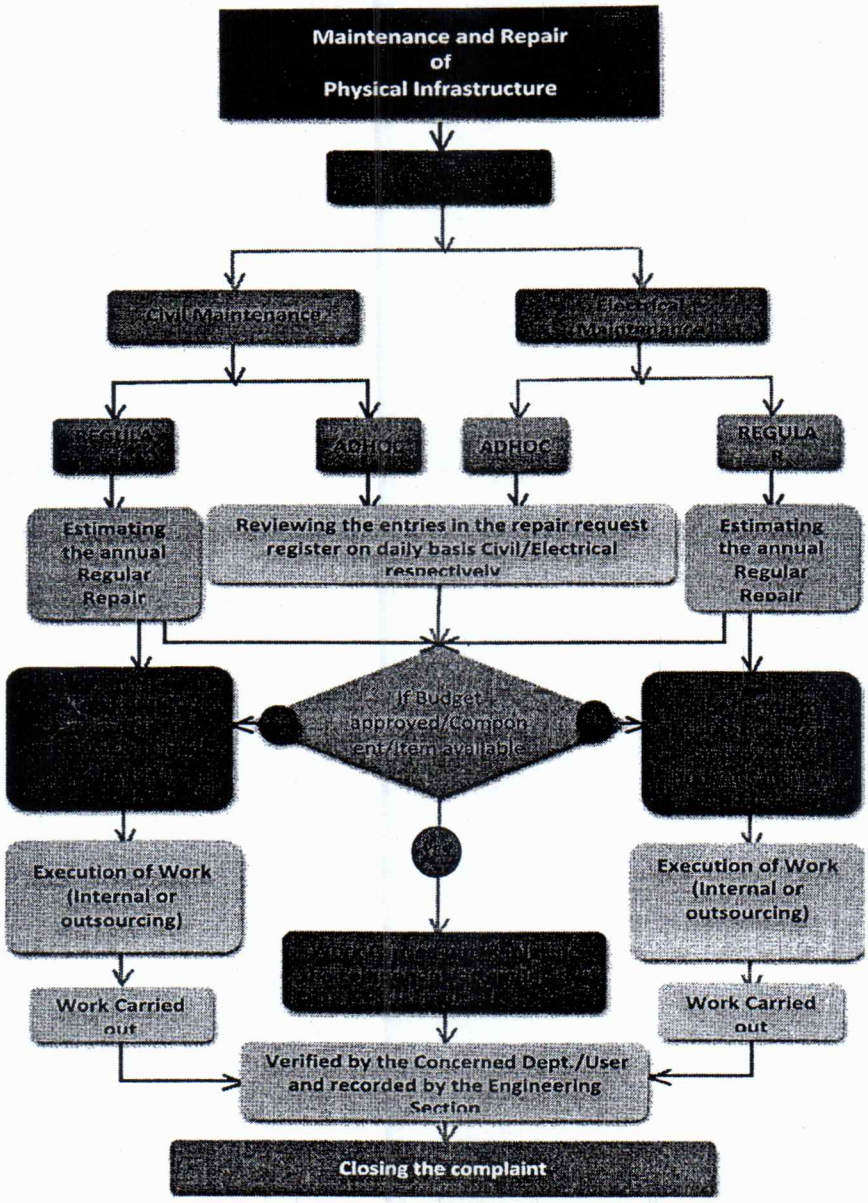
Execution of Work

The repair works are carried out either by the University Engineering Section following the GFR rules/provisions or the work is allocated to the empanelled PSU or CPWD or any other Govt. agency based on the nature, urgency and volume of the work.

Verification of Work by the Concerned Dept./User

The repairing works that are carried are verified by the concerned user department/section and recorded by Engineering Section.

Figure 1: flow chart depicting the procedural steps involved in the Maintenance of Physical Infrastructure of GGV.



Special/Urgent Repair/Maintenance:

The works of special or urgent repair/maintenance are is taken up by the University Engineering section, by preparing detailed requirement and volume of work. Subsequently, the estimates are prepared as per CPWD norms, comment regarding budget availability is sought from the finance section of GGV and sent for competent administrative approval and financial approval. Further, the work is carried out as per the relevant GFR rule and CPWD guidelines.

Maintenance and Utilization of Seminar Halls and Auditorium

Seminar halls and auditorium are used for organizing academic gatherings, seminars, conferences and cultural events. The maintenance of the Seminar Halls and Auditorium is under the purview of the engineering section. For accessing the facilities, the faculty/staff that are organizing conference has to submit a note-sheet through HOD and Dean and the date of the event is recorded and the buildings are made available on a first-come, first-served basis. The procedure of allotment of these facilities may change as notified by the University from time to time.

2. Repairing and maintenance of academic infrastructures

Maintenance of Classrooms and Laboratories

Classrooms with furniture, teaching aids and laboratories are monitored by the concern head/ in charge and supervised by the teaching/non teaching staff of the department/centre/section concerned. Lab assistants/employees of the respective department oversee the proper use of available infrastructure/ laboratories. Students take full advantage of all classes during working day, and also receive instructions for equipment management. the repairing and maintenance of the facilities as describe under this category will be done as per the following procedure as described in the flow chart given below.

1. Raising the demand for repairing and maintenance by concerned HoD
2. Submission of tentative budget in prescribed format as notified by the University by the respective departments/centres/section.
3. Discussion on the budget allocation and final Allocation of required budgetary support by the University after due approval by the competent authorities or

statutory bodies as the case may be–Notification in this regard be issued before each academic session as far as possible.

4. Execution of maintenance work within the budgetary support by the selected agencies as per the provisions of GFR.

3. General maintenance and annual maintenance contract (AMC) of ICT facilities:

Maintenance of ICT Facilities:

The general maintenance of the ICT facilities will be monitored and performed by a team of technical staff which may also include faculty members if need be, as notified by the University. The domain of this maintenance work covers LAN connected computers, servers and campus Wi-Fi, LAN network, computational facilities in the library, offices and within the departments, all ICT infrastructures on the campus including optical fibres, different layers of networking, smart classrooms, and semi smart classrooms, PCs, laptops, printers, UPS and associated accessories. The annual maintenance also includes the required software installation, antivirus and up gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers will be serviced and reused effectively.

The procedure for such repairing and maintenance will be done as per the following standard procedure (Flow chart –III)

1. Raising the demand for repairing and maintenance by In charge of such cell as notified by the University.
2. Submission of tentative budget in prescribed format as notified by the University by the In-charge of concerned cell..
3. Discussion on the budget allocation and final Allocation of required budgetary support by the University after due approval by the competent authorities or statutory bodies as the case may be–Notification in this regard be issued before each academic session as far as possible.
4. Execution of maintenance work within the budgetary support by the selected agencies as per the provisions of GFR.

Maintenance through Annual Maintenance Contract (AMC) for ICT facilities:

Certain ICT facilities may require general technical support and maintenance throughout the session and may not be handled by the technical staff available in-house. Such ICT facilities may be maintained through AMC. Identification of which ICT facilities need AMC will be recommended by the team of technical persons as per the University notification. It is also advised that any new ICT facility installed on the campus may be commissioned along with the AMC contact as far as possible.

4 **Annual maintenance contract of major instruments:**

Major instruments that cost more than 5 lakhs and require the annual maintenance as recommended by the head/in charge of the various labs of different departments/centres/sections will be maintained through AMC. However, equipments procured under specific projects will not be covered under this category if provision of AMC grant does not exist in the project. Further, the AMC of such equipments will be done where user department have shown the potential use of the equipment.

The procedure for such Annual Maintenance contact will be done as per the following standard procedure (Flow chart –IV)

1. Raising the demand for annual maintenance contact for the major equipments installed and working in the department by In charge of such department. In case the equipment is not in working condition, the concern HoD should first et it repaired and in working condition before proposing AMC for such equipment.
2. Submission of tentative budget in prescribed format as notified by the University by the In-charge of concerned cell.

3. Discussion on the budget allocation and final Allocation of required budgetary support by the University after due approval by the competent authorities or statutory bodies as the case may be–Notification in this regard be issued before each academic session as far as possible.

4. The Annual Maintenance Contract (AMC) will be finalized and recommended for awarding the contract by a committee constituted by the University as per the provisions of GFR-17.

5. **Security and sanitation of University premises/facilities:**
This covers the general sweepings of roads, buildings, gardens, labs, libraries and cleanliness within the campus including the bathrooms and toilets and overall security of University campus in general and campus premises and estate in particulars. Cleaning of the campus areas including the academic and administrative buildings, roads, residential areas, health centre, guest houses and hostels, etc will be performed daily as per the terms and conditions laid down by the competent authority of the University by the outsourced agency. The whole campus area will be monitored and maintained by the agency supervisors who will be reporting the completion of work to the concerned in-charge appointed by the University. The contract for security will be also be done in the similar manner and outsourced. University may terminate any such contract without any prior notice in the interest of University and its stake holders. University will put in all efforts to maintain the green campus clean campus norms during such outsourcing.
The procedure for the award of such out sourcing contract will be done by the competent authorities/section/bodies of the University as per the standard procedures as notified by the University from time to time.

6. **Maintenance of renewable energy resources, water bodies and waste management:**
It covers the repairing and maintenance of solar panels, solar energy based devises, natural and man-made water bodies and all kinds of waste management systems and the accessories there in. It is advised that usage of renewable resources should be enhanced and protected. Similarly, the conservation fauna and flora requires maintenance of the natural water bodies (Ponds) and anicuts prepared. The campus also generates a sizeable amount of waste in all forms. Recycling of maximum amount of such waste is the policy initiative. University may devise proper maintenance sequence and procedures keeping in mind the policy of Govt. of India in this regard.

Anything not covered in the policy document will be taken up as per the University norms and general rules applicable from time to time. University has all rights to change or modify or cancel any clause of this policy, if deem fit in the general interest of the stake holders.

Library Utilization and Maintenance Policy:

The Library recognizes the importance of functioning in a thoroughly professional way taking into consideration of the interests of users of all departments. The Library Committee consists of at least one faculty member from each Department. Faculty representatives report back to their respective departments on different issues like subscription of new relevant journals (Print/e-journals) and they also suggest the name of books (Hard copy/e-books) to be procured in the Library. The faculty members of the committee play key roles in coordinating the Library Orientation for the new entrants. This enables the Librarian and the Library staff members to meet student batches and introduce them to the easy means of accessing the books on the shelves as well as available online recourses. The Library Committee takes the lead incepting strategic directions for all aspects of the Library services and operations. The Library Committee meets regularly to engage with all the issues related to student requirements from the Library in order to make the process seamless and Library functions student friendly. Library is fully automated with all its subsystems like LANconnectivity and Wi-Fi. Library Management Software (LMS) – SOUL 2.0 system is incorporated with RFID (Radio Frequency IDentification) that enables Library to serve its users more efficiently. The Library has a wide collection of Books, Journals, Periodicals, E-journals, open sources and Audio-video materials, photocopying facility, News Papers/Magazines, Rare books, e-resources etc.. RFID blended Bar-codes online circulation system is in practice in the Library. The availability of OPAC has resulted in the easy to access of information from any computer within the campus on subject/author wise book, account information like books borrowed and due date to return, delayed penalty to be paid, if notreturned in time, and so on. All Students are entitled to access electronic recourses through campus Network. The Library has WebOPAC (on Koha) which provides library patrons access on platform to libraries digital resource anytime, anywhere from the campus.

The rules and regulations of Library are mentioned in the Library Manual. The general maintenance is done as under:-

- Maintenance related to the building and civil works are looked after by the Engineering section.
- The ICT infrastructure is looked after by the OEM and the Library staff.
- The books and book material that is damaged and repairable is looked after in-house by the library staff.
- Readers are allowed to bring their personal books inside the library. A separate register is maintained for them.
- The computer laboratories of the library are maintained by the library staff and a separate register is maintained for usage of the computers.
- The Library Management Software (LMS) is looked after by the library staff and upgraded versions and related updates are installed as and when available

Dr. Arun Kr. Sharma (Soft Copy)

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

ज्ञान पंथ कृपान कै धारा

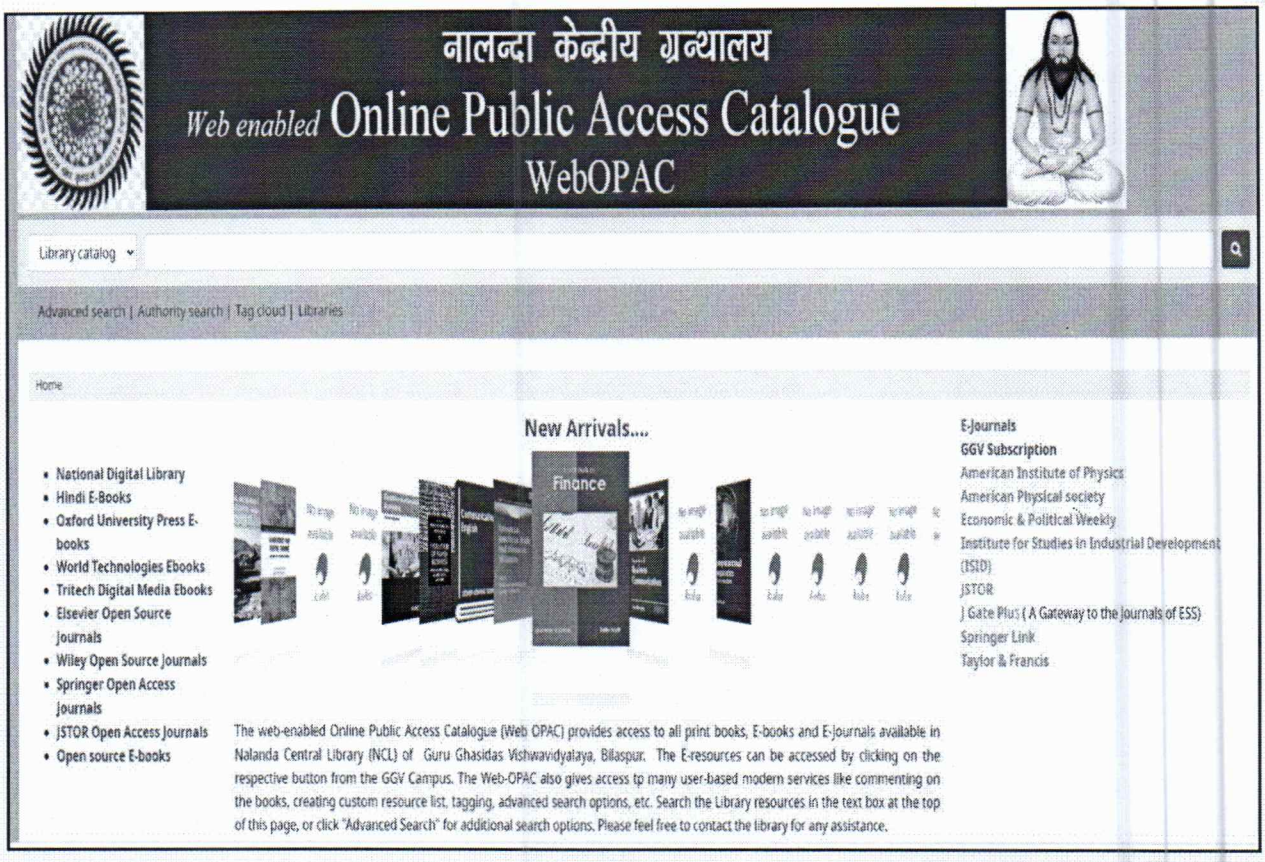
Nalanda Central Library

Library Manual

Introduction

The Central Library of the University was established on 26th October 1984 to meet the academic needs and information requirements of the students, teachers and research scholars. It is housed in a spacious building, having sitting capacity of more than 500 users. It's collection comprises of 178781 books, 9470 E-books, 4616 back volumes of Indian/Foreign scholarly journals and 1781 PhD theses (1571 hard copy, 210 soft copy). Library uses SOUL2.0 Library Management Software (LMS) for its in-house operations and the software is integrated with and RFID surveillance system. The LMS is upgraded and replaced with the latest version of Koha (22.11.05) and the WebOPAC of the library holdings is customized and the patrons' account for the faculties of the Universities have been created.

To access E-resources of the library, 200 personal computers (i7/i5 and i3) are housed in the library with free Internet and Wi-Fi facilities. The link to the E-resources are given though the WebOPAC. The users inside the campus can access e-resources. Reprography, Current awareness services (CAS) and Selective dissemination of information (SDI) services provided by the library. Orientation programs for the users are also organized to make them aware of the services of the library. The Library has set rules for purchase and is governed by the Library Committee.



WebOPAC on Koha

Library Committee

1. The University library is under the management of tf a Committee called as Library Committee and consists of (Regulation 12 of the University Library Regulation) is as under-

   (i). Ex-Officio Members

   a) The Kulpati (Chairman)

   b) The Registrar

   (ii). To be appointed by the Kulpati

   a) Four Deans of Schools

   b) Four Chairmans of Board of Studies

   c) Three Professors or Readers of the University Teaching Departments

(iii). Two members to be appointed by the Executive Council from amongst its own members who are not covered in (i) and (ii).

(iv). The Librarian or in his absence Assistant Librarian shall act as Member Secretary of the Library Committee.

2. The term of the members of the Committee other that ex-officio members shall be three years.

3. Subject to the control of the Executive Council, the Library Committee shall have following powers and duties viz.

   i. To administer all endowments for the University Library and allotment made in the budget for purchase of Books and periodicals or for general purpose of the library.

   ii. To allocate funds for books among the various subjects.

   iii. Provided that Kulpati may, on receipt of report from the Librarian regarding non-utilisation or incomplete utilisation of funds allocated for any subject, order such non-utilised funds to be utilized for other Subject/subjects.

   iv. To lay down the procedure for selection and purchase of books and journals.

   v. To prepare the budget of the University Library for consideration of the Executive Council

   vi. To submit to the Executive Council and annual report on working of the university Library.

   vii. To frame rules for use of books and journals in the University Library

   viii. To recommend to the Executive council the staff required for the library

4. (a) (i) The Library Committee shall meet at least twice in a year whenever convened by the Chairman.

   (ii) At meetings of the committee one third of the members shall form a quorum

   (b) In absence of the Kulpati the members present shall elect a Chairman for the meeting

   (c) All questions shall be decided by a majority of votes. If the votes including that the Chairman are equally divided he shall have casting vote

5. (i) Ordinarily a week's notice shall be given for meetings of the committee

(ii) Notice of the resolution to be moved at a meeting of the Library committee shall reach the secretary not less than seven days before the date of the meeting.

6. The proceedings of the Library Committee shall be subject to revision by the Executive Council.

7. Powers and Functions of the Librarian.

a. The Librarian, who shall be the ex-officio member Secretary of the library Committee shall convene its meetings with the approval of the kulpati. Subject to the control of the Kulpati.

b. The Librarian shall bear all responsibility for the satisfactory administration of the Library to the Kulpati.

c. shall formulate and administer policies and regulations for the purpose of securing the best use of the Library resources.

d. Shall prepare and submit to the Kulpati the annual report of the library by 30th June of each year.

e. Shall prepare the annual budget of the Library and shall also administer all funds allocated in the budget for purchase of books and periodicals or for general purposes of the Library with the concurrence of the kulpati.

f. Shall be the executive authority for administration and enforcement of the Library Rules.

Services and Facilities

- Book Lending services
- Inter-Library Loan
- Reprographic Services
- Reference Services
- Internet
- OPAC / Web OPAC

- Wi-Fi (within the campus area)
- Smart class room and semi-smart class room for orientation of services and resources
- RFID based / Surveillance System
- CAS and SDI (On demand)

Library at a Glance

The University library procured last year—

- 4466 Printed Books.
- New Subscription Journal - 37 International, 95 Indian (Printed), 04 Online Journal.
- 05 Database (CMIE Prowess, CMIE States of India, EPWRF India Time Series, SCC online , MathSciNet).

Available Resources:

Books / E-books			
Particulars	Previous Year (2020-21)	Added During the Year (2021-22)	Total
Books	172319	4268	176587
Reference Books	8870	198	9068
CD-ROM	1200	28	1228
E-Books	9470	Nil	9470

Journals (Printed / Online)			
Particulars	Previous Year (2020-21)	Added During the Year 2021-22	Total
Back Volumes (Prints)	4616	38 Continued	4616
Journals (Prints) (University Subscription)	38	48 Continued (Indian) 132 New (95 Indian, 37 International)	180
Online Journal (University Subscription)	Nil	04	04
Database (University Subscription)	01	05	05

Journals (Printed / Online)			
Particulars	Previous Year (2020-21)	Added During the Year 2021-22	Total
Online Journals through INFLIBNET (UGC Inter University Centre) e - ShodhSindhu**	6053	Continued 6053	6053
Database through INFLIBNET (UGC Inter University Centre) e - ShodhSindhu**	02	Continued 02	02

Other Collections			
Particulars	Previous Year (2020-21)	Added During the Year (2021-22)	Total
M.Phil Dissertations	650	0	650
Ph.D Theses (hard copy)	1571	Nil	1571
Ph.D Theses (soft copy)	140	70	210
Newspaper (Hindi/English/Regional)	12	Continued 12	12
Magazines	-	09	09

Membership Details				
Category of Memberships	No. of Members (2020-21)	Added New Membership (During Reporting Year 2021-22)	No dues (During Reporting Year 2021-22)	Total
Student of UTD	5869	1884	-888	6865
Teachers of UTD	127	45	-13	159
Research Scholars	379	195	-08	566
Employees	291	05	-02	294

American Chemical Society, American Institute of Physics, American Physical Society, Taylor & Francis, Springer Link, Economic & Political Weekly and JSTOR., **J Gate & ISID database - are received from INFLIBNET under E-ShodhSindhu (ESS).

–: LIBRARY RULES :–

Guru Ghasidas Central Library, Bilaspur is housed with Text Books, Reference Books, PhD Thesis, Dissertations, Journals, Newspapers, Magazines, and Audio-Visual material to cater the needs of the users. These resources are organised with best available tools & techniques to serve the users on their desktop (E-resources) or documents in the library premises. Apart from the print resources, a good number of electronic resources comprising E-journals, E-Books, online databases, gateway portal to e-journals are made accessible to the members on within the Vishwavidyalaya campus.

Following rules and regulations are in force in this library:

A. Admission to the Library

1. All bonafide members of the Guru Ghasidas Vishwavidyalaya shall be allowed for admission in the library. The bonafide categories include:
   - Regular Students
   - Research Scholars
   - Project related staff(s) of the Vishwavidyalaya
   - Employees (Both permanent & Contractual)
   - Any other person with permission of the Competent Authority having authorization letter with Identity Card may enter the library.
2. The right of admission shall be denied to a person if in the opinion of the Librarian he/she is:
   - of unsound mind
   - Intoxicated
   - Shabbily dressed
3. All the members must show the Identity cum Library Smart Card (ILS) at the security desk.
4. All the members/visitors must sign a register specially provided for the purpose by legibly entering all the columns. The signature shall ensure that the person concerned agrees to abide by the rule and regulations of the library.

5. All the members should deposit their personal belongings; such as bag, umbrella, file, private books(s), helmets, etc. at the security counter of the library against the token..
6. Only Loose sheets, Wallet, Mobiles, Laptops, Tabs and valuable items will be allowed inside the library.
7. The token issued to the members must be kept properly by the member concerned. The security personnel will be handing over the items kept against the token to the holder only.
8. Loss of token should be reported immediately to the security & belongings will be delivered after proper identity verification. An amount of Rs. 200 will be charged for loss of token.
9. Members should cooperate and allow the security personal at the entrance of the library to examine everything while passes in to or goes out of the library.

B. Membership

Regular Membership: The following categories of persons shall become members of the Guru Ghasidas Vishwavidyalaya Library System by default:

1. All the regular employees of Guru Ghasidas Vishwavidyalaya
2. All the regular students, research scholars, post-doctoral fellows of Guru Ghasidas Vishwavidyalaya

- All bonafide members of above categories shall fill up and sign a membership registration form available at the Membership Section of the library or Vishwavidyalaya/Library website.
- After verifying all documents, an Identity cum Library Smart Card (*ILS*) will be issues to every member according to the category to which he/she belongs to.
- Membership of a student shall remain valid till he/she remains enrolled with the Vishwavidyalaya.
- Membership of an employee will be valid till the last day of his/her service in Guru Ghasidas Vishwavidyalaya.

Renewal of Membership: The students and research scholars have to renew their library membership every year by paying prescribed library fees.

Special Membership: Provided that a person other than the above categories can be allowed to become member of the library as a special case on a request in writing from the person concerned. The decision of the Librarian in this regard shall be final. If a person is allowed to become a member of the library he/she shall pay an annual membership fee and security deposit.

Prescribed Library Fee & Caution Deposit for Special Membership

Type of Membership	Library Fee (Non-refundable)	Security Deposit (refundable)	Check Out Limit	Period of issue	Membership Period
Guest/ Visiting Faculty of GGU	NIL	2000	5	30	as per contract
Contractual GGU Non- Teaching Staff	NIL	2000	2	30	as per contract
Student/ Scholars of Colleges	500	2000	2	7	1 year
Individuals of Other institutions	1000	5000	2	7	1 month
Institutional Membership of other institutions	5000	10000	2	7	1 year

Library Clearance Certificate: A Library Clearance Certificate can be issued to members only on returning all books borrowed and fine/penalty (if any) surrendering to the Nalanda Central Library

Library Clearance Certificate is must for declaration of final result, award of MPhil/PhD/ Any other degree, Superannuation/Resignation/Transfer/Termination/Termination of the Contract of employees etc.

Loss of Identity cum Library Smart Card: The loss of Library Card should be reported immediately in writing [in prescribed format] to the Librarian along with copy of the complaint/undertaking and a fine of Rs.300 will be charged for re-issue of a new card.

C. Hours of Library Services (Monday-Friday)

Monday to Friday	**9.30 am to 6:00pm**
Saturday	10:30 am to 4:30 pm

Sunday and Gazetted Holidays- Library will remain closed for general maintenance.

The above timings of the Library are subject to change from time to time which will duly be notified in the Notice Board of the Library/Vishwavidyalaya.

D. Circulation Section

Issue/Return of Books

The Circulation procedure is fully automated using Library Management Software (LMS).

The privilege of borrowing books from the library is restricted to the registered members only.

Members must come to the library personally and tender his/her Identity cum Library Smart Card/Library Card at the circulation counter at the time of transaction.

The Library Card is not transferable. If any member is found is using of library card fraudulently of the some other person, appropriate action may be taken as per Vishwavidyalaya norms.

Thee librarian may recall any book from any member at any time.

Circulation limits (only books):

Category	Max no of books	Max Issue Period
Students		
Undergraduate	3	15 days
Postgraduate	**4**	**15 days**
Research Scholars	5	30 days
Faculties	**10**	**120 days**
Officers & Staff	05	120 days

Renewal of Issued Books: The books issued to a member may be renewed only once provided:

- Renewal request is made within due date
- The book is not reserved by other members.

Reservation of Book: A member may get 2 (two) book(s) reserved for loan through email/written request only. If the member fails to issue the books(s) within 2 days from the date of intimation; the reservation may be forfeited, and such book(s) will be shown as available and ready for issue to other members.

Gate Pass: A Gate Pass will be issued by the circulation counter for each book issued to a member. The Gate Pass along with the issued book will have to be handed over to the Security Personal on duty for verification. After verifying the particulars, the Security personal will deliver the books to the borrower keeping the Gate Pass for record.

The library members must put their signature on the Gate Pass.

The physical condition of the book should be checked while checking out. Mutilation of pages if found is to be brought to the notice of the circulation in-charge. Otherwise, the borrower himself/herself shall be responsible for mutilation of the book if detected

#Reference Books, Journals, Bound Periodicals, Newspapers, Thesis, Dissertation, Rare books, AV Materials, CD/DVDs will not be issued under any circumstances.

Overdue Fine: Library members should return/renew the books issues to them within stipulated time frame failing to which fine may be imposed on them as per following rules:

- @ Rs. 1.00 per day for library members Staffs up to 365 days and after 365 days, @ Rs. 2.00 per day.
- **Loss or Damage of Borrowed Books :** The loss or damage of books borrowed by a member in his/her custody; the borrower shall be liable to:

1. Replace the book ; OR
2. Bear the cost of replacement according to the following rules:
   (a) Twice the Cost of the Book if it is less than 5 years old;
   (b) Three times the cost of the book, more than 5 years old;
   (c) Four times the cost of the book, if the book is out of print;
   (d) If the book of a multi-volume set is lost or damaged, the member concerned shall be liable to replace the whole set or pay the cost of the same on the above line.

E. Periodical section

1. Members must sign in the register available in periodical section.
2. Members must endorse their name in the sheet provided with each copy of journal for record purpose.
3. After consultation the documents should be kept of table, members should not put them back to the stack.
4. Periodical will not be issued, but photocopying will be allowed on permission of the Librarian.
5. Old issues of periodical are available in Bound Periodical Section and are available for consultation & photocopying.

F. General Rules

1. All kinds of personal belongings except specific items [given in A-6] are supposed to be kept in the property counter at the entrance.
2. Silence must be observed inside the library.
3. Mobile phone in silent mode only is allowed. Receiving calls/talking on cell phone(s) within library reading room is not allowed.
4. Member shall not smoke, spit, chew tobacco, gutkha or consume alcohol in any part of the library. Also, the members in intoxicated condition will not be allowed inside the library.
5. No food item is allowed inside the library.
6. Members are advised to check the availability of documents through online catalogue before physical browsing of the stacks.
7. While browsing books, no book should be replaced by the member on the stack themselves.
8. Books once picked out from the stack should be left in the reading table if not issued out.
9. Underlining, marking, folding of pages, etc. of the book is strictly prohibited and subject to penalty.
10. Upon any infringement of the library rules, members shall forfeit privileges of admission and membership of the library.

11. The librarian reserves the right to suspend or delinquent membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.

12. The members found tearing of pages/stealing books or otherwise mutilating books will be suspended forthwith from using library facilities and further disciplinary action will be initiated against him/her by the Vishwavidyalaya.

—: Guidelines for E-Library Services :—

1. Internet facility is restricted to the registered members of the Central Library of Guru Ghasidas Vishwavidyalaya only. No outsiders are allowed to use this facility.

2. The users must not connect/configure the library systems with their mobiles phones under any circumstance.

3. Prior permission of the Vishwavidyalaya Authorities/Librarian must be obtained by visitors or research scholars from other institutions availing consultation facilities. Also official letter from the organization is required for use of the library,

4. Internet access facility is available in the E-Library only.

5. Browsing internet in WEB-OPAC nodes is strictly restricted.

6. Library members who need to use the Internet services must produce valid proof of identity (ILS).

7. Library members must record their names and other details including branch name/Department, semester, mobile no., and PC no. in the Users' Register before and after using the Internet services. Maximum time allowed per session of browsing is two hour under normal accessibility conditions.

8. Library members must make use of the Internet facility only to support their academic and research activities.

9. Access to Social Networking Sites, E-Commerce Sites, Torrent, Downloading Music, Videos, etc. is strictly prohibited

10. Library members are requested to help library staff in identifying the unauthorized members since the Library's internet facility is only for registered library members.

11. Library members are requested to bring to the notice of the Vishwavidyalaya Librarian, if any, misuse of the computer system s.

12. Library members must not intentionally read other users' computer screens, unless invited to do so, as such inappropriate behaviour amounts to breach of privacy.

13. Library members must not monopolize the computer resources, i.e., using more than one computer at a time or spending an inordinate amount of time on a computer. When other library members are waiting; Internet service members are expected to observe the posted time limit.

14. Library members must not install any software not specifically approved by the Library. Word-processing and other application software considered indispensable for academic activities are preloaded on all the computers in the Cyber Room/internet lab.

15. Library members must not attempt to bypass system restrictions or tamper with system files or applications. Unauthorized access to system files and/or attempting to disrupt the integrity of the system(s) tantamount to violation of Library Rules and Regulations.

16. Library members found transmitting; disseminating, printing or downloading restricted items will be deemed to voluntarily invoke suspension of their library membership.

17. Library members behaving in an abusive or harassing manner in the use of the Internet facilities provided by the Library will not be allowed further use of the Internet services.

18. Library members must not indulge in unauthorized copying of copyright-protected materials. Library members are expected to observe relevant copyright laws and regulations.

19. Library members must not deliberately waste or overload the computer resources.

20. Stern action will be taken against library members maliciously accessing, altering, deleting, damaging or destroying any computer system, network computer program or data.

—: General Purchase Rule(s)/Procedure :—

1. Empanelment of Vendor(s)- The Nalanda Central Library of Guru Ghasidas Vishwavidyalaya (GGV), Bilaspur will empanel the Vendors for Books Supply and Subscription of Journals.

2. Purchase of Print Books-

   (i) The books shall be purchased from the Vendors empaneled by Guru Ghasidas Vishwavidyalaya, Bilaspur as per norms of the University from time to time .

   (ii) The empanelment of Vendor(s) for purchase of books shall be done as per terms and conditions of the Expression of Interest (EOI) document approved by the University.

   (iii) Initially the validity of the panel of Vendors shall be for one years and after review of the services, the validity can be extended for one more further after competent approval.

   (iv) Book Selection: Books recommended by the Department should be duly signed by the Head of the Department, will be procured by the Central Library. The list of recommended books should also be duly recommended by the Library Committee and finally approval of the Competent Authority should be taken before placing the order to the empaneled Vendor.

   (v) Discount-The Nalanda Central Library of Guru Ghasidas Vishwavidyalaya, Bilaspur shall procure the books on flat 25% discount. In case of Government publications- Central or State/Society, the library shall not insist for discount as the publications are NO DISCOUNT Publications (If the case is).

   (vi) Conversion/Exchange Rate- the conversion/exchange rate (in case of publications billed in foreign currency, exchange rate(s) of Reserve Bank of India (RBI) on the date of billing shall be applicable. A proof of the exchange rates must be enclosed along with the bill.

   (vii) The University Librarian shall place the purchase order to the empaneled Vendor(s) after Competent Approval.

   (viii) The books received by the library will got physically verified from the Department before processing of the bill for payment.

3. Purchase of E-Books/E-Journals/Databases

(i) Purchase of E-Resources recommended by the HoD/Library Committee should be done from the Publishers or Vendor authorized by the Publisher.

(ii) In case the Publishers are not billing in Indian Currency, E-Resources can be purchased from the Indian Vendors authorized by the Publisher. If any of the empaneled Vendor, is authorized by the Publisher, preference should be given to the empaneled Vendor.

(iii) In case, need arises, the University can make payment in foreign currency also to the Publisher.

(iv) The discount offered by the publisher, can be negotiated further by the Committee/Sub-Committee constituted for the purpose.

(v) The library has to take a certificate from the publisher, that the E-Resources package being supplied has not been supplied to any other Institution at a cheaper price that the price offered/negotiated.

(vi) The publisher will have to produce a certificate for activation of date of access in case of online E-Resources.

(vii) University may demand for E-Resources package on hard disk so that it can be stored on local server.

(viii) The subscription of E-Journals/Databases should be done only on the price negotiated by ESS- E-ShodhSindhu (Inflibnet), if it is done by ESS.

4. Subscription of Journal- Print

(i) The subscription of journal- Print shall be done through the Vendor empaneled for the purpose.

(ii) The empanelment of the Vendor shall be done based on the terms and conditions of the EoI (Expression of Interest) document approved by the University.

(iii) Initially the Vendor shall be empaneled for one year and if the supply status is found satisfactory (90% plus in case of print journals), the period may be extended further for one more year.

(iv) Before placing the supply order of the recommended titles received from the Departments, the list of journals must be recommended by the Library Committee and finally approval of Competent Authority must be taken.

(v) The Vendor selected for the purpose should have a clean track record and member of Federation of Publishers and Booksellers' Association of India (FPBAI) & GOC.

(vi) Journals falls under the category of No Discount publication, but library may ask for discount on Institutional subscription.

(vii) Payment for the subscription of the journals can be made to the empaneled Vendor for a period of one year (January to December).

(viii) The Vendor/Publisher will start supply of the Print Journals only after receipt of Confirm Order from the University.

(ix) The vendor shall refund the proportionate amount in case of missing issues.

(x) Orders of the Print journals must be processed by the vendor without any delay.

(xi) The University has right to cancel the order at anytime without assigning any reason.

(xii) The University has right to make any amendment in the above terms and conditions any time and the same will be a binding on the Vendor.

(xiii) Disputes are subject to the jurisdiction of Hon'ble High Court of Chattisgarh, Bilaspur.

—: Future Plan :—

1. Make library ambience more comfortable and hygienic in view of COVID-19 situation
2. Air cooling of reading hall for comfortable and proloned sitting of the Readers.
3. Installation of refreshment centre cum coffee kiosk near library.
4. Extend Services of library is perspective of Web 2.0 , Other ICT tools & techniques.
5. To take the library resources to user's desktop using remote access software.
6. Extension of services of Automated Document Handling System using RFID.