


NOTIFICATION NO. KU/POL./2022/012
Date: 21st July 2022

**Subject: Karnavati University - Rules related to the Constitution of the
University Library Advisory Committee (Issue 01 Revision 00)**

Karnavati University hereby notifies 'Rules related to the Constitution of the University Library Advisory Committee' as appended herewith. These shall provide assistance in developing the library infrastructure, rules of operation, library resources, and use of ICT. These will also offer to implement the library policies, and provide support in teaching and research activities.

This comes into immediate effect.


Tariq Ali Saiyed
Registrar



**Enclosure: Karnavati University - Rules related to the Constitution of the
University Library Advisory Committee (Issue 01 Revision 00)**



Rules related to the Constitution of the University Library Advisory Committee

Policy Title	Rules related to the Constitution of the University Library Advisory Committee
Key Stakeholders	Student, Employees Chief Librarian
Approved on	21 st July 2022
Date Effective	22 nd July 2022
Next Version	
Relevant Policies	
Relevant Committees/Council/ Cell	
Related guidelines	

1. Short Title

These rules shall be called the “*Rules related to the Constitution of the University Library Advisory Committee*”.

2. Objective

- i. Facilitate communication with the students and obtain feedbacks regarding the library resources and infrastructure;
- ii. To implement the library policies; provide support in teaching and research activities;
- iii. Provide assistance in developing the library infrastructure, rules of operation, library resources, and use of ICT.

3. University Library Advisory Committee – Constitution and Composition

The University shall constitute a University Library Committee (hereinafter referred to as “Committee”), it shall guide and supervise the functioning of the Central library at the university and the Libraries at the Institute level. It may have the following members –

- i. Chief Librarian, who shall be the chairperson;
- ii. Assistant Librarian(s), amongst whom one (1) shall be the member secretary on a rotation basis;
- iii. Up to Two (2) members from the administrative support staff, who shall be nominated by the Librarian;
- iv. One (1) member who is an expert in the field of Information Technology and the use of ICT from within the University, who shall be nominated by the Chief – Librarian;
- v. One (1) Student from each constituent Institutes, who shall be nominated by the respective Deans;

4. Term and Tenure of the University Library Advisory Committee

- i. The term of the nominated members shall be of three (3) years, and that of student nominated members shall be of two (2) years or till he/she is a student, whichever is earlier.
- ii. In case of any vacancy arises, the nominating authority shall fill up the vacancy only for the remaining period.

5. Meetings and Quorum

- i. The Committee shall meet at least two (2) times in an academic year, and at such other times as may be called up on by the chairperson.
- ii. The member secretary may send the notice of the meeting along with the agenda to all the members at least seven (7) days in advance from the date of the meeting.
- iii. The chairperson shall preside over the meetings, in his/her absence the member secretary shall preside over the meeting.
- iv. The quorum of the meeting shall not be less than 1/4th of the total members.
- v. The minutes of the meetings shall be prepared by the member-secretary, it shall be signed by the Chairperson and be sent to all the members of the committee within fifteen (15) days.

6. Roles, Responsibilities and Functions of the Committee

The committee shall have the following roles, responsibilities and functions –

- i. Provide guidelines for the proper functioning of all the libraries at the University campus, updating library resources, development of the learning resources, documentation services and such other matters.
- ii. It shall prepare the annual budget of the library, and may take consultations of the Finance Committee, if required. It shall conduct a periodic review of the annual budget prepared.
- iii. To make the rules for prohibiting or preventing any kind of misconduct, academic dishonesty, misuse of the library resources or e-resources. Any breach or violation of the rules shall be dealt accordingly.
- iv. It shall maintain the list of the vendors and rates of the library resources or e-resources to be purchased.
- v. To make rules regarding plagiarism, handling plagiarism tools and software's, making guidelines for checking plagiarism.
- vi. It shall make plans for the modernisation and upgrading the infrastructure of the library.
- vii. To make the rules regarding the use of e-resources by the students and employees (wherever applicable).
- viii. It shall make rules regarding the borrowing or issue of books and other resources on loan to students, employees and others.

- ix. To make rules for safekeeping, maintaining and circulating the dissertation, thesis, research papers written by the employees and students.
- x. It shall prepare an annual report at the end of every academic year and present it to the Board of Management at its Annual Meeting.
- xi. To decide the rules regarding the library membership.
- xii. It may make sections within the library(s), each having their own rules and responsibilities such as circulation, purchasing, stocking, documentation, and online management of resources, ICT, OPAC and the like.