

Gujarat University Library

Manual-1 The Particulars of organization/ Functions and duties :

(1). Objective/Purpose of the public authority

The Gujarat University Library is established to cater to the need of the students, teachers and Research scholars of the university. It not only helps in supporting the classroom instructional programme of the university, but also unfolds the horizon of knowledge in regards to the different research programme carried out by the university

(2) Mission/Vision Statement of the public authority.

Mission

To provide access of all kind of information resources and information services to all affiliated community as per objective, function and mission of the Gujarat University Library and Gujarat University.

- Acquires, Store, Organize, and Disseminate retrieve and preserve Books for next generation in all subjects offered by Gujarat University Education system.

Vision

- Computerization of library resources.
- Modernization of Circulation System
- RFID.
- Institutional Repository.
- Modernization of Reading Centre.
- Separate Competitive Exam Reading Centre with resources.
- Separate reading centre for Girls.

(3) Brief History of the public authority and the context of its formation.

The Gujarat University Library started its functioning in 1951 at H.L.College of commerce, then shifted to the L.D.Engineering College and then after to the university main building and accommodated in the present magnificent building in Dec,1966. In the campus, there are small library attached to each school/department housed books and reference books on course. These books are transferred form the central library on long term basis to each school/department. For those students who find the Central Library away from their residence, nearer centers are provided by the university in the Ahmedabad city, such as centers at Hajipur, Saraspur and Khokhra-Mehemdabad.

(4) Duties of the Public authority.

Management and administration of all department of Central Library as per norms of library committee.

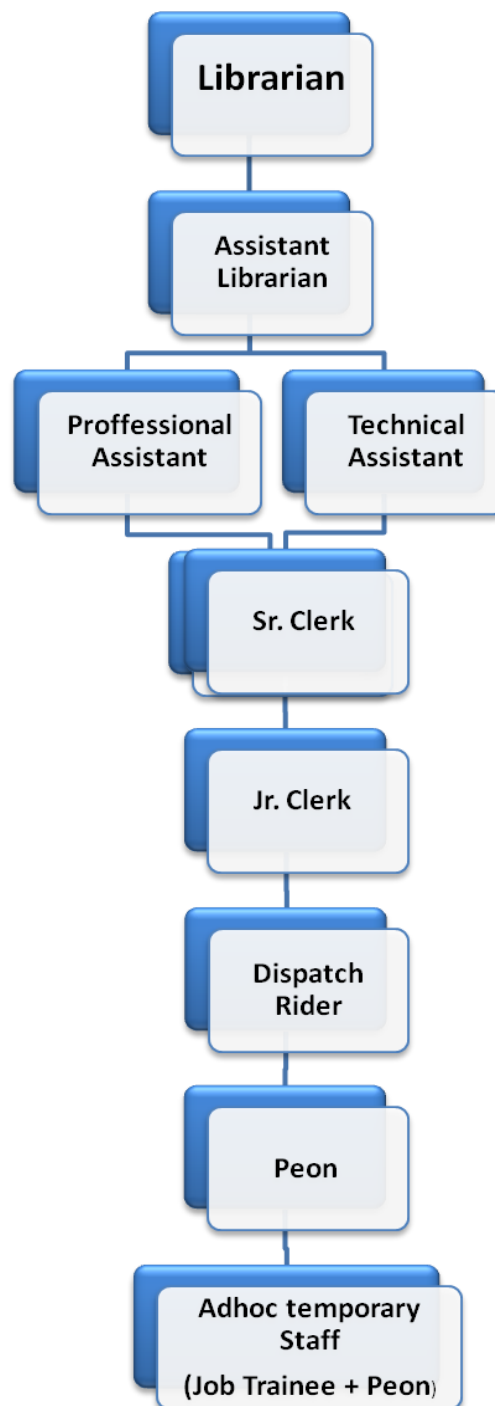
(5) Main Activities/Functions of the public authority

- To acquire and collect books, manuscripts, Journals and other reading materials and organize them.
- To collect all kinds of E-Resources which may be useful for teaching and research.
- To provide reading materials for use.
- To adopt new techniques of classification and cataloguing, makes bibliographies and checklists and provides reference service to readers.
- To make available resources to the students and teaching as well as non teaching community.
- With the help of heads of the department of various subjects, a library should co-ordinate its library activities which are related to teaching and curriculum programmes of a university.
- To arrange study material on specific regions in the form of area studies Development.
- To inform the teaching faculty about the university activities to bring books, students and scholars together and create a situation in which curiosity about knowledge, research and reading is aroused.

(6) List of services being provided by the public authority with a brief write up on them

- Document Circulation System
- Reference Service
- Reprographic Services
- Inter Library Loan Service
- Internet Service
- Reading Services
- Current Awareness Service
- Referral Service
- Literature Search Service
- Online Services
- OPAC and WEBOPAC
- Syllabus Service
- Bibliographic Service
- User Orientation Service
- Anti-Plagiarism Checking Service

(7) Organizational structure diagram at various levels



(8) Expectation of the public authority from the public for enhancing its effectiveness and Efficiencies.

Continuous feedback, recommendations and complains for improving services

(9) Arrangements and methods made for seeking public Participation/ contribution.

Open forum for Recommendation/Feedback/Suggestions from various stakeholders

(10) Mechanism available for monitoring the service delay and public grievance Resolution.

Library Service Charter More Detail available on Library Website

(11) Addresses of the main office and other offices at different levels.

Gujarat University Library
Opp. State Bank of India,
Nr. Dada Sahebna pagla,
Navrangpura, Ahmedabad-9.
Ph.-26301168

(12) Morning hours of the Library : 8.00 am

Closing Hours of the Library : 6.10 pm

Closing Hours of the Reading Room : 8.00pm (Except Exams)

Closing Hours of the Reading Room during Uni. Exam Time 10.30pm

Manual-2 The Powers and duties of officers and employees.

Sr. no	Employees Name	Designation	Duties and work Portfolio
1	Dr. Yogesh Parekh	Off.Librarian	Management and administration of all department of Central Library other work allotted by University Authorities
2	Dr. Yogesh Parekh	Assistant Librarian	Administration : Circulation Section, HRM, Library Automation, UGC Infonet Digital Library Consortium, Project of INFLIBNET, Shoghganaga Project of INFLIBNET, Computer Lab, Computer Networking, RTI, Library Automation & Technical Department/Process, User Orientation & Extension Services, IRINS, Intuitional Repository, Brail Section, Web Portal of Library & other work allotted by librarian
3	Mr. R.D.Parmar	Assistant Librarian	Journals/Periodical Section (Print & Electronic) & Reference Section & other work allotted by librarian & In charge @ Information Centre & SCT Cell Gujarat University as per University Order
3.	Mr.Manish Parmar	Technical Assistant	Periodicals & Journals Section(Print & Electronic) & other work allotted by librarian
4.	Mrs Nimisha Chauhan	Technical Assistant	Technical Departments/Process & other work allotted by librarian
5	Shri.Vijayshih Parmar	Section Officer	Duties at Shri.Vimalbhai Shah Reading Centre, Sarsapur
6.	Mrs. Alpaben Patel	Head Clerk	Duties at Khokhra Reading Centre
7	Mrs. Ranjan Pargi	Senior Clerk	Duties at Khokhra Reading Centre
8	Mr. M.N. Chauhan	Peon	Duties in various sections of Library & other work allotted by librarian
9.	Mr. Hakabhai Bharvad	Peon	Duties in various sections of Library

Manual 3. The Procedure followed for decision making process, including channels of supervision and accountability.

- 1. What is the procedure followed to take a decision for various matters? (A reference to the manuals and rules of business manual and other rules/regulation, etc, can be made) What are the documented procedures/laid down procedure/defined criteria/rules to arrive at a particular decision for important matter? What are the different levels through which a decision process moves?**

Ans:- Rules and Regulation

- 2. What are the arrangements to communicate the decision to the public?**

Ans:- Circulation of Notices and Circulars to communicate decision.

- 3. Who are the officers at various levels whose opinions are sought for the purpose of decision making?**

Ans:- Librarian and Assistant Librarian

- 4. Who is the final authority that vets the decision?**

Ans:- Library Committee

- 5. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority?**

1	Policy Decisions related to Library	Library Committee as per EC guideline /direction/office Approval
2	General Administration and Management of Library	Librarian as per guideline /direction of Library Committee / office Approval

Manual 4 :The Norms set by it for the discharge of function:

Name /Title of Document	Library rules and regulations
Type of Document	Various rules and regulations to Library
From where one can get a copy of rules, regulations, instruction, manual and record (If any)	University Library and University Website : www.gulibrary.com
Fee Charges by the department for a rules regulations, instruction, manual and record (If any)	Nil

Manual 5. The rules, Regulations, Instruction, Manuals and records held by it or under its control or used by its employees for discharging its function:

University library works under Library Committee, senate and Executive Council

Manual 6 A statement of the categories of documents that are held by it or under its control.

Sr. No.	Category of Document	Name of the and instruction in Online	Procedure to obtain the document	Held by/Under control
1.	Office Document	-	Physically By Taking permission of Authorities	Librarian

Manual 7. The particulars of any arrangement that exists for consultation With, or representation by the members of the public in relation to formulation of its policy or implementation thereof:

Sr. No	Subject/Topic	Is mandatory to ensure public participation (Yes/No)	
1.	Library Policy and other rules regulation	no	nil

Manual 8 A statement of the boards, councils, committees and other bodies Consisting of two or more persons constituted as its part those Boards, councils, committees and other bodies are open to the Public, or the Minutes of such meetings are accessible for public:

As Per Provision of University act, more detail visit :
www.gujaratuniversity.ac.in

Manual 9 A Directory of its officers and employees:

Sr. No.	Name of the Employee	Designation	Contact No.
1.	Dr. Y.R.Parekh	Off. Librarian	26301168
2.	Mr. R.D.Parmar	Assistant Librarian	26301168
3.	Mr.Manish Parmar	Technical Assistant	26301168
4.	Mrs Nimisha Chauhan	Technical Assistant	26301168
5.	Mr.Vijayshih Parmar	Section officer	26301168
6.	Mrs Alpa Patel	Head Clerk	26301168
7.	Mrs .Ranjan Parghi	Senior Clerk	26301168
8.	Mr,Hakabhai Bharvad	Peon	26301168
9	Mr.Mahesh Chauhan	Peon	26301168

Manual:10. The monthly remuneration received by each of its officers and Employees, including the system of compensation as provided in

its regulation

Sr. No.	Name of the Employee	Designation	Pay Scale	Service Book No.
1.	Dr. Y.R.Parekh	Off.Librarian	15,600-39,100 (5400)	3013
2.	Mr. R.D.Parmar	Assistant Librarian	15,600-39,100 (5400)	3019
3.	Mr.Manish Parmar	Technical Assistant	9300-34800 (4600)	1082
4.	Mrs Nimisha Chauhan	Technical Assistant	9300-34800 (4600)	631
5.	Mr.Vijayshih Parmar	Section officer	9300-34800 (4400)	626
6.	Mrs Alpa Patel	Head Clerk		
7.	Mrs .Ranjan Parghi	Senior Clerk		753
8.	Mr,Hakabhai Bharvad	Peon		
9	Mr.Mahesh Chauhan	Peon		1461

Manual 11: The budget allocated to each of its agency, indicating the Particulars of all plans, proposed expenditure and reports on Disbursement made:

The information related to budget and finance is available on Gujarat University website. Contact Office of the Registrar for more details

Manual 12 The manner of execution of subsidy programmes, including the amounts allocated & the details of beneficiaries of such programmes.

NA

Manual 13: Particulars of recipients of concessions, Permits or Authorizations granted by it.

NA

Manual 14: Details in respect of the information, available to or held by it reduced in an electronic form:

Details related to library are available on University website www.gujaratuniversity.ac.in at student welfare section & www.gulibrary.com

Manual 15: The particulars of facilities available to citizens for obtaining Information, including the working hours of a library or reading Room, if maintained for public use:

Details available on Notice board & website related to working hours of library and reading Center for affiliated Library Community.

Manual 16: The names, Designation and other particulars of the public information officers:

Registrar: Gujarat University

Librarian: Assistant Public Information Officer

**Manual 17: Such other information as may be prescribed; and thereafter
Up date these publications every year:**

Nil
