



F.No. MANUU/Lib./F.13/2018-19/R - 50

Date: 5th February, 2019

NOTIFICATION

1. In supersession to all previous orders, the Vice-Chancellor is pleased to constitute the Library Advisory Committee (LAC) for MANUU Library System with the following composition with immediate effect:

S.No.	Name & Designation	Chairperson/Members/Ex-Officio Member
i)	Vice-Chancellor or his Nominee	Chairperson (Ex Officio)
ii)	Two Deans to be nominated by the Vice-Chancellor	Member
iii)	Registrar or his Nominee	Member (Ex Officio)
iv)	Finance Officer or his Nominee	Member (Ex Officio)
v)	All HoDs of Teaching Departments	Member (Ex Officio)
vi)	Director or In-charge, Centre for Information Technology	Member (Ex Officio)
vii)	Principal, Polytechnic, Hyderabad	Member (Ex Officio)
viii)	Dean or Jt. Dean (Academic Affairs)	Member (Ex Officio)
ix)	Director, IQAC	Member (Ex Officio)
x)	One Professor, one Associate Professor and two Assistant Professor of teaching Departments to be nominated by the Vice-Chancellor	Member
xi)	Controller of Examinations	Member (Ex Officio)
xii)	University Librarian	Member-Secretary (Ex Officio)

2. The MANUU Library System will comprise of Central Library, libraries of various Satellite Campuses, CTEs/Polytechnics/ITIs/Model Schools etc.
3. The term of the Members of the LAC other than ex-officio Members shall be for a period of two years or till further orders.
4. The LAC shall meet at least twice in a year. One third of the Members will form the quorum at a Meeting. In the absence of the Chairperson, the senior most Dean of the Schools who is the Member of the LAC shall function as Chairperson.
5. The Meetings of the LAC shall be convened by the University Librarian on the directions of the Chairperson of the LAC with at least seven days before each of such meetings. Provided in case of emergent meetings, the notice period of seven days shall not be applicable.

M/As
 5/2/19

6. The following are the general functions of the LAC:-
 - i. To formulate and frame policies related to the acquisition of books, journals, e-resources etc. for the MANUU Library System;
 - ii. To formulate policies related to modernisation and up-gradation of the MANUU Library System;
 - iii. To form such standing sub-committees such as Library Acquisition Committee (Purchase Committee), Stock Verification Committee, Weeding-out/Writing-off of Books Committee, Budget Planning Committee etc. for effective functioning of the MANUU Library System;
 - iv. The LAC shall recommended for the approval of expenditure of the MANUU Library System as may be necessary from time to time; and
 - v. Any other function that may be deemed necessary by the LAC.
7. All the recommendations of policy matters and financial expenditure arising out of the recommendation of LAC shall require the administrative and financial approval of the Competent Authority from time to time.
8. The Librarian shall maintain all the relevant records and send copies of the minutes of the meetings of the LAC to the Academic Section for reporting to the Academic Council from time to time.


Registrar)

To,

All the Members

Copy to:

1. O/o the Vice-Chancellor/Registrar/Finance Officer/Controller of Examinations
2. University Librarian
3. Deans of Schools of Studies/All Heads of the Teaching Departments
4. Joint Dean, Academic Affairs
5. Director, IQAC
6. Principals - CTEs/Polytechnics/ITIs/Model Schools
7. Incharge, Lucknow Campus/Budgam Campus
8. Director, CIT for information and to upload on the University website
9. PRO/Hindi Officer - for Urdu/Hindi version