
Circular Memo.No.380/KMC/PJTSAU/2024-25,

Dated:17.08.2024

Sub: PJTSAU – KMC, R' Nagar – Library Fund – Transfer of Library fee collected from UG, PG and Ph.D students of all PJTSAU campuses to Library Fund Account – Communication of Library Fund Guidelines – orders - Issued.

Ref: 1.C.No.178/KMC/PJTSAU/2024-25

2.U.O.Note.No.3698/Account Opening/TF/2024, Dt:06.08.2024

The University has approved to create dedicated Library Fund from the funds accrued by the library fee/deposits collected from UG, PG and Ph.D students at all constituent colleges of PJTSAU during the current academic year with effect from 01.04.2024. The PJTSAU Library Fund shall be exclusively utilized for strengthening of the main campus KMC and all Constituent College KMCs for enabling to benefit academic/research endeavours of students, research scholars and also to aid in strengthening of library infrastructure and information resources. The guidelines towards creation of PJTSAU Library Fund are herewith enclosed. To this extent, a saving account bearing No.**43202330940** has been opened at SBI Rajendranagar exclusively for the purpose of Library Fund.

Hence, all the Associate Deans, Drawing & Disbursement Officers and Assistant Comptroller's of PJTSAU main Campus and Constituent Colleges are hereby directed to strictly adhere to the guidelines of PJTSAU Library Fund and transfer the library fee collected from all UG, PG and Ph.D. students every semester to Library fund savings account from here onwards.

P RAGHU RAMI REDDY
REGISTRAR

Encl: PJTSAU-Library Fund Guidelines

To

All the Associate Deans of Colleges, PJTSAU

All the Administrative Officers, PJTSAU

All the Assistant Comptrollers, PJTSAU

Copy to

The Dean of Student Affairs/ Dean of Agriculture/ Dean of Agril. Engineering & Technology/Dean of Community Science, PJTSAU, R' Nagar

All University Officers, Admn. Office, PJTSAU, Rajendranagar

The Assistant Professor (LISc.) KMC, PJTSAU, R' Nagar

CC to P.A.to Registrar, PJTSAU for information

CC to PS to Vice-Chancellor, PJTSAU for information

SF/SC

//F.B.O.//


Superintendent





**PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL
UNIVERSITY
RAJENDRANAGAR, HYDERABAD - 500030**

INTRODUCTION

The Knowledge Management Centre (Library) is considered the “heart of an educational institution” as it caters to mandate activities of the university, i.e., Teaching, Research, and Extension. The Students, Researchers, Faculty, Scientists, Administrators and staff of the university rely on KMC for gathering varied kinds of information mainly for the purpose of academic and research pursuits. Therefore, continuous strengthening of Knowledge Management Centres of main campus and all constituent colleges is necessary. It includes upgrading infrastructural facilities, information resources in print and online, subscriptions to renowned periodicals and modernization of day-to-day operations on par with prestigious national and international agricultural universities. This in turn enables students, researchers to utilize the KMCs regularly to keep them abreast of the latest trends in their domains. Further, the development, modernization and up-to-date information resources of libraries are important components of the NIRF ranking, ICAR SAU’s accreditation, NAAC accreditation etc.

In this scenario, there is a need to earmark the Library Fee and Library Deposits received from the students to cater the needs of all KMCs of the University. The library fee received from the students for each semester is part of the University Fund, while the library deposit received from each student is a refundable caution deposit and part of Non-University fund including the interest accrued on such library caution deposits. Both of these are part of library fund of the university. Accordingly, the following operational guidelines shall be issued on the PJTSAU Library Fund for implementation with effect from FY 2024–25.

1. Short title and commencement

- 1.1. This may be called as PJTSAU Library Fund (PJTSAU- LF)
- 1.2. It shall come into force with effect from 01.04.2024.

2. Objective of the PJTSAU Library Fund

- 2.1 Library Fund shall be created for procurement of latest edition books, subscription to Journals, Magazines, e-Resources, valuable information resources, other materials, strengthening of Infrastructural facilities viz., Reading Tables, Chairs, Computers, Wi-Fi etc., conducting of user awareness programs, workshops, trainings related to usage of library resources and databases as per the needs of the students and research scholars from time to time. It will be used to create the online databases, yearly subscriptions to the digital resources, and other digital resources that will be available for use on all of PJTSAU's college campuses.

3. Composition of PJTSAU Library Fund:

The PJTSAU Library Fund is of two parts, namely

- 3.1 **Library Fee:** The library fee is collected every semester from the students, i.e., U.G., P.G., and Ph.D., as part of the university fund by all colleges and transferred to the university as part of the university fund. This part is maintained by the University Budget Section as part of the University Fund.
- 3.2 **Library Deposit:** Interest accrued on the library deposits collected from the student's forms the second part of the fund. This part is maintained by the concerned college as part of Non-University Fund.
- 3.3 **Library Account details:** A savings account bearing Account No. **43202330940** of State Bank of India, Rajendranagar (**IFSC.No:SBIN0020074**) has been opened by Comptroller's Office for enabling to receive funds pertaining to library fee collected from UG/PG/Ph.D Students.

3.4 Any book overdue fines, amount collected for Xerox & Printing and any other charges collected from the KMC users shall be deposited into the General Fund Account of the University, which is already in practice and remains unchanged.

4 Nature of the PJTSAU Library Fund: It is a tied fund to meet the development and strengthening of the Knowledge Management Centres (University Library), PJTSAU, Rajendranagar and constituent college KMC's of the University as per the information requirements of the students and research scholars from time to time.

5 Procedure for Accrual of Library Fund: Library Fee collected from the students every semester as part of the University Fund, transferred to the Comptroller, PJTSAU shall constitute internal accruals of Library Fund, which may be utilized to fulfil the objectives of the PJTSAU Library Fund.

6 Operational Guidelines of the PJTSAU Library Fund

6.1 The PJTSAU Library fund (PJTSAU-LF) will be created initially from the Library Fee of the University Fund from the Financial Year 2024-25.

6.2 After finalizing the quotations for procuring books/periodicals/journals of all KMC's, the Associate Deans of Constituent Colleges will inturn prepare list of books required for their respective KMCs. The finalized proposals shall be furnished to concerned Deans and University Librarian. The Deans after scrutiny shall take prior approval from the University Authorities (Comptroller/Registrar/Vice-Chancellor).

6.3 The accounting records for the PJTSAU Library Fund shall be maintained by the Assistant Comptroller (Claims) in Administrative Office and in the constituent colleges against which expenditure is incurred and is subject to pre-audit and external audit.

6.4 Library Fee Receipts shall be earmarked for procurement of latest collection of books, subscription to National and International Journals, Online Databases, e-Journals, e-Books etc., Infrastructural facilities such as Book Storage Racks, Journal Display Racks, Reading Tables, Chairs, Display racks, Computers, Wi-Fi, modernization of library activities, conducting of user awareness programs, workshops, trainings related to usage of library resources and databases etc., However, the allocation of fund will be based on the admissions and Library Fee collection from the students.

6.5 Library fines and other charges that are collected from students shall be deposited to General Fund of University. The accounting records contain among others, the institute-wise records for the Library ^{deposit} ~~fee~~ (Refundable) received from students in a semester/academic year, shall be kept in concerned college account and interest accrued shall be transferred to the PJTSAU Library Fund Account.

7 Expenditure Procedure: The Expenditure from the Library Fund must be in alignment to the instructions, policies and economic measures issued by the Govt. of Telangana, Govt. of India and ICAR etc., from time to time.

8 Exception and Residual Clauses: Any exception to the above guidelines or changes in the guidelines will need specific approval of the Hon'ble Vice-Chancellor, PJTSAU.

9 Review and Revision: These guidelines may be reviewed as and when required but atleast once in three years.

P. R. [Signature] 17/11/24

REGISTRAR

(b)
17/08/2024

[Signature]