

Report of the

Nisha
809047.

***Expert Committee on
Staff Pattern
for Kerala Agricultural University
Library and Information System
(KAULIS) 1999***



Kerala Agricultural University
Main Campus, KAU Post, Thrissur-680 656

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Preface

Library and information service scenario where most aspects of IT were initially tested and perfected is witnessing revolutionary changes in the mediums and methods for accessing, storing, organising, processing and disseminating information. Internet has accelerated the move towards a more electronic library environment and the digital culture is gradually pervading all aspects of library routines. Library management functions are currently in a transitional phase as the forces affecting the supply, organisation and delivery of information adjust to the new digital paradigm. ICAR, UGC, AICTE, NCTE and ICMR recognising the value and importance of library and information systems in maintaining the quality of education and research have already initiated major programmes to develop them.

It is now hard to conceive of a special library today which deals exclusively in hard-copy material. In live library systems the traditional online databases and familiar CD-ROM products have been joined by the World Wide Web, electronic journals, groupware, e-mail and intra nets. Information held in digital form is also several things at once, a multimedia fusion of sound, text and image as well as animation, video clips, software applications and real time discussion.

Digital books are available through Internet. Publishers and booksellers can be located via their Web pages and orders can be placed using e-mail. Resource sharing, co-operative cataloguing and access to centrally located collections are facilities that can be easily materialised using IT. Manuals, encyclopaedias, directories, bibliographies, catalogues, reviews, contents pages and newspapers and periodicals are all available online. Price checks, order processing and claims can all be dealt with much more speedily. Enquiries can be taken and answered via e-mail, reducing delays for urgently required information. Digitised document delivery services offer an efficient and speedy alternative to more traditional interlibrary loan. A feature of the current digital library environment is the apparently seamless way in which resources are networked and accessed across different computing platforms. So the emphasis, of present day libraries is on sophisticated behind-the-scenes technology to produce powerful results while simultaneously enabling easy information search procedures for the end-user.

In campuses which harness the possibilities of IT; information systems and networks are being built around libraries. This enable the library managers to ensure of people dispersed across different buildings and campuses. This is to be achieved

by managed information structures supported by highly trained library and information professionals.

Timely delivery of up to date information has always been a crucial factor in agricultural university libraries. For this, they have to deal with a diverse range of non-book information materials. But the basic functions of library and information management have not changed and it still involves the key library procedures selection, organisation and dissemination of information. Only the media and methods have changed.

Selection of documents, whether hard-copy or digitised, remains a key function of the library and information system. In an electronic library environment this becomes a difficult task because of the enormous choice of material on offer. Distribution issues like inter lending of materials and use by third parties will need to be considered in the context whether we are paying for the continued or repeated use of the data or for once only use. The range of media also complicates the document selection function in libraries. Same information may be available in many different ways and comparisons need to be made both between competing products in the same medium as well as across different formats. Different mediums may be required for some documents, for example using online databases to update material supplied on CD-ROM and using the Internet to update online data. It is harder also to assess the authority of a data source in an environment where there is an abundance of free information material. Current digital information products will require - enhancements to existing hardware which need to be taken into account in selection and purchase decisions.

Traditional libraries give stress to the physical organisation of the internal collection. In the current access scenario, the need is to to manage and control the vast range of external information resources. Internet search engines are not effective in saving the time of the user and providing right information from an overwhelming mass of disorganised information available on the net. Library professionals have to filter required information from the vast range of information in the net to save the time of the user. Librarians have to do subject mapping of electronic information to provide an easy and effective way for scientists and students to access the most appropriate information sources.

Delivery mechanisms are very important. Output is to be tailored to cater to the specific requirements of individual users. Library has to develop the expertise

using the most appropriate electronic tools and software to provide the end-user with the means and advice to access a variety of different information formats. Librarians need to play a major role in enabling scientists and students to enhance their IT familiarisation and to increase their information search proficiency.

As an information intermediary librarian's role in managing services will include evaluating, installing, testing and programming or training these facilities. Librarians have to become mediators between the end-users of information, the information resources and the overall objectives and strategies of the organisation. In the current library scenario; library managers require a broader range of overlapping skills; as demarcation lines between library science, information science, computer science etc. become increasingly blurred. The skills required to manage information on the organisation's intra net for example may be a combination of document management, knowledge management, information retrieval and records management expertise. The multi disciplinary nature of the current library environment involves a converging set of technologies and skills and requires more routine liaison with different players such as the information scientists, electronics and communication people, system designers, publishers and other information providers. Digital library technology provides exciting challenges and opportunities for re-orienting the library. To harness its possibilities librarian's role, status and qualifications requires to be redefined in a much wider context than even the current information and library scene.

As in all live educational and research systems, all over the world in KAU also library was the first unit within it to use computers and communication systems to implement networks, automate various activities and also utilize the potential of information technology to access remote databases. For a profession infamous in our academic environment for its tradition as custodian and preserver, the small group of professionals entrusted with the work of implementing the integrated library and information system named KAULIS have been remarkably far sighted in their willingness to adopt new technologies.

The building and the physical facilities required for a high tech information system were already completed under KAULIS project. It has facility for storing 6.5 crore print page equivalent digitised documents at the initial stage as well as video and sound. It has completed a building LAN into which 65 users terminals can be plugged in. With a V-SAT or dedicated communication line any book, journal, video or lecture stored in this electronic library can be accessed from any remote corner of

the State. Upto 65 users can access worldwide libraries through Internet from inside. With required staff and a good information system strategy the library can fulfill the information needs of the university as well as the whole agricultural sector of the state; for with the library tools and techniques provided by IT and the way in which KAULIS is configured, the physical location of the library is of no relevance. There will be no structural change than that of traditional systems. But the quantum of staff will be reduced in strength compared to traditional libraries of other State Agricultural Universities or comparable units in this university. But, it will be essential to employ information science specialists able to deal with computer and communication technologies.

The committee has while formulating the recommendations considered the developments in current library and information science field and the requirement of the high tech system (KAULIS) developed by KAU. Various existing norms for staff pattern evolved by UGC, ICAR, AICTE etc examined were found to have been formulated decades back when the library functions were limited to purchase , storage and lending of printed materials, when the present trends in library systems can not be dreamed off. Evaluation of other SAU and traditional university libraries revealed that the system KAU has developed is far advanced and it will not be advisable to evolve standards based on systems the remodelling of which is long due.

Considering all the above factors, the committee evolved a formula which can satisfy the present and future needs for staffing the library and information service system (KAULIS) developed by KAU.

On behalf of the Committee, I hereby acknowledge the support given by librarians of other State Agricultural Universities, and many library and information scientists by providing required documents and suggestions on various aspects. I would also like to record the appreciation of the Committee for the hard work Shri. A. T. Francis, Library Assistant, University Library has put in by maintaining an one man secretariat for the committee.

Thrissur
23.06.1999

Prof. R. Raman Nair,
Librarian, KAU & Convener,
Expert Committee
on Staff Pattern

Chapter 1: Introduction

1.1 Information is the most valuable resource. Its control and exploitation are of important concern for governments, universities and research institutions and the general public. The quality of library and information services in universities is a major factor that determines the quality of education, research, extension and development activities undertaken by them. The competency of the students, teachers, scientists and extension staff mainly depend on how effectively they update information and knowledge. A well planned Library and Information System(LIS) can provide right information to the right user at right time and avoid waste of crores and crores of rupees from public funds caused due to the duplication of research. The library and information professionals collect, process and disseminate information to the users in a scientific manner, speedily and cost effectively by using current information technology. Considering the importance of the Library and Information Systems in higher education and research, the University Grants Commission(UGC) and the Indian Council of Agricultural Research (ICAR) have made it obligatory to establish Library and Information Systems with University Library as central hub in all universities and colleges functioning in India. The UGC insists on the establishment of the Library and Information System of the required standard in a university for the approval of the university and allowance of grants and ad-hoc funds. Such Library and Information Systems is to be well equipped with required building, enough space, equipments, collection and staff. It is also compulsory to utilise a substantial percentage of the grants allotted to the universities and colleges for library facilities. The Model Agricultural University Bill of ICAR also contains similar provisions in respect of the establishment and maintenance of the university and college libraries in agricultural universities. Though, Kerala Agricultural University (KAU) was established in 1971 and the KAU Act and Statutes provided clearly for establishing this major statutory unit; the Office of the Librarian, for the planned development of the Library and Information System of the university, university could not establish the unit as required by the ICAR Model Act till recently. Hence, the University Library also could not be established. The students, teachers, scientists and other staff of the university made use of the library facilities available within the limitations of the colleges and stations as well as library facilities in Tamil Nadu Agricultural University and other nearby institutions for their information requirements. But the demand for speedy access to information on agricultural research worldwide, which necessitated upto date library and information services based also on documents from outside the collection than that is maintained at a station/college, steep hike in prices of documents, especially foreign journals, etc. necessitated rationalisation of the procurement of library documents and resource sharing within and outside the university. For this; the establishment of the unit for managing Library and Information System as provided

in ICAR Model Bill and KAU Act 1971 has become an urgent necessity.

1.11 The current developments in Information Technology and possibilities offered by INTERNET and Information Super Highway for online access to information kept in libraries world wide generated a demand among user community for improved library and information services and it necessitated application of computer and communication technology for the Library and Information System. This has functionally necessitated the filling up of the statutory office of the Librarian, KAU to manage the Library and Information Services and develop the system that can meet the challenges of information technology and organise the University Library which is to act as the central hub of the system as well as satisfy the UGC/ICAR norms.

1.2 As Office of the Librarian, KAU, the statutory unit which is to manage the Library and Information System of the university, as per the KAU Act 1971, and University Library were established only recently for which staff is to be provided, and as the nature and quantity of staff is to be based on the current developments taking place in library and information service scenario, an Expert Committee on Staff Pattern for KAU Library and Information System was constituted by the University as per the Order No. UL/ECSP/925/97 dated: 01st September 1997 with the following members:

- | | | |
|----|--|----------|
| 1. | Prof. R. Raman Nair, Librarian | Convener |
| 2. | Shri. A.K. Dharni, IFS, Registrar | Member |
| 3. | Shri. P.M. Chandran, Comptroller i/c. | Member |
| 4. | Dr. N. Mohanakumaran, Director of Research | Member |
| 5. | Dr. U. Mohammed Kunju, Director of Academic & P.G.S. | Member |

1.21 Shri. P.B. Sidharthan, IAS who took over the charge of the Registrar, KAU acted as member consequent to the deputation of Shri. A.K. Dharni, IFS to the Indian Forest Research Institute, Dehradun.

1.22 Shri. K. P. Raveendran who assumed charge as the Comptroller, KAU acted as member consequent to the change of position of Shri. A. Basil who has also acted as member consequent to the retirement of Shri. P.M. Chandran.

1.23 Dr. C.K. Thomas who took over the charge of the Director of Academic & PG Studies acted as member consequent to the retirement of Dr. U. Mohammed Kunju.

1.24 Shri. V.R. Sankarankutty, Deputy Comptroller and Smt. S. Vanaja, Assistant Registrar have participated in the discussions at various stages.

1.25 The terms of reference of the committee were to examine:

- i). The work load and nature of work in libraries at different levels in the university; and
- ii). Suggest pattern as well as qualifications and professional training required for each category of staff in the changed library scenario.

1.3 The committee was requested that while formulating its recommendations it has to keep in view the relevant recommendations of the UGC, ICAR, Joy Committee of the Government of Kerala and also the current developments in Library and Information Technology influenced by computer and communication revolutions, as well as the requirements of the high tech library system the university has recently built up.

1.4 The statutory unit of the university which is to manage library and information services to be provided through about 40 colleges and research stations spread over the length and breadth of the state was established at a time when explosive changes are taking place in the library and information field. Library profession is rapidly changing in the way in which it works. The application of technology in libraries to information storage and retrieval, access to a far greater stock of information than any single information centre or library could possibly hold or afford, and the speed with which information is continuously changing; all result in a new approach to library and information systems and their staff. No longer can library professional limit their professional activities within the information contained in printed materials. Instead, users, especially those from specialised systems like that of agricultural universities, expect their information request to be customised and at the same time they want to be able to access required information existing beyond the borders of time and space. The role of library and information science professional has become that of a trainer, guide or navigator, encouraging, helping or empowering the user to acquire skills which will allow them to the efficient and effective use of information. In these days, in all developing countries, the library managers and library professionals are metamorphosing into information managers and information professionals.

1.5 The nature of staff, the qualification, experience, specialization, number, etc. is to be fixed in the above context if the staff provided is to become useful for the

functioning of the system. The Committee decided to examine the situation in other universities before starting the work. The Committee requested relevant data on university, college and department libraries existing there from all agricultural universities in India and conventional universities in Kerala using a format. This data was analysed in detail. Suggestions received from Deans/Associate Deans, Heads of Stations and University Librarian were also considered. Discussions with teachers, students and library professionals and observation of work and service set up existing and of the problems faced and solutions suggested by concerned were also used to evolve recommendations.

1.6 Recommendations of various Expert Committees of UGC and Government of Kerala on university and college libraries were studied. The views of eminent scholars in the field of higher education such as Dr. S. Radhakrishnan, Dr. S.R. Ranganathan, Dr. D.S. Kothari, Prof. P.N. Kaula, Shri. V.P. Joy, IAS, etc. on library and information systems, recorded in reports of Expert Committees chaired by them were also taken into account while framing this report.

1.7 As the details of Library and Information Systems and staff structure existing in other State Agricultural Universities and traditional universities are to be studied, the work of the committee has inevitably been carried out mainly by correspondence. The Committee members examined the situations in other State Agricultural University Libraries during their visit to SAUs for various purposes. Staff were also deputed to collect information in this regard. The Committee members have discussed the information so obtained through informal discussions and also examined the in detail documents obtained.

1.8 The data collected was analysed. But as no system comparable to the one developed by KAU existed in any other university in India in terms of the technology used and the integrated resource sharing network planned; the data collected was not of much use. Application of Information Technology has enabled the functioning of the KAU system with less professionals and resources; generating more products and services. The analysis of the experimental functioning of KAU Library and Information System (KAULIS) has revealed such possibilities and so its special nature and requirement was the main concern of the committee while framing recommendations.

1.9 The committee held three formal sittings on 17th October 1997, 17th June 1998 and 23rd June 1999 which discussed all aspects in detail. The sitting of 23rd June 1999 finalised the report and recommendations

Chapter 2: Office of the Librarian, KAU (KAULIS)

2.1 The duties and responsibilities of the Office of the Librarian, Kerala Agricultural University is defined in the KAU Act 1971 and Statutes. The Librarian is the officer entrusted with the responsibility of providing library and information services to the students, teachers and extension and other staff of the University working in about 40 campuses and stations spread over the length and breadth of the state.

2.2 The Librarian, KAU has to plan and supervise the overall growth and development of the library and information services in the colleges and stations of the University. The administrative and financial responsibilities of the Office of the Librarian and KAULIS is similar to other statutory divisions of the University like Directorate of Physical Plant, Directorate of Research, Directorate of Extension, Directorate of Students Welfare, etc. and their heads which cuts across institutions, departments and campuses.

2.3 The office has to attend matters like the appointment, training, transfer, etc., of library professionals working under the KAU Library and Information System, maintain service and leave records of staff working in the University's Libraries, budgeting, fund management, preparing reports to be submitted to the Vice Chancellor, Executive Committee and Higher Bodies of the University, etc.

2.4 Hence, the staff requirement for the Office of the Librarian and KAULIS is similar to that in other similar units like Directorate of Physical Plant, Directorate of Research, Directorate of Extension, Directorate of Students Welfare, etc. headed by other similar Statutory Officers of the University. Due to non availability of the required staff, most of the legitimate management functions of the unit are still undertaken at different divisions at lower levels of other units in an unplanned uncoordinated way. *The Committee recommends that the library and information service system's functions should be systematised and brought under the legitimate unit as provided in the Act and Statutes for extracting the optimum utility of resources.*

Divisions in the Office of the Librarian and KAULIS

2.5 The following are the essential divisions of the Office of the Librarian and KAULIS. Their major functions are also listed. All these divisions have to function in only one shift and hence the staff requirement also will be for one shift.

- 2.51 **Administration:** Transfer and postings of staff, maintenance of service books, general correspondence and reporting, budgeting, and budgetary control, purchase of equipments and stationery, work relating to drawing and disbursement, etc., verification of stock and services of libraries in various stations/colleges of the University.
- 2.52 **Database Development & Electronic Library:** Preparation of coding sheets, Data entry of bibliographical information in respect of documents acquired by purchase, on gift and by exchange, rectification and updation of bibliographical records, Tallying with the call numbers, Maintenance and rectification of catalogues and databases in electronic form, etc.
- 2.53 **Serials Control & Services to Colleges:** Processing of requests for books and journals, Approval, Subscription of Indian and foreign journals, subscription watch, processing, journal service to colleges and stations, etc.
- 2.54 **Library LAN Administration:** Library LAN management, ensuring safety of databases mounted on systems, maintenance and servicing of computer systems and other library, electronic and digital equipments, etc.

Staff Requirement for Office of the Librarian

2.61 The Office of the Librarian and KAULIS requires Administrative and Technical Divisions. A full fledged Administrative Division headed by an Administrative Officer and supported by Section Officers, Assistants, Typists, etc. are required here. Three Technical Divisions are also required in the Directorate of which, two divisions may be headed by Assistant Librarians and the third by Assistant Engineer(Electronics and Communication). One Deputy Librarian is also essential for middle level management. Other necessary professional and non-professional staff such as Library Assistant, Bibliographic Data Processing Assistant(BDPA), etc. are also required.

Administrative and other staff

2.62 The Administrative and financial work of the Office of the Librarian, KAU involves dealing with planning, budgeting, fund management, preparing reports, etc. Hence, the Committee recommend an Administrative Unit headed by an Administrative Officer for the Office of the Librarian.

2.63 Since the KAU Library System will be an automated system, various types of computer and communication equipments are used for the work. Smooth and efficient access for users from within the building, within the campus and outside to information in electronic media stored at the University Library and also at other places under the system depend on continuous maintenance of the hardware and software. The KAULIS will have at the initial stage minimum 35 electronic equipments at the Headquarters and 30 at colleges and stations meant for users which will be functioning continuously throughout the working hours. Unmanned electronic storage systems at the headquarters of the unit will function 24 hours a day to enable access from the campuses outside at any time. There are also hundreds of digital/electrical points which are to be continuously checked and maintained for ensuring safety of equipments which will be in continuous use. There is also a separate Generator and Water Pumping Station for the Library and Auditorium Complex. *Hence, one post each of Assistant Engineer(Electronics and Communication) and Technician(Electrical) is recommended for the Office of the Librarian, KAU.*

Total Staff Requirement for the Office of the KAU Librarian (KAULIS Directorate)

2.64 The staff requirement for the Office of the Librarian and KAULIS Directorate is listed in Table-05. The Committee recommends the posting of additional staff required as per Table-05.

2.7 The duties and responsibilities of the Office of the Librarian, KAU cuts across different units and stations spread across the state as that of other similar statutory offices of the KAU, and the quantum of work is also equal to most other statutory offices, but, being a unit which uses current technology for functions, staff requirement is 75 per cent less considered to other similar units under KAU.

Chapter 3: University Library

3.1 The University Education Commission considers university library as the heart of all work done in a university.

3.2 University Library plays a significant role in teaching-learning process and research in a university. It is the resource base for information required for teaching, learning, research, extension and development. The students and teachers of a university depend on the University Library to meet their various types of information needs which its service outlets like college/ station/ departmental libraries cannot provide. The regulating agencies in Higher Education in India such as UGC, ICAR, etc., have made it obligatory to establish university libraries in all universities in India, recognised by them.

3.3 The University Library of Kerala Agricultural University is a new establishment. The university library at Vellanikkara established in the new building as part of the KAU Library and Information System is a fully automated one which has no parallel in India. Hence the service effectiveness will be higher as compared to that in other university libraries following traditional methods for collection, storage and dissemination of information. But, staff requirement will be less than that of the other universities.

Services of the University Library

3.31 Libraries organise information documents, staff, equipments, etc., in all educational and research systems to provide good services. But, it is an accepted phenomenon that no single library in the world can be self reliant in itself because of limitations pertaining to financial resources, collection, space, manpower, etc. Hence, the libraries world over are making every effort to economise the services by enabling access; than by acquiring information sources.

3.32 As in all other agricultural universities in India, in Kerala Agricultural University also, there is a provision in the First Statute to establish and maintain a University Library .This unit has to look after the library and information needs of various categories of students, scientists and other staff of the university. It has to provide services to and through all constituent colleges and research stations also. Agriculture being the core sector of our economy, and KAU being the primary institution to conduct teaching, research and extension activities in that sector in Kerala, KAU Library has also to meet the requirements of government, other institutions working in the field, planners, voluntary agencies, farmers, etc.

3.33 Hence, KAU Library has to offer services like Circulation, Reference service, Inter Library services, Literature search, Current Awareness Service, Selective Dissemination of Information, Compilation of Bibliographies, Database Services using CD-ROMs and other databases, Online Search, Documentation, User Education Programmes, INTERNET Services, Multimedia and Audio-Visual Services, etc. KAU Library Division also has to organise programmes for sharing resources between institutions under the University as well as outside agencies engaged in research on subject areas mandatory to KAU.

3.4 The data collected from various agricultural universities reveals that all of them have university libraries and many have maintained college/departmental libraries also. All the universities in Kerala have good university libraries with huge collections of above two lakhs documents and staff strength above 80 and also separate libraries for the departments. Most of these departmental libraries and university libraries together exists in the same campuses.

Physical features and general details

3.41 The Committee has made a survey on the physical and other features of the University Libraries of the agricultural universities functioning in India and conventional universities in Kerala. In all the universities in Kerala, separate libraries other than University Libraries are existing in all subject teaching departments of the universities. In the University of Kerala, there is also one additional University Library in the Kariavattom Campus of the University. A comparative statement of the physical features is provided in Table 02. When compared with other university libraries, KAU Library only has the required base at present for a full fledged digital library. An average university library in India can be maintained here electronically and made accessible to all colleges and stations which already have developed the required systems to access this library.

Working Hours of the University Library

3.42 Most university libraries are normally working for 12 hours a day including Sundays and holidays in order to enable maximum utilization of resources. Moreover, they facilitate the students, teachers and scientists to avail the services of the library after the class time or office hours. Some university libraries in India are open for users for more than 12 hours. There are some ICAR institutes which keep their libraries open upto 11 pm. One specialised library under the Ministry of Agriculture

is found to be functioning for 24 hours a day so that when any scientist require information, he can walk into the library and search information kept there or in any part of the world through INTERNET access facility available there for 24 hours. *The Committee recommends that, the University Library of KAU should offer services from 8 am to 8 pm on all days including Sundays and holidays.*

Departments of the University Library

3.5 The data collected on various university libraries reveals that the number of University Library departments range from six to eleven. Based on Work Study and Job Analysis, the whole work of KAU Library can be divided into seven technical areas/departments as follows. Their major functions are also listed against each:

- 3.51 **Acquisition:** Selection and Collection of information sources, Approval of list of books to be kept at various colleges and stations, control of duplicate procurement, appointment of standing vendors, accessioning, passing for payment.
- 3.52 **Technical Processing & Maintenance:** Classification, cataloguing, preparation of volume for use, display, notification of documents, replacement, shelf rectification, binding of books, stock verification, writing off, collection assessment, reporting on strengths and weaknesses of collections, etc.
- 3.53 **Education & Training (CLIS):** Regular User education programmes, Extension Programmes, Short term IT familiarisation activities, Courses for fresh UG and PG students, User initiation, refresher courses, etc.
- 3.54 **Reference Service:** Short term and long term reference services, personalised information services, Selected Dissemination of Information(SDI), Current Awareness Service(CAS) and other related user services, etc.
- 3.55 **Circulation & Inter Library Services:** Membership registration, issue and return, reminder, reservation, fine collection, issue of non-due certificates, collection of documents on loan, issue document on loan, exchange of documents, free books, etc.

- 3.56 **Multimedia & Audio-Visual Services:** Selection, approval and procurement of multimedia databases, audio and video cassettes, micro-film, micro-fiche, etc., accessioning, payment passing, classification and cataloguing and maintenance of multimedia and A/V documents, conducting regular and ad-hoc audio, video and multimedia programmes.
- 3.57 **Information, Documentation & Online Services:** INTERNET based services, database services, abstracting, indexing, bibliographical services, reprography, micrography, etc; online services, E-mail services, Electronic full-text services, etc.

Staff Requirements of the University Library

3.61 The staff requirement of a university library is to be based on various factors such as working hours, services provided by the library, number and type of users, size and type of collection, libraries at different levels in the university, level of automation, management procedures followed, etc. Since KAU Library is fully automated, the staff requirement of it will be less than that in other universities. The Committee has studied the staff patterns of other university libraries in Kerala and outside.

Heads of Departments of the University Library

3.62 Library technical and information service matters are mainly dealt with in the technical departments. Various matters such as selection, purchase, stock management, circulation management, reference services, interacting with other libraries, etc. are to be dealt with in these departments with adequate delegation of powers. *Hence, the Committee recommends that the technical departments of the University Library is to be headed by Assistant Librarians.* Out of the seven such departments, four are dealing with user services and hence, they have to work in two shifts. Therefore such departments need one more Assistant Librarian each to attend various managerial and service aspects in the second shift also. *Hence, the Committee recommends 11 Assistant Librarians to manage the technical departments of the University Library in two shifts and one Deputy Librarian to supervise and control the functions and for managing a pool of four technical departments.*

Span of Control among Professional Staff

3.63 For effective management of every organisation, an optimum ratio of span of control should be applied. The management experts recommend a span of control ranging from three to seven depending on the type of organisation, nature of services, authority and responsibility to be assigned to each category of staff, etc. All the universities in Kerala, including KAU, follows same pattern in respect of the span of control of different categories of staff. A similar ratio scheme is prevailing in universities in Kerala among both Administrative and Library staff.

3.64 *Considering the nature of work and services offered, a ratio of span of control of 1:3 between the Assistant Librarian and Library/Technical/Reference Assistant is recommended for an automated library.* Minimum one Assistant Librarian is essential for each shift of independent departments of the University Library. In addition to that, one Deputy Librarian each is essential for a group of four departments.

Supporting Semi-Professional Staff

3.65 As more than 50 per cent of the specialised information sources on agriculture have changed to electronic medium and subscribing various journals and other documents in electronic medium is found to be cost effective and convenient for sharing resources among different stations, the operations of the University Library are computer and information technology based. Large volume of bibliographical and textual data also have to be entered daily into the computer, for creating databases, updating catalogues and various other library operations such as acquisition control, circulation management, serials control, documentation services etc. Semi-professional staff having knowledge in library science and bibliographic data processing, and proficiency in typewriting and bibliographic data entry can support the above operations of a modern library effectively. Hence, supporting semi-professional staff designated as Bibliographic Data Processing Assistant (BDPA) with the qualifications of SSLC or equivalent, Certificate in Library and Information Science, English Typewriting and Data Entry Operation is essential for the University Library. Such staff should be conversant with Classification and Cataloguing procedures and library softwares. *The Committee recommends to carry out this work by employing staff on contract basis or hourly rate basis or on the basis of rate per record, created.*

3.66 Reprographic work is an important activity of any University Library. This includes plain paper copying, micrographic activities, printing using computers, scanning texts and catalogues, etc. A lot of such work will have to be done, especially in documentation work and services. *The Committee recommends one Reprographic-DTP Assistant with Certificates in Micrography/ Reprography and DTP Operation for the University Library.*

3.67 Internal vigilance is important for all open access libraries. The KAU Library is a fully open access library and the documents and computer systems for accessing electronic library can be freely used by the users themselves. *Hence, the Committee recommends that staff is essential for the internal vigilance of the library and they should be under the administrative control of the Librarian who is the custodian of stock.* Since lot of equipments are being used in the KAU Library, daily wet and dry cleaning is essential. *It is recommended to employ vigilance and cleaning staff on contract basis.*

Supporting Professional Staff

3.7 Expert Committees on Libraries of the Govt. of India and Kerala have given staffing formula for libraries. A staff formula based on the recommendations of various Expert Committees on Libraries, modified in accordance with the requirements of Kerala Agricultural University Library and Information System is given below for calculating the total number of supporting library professional staff. The formula gives due weightage to each category of users, printed and non printed documents, current journals and number of working hours of the library. The following formula is derived for a library that is working for one shift of net working hours of six to seven. For a library working above seven net working hours and functioning upto 12 hours shall have 50 per cent additional staff. *The Committee recommends minimum two Library Assistants in non-service technical departments and three in service technical departments. The Committee recommends the following formula for supporting Library and Information Science professional staff.:*

$$S = \frac{U+5(P)+10(R+S)}{500} + \frac{PD}{15000} + \frac{NPD \times C}{15000} + \frac{J}{150} \text{ in which,}$$

- U = Number of under graduate students in the Mannuthy-Vellanikkara Campus of KAU
- P = Number of post graduate students in KAU
- R = Number of research scholars in KAU
- S = Number of scientists and teaching staff of KAU
- PD = Number of printed documents held in the University Library
- NPD = Number of non printed documents held in University Library
- C = Total content size of the NPD in Megabytes
- J = Average number of current journals per year based on last three years' subscription

The Committee recommends the administrative and other staff for University Library as per Table 06 required for the Unit.

Total Staff Requirement of the University Library

3.81 The staff requirement of KAU Library has been evolved based on a scientific study making use of the Reports of various Library Committees of Govt. of India and Kerala and also comparing the existing staff structures of other agricultural universities in India and universities in Kerala. A comparative analysis of existing staff structures of some agricultural and other universities are given in Tables 03 and 04.

3.82 A staff structure for professional/technical staff based on the minimum initial requirements of the University Library given in Tables 06 and 07 is recommended for the first phase of working of the KAU Library is .

Positions to be created for Office of the Librarian (KAULIS) and the University Library, Vellanikkara

The requirement for additional staff for the Office of the Librarian (KAULIS) and the University Library as per recommendations given above is shown in Table 08.

Chapter 4: College Libraries

4.1 Constituent colleges of Kerala Agricultural University offer various teaching programmes at under graduate, post graduate and doctorate levels. Research and extension activities are also being undertaken by these colleges. All these teaching, research and extension programmes require quality information support. To provide relevant and timely information service; essential documents and other information sources are to be acquired, processed, organised and maintained in scientific way at the colleges also. Information technology and related equipments such as computers, plain paper copiers, network systems, storage systems, etc. have to be used to provide effective library and information services. Lakhs and lakhs of rupees is utilised annually to acquire such resources at the colleges and other stations. Hence, the stock and service management of libraries have to be planned effectively to achieve maximum benefit out of it. The V.P. Joy Committee of the Government of Kerala has reiterated the need for scientific organisation of college libraries and the need for competent professional staff to manage these libraries. Colleges under KAU being professional colleges, more importance is to be given to this aspect than the traditional government and private colleges.

4.2 KAU has eight constituent colleges. Libraries are existing in all these colleges. The infrastructure available for libraries in constituent colleges of KAU are shown in Table: 09. For the purpose of this analysis, the college libraries in KAU may be grouped into two categories:

- a. Faculty Centred College Libraries; and
- b. Non Faculty Centred College Libraries

College of Agriculture, Vellayani, College of Veterinary and Animal Sciences, Mannuthy, College of Fisheries, Panangad, and Kelappaji College of Agricultural Engineering and Technology(KCAET), Thavanur, come under the first group. The College of Horticulture, Vellanikkara, College of Forestry, Vellanikkara, College of Co-operation, Banking and Management, Vellanikkara and College of Agriculture, Padnekkad, Kasaragode Dist. can be categorised in the second group.

4.3 *The Committee recommends that the Faculty Centred College Libraries should be developed as specialised libraries for the concerned faculty.* The services of Faculty centred College Libraries should be extended to all to other colleges and stations considering the specialised and micro level needs of that faculty. Based on the recommendations given by various Expert Committees of Govt. of India and Kerala and the staff patterns existing in other agricultural universities in India and

conventional universities in Kerala, the following recommendations are made for the development of college libraries of KAU:

Main Campus College Libraries

4.31 In order to avoid the procurement of multiple copies of costly foreign books, particularly, within same and near by campuses, KAU in 1995 has decided to centralise the procurement in accordance with KAU Act and Rules and also centralise technical processing of books and rationalise the subscription of journals by avoiding duplication in subscription, especially foreign journals. Hence, the work relating to the procurement and processing of books and subscription of journals for the college libraries in the Main Campus, Vellanikkara will be done through the University Library. Since the University Library in Vellanikkara will function from 8 am to 8 pm in all working days, including Sundays and holidays, the students and teachers of the colleges in Vellanikkara campus can utilize the better facilities available in the University Library. The Electronic Library will function 24 hours a day and will be an unmanned system. This will be accessible at hostels and outside stations and from scientists' residences also round the clock. Hence, the Assistant Engineer (E&C) should reside in the campus where the University Library is situated.

4.32 In the circumstances, the three college libraries in the Vellanikkara campus need to function from 9 am to 4 pm only and the work of procurement, technical processing, database creation, journal subscription, etc., can be done by the University Library for economy, effectiveness and rationalisation.

Working Hours

4.33 *The Committee recommends that in order to satisfy the requirements of students, teachers and other users, the libraries in constituent colleges of KAU in distant campuses should function for 12 hours on all working days, preferably from 8 am to 8 pm.*

Services

4.34 College libraries in KAU have to offer the services:

Circulation, reference services, inter library services, resource sharing, literature search, current awareness service, selective dissemination of

information, compilation of bibliographies, database services using CD-ROMs and other databases, online search, user education programmes and classes on information retrieval for teaching, learning, research, extension and development using libraries and Library Extension Programmes. The Committee recommend that the libraries in colleges and stations should facilitate online access to the full stock of information resources available at the University Library in electronic media. Systems and connections required for that is to installed on priority basis.

Staff Pattern

4.4 Library and Information services being one of the important factors that determine the quality of teaching learning process, research and development; Govt. of Kerala's Expert Committee on College Libraries, 1994, recommended that a College Librarian with high academic qualification, pay scale and service conditions as prescribed by UGC should be posted in all colleges to head that division. There should be sufficient number of supporting technical and non-technical staff. The colleges under KAU being institutions dealing with highly specialised subject areas, highly qualified, experienced and competent library professionals are essential to provide effective library and information support for various education, research and extension programmes.

Heads of College Libraries

4.5 As per the provisions of UGC/ICAR, there should be at least one professional staff in the UGC/ICAR Cadre in all college libraries. *The Committee recommends for all colleges minimum one Assistant Librarian in the UGC/ICAR Cadre to head their libraries. Considering the importance, status, specialisation and services of the Faculty Centred College Libraries, additional Assistant Librarians as per the Table-10 are also recommended for those colleges.* The Committee also recommend Deputy Librarian to head the Faculty Centred College Libraries without increasing the total number of staff, as per the formula.

Supporting Staff

Supporting Professional Staff

4.6 The professional staff in college libraries have to provide information support

to various research, education and extension activities. The heads of the libraries of the colleges have to be supported by professional staff. The total number of the professional staff including the library head can be derived by the staff formula given at para 4.7 based on quantity of collection, users, services and other work load.

4.61 The Committee understand that, several colleges employ different categories of staff such as Farm Assistants, Technicians, Labourers, etc. for library services. The Committee is of the opinion that, this practice is unscientific and it affects adversely the quality of library and information services.

Supporting Semi-Professional Staff

4.62 Modern library operations are computer and information technology based. A large volume of bibliographical and textual data have to be entered daily into the computer, for creating databases, updating catalogues and various other library operations such as acquisition control, circulation management, serials control, documentation services etc. Hence, a supporting semi-professional staff designated as Bibliographic Data Processing Assistant (BDPA) with the qualifications as specified in para 3.65 is essential in colleges also.

Administrative and Other Non-Professional Staff

4.63 The College Libraries shall have to attend various administrative and management functions. In order to support these activities, all college libraries other than that in Main Campus, shall have one Assistant Grade II the Faculty Based College Libraries shall have one Xerox/Duplicator Operator. *The Committee recommends to provide minimum two Class IV staff for a college library.* Total number of Class IV staff required should be one each for every 20,000 documents in the collection with a minimum of two.

4.7 Expert Committees on Libraries of Govt. of India and Kerala have given several staffing methods for libraries. A staff formula based on the recommendations of various Expert Committees on Libraries, modified in accordance with the requirements of Kerala Agricultural University Library and Information System is given below for calculating the total number of supporting professional staff in Constituent Colleges under KAU. The following formula is derived for a library which will work for one shift of net working hours of six to seven. For a library working above seven net working hours and functioning upto 12 hours shall have 50

per cent additional staff. *The Committee recommends the following staff formula for college libraries:*

$$S = \frac{U+5(P)+10(R+S)}{500} + \frac{PD}{15000} + \frac{NPD \times C}{15000} + \frac{J}{150} \quad \text{in which,}$$

- U = Number of under graduate students in the college
- P = Number of post graduate students in the college
- R = Number of research Scholars in the college
- S = Number of scientists and teaching staff in the college
- PD = Number of printed documents held in the College Library
- NPD = Number of Non Printed documents held in the College Library
- C = Total content size of the NPD in Megabytes
- J = Average number of current journals per year based on last three years' subscription

4.71 *The Committee also recommends to maintain a ratio of 1:3 between the number of professional staff in UGC Cadre and Non-UGC Cadre with a minimum of two Assistant Librarians in Faculty Centred College Libraries and one Assistant Librarian in other college libraries.*

4.8 The staff requirement of the college libraries in the Main Campus at Vellanikkara will be lower than what essential as per the formula. The total requirement of supporting professional staff can be reduced by 50 per cent from the recommended standard requirement. The posts of BDPAs and Assistants are not required for these libraries. The staff requirement for libraries in constituent colleges under KAU as per the above recommendations is shown in Tables 10 and 11. *The Committee recommend the additional staff required for college libraries as per Tables 10 and 11.*

Chapter 5: Research Station Libraries

5.1 Kerala Agricultural University has five Regional Agricultural Research Stations(RARS) and 18 other Research Stations. The following are the RARSs functioning under KAU:

1. RARS, Pattambi, Palakkad
2. RARS, Ambalavayal, Wynad
3. RARS, Pilicode, Kasaragode
4. RARS, Kumarakom, Kottayam
5. RARS, Vellayani, Thiruvananthapuram

5.2 The libraries in research stations have to collect, organise and manage documents in subject areas related to the specialization of the station and also support the University Library to fill in gap in the collection on such areas.

5.3 The Research Stations, especially the RARSs, are having libraries with good collection. Presently, these are managed by non-professional staff. Hence, the full utility of these collections are not extracted at present as well as man hours of other scientists/specialists are utilized for library work. Various Heads of Stations have requested to post professional staff for the libraries of their stations. The Committee also examined the staff requirements of libraries of research stations under KAU. The research stations of KAU can be categorised into two for considering the staff requirement:

1. Regional Agricultural Research Stations(RARS); and
2. Other Research Stations

5.4 *The Committee recommends that there should be a service outlet of the KAU Library at every Research Station to provide service to the station, using the library documents available at the station itself, as well as providing online access to the information stored at the University Library, Vellanikkara.*

5.5 *The Committee recommends one library professional staff in the cadre of Library Assistant for each Regional Agricultural Research Stations. One post of Library Assistant is also recommended for those Research Stations having a library collection of 5000 documents or more.*

Chapter 6: Financial terms and Implementation

6.1 The approximate total present value of the investment for library facilities at Main Campus, Colleges and Stations of KAU as building/space, furniture, equipments, books, journals, as well as effort for processing tem put in by staff is estimated as more than 16 crores of rupees. The details of these infrastructure in shown in Table 18. Transforming these resources worth 18 crores into an information service mechanism that can generate various types of library and information services to students and sciens requires sufficient staff. UGC is of the view that a University Library should spend one fifth of the fund utilised for books and other information materials on staff needed to acquire them, organise them and extract maximum utility of those resources by generating maximum services. The library staff available at all stations of KAU is very insufficient in this regard.

6.2 The Committee is of the opinion that staff is to be provided for the Kerala Agricultural University Library and Information System in three phases spread over the present Five Year Plan period. The phasing and financial terms of the recommendations are given in Tables 13 to 17.

6.3 The Committee recommends the phased programme for staffing of the Library and Information System spread over three years of the present Plan period and allocation of required provision in the concerned Heads of Account of the respective financial years as proposed in Tables-13-17.

Chapter 7: Statutes for KAU Library Professional and Semi-Professional Staff

7.1 There are two cadres of posts in the KAU Library Service; UGC/ICAR Cadre and Non-UGC/ICAR Cadre. All the universities in Kerala have adopted a common staff policy and pattern with regard to comparable posts. KAU also have adopted same policy and implemented parity with Kerala University in regard to staffing of libraries. Since the recruitment, appointment, promotion, etc. are regulated by statutes, relevant provisions need to be incorporated in the KAU Statutes. There are no statutes in KAU for some existing posts such as, Assistant Librarian, Reference Assistant, etc. The Committee recommend to amend the KAU Statutes to incorporate provisions for all the library posts for KAU Library Service, by incorporating provisions for qualifications and career advancement, approved by UGC/ICAR for posts coming under UGC/ICAR Schemes and norms approved by the Kerala Agricultural University for posts coming under the Non-UGC Schemes..

7.2 *The Committee recommends the following draft statute for the library professional/ semi-professional posts to be considered in the place of various existing statutes for library staff.* In respect of the UGC/ICAR posts, the Committee has adopted the orders/guidelines issued by the UGC/ICAR, and for others, the provisions prevailing in the University of Kerala and and other universities in Kerala.

UGC/ICAR Cadre Posts:-

1. University Librarian
2. Deputy Librarian
3. Assistant Librarian (Selection Grade)
4. Assistant Librarian (Senior Grade)
5. Assistant Librarian

Non UGC/ICAR Cadre Posts:-

6. Reference Assistant
7. Technical Assistant
8. Library Assistant
9. Bibliographic Data Processing Assistant
10. Reprographic cum DTP Assistant.
11. Assistant Engineer (Electronics & Communication)
12. Technician (Electrical)

Draft Statute for Library Staff in UGC/ICAR Cadre

AMENDMENTS TO STATUTE NOS.....

- I) That the word "Librarian" wherever occurs in the said statutes shall be substituted by "University Librarian".
- II) That in the said statutes under 'Clause 1 - Qualifications', the existing qualifications shall be substituted and added by the following:

Post	Qualifications
------	----------------

1. University Librarian

Essential:

- i). Masters Degree in Library and Information Science/ Documentation with at least fifty five per cent marks or its equivalent grade and a consistently good academic record;
- ii). One year specialization in an area of information technology/ Archives and Manuscript keeping, Master's Degree / Published work in an area of thrust to the institution;
- iii). 10 years experience (excluding the period spent in obtaining Ph.D. degree subject to a maximum of three years) in college/ university/ research libraries of which at least 3 years in the cadre of Associate Professor or equivalent cadre in the UGC pay scale;
- iv). Record of productive research in library and information science as indicated by published works.

Desirable:

- i). Established position of leadership and scientific reputation or proven capacity of leadership in the field of information technology/ library automation/ library Networking and related areas;
- ii). M.Phil/ Ph.D degree in Library and Information Science/ Documentation/ Archives and Manuscript keeping;

- iii). Pass in the National Eligibility Test conducted by UGC/CSIR;
- iv). At least eight years experience in automated library and information systems at the university level;
- v). Experience and involvement in innovative and modern practices of information processing and management and information technology applications evidenced by published works, project implementation, etc.;
- vi). Ability to plan, and supervise Information Technology Projects and Programmes.

2. Deputy Librarian

Essential

- i). Masters Degree in Library and Information Science/ Documentation with at least fifty five per cent marks or its equivalent grade and a consistently good academic record;
- ii). One year specialization in an area of information technology/ archives and manuscript keeping, Master's Degree / published work in an area of thrust to the institution;
- iii). Five years service/ experience (excluding the period spent in obtaining Ph.D. degree subject to a maximum of three years) in college/ university/ research libraries;
- iv). Ability to plan, organise and guide library and information system projects/ programmes, evidence of innovative library service, organisation of published work and professional commitment.

Desirable:

- i). M.Phil/ Ph.D degree in Library and Information Science/ Documentation/ Archives and Manuscript keeping;
- ii). Pass in the National Eligibility Test conducted by UGC/CSIR;
- iii). At least five years experience in automated documentation and information services;
- v). Experience and involvement in innovative and modern practices of information processing and management and

- information technology applications evidenced by published works, project implementation, etc.;
- vi). Ability to plan, and supervise information technology projects and programmes.

3. Assistant Librarian

Essential

- i). Masters Degree in Library Science/Information Science/ Documentation with at least fifty five per cent marks or its equivalent grade and a consistently good academic record; OR Masters Degree in Arts/ Science/ Commerce or equivalent degree with at least 55 per cent marks or its equivalent grade with Bachelors Degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55 per cent marks or its equivalent grade plus a consistently good academic record;
- ii). Pass in the National Eligibility Test conducted by UGC/CSIR.

Desirable:

- i). Doctorate degree in Library and Information Science
- ii). Knowledge in information technology applications in libraries and automation of documentation and information services.

Note:

- i). Candidates having Ph.D/M/Phil at the time of appointment as Assistant Librarian are eligible for three/one advance increments respectively along with the benefit of three years service for Ph.D holders and one year service for M.Phil holders respectively for the purpose of career advancement;
- ii) Relaxation of qualifications, if any, permitted by UGC/ ICAR/ Government to the in-service candidates will be applicable;
- iii) For promotion of Reference Assistant to Assistant Librarian, the norms fixed by KAU/ Kerala University/ Govt. will be

followed and the relaxations for in-service candidates will be applicable.

- III That in the said Statutes, the word "College Librarian" where ever occurs shall be deleted.
- IV That in the said Statutes "Clause ---- Procedure for Appointment" shall be substituted with the following:

2. Procedure for Appointment

- 1. The following procedure shall be adopted for appointment of University Librarian, viz.,
 - a) The Vice-Chancellor shall advertise the post specifying the qualifications for appointment and invite applications therefor.
 - b) The Vice-Chancellor shall constitute the Selection Committee consisting of the following members:
 - 1. Vice-Chancellor (Chairman)
 - 2. One non-official member of the Executive Committee nominated by the Vice-Chancellor. In the absence of non-official members of the Executive Committee, one of the ex-officio members in the Executive Committee may be nominated.
 - 3. Two experts nominated by the Vice-Chancellor from outside the University from the panel of experts approved by the Executive Committee provided that the Vice-Chancellor shall have powers to nominate another expert from the panel if one of the experts already nominated is unable to serve in the Committee.

- c) The Vice-Chancellor shall scrutinise all applications and prepare a list of eligible candidates who shall be called for interview.
 - d) After interviewing the candidates, the Selection Committee shall prepare the list of persons in the order of merit to be considered for appointment.
 - e) The Vice-Chancellor shall submit the recommendations of the Selection Committee to the Executive Committee for approval and appointment. The list thus approved shall be published. The list shall be valid for one year.
2. The following procedure shall be adopted for appointment of Deputy Librarians/ Assistant Librarians:
- a) The Vice-Chancellor shall have the post advertised specifying the qualifications for appointment and inviting applications therefor.
 - b) The Vice-Chancellor shall constitute the Selection Committee consisting of the following members:
 - 1. Vice-Chancellor (Chairman)
 - 2. One non-official member of the Executive Committee nominated by the Vice-Chancellor. In the absence of non-official members of the Executive Committee, one of the ex-officio members in the Executive Committee may be nominated.
 - 3. University Librarian.
 - 4. One Statutory Officer of KAU nominated by the Vice-Chancellor.
 - 5. One expert nominated by the Vice-Chancellor

from outside the University from the panel of experts approved by the Executive Committee provided that the Vice-Chancellor shall have powers to nominate another expert from the panel if one of the experts already nominated is unable to serve in the Committee.

- c) The Vice-Chancellor shall scrutinise all applications and prepare a list of eligible candidates who shall be called for interview.
- d) After interviewing the candidates the Selection Committee shall prepare the list of persons in the order of merit to be considered for appointment.
- e) The Vice-Chancellor shall submit the recommendations of the Selection Committee to the Executive Committee for approval and appointment. The list thus approved shall be published. The list shall be valid for one years.

V That in the said Statutes Clause ---- "Salary and allowances" shall be substituted/added with the following:

3. Salary and Allowances

- i) The Scale of pay for the posts of University Librarian, Deputy Librarian, and Assistant Librarian shall be as follows subject to revision from time to time by the University:

University Librarian	:	Rs. 16000-22000
Deputy Librarian	:	Rs. 12000-18500
Assistant Librarian	:	Rs. 8000-13500

- ii) The posts will also carry dearness allowances and other allowances, as admissible from time to time as approved by the Government of Kerala.

VI That in the Said Statute Clause ----- "Period of Appointment" shall be

substituted with the following:

4. Period of Appointment

- i) University Librarian - The period of appointment to the post of University Librarian shall be five years or till the date of superannuation specified in Sub Section ----- of Section ----- of the Kerala Agricultural University Act 1971 whichever is earlier.
- ii) Deputy Librarian/Assistant Librarian - All appointment to the post of Deputy Librarian, Assistant Librarian shall be for a period till the incumbents attain superannuation as laid down in Section 42 of the Kerala Agricultural University Act 1971.

5. Age limit

- i) University Librarian - The candidates for the post of University Librarian shall not be over 50 years as on the first day of January of the year in which applications are invited. The age limit is relaxable in the case of Scheduled Castes, Scheduled Tribes and Other Backward Communities as prescribed in the Kerala State Subordinate Service Rules 1958 as amended from time to time. No age limit for candidates already holding Library Professional posts in Kerala Agricultural University.
- ii) Deputy Librarians - The candidates for the post of Deputy Librarians shall not be over 45 years as on the first day of January of the year in which applications are invited. The age limit is relaxable in the case of Scheduled Castes, Scheduled Tribes and Other Backward Communities as prescribed in the Kerala State Subordinate Service Rules 1958 as amended from time to time. No age limit for candidates already holding Library Professional posts in Kerala Agricultural University.
- iii) Assistant Librarians - The candidates for the post of Assistant Librarians shall not be over 40 years as on the first day of January of the year in which applications are invited. The age limit is relaxable in the case of Scheduled Castes, Scheduled

Tribes and Other Backward Communities as prescribed in the Kerala State Subordinate Service Rules 1958 as amended from time to time. No age limit for candidates already holding Library Professional posts in Kerala Agricultural University.

VII That in the said Statutes, after Clause ----- the following Clauses shall be added.

- i) In the absence of the University Librarian on earned leave or otherwise, a Deputy Librarian nominated by the Vice Chancellor shall act as University Librarian.
- ii) Working days-work load: The minimum number of actual working days, work load of the library professionals in the UGC/ICAR Cadre shall be fixed by the Kerala Agricultural University in accordance with the guidelines from UGC/ICAR and Government of Kerala.
- iii) Code of Professional Ethics: The library professionals should observe the code of Professional Ethics prepared by the UGC/ICAR from time to time as approved by Kerala Agricultural University.

VIII Career Advancement:

- i). Every Assistant Librarian will be placed in a senior scale of Rs. 10000- 15000 if he / she has:
 - a) Completed 6 years of service in the post of Assistant Librarian after regular appointment with relaxation as provided in para 4.04 of the UGC order G.O. No. 179/90 dated 25-06-1990 and amendments thereto incorporated by the UGC/ICAR/Government.
 - b) Participated in two refresher courses/summer institutes each of approximately 4 weeks duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by UGC/ICAR.

- c) Consistently satisfactory performance appraisal reports:

The performance appraisal report shall be submitted annually in proper proforma as given in Annexure I with effect from 25-06-1990.

Provided that the first performance appraisal shall be a comprehensive report covering the period commencing from 25-06-1990 to a date fixed duly notified. Thereafter the practice of annual assessment report will be insisted.

Explanation:

All Assistant Librarians who have completed 6 years of service on 01-01-1986 will be placed through a process of screening/selection in the scale of Rs.10000-15000.

- ii). Every Assistant Librarian in the senior scale will be eligible for appointment to the post of Deputy Librarian in the scale of pay of Rs. 12000-18300 if he/she has:
- a) Completed 6 years of service in the senior scale provided that the requirement of 6 years will be relaxed if the total service of Assistant Librarian is not less than 12 years.
 - b) Obtained Ph.D. Degree or an equivalent published work.
 - c) Made some mark in the areas of scholarship and research as evidenced by self-assessment, report of referees, quality of publication, contribution to education renovation, design of new courses and curricula, methods and techniques in information processing, etc.

d) Participated in two refresher courses/summer institutes each of approximately 4 weeks duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by the UGC/ICAR.

e) Consistently good performance appraisal reports:

The performance appraisal report shall be submitted annually in proper proforma as given in Annexure I with effect from 25-06-1990. Provided that the first performance appraisal shall be a comprehensive report covering the period commencing from 25-06-1990 to a date fixed duly notified. Thereafter the practice of annual assessment report will be insisted.

f) Promotion to the post of Deputy Librarian will be through a process of Selection by a Committee to be set up under the Statutes/Ordinance of the University and in accordance with the guidelines laid down by the ICAR/UGC from time to time. Post of Deputy Librarian will be created for this purpose wherever necessary by upgrading a corresponding number of posts of Assistant Librarians in the University by the University.

g) Those Assistant Librarians in the senior scale who do not have Ph.D. Degree or equivalent published work and who do not meet the scholarship and research standards of a Deputy Librarian, but fulfill the other criteria mentioned in Clause ----- above and have a good record in teaching/ research/ information services and /or participated in extension activities will be placed in the grade of Rs. 12000-18300 subject to the recommendations of the Committee mentioned in Clause ----. They will be designated as Assistant Librarian - Selection Grade. Posts in the selection grade will be created for this purpose by upgrading the

posts held by them by the University. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Deputy Librarian, and if found suitable, would be given the designation of Deputy Librarian.

- h) Library Professionals in the UGC cadre in the University will be placed at the appropriate stage in the revised scales in accordance with the pay fixation formula under this scheme. Existing Assistant Librarians who have completed or will complete a total period of sixteen years of service as on 01-01-1986 or thereafter will be eligible for promotion to the post of Deputy Librarian or placement in the selection grade as per the provisions contained in Clause ----- . They will also be entitled to the relaxation in years of service by three years if they hold Ph.D. Degree.

IX Procedure for Career Advancement:

The following procedure shall be adopted for career advancement:

1. Any Library professional in the UGC Cadre of the University may request in writing to the Registrar with his/her bio-data for upgradation of his/her post according to the principles listed in the Statute.
2. On receipt of request for upgradation of Assistant Librarian to Assistant Librarian (Senior Scale), the Vice-Chancellor shall conduct the screening and make suitable recommendation to the Executive Committee for upgradation of the post.
3. On receipt of request for upgradation of Assistant Librarian to Assistant Librarian (Selection Grade) and Deputy Librarian, the Vice-Chancellor shall constitute a Selection Committee as given under:
 - i) Vice-Chancellor (Chairman)

- ii) One non-official member of the Executive Committee nominated by the Vice-Chancellor.

In the absence of non-official members in the Executive Committee, one of the ex-officio members in the Executive Committee may be nominated.

- iii) University Librarian
 - iv) One Statutory Officer of KAU nominated by the Vice-Chancellor.
 - v) One expert in the concerned discipline from outside the University from the panel of experts approved by the Executive Committee.
4. The Selection Committee shall pursue the documents that are presented by the staff in support of his/her request and interview him/her if required or consider in absentia and make suitable recommendations to the Executive Committee after assessing the quality of his/her research/ teaching/ extension work/information service.
 5. The upgradation/selection shall take effect from the date of completion of stipulated length of service or from the date of fulfilment of the prescribed condition or date of application whichever is later. However, the date of effect for the 1st upgradation/ selection for those who became eligible prior to the date of assessment of the Statute shall be 1-1-86 or the date of attaining eligibility whichever is later provided they shall apply within 6 months from the date of assent of the Statute.
 6. The result of screening/selection shall be placed in the Executive Committee for its approval. The matter may be placed before the General Council for upgradation of the concerned post.
 7. Assessment/selection for career advancement shall be done

twice in a year. The application for the same should reach the Registrar on or before 30th June and 31st December. Format of Annual Assessment Reports, etc. are given Annexure II is recommended for library staff.

- X UGC/ICAR norms and rules approved by Government from time to time will be applicable to all clauses from I to VII and their sub clauses.

Draft Statute for Library Staff in Non UGC/ICAR Cadre

- XI That in the Said Statute Clause ---- "Method of appointment", "Qualifications", "Age", etc. shall be substituted with the following:

1. REFERENCE ASSISTANT

Qualifications:- Bachelors Degree in any subject with Bachelors Degree in Library and Information Science from a recognised university.

Age:- No ceiling

Scale of Pay:- Rs. 6500-10550

Mode of Selection:- By Promoting Technical Assistants as per Ratio Promotion Scheme.

2. TECHNICAL ASSISTANT

Qualifications:- Bachelors Degree in any subject with Bachelors Degree in Library and Information Science from a recognised university.

Age:- No ceiling

Scale of Pay:- Rs. 5500-9075

Mode of Selection:- By Promoting Library Assistants as per Ratio Promotion Scheme.

3. LIBRARY ASSISTANT

Qualifications:- Bachelors Degree in any subject with Bachelors Degree in Library and Information Science from a recognised university.

Age:- Not above 40 years, relaxable for five years for KAU staff.

Scale of Pay:- Rs. 4600-8000

Mode of Selection:- By Direct recruitment

4. **BIBLIOGRAPHIC DATA PROCESSING ASSISTANT**

Qualifications:- (a). Essential: SSLC or equivalent, Certificate in Library and Information Science, KGTE (Typewriting-English-Higher) and Certificate in Data Entry Operation from a recognised university or institute. (b). Desirable: Knowledge and experience in modern library softwares and data entry operation for library information processing.

Age:- Not above 40 years

Scale of Pay:- Rs. 4000-6090

Mode of Selection:- By Direct Recruitment

5. **REPROGRAPHIC-CUM-DTP ASSISTANT**

Qualifications:-(a) Essential: SSLC or equivalent, Certificate in Reprography, Certificate in Desk Top Publishing and/or Data Entry Operation from a recognised university or institute. (b). Desirable: Knowledge and experience in modern Reprographic equipments such as Plain Paper Copier, Digital Scanner, Micro Film Reader, etc. necessary for library and information work.

Age:- Not above 40 years

Scale of Pay:- Rs. 4000-6090

6. **ASSISTANT ENGINEER (ELECTRONICS & COMMUNICATION)**

Qualifications:- (a). Essential: B.E/B.Tech. in Electronics from a recognised university. (b). Desirable: M.Tech. in Electronics and two years experience in automated Library and Information Systems.

Age:- Not above 40 years

Scale of Pay:- Rs. 6675-10550

XII Procedure for Appointment

1. The following procedure shall be adopted for appointment of library

staff in Non-UGC Cadres in which direct recruitment is to be made:

- a) The Vice-Chancellor shall advertise the post specifying the qualifications for appointment and invite applications therefor.
- b) The Vice-Chancellor shall constitute the Selection Committee consisting of the following members:
 1. Vice-Chancellor (Chairman)
 2. One non-official member of the Executive Committee nominated by the Vice-Chancellor. In the absence of non-official members of the Executive Committee, one of the ex-officio members in the Executive Committee may be nominated.
 3. University Librarian
 4. Registrar
 5. One expert nominated by the Vice-Chancellor from outside the University from the panel of experts approved by the Executive Committee provided that the Vice-Chancellor shall have powers to nominate another expert from the panel if one of the experts already nominated is unable to serve in the Committee.
- c) The Vice-Chancellor shall scrutinise all applications and prepare a list of eligible candidates who shall be called for a written test. A short list of candidates shall be prepared who shall be called for interview.
- d) After interviewing the candidates, the Selection Committee shall prepare the list of persons in the order of merit to be considered for appointment.
- e) The Vice-Chancellor shall submit the recommendations of the Selection Committee to the Executive Committee for approval and appointment. The list thus approved shall be published. The list shall be valid for one year.

Annexure to Draft Statute

Form I

**Annual Assessment Report for the Scientific Personnel
Report for the Year / Period**

PERSONAL DATA

1. Name :
2. Date of Birth :
3. Academic qualifications & discipline. :
4. Date of joining the KAU service :
5. Present grade and date of continuous appointment thereto :
6. Present post and date of appointment :
7. Present salary :
8. Period of absence from duty (on leave, training, etc., during the year. If he has undergoing training, please specify) :
9. Duration of service in different stations :

PART II

TO BE FILLED IN BY THE SCIENTIST REPORTED UPON

1. Brief description of duties:-
2. Please specify the quantitative / physical / financial targets / objectives set for yourself or that were set for you in respect of eight to ten items of work in order of priority and your achievement against each target.

TARGET

ACHIEVEMENTS

3. (a) Please state briefly the short falls with reference to the target / objectives referred to in Column 2. Please specify constraints, if any, in achieving the targets.
 - (b) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.
4. (a) Scientific / Technical achievements during the year. indicate scientific / technical publications during the year (list to be attached).
 - i) Research Papers :
 - ii) Popular Articles :
 - iii) Books
 - iv) Technical Bulletins, etc. :
 - v) Others (Please specify) :
- (b) Additional qualification acquired:
- (c) Scientific / technical / management training programmes attended during the year. (Indicate briefly the nature of programme, level of participation, etc.)

- (d) Participation in deputations / delegations abroad.

Place:

Date:

Signature

PART III

ASSESSMENT OF THE REPORTING AUTHORITY

To be filled in by the reporting authority)"

(Please read carefully the instructions given at the end of the form before filling the entries)

(a) **NATURE AND QUALITY OF WORK:-**

1. Please comment on Part-II as filled in by the Officer and specifically state whether you agree the statements relating to targets, objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives, etc.

2. **Quality of output**

Please comment on the Officer's quality of performance having regard to standard of work and programme objectives and constraints, if any,

3. Please comment specifically on the Officer's level of knowledge of:

1). Functions

2). Related instructions and their application

(b) **QUALITY OF SCIENTIFIC / TECHNICAL ACHIEVEMENTS:-**

(c) **ATTRIBUTES:-**

1. **ATTITUDE TO WORK**

Please comment on the extent to which the scientist is

dedicated and motivated and on his / her willingness and initiative to learn and systematise his / her work

2. **DECISION MAKING ABILITY**

Please comment on the quality of decision making and on ability to weigh pros and cons of alternatives

3. **INITIATIVE**

Please comment on the capacity and resourcefulness of the officer in handling unforeseen situations on his/her own and willingness to take and additional responsibility and new areas of work

4. **ABILITY TO INSPIRE AND MOTIVATE**

please comment on the ability of the officer to motivate, to obey willing support by own conduct and to inspire confidence.

5. **COMMUNICATION SKILL (WRITTEN AND ORAL)**

Please comment on the ability of the officer to communicate and to present arguments.

6. **INTER-PERSONAL RELATIONS AND TEAM-WORK**

Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate other points of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team.

7. RELATIONS WITH THE PUBLIC

Please comment on the officer's accessibility to the public and responsiveness to their needs.

8. ATTITUDE TOWARDS SCHEDULED CASTES/SCHEDULED TRIBES/WEAKER SECTIONS OF SOCIETY

Please comment on his/her understanding of the problems of scheduled castes/ scheduled tribes/ weaker sections of society and willingness to deal with them.

(d) ADDITIONAL ATTRIBUTES:-

(For scientists of the level of selection grade and above)

1. Please comment whether the officer anticipates problems, work needs and plans accordingly and is able to provide for contingencies.

2. SUPERVISORY ABILITY

Please comment on the officer's ability relating to:

ASSIGNMENT OF TASKS:

IDENTIFICATION OF PROPER PERSONNEL FOR PERFORMING THE TASK:

GUIDANCE IN THE PERFORMANCE OF TASKS:

REVIEW OF PERFORMANCE:

3. COORDINATION ABILITY

Please comment on the extent to which the officer is able to achieve coordination in formulation and implementation of task and programme by different functionaries involved.

4. APTITUDE AND POTENTIAL

Please indicate three field of work and one from amongst the following for possible specialisation and career development of the officer. please mark 1,2,3 in three appropriate boxes.

- | | | |
|------|-----------------------------------|-------|
| (1). | Research and Development | _____ |
| (2). | Training & User Education | _____ |
| (3). | Planning & General Administration | _____ |
| (4). | Industrial Information Services | _____ |
| (5). | Rural Information Services | _____ |
| (6). | Documentation & Publication | _____ |
| (7). | Inter Library Services | _____ |
| (8). | Library & Information Extension | _____ |
| (9). | Any other field (Please specify) | _____ |

5. TRAINING FOR FURTHER ADVANCEMENT

Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer (while specifying the areas of training, it is not necessary to confine to the fields referred to column 4).



PART IV

1. **STATE OF HEALTH:-**
(Comment on both physical and mental health)

2. a). **INTEGRITY**
Please see note below the instructions given at the end of the Form

- b). **SCIENTIFIC INTEGRITY**

3. **GENERAL ASSESSMENT:-**
Please give an over all assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the quality, if any, not covered by the entries above.

4. **GRADING:-**
(OUTSTANDING / VERY GOOD / GOOD / AVERAGE / BELOW AVERAGE)
(An officer should not be grade outstanding unless exceptional qualities and performance have been noticed; grounds for giving such grading should be clearly brought out).

Place:

Signature of the Reporting Officer

Date:

Name in Block Letters

Designation (During the period of report)

PART V

REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Authority

2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material ?.

3. Do you agree with the assessment of the officer given by the Reporting Authority ?. (In case of disagreement, please specify the reasons)

4. General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about meritorious work of the officer including the grading.

5. Has the officer any special characteristics, and/or any ability or aptitude which would justify his/her selection for special assignment or/out of turn promotion ?. If so, specify.

Place:

Signature of the Reviewing Authority

Date:

Name in Block Letters

Designation (During the period of report)

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the Performance of an Officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool, for human resource development. Reporting Officer should realise that the objective is to develop an officer so that he/she realised his/her true potential. It is not meant to be a fault finding process but a development one. The reporting officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and of devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Officer is satisfied that the Reporting officer has made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part IV. The University shall enter the remarks in the Confidential Roll of the Reporting Officer.
5. Every answer shall be given in narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer regarding the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good' 'below average' while giving your comments against any of the attributes.
6. The Reporting officer shall in the beginning of the year, assign targets to each of the Officers with respect to whom he required to report upon for completion during the year. In the case of an Officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new change. The tasks set should clearly be known and understood by both the Officers concerned.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should be

regular intervals review the performance and take necessary corrective steps by way of advice etc.

8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. Some of the same ranks may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These should be commented upon appropriately.
11. The item relating to 'Public Relation's need to be filled in by the Reporting Officer only where the duties of the Officer reported upon are such that he/she comes in contact with members of the public.

NOTE

The following procedure should be followed in filling up the item relating to integrity:-

1. If the Officer's Integrity is beyond doubt, it may be so stated
2. If there is any doubt or suspicion, the item should be left blank and action taken as under:-
 - a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the confidential report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the Officer's work for sufficient time to form a definite judgement or that he has heard nothing against the Officer, as the case may be.

- b) If as a result of the follow-up action, the doubts or suspicions are cleared the Officer's Integrity should be certified and an entry made accordingly in the Confidential Report.
- c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the Officer concerned.
- d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the Officer's conduct should be watched for further period and thereafter action taken as indicated at (b) and (c) above.

Tables

Table 01: Comparison of infrastructure of University Libraries of selected Agricultural Universities with that of Kerala Agricultural University

Physical features	Agricultural Universities in India			KAU
	Punjab Agrl. Uty	IARI New Delhi	Haryana Agrl. Uty.	
Staff/student strength:-				
UG Students	x	Nil	x	1869
PG Students	x	200	x	382
PhD Students	x	300	x	218
Scientists/Teachers	x	750	x	750
Technical Staff	x	1200	x	1900
Others	x	4000	x	1700
Plinth area of Uty. Lib. bldg.	93320f	90000f	97700f	30000f
Digital storage capacity (in printed pages)	x	x	x	6.90 crores
Number of Departments	08	08	06	08
Number of Documents:-				
Books	x	100000	168253	9000
Reports	x	25000	x	3000
Theses	x	12000	4997	1200
Current Journals	x	4000	1470	331
Back Vol	x	350000	82771	1300
CD-ROMs	x	50	x	100
A/V Cassettes	x	16	x	75
Others	x	75000	377	1000
No. of working days in a year	362	361	355	365-PH
Level of Automation	S.A.	S.A.	S.A.	F.A.

"X": Data not available; "S.A.": Semi Automated; "F.A.": Fully Automated; "PH": Public Holidays

Table 02: Comparison of infrastructure of University Libraries of other universities in Kerala and with that Kerala Agricultural University

Physical features	Conventional Universities in Kerala				KAU
	Cochin Uty.	M.G. Uty.	Calicut Uty.	Kerala Uty.	
Staff/student strength:-					
UG Students	x	3600	x	x	1869
PG Students	x	1200	622	x	382
PhD Students	x	530	423	x	218
Scientists/Teachers	x	540	158	x	750
Technical Staff	x	110	x	x	1900
Others	x	1500	x	x	1700
Plinth area of Uty.Lib.bldg.	17000f	16800f	22000f	52000f	30000f
Digital storage capacity (in printed pages)	x	x	x	x	6.90 crores
Number of Departments	x	07	08	11	08
Number of Documents:-					
Books	x	50000	81547	261265	9000
Reports	x	x	x	x	3000
Theses	x	500	2506	5000	1200
Current Journals	x	300	100	261	331
Back Vol	x	5000	2105	x	1300
CD-ROMs	x	50	10	x	100
A/V Cassettes	x	x	x	656	75
Others	x	12000	x	x	1000
Working days in a year	335	347	347	365-PH	365-PH
Level of Automation	S.A.	S.A.	S.A.	S.A.	F.A.

"X": Data not available; "S.A.": Semi Automated; "F.A.": Fully Automated; "PH": Public Holidays

Table 03: Comparison of staff structure of University Libraries in different universities in Kerala and that recommended for KAU Library

Category and Types of Posts	Universities in Kerala *				Staff Proposed for KAU Library
	Kerala Uty.	M.G. Uty.	Calicut Uty.	Cochin Uty. **	
Professionals:-					
University Librarian	01	01	01	01	01
Deputy Librarian	02	01	02	02	01
Assistant Librarian	22	14	11	21	11
Ref./Tech./Library Asst.	41	27	16	20	18
Other Professionals	00	00	06	00	00
Total Professionals	66	43	36	44	31
Semi-Professionals:-					
Reprogra.-cum-DTP Asst.	01	00	00	00	01
Total Semi-professionals	01	00	01	00	01
Non-Professionals:-					
Administrative Officer	01	00	00	00	00
Section Officer	01	01	01	01	01
Assistant	03	02	01	03	02
Typist	03	01	03	04	02
Class IV	11	11	06	11	02
Others	06	02	02	02	-
Total Non-Professionals	25	17	13	21	07
Grand Total	92	60	50	65	39

In all these universities, separate libraries other than University Libraries, existing in all teaching (subject) departments of the universities. In the Kerala University, there is also one additional University Library in the Kariavattom Campus of the University. In colleges under these universities, every postgraduate teaching department is having separate libraries in addition to the College Library in the College.

Data Collected from the Office of the Registrar, CUSAT through telephone

Table 04: Comparison of staff structure of University Libraries of selected Agricultural Universities in India and that recommended for KAU Library

Types of Posts/ Name of Library	Agricultural Universities in India					Staff Propo- sed for KAU Library
	Punjab Agrl. Uty	IARI New Delhi	Haryana Agrl. Uty.	UAS Bang- lore	TNAU Coimb atore #	
Professionals:-						
University Librarian	01	01	01	01	01	01
Deputy Librarian	06	02	02	01	01	01
Assistant Librarian	18	07	05	13*	04	11
Lib./Tech./Ref. Asst.	30	26	22	03	08	18
Other Professionals	31	04	13	00	00	00
Total Profls.	86	40	43	18	14	31
Semi-Professionals:-						
BDPA, etc.	00	08	00	00	X	00
Reprog.cumDTP Asst.	00	00	00	01	X	01
Total Semi-Profls.	00	08	00	01	X	01
Non-Professionals:-						
Administrative Officer	01	00	X	00	X	00
Section Officer	00	01	X	00	X	01
Assistant	05	02	X	05	X	02
Typist	03	03	X	02	X	02
Attender	09	02	X	10	X	00
Class IV	15	27	X	02	X	02
Others	00	00	X	02	X	-
Total Non-Profls.	34	35	X	21	X	07
Grand total	120	83	X	40	X	39

"X" - Data not available; "*" - Includes comparable posts,

"#" : Includes proposal under consideration

Table 05: Total and additional staff recommended for the Office of the Librarian and KAULIS

Nomenclature of Posts	Total Staff required	Existing Staff	Additional Staff Required
1. University Librarian	01	01	00
2. Administrative Officer	01	00	01
3. Deputy Librarian	01	00	01
4. Assistant Librarian	03	00	03
5. Assistant Engineer(Electro.&Comm.)	01	00	01
6. Section Officer	01	00	01
7. Steno to Librarian	01	01	00
8. Library Assistant	06	06	00
9. Assistant Grade II	02	00	01
10. Technician(Electrical)	01	01	01
11. Typist	01	01	00
12. Clerical Assistant	01	01	00
13. Driver	01	00	01
14. Duplicator Operator	01	00	01
15. Class IV	02	02	00

Table 06: Administrative and other staff recommended for the University Library, KAU

Nomenclature of Posts	No. Posts Required
1. University Librarian	01
2. Deputy Librarian	01
3. Section Officer	01
4. Assistant Grade II	02
5. Typist	02
6. Reprographic cum DTP Assistant	01
7. Class IV	02

Table 07: Professional staff recommended for the University Library, KAU

Name of the Department	No. of shifts	Total Staff Requirements	
		Assistant Librarian	Library Assistant
Non-Service Technical Departments:			
1. Acquisition	01	01	02
2. Technical Processing & Maintenance	01	01	02
3. Education & Training (CLIS)	01	01	02
Service Technical Departments:			
1. Reference Service & User Education	02	02	03
2. Circulation & Inter Library Services	02	02	03
3. Multimedia & Audio-Visual Services	02	02	03
4. Information Documentation & Online Services	02	02	03
Total		11	18

Table 08: Additional staff recommended for the Office of the Librarian (KAULIS) and the University Library, KAU, Vellanikara

Nomenclature of Posts	Scale of Pay	Additional Staff Required for		
		Office of the Librarian (KAULIS)	University Library	Total
01. Administrative Officer	12600-15600	01	00	01
02. Deputy Librarian	12000-18300	01	01	02
03. Assistant Librarian	8000-13500	03	11	14
04. Asst.Engineer(Electr.&Com)	6675-10550	01	00	01
05. Section Officer	6500-10550	01	01	02
07. Library Assistant	4600-8000	00	18	18
08. Assistant Grade II	4000-6090	01	02	03
09. Reprogra.-cum-DTP Asst.	4000-6090	00	01	01
10. Technician(Electrical)	4000-6090	01	00	01
11. Typist	3590-5400	00	02	02
12. Driver	3050-5230	01	00	01
13. Duplicator Operator	3050-5230	01	00	01
14. Class IV	2610-3680	00	02	02
Total		11	38	49

Table: 09 Physical facilities of libraries in Constituent colleges of KAU

Details	College of Agriculture Vellayani	KCAET Thavanur	College of Fisheries Panangad	College of Veterinary & Animal Science Mannuthy	College of Agriculture Padnekad	College of Horticulture Vellankara	College of Forestry Vellankara	College of Coop Banking & Mgmt Vka.
Year of establishment:	1955	1963	1079	1955	1994	1972	1986	1981
Collection (approx.)	31,000	22,000	13,000	23,000	6,000	32,000	4,000	10,000
Computer	Yes	Yes	No	No	No	No	No	No
Photocopier	Yes	Yes	Yes	Yes	No	Yes	No	No
Traditional services	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IT based services	Yes	Yes	No	No	No	No	No	No

Table 10: Staff recommended for Libraries of Faculty based Colleges under KAU

Designation	Number of Posts											
	College of Agriculture Vellayani			KCAET Thavanur			College of Fisheries Panangad			Col. of Veteri. & Ani. Sc. Mannuthy		
	Exis-ting	Propos-ed by College	Requir-ed as per formul-a	Exis-ting	Propos-ed by College	Require-d as per formula	Exis-ting	Propos-ed by College	Require-d as per formula	Exis-ting	Propos-ed by College	Requir-ed as per formul-a
Deputy Librarian	00	02	00	00	01	00	00	00	00	00	01	00
Assistant Librarian	02	02	03	00	02	02	01	02	02	01	02	03
Library Assistant	04	09	06	02	04	04	02	03	03	03	07	07
Assistant Grade II	01	01	01	00	01	01	00	01	01	01	01	01
Duplicator Operator	00	01	01	00	01	01	00	01	01	00	00	01
Class IV	04	04	04	N.A.	02	02	N.A.	02	02	03	07	04
Others	X	05	00	N.A.	01	00	N.A.	01	00	N.A.	01	00

Table 11: Staff recommended for Libraries of Non-Faculty based Colleges under KAU

Designation	Number of Posts											
	Col. of Agriculture Padnekkad			Col. of Horticulture Vellanikkara			Col. of Forestry Vellanikkara			Col. of CBM Vellanikkara		
	Exis- ting	Propos ed by College	Require d as per formula	Exis- ting	Propos ed by College	Require d as per formula	Exis- ting	Propos ed by College	Require d as per formula	Exis- ting	Propos ed by College	Require d as per formula
Assistant Librarian	00	01	01	02	02	02	00	01	01	01	01	01
Library Assistant	02	03	03	01	03	03*	00	01	01*	00	04	02*
Assistant	00	00	01	01	00	00	00	00	00	00	00	00
Class IV	N.A.	02	02	02	02	02	01	02	02	00	02	02
Others	N.A.	02	00	00	00	00	00	00	00	01	00	00

" * " - The total requirement of supporting professional staff of the Main Campus College Libraries is shown only 50 per cent of the standard requirement.

Table 12: Additional staff recommended for libraries under Colleges and RARs

Designation	Faculty Centred College Libraries				Non-Faculty Centred College Libraries				RARs	Total
	CoA Vella- yani	KCAET Thava- nur	CoF Pana- ngad	CoV Mann u-thy	CoA Pad- nekad	CoH* Vella- nikara	CoF* Vella- nikara	CoCB M Vella- nikara*	Five RARs	
Assistant Librarian	00	02	01	02	01	00	01	00	00	08
Library Assistant	02	02	01	04	01	02	01	01	05	19
Assistant Grade II	00	01	01	00	01	-01	00	00	00	02
Duplicator Operator	01	01	01	01	00	00	00	00	00	04
Class IV	00	02	02	01	02	00	01	02	00	10

"*" - As the University Library in the Main Campus, Vellanikkara can provide many in-house operations for the College Libraries in the Main Campus, the total requirement of supporting professional staff to these libraries has been reduced by 50 per cent from the recommended standard requirement.

Table 13: Phased Programme for strengthening of the Office of the Librarian, KAU (KAULIS) over the present Plan period and expected financial commitment in Rupees

Designation	Scale of Pay	1999-2000		2000-2001		2001-2002	
		No. of Posts	Additional Financial* Commitment	No. of Posts	Additional Financial* Commitment	No. of Posts	Additional Financial* Commitment
Administrative Officer	12,600-15,600	01	71,448	00	000	00	000
Deputy Librarian	12000-18300	00	000	01	2,48,859	00	000
Assistant Librarian	8000-13500	01	54,620	01	1,77,515	01	1,77,515
Asst.Engineer(Electr.&Com)	6675-10550	01	43,632	00	000	00	000
Section Officer	6500-10550	01	43,204	00	000	00	000
Assistant Grade II	4000-6090	00	000	01	83,915	00	000
Technician(Electrical)	4000-6090	00	000	01	83,915	00	000
Driver	3050-5230	01	20,924	00	000	00	000
Duplicator Operator	3050-5230	01	20,924	00	000	00	000
Total		06	2,54,752	04	5,94,204	01	1,77,515

* Financial commitment has been worked out based on the middle level of the corresponding scale of pay and D.A. at the present rate.

Expert Committee on Staff Pattern for KAU Library and Information System: Report - 1999

Table 14: Phases Programme for the development of the University Library, Vellanikkara over the present Plan period, posts to be created and the expected financial commitment in Rupees

Designation	Scale of Pay	1999-2000*		2000-2001*		2001-2002*	
		No. of posts	Additional Financial Commitment	No. of Posts	Additional Financial Commitment	No. of Posts	Additional Financial Commitment
Deputy Librarian	12000-18300	01	76,572	00	000	00	000
Assistant Librarian	8000-13500	04	2,18,480	04	7,10,060	03	5,32,545
Section Officer	6500-10550	00	000	01	1,40,414	00	000
Library Assistant	4600-8000	02	63,888	09	9,34,362	07	7,26,726
Assistant Grade II	4000-6090	01	25,820	00	000	01	83,915
Reprogra.-cum-DTP Asst.	4000-6090	00	000	00	000	01	83,915
Typist	3590-5400	01	23,136	00	000	01	75,192
Class IV	2610-3680	00	000	01	52,221	01	52,221
Total		09	4,07,896	15	18,37,057	14	15,54,514

* Financial commitment has been worked out based on the middle level of the corresponding scale of pay and D.A. at the present rate.

Table 15: Phases recommended for strengthening of Faculty-based College Libraries under KAU over the present Plan period, posts to be created and expected financial commitment in Rupees

Name of College/ Designation of posts	Scale of Pay	1999-2000*		2000-2001*		2001-2002*	
		No. of Posts	Additional Commitment	No. of Posts	Additional Commitment	No. of Posts	Additional Commitment
Col. of Agriculture, Vellayani:-							
Assistant Librarian	8000-13500	00	000	01	1,77,515	00	000
Library Assistant	4600-8000	00	000	01	1,03,818	01	1,03,818
Duplicator Operator	3050-5230	00	000	00	000	01	68,003
Sub total			000		2,81,333		1,71,821
							(Contd...)

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(Contd... Table 15) Name of College/ Designation of posts	Scale of Pay	1999-2000*		2000-2001*		2001-2002*	
		No. of Posts	Additional Commitment	No. of Posts	Additional Commitment	No. of Posts	Additional Commitment
KCAET, Thavanur:-							
Assistant Librarian	8000-13500	00	000	01	1,77,515	01	1,77,515
Library Assistant	4600-8000	00	000	01	1,03,818	01	1,03,818
Assistant Grade II	4000-6090	00	000	00	000	01	83,915
Duplicator Operator	3050-5230	00	000	00	000	01	68,003
Sub Total			000		2,81,333		4,33,251
							(Contd...)

Expert Committee on Staff Pattern for KAU Library and Information System: Report - 1999

(Contd... Table 15)		1999-2000*		2000-2001*		2001-2002*	
Name of College/ Designation of posts	Scale of Pay	No. of Posts	Additional Commitment	No. of Posts	Additional Commitment	No. of Posts	Additional Commitment
Col. of Fisheries, Pngd.							
Assistant Librarian	8000-13500	00	000	01	1,77,515	00	000
Library Assistant	4600-8000	00	000	01	1,03,818	00	000
Assistant Gr. II	4000-6090	00	000	00	000	01	83,915
Duplicator Operator	3050-5230	00	000	00	000	01	68,003
Sub Total			000		2,81,333		1,51,918
Col. Vet. & Ani. Sc. Mty.							
Assistant Librarian	8000-13500	00	000	02	3,55,030	01	1,77,515
Library Assistant	4600-8000	00	000	02	2,07,636	02	2,07,636
Duplicator Operator	3050-5230	00	000	00	000	01	68,003
Sub Total			000		5,62,666		4,53,154

* Financial commitment has been worked out based on the middle level of the corresponding scale of pay and D.A. at the present rate.

Table 16: Phased Programme for strengthening of Non-Faculty-based College Libraries and RARS Libraries under KAU, posts to be created and the expected financial commitment in Rupees.

Name of College/ Designation of posts	Scale of Pay	1999-2000*		2000-2001*		2001-2002*	
		No. of Posts	Additional Commitment	No. of Posts	Additional Commitment	No. of Posts	Additional Commitment
Col. of Agriculture, Padnekkad:-							
Assistant Librarian	8000-13500	00	000	01	1,77,515	00	000
Library Assistant	4600-8000	00	000	01	1,03,818	01	1,03,818
Assistant Gr. II	4000-6090	00	000	00	000	01	83,915
Sub Total			000		2,81,333		1,87,733
							(Contd...)

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(Contd... Table 16) Name of College/ Designation of posts	Scale of Pay	1999-2000*		2000-2001*		2001-2002*	
		No. of Posts	Additional Commitment	No. of Posts	Additional Commitment	No. of Posts	Additional Commitment
Co. Horticulture, Vellanikkara:-							
Library Assistant	4600-8000	00	000	01	1,03,818	01	1,03,818
Sub Total			000		1,03,818		1,03,818
College of Forestry, Vellanikkara:-							
Assistant Librarian	8000-13500	01	54,620	00	000	00	000
Library Assistant	4600-8000	00	000	01	1,03,818	00	000
Sub Total			54,620		1,03,818		0000
(Contd...)							

Expert Committee on Staff Pattern for KAU Library and Information System: Report - 1999

(Contd... Table 16) Name of College/ Designation of posts	Scale of Pay	1999-2000*		2000-2001*		2001-2002*	
		No. of Posts	Additional Commitment	No. of Posts	Additional Commitment	No. of Posts	Additional Commitment
College of CBM Vellanikkara:-							
Library Assistant	4600-8000	00	000	01	1,03,818	01	1,03,818
Sub Total			000		1,03,818		1,03,818
RARSs(Five Nos.):-							
Library Assistant	4600-8000	00	000	00	000	05	5,19,090
Sub Total			000	00	000	00	5,19,090

* Financial commitment has been worked out based on the middle level of the corresponding scale of pay and D.A. at the present rate.

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Expert Committee on Staff Pattern for KAU Library and Information System: Report - 1999

Table 17: Table showing consolidated statement of financial commitment in each Phase in Rupees for the development of the Kerala Agricultural University Library and Information System as recommended by the Expert Committee on Staff Pattern for KAULIS

Particulars	1999-2000*	2000-2001*	2001-2002*
Office of the Librarian, KAU (KAULIS)	2,54,782	5,94,204	1,77,515
University Library, Vellanikkara	4,07,896	18,37,057	15,54,514
Colleges (Eight Colleges)	54,620	19,99,452	16,05,513
Regional Agricultural Research Stations (Five RARSs)	000	000	5,19,090
Grand Total	7,17,298	44,30,713	38,56,632

* Financial commitment has been worked out based on the middle level of the corresponding scale of pay and D.A. at the present rate.



Table-18: Value of existing Infrastructure of the KAU Library and Inf System developed at various stations during 1971-1999

Colleges/Stations/ Other Information Centres	Total Present Value of the Infrastructure (Approximate Estimate)			
	Building (Rs. in lakhs)	Furniture/Equip., etc. (Rs. in lakhs)	Books/Periodicals/Other Infor.sources(Rs. in lakhs)	Total Value (Rs. in lakhs)
Unit Headquarters, Vellanikkara	100.00	10.00	0.00	110.00
University Library, Vellanikkara	400.00	145.00	95.00	640.00
College of Vete.&Ani.Sc., Mannuthy	20.00	18.00	80.00	118.00
College of Agriculture, Vellayani	27.00	28.00	55.00	110.00
College of Fisheries, Panangad	15.00	8.00	27.00	50.00
KCAET, Thavanur	13.00	12.00	40.00	65.00
College of Horticulture, Vellanikkara	15.00	12.00	70.00	97.00
College of CBM, Vellanikkara	7.00	6.00	15.00	28.00
College of Forestry, Vellanikkara	5.00	2.00	6.00	13.00
College of Agriculture, Pilicode	15.00	15.00	6.00	36.00
RARSs (Four Nos.)	8.00	6.00	24.00	38.00
Other Stations/Infor. Units/Networks	24.00	260.00	30.00	314.00
Total	649.00	522.00	448.00	1619.00

Appendix

KERALA AGRICULTURAL UNIVERSITY

Proceedings

KAU - University Library and Information System - Expert Committee on Staff Pattern for University Library and libraries in constituent colleges / station - constituted - Orders issued

UNIVERSITY LIBRARY

No. UI/ECSP/925/97

Vellanikkara, dated 01-09-1997

Read: 1. Minutes of the KAU Library Committee meeting held on 30-08-1997 at University Library, Vellanikkara ORDER

The proposal for library staff received from University Library, College of Agriculture, Vellayani; Kelappaji College of Agricultural Engineering and Technology, Thavanur; College of Fisheries, Panangad; College of Veterinary and Animal Sciences, Mannuthy; College of Agriculture, Nileswar and RARS, Pattambi were placed before the KAU Library Committee at its meeting held on 30-08-1997. As no approved staff pattern or standards for the University Library, and libraries in constituent colleges and stations under KAU is existing at present; Chairman opined that creation of posts should only be done on the basis of work study and a rational formulae and so the proposals should be examined by an Expert Committee which is to give the final recommendation on staff pattern and other aspects. Library Committee discussed the matter and has decided to constitute an Expert Committee on Staff Pattern for KAU Libraries.

In the circumstances, Vice Chancellor is pleased to constitute an Expert Committee on Staff Pattern for KAU Library and Information System with the following members:

Prof. R. Raman Nair, Librarian	Convener
Sri. A.K. Dharni, IFS, Registrar	Member
Sri. P.M. Chandran, Comptroller i/c.	Member
Dr. N. Mohanakumaran, Director of Research	Member
Dr. U. Mohammed Kunju, Director, Academic & PGS	Member

The terms of reference of the Committee will be to examine the work load and nature of work in libraries at different levels in the university and suggest pattern as well as qualifications and professional training required for each category of staff in the changed library scenario. The committee shall while formulating its recommendations keep in view the relevant recommendations of the UGC, ICAR, Joy Committee of Government of Kerala and also the current developments in Library and Information Technology influenced by computer and communication revolutions, as well as the requirements of the high tech library system the university has recently built up. The Committee shall give the report within one month.

BY ORDER OF THE VICE-CHANCELLOR
Sd/. REGISTRAR
Kerala Agricultural University
Vellanikkara, Thrissur

To: The Members

Copy to: PS to Vice Chancellor / P.A. to Registrar / Comptroller