

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE



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PART- ONE

Thursday, the 6th November, 2025

Regulation No. 42 of 2025

Knowledge Resource Centre Regulation, 2025

Whereas, Knowledge Resource Centre is the place, where, the required information is disseminated to its stake-holders such as students, researchers, teachers etc for their study and research purpose;

AND

Whereas, under section 92 (iv) has constituted knowledge resource committee;

AND

Whereas, under section 96(1) had laid down mechanism of Knowledge Resource Committee for administering, organizing and maintaining the Knowledge Resource Centre, print and electronic material and related services of the university;

AND

Whereas, these stake-holders visit Knowledge Resource Centre for gaining knowledge and also for availing facilities and services of the Centre;

AND

Whereas it is expedient to frame the Regulation in respect of extending effective services to the needy stake-holders, as per 75 (1) of Maharashtra Public Universities Act, 2016;

AND

Whereas, the university has issued the Library rules and regulations under Rule No. 1 of 2013 to regulate the procedure and membership as well as modus oprandi under section 55, Maharashtra University Act, 1994;

AND

Whereas the Maharashtra Public Universities Act, 2016, has no provision regarding the issuance of rules, so it is expedited to convert the rules into regulation;

AND

Whereas, The Maharashtra Public Universities Act, 2016, came into existence and so it has become expedient to amend/ Frame the regulation. The management council is hereby, pleased to make the following "Knowledge Resource Centre Regulation 2025";

1. This Regulation may be called "Knowledge Resource Centre Regulation 2025"
2. This Regulation shall come into force w.e.f. the date of its approval by the Management Council.

3. In this Regulation, unless the context otherwise requires

- i) “Abhyasika” means the Reading Rooms open during the hours of the Knowledge Resource Centre mentioned in section 5 of this Regulation and also at the subsequent places in the regulation.
- ii) “affiliated college” means a college which has been granted affiliation by the university;
- iii) “Act” means Maharashtra Public Universities Act 2016.
- iv) “Casual Member” means the member who is not categorized in 4(A) to 4(L) and 4(N) mentioned in the Regulation.
- v) “Centre” means Centers established by the University in its campus.
- vi) “Department” means a department teaching a particular subject or a group of subjects in a college or an institution as prescribed in the Statutes;
- vii) “Director” means Director, Knowledge Resource Center as defined under sub-section (1) of section 21 of Maharashtra Public Universities Act, 2016.
- viii) “Knowledge Resource Centre” means a library established by the university on the campus or sub-campuses of the university to hold in print, electronic and audio-video format material, monographs, reference volumes, text and review books, all types of journals and any other material in various format useful for education, research, extension services or for similar purposes;
- ix) “Regulation” means the Regulation made by or under Maharashtra Public Universities Act, 2016.
- x) “Reading Room” means the space availed only during the hours of the Knowledge Resource Centre for study purpose.
- xi) “Registrar” means Registrar of Sant Gadge Baba Amravati University as defined under sub-section (41) of section 1 of Maharashtra Public Universities Act, 2016.
- xii) “University department” means a department established and maintained by the university as prescribed by the Statutes;
- xiii) “university” means Sant Gadge Baba Amravati University mentioned in the Schedule within the meaning of sub-section (6) of section 3;
- xiv) “University Authority” means the authorities mentioned u/s 26 of the Maharashtra Public University Act 2016.

4. Categories and Terms of Membership

- i. The persons mentioned in the table given in this section shall be entitled to become a member of the Knowledge Resource Centre.
- ii. The duration of membership shall be for one year and shall have to be renewed every year except category ‘M’ and ‘N’ where the duration shall be as given in the Ordinance.
- iii. Any change of address during the validity of the membership should be notified in writing by the member to the Director.

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- iv. Each category of persons except category 'M' and 'N' may take books on loan on payment of deposit and subscription as mentioned in the table given in this section.
- v. A member may enrol membership only under any one of the categories mentioned in the table given in this section.

Category	Membership	No. of Books	Amount of Deposit	Annual Subscription
A	University Authorities	4	----	----
B	Officers of the University	4	----	----
C	Teachers of the Departments/Centres and Colleges conducted by the University	6	----	----
D	Teachers of the Colleges affiliated to the University	2	----	As prescribed in the Ordinance of the KRC
E	Temporary and Permanent Non-Teaching employee of the University	2	----	----
F	Students studying in the Departments and the colleges conducted by the University joining regular academic session	6	As prescribed in the Ordinance of the KRC	As prescribed in the Ordinance
G	Post Graduate students studying in the colleges affiliated to the University joining regular academic session	6		----
H	Registered Research Supervisors of the University working in the University Departments/Centres	6		----
I	Registered Research Supervisors of the University working in the affiliated colleges of the University	2	----	As prescribed in the Ordinance
J	Research Scholars admitted in the Research Centres of the University Departments/Centres registered for any research degree of the University and Research Assistants working in any of the University Department/Centre	6	----	As prescribed in the Ordinance
K	Research Scholars admitted in the Research Centres of affiliated colleges of the University registered for any research degree of the University	6	----	As prescribed in the Ordinance
L	Contributory Teachers (CHB) of the University.	6	----	----
M	Casual Member	--	----	As prescribed in the Ordinance
N	Member of <i>Abhyasika</i>	--	----	As prescribed in the Ordinance

5. Working Days and Hours

The Knowledge Resource Centre shall remain open from 10.30 am to 6.10 pm on all working days for all kinds of services. Any change in the working hours will be notified separately.

6. Conditions of Loan of Books

i. The period of loan of books shall be of two weeks in case of borrowers residing in Amravati and 30 days in case of those residing out of Amravati.

ii. Following types of books shall not be lent out of the Knowledge Resource Centre.

- A) Theses and Dissertations.
- B) Reference books.
- C) Books marked as “Rare” or “Reserved” books.
- D) Maps.
- E) Back volumes of periodicals.
- F) Loose issues of Journals.
- G) Syllabus, Question Papers, Standards, Patents, Specifications, Conference proceedings, Seminar Reports, Pamphlets, Video tapes, Compact disks, DVDs, Slides etc.

iii. In the case of emergency only, the Director at his/her discretion may allow loan of books mentioned in section 6(ii) above.

iv. When there is any increase in demand of a particular book or books, the Director may regulate the use of such book in such a manner, as he considers proper.

v. The Director may, at any time recall any book before the expiry of the period for which it was loaned and the borrower shall comply with such a requisition.

vi. The normal period of loan may be extended for a further period of two weeks either by bringing the book and getting the next due date stamped or by sending a reply through own mail Id registered in the Knowledge Resource Centre to the mail Id of the Circulation Section of the Knowledge Resource Centre which should reach at least two days before the book is due for return, provided that the renewal may not be allowed if that is already claimed by another reader. In case of a request for extension of the period of loan by mail, the date stamped on the date label, the Member ID and full details of the book under reference should invariably be intimated. Only one renewal in any case will be permitted.

vii. No book will be lent out to students of “F” category who are appearing for examinations 7 days prior to the commencement of the University examinations. However, books may be loaned on the deposit which shall have to submit within a week after the completion of the examination. The instructions in this regard shall have to be followed by the students as mentioned in the KRC Ordinance.

7. Notwithstanding anything in section 4 above, the Director may, at his/her discretion, grant permission to any member to borrow such number of books, in excess than he/she is entitled for mentioned in different categories as the Director may think proper.

8. i. A person desirous to become a member of the Knowledge Resource Centre shall make an application in the prescribed form duly filled in and signed by the borrower personally (**Appendix I**).

ii. Such application by person in category A, B, C, D, E, F, G, I, J, K, L, M and N shall be accompanied by a certificate of the respective Head of the Department or the Registrar of the University or the Principal of the College concerned or the Supervisor as the case may be, that the applicant is a person eligible to borrow books under the category specified in the application and by an undertaking to observe the rules.

- iii. An application by a temporary University employee (Non-Teaching staff) under category 'E' shall be accompanied by an undertaking from the head of section concerned (**Appendix II**).
9. i. The books shall be issued or referred from the Knowledge Resource Centre to any person unless the person authorised has signed his/her name in the records maintained for the purpose or sent a signed receipt for the same to the Director.
- ii. No books shall be issued to any person other than duly registered member or to a person duly authorised by such person in writing on each occasion and without production of the Identity Proof.
10. All category of members mentioned in section 4 shall be allowed to have open access to the Knowledge Resource Centre except members of category 'N' provided he/she has to carry Membership Card of Knowledge Resource Centre. Any staff member of the Knowledge Resource Centre shall have the authority to check the Membership Card as and when they desire.

11. Inter Library Loan Facility

- i. Books and other publications which are not available in the Knowledge Resource Centre may be procured on loan from other libraries & institutions for the benefit of the members of the Knowledge Resource Centre. The postal charges for getting such books on loan & returning them shall be borne by members concerned. However, members of categories 'M' and 'N' shall not be entitled to resort this facility.

Provided, in case of the teachers working in the departments/centres of the University want to avail this facility, the postal charges incurred in getting and returning the books on Inter-Library-Loan basis be borne by the Knowledge Resource Centre on submitting the application through the concerned Head of the Department/Centre to the Director.

12. No books shall be issued during the period when the stock taking is in progress, only the facilities of the reading room will be granted. Borrowers shall return all the books borrowed by them in three clear days before the commencement of such a period. Usual late fee shall be charged if the books are not returned before the date mentioned above.

13. Reservation of Books

The members who are entitled to borrow books shall have the facility of reserving the books for borrowing themselves in case the required book is already lent out. In such a case, he/she shall have to reserve the book by submitting the request in writing or through sending a mail to the circulation section indicating the title and author of a book correctly. If more than one member is demanding the same title, then in such a situation 'first come first served' method shall be applied. The staff of Circulation Section shall intimate to the member when the book is returned to the KRC. However, intimated member shall have to collect the book within 3 days from the date of intimation.

14. Late Fee

- i. A member who keeps a book beyond the date on which it is returnable shall be required to pay a late fee as prescribed in the Ordinance.
- ii. No late fee shall be charged to teacher working in the University Departments/Centres and the affiliated colleges for a period of 90 days per book.

If such a teacher fails to return the book issued to him/her on or before the due date, he/she shall be charged late fee as prescribed in the Ordinance. If after six months from the date of due date, the book is not returned to the Knowledge Resource Centre, the book shall be treated as lost and teacher concerned shall have to either replace the book having same title and author or shall have to pay the cost as prescribed in the Ordinance.

- iii. The members, who have borrowed the books by depositing as per Ordinance, when returning these books beyond due date, the late fee shall be charged and deducted from the deposited amount as per the Ordinance. If late fee is more than the deposited amount (excluding service charges), the member shall have to pay extra amount to the Knowledge Resource Centre in the form of late fee. His/her membership is liable to be cancelled after such deduction.

The late fee however, shall not be applicable to the authorities, officers of the University if the books are borrowed for official purposes.

15. Withdrawal of Facilities of Knowledge Resource Centre

- i. A member for whom any dues are outstanding shall not be allowed to borrow books or to withdraw the deposit unless clears off all the dues.
- ii. If a book remains unreturned for a fortnight after its due date, the borrower shall not be entitled to enjoy any facilities of the Knowledge Resource Centre till he/she returns the books and pays all the dues.

16. Damage & Loss of Books

- i. Every member taking a book out of the Knowledge Resource Centre and every reader within the Knowledge Resource Centre shall be responsible for its safe custody and shall return it to the concerned staff of the Knowledge Resource Centre.
- ii. In case of damage or loss, borrower shall either replace it or pay the cost of replacement as per the Ordinance. If a book is “Rare” one, borrower shall be required to pay such compensation as the Director may think proper.
- iii. Reader shall not write upon, damage, tear off the pages or make any mark either with pencil or ink upon any book, manuscript or map belonging to the Knowledge Resource Centre. The erasing of any mark or any writing on any book, manuscript or map belonging to Knowledge Resource centre or damage to any book or manuscript is observed shall be brought to the notice of the Director.
- iv. Tracing and copying of any map or manuscript is strictly prohibited.
- v. In case of a book belonging to a set or series is lost or damaged by a member and a new volume is not separately available, the whole set or series shall have to be replaced by the borrower.
- vi. Before leaving the counter the borrower should immediately point out any mutilations in the book to staff of Circulation counter or otherwise the borrower shall be held responsible for replacement of the book or payment of such compensation as may be fixed by the Director.
- vii. It shall be the duty of the Staff/Guard of the Knowledge Resource Centre who is on duty at the counter to examine each book returned by a member and to check if it is mutilated or damaged.
- viii. The Office of the Knowledge Resource Centre shall have to credit the amount of compensation realised for the books lost or damaged under a separate head of account and utilize this fund for procurement of books only.

17. Unauthorized Removal of Books

The Director shall take action against a person for unauthorised removal of the books or other property of the Knowledge Resource Centre as he considers fit.

18. Membership Card

- i. Each registered member shall be entitled to get membership card from the Circulation counter which shall not be transferrable.
- ii. Members of 'F' category mentioned in the section 4 shall have to return their Membership Card at the time of clearance every year to the Circulation counter of the Knowledge Resource Centre. Other categories of members shall have to submit their Membership card when their membership ceases out of any cause.
- iii. The duplicate membership card shall be provided from the Circulation section of the Knowledge Resource Centre in case of loss of the original ones. However, against it a member shall have to pay the fine as mentioned in the Ordinance.
- iv. The fine shall be applicable to membership card if not returned by a member. The holder of the Membership Card shall be responsible for the books borrowed on it.
- v. The member shall be responsible for any loss or misuse of his/her Membership card.

19. Refund of Membership Deposit

- i. The deposit of a member shall not be refunded unless borrowers clear of all the dues.
- ii. The membership deposit, if remained unclaimed for more than two years shall not be refunded. No claims in this regard shall be entertained.

20. Reference and Periodical Sections

- i. The Reference Section shall have open shelves to all types of conventional reference books. They are exclusively meant for consultation in that section only and shall not be taken out of the section without the written permission of the Director.
- ii. Books consulted in this section should be kept on the table and should not be restored to shelves by the readers.
- iii. Un-catalogued books, books belonging to a set or series, loose numbers of periodicals that are finally to be bound and the current numbers of journals shall not be taken away from the Knowledge Resource Centre without the permission of the Director.

21. Abhyasika

Any person desiring to make use of the *Abhyasika* may be admitted, at the discretion of the Director on grant of a "Membership Card". A person desirous to use the *Abhyasika* of the Knowledge Resource Centre shall have to pay charges as prescribed in the Ordinance.

- i. The Membership card shall be produced for security purpose at the time when so requested by the staff of the Knowledge Resource Centre as well as the person appointed for the security of Reading Room/ *Abhyasika*.
- ii. Personal books are allowed in *Abhyasika*.
- iii. It is expected to maintain the discipline and follow the rules and regulation of the Knowledge Resource Centre. Violation of it may result in cancellation of Membership.

22. Services of Knowledge Resource Centre

- i. All kind of services shall be provided for academic purposes only.
- ii. All services shall be provided to all the categories of members of the Knowledge Resource Centre mentioned in section 4.
- iii. Members shall have to pay charges for a few services as prescribed in the Ordinance.

23. General Rules

- i. While entering the Knowledge Resource Centre, all personal articles/belongings such as umbrellas, sticks, books, parcels, hats, hand-bags, portfolios, purses, attach cases, flat files and file cover etc. shall be deposited with the Attendant at the entrance counter and a numbered token obtained in lieu thereof. This facility for depositing personal belongings at the check-counter can be enjoyed only for the period the depositor is in the Knowledge Resource Centre.
 - ii. Though for the period of deposit, all reasonable care for the safe custody of the articles will be taken, the administration accepts no responsibility for any damage or loss for the same.
 - iii. If a token issued to a reader for depositing his/her belongings at the gate counter is lost, he/she shall have to pay the fine towards its replacement cost as mentioned in the Ordinance.
 - iv. The staff member of the Knowledge Resource Centre at the entrance is authorised to examine everything that passes in or out of the Knowledge Resource Centre.
 - v. A new book shall not be taken away from the Knowledge Resource Centre before it has been completely processed.
 - vi. If a person who is found mutilating the pages of a book or periodical or otherwise damaging them shall have to make up the loss and his/her membership shall be ceased.
 - vii. Talking, spitting, eating food, sleeping, smoking or any behaviour causing disturbance to other readers or the discipline of the Knowledge Resource Centre is strictly prohibited.
 - viii. Entry along with pets is not allowed.
 - ix. Vehicles should be kept at the Vehicle stand only.
 - x. No personal books are allowed in the Knowledge Resource Centre
- 24.** The Director shall have the power to suspend the use of the Membership card of any member or to refuse admission to any one infringing any rules of the Knowledge Resource Centre.
- 25.** All existing rules, if any, shall stand repealed.



**Knowledge Resource Center
Sant Gadge Baba Amravati University, Amravati
Membership Form**

(Tick Wherever Required)

Name [CAPITAL LETTERS] :
Designation :
Department/ Authority/ :
Stream : Aided / Unaided / Not Applicable
Category : Authority Member/ Teaching / Research
Supervisor/ Officer of University/ Non-Teaching/CHB/ Research Scholar/ UG
Student/ PG Student
Employee No (if applicable) :
Date of Birth :
Date of Joining (if applicable) :
Date of Retirement (if applicable) :
Personal E-mail ID :
Official E-mail ID :
Residential Address :
Mobile No :

Declaration

I accept that any borrowed Books. will be returned on or before the due date. I have read all the rules and regulations of the KRC. I will strictly follow all the rules of the KRC.

Applicant Signature

Certificate

I recommended Mr./Ms. _____ may
be given Knowledge Resource Center Membership.

Signature

Date:

Authorize signatory

For KRC Use

Register Page No: _____ : Software Data Entry : Yes / No

Remarks: _____

Signature

Director, Knowledge Resource Center

Undertaking

“I hereby guarantee that the Mr./ Ms/ Mrs.

_____ shall comply with the Regulation of Knowledge Resource Centre and return books in time in good condition, In case of default by the applicant, I hereby promise to pay dues which the Knowledge Resource Centre may have to recover from the applicant.”

- i. In case a member fails to clear off any Knowledge Resource Centre dues, his name shall be reported to the Head of the Department/Principal or Registrar of the University, as the case may be for information and necessary action with the specific recommendations of the Director for the action to be contemplated, viz withholding of transfer or other certificates or other documents of the member by the concerned Authority.
- ii. When a member other than student ceases to be in service, the Head of the Department or the Principal of the College or Registrar who has endorsed the clause 8 (ii) shall not make payment of the last pay and allowances or other dues of such member unless he/she has obtained a clearance certificate from the Director.

Date:

Place:

Signature, Name and Designation of authorized person