

6:5: - Libraries:

- (i) Management of the accounts of Library Reprography charges by the NEHU Central Library to meet the maintenance cost and consumables.

Dr. (Mrs) I Majaw, Univesity Librarian has submitted an agenda which is placed at Annexure 'A' alongwith the 38<sup>th</sup> Library Committee Resolution at Annexure 'B' and guideline for operation of NEHU Library at Annexure 'C' respectively.

The matter is placed before the Council for consideration.

Approval of management of the accounts of Library Reprography charges by the NEHU Central Library to meet the maintenance cost and consumables.

The Library had put up to the 38<sup>th</sup> Library Committee the serious constraints in reprography services due to untimely supply of consumables and maintenance cost. It was proposed that the charges be allowed to be used by the Library towards timely action in this regard for prompt service to users

The Library Committee took note of the problems and resolved that the proposal be placed before the Executive Council for necessary approval. The extract of the Library Committee resolution and proposed guidelines in the management of the accounts are appended herewith.

38<sup>th</sup> Library Committee Resolution on use of Reprography charges.

- 6: Permission to the Library to use Reprography charges towards purchase of consumables and maintenance.

The Committee noted the constraints in timely supply of consumables and repair. It was resolved that after report of the amount collected as per receipts, the proposal may be placed to EC for consideration.

**GUIDELINES FOR OPERATION OF NEHU LIBRARY REPROGRAPHIC SERVICES ACCOUNT**

1. The purpose of opening a separate account is to enable the Library Reprographic services to manage the day to day requirement of funds which includes the purchase of consumables, maintenance of machines, provision of improvement facilities and also to account for the receipts of the unit. Surplus money, if any, at the year end will be transferred to the NEHU Corpus Fund.
2. All revenue collected from the services provided by the reprographic unit, in the form of provision of photocopying, scanning, printing, word-processing, document transfer and emailing or any other receipt shall be deposited to this bank account.
3. For all cash receipts of the Reprographic unit, the Library shall issue money receipt to the payee.
4. Such money receipt books shall be issued by the Cash Section of the Finance Department on requisition. Not more than 10 (Ten) receipt books will be issued at a time. Accounts against the previous receipt books shall be furnished before obtaining fresh receipt books.
5. An advance in the form of imprest amounting to Rs. 50,000/- shall be sanctioned from the said account in favour of the Librarian. Accounts should be submitted for recoupment after spending 50% or so, if any imprest.
6. All expenditures other than those in the nature of imprest shall be met from the head of account "Library Reprography services".
7. The Librarian and Officer-in-charge of the Reprography unit shall be responsible for submitting the detailed receipts and payments of this account at the end of each financial year, positively by 10<sup>th</sup> of April of the following financial year.
8. Modifications of the Guidelines will be made only after getting feedback on difficulties, if any, based on practical and future eventuality.
9. The account shall be operated by the Librarian or Deputy Librarian in her absence.

**6:3: Leave Deputation**

- (i) **Study leave in respect of Ms. Ibadani Syiem, Lecturer, Department of Education.**

**NO:EC:135:2008:6:3:(i):** The Council considered the study leave in respect of Ms. Ibadani Syiem, Lecturer, Department of Education, and **RESOLVED** to accept the approval of the School Board meeting held on 5<sup>th</sup> September, 2008 in granting study leave to Ms. Ibadani Syiem, Lecturer, Department of Education for a period of six months w.e.f. 15<sup>th</sup> February, 2009 to 14<sup>th</sup> August, 2009.

- (ii) **Sabbatical leave in respect of Prof. Juanita War, Department of Linguistics, NEHU, Shillong.**

**NO:EC:135:2008:6:3:(ii):** The Council considered the sabbatical leave in respect of Prof. Juanita War, Department of Linguistics, NEHU, Shillong, and **RESOLVED** to accept the recommendation of the School Board of Humanities and Education in granting sabbatical leave to Prof. J. War for a period of nine (9) months w.e.f. 28.02.2009 to 30.11.2009.

**6:5: Libraries**

- (i) **Management of the accounts of Library Reprography charges by the NEHU Central Library to meet the maintenance cost of consumable.**

**NO:EC:135:2008:6:5:(i):** The Council considered the management of the accounts of Library Reprography charges by the NEHU Central Library to meet the maintenance cost of consumable and **RESOLVED** to refer the matter to Finance Department for comments.

**6:6: Service condition/Financial & Other benefits.**

- (i) **Payment of remuneration to Non-Statutory Group-A Officers – consideration thereof.**

**NO:EC:135:2008:6:6:(i):** The Council considered the payment of remuneration to Shri P.P. Dey, Sr. System Analyst, Computer Centre and **RESOLVED** to regret the same.