

Annexure-I

SRI SADASHIV CAMPUS - CENTRAL SANSKRIT UNIVERSITY, PURI
PANDIT HARIHAR DAS LIBRARY

F. No. SSC/PHLIB/COM/20-21/02

Dated 15/01/2021

NOTICE FOR CIRCULATION

This is with reference to the approved minutes of library committee for the works and services held on 04/12/2020. The following point will be followed for the smooth functioning of the circulation (Issue & return) of library items from 15 January 2021:

1. Students and kids/children's of staff will not be allowed to enter in the library stack room i.e. open access for staff only;
2. The books will be issued to the staff and students as per the below mentioned scheme:

S. No.	Category of Staff/Student	Number of Books	Issue Days	Timing
1	Teaching Staffs	05	All working days	11.00 pm to 1.00 pm & 4 to 5 PM
2	Non-Teaching Staffs	03	All working days	11.00 pm to 1.00 pm & 4 to 5 PM
3	Ph.D. Students	04	All working days	11.00 pm to 1.00 pm & 4 to 5 PM
4	Acharya	03	Tuesday & Thursday	10.30 am to 1.30 pm & 3.30 to 5.00 pm
5	Shiksha- Acharya	03	Tuesday & Thursday	10.30 am to 1.30 pm & 3.30 to 5.00 pm
6	Shastri	02	Monday/Wednesday/Friday	10.30 am to 1.30 pm & 3.30 to 5.00 pm
7	Shiksha- shas tri	02	Tuesday & Thursday	10.30 am - 1.30 pm & 3.30 to 5.00 pm
8	Prak- shastri	02	Monday/Wednesday/Friday	10.30 am to 1.30 pm & 3.30 to 5.00 pm


3. Books will not be issue on daily basis instead of that book will be issued for a period of 15 days only for staffs and students. Extension, renewal and transfers of books (from one patron/borrower to other) will not be entertained in any circumstances or without the written permission of competent authority
4. If books are not returned after 15 days, the patron will not be allowed to borrow book without the written permission of competent authority;

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5. From 01 January 2021, the books will be issued after the completion of no dues process of individual student (within the one week, whenever campus will be open). Without completion of no dues, no book will be issued:
6. The old passbook/borrower card/other cards (related to library) need to be submitted to the library till i.e. within 31 January 2021. In case any staff is not able to return the library items, they have to submit a custody undertaking to the Director or I/C Library:

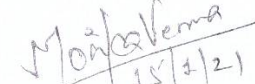
Therefore, All the HOD's are requested to circulate it among their Faculty Members and Students for strict compliance please.

This is issues with the approval of the competent authority.


DIRECTOR
CENTRAL SANSKRIT UNIVERSITY
SHREE SADASHIVA CAMPUS, PURI (ODISHA)

Copy for information and necessary action to:

1. Director, Sri Sadashiv Campus Central Sanskrit University, Puri;
2. All the HODs, Sri Sadashiv Campus Central Sanskrit University, Puri; and
3. Notice Board of Campus, Library, Campus website for wide circulations.


(Ms. Monika Verma)
I/C Library

Annexure-II

SRI SADASHIV CAMPUS - CENTRAL SANSKRIT UNIVERSITY, PURI
PANDIT HARIHAR DAS LIBRARY

F. No. SSC/PHLIB/COM/20-21/03

Dated 15/01/2021

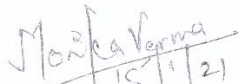
NOTICE FOR STOCK VERIFICATION

This is with reference to the approved minutes of library committee for the works and services held on 04/12/2020. The following point will be followed for stock verification of library items from 20 January 2021 to 20 February 2021:

1. The process of stock verification or book verification (as per the office order number 71 dated on 24/11/2020) will be done by the stock verification committee on the basis of the Accession Number and Departments including other collections (like thesis, dissertation, reference books, book bank and rare books etc) as per the guidance of I/C Library.
2. During the process of verification books, journals, thesis, dissertations, magazine, not accessioned, damage and lost books etc. will be listed/counted/verified separately;
3. No book will be issued to any patron during the process of stock or book verification, only return service will be available;
4. The old passbook/borrower card/other cards (related to library) need to be submitted to the library till i.e. within 31 January 2021. In case any staff is not able to return the library items, they have to submit a custody undertaking to the Director or I/C Library during stock verification;
5. The books and journals will be re-issued after completion of physical stock verification. No library facility will be available during the period of Physical Stock Verification.

Therefore, All the HOD's are requested to circulate it among their Faculty Members Students for compliance please.

This is issued with the approval of the competent authority.


(Ms. Monika Verma)
I/C Library


DIRECTOR
CENTRAL SANSKRIT UNIVERSITY
SHREE SADASHIVA CAMPUS, PURI (ODISHA)

Annexure-II

Copy for information and necessary action to:

1. Director, Sri Sadashiv Campus Central Sanskrit University, Puri;
2. All the HODs, Sri Sadashiv Campus Central Sanskrit University, Puri;
3. Stock Verification Committee Members:
4. Stock Verification Group Members: and
 - Group -1 Mr. Nepal Das, Asst. Prof. (AV)
Mr. Bibhudatta Mishra Guest Teacher (A.V.)
 - Group -2 Dr. Priyaranjan Rath Contract Teacher (D.S.)
Dr. Siddhartha Sankar Dash Contract Teacher (DS)
 - Group -3 Dr. Nilamadhab Dash Contract Teacher (Jyo)
Dr. Jyoti Prasad Dash Contract Teacher (Jyo)
 - Group -4 Dr. Ganapati Shukla, Asst. Prof. (N.N.)
Dr. Pitambar Mishra Contract Teacher (N.N.)
 - Group -5 Dr. Umesh Ch. Mishra, Asst. Prof. (N.V.)
Dr. Ajaynanda Sahoo Guest Teacher (N.V.)
 - Group -6 Dr. Krushna Chandra Kabi Guest Teacher (P.I.)
Dr. Ajay Kumar Dash Guest Teacher (N.V.)
 - Group -7 Dr. Raghavendra Pathak Contract teacher (Sah.)
Dr. Nabin Kumar Pradhan Guest Teacher (Sah.)
 - Group -8 Dr. Ajaya Kumar Pande Guest Teacher (S.D.)
Dr. Pradeep Kumar Sahu Contract Teacher (S.D.)
 - Group -9 Dr. Susanta Kumar Raya, Asst. Prof. (SS)
Dr. Om Narayan Mishra, Asst. Prof. (SS)
 - Group -10 Dr. Bhagya Singh Gurjar, Asst. Prof. (SS)
Dr. Mahesh Kumar Panigrahi Contract Teacher (SS)
 - Group -11 Dr. (Smt.) Sukanti Barik Contract Teacher (S.Y.)
Dr. (Smt.) B. Gumansingh Contract Teacher (S.Y.)
 - Group - 2 Sri Biswanath Mishra Guest Teacher (Comp.)
Dr. (Smt.) Rashmi Mishra Guest Teacher (English)
 - Group -13 Dr. Rekha Mishra Guest Teacher (Hindi)
Dr. Swagatika Mohanty Guest Teacher (Odia)
5. Notice Board of Campus/Library/Campus website for wide circulations.