


DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT

Case Study 1 : Admission Process :


- Admission Committee is constituted for which the Registrar is incharge and the admission coordinator is also designated to implement the admission process effectively.
- Admission committee, decides detailed rules and norms for admission based on the norms of Government of Maharashtra and affiliating University.
- The advertisement of academic courses is given in all leading newspapers all over India as well as on Institute website.
- The prescribed admission form along with the prospectus can be obtained from the office of the Registrar
- The candidates should ensure that all the enclosures are clear and legible and are properly attached to the application form
- Students fill admission forms which are verified by respective faculty Head, who is member of admission committee.
- After scrutiny of applications received from the candidates, only eligible candidates will be called for entrance test and interview and will be informed about the same through call letters by post/through website. The list of eligible candidates will also be displayed on the website of VSI.
- All the eligible candidates will have to attend entrance test and interview
- The Entrance Test (Written) will be conducted at the Vasantdada Sugar Institute, Pune
- The candidate should attend the Interview at scheduled time which will be held immediately after the Entrance Test (Written).
- The list of selected candidates will be displayed on the notice board as well as on Institute's web site.
- The admission of student is confirmed after payment of tuition fee & verification of the paid fee by Registrar office.
- After confirmation of admission roll number to the student is allotted.
- The students then receive the Identity card and Library number by the library staff


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Case study 2: Library Committee and purchase of Books and Journal

- **Recommendation:** Faculty Students, Research Scholars, and technical staff sends requisition/indent through respective HOD/HOS.
- After receipt of such indent/requisition, Librarian checks the availability and finds out the precise details of the title including price of indented book.
- Communicates (verbal/written) with Suppliers/ vendors for reassuring availability of indented book.
- **Indent Approval:** All indents are routed as per following process:
- All requisitions / intents for book having estimated expenses of less than Rs.500/- are directly purchased from the market under the power of HOD for such expenses.
- Book purchase expenses upto Rs.10,000/- are sanctioned by the Committee appointed by the Director General or IAO and Chief Accountant
- In case of purchase cost above Rs.10,000/- the requisition/indents are approved by the Director General.
- If books /material readily available in the market & expenses are less than Rs.10,000/-, such material is directly purchased from the vendor.
- **Post facto approval process:**-In cases when staff / faculty members of various departments visits exhibition, seminars, workshops and purchase the books / material of their interest, then a post facto approval is taken for such purchases from respective authorities as per the expenditure amount.
- **Ordering/Purchasing:** The ordering is done to book suppliers verifying availability and discount after taking due approval within ten working days.
- **Supply Deadline:** The maximum time limit for supplying ordered titles is specified in the order.
- After receipt of book/material, it is checked /verified w.r.t. order by librarian.
- This book/material is kept in cupboard/shelves after completing following steps:
- **Accessioning:** Creating a permanent record of an books received and assigning a unique number to book/material.
- **Classification:** The books are arranged according to subject representing classification number and allow items to be stored in that order.


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- Cataloging: It provides information such as author name, title, and subject terms that describe books.
- Librarian submits the invoice to Accounts section for release of payment.

Similar procedure of decentralized and participative management is practiced for all other purchases as well for organization of co-curricular, extracurricular activities.



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	DEPARTMENT MANUAL STANDARD OPERATING PROCEDURE BOOK PROCUREMENT	

1. PURPOSE/OBJECTIVE/PROJECT/ACTIVITY:

- To develop most useful information resource to support information services both current and retrospective.

2. INPUTS / RESOURCES REQUIRED AND THEIR AVAILABILITY:

- Book Selection Tools: Book catalogues, Recommendations from User, Book-Exhibitions, List of books from supplier.
- Online search on Internet.

3. OUTPUTS EXPECTED:

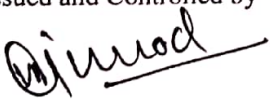
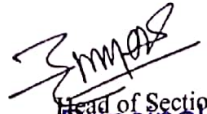
- To meet the information needs of the of library users by means procurement.
- To enhance reading habits of the library users.

4. ROLE:


Librarian

5. CRITERIA AND METHODS:

- Recommendation: Faculty Students, Research Scholars, and technical staff sends requisition/indent through respective HOD/HOS.
- After receipt of such indent/requisition, Librarian checks the availability and finds out the precise details of the title including price of indented book.
- Communicates (verbal/written) with Suppliers/ vendors for reassuring availability of indented book.
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 - If books /material readily available in the market & expenses are less than Rs.10,000/-, such material is directly purchased from the vendor.
 - Post facto approval process:-In cases when staff / faculty members of various departments visits exhibition, seminars, workshops and purchase

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the books / material of their interest, then a post facto approval is taken for such purchases from respective authorities as per the expenditure amount.

- Ordering/Purchasing: The ordering is done to book suppliers verifying availability and discount after taking due approval within ten working days.
- Supply Deadline: The maximum time limit for supplying ordered titles is specified in the order.
- After receipt of book/material, it is checked /verified w.r.t. order by librarian.

6. RISKS & OPPORTUNITIES:

- **Risk:**
 - Not understanding user's need of information and Collection development.
- **Opportunity:**
 - Meet the information needs of library members with a high degree of satisfaction.

7. EVALUATION OF THE PROCESS:

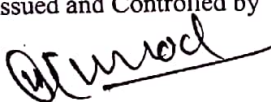
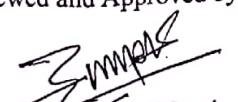
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 - Classification: The books are arranged according to subject representing classification number and allow items to be stored in that order.
 - Cataloging: It provides information such as author name, title, and subject terms that describe books.
- Librarian submits the invoice to Accounts section for release of payment.

8. IMPROVEMENT IN THE PROCESS:

- Fortnightly follow-up with the vendor.
- Evaluate the supply status.
- Change supplier and re-order books.
- Inform Faculty about the arrival of books every month.

9. DOCUMENTED INFORMATION:

- VSI/Lib/Order& Approv/2014/010
- VSI/Lib/Dupl.Bill/2014/005
- VSI/Lib/Acc.Register/2014/025

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- Why we need this book in our Library Collection?: This is a reference book used by ~~the~~ Lab of Env. sci for its regular analytical work.

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Name Dr. Amol B Deshpande

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Department Env. Sci.

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Please let us know the availability, price etc. at the earliest.

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33355.80

GOC: \$-85.20

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37062.00

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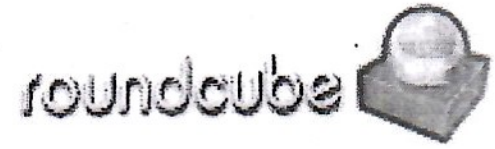
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1. Standard Methods for the Examination of Water and Wastewater (24th edition) by APHA Press (Hardbound) -Publishing date: 12/2022 (ISBN:978-0-87553-298-9)

Please send the book with latest edition within 15 days along with your bill/invoice at the earliest.

With regards,

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572/22-23	21/02/2023	29,650.00

We are happy to inform you that we are sending you the books through **Register Parcel** having **one** parcel.

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We appreciate your business and hope to work with you again in the near-future

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