

REGULATION NO-15

REGULATIONS ON PURCHASE COMMITTEE (ACADEMIC BOOKS) FOR UNIVERSITY LIBRARY, 2020

(Approved by Executive Council, Kumar Bhaskar Varma Sanskrit and Ancient Studies University)

Date- 11/09/2020)

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- 1.1. These Regulations may be called the "KBVSAS University Regulations on Purchase Committee (Academic Books) for University Library, 2020".
- 1.2. These shall apply to matters related to Purchase of Academic books for University Library.
- 1.3. These shall come into force from the date of notification.

2. Purchase Committee: There will be a committee to be known as **Purchase Committee (Academic Books)** for monitoring the periodical purchase of academic books for University Library.

3. Formation of the committee:

3.a The committee will be formed with the following members, to be nominated by the Registrar with the approval of Hon'ble Vice-Chancellor,

- i. A senior faculty member - Chairperson
- ii. One member each from all the Departments – Member
- iii. Librarian – Member Secretary (Permanent)

3.b The term of the members of the Committee will be of 1 (one) year duration. However, on completion of the term, the incumbent members will remain till nomination of their substitutes.

4. Functions:

4.i. The process of purchase of books will be initiated by the Librarian with preparation of List of books to be purchased according to the requirement of respective departments.

4.ii. The committee will monitor whether proper process of procurement of the books has been maintained.

4.iii. After getting the delivery of books, the members will have to be satisfied that the books are as per requirements submitted and the publications are of latest edition.

4.iv. After going through the purchased books the members of the respective departments will certify together with the chairperson putting their signatures on a prescribed declaration.

5. For the payment to the supplier(s), the above declaration will have to accompany the bill(s) for further process.