

Procedure for the Allotment of Seats to Private Members in Dhanvantri Library, 2017.\*

1. The following procedure shall be adopted for the grant of private membership to the applicants desirous of becoming 'Private Members' defined as such under the 'Rules for the Use of Dhanvantri Library Facilities by Private Members, 2017'.
2. Subject to the fulfilment of space requirement for regular students and scholars of University of Jammu, availability of seats in Dhanvantri Library for 'Private Members' shall be notified by the Library from time to time.
3. After the publication of notification, a person desirous of seeking private membership of Dhanvantri Library shall make an application at the counter of Circulation Section for the issue of membership form.
4. The candidate shall also submit necessary documents, like, educational qualifications certificates, Valid photo ID, and contact number, etc., along with the application, for preliminary determination of his/her eligibility for the grant of membership.
5. The duly filled Membership Form, which has been signed and recommended by two Professors of the University of Jammu, shall be deposited at the Circulation Counter of the Library within the time period mentioned in the notification.
6. Along with the Membership Form, valid copies of the following documents shall also be submitted:
  - i. Valid photo ID,
  - ii. Educational qualification certificates,
  - iii. Marks card,
  - iv. An affidavit sworn before and issued by First Class Magistrate affirming a solemn oath by the candidate to abide by the conditions of private membership of Dhanvantri Library. (Format of affidavit is given in Annexure-B attached with notified Rules)
7. The 'Membership Permission cum Screening Committee' of Dhanvantri Library shall scrutinize the Membership Form and the documents submitted therewith by the applicant for the grant of membership.
8. When the Committee is satisfied about the validity of the Membership Form and the documents attached therewith, it may recommend the applicant for the grant of private membership subject to the conditions contained in the 'Rules for the Use of Dhanvantri Library Facilities by Private Members, 2017.'
9. The private membership of Dhanvantri Library shall be granted purely on the basis of academic merit of the applicant.



**Rules for the Use of Dhanvantri Library Facilities by Private Members, 2017.†**

†University Council Resolution No. 83.14  
passed in its 83<sup>rd</sup> meeting held on 24.10.2017.

1. These Rules shall be called the Rules for the Use of Dhanvantri Library Facilities by Private Members, 2017.
2. These Rules shall come into force from the date which is notified by the University of Jammu for the said purpose.
3. **Applicability:** These Rules shall apply to the 'Private Members' defined as such in these Rules for the use of Reading Hall facilities of Dhanvantri Library, University of Jammu.
4. **Definitions:**
  - A. **Private Member:** For the purposes of these Rules, any of the following users shall be called a 'Private Member':
    - i. Any member of the authorities or bodies of the University of Jammu;
    - ii. Former Post Graduate students of the University of Jammu;
    - iii. Retired teachers of the University of Jammu;
    - iv. Retired officers of the University of Jammu;
    - v. Prominent government officials and eminent scholars;
    - vi. Former students of Jammu region who have obtained their degrees from Institutions/Universities other than the University of Jammu.
  - B. **Act of Indiscipline:** For the purposes of the conduct of private members of Dhanvantri Library, the word "indiscipline" shall mean and include:
    - i. disregard of the provisions of the Kashmir and Jammu Universities Act, 1969 and the Statutes, Regulations and Rules made thereunder from time to time;
    - ii. disrespect or disobedience of the orders of any competent authority of the University;
    - iii. disorderly conduct in or outside Dhanvantri Library;
    - iv. participation or complicity in activities which have the effect of subjecting the University, its officers or teachers to ridicule or contempt;
    - v. act of violence;
    - vi. use of abusive, threatening or offensive language, either verbally or in writing;
    - vii. possession of lethal weapons;
    - viii. gambling or drinking liquor or any other anti-social activity;
    - ix. causing damage or loss of the property in Dhanvantri Library and of the University;
    - x. instigation of student/students or outsiders to engage in any of the foregoing activities; and
    - xi. any other activity which is unbecoming of a Private Member of Library in the opinion of the authority responsible to maintain the discipline under the above stated Regulations, or an activity which has the tendency to disrupt the orderly functioning of the Library/University.



5. **Registration of Private Member:** For the purposes of registration of the user of reading hall facilities of Dhanvantri Library as 'Private Member' a person shall be required to submit a duly filled 'Membership Form' given in Annexure-A attached to these Rules which shall be signed and recommended by two Professors of the University of Jammu who shall stand as guarantee for the good conduct of the applicant during the period of validity of his/her membership of Dhanvantri Library.
6. The applicant shall have to attach along with his/her Membership Form, valid copies of the following documents:
  - i. his/her valid photo ID,
  - ii. his/her educational qualification certificates,
  - iii. his/her marks card,
  - iv. An affidavit, given in Annexure-B attached to the Rules, to be sworn before and issued by First Class Magistrate affirming a solemn oath by the candidate to abide by the conditions of private membership of Dhanvantri Library.
7. When the office of Dhanvantri Library is satisfied about the validity and genuineness of the Membership Form and the requisite documents attached therewith after proper scrutiny thereof, the applicant may be granted private membership of Dhanvantri Library, subject to the availability of seats in the Library. Once registered as 'Private Member', the applicant may be issued a smart card after the payment of requisite fee prescribed for the same.
8. Subject to the availability of seats in the designated reading hall of Dhanvantri Library, the facility of Private Membership of the Library shall be granted to 200 users at a given time.
9. The facility of consultation of Library books/Journals shall be extended to the members of civil society and persons who genuinely want to avail this facility provided their case is recommended by a Professor of the University of Jammu.
10. If a person not falling in the categories as mentioned in these Rules wants to use Reading Hall facility in Dhanvantri Library, he/she may be permitted to use the said facility provided the same is approved by the Vice Chancellor on the recommendation of University Librarian.
11. The facility of the use of Reading Hall shall also be extended to 100 students of the Directorate of Distance Education, University of Jammu provided the student desirous of such facility applies to the University Librarian and pays the requisite fee for the same.
12. The reading hall facility of Dhanvantri Library shall not be extended to the students of Degree Colleges affiliated to the University of Jammu or to the students who are still on the rolls of Colleges, Institutions or Universities other than the University of Jammu.



10. For the purposes of grant of private membership, the order of merit shall be determined as under:

- i) First preference shall be given to the applicants who have already completed Masters, M.Phil or Ph.D. course of study from the University of Jammu;
- ii) Second preference shall be given to those students who have completed their Graduation from the University of Jammu; and
- iii) Lastly, students of Jammu region who have obtained degrees from a University other than the University of Jammu.

11. The Private Membership Permission cum Screening Committee shall reserve the right to review the private membership status from time to time keeping in view the facilities available and the requirements of the students and scholars of the University of Jammu.

12. The Private Members and a limited number of students of Directorate of Distance Education, University of Jammu, shall be allotted a separate Reading Hall which shall be distinct from the halls used by the regular students and scholars of the University of Jammu.

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\*Approved by Hon'ble Vice Chancellor, University of Jammu on 02 November 2017.

13. Fee: The facility of using the Reading Hall shall be extended to the 'Private Members' of Dhanvantri Library, University of Jammu enumerated in clauses (i), (ii) and (vi) of Rule 4 (A) of these Rules who shall have to pay a fee of Rs. 540/-\* per month in addition to Rs. 1050/-\* as refundable Annual Registration Fee.
14. The 'Private Members' enumerated in clauses (iii), (iv) and (v) of Rule 4 (A) of these Rules shall have to deposit a refundable Library security of Rs. 1180/-\* for the use of facilities provided by Dhanvantri Library, University of Jammu.
15. A student of the Directorate of Distance Education, University of Jammu desirous of using Reading Hall facility of Dhanvantri Library shall be required to deposit a non-refundable fee of Rs. 330/- per annum along with his/her application made to the University Librarian for the same.
16. All 'Private Members' of Dhanvantri Library of the University of Jammu shall be issued a smart card. A fee of Rs. 50/- shall be charged for the issue of smart card to 'Private Members' enumerated in clauses (i), (ii), (iii), (iv) and (vi) of Rule 4(A) of these Rules while 'Private Members' enumerated in clause (v) of Rule 4(A) of these Rules shall be charged Rs. 100/- for the issue of smart card. In case a 'Private Member' loses his/her smart card, he/she shall have to pay Rs. 100/- for a new card to be issued against his/her name.
17. The refundable Library security mentioned hereinabove shall be refunded on the receipt of a week's notice from the users/borrowers provided all Library dues have been paid and books returned.
18. Duration of Membership: The minimum period for which membership shall be given to a 'Private Member' shall be 3 months and maximum period of membership shall be one year.

Provided that no further extension beyond one year shall be given to a 'Private Member' in order to facilitate other fresh users of Library to use this facility.

Provided further that no fresh membership shall be given to a 'Private Member' after the refund of his/her Library security.

Furthermore, if the 'Private Member' does not start using the Library facilities for a continuous period of three months from the date of his/her registration, his/her membership shall automatically stand cancelled.
19. The entry of a 'Private Member' to the Dhanvantri Library building shall be allowed and regulated by smart card issued to him/her at the time of his/her registration. All the 'Private Members' of Dhanvantri Library shall be required to carry smart card on their person while on the premises of the Library.
20. The 'Private Members' shall use only the assigned space provided to them in the specified Reading Hall of the Dhanvantri Library. They shall in no case encroach on



any space designated in Dhanvantri Library for the use of regular students, scholars, teachers, etc., of the University of Jammu.

21. Cancellation of membership: Any 'act of indiscipline' as defined in clauses (i) to (xi) of Rule 4(B) of these Rules or in Kashmir and Jammu Universities Act, 1969 or violation of the conditions contained in these Rules on the part of a 'Private Member' of Dhanvantri Library shall automatically result in the cancellation of his/her membership of the Library without any further notice to the concerned 'Private Member'.
22. The cancellation of membership of a 'Private Member' shall lead to the immediate withdrawal of all benefits to him/her including the ban on his/her entry into the Library building. A 'Private Member' whose membership of the Library is once cancelled on the ground of 'indiscipline' or violation of the conditions contained in these Rules shall not be entitled to the grant of private membership again.
23. Repeal: The existing Rules for the Use of Dhanvantri Library, 2006 as approved by the Vice Chancellor on the recommendations of Advisory Committee in its meeting held on 1 June 2006 and as amended from time to time shall stand repealed by The Rules for the Use of Dhanvantri Library Facilities by Private Members, 2017.

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\*Vide University Notification No. F.Acd/I/17/17579-678. Dated 07.03.2017.