

Copy of Circular No. 13614/D3/2002/H.Edn. dt. 21-6-2002 from the
Dy. Secretary to Govt. Higher Education. (D) Department, Govt. of Kerala,
Thiruvananthapuram.

Sub: - Establishment - Private Colleges - Missing of Books from the
Library - Fixing of responsibility - Reg:

In accordance with the decision to extend the provision in Circular
No. 27855/A3/2000/H.Edn. dated 8-12-2000 to the Librarians in the Aided Private
Colleges taken in the meeting held on 1-6-02 by Government with the representatives of
the Private College Management's Association, the following guidelines are issued in
fixing the responsibility for the missing books from the Librarians of Aided Private
Colleges.

The responsibility for the missing books from the Library should be fixed on each
individual strictly with reference to the duties and responsibilities of each individual
working in the Library. The entire staff working in the Library are responsible for the
proper accounting of the books and other articles in the Library. The maximum number
of books that can be written off in a year is 5% of the books in circulation. The Library
staff will be responsible for the loss of books in excess of the admissible number and the
cost of such books will be recovered from the library staff in equal shares. Thus
responsibility of the missing books will be shared by all in equal proportions. The
persons who are transferred out of the institutions on transfer or promotion will be
relieved of their duties on executing an undertaking to the effect that liabilities if any
faced on them in respect of the missing books during the period they have worked in the
institutions would be remitted by them and this position will be shown in the relieving
order.

Sd/-, Baby Raman
Dy. Secretary to Government

Encl. on Estt. AG-5342/2002 dt. 2-7-2002

Copy communicated to All private college Principals for information and
necessary action.

KU/16-7

DY. DIRECTOR

Principal
Government College