



**Centre for Management Studies
Dibrugarh University**



*Information
Booklet*

**LEARNING AND INFORMATION
RESOURCES' UNIT**



Centre for Management Studies

- Accelerating Excellence

Vision

Challenging the Challenges

Mission

- To achieve academic excellence and knowledge creation through teaching, research and consulting and becoming a role model for newly emerging centres of quality management education in the country
- To develop professionals who are committed to excellence in their personal and professional endeavours and who have the vision, courage and dedication to initiate and manage change.
- To cater to the emerging needs of business enterprises in both traditional and new economy.
- To groom future business leaders as well as entrepreneurs.
- To strengthen development process with human face.

P r e f a c e

This information booklet provides information on the functioning of the Learning and Information Resources' Unit, Centre for Management Studies, Dibrugarh University and the facilities provided by it. The objective is to help you know about the Unit and use its facilities to the maximum extent possible. It is also part of an attempt to provide better services to the users and be more and more user-friendly.

C o n t e n t s

I n t r o d u c t i o n	3
V i s i o n	3
R e s o u r c e s	4
F u n c t i o n i n g	4
R u l e s a n d R e g u l a t i o n s	6
U n i t H o t s p o t	8

1. Introduction

The Centre for Management Studies (CMS) came into being with the formal notification of Dibrugarh University about the establishment of the Centre on November 25, 2002. Classes started from February 3, 2003 which is celebrated as the *Foundation Day* of the Centre. The Centre today has successfully created a niche for itself. The CMS Library known as the "**Learning and Information Resources' Unit**" is making all out efforts to complement the endeavours of the Centre. It is now amongst the largest of all the libraries existing in the Departments / Centres of the University, with reprographic facilities, reading room facilities to name a few.

The Unit is kept operational to the extent possible (Timings etc. can be had from the Unit) and follows an Open Access System to facilitate self-learning among the members, particularly the students. All efforts are being made to streamline the functioning of the Unit and keep members abreast of the latest developments. This booklet is a step in that direction.

2. Vision

The **Learning and Information Resources' Unit** will strive to be an innovative knowledge disseminating unit providing learning resources and other information on demand to students, faculty and researchers, as per their requirements. It will be automated to the highest degree to offer the best of services and facilities, so as to create a niche for itself.

3. Resources

The Unit has a rapidly growing collection of books covering all aspects of business and management and allied disciplines like economics, quantitative techniques, information technology, law, behavioural sciences, etc. It already subscribes to a host of journals and periodicals and efforts are on to subscribe to a few more.

Back issues of magazines, journals and periodicals are bounded and stocked for future reference which is available in the Reading Room. Newspapers are also being made available. Information on Electronic Media is also being made available as far as possible.

4. Functioning

Membership and Member Privileges : Membership is available for the categories as detailed in the table below. Students including Research Scholars and DU Staff are to pay a membership fee of ₹ 200.00 which is non-refundable. Faculty Members including Guest Faculties and Staff of CMS are given free membership. Part-time student / scholars have to pay a security deposit of ₹ 500/-.

All Alumni are also eligible to become members on paying an annual non-refundable fee of ₹ 300 and a refundable security deposit of ₹ 200. *Corporate Membership* facilities entail an annual non-refundable deposit of ₹ 500 and a refundable security deposit of ₹ 500.

All borrowers are given a unique *Member ID*.

Membership Category	Code	Entitlement	Loan Period (in days)
Students / MBA (FT)	MF	4 in the 1 st year and 5 in the 2 nd year	15
Students / BBA	BBA	3	15
Students / MBA (PT)	MP	3	30
Students / PGDTM	TM	3	15
Research Scholars (FT)	RSF	4	15
Research Scholars (PT)	RSP	3	30
Faculty	CFAC	8	60
Guest Faculty	GL	3	30
Office Staff	COS	2	15
Alumni	CAL	2	30
DU Staff	DUS	2	30
Corporate Members	CORM	3	30

After the expiry of the loan period, the Members should reissue / return their book(s). On default, fines are charged at the rate of ₹ 1.00 / day. Loan period may not be extended either at the discretion of the authorities or because an *Advanced Booking* request exists against the particular book(s).

All members may login to the *Unit Hotspot*, the Unit's Home Page accessible via the Centre's Intranet through their Member ID and password. Members are provided with a

host of facilities like Member Borrowing Details, Advanced Booking, Renewal, Search, etc. The Unit Hotspot is updated on a regular basis, and efforts will continue to offer more services through the same.

Weeding : The Unit will undertake the job of weeding of books as and when they become outdated or when their condition is beyond repair.

Stock Taking : The Unit takes an annual stock of books and other material, every year. The Unit is closed for 15-20 days after calling back all books. Binding, weeding and labeling of books is done apart from stock taking. Prior information is given regarding the aforesaid activities.

Donations : The Unit accepts donations of books, periodicals, annual reports, audio-video materials, e-resources at its discretion. The unit-in-charge may be contacted in this regard.

Suggestions and Feedback : Members of the Unit are encouraged to offer suggestions and recommend resources for procurement. The Unit is committed to look at all such recommendations and suggestions. Login to the Unit Hotspot for giving your suggestions / recommendations online or submit your written document to the unit-in-charge.

5. Rules and Regulations

- ♦ Access to the Unit and its resources is restricted to members only, and it is the responsibility of the

members to be in possession of their identification cards.

- ♦ Bags, etc. are strictly prohibited inside the Unit.
- ♦ Silence is to be maintained inside the Unit. Ban on loud conversation, standing in groups, discussion, use of mobile phones, smoking, consumption of food and use of personal audio equipments, etc. are to be strictly adhered to.
- ♦ Books or other resources taken from their designated locations should not be put back on the locations but kept on the table/trolleys available.
- ♦ Members should keep in mind the *copyright* issues while copying any material borrowed from the Unit.
- ♦ Data retrieved from the Unit's electronic resources may not be used for purposes other than teaching, research, personal education development, administration and management of CMS and Dibrugarh University and development work associated with any of the aforementioned activities. Use of the data is not permitted for unauthorized consultancy or services leading to commercial exploitation of the data. Users must also comply with the specific requirements of individual data providers. Passwords must not be revealed to others.
- ♦ The removal of any material from the library must be properly authorized and recorded. Damage to, or

unauthorized removal of the same constitutes a serious offence and may lead to disciplinary action / penalty.

Defacing of books in any way including scribbling with pencils constitutes a grave crime and members are warned against any such activities.

- ♦ Clearance of the Unit is a must for the award of any degree / diploma from the University or any other situation which warrants the same.
- ♦ Loss of resources must be brought to the notice of the Unit and arrangements must be made for replacement of the same.
- ♦ In all other matters not mentioned herein, the decision of the authority concerned shall be final and binding.

6. Unit Hotspot

- ♦ Open the Centre's Homepage on the Intranet and click on the quick link option < L I R U >
- ♦ Login with your Member ID and password as given to you. Change your password, to prevent misuse. The Unit is not responsible for the same.
- ♦ Avail of the facilities and report any problems faced to the unit-in-charge.

Dibrugarh Univesity has a Central Library, known as the **Lakshminath Bezbaroa Granthagar**, named after one of the greatest literary talents of Assam. Born in 1868, he was popularly known as *Sahityarathi*. Apart from enriching the world of Assamese literature, he also composed *O Mor Aponar Desh*, the State Anthem of Assam. He was the president of Asom Sahitya Sabha, the premier literary organization of the state, and was bestowed with the title *Rasaraj* by it. The Library has a present stock of around 194350 books including some rare publications; about 22685 back volumes, besides 10000 (150 print and remaining online) journals in various disciplines published in India and abroad.

Another important library in the vicinity is the District Library located in the heart of the town at Chowkidinghee, which also has an impressive collection of books. It is one of the largest public libraries in Assam.



For more information, contact

The Unit-in-charge
Learning and Information Resources' Unit
Centre for Management Studies
Dibrugarh University
Dibrugarh 786004 (Assam)
Email : liru@cmsdu.org



+91-373-2370045



+91-373-2370323