

**MEMORANDUM OF UNDERSTANDING**  
Among the Participating Libraries of  
Ministry of Communications and Information Technology

**Version 1.0**

**2004**

Address:  
MCIT LIBRARY CONSORTIUM  
National Informatics Centre,  
A-Block, CGO Complex, Lodhi Road, New Delhi-110 003

<http://mcitconsortium.nic.in>

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**CONSORTIUM OF  
MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY  
LIBRARY & INFORMATION SYSTEMS  
FOR RESOURCE SHARING AND CREATING DIGITAL LIBRARY**

**1. Mission**

“Identifying possible areas of Convergence between the Departments viz. DOT, DOP & DIT in the Ministry to optimize mutual resources and strengths”

**2. Objective**

- ?? To create a common Digital/Electronic Library
- ?? Resource Sharing and Networking
- ?? Creating a model for Government of India Libraries Networking

**3. Background Information**

Ministry of Communications and Information Technology comprises of three departments that is Department of Information Technology (DIT), Department Telecommunication (DOT) and Department of Post (DOP). Each department has a number of PSU/Organizations/Autonomous Bodies like

- ?? Department of Information Technology
  - ?? National Informatics Centre (NIC)
  - ?? C-DAC
  - ?? STQC
  - ?? DOEACC
  - ?? ERNET India
  - ?? Semiconductor Complex
  - ?? SAMEER
  - ?? Software Technology Parks of India
- ?? Department of Telecommunication
  - ?? Telecommunications Engineering Centre
  - ?? Telecommunications Consultants India Limited
  - ?? CDOT
  - ?? BSNL
  - ?? Advanced Level Telecom Training Centre,
- ?? Department of Post
  - ?? Telecom Regulatory Authority of India (TRAI)

These organizations have their own Library & Documentation Centres and Information Centres to meet the information needs of their officials. These organizations spend huge amount of their budget to purchase/subscribe books, journals etc for their libraries. Sometimes it has been observed that common/similar information resources are purchased by these libraries separately. Thus there is a need of common purchasing and sharing of information resources among these organizations for the best utilization of their library budget as well as information resources.

**4. Needs and Purpose of Consortium**

Thorny problems like shrinking budgets, growing patron demands, rising costs of books and periodicals lead to crystallize such a concept for the Library & Information Systems. Ministry of Communication & Information Technology is not an exception to this. The primary purpose of Library Consortium is to share information resources, which means the Books, Periodical, e-journal, e-books so and so forth. Advances in Computer, information and telecommunication technologies has revolutionized the way in which information is acquired, stored, accessed and transferred. Sharing electronic resources has rapidly become another important goal for library consortia.

Users of Library and Information Services Systems of Ministry of Communications and Information Technology are widely spread throughout India e.g. a major chunk of NIC staff spread all over the nation, a number of offices like SAMEER; STPI;C-DAC;ERNET; DOEACC;STQC; CDOT etc are located in different locations. A number of research and development works are going on regularly and the users requires a daily updates. Howsoever they get the information after a big gap of time in the hard copy form.

### **5. Area of Consortium**

- ✂✂ Digital Library of ICT resources
- ✂✂ Online News Clipping Service
- ✂✂ E- Journal Subscription & Maintenance at highly discounted rates
- ✂✂ e-Granthalaya : A digital agenda for Automation & Networking
- ✂✂ Union Catalogue

### **6. Governance & Constitution of Consortium Committee**

**6.1 Name :** The name of the Consortium shall be " MCIT Library Consortium"

**6.2 Status :** It is a non-profit making and an Association of Library, Documentation and Information Centres under the Ministry of Communications & Information Technology.

#### **6.3 Consortium Committee**

For Governance and making the Consortium effective the following Consortium Committee is proposed for a term period two year that is up to March 2006.

- |        |   |                 |
|--------|---|-----------------|
| (i).   | Shri M. Moni,DDG, NIC                                   | Chairman        |
| (ii).  | Dr. Sunil Abrol, Registrar, C-DOT,                      | Vice-Chairman   |
| (iii). | Shri A.K. Tiwari, Deputy Advisor, TRAI                  | Member          |
| (iii). | Shri Srinivas S. Pownikar, Library In-Charge, C-DAC     | Member          |
| (iv).  | Shri S K Sharma, DIT Library                            | Member          |
| (v).   | Director (Technology), DOP, Dak Bhawan                  | Member          |
| (vi).  | Shri P.K. Upadhyay, Officer Incharge, Library, NIC      | Member Convener |
| (vii). | Shri Subhash Deshmukh, Officer InCharge, Library, C-DOT | Co-ordinator    |

#### **6.3.1 Chairman**

The Chairman of the MCIT Consortium will be for a period of two years by unanimous agreement among all the members and after the final approval of Minister of Communications & Information Technology. The Chairman holds the authority of approval as well as financial concurrence. Any transaction can be done after Consensus of all the participating members. Chairman holds the power of approval of all action plans, Policy of the Consortium after

consensus with all members. The chairman holds the sanctioning authority for recurring expenditure.

### **6.3.2 ViceChairman**

The Vice Chairman of the Committee holds all the power of Chairman in case of absence of Chairman from the office.

### **6.3.3 Member Convener**

The Member Convener of the Committee will prepare the agenda and minutes of the meeting and circulate it all participants. He will co-ordinate among the participating members.

## **6.4 Signatory Authority**

Chairman will be signatory authority for the period of April 2004-March 2006 on behalf of MCIT Consortium in all negotiations and license agreement with vendors/distributors/contractors.

## **6.5 Funding**

Government of India and its Parastatals will fund the Consortium.

## **6.6 Safe Custody of Properties and Funds**

The said Chairman shall be responsible for the safe custody of the properties, funds and the assets of the Committee.

The funds of the Consortium shall be from time to time be deposited in some nationalized bank or banks and shall be invested in manner hereinbefore provided. The account in the bank or banks shall be in the names of MCIT Library Consortium. **C-DOT will maintain the bank account and fund on behalf of MCIT Consortium.**

## **6.7 Accounting Year and Audit of Accounts**

- a) The accounting year of the Committee shall be reckoned from the first day of April to 31<sup>st</sup> day of March of the following year according to Gregorian calendar.
- b) Proper accounts of the expenditure shall be maintained at the **C-DOT, New Delhi** office of the Committee which shall be opened to inspection by a member of the consortium Committee. The release of payment for various purposes will be met from the MCIT Consortium Budgetary Head for the specified period. All the Invoices/Bills will be raised in the name of MCIT Consortium.
- c) At the Annual meeting of the Consortium Committee, a qualified Auditor (who shall not be a member of the Committee) shall be appointed to audit the year's accounts and submit a report which shall be incorporated in the Consortium's Annual Report. All necessary financial documents as and when required by the Comptroller and Accountant General, Government of India shall be produced by the said Chairman for inspection.

### **7. Nodal Office**

The nodal office of the Consortium will be at **NIC, A-Block, CGO Complex, Lodhi Road, New Delhi-110 003**. All the administrative, financial and management of Consortium will be monitored at nodal office.

### **8. Terms of Reference for Consortium Committee**

1. The Consortium Committee will formulate the course of action, plan and policies of the Consortium
2. The committee will meet at least twice a year.
3. The term of Committee will be for two years.
4. With expansion of horizon of Consortium the job responsibility will reallocated with the approval of Consortium Committee.

### **9. Job responsibilities/Deliverables/Services**

As this is a consortium of libraries of intra-Ministerial and inter Departmental, a MOU is to be signed among the participant members by sharing of responsibilities. In this regard all the participating members agree to the following responsibilities given to them

- a. Digital Library:** Creation of Digital Library of ICT Resources available with Ministry of Communications & Information Technology will be carried out by **CDAC, Pune** for free access to all the member participants.
- b. e-Journals Subscription :** **C-DOT, New Delhi** will negotiate with Publishers/Agencies for pricing policy, accessibility, license agreement and backup files, archives of e-journals to be subscribed by the consortium and coordination from time to time in consultation with all the participants.
- c. News Paper Clippings Service :** **NIC, New Delhi** already doing the online news-clippings jobs for its users. This service will be extended to all the participating members.
- d. Union Catalogue:** e-Grantahalaya is a library management software developed and distributed by NIC, New Delhi. All the participants will use the software to prepare union catalogue of all resources of their libraries to avoid duplicacy and quick disposal of information requirement. **NIC** will assist in automation and networking of the participating libraries wherever required for creating the Union Catalogue of Consortium. Libraries of **DIT (Electronic Niketan, New Delhi), DOT (Sanchar Bhawan, New Delhi) & Postal Staff College (Gaziabad)** will co- ordinate for creation of Union Catalogue of Library Holdings of member participants.

**10. DECLARATION**

On the \_\_\_\_ Day of \_\_\_\_\_ 2004, I \_\_\_\_\_ on behalf of  
Institution/Organization \_\_\_\_\_  
Address \_\_\_\_\_

hereby understand all the issues related to formation of Consortium of Libraries among the Organizations of Ministry of Communications & Information Technology (MCIT) and agree to carry out the responsibilities given to me.

I am signing this MOU document on behalf of \_\_\_\_\_  
I assure to take responsibilities given to me and abide by all the regulations framed and laid by the Consortium Committee towards smooth functioning and execution of this Consortium.

Member Convener

Signature

Name

Date