

**The particulars of facilities available to citizens for obtaining information including the working hours of a library on reading rooms, if maintained for public.**

**(A) Working Hours:-**

The teaching departments and administrative offices of the University function five days a week from Monday to Saturday as per Central Government working hour pattern.

Normal working hours is 9.00 a.m. to 5.30 p.m. However, the Central Library remains open on all days except the national holidays.

**(B) Library working hours :-**

9:00 to 24:00 hrs (Monday to Friday)

10:00 to 21:00 hrs (Saturday & Sunday)

The Library facility (reading only) is available to the members of the public. Any persons may visit the Library with permission of the Librarian and use the reading room facility on all working days.

**Facilities available to citizens for attaining information of the University are given below:**

The citizens can obtain information from the concerned officer / section of the University.

<b>SI No</b>	<b>Matter</b>	<b>Whom to contact during working hours</b>
1	About courses offered by the University	The information is available online. Deans of respective schools Heads of Department Controller of Examinations.
2	Admission and admission related	The information is available online Deans of respective schools Heads of Department Controller of Examinations.
3	Recruitment	Registrar
4	Purchase	Registrar - Assistant Registrar (Purchase)

5	Construction works	Registrar and University Engineer
6	Financial	Finance Officer
7	Hostels	Dean of Students Welfare and Wardens
8	Transport / Guest House	Joint Registrar /Section Officer / Officer in-charge Guest House