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Management Skills of Library Professionals in Agricultural Universities in Gujarat State: An Evolution

Dr. Rajeshkumar M. Gamit
 Assistant Professor

**Department of Library and Information Science,
 Gujarat University, Ahmedabad, Gujarat, India**

Abstract - This research paper study main concept has been changing and development of the management skills in the library professional staff. The needs for progressive changes in library professional staff attitudes and behaviors are essential for global acceptance. It makes possible to exploit and multiply this knowledge to know by means of management skill and ICT regarding information and management skills. Library professionals need a specialized training to meet of the specific professional requirements of the management skill. Library professional of management skills through library facility provided its users they would help steer and shape the knowledge policies, structures, processors and systems that will nurture organizational learning and management skills development by usefulness in all library users helpful. Hence, the management skills are essentially needed for the entire library professional to manage the various sections and the library as a whole. This will improve management skills of the library professional are new digital trends need. It has been beater importance in management skills development in library professionals.

Keywords - *Management Skills, Library Professionals, ICT, Knowledge Management.*

I. Introduction

In this age of 21st century of information and communication technology there are growing areas of interdisciplinary subjects, continuous modernization/ improvement of techniques and changing needs of all types of library users. To manage all these in the library, the professionals must be able to perform various roles like that of a Knowledge Manager, Content Manager, Consortia Manager, Documentation officer, Facilitator, Information Scientist, Web designer and System Analyst.

The agricultural university library professional staffs have competent managers, content manager and consortia manager here must to be the library professional. His management skills has present study is limited to the library professional working in Agricultural Universities in

Gujarat state. The programme must include various management games, exercises, demonstrations etc. which will improve management skills of the library professionals. Library professional have to manage the library resources and services as per the requirements of its users. Further, the changing information and communication technology (ICT) provided various techniques to the library. If the library profession superior such as section heads are the deputy librarians and assistant librarians, superior officers are librarians, registrar of the university and such other superiors appreciate the achievement and development of their all library professional employees, then it will be an encouragement for the need of library professional staff to work hard in the agricultural university libraries.

Hence, the management skills are essentially needed for the entire library professional to manage the agricultural university libraries of various sections and the library as a whole.

II. Review of Literature

Goel (1996) “stated that every library grows in terms reading materials, equipment, space, staff, readers etc, in course of time. All these have contributed to a change in the nature of the libraries, which becoming more and more complex that require rethinking, replaying and reorganization. Rao and Babu (2001) librarian as a part of KM system can effectively participate in the process of knowledge creation which includes mechanisms for knowledge capture, exploitation and protection besides in required infrastructure creation by the virtue of capabilities gained as Information Managers of the organization. They would help steer and shape the knowledge policies, structures, processers and systems that will nurture organizational learning.”

Boraiyan (1995) according to the Librarians in agricultural universities are overburdened with administrative, organizational and managerial functions. Major administrative, organizational and managerial functions are the leadership, human relations, and being builder of morale and motivation. Linking to work in agricultural universities is with people, planning, organizing, staffing, directing, supervising, co-ordinating, evaluating etc. in personnel administration, resource organization and management.

Rawtani and Yusuf (2002) emphasized that the “Management skills are required to manage the library financially, personally, technologically by applying management techniques and skills, i. e., supervisory, counseling, auditing, planning, decision-making, motivating, etc. in general with particular reference to digital libraries.”

Talati, Yatin and Bhatt, Atul (2016) in their study present analysis and results of effective marketing strategy and management skills of ILNU library services, e-sources and products: special reference to international law resources centre. This research paper is main focus how marketing strategy of ILNU library services in legal field of law and to intensify their performance to meet provide enrich conventional and non-conventional resources and services to those library users. Somehow importance has not been given to international law in most of the law schools.

III. Objectives of the Study

1. To library professional have an in depth understanding of the technical, human, conceptual skills, management skills and communication skills between library professional and manager.

2. To need of management skills in library professionals of explain the basic concepts, principles, and processes of management.
3. To use management thought to develop a better understanding of the ways in which gender, Race, class, culture and other contextual differences paly among people in the workplace.
4. To management skill in library professionals are examine the complexity of managing in an agricultural university libraries of Gujarat state.
5. To use management skills of library profession develop a better understanding of motivation.

IV. Scope of the Study

The present study evaluated the different management skills possessed by library professionals working in the following selected agricultural universities in Gujarat.

1. Anand Agricultural University, Anand.
2. Junagadh Agricultural University, Junagadh.
3. Navsari Agricultural University, Navsari and
4. SardarKrushinagar – Dantiwada Agricultural University, Banaskanth

The library professional's hare include the university librarians and such other professional staff working in the library. Majority of the agricultural universities are having non-library professional (teaching faculty members) as university librarian/in-charge of the library. Hence, in such cases, such university librarians/in-charge of the library are excluded from the study. For evaluating different management skills the questionnaire survey was undertaken. The questionnaire contained different scales to measure the skills and the grades are assigned as under:

Table no. 1 Scales to measure the skills assigned

Sr. No.	Scales Stated	Remarks
1	Not at all	Poor
2 and 3	To a little/some extent	Satisfactory
4	To a large extent	Very Good
5	To the fail extent	Excellent

Required skills for Management and Library Professionals:

The 21st century has electronic environment age, will demand a range of skills from library professionals and library management skills demand, including:

1. Technical Skills.
2. Information Technology Skills
3. ICT knowledge skills.
4. Library and Information handling skills.
5. Service Orientation.
6. Managerial skills
7. Communication and Training Skills.
8. Marketing and Presentation Skills.

Management Skills:

The various management skills needed for the library professionals are explained as under:

1. Planning and Forecasting Skills
2. Independent Decision Making Skills
3. Leadership Skills
4. Self-Confidence and Supervision Skills
5. Time Management Skills
6. Authority and Responsibility Skills
7. Directing Skills
8. Interpersonal and Human Relation Skills
9. Conflict Resolution Skills
10. Motivation skills
11. Problem Solving Skills
12. Co-ordinating Skills
13. Developing Team Spirit Skills
14. Motivational Skills
15. Job Recognition Skills.

Data Analysis of all management skills:

This research study total number of 106 library professionals' staffs' data collection responded to the questionnaire.

Table No. 2 Strength of Agricultural University libraries Professional Staff

Strength of University library Staff	No. of Staff AAU	No. of Staff JAU	No. of Staff NAU	No. of Staff SDAU	Total Staff	Percentage
Professionals	8	6	8	5	27	25.48%
Semi Professionals	4	3	4	3	14	13.20%
Non-Professionals	19	15	17	14	65	61.32%
Total Staff	31	24	29	22	106	100.00%
Percentage	29.24%	22.64%	27.35%	20.77%	0	100.00%

The table no. 2 show that four agricultural university libraries staff has been out of 27 (25.48%) agricultural university library staff of professional, 14 (13.20%) agricultural university library staff of semi-professional, and 65 (61.32%) agricultural university library staff of non-professional. And show that four agricultural university libraries staff strength has been out of 31 (29.24%) library staff are available in Anand Agricultural University library, 24 (22.64%) library staff are available in Junagadh Agricultural University library, 29 (27.35%) library staff are available in Navsari Agricultural University Library, and 22 (20.77%) above library staff are available in SardarKrushinagarDantiwada Agricultural University Library.

Table No. 3 Designation of Professional Staff in Agricultural Universities Libraries

Designation	No. of Person AAU	No. of Person JAU	No. of Person NAU	No. of Person SDAU	Total Staff	Percentage
Librarian/ I/c Librarian	1	1	1	1	4	14.82%
Deputy Librarian	1	0	0	0	1	3.70%
Assistant Librarian Sr. Scale	1	1	1	1	4	14.82%
Assistant Librarian Sel. Grade	1	0	1	0	2	7.40%
Assistant Librarian	1	1	1	0	3	11.11%
Document Officer/Inf. Officer		1	1	1	3	11.11%
Sr. Prof. Assistant	1	1	1	0	3	11.11%
Cataloguer	1	0	1	1	3	11.11%
Reference Assistant	1	1	1	1	4	14.82%
Total Staff	8	6	8	5	27	100.00%
Percentage	29.63%	22.22%	29.63%	18.52%	0	100.00%

The Show that four (1.Anand Agriculture University, 2.Junagadh Agriculture University, 3.Navsari Agriculture University, 4.SardarkrushinagrDantiwadaAgriculture University).Agricultural universities libraries available in library professional staff designation out of 12 (4X3) (44.46%) agricultural university libraries staff designation in Librarian, Reference Assistant, Technical Assistant etc., 12 (3X4) (44.44%) agricultural university libraries staff designation in Assistant Librarian Sr. Scale, Assistant Librarian and Sr. Prof. Assistant etc., 9 (33.34%) agricultural university libraries staff designation in Library Assistant. Show that four Agricultural universities libraries available in library professional staff total out of 8 (29.63%) library professional staff are available in Anand Agricultural University library, 6 (22.22%) library professional staff is available in Junagadh Agricultural University library, 8 (29.63%) library professional staff is available in Navsari Agricultural University library, 5 (18.52%) library professional staff is available in Sardar krushinagar Dantiwada Agricultural University Library.

Table No. 3 Designation of Semi-Professional Staff in Agricultural Universities Libraries

Designation	No. of Person AAU	No. of Person JAU	No. of Person NAU	No. of Person SDAU	Total Staff	Percentage
Professional Assistant Gr. I	1	1	1	1	4	28.58%
Professional Assistant Gr. II	1	0	1	1	3	21.42%
Technical Assistant	1	1	1	1	4	28.58%
Library Assistant	1	1	1	0	3	21.42%
Language Officer	0	0	0	0	0	0
Total Staff	4	3	4	3	14	100.00%

The Show that four (1.Anand Agriculture University, 2.Junagadh Agriculture University, 3.Navdari Agriculture University, 4.SardarkrushinagrDantiwada Agriculture University).Agricultural universities libraries available in library professional staff designation out of 4(28.58%) agricultural university libraries staff designation in Professional Assistant Gr. I, 3 (21.42%) agricultural university libraries staff designation in Professional Assistant Gr. II, 4 (28.58%) agricultural university libraries staff designation in Technical Assistant, And 3 (21.42%) agricultural university libraries staff designation in Library Assistant.

Table No. 4 Designation of Non- Professional Staff in Agricultural University Libraries

Designation	No. of Person AAU	No. of Person JAU	No. of Person NAU	No. of Person SDAU	Total Staff	Percentage
Library Assistant	3	2	1	2	8	12.30%
Senior Clerk	2	1	3	2	8	12.30%
Junior Clerk	2	2	2	2	8	12.30%
Library Attendant	5	4	4	3	16	24.63%
Peons	5	4	5	3	17	26.16%
Sleeper	2	2	2	2	8	12.31%
Total Staff	19	15	17	14	65	100.00%
Percentage	29.24%	23.08%	26.15%	21.53%	0	100.00%

The table no. 4 show that four (1. Anand Agriculture University, 2.Junagadh Agriculture University, 3.Navdari Agriculture University, 4.SardarkrushinagrDantiwada Agriculture University).Agricultural universities libraries available in library non- professional staff total out of 24 (8X3) (36.90%) agricultural university libraries are available in non-professional staff of Library Assistant, Senior Clerk, and Junior Clerk etc. 16 (24.63%) agricultural university libraries are available in non-professional staff of Library Attendant, 17 (26.16%) agricultural university libraries are available in non-professional staff of Peons, and 8 (12.31%) agricultural university libraries are available in non-professional staff of Sleeper.Show that table no. 4 Agricultural universities libraries available in library non- professional staff total out of 19 (29.24%) library non- professional staff are available in Anand Agricultural University Library, 15 (23.08%) library non- professional staff are available in Junagadh Agricultural University library, 17 (26.15%) library non- professional staff are available in Navdari Agricultural University Library, 14 (21.53%) library non- professional staff are available in SardarkrushinagarDantiwada Agricultural University Library in Gujarat State.

Table No. 5 Management Skills of Agricultural University Libraries Staff

Management Skills	Excellent	Very Good	Satisfactory	Poor	Total Staff	Percentage
Planning and Forecasting Skills	4	7	1	1	13	12.26%
Independent Decision Making Skills	3	4	1	1	9	8.50%
Leadership Skills	3	3	0	0	6	5.67%
Self – Confidence and Supervision Skills	3	2	1	1	7	6.60%
Time Management Skills	3	3	1	0	7	6.60%
Authority and Responsibility Skills	2	4	0	1	7	6.60%
Direction (Directing) Skills	2	3	1	0	6	5.67%
Interpersonal and Human Relation Skills	3	3	1	1	8	7.54%
Conflict Resolution Skills	3	4	1	1	9	8.49%
Motivation	3	3	1	0	7	6.60%

Problem Solving Skills	2	3	0	1	6	5.67%
Co-ordinating Skills	1	3	1	0	5	4.71%
Developing Team Spirit	2	2	0	1	5	4.71%
Motivational Skills	3	2	1	0	6	5.67%
Job Recognition	1	2	1	1	5	4.71%
Total Staff	38	48	11	9	106	100.00%
Percentage	35.85%	45.28%	10.38%	8.49%	0	100.00%

The Table No. 5 show that four (1. Anand Agriculture University, 2. Junagadh Agriculture University, 3. Navsari Agriculture University, 4. Sardarkrushinagr Dantiwada Agriculture University). Agricultural universities libraries professional's staff are respectively. Developing team spirit is Excellent with 38 (35.85%) professional followed by Very Good with 48 (45.28%) Professionals, Satisfactory with 11 (10.38%) Professionals and Poor with 9 (8.49%) Professionals.

It is noted from the above table that, the majority of the library professional are having excellent knowledge about all the management skills. But a few of the library professional staff members are shown poor, as they are not having these skills. Many of the Training Programmes such as orientation programmes and refresher courses, Workshop etc. have been conducted by the various universities to improve the skills of the professionals.

While conducting the survey, a question is also been asked, as to whether the library professionals need a specialized training to meet the specific professional requirements of the library professional. All the professionals have emphasized for the specialized training programme for library professional. The programme must include various management games, exercises, demonstrations etc. which will improve management skills of the library professionals.

V. Suggestions

1. Arrange of short team Faculty development Courses.
2. In-house training programmes for Staff development
3. Regular attendance of relevant Seminar, Conferences/Workshop
4. Going for higher studies /formal courses
5. Undertaking individual research work/ publication.
6. Discussion of professional matters with colleagues
7. Attending professional association meetings

8. Involvement in teaching, learning and management skills
9. Reading general books/literary works
10. Regularly reading relevant professional literature
11. Searching Internet for relevant professional information
12. Learning from web resources

VI. Conclusion

The library professionals staffs' has management skills to whether the need. Library professional staffs are all library users helpfulness have been information. Its specialized ICT based training programme manager for all agricultural universities library professionals staffs are importance to information in all library users' mange in management skills through library development. All agricultural university library professional staffs are working conditions, rewards, authority and such other factors. Hence to work effectively and efficiently the library professionals must be encouraged and recognized with their job and management skills. On the basis of above points which, we have discuses i.e. Technical skills, leading skills, communication skills, project management skills, time management skills, digital rights management, knowledge management skills, user satisfactions of the manager and library professional is the same. A manager's aim to marketing and promotion of their products but the library professional aims to marketing and promotion of library service. We can say library professional is playing the role just as manager.

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VIII. Web sites

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