

## **TMTC Gyansarovar Online**

**A Virtual Gateway to Knowledge**



**“Access to knowledge is the superb, the supreme act of truly great civilizations. Of all the institutions that purport to do this, free libraries stand virtually alone in accomplishing this mission.”**

**--Toni Morrison**

**“Gyansarovar”** - the Library at the Tata Management Training Centre (TMTC) plays a key role as a valuable knowledge resource to both its in-house faculty-members and the executives who attend training programmes at TMTC from across the Tata and Non-Tata Companies.

The name *“Gyansarovar”*, as taken from the Sanskrit diction, is a combination of two words - *“Gyan”* meaning “Knowledge or Wisdom” and *“Sarovar”* meaning “lake or ocean”, thus when put together they represent *“The Ocean of Knowledge”*. Standing true to its literal meaning, Gyansarovar is the knowledge-mine of TMTC with an impressive collection of both classical and contemporary literature in Business Management. In the last three decades of its existence, Gyansarovar has evolved into one of the best corporate libraries in the country.

## The Collection at Gyansarovar

Gyansarovar has a rich collection of books on almost all the core areas of business practice. At present, Gyansarovar has a total of 14,000 physical volumes, mainly on the following areas of Management:

- Leadership & Organisation,
- Strategy & Innovation,
- Markets & Customers,
- Human Resources,
- Ethics, Corporate Governance and Finance,
- Projects & Operations,
- Training and Development

We, at TMTC, continuously strive to keep the Gyansarovar updated by adding new titles to its collection every month. Books relevant to the contemporary business environment are regularly scanned and procured. Books from leading Indian and International publishers are made available for our readers. Popular general-reading books are also procured on a regular basis.

## Membership to the TMTC Gyansarovar Online

As a part of our continuous endeavor to enable an increasing number of our colleagues across Tata Companies in accessing and using the TMTC facilities, we are delighted to open the Gyansarovar to all our patrons through an e-platform. To do away with the time and physical constraints which people encounter in visiting the library, we are trying to facilitate the access to Gyansarovar to all our Tata colleagues right at their own work-desk!

**Any Tata Group employee can now become a member and access the Gyansarovar by simply logging on to <http://gyansarovar.tmtctata.com>**

**Membership to the Gyansarovar is free to all the Tata Group Companies !!!**

## The Process Flow of the Gyansarovar Web Portal

TMTC now brings to you a simple and easy-to-use online tool for browsing, selecting and getting a book issued from the Gyansarovar **from anywhere across India**. The only prerequisite to avail of this service is to have Internet connectivity.

To become a member with Gyansarovar, kindly follow the given terms and instructions:

### ❖ Registration with Gyansarovar

#### ➡ Step I: Company Registration

Any Tata Company which would like to become a member with Gyansarovar has to first register itself with TMTC. The HR Officer in the Company may like to circulate this brochure amongst his / her colleagues and create a buzz about this new online library facility offered by TMTC. The Company needs to identify and authorise a person (we call this person as the Approver) who can act as a single point of contact between itself and TMTC. The Approver's details should be filled in the registration form which is enclosed with this brochure and sent back to the Library Administrator (Sanjay Nayak, Deputy Manager, Knowledge Management) at [snayak@tata.com](mailto:snayak@tata.com). After the completed registration form is received by the Library Administrator, the details of the Approver will be uploaded in the system. The Company will be made active in the Gyansarovar Online system within 48 hours

*The role of the Approver is to verify and approve the registrations of his / her colleagues with Gyansarovar.*

of receipt of the registration form. When an employee of the Company registers with Gyansarovar, the Approver will receive an auto-generated email for verifying the employee. Once the employee is verified, his / her membership with Gyansarovar will get activated.

➡ **Step II: User Registration**

The resources of Gyansarovar can now be explored by logging on to <http://gyansarovar.tmtctata.com>. Any Tata employee who wants to be a member with Gyansarovar needs to register through this web-portal by *using his/her business email id*.

➡ **Step III:** After the user registers with the system, he / she will receive an email for self-verification. After the user verifies his / her account id, the system will sent out an email to the Approver who has been identified by the user's company as a single point of contact with TMTC. The Approver has to verify the user who has registered with Gyansarovar by clicking on a link given in the email.

➡ **Step IV:** Once the user gets approved, the account of the user with Gyansarovar will get activated. The user can now log in the system, browse and request for books online.

❖ **Browsing and Requesting for books**

➔ **Step I:** Once logged in, the user will find a page (demo as below) where he/she can browse through the titles as listed in the catalogue subject-wise or do an advance search by using the *Title, Author or Keyword options* as provided.



➔ **Step II:** The user may select and request for any title available by simply clicking on the Request tab that appears by the side of the book details (demo as below). The Library Administrator gets an immediate intimation about the request through the system.



❖ **Transaction of books:**

- **Step I:** TMTC will endeavor to send the requested book to the user at the earliest possible time. The book will be sent to the user through courier in a *pre-paid self-addressed returnable envelope*. This is to enable the user to send the book back to Gyansarovar without any hassles. Hence, it is essential that the user keeps the envelope carefully.
- **Step II:** TMTC has engaged a Courier company called as TrackOn *for both the delivery as well as the pickup of books* from the user's end.

At the time of returning the book, the user is requested to make use of the provided envelope. The user needs to call and ask the local TrackOn office to collect the book from his address. TrackOn has its branches all over India; the contact list of its offices is posted on the Gyansarovar website for reference. The courier representative has been directed by TMTC to collect the book from the user at the given address. In case of any difficulty in getting touch

with the local courier, the user can directly inform the Library Administrator at the given coordinates.

*TMTC won't send the books to mailroom or mailbox addresses of Companies. It is essential that the package is personally received by the user or by someone authorized by the user. This is to avoid the delay which is usually seen in receiving mails in mailboxes and also to ensure the safe delivery of the books to the user.*

***It is essential that the user follows the above mentioned steps in order to support TMTC to provide a seamless library service to all its users.***



**The entire transaction costs will be paid for by TMTC.**

❖ **Period of the issue-loan and other Library generals:**

The period of loan for a book is of **30 days**. The Library Administrator will send a reminder email to the user a week prior to the due date of the book. Once the book is returned and received back by the Library Administrator, the user's account would be cleared of the transaction; and he / she will be able to borrow another book from the Gyansarovar.

Kindly note, a user can request extension for a book for another *30 days* by writing an email to the Library Administrator. However, if the book is not returned by this period, the user will be blocked from the system and he/she will not be able to issue any further book from the Gyansarovar.

A user is allowed to issue **only one book at a time**. Once a user submits a request for a book, the system will automatically bar the Request option for the user to prevent him / her from sending multiple requests. However, he / she can still browse and refer the book catalogue anytime.

Any loss of book by the user should be immediately notified to the Library Administrator. Likewise, in case of change in office address of the user / leaving the company / internal or cross-company transfer should be immediately intimated to the Library Administrator. The user is also requested to update his /her Gyansarovar profile if there is any change in his / her personal details.

Lastly, Gyansarovar requests all its users to abide by the Copyright Laws and not to make photocopy of the books for personal or commercial purpose. Request for reservation of any title or for sending of photocopy / scanning of pages of a book will not be entertained. Users are requested not to deface the book and return it within the stipulated time period. Users are requested to keep his / her login details confidential.



## Benefits of becoming a Member

Besides getting a direct and 24 x 7 access to the vast resources of Gyansarovar, the users may reap other benefits as well, like:

Users can email to the Library Administrator if they have any knowledge based query.

Users are welcome to suggest relevant titles to the Library Administrator which they might find useful in course of their research or consultation. The Library Administrator will procure a copy of the book for the Gyansarovar if the book is likely to have enduring relevance to the Tata Group.

The users will be regularly updated about new book releases or any interesting research topics from amongst the corporate fraternity by the Library Administrator.

Gyansarovar plans to open a blog portal for its users in order to enable them to reach out, share and exchange views with their fellow readers. Through this platform, users can always stay connected and updated about the reading interests of their peers.



- Register only with business email id.
- The book should be personally received by the user or someone authorised by the user.
- Books won't be sent to mail-boxes or mail-room addresses of Companies.
- Use the pre-paid returnable envelope to send the book back.
- Ask the courier arranged by TMTC to collect the book from you.
- This facility is available only in India at present.



For more details, please contact:

Sanjay Nayak

Deputy Manager – Knowledge Management

Tata Management Training Centre 1,

Mangaldas Road, Pune 411001 Tel:

020-66091017

Write to: [snayak@tata.com](mailto:snayak@tata.com)

[www.gyansarovar.tmtctata.com](http://www.gyansarovar.tmtctata.com)