



St. Martin's Engineering College

Dhulapally, Secunderabad-500014

LIBRARY & PROFESSIONAL SOCIETIES COMMITTEE

Perspective Plan for Academic Year: 2014-15

S.no	Committee	Activity Plan	Tentative Date	Standard Procedure	Budget for activity
1.	Library & Professional Societies	Acquiring books for Academic Year for I semester in view to change in university curriculum.	10-08-2014	1. Indent form is sent to concern departments. 2. Indent received from departments is sent for budget proposal and forwarded to approval.	Relies on Indent.
2.		Students and Institutional registrations for professional bodies.	14-01-2015	Request forms are sent to professional bodies with reference to institution along with payment via requested mode.	Relies on count of students register and institutional charges.
3.		Acquiring books for Academic Year for II Semester in view of change in university curriculum	15-12-2014	1. Indent form is sent to concern departments. 2. Indent received from departments is sent for budget proposal and forwarded to approval.	Relies on Indent.
4.		Validating the effective utilization of Library resources	every month	1. Having a glance in library entry log register. 2. Verifying the count of books available in library i.e., issue and return of books.	--

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Dean Academics
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All HOD's

Johani
Convener