



St. Martin's Engineering College

Dhulapally, Secunderabad-500014

LIBRARY & PROFESSIONAL SOCIETIES COMMITTEE

Perspective Plan for Academic Year: 2015-16

| 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 | 31-07-2015 | 1. Indent form is sent to concern departments. 2. Indent received from departments is sent for budget proposal and forwarded to approval. | Depends on Indent provided by concerned departments. |
| 2. | | Students and Institutional registrations for professional bodies | 25-12-2015 | 1. Applications are sent to professional bodies with reference to institution along with payment via requested mode | Depends on number of students register for professional bodies and institutional charges |
| 3. | | Acquiring books for Academic Year for II Semester in view of change in university curriculum | 31-12-2015 | 1. Indent form is sent to concern departments. 2. Indent received from departments is sent for budget proposal and forwarded to approval. | Depends on Indent provided by concerned departments. |
| 4. | | verifying the effective utilization of Library resources | Every month | 1. Having a glance in library log register. 2. Verifying the count of books available in library i.e., issue and return of books. | ** |

Cc To: Principal
Dean Academics
Dean R&D
Copy to IQAC
All HOD's

J. J. J.
Convener