



**St. MARTIN'S ENGINEERING COLLEGE**  
An Autonomous Institute  
Dhulapally, Secunderabad-500 100  
NBA & NAAC A+ Accredited



## **STANDARD OPERATING PROCEDURE**

- As the rise of new Academic year, Librarian will send request for indent of required books for current Academic year.
- After receiving an indent from departments, the indent material is cross verified to materials available in library stock.
- If indent material is available in stock from library the books are kept in resource area for teaching.
- If indent material is not available, request for quotations from various text book vendors and best quotation is chosen.
- Budget proposal is put forward to principal and then to administrative officer, forwarded to management.
- After approval from management, Indent material is bought to institute.
- Bought books are bar-coded and put in the resource area for teaching.
- When professional societies open a call for memberships, information is passed on to students and faculty.
- Charge for the membership is collected and payment through specified mode is done.