



St. Martin's Engineering College

Dhulapally, Secunderabad-500014

LIBRARY & PROFESSIONAL SOCIETIES COMMITTEE

Perspective Plan for Academic Year: 2016-17

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	31-06-2016	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	25-2-2017	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	31-12-2016	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

Bishas
Convener