ESTD1995

SHADAN COLLEGE OF ENGINEERING &TECHNOLOGY

Established by SHADAN EDUCATIONAL SOCIETY.
Approved by A.I.C.T.E and Affiliated to JNTUH, Hyderabad.
Website: www.scet.in E- Mail:scet_shadan@yahoo.co.uk

LIBRARY AND PROFESSIONAL SOCIETIES COMMITTEE

Academic year: 2018-2019

Perspective Plan

S. No.	Committee	Activity Plan	Tentative Date	Standard Procedure	Budget for activity
1.	Library & Professional Societies	Acquiring books for Academic Year for A semester in view to change in university curriculum.		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 approved.
2.		Students and Institutional registrations for professional bodies.		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.		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 approved.
4.		Validating the effective utilization of Library resources.		1. Having a glance in library entry log register. 2. Verifying the count of hooks available in library i.e., issue and return of books.	N.A.

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Academic year: 2018-2019

Cc To:

Principal
Dean Academic
Dean R&D
Copy to IQAC
All HOD's

Convener