



# St. Martin's Engineering College

UGC Autonomous  
NBA & NAAC A+ Accredited  
Dhulapally, Secunderabad-500100



## PERSPECTIVE PLAN

Date: 15-07-2023

### LIBRARY COMMITTEE 2023-24

S. No	Committee	Activity Plan	Tentative Date	Standard Procedure	Budget for Activity
1	Library Committee	Acquiring books for Academic Year for I Semester	31-08-2023	1. Indent form is sent to concern departments HODs 2. Depends on Indent provided by concerned department 3. Preparing the quotation 4. take approval from principal and management	1. Approval copy sent to accounts
3		E-Journals subscriptions	05-01-2023	1. Preparing the punches order 2. Take approval from principal and management	1. Approval copy sent to accounts office
4		Verifying the effective utilization of library resources	Done once in every month	1. Having a glance in library log register. 2. Verifying the count of books available in the library. i.e., issue and return of books	NA

Cc To: 1. Principal  
2. IQAC  
3. Dean Academics, All HODs.

K. Vijayalakshmi 15/7/23  
CONVENER