

GIT GHARDA INSTITUTE OF TECHNOLOGY	GIT- Standard Operating Procedure for Purchase of Books, National & International Magazines, CDs/DVDs, Issue of Books & Magazines to Students & Staff		Page 1 of 8
	Document No.: GIT/LIB/002	Revision No.: 01	Eff. Date: 01.04.18

Standard Operating Procedure


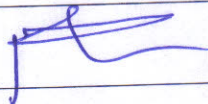
**For Purchase of Books, National & International Magazines,
CDs/DVDs, Issue of Books & Magazines to Students & Staff**

1. Library Book Purchases
2. National & International Magazines Purchases
3. CDs/DVDs Purchases
4. Issue of Books & Magazines to Students & Staff
5. Exhibition of Books

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Authority	Name	Signature
Prepared By	Mr. Anand Gawadekar	
Approved by	Dr. P.S. Joshi	

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1. OBJECTIVE

1. To ensure purchases & maintain stock of required quantity of books, National Magazines, Internal Magazines, CDs, DVDs, e-magazines, etc. strictly as per norms published in their yearly Hand Book by All India Council for Technical Education (AICTE).
2. To ensure that on receipt of items, number them and make entry of the same in accession register as well as in SLIM software.
3. To ensure that the books & magazines issued to students & staff are entered in "Issue" Register, so also in SLIM software and on return, ensure receipt entry of the same in register.
4. Based on date of issue and return, impose fine for late returns. Fine will be calculated after the **15 days of the Issued date. Only two time will be reissued subject to demand of the books.**
5. To issue receipt for fine collected.
6. To maintain Accession Register.
7. To maintain update entries of transportation of books in SLIM software.
8. To organize exhibition of Engineering study related books.

2. SCOPE

1. All students
2. All Staff members
3. Book Vendors

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3. RESPONSIBILITY

1. **Librarian:** (a) To issue list for purchase of books, National & International Magazines, CDs, VCDs, e-Magazines, etc to Store & Purchase Department at the start of academic session based on norms published by AICTE for that particular year. (b) To maintain Accession Register for books, National & International Magazines, CDs, VCDs, e-Magazines, etc. (c) To issue books, National & International Magazines to students and staff on demand. (d) To keep track of issued items and in case of late receipt from students/staff, impose fine, collect the same and issue receipt. (e) Deposit in Accounts Department amount collected from student/staff towards fine.
2. **Store-Keeper :** (a) Based on list provided by Librarian; Store & Purchase department to ensure that required no. of quotations are called from different vendors, to make comparative statements, make negotiations with vendors calling GIT Purchase Committee meeting and finally place order. (b) To check quantity and deliver to Library books, National & International Magazines, CDs, VCDs received from Vendor.
3. **Library Clerk:** (a) To issue books, National & International Magazines, CDs, VCDs, etc. to students and staff as per their demand after entry in Accession Register. (b) To receive issued items back and in case of late receipt or receipt in damaged condition, impose fine, collect fine, issue receipt. (c) Deposit collected fine in Accounts Department periodically and obtain receipt of the same from Accounts department for record.
4. **Principal :** Review, Final & Overall

4. CROSS REFERENCE

1. On publishing Approval Process Hand Book by AICTE for next academic year, Librarian to prepare list of National & International Magazines, CDs, VCDs, e-Magazines, etc. and hand it over to Stores & Purchase Department.
2. Stores & Purchase department to call quotations from available list of vendors
3. On receipt of quotations, make item-wise comparative statement and call meeting of Purchase Committee for negotiations with vendors.
4. Based on negotiations, raise purchase order.
5. On receipt of ordered items, check quantity and hand over to Library.
6. Librarian & Library staff to put GIT stamp and item numbers on received items.
7. To make entry of received items in SLIM software and Accession Register.
8. Issue & receive books, etc. from students and staff on entering the same in "Issue" register.
9. To impose & collect fine for late receipts, issue receipt and deposit the same in Accounts department.
10. To take necessary steps to preserve books, etc. from termite, rats, etc.

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5. FORMATS

1. Book-Purchase Requisition (F-LIB-01)
2. Accession Register Format (F-LIB-02)
3. Issue Register (F_LIB-03)
4. Receipt for Fine (F-LIB-04)

changed

6. ABBREVIATIONS

- a) AICTE - All India Council for Technical Education
- b) CD - Compact Disk
- c) DVD - Digital Video Disk