



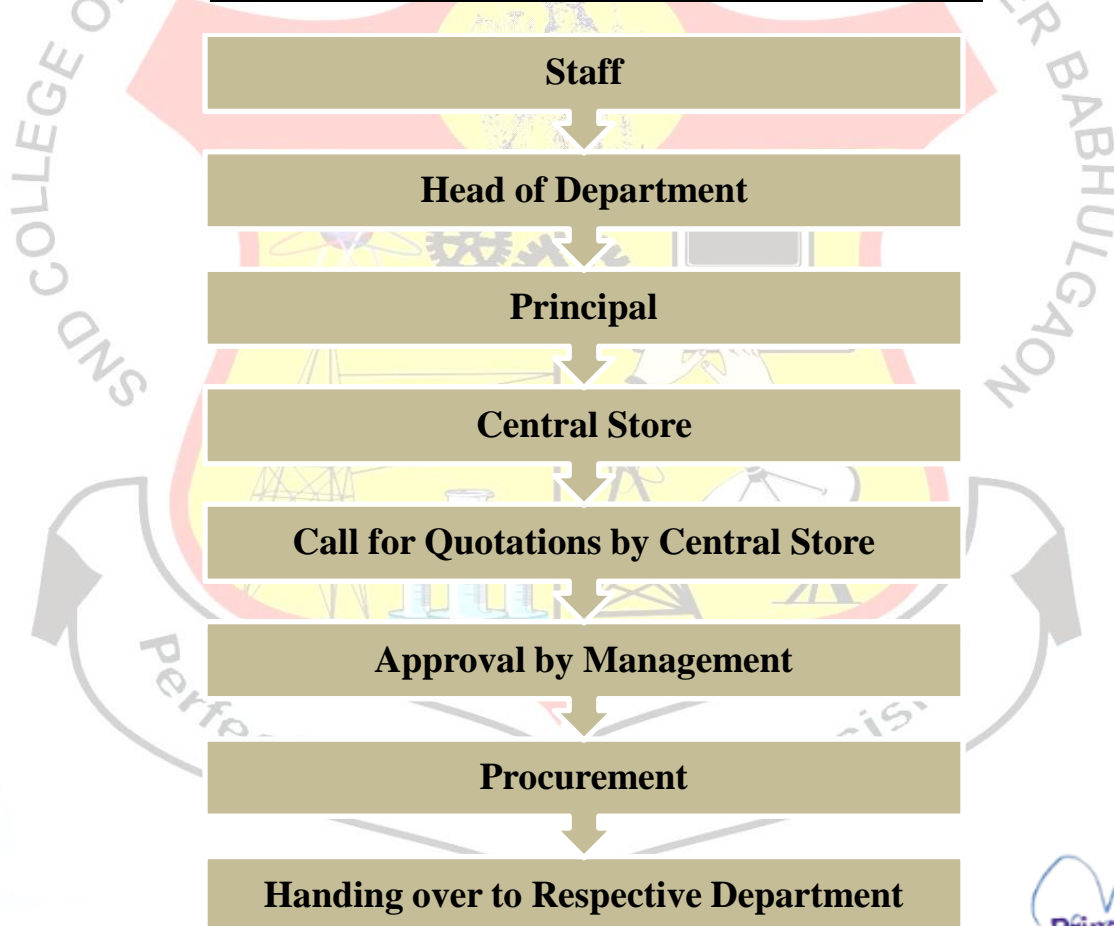
## A. Policy for Purchase/Requirements


Following procedure is adopted for purchase of equipment/devices:

1. Requirement book is maintained by each department, and same book is utilized for demanding new purchasing duly signed by Lab Incharge, Head of Department, Principal and Central Store Incharge.
2. After that requirement is submitted to Central store Department.
3. Concerned authority from Central Purchase department calls quotations from three vendors, and then suitable particular quotation is finalized.
4. After finalizing Purchase Order, materials is ordered and received.
5. Further material/equipment/devices are handed over towards respective department with copy of bill. At last entry of the same procurement is done in respective departments main and departmental Deadstock.



### Generalized Procedure for Maintenance & Procurement

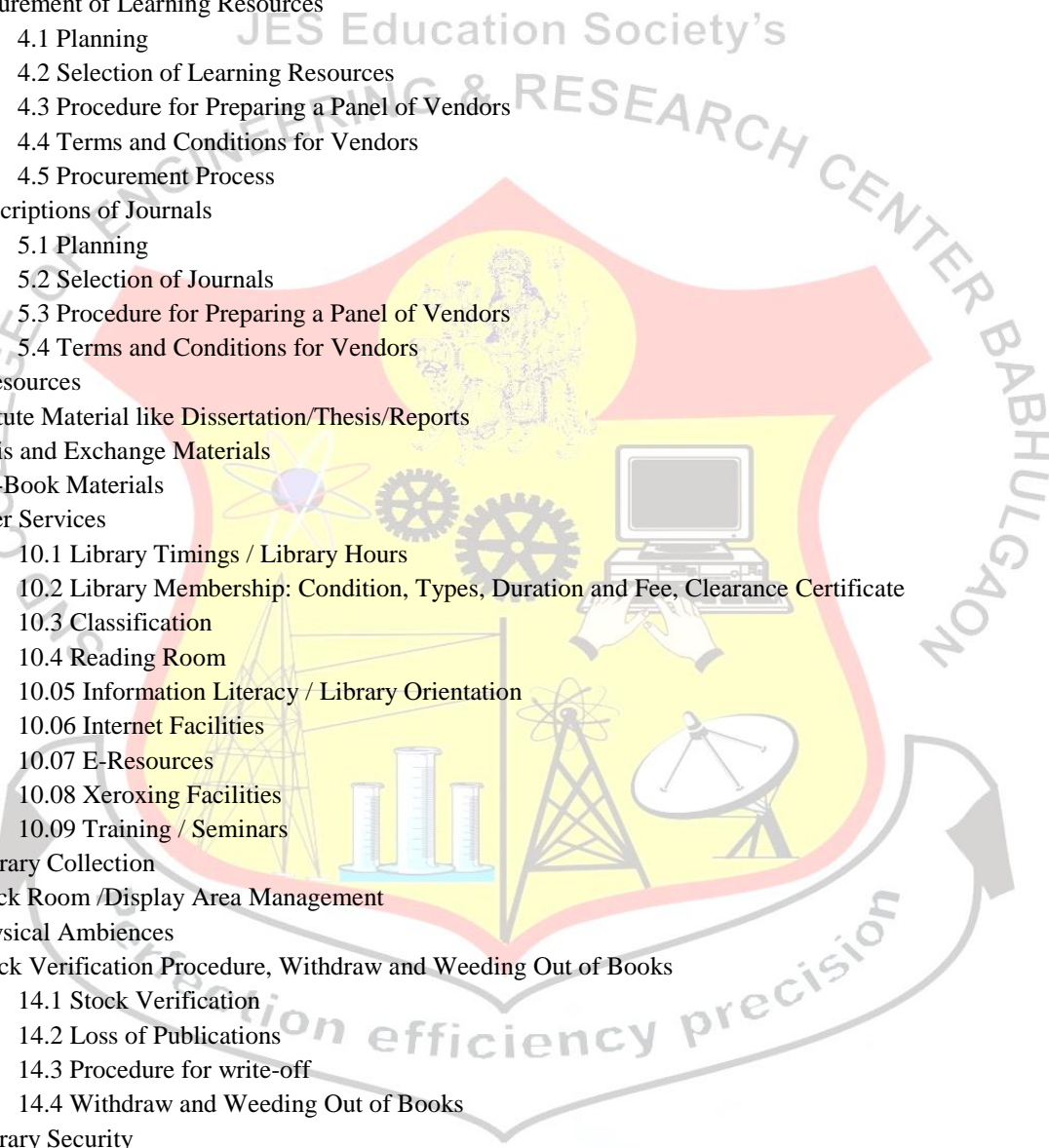
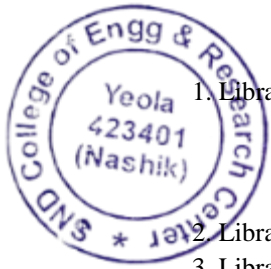



  
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## B. Policy for Maintenance and Utilization of Library

1. Library Manpower
  - 1.1 Library Advisory Committee (LAC)
  - 1.2 The Performance of Library Team
  - 1.3 Library Staff
2. Library Finance
3. Library Expenditure
4. Procurement of Learning Resources
  - 4.1 Planning
  - 4.2 Selection of Learning Resources
  - 4.3 Procedure for Preparing a Panel of Vendors
  - 4.4 Terms and Conditions for Vendors
  - 4.5 Procurement Process
5. Subscriptions of Journals
  - 5.1 Planning
  - 5.2 Selection of Journals
  - 5.3 Procedure for Preparing a Panel of Vendors
  - 5.4 Terms and Conditions for Vendors
6. E-Resources
7. Institute Material like Dissertation/Thesis/Reports
8. Gratis and Exchange Materials
9. Non-Book Materials
10. User Services
  - 10.1 Library Timings / Library Hours
  - 10.2 Library Membership: Condition, Types, Duration and Fee, Clearance Certificate
  - 10.3 Classification
  - 10.4 Reading Room
  - 10.5 Information Literacy / Library Orientation
  - 10.6 Internet Facilities
  - 10.7 E-Resources
  - 10.8 Xeroxing Facilities
  - 10.9 Training / Seminars
11. Library Collection
12. Stack Room /Display Area Management
13. Physical Ambiences
14. Stock Verification Procedure, Withdraw and Weeding Out of Books
  - 14.1 Stock Verification
  - 14.2 Loss of Publications
  - 14.3 Procedure for write-off
  - 14.4 Withdraw and Weeding Out of Books
15. Library Security
16. Forms used in Library
17. Library Pad
  - 17.1 Library Membership Form
  - 17.2 Book Recommendation Form
  - 17.3 Journal Recommendation Form
  - 17.4 Photocopy / Printing / Scanning Service Request Form



  
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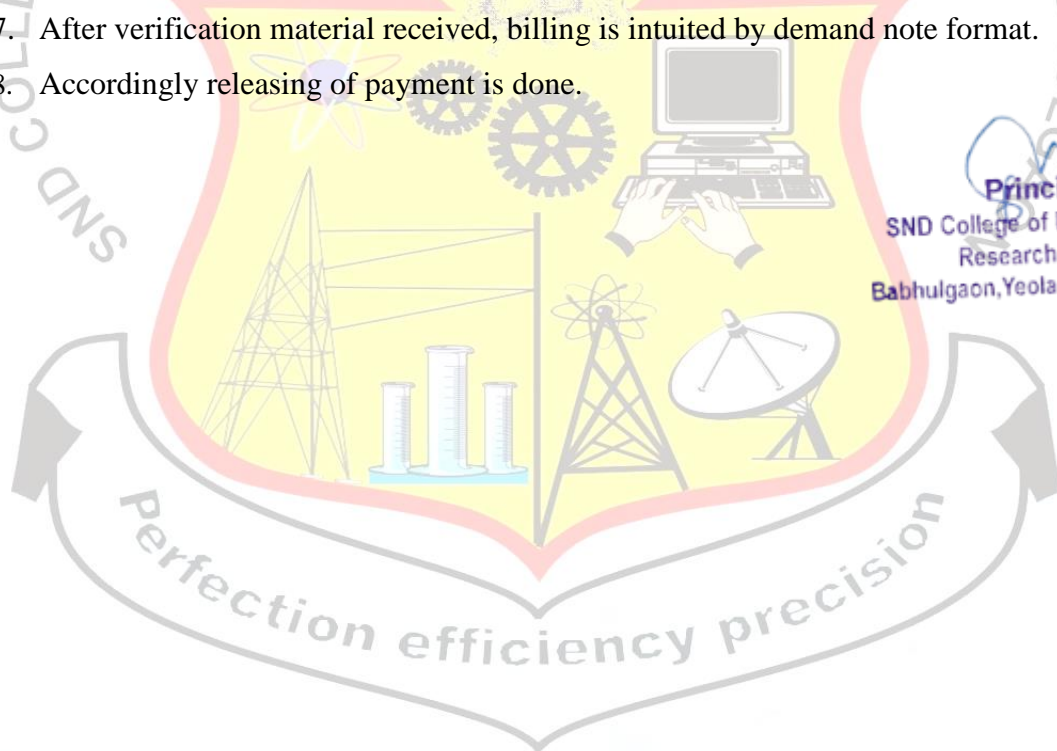
### **C. Policy for Academic Support(Stationery) Facilities**

1. So as to fulfill all the academic stationery requirements, a requirement book is maintained at departmental level. And whenever there is requirement of any stationery, indent form is filled and stationery is availed from central store (at Society level).



### **D. Procedures for Maintenance of Laboratory**

1. Requirement gathering from respective lab in charge by end of every semester.
2. Application from Lab in charge for maintenance or purchase (if any).
3. After confirmation of HOD, requirement is finalized.
4. Quotation is being invited from minimum three vendors.
5. After summarizing quotations, one bidder is finalized by approval from Principal and Management.
6. Purchase order is finalized.
7. After verification material received, billing is intuited by demand note format.
8. Accordingly releasing of payment is done.



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