

COORDINATOR IQAC GOVT. DEGREE COLLEGE
MENDHAR

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Purchase of Books in Library: Policy and the Procedure

This document outlines the policy for the purchase of books and e-learning resources for the library of Government Degree College Mendhar jointly prepared by IQAC and college library committee. The policy aims to ensure that the library of the college is well-equipped with the necessary books to support the educational and developmental needs of the students and faculty, while maintaining a fair and transparent procurement process.

Grant Request and Reception

- **Grant Request:** grant required for purchase of the books for library shall be requested by the chair from the Department of Higher Education (Govt. of J&K) after seeking the requirement from the heads of the various department.
- **Grant Reception:** Upon receiving the grant, the chair shall inform the Library Committee about the available funds for further necessary action.

Fund Distribution and Prioritization

- **Meeting of Library Committee and HoDs:** The Library Committee shall convene a meeting with the Heads of Departments (HoDs) of all subjects to discuss the distribution of the grant.
- **Fund Prioritization:** The distribution of funds among various departments and the purchase of books are prioritized based on:
 - Separate grant shall be allocated for subscription to e-learning resources (like N-list etc.) and journals.
 - Student strength in each department.
 - Introduction of new subjects.
 - Deficiency in the existing stock of books of various subjects.

Recommendations and Book List Submission

Recommendation List: Each HoDs shall be asked to submit a list of books and journals needed in their respective subjects. It shall be ensured that the final list, in addition of Textbook and Refence books, also include books on General Knowledge (GK), General Studies (GS), Indian Civil Services (ICS), etc.

For subscription of Journals the HoDs shall obtain proforma bill from the journal publishing bodies and submit them to the library committee for further necessary action.

Purchase Approval and Supplier Selection

- **Library Committee Recommendation:** The Library Committee shall review the recommendation list and compile a consolidated list of books to be purchased. This list shall then submit to the principal for approval.
- **Tender/Expression of Interest:** Upon approval from the Principal, the Library Committee shall call a tender or expression of interest for empanelment of reputed books publishers/suppliers/vendors for supply/procurement of books to College Library.
 - The eligibility of publishers/suppliers/vendors shall be as under:
 - ✓ Must be a regular service provider to at least one premium Government Institute of Jammu Kashmir for higher education.
 - ✓ Must be registered with Federation of Publishers and Booksellers Association in India (FPBAI).
 - ✓ Must have Permanent Account No. (PAN) issued by the Income Tax Department.
 - ✓ Must provide Evidence of income tax clearance certificate of last three consecutive years.
- **Supplier Selection:** The eligible publishers/suppliers/vendors shall be selected on the basis of maximum concession on the MRPs of the books.

Order Placement and Book Reception

- **Supply Order:** A proper supply order shall be placed to the selected suppliers.
- **Book Reception:** Upon receiving the books, each HoD shall certify that the books purchased are as per the requisition and supply order. The bill shall be recommended for payment based upon the Genuity.

Bill Clearance

- **Supplier Payment:** After verification and certification of the books by the respective HoDs, the bills shall be given to library committee which shall ensure the proper entry of books in accession register and fulfil the codel formalities for processing and clearance.

Monitoring and Review


- **Periodic Review:** The Library Committee shall periodically review the book procurement process and make necessary amendments to ensure the policy remains effective and responsive to the needs of the college.

Policy Amendment

- **Amendment Procedure:** Any amendments to this policy shall be made by the Library Committee in consultation with the Principal and HoDs, and approved through the appropriate college advisory committee.



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