



Tara Government College Sangareddy

(Autonomous)

Accredited 'B' by NAAC

(An ISO 9001: 2015 certified college)



Books acquisition Policy

Introduction

An employee is entitled to some leaves. Tara Government College recognises this. All Government employees are entitled to leaves that are prescribed by the government. Against this background, the leave policy has been prepared.

Rationale behind the policy is to

Raison d'être

- ❖ To provide information about leaves to employees.
- ❖ To help them in time of their need and thereby create camaraderie and extract best services from them.

Policy

- The Tara Govt. College (A), Sangareddy has a Policy of fair book acquisition policy.
- Books are purchased by involving Library Advisory Committee.
- The in charge - teachers submit the indent of required books to the Principal which will in turn be forwarded to the Librarian with necessary endorsement and availability of budgets in consultation with Librarian. Such lists will be put up for finalization in the Library Committee by the Librarian for approval. All the approved books are ordered for supply the approved Books Suppliers basing on their Quotations.

- This policy honours purchase policy.
- Any purchases more than Rs. 1 lakh need permission from the Commissionerate of Collegiate Education.
- The college also subscribes to INFLIBNET annually.
- Required journals are purchased by following the purchase policy.

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