

Library Book Purchase and Acquisition Policy

The College Library ensures availability of ample books as per the recommendations from faculty members and departmental In-charges for smooth teaching-learning process. Towards this, Library has a systematic mechanism for purchase and acquisition of books, journals, periodicals, newspapers etc.

The following discount rates, terms and conditions are applicable for purchase/ acquisition of books in the college library.

S. No	Category	Percentage rate of discount on the printed price of the books/Publications.
1.	Foreign Publications (books etc)	20%
2.	Indian Publications (books etc)	20%
3.	Text Books	15%
4.	Govt. Publications	No Discount
5.	Others	50%

TERMS AND CONDITIONS

The terms and conditions for booksellers/ publishers/suppliers are:

1. The bookseller/vendor/publisher/distributor shall submit the copy of their current years IT return and PAN/TAN number.
2. All books of foreign origin, priced in foreign currency will be procured on the bank exchange rates adopted by the RBI/any nationalized bank on buying rates on the date of receipt of books along with the bill in triplicate. The vendor shall support the exchange rates charged in every bill with certified copies of the exchange conversion rates issued by the RBI/ any nationalized bank.
3. No supplier/distributor/publisher shall have the sole right to supply books/publications. Notwithstanding the discount rates so decided, the college library shall have the right to procure books/publications at a higher rate(s) of discount. The library shall have the right to procure books directly from the suppliers/distributors/publishers on the terms and conditions decided by the college.



4. The supplier shall submit the bills duly recommended by the Teachers-In-Charge and one more teacher of the concerned subject. If the publication is a text book then it should be verified by the concerned teacher, otherwise it will be treated as a general book.
5. All documents including publisher's invoice, in case of foreign publications and in case of those Indian publications where the price is not printed on the book or a separate tag indicating the price has been affixed, shall be submitted by the vendor in support of price verification. Under no circumstances, the copy of the books in print or such bibliographical list reflecting the price of the book would be acceptable to the library in support of price verification. Only a purchase invoice or latest publisher's catalogue can be accepted for price verification.
6. The decision of the Principal in all the matters pertaining to the procurement of books shall be final and binding on all concerned.
7. Booksellers/vendors/publishers/distributors are allowed to show the books to the teacher on week days in the staff room only.
8. In case the title of the recommended book is available in the library the concerned teacher should specify the requirement for an extra copy on the bill. The subscription of journals/periodicals/e-resources will be paid in advance.