

GUIDELINES FOR EFFECTING PURCHASE OF LIBRARY BOOKS AND SETTING UP OF COMPUTER LAB

1. Purchase of Library books

- a) Constitute of Purchase Committee with Principal, Senior HSSTs of each subjects, Representative among students and a member of the PTA
- b) Prepare a list of books, required in all subjects.
- c) Controversial books guides etc. should be avoided.
- d) Purchase the books by observing Kerala Store Purchase Rules.
- e) The books can be purchased directly from Government Agencies

2. Setting up of Computer Lab

- a) Maintenance of the existing Laboratories as per the availability of no. of existing and new computers, hardwares and furniture
- b) Additional electrification and Networking (if needed)
- c) Furnishing of floor
- d) d) Fitting of A/C
- e) e) Any other work other than the above in the lab as per necessity
- f) The work will be done under the control of the monitoring officer with the help of a committee including PTA. Prepare a vision plan before starting the work. The expenditure in this item should be limited to Rs. 2,00,000/- (Rupees Two Lakhs only) and no additional fund will be allotted under any circumstances

- 3. All the works (setting up of Computer lab) should be carried out observing Rules stipulated in this regard and shall be completed before re- opening of the school

Sd/-
P.S.MOHAMMED SAGIR IAS
DIRECTOR

Approved for issue

Superintendent