# **Knowledge Resource Centre**

## Process of Stock Verification of Books

Appointment of "Stock Verification Committee" from Library Advisory Committee



Undertaking of actual Stock Verification of Books from the Committee



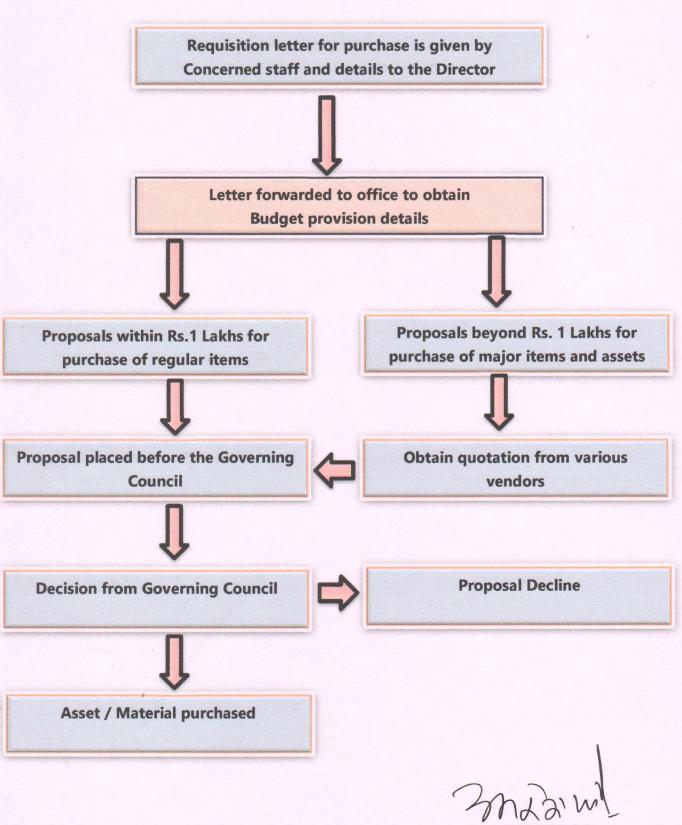
**Submitting of report from Stock Verification Committee to the Director through the Librarian** 



**Remarks from the Director** 

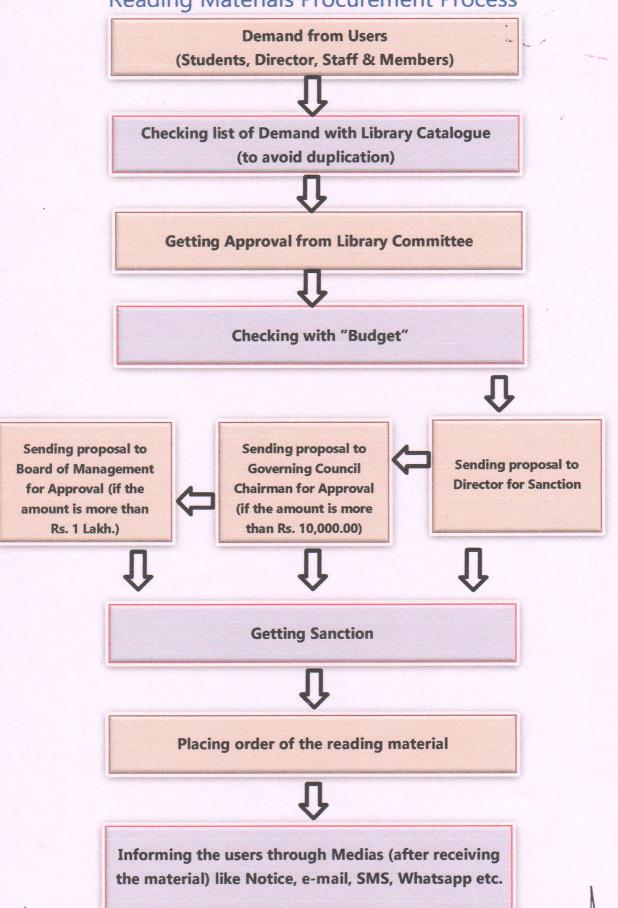
#### KLS IMER

#### Materials and Assets Procurement Process



## **Knowledge Resource Centre**

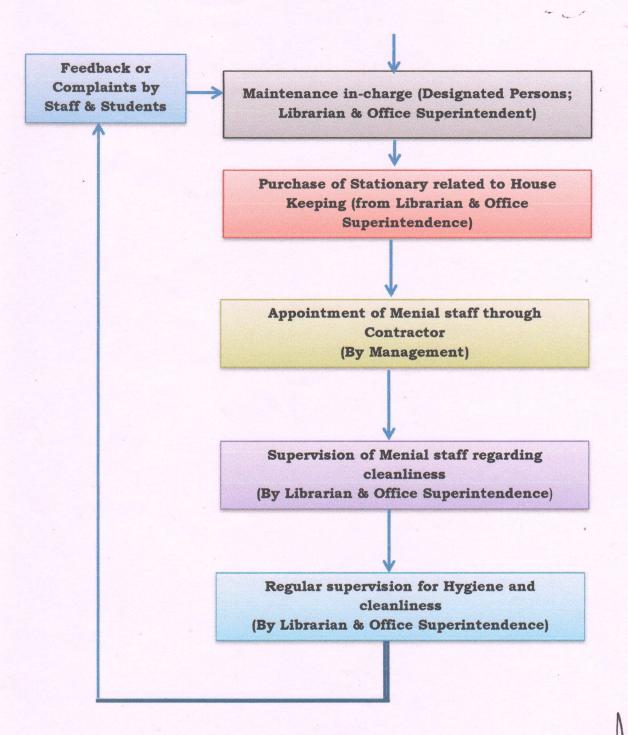
**Reading Materials Procurement Process** 



DIRECTOR DONATO

#### KLS' IMER

#### **House Keeping Maintenance Process**



### IT Centre

## Process of Stock Verification of IT Equipment

Undertaking of actual Stock Verification of IT Equipments by IT Staff



**Submitting of report to the IT Coordinator** 



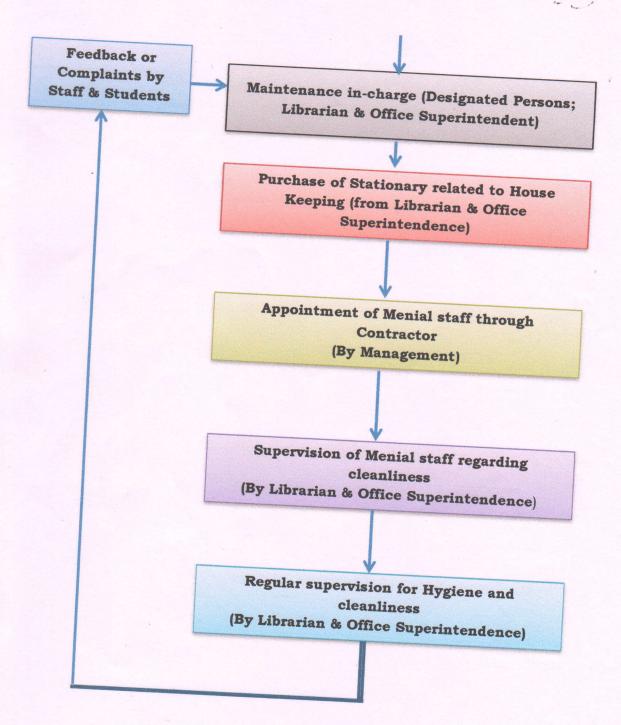
Submitting of report to the Director through the IT Coordinator



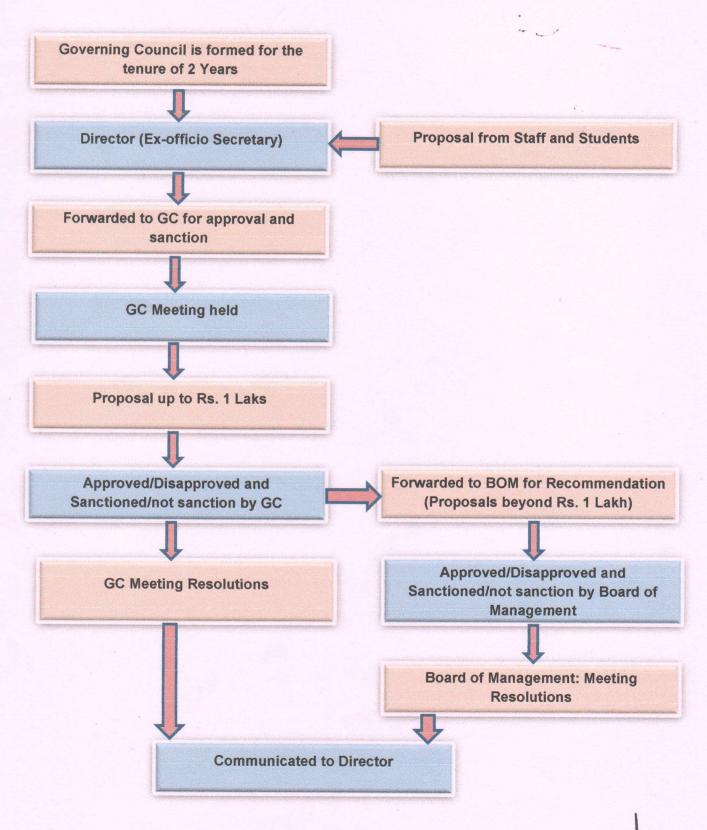
**Remarks from the Director** 

# KLS' IMER

# **House Keeping Maintenance Process**



Formation of G.C. and its role in Management of the Institution Communicated by Director, proposals from Staff & Students.



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