1. **Process/Activity Flow charts**

**Flow Chart-I**

**Process/Activity Flow Chart – Information Resource Acquisition (Acquisition of Purchased Information Resources)**

Identification of relevant print and electronic information sources by the LIC

**vvvvvlkjlk;jl;kjlkjl;kjklj**

Lists of identified resources

Selection of resources from the lists by the faculty & staff of concerned depts..

Recommendation of the selected resources by the LAC for purchase with deletions or additions, if any

Final approval of the Director for purchase of resources with modifications, if any

Discarding of the non-selected resources

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Preparation of purchase orders for different categories of resources

Print books

E-books

Print/E-Journals

Placing purchase order with journal vendor

Placing purchase order with journal vendor

Placing purchase order with book suppliers

Receipt of invoice and making advance payment

Supply of books & invoice

List of non-supplied books to place fresh order with another supplier next year

Activation of E-book access over web portal by vendor/publisher

Request of supplier to extend the purchase order

yes

Receiving issues as per frequency of individual journals

Accept?

 No

Both books & invoice are correct?

Verification of E-book access over web portal by LIC staff

Intimating the supplier

No

Any issues missing?

?

Recording issues in Kardex

 No

Intimating problem to vendor

Access OK?

Yes

Send reminder to vendor

 No

 Yes

Received missing issues?

Certification of invoice for making payment

Certification of invoice for making payment

Request vendor to refund for non-received issues

 Yes

Recording in accession register

 Accounting the amount refunded