POORNIMA UNIVERSITY

CENTRAL LIBRARY

Requsition form for Books Required for Session 20...-20... (…….Semester)

Name of School ……..... **Course…….** **Branch:……..** **Deaprtment: ……**

Name of the Faculty Member : …….. **Designation:……**

Date:……..

# (Please read the guidelines below before suggesting.) (To be filled by the Department)								(To be filled by Library)				
S. No.	Title	Author	Edition/Year	Publisher	Purpose (Text Book, Ref. Book)	Qty. Req.	Remarks No. of Students	Qty. in stock	Qty. Req.	Unit Price INR	Total Amount	Remarks

 # Guidelines for making suggestions for purchasing library books: (The requisition must be sent in Soft & Hard copies both).

1. Complete bibliographical details such as full name of author/editor with initials, title, publisher, year and edition, full name of publishers to be furnished in suggestion form.

2. If the title is published in series or set, details about volumes or part or series name etc. may please be mentioned.

3. In case more than one copy is required, name of the course and number of students should be mentioned in remarks colum.

4. Textbooks can be suggested in the ratio of 60:20, i.e. (20 copies for 60 students) & 3 to 5 copies of reference/research books.

5. The requisition not submit without approval of Respective Dean.

Signature & Date Suggested By: **Recommanded by ; HOD/Coordinatior** **Dean (R &D)** **Provost**