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|  | **INDIAN INSTITUTE OF TECHNOLOGY BOMBAY /भारतीय प्रौद्योगिकी संस्थान** **मुंबई**  **CENTRAL LIBRARY / केन्द्रीय पुस्तकालय, PAMPHLET SECTION /** **पुस्तिका अनुभाग**  **SUGGESTION FORM FOR STANDARDS / मानकों हेतु सुझाव प्रपत्र**  **(Through HOD / Individual Suggestion विभागाध्यक्ष के माध्यम से / व्यक्तिगत सुझाव)** |

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Employee Code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone : \_\_\_\_\_\_\_\_\_\_\_\_ Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please arrange to get the following standards for the library. (\*** **Mandatory fields)**

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| **Sr. No.** | **\*Title** | **\* Standard Number / ISSN & Year** | **\* Category**  **of the Standard : Hard copy / Electronic (PDF format)** | **Publisher & Place** | **Edition** | **Publisher’s Catalogue Price only**  **(in Original Currency)** | **Number of Copies** | | **\* Justification for**  **standards viz. Course no. / No. of Students / Project etc.** | | **Acquisition Number**  **(FOR LIBRARY USE ONLY)** | |
| **Available in the Library** | **Additional if Required** | |  | |  |
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**Signature of HOD with date :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of HOD :** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School / Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chief Library Officer**

**Central Library, IIT Bombay**

**मानकों कों** **खरीदने के लिए सुझाव प्रपत्र** **भरने का दिशा निर्देश:**

**Guidelines for filling up the suggestions form for procurement of standards :**

**1.** सुझाव प्रपत्र में मानक का पूर्ण विवरण जैसे कि मानक का शीर्षक, मानक संख्या, प्रकाशक, प्रकाशन वर्ष, प्रकाशक/संघ/प्रायोजक संस्था का पूर्णनाम लिखें।

Give complete bibliographical details such as full name of title of the standard number, publisher, year and full name of publisher/association/sponsoring

body in suggestion form.

**2.** मानक का चयन जिससे किया गया है उससे संबंधित सभी साहित्य पुस्तकालय को अग्रसारित करें, यदि आवश्यक हो तो सत्यापन के पश्चात इसे लौटा दिया जाएगा।

All literature pamphlets, etc.from which the titles are selected may please be forwarded to the library, if required these will be returned after verification.

**3.** यदि आप जानते है कि यह स्थानीय बाजार में उपलब्ध है तो प्रपत्र में इसका उल्लेख करें।

Availability in the local market, if known, may be indicated in the form.

**4.** केन्द्रीय पुस्तकालय, भा.प्रौ.सं. मुंबई मानकों के ख़रीद हेतु **'निर्दिष्ट मानकों हेतु सुझाव प्रपत्र'** में ही केवल सुझाव पत्र का स्वीकार किया जाएगा, इसे व्यवस्थित तरीके से लिखे, ताकि अच्छी तरह से पढ़ने योग्य

हो ।

Central Library, IIT Bombay will accept suggestion form for procuring of the standard in **‘specified suggestion form for standards’** only, it should be neatly

written so that it can be read properly.

**5**. **मानकों की अपूर्ण विवरण पर विचार नहीं किया जाएगा।**

**Incomplete details of the standards will not be entertained.**

**6. कृपया प्रकाशक सूची के दर का ही केवल उल्लेख करें।**

**Please mention the publisher’s catalogue price only.**