|  |  |
| --- | --- |
|  | **सरदार वल्लभभाई राष्ट्रीय प्रौधोगिकी संस्थान, सूरत****SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT****સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌધોગિકી સંસ્થા, સુરત****केन्द्रीय पुस्तकालय / CENTRAL LIBRARY****पुस्तकों हेतु सुझाव प्रपत्र /SUGGESTION FORM FOR BOOKS** **विभागीय/केन्द्र शैक्षणिक सलाहकार समिति के माध्यम से/Through Departmental/Centre Academic Advisory Committee (DAAC/CAAC)** |

Outward No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Please refer guideline no.6)** Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **\*Author / Editor/association / sponsoring body****(In Capitals) Surname First** | **\*Title / \*ISBN or E-ISBN / Series Volume No.** | **\*Category of the Books : Hardcover / Paperback / E-book** | **\*Book Type (Textbook/ Reference)** | **\*Publisher****&Year** | **Edition** | **Publisher’s Catalogue Price only****(in Original Currency)** | **Number of Copies** | **\* Justification for****books viz. Course no. /Course Name/ No. of Students / Project etc.** | **Acquisition Number****(FOR LIBRARY USE ONLY)** |
| **Available in the Library (refer guideline no.7)** | **Additional if Required** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Signature of Library Committee Member with date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Library Committee Member:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department/Centre:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of chairman of DAAC/CAAC with date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of chairman of DAAC/CAAC:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department/Centre:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidelines for filling up the suggestions form for procurement books:**

1. Give complete bibliographical details such as full name of author / editor, title of the book, publisher, year and edition, full name of publisher / association / sponsoring body in Suggestion form.
2. If the title is published in series or sets, details about volumes or parts, series name, etc., may please be mentioned.
3. 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.
4. About conference proceedings, details such as conference name, sponsoring body, place, year, etc., are essential. If the proceeding is published as a part of the journal, please give the details.
5. Availability in the local market, if known, may be indicated in the form.
6. Faculty members can only recommend up to 3–5 books per semester to the DAAC/CAAC committee.
7. To fill in the “Number of copies available in the Library” column, you may directly enquire at the library or search the OPAC available in the Central Library Website.
8. Central Library, SVNIT Surat will accept suggestion form for procuring of the books in ‘specified suggestion form for books’ only, it should be neatly written so that it can be read properly.
9. Incomplete details of the books will not be entertained.
10. Please mention the publisher’s catalogue price only.
11. Please mention the \* ISBN / E-ISBN as per the category of the books.