



## P.G.D.A.V. COLLEGE LIBRARY

(University of Delhi)

Nehru Nagar, Ring Road, New Delhi-110065

Tel: 011-29832092 | email : pdgdavcollege.edu@gmail.com

### Book(s) Recommendation Form

To,

Dated \_\_\_\_\_

The Librarian,

Please procure the following titles for the college library.

Name of Faculty : \_\_\_\_\_

Department : \_\_\_\_\_

Author(s)/ Editor(s)	Title	Edition/ Year of Pub	*category (A/B/C)	**Course	***No. of Students	****Price	No. of Copies	Remarks

Recommended by

Signature

****Price	Sanction Authorised	Signature	Name
Upto Rs. 3000	Committee Member of Department		
3000 - 5000	Above + TIC		
Above 5000	Above + Convener Library Committee		

#### Additional Information

\*Category    A = Text Book            (15 Students : 1 Book)  
                  B = General Book        (Max 2 Copies)  
                  C = Reference Book        (Max 2 Copies)

\*\*Course for which the books are required

\*\*\*No. of students for whom required

#### To be filled in by vendor

Currency	
Exchange Rate	

Sign. Librarian

Sign. Convener Library Committee

Date :

Note :

- The faculty members must opt for paper back editions, whenever available.
- The faculty members may please check the availability of Indian edition before recommending a foreign edition.
- The recommending teacher may please hand over the form personally in the Library/send it to the Librarian for processing. Forms without proper authorization will make the Librarian unable to procure the recommended book(s).
- Maximum 2 copies of the books priced above Rs.3000/- will be purchased so as to buy large quantities of titles.