

Indent S. No. _____ (For Central Library Use Only)

Date:



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INDENT FORM FOR TEXT BOOK(S)

Name of the Indenter: Employee Code: Dept./Centre/School:

S. No.	Title	Author/ Editor (s)	Publisher & Place of Publication	Edition & Year	ISBN	No. of Copies	Price	Course No./Course Name	No. of Students	
									UG	PG
Total No. of Title Recommended :										
Total No. of Copies Recommended :										

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Guidelines for the Indenter:

- Text book purchase should be limited, in the proportion 1: 5 (i.e. 1 copy for 5 students in the stream of study)
- For each title of text book purchase, the indenter needs to add at least two more copies for preserving in reserve collection for in-house reading