**TRANSLAM INSTITUTE OF TECHNOLOGY & MANAGEMENT**

**(TITM)**

**B. TECH.**

**LIBRARY**

**REQUIREMENTS -: DATE - 11. 08. 2007**

|  |  |
| --- | --- |
| 1. ACCESSION REGISTER | TECHNICAL SECTION IN LIBRARY |
| 1. LOAN REGISTER | MEMBERSHIP OF DELNET |
| 1. JOURNAL REGISTER | COMPUTER LAB SECTION |
| 1. USER REGISTER | CABIN FOR LIBRARY STAFF |
| 1. SIMPLE REGISTER | NAME PLATE (KEEP SILENCE) |
| 1. DAILY ISSUE REGISTER |  |
| 1. STAMP \_\_\_\_\_\_ COLLEGE , LIBRARY , CIRCULATION INCHARGE,   REFERENCE COPY, PRINCIPAL, ACC. NO. ---------- ,  CLASS NO.--------- |  |
| 1. READERS TICKET | NEWES PAPER DISPLAY STAND |
| 1. BOOK POCKET | JOURNALS DISPLAY STAND |
| 1. BOOK CARDS | DDC |
| 1. D- SLIP | SEAR’S LIST OF SUBJECT HEADING |
| 1. CATALOUGE CARDS | ONE ALMIRA FOR KEEP LIB. DOC. |
| 1. CATALOUGE CARDS RACK | FILE COVER’S |
| 1. BOOK CARD RACKS | CIRCULATION COUNTER |
| 1. NOTICE BOARD | LIBRARY SOFTWARE – ALICE FOR WINDOW / SOUL |
| 1. COMPUTER | FINE SLIP, NO. SLIP, |
| 1. PRINTER | PLAIN PAPER – ONE RIM |
| 1. RIM (PLAIN PAPER) | PORTRAITS |
| 1. WALL CLOCK | STEPLLER with Pin |
| 1. XEROX MACHINE | GUM BOTTAL, FEVICOL – 250 gm. |
| 1. BAR CODE READER SCANER | PANCHING MACHINE |
| 1. NEWES PAPER DISPLAY STAND | TAPE DISPENSER, CELLO TAPE – 1” |

HOW TO GET LIBRARY MEMBERSHIP?

1. Collect Library Membership form and Library ticket .
2. Fill up and get it signed by Librarian.
3. submit the membership form along with stamp size photograph + fee receipt ( Photocopy)
4. The general books are issued to the students for 7 days , Thereafter a fine for Rs. 5/- per day per volume.

To,

The Secretary,

Translam Institute of Technology & Management,

Meerut.

**Subject: - Leave Application.**

Sir,

Most respectfully I beg to say that I can’t attend the college because of I’m going to SIRSA for my Thesis work.

I therefore, request you to grant me half leave from dt. 06. 06. 2008 & leave from dt 07. 06. 2008.

I shall be highly obliged.

21. May. 2007 Your Sincerely

Vikas Bhardwaj

[Librarian]

**VIKAS BHARDWAJ S/o Sh. J. L. SHARMA**

**Ho. – 105, Vasundhara Colony**

**behind New K –Block,**

**Shastri Nagar, Meerut**

**Mo. 09719652678**

**To,**

………………………………

………………………………

………………………………

………………………………

**Sir,**

**Ref:** **- Application for the post of LIBRARIAN.**

With reference to your advertisement published in …………………………for the post of librariandated ……………. in your concern, in a pursuit to that I set forward this Resume alongwith the application. At present I am working as a Librarian in translam institute of technology & management, Meerut.

If you give me a chance I will try my best to satisfy you as well as other members.

Thanking You, Yours Sincerely

**Vikas Bhardwaj**

**DATE:**

**PLACE**: MEERUT

**To,**

**The Principal,**

**Jawahar Navodaya Vidyalaya Sardhana,**

**Meerut (U.P.),**

Sir,

**Ref:** **- Application for the post of LIBRARIAN.**

With reference to your advertisement published in Danik Jagran for the post of **Sr. No. 6, Library Science** dated June 2007 in your concern, in a pursuit to that I set forward this Resume along with the application. At present I am working as a Librarian in the NKBR College of Pharmacy and Research Centre, Meerut.

If you give me a chance I will try my best to satisfy you as well as other members of the organization or institution.

Thanking You, Your’s Sincerely

Vikas Bhardwaj

**DATE:**  18. June 2007

**PLACE**: MEERUT

VIKAS BHARDWAJ mo. - 09719652678

105- VASUNDHARA COLONY,

BEHIND NEW K BLOCK,

SHASTRI NAGAR MEERUT. Dated.-

To,

………………………………….

…………………………………

…………………………………

**Sub: - Application for the post of LIBRARIAN.**

Respected Sir,

With reference to your advertisement in the ……………………………………………..

dated …………….I beg to apply for the post of …………………….. an opportunity that I have just been looking for I am also enclosing C.V. with my application.

With this broad based foundation of education and experience. I am confident that I can meet your requirement fully.

An Interview will assure you that I can fill this post to your complete satisfaction.

Encl.: C.V.

Yours faithfully

Vikas bhardwaj

**To,**

**The Manager,**

**Lodhipur Inter College,**

**Meerut**

Sir,

**Ref:** **- Application for the post of Clerk.**

I have come to know that a vacancy of a Clerk is lying vacant in your college I offer myself for that post.

If you give me a chance I will try my best to satisfy you as well as other members of the organization or institution.

Thanking You, Your’s Sincerely

Vishal Bhardwaj

To,

Prof. R. K. Singh

(Director)

University Centre of Distance Learning,

Ch. Devi Lal University,

Sirsa

**Sub:- Request to send study Material.**

Sir,

You are requested to note that I have not got the Study Material till nous. Please send it as soon as possible.

**Name – Vikas Bhardwaj**

**Father ‘s Name – Sh. J. L. Sharma**

**Class – M. Phil (Library & Inf. Science)**

**UCDL Ref. No. – 19146**

Yours Sincerely

(Vikas Bhardwaj)

**Address** – Vikas Bhardwaj S/o Sh. J.L. Sharma

H. No. - 105, Vasundhra Colony,

Behind New K- Block, Shastri Nagar,

Meerut – 250004 (U.P.)

**TRANSLAM INSTITUTE**

**OF**

**TECHNOLOGY & MANAGEMENT**

LIBRARY

**READER’S TICKET**

MEMBERSHIP NO……………………………….

NAME OF STUDENT…………………………….

CLASS…………………………………………….

SESSION…………………….SEM……………….

ADDRESS…………………………………………

…………………………………………………….

BORROWER’S SIG………………………………

**NON Transferable**

ISSUE DATE………………………

VALID UPTO………………………

**LIBRARIAN**

**Shahji Vishnu Swroop EDUCATIONAL VILLAGE**

**The Director**

Shahji Vishnu Swroop Group of Institution,

SVS Educational village

**Subject : Library Automation Proposal**

Respected Sir,

With the tremendous growth of the varied forms of library collection, services and the number of its clientales, it has become necessity to computerize the Institute’s Library operations for providing best possible services within the shortest span of time. The collection of library will be doubled itself only within few years. Therefore, delay in automation will definitely be a future problem not only for users but library staff as well.

It is therefore suggested to take necessary action for the early automation of the library. There are many library software packages available in the market, some of them are specifically designed by library science professionals. Some of them are :

1. Libsys 4
2. Alice for Windows
3. SOUL

We may call the suppliers of the above mentioned software packages for demonstration in the Institute, which will enable us to take further decision.

Regards

**[ Vikas Bhardwaj ]**

Librarian

**So some requirements to this Proposal are below :**

**Particulars Qty. Price (Approx.)**

Multimedia Computer 6 1.2 Lac

UPS 6 18000.00

Bar Code Scanner 1 9000.00

Laser Printer 1 5000.00

Scanner 1 3000.00

Library Software Libsys 4, Alice for Window, SOUL

Networking Required

E-Journals, E-Books, E-Magazines Free download from Internet/ Purchase from books seller

**Total Approx Cost 1.37 Lac** (Without Software Value )

Regards

**[ Vikas Bhardwaj ]**

Librarian

Date-15/03/2019

**Registrar**

Opjs University

Churu, Rajasthan

**Subject : Proposal of Digitised all Documents of the Departments**

Respected Sir,

With the tremendous growth of the varied forms of collection of Documents in the Departments (Law, Pharmacy, Education etc.) services and the number of its clienteles, it has become necessity to computerize the University Departments operations for providing best possible services within the shortest span of time. The collection of Departments **(Files and other Important Documents)** will be grow itself only within few years. Therefore, delay in Digitised will definitely be a future problem not only for Students but staff as well. After Digitised the all documents we can download require document anywhere, from the site.

**I will be give extra time for complete this project 7:00am to 8:00pm and I want to be get extra Salary 15000 for this work.**

It is therefore suggested to take necessary action for the early Digitised all Documents of Departments and others.

Regards

**[ Vikas Bhardwaj ]**

Librarian

**TRANSLAM INSTITUTE OF TECHNOLOGY & MANAGEMENT**

**(TITM)**

**LIBRARY**

**REQUIREMENTS -: DATE - 14. 01. 2008**

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| * PORTRAITS (Dr. S.R. Ranganathan, Dr. Rajendra Prasad, etc.) |
| * GROOVED S-7 GOLDEN BOARD |
| * NOTICE BOARD EASEL STAND S-17 |
| * TAPE DISPENSER, CELLO TAPE – 1” |
| * GLOB |
| * NAME PLATE (Keep Silence and others) |
| * MAPS (Universities and World) |
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