Book Requisition Form User guide:

Step1:- Login to RITAGE

Step 2: - After login RITAGE, find and click Faculty Profile Tab

Step3:- Find Book Requisition & Recommendation and Click.

Salary Slip
Faculty / Staff Advance Ledger
Complaints From Students
FPI Report
Staff Increment Approved by HoD
Book Requisition & Recommendation

Click Book Requisition

Step4:- click on Book Requisition & Recommendation.

Transaction

Book Requisition

Click Book Requisition

Step 5:- click Book Requisition & Fill up Book information (select Wing, Required Department, Title, Author, Publisher, Type of book, Number of copies required)

(Note: - You can check available quantity of books click Department wise book collection of Central Library, OPAC link.)

Fill All Information Select wing, Type, Title, Author, Publisher, Book Type, and Copies etc.

Finally click Add tab

Check Availability of Book Copy Status

After filling all book information click add tab.

~ Thank You ~

I hope this user manual will have sufficient information to requisition new book from library. If you still need more information about this feel free to contact:
Mr. Vishwas Hase | Librarian | Email- vishwas.hase@ritindia.edu | 9960979003