

**Guru Gobind Singh Indraprastha University
University Information Resources Centre
Dwarka, Delhi**

GGSIU/UIRC/2019-20/ 066/Notice/05/ GS

Dated: 14/10/2019

Notice

Library is the centre of academic activities of any university. UIRC serves the knowledge and information needs of the university community and is responsive to students for their instructional needs, to faculty for their teaching and research needs, and to administrators for their information needs.

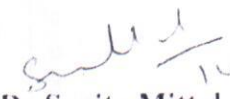
UIRC, over the years has emerged as knowledge hub and has rich collection of print books, print journals, e-journals, e-books and databases. It is serving the users from nine to nine for all the seven days.

As the main objective of any university is to create knowledge, hence, research is given the prime importance. Towards this end, UIRC facilitates the faculty and research scholars in arranging articles and study material through DELNET, E-Shodh Sandhu and from other resources.

To support the quality of research, different type of services including softwares and databases are available in the market. One such useful product to improve the language part of the research is '**grammarly premium**' which checks all grammatical errors from text and also provides 'Citation Audit' feature that acts as an early warning system and prevents plagiarism before it happens. Looking at its potential benefits UIRC arranged **TRIAL ACCESS VERSION** of '**grammarly premium**' at university domain i.e. @ipu.ac.in for thirty days.

All Deans and Directors are requested to inform faculty, research scholars and students to register themselves (Registration process is given at the back side) so that they may use the software in their research activities.

Further, we would like to mention that UIRC is sending regularly Catalogues and Brochures of new publications for print as well e-resources. All Deans/ Directors are, therefore, requested to send the requirement of Prints books, journals, e-books, e-journals, databases etc at the earliest. Recommendation Form for print books and e books are enclosed.


Dr Savita Mittal
Incharge Library

Copy to:

1. All Deans/ Directors ,GGSIU,Delhi
2. Chairman Library Committee for information please
3. Co- chairperson Library Committee for information please
4. AR to Hon'ble Vice Chancellor for information please
5. AR to Registrar for information please
6. Office Copy

✓ 7. Head, UTIS for uploading P1.

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UIRC/Library
GGSIU/Date 14/10/19

Registration Process:-

1. Set up access for the users, please follow the below steps:
2. Step 1: Go to www.grammarly.com/edu (mandatory to sign up for this URL)
3. Step 2: Click on Join Your Organization button, fill up the self-service form. Ensure that users are registering from their respective official email id (@ipu.ac.in)
4. Step 3: After clicking signup, an activation email will be sent to the user's institutional email ID.
5. Please Note: Your @edu credential verification has been activated and an activation email will be sent to the user's institutional email ID once he/she registers. Users may at times get this in Spam/Junk Folder due to mail setting - users are advised to check the spam folder in case the link is not received in the INBOX.
6. Once registered, users will land on the 'Grammarly Editor,' which is easy to use and can be explored by the user.
7. The MS Word Plugin can be downloaded from the support page after registration from the link <https://www.grammarly.com/office-addin/windows>, the same user ID and Password credentials will grant access to use the Plugin for users.
8. Kindly note that the plugin does not work on MAC/IOS devices.
9. Kindly acknowledge receipt of this mail and contact us if you face any issues.

University Information Resources Centre (Library)
Guru Gobind Singh Indraprastha University
E-Book Recommendation Form

S.No	TITLE (in Capitals)	Publisher	Yr. of Publication	Subscription Cost (Yearly) /One time Purchase	Online
1					
2					
3					
4					
5					

PI Note: 1. Indenting School is requested to study terms and conditions in detail before recommending and enclose copy of it duly signed by all committee members on all pages along with recommendations.
2. Kindly enclose the requirement in terms of usage and benefit of the indented product to the school.

Signature of Recommending Faculty

- a) Name: _____
 b) School : _____
 c) Titles Recommended by Departmental Library Committee Members (Pl. Tick Mark ✓)
 S.No. 1, 2, 3, 4, 5 _____ or All
 d) Signature of Departmental Library Committee Members:

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

Recommendation of the Concerned Dean

**University Information Resources Centre(Library)
Guru Gobind Singh Indraprastha University
Book Recommendation Form**

S.NO.	Author (in Caps)	TITLE (in Caps)	Publisher	Yr. of Publicati on	Price Per Copy (conversion rate)	No.Of Copie s	Type of Books** A B C D E
1							
2							
3							
4							
5							

Faculty/Officer/Staff/ Student (Pl. Tick Mark ✓)

- a) Name : _____ c) School : _____
 b) Sign : _____ d) Name of the Course & Semester: _____
 e) No. of Students : _____
 f) Recommended for Book Bank: Yes/No
 (e.f. g & h is applicable in case of faculty only)

g) Titles Recommended by Departmental Library Committee Members (Pl. Tick Mark ✓)
 S.No. 1, 2, 3, 4, 5 _____ or All

h) Signature of Departmental Library Committee Members:
 1. _____ 2. _____ 3. _____
 5. _____ 6. _____ 7. _____
 8. _____

Recommendation of the Concerned Dean

* Please Note: 1) it is mandatory to fill in details all columns & in legibly letters.
 2) Lack of bibliographic details may cause non-processing.

** 3) Type of Books

- (a) Indian publications up to 5 copies
- (b) Indian publications more than 5 copies
- (c) Foreign Books/ publications up to 5 copies
- (d) Foreign Books/ publications more than 5 copies
- (e) Books Published by Govt./ NGO / Non-Profit organizations/ Learned Professional societies/ Low Discounted Books etc

(Signature with Seal)