

NOTICE

GGSIU/UIRC/2019-20/ GEN/079/ND/ 2 Dated: 10/12/2019

Subject: Regarding Release of Mark Sheets and Degrees to Students who obtained 'No Dues Certificate' from Library

University Information Resource Centre (Library) is serving nearly six thousand students, faculty, research scholars, officers and administrative staff of the university. It has come to the notice of undersigned that many students have not returned the borrowed books to library and lying pending in their account since long even after giving repeated reminders to them. In addition to this, some users have borrowed books from Law Library and Architecture Library besides Central Library. Library is facing problem due to long overdue books with borrowers. Moreover, over the period of time, they have taken their Mark Sheets and Degrees also from the Examination Branch of the University.

The undersigned wants to bring into your kind notice that all bonafide students of the university are members of UIRC and to get membership they are abide to Library rules which are duly approved by the competent authority of the university since its inception. The rule related to 'No Dues Certificate' from library is depicted as below and also available on University Library web page:

"No Dues Certificate / Clearance Certificate" must be obtained from UIRC while leaving the University. Result or degree or dues cannot be released to members, unless all borrowings are returned.

Keeping in view the above rule of Library, further to safeguard the interest of the university and to avoid loss of library books & material, all Deans/ Directors are requested that they also ensure to release Mark Sheets and Degrees only to those students who have obtained 'No Dues Certificate' from Law Library and Architecture Library and finally from the University Central Library. (Modified 'No Dues Form' is enclosed for your ready reference).

All are requested to consider and implement. This issues with the approval of Competent Authority.


Dr. Savita Mittal
Incharge Library

Copy to:

1. All Deans/ Directors/ Heads GGSIPU, 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. Head, UITs with request to upload on University Library Web Page.
7. Office Copy

334-4 UIRC/Library
GGSIU/Date 10/12/2019

Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi – 110078

(UNIVERSITY SCHOOL OF.....)

NO DUES CERTIFICATE

(For refund of security amount deposited at the time of Admission)

(Filling all columns is necessary)

1. Name of Student (in Capitals) :
2. Father's Name :
3. Mother's Name :
4. Name of Programme :
5. Enrollment No :
6. Correspondence Address :
7. Security Amount Deposited (Rs.) :
- (at the time of admission) :
8. Telephone/ Cell No. :
9. Email Address :
10. Year of Passing :
11. Result (Passed/ Awaited) :
12. E- Refund Details:
 - (a) Complete Bank Account No :
 - (A Photocopy of cheque be enclosed) :
 - (b) Name of Bank with Address :
 - (c) MICR ode :
 - (d) IFS Code :

UNDERTAKING

I declare that information given above is correct to the best of my knowledge and belief. The security deposit may be refunded to me after deducting dues. (if any) as indicated below:

My original Identity Card is enclosed.

Dated :

.....
(Student's Signature)

No Dues / Dues (if any, may please be specified)

Dean/ Nominee

Proctor

Director, Student's Welfare

Library USAP Library USLLS
Circulation Officer Librarian

Hostel Warden (Boys/Girls)

Net Amount to be refunded:

(As per above Undertaking) Rs.

(To be filled up by student before submitting to Dean's Office)

To be submitted to :

Dean of the School.