



**Guru Gobind Singh Indraprastha University**  
**University Information Resource Centre**  
**Dwarka, Sec-16-C, New Delhi-110078**

GGSIPU/UIRC/Circulation/2021/1

Date: 28-09-2021

**Subject: Details w.r.t. newly admitted students in University School of GGSIPU.**

Deans of respective schools are requested to kindly send the duly filled library membership forms with two pass port size photographs of newly admitted students enrolled in your esteemed school, so that, the Identity card/Library membership card may be generated for facilitating library services to the newly admitted students at the earliest.

Further, duly filled library membership form (downloadable from University Library Web page <http://www.ipu.ac.in/urc/libstdfrm201114.pdf>) must be accompanied with consolidated list of details of newly admitted students. **Copy of library membership form is enclosed for your kind perusal, pls.**

**It may please ne noted that it is not possible for UIRC, to generate library membership, if any of the column in the desired library form remains unfilled, therefore kindly ensure that all the column are duly filled in the library forms. Further, it has been observed from past experience that some school forward the student identity card form of university academic branch which is different from library membership form, therefore, kindly ensure that library membership form may be forwarded to UIRC for membership.**

Looking forward for an urgent necessary action from your end, please.

*Savita Mittal*  
28/9/21  
**(Dr. Savita Mittal)**  
**In-Charge Library**

**Copy to:**

1. Chairman, Library Committee
2. Co-chairman, Library Committee
3. Dean, School of Basic and Applied Sciences
4. Dean, School of Chemical Technology
5. Dean, School of Education
6. Dean, School of Humanities and Social Sciences
7. Dean, School of Architecture and Planning
8. Dean, School of Law & Legal Studies
9. Dean, School of Mass Communication
10. Dean, School of Information and Communication Technology
11. Dean, School of Management Studies
12. Dean, School of Environment Management
13. Dean, School of Bio-Technology
14. AR to Hon'ble VC for kind information to Vice-Chancellor
15. AR to Registrar for kind information to Registrar
16. In-charge, Server Room to upload on website under the head UIRC notices and also at Notices/Circular.

*Amit Kumar Deval*  
28/9/21  
**(Dr. Amit Kumar Deval)**  
**Assistant Librarian**  
**Circulation Section**

1346-6-UIRC/Library  
GGSIU/Date-28/9/21



**Guru Gobind Singh Indraprastha University**  
Sector-16 C, Dwarka, New Delhi-110078  
University Information Resource Centre

Identity Card/Membership Form for Students

Latest  
stamp size  
photo

Name (Block Letters) \_\_\_\_\_

Father's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Blood Group \_\_\_\_\_

Enrolment No. \_\_\_\_\_

School & Course \_\_\_\_\_

Date of Admission \_\_\_\_\_

Duration of Course \_\_\_\_\_

Correspondence Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Phone No. \_\_\_\_\_

E-Mail \_\_\_\_\_

**UNDERTAKING**

I have read the UIRC rules and agree to abide by them and also agree with records maintained by the UIRC, in respect of issue & return of documents & other related matters. I undertake the following.

1. To pay any dues when demanded by the UIRC as per its rules.
2. That after writing examination of final semester, I will return all the books to UIRC otherwise University reserves the right to withheld my result.
3. To obtain "No Dues/ Clearance Certificate" from UIRC at the time of leaving the University.

Date:

Signature of Applicant

Signature of Dean (with Stamp)

For UIRC Use

Mr./Ms. \_\_\_\_\_ has been enrolled as member of the UIRC. His/ her membership No. is \_\_\_\_\_

Librarian

Note: - All Columns are compulsory, submit two photographs (one attach, one paste)