## University Information Resources Centre Guru Gobind Singh Indraprastha University

GGSIPU/UIRC/2019-20/078/ SV5

Dated: 5th November, 2020

## Notice

## Subject: Regarding Obtaining of 'No Dues Certificate' from Library

This is regarding long pending and unreturned books of library by the students, staff and faculty, who left the university without taking 'No Dues' from library and also without returning the library books. Hon'ble Vice Chancellor constituted a committee to resolve the above said matter and committee recommended as follows:

- 1. All Employees' 'No Dues' (regular, temporary, deputation, on tenure basis and like) must be submitted before releasing their dues and relieving them from their concerned branches/ Deans/ Heads if they are proceeding on long leave, deputation, lien, resigning or leaving the university with any reason and the like cases.
- 2. 'Admit Card' for 'Final semester End Term Examination' will be issued to students only after submitting 'No Dues' from library by the respective schools/ Deans/ Examination branch. Students are also advised to clear their Library Account regularly after every semester before 'End Term Examinations'
- 3. Security deposit of students will be forfeited automatically after one year(of completion of their respective course and expiry of membership and I D card) i.e no claim will be entertained after next year of 31st July of expiry of the membership in case of students.

You are requested to implement and circulate to all the concerned. This issues with the approval of Hon'ble Vice Chancellor.

Dr. Savita Mittal Incharge Library

## Copy to:

- 1. All Deans/ Directors & Heads, GGSIPU University
- 2. Controller of Finance, GGSIPU University
- 3. Controller of Examination (In-charge), GGSIPU University
- 4. Joint Registrar (Personnel), GGSIPU University
- 5. Joint Registrar, Academic Branch, GGSIPU University
- 6. Asstt. Registrar, VC Secretariat for kind information of the Hon'ble Vice Chancellor, GGSIPU University
- 7. Asstt. Registrar, Registrar office for kind information of the Registrar, GGSIP University.
- 8. Head UITS with the request to upload the same on University Website.
- 9. Notice Board

