



UNIVERSITY INFORMATION RESOURCES CENTER GURU
GOBIND SINGH INDRAPRASTHA UNIVERSITY
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GGSIU/UIRC/Circulation/2025/1

Dated: 04/08/2025

Subject: Submission of Library Membership Forms for Newly Admitted Students of University Schools of GGSIU

The Deans of the respective University Schools are kindly requested to send the duly filled **Library Membership Forms** along with **two passport-size photographs** of all newly admitted students enrolled in their respective Schools. This will enable the University Information Resource Centre (UIRC) to generate **Library Membership Cards** and ensure timely access to library services for the students.

The Library Membership Form can be downloaded from the University Library webpage: <http://www.ipu.ac.in/urc/libstdfrm201114.pdf>. A copy of the form is enclosed herewith for your reference.

You are requested to ensure the following:

1. All columns in the Library Membership Forms are duly filled.
2. Each form must be accompanied by a **consolidated list** of the newly admitted students.
3. The **Enrollment Number** of each student should be **prefixed with the respective School Code**.
4. **Hard copies** of the Library Membership Forms must be forwarded to UIRC.
5. The **soft copy** of the consolidated student list in **Excel format** should be emailed to: neetikasharma@ipu.ac.in

You are requested to kindly ensure that all the columns are dully filled in the library membership forms. Further, kindly ensure that the hardcopies of the each library membership form with school codes prefixed with the enrollment numbers of each student may be forwarded to UIRC and softcopies excel sheet (shared via email) @neetikasharma@ipu.ac.in, for the library membership.

(Dr. Neetika Sharma)
Dy. Librarian

(Prof. Shruti Aggarwal)
In charge Library

Copy to University Schools and Related Offices:

1. University School of Basic and Applied Sciences (USBAS)
2. University School of Education (USE)

42237 UIRC/Library
GGSIU/Date.08.08.25

3. University School of Biotechnology (USBT)
4. University School of Chemical Technology (USCT)
5. University School of Environment Management (USEM)
6. University School of Humanities & Social Sciences (USHS)
7. University School of Liberal Arts (USLA)
8. University School of Information & Communication Technology (USICT)
9. University School of Law & Legal Studies (USLLS)
10. University School of Management Studies (USMS)
11. Centre of Excellence in Disaster Management
12. Centre of Excellence in Pharmaceutical Management
13. AR to Hon'ble Vice Chancellor (for kind information of the Hon'ble Vice Chancellor)
14. AR to Registrar (for kind information of the Registrar)
15. In-Charge, Server Room (to upload under "UIRC Notices" and "Notices/Circulars" on website)

L. S. M.
04.08.2025