



No. F1(5)(1)/2022/P-II 3053

Dated: 28th July, 2023

ORDER

The Competent Authority is pleased to assign the charge of Administrative Head cum overall In-charge of the UIRC for both the campus, i.e., Dwarka Campus and East Campus to Prof. Meenu Kapoor, USBT, chairperson of the University Library Committee for the smooth functioning of UIRC and optimum utilization of its resources under single command.

Prof. Meenu Kapoor, in the capacity of Head/In-charge of the UIRC shall have to discharge the following duties and responsibilities without any extra remuneration, the list of which is not exhaustive except as in a indicator in addition to her own duties, as Professor in USBT and as Chairperson of the UIRC Committee:-

- (i) To Issue necessary instructions for preparation of Library budgets, procedures, schedules and timings, etc.
- (ii) To organize Library staff into various functions and services.
- (iii) To control and coordinate the activities of all the Library units/divisions.
- (iv) To distribute work among all the officers and staff posted in the UIRC including Dy. Librarian & Asstt. Librarian.
- (v) To supervise and evaluate the overall working/performance of all the officers including Dy. Librarian, Asstt. Librarian and other staff posted in the Library.
- (vi) To allocate proper seating arrangement to all the Officers and Staff in the Library with optimum utilization.
- (vii) To plan the automation and networking with digital/Library resource centers.
- (viii) To plan and arrange the acquisition/procurement of Library Books, Journals including E-Books, E-Journals and equipments & material/Services essentially required, etc. within the provision of GFR rules and other instructions/guidelines of the Govt. issued from time to time.

Dr. (Mrs.) Savita Mittal, Deputy Librarian looking after the charge of In-charge UIRC shall stand relieved from that charge with immediate effect.

(NARENDER TYAGI)
REGISTRAR

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Copy forwarded to the following for information & necessary action:-

1. OSD to Vice Chancellor, GGS Indraprastha University.
2. All Deans/Directors, GGS Indraprastha University.
3. Controller of Finance, GGS Indraprastha University.
4. Controller of Examination-I & II, GGS Indraprastha University.
5. Chief Warden, GGS Indraprastha University.
6. Prof. Meenu Kapoor, Dean, USBT, GGS Indraprastha University
7. Dr. Savita Mittal, Deputy Librarian, GGS Indraprastha University
8. All Branch Heads, GGS Indraprastha University.
9. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
10. Asstt. Registrar, O/o the Registrar, GGS Indraprastha University.
11. Head (UITS), GGS Indraprastha University with the request to upload on University website.
12. Guard File

(NARENDER TYAGI)
REGISTRAR