



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
UNIVERSITY SCHOOL OF AUTOMATION & ROBOTICS (USAR)

"A STATE UNIVERSITY ESTABLISHED BY THE GOVT. OF NCT OF DELHI"
East Delhi Campus, Surajmal Vihar, Delhi - 110 092
Email Id: dean.usar@ipu.ac.in



F.No. GGSIPU/USAR/Misc./2024-25/2266

Dated: 30th August, 2024

NOTIFICATION

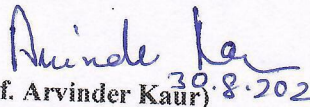
Sub: Request for approval to access the library facilities to the Guest Faculty of USAR & USDI-reg.

Taking into consideration of the legitimate requests of the guest faculties of USAR & USDI, the Competent Authority of the University is pleased to extend the access of library facility to the Guest faculties of USAR & USDI.

The approved guidelines for utilizing the library facility by the Guest faculties of USAR & USDI are as under:

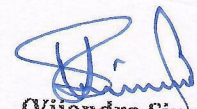
1. O/o. Dean, USAR & USDI will provide the list of guest faculties, appointed in USAR & USDI for a particular period or Academic Session, to library In-charge, East Delhi Campus.
2. Library officials will generate and activate a temporary identification number, initially for a period of three months only to these guests faculties to be used as a separate identity for issuance of books from library. After three months it will further be activated on the basis of retention of guest faculty and subsequent recommendation of the Dean, USAR & USDI.
3. Only one book will be issued by library at a time for a maximum period of 7 (seven) days.
4. If the book is not returned by due date or be kept beyond 7 (seven) days, due amount of penalty will be imposed, as applicable.
5. No book will be issued till the earlier one is returned.
6. No book will be issued on or after 25th day of every month.
7. Guest faculty will be required to obtain 'No Dues' from the library on their each monthly claim form before submitting the same to Dean, Office for processing of payment.
8. In case, if a guest faculty left the University without returning the issued book, the cost of book would be adjusted from the payment stands payable on account of his/her monthly claim bill.

All the guest faculties of USAR & USDI are advised to adhere the aforementioned guidelines while accessing the library facilities of East Delhi Campus.


(Prof. Arvinder Kaur) 30.8.2024
Dean, USAR

Copy for information & necessary action to:

1. Director, In-charge, East Delhi Campus.
2. Controller of Finance, Dwarka Campus, GGSIPU.
3. In-Charge, Library, EDC with a request to act upon inconsonance with the approved guidelines.
4. All Programme Coordinator, USAR & USDI with a request to verify the monthly honorarium claim of Guest faculties only after confirmation of 'No Dues' certified by the library, EDC on the claim form, as stipulated in above said guidelines at Sl. No. 07.
5. In-Charge, Head UITS, Dwarka and EDC with a request to upload the same to the University Website.
6. AR to Hon'ble Vice Chancellor, GGSIPU.
7. AR to Registrar, GGSIPU.
8. All Guest Faculties of USAR & USDI.
9. Guard File.


(Vijendra Singh)
Assistant Registrar, USAR