



Guru Gobind Singh Indraprastha University

University Information Resource Centre

Date: 04/01/2017

Notice

Subject: Membership to Contractual Faculty Members.

In last Library Committee meeting (51st) held on 17 November 2016, an issue was raised by the members on the subject. As per agenda No. 14, it was decided by the Library Committee that a proposal in this respect need to be submitted for consideration of Competent Authority.

On these pretext, the members opined that at present:

1. Contractual Faculty Member is reporting to the respective Deans of University School of Studies. They are sharing teaching and tutorials loads along with permanent Faculty Members of the University.
2. Every month their salary is being *released after getting a Certificate from respective Dean.*
3. Moreover, after finishing the contract *they are given Experience Certificate by the respective Dean for future employment.*

Hence, a proposal was sent for kind consideration and administrative approval of Hon'ble Vice Chancellor to extend UIRC Membership to Contractual Faculty Members working in University School of Studies, Dwarka Campus for the period of their contract and allowed to get up to 05 books issued for 180 days, with no fine for delayed return. Hon'ble Vice Chancellor has kindly approved the proposal.

Now, Contractual Faculty Members may apply for UIRC Membership through their respective Deans.

Contractual Faculty Members will be required to obtain "No Dues Certificate" from UIRC before leaving the University, otherwise Last Pay cannot be released, unless all UIRC borrowings are returned.

All Deans are being informed ***to take care in this respect.*** They are requested to arrange to send duly recommended filled-in forms.

Updated UIRC Membership form is enclosed for kind perusal and use.

Copy to :

- All Deans, USSs
- Controller of Finance
- Head, UITS Cell, with a request to upload on University & UIRC Websites.
- Incharge Circulation, UIRC

[Signature]
Incharge - Library
04-1-17

308...UIRC/Library
GOSIP/Date: 5/1/17



Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, New Delhi-110078

University Information Resources Centre

MEMBERSHIP FORM FOR TEACHING (INCLUDING CONTRACTUAL) AND NON-TEACHING EMPLOYEES

1. Name (in Block Letters) : _____

2. Employee Code : _____

3. Date of Birth : _____

4. Father's Name : _____

5. Date of Joining the University : _____

6. Blood Group (with Rh factor) : _____

7. Designation : _____

8. Nature of Employment : _____

Regular	Deputation	Contract (Valid upto)
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9. School/ Branch : _____

10. Residential Address : _____

11. Phone: Office _____, Residence _____, Mobile _____

12. E-Mail : _____

I have read the **Membership Rules for UIRC** available on ipu.ac.in/urc/digital.htm and agree to abide by them and shall obtain 'No Dues Certificate' from UIRC at the time of leaving the University. I (Contractual Faculty Member) am enclosing 02 passport size (PP) photographs for Library Card.

Date: _____

Signature of the Applicant

Recommendation of the Dean / Head of the Department

Applicant may be enrolled as a member, as UIRC services would benefit in the discharge of his/ her duties. Undersigned vouchsafes for compliance of rules by the applicant.

Date: _____

Signature with Stamp Dean / HOD

For UIRC Use

Mr./ Ms. _____ may be enrolled as member of UIRC.

LIBRARIAN

Entered in UIRC database vide Membership No. _____

Library Card is issued (*for Contractual Faculty Member*).

Incharge Circulation