

**A.C. Joshi Library
Panjab University, Chandigarh**

From

University Librarian
A.C. Joshi Library
Panjab University
Chandigarh.

To

The Chairperson
All Departments
Panjab University
Chandigarh.

No.: 569-642/PUL/Cir

Dated: 09th March, 2021

Library Membership (Students of Certificate, Diploma, U.G. & P.G. Classes only) for the session 2020-2021

Dear Sir/Madam,

Students admitted to the teaching departments in the University during the current academic session 2020-2021 will be issued Laminated Identity Cards with a provision to affix 2.00cm x 2.5cm size photograph by the student. The New Library Membership of students will be processed through departments only as approved by the worthy Vice Chancellor vide letter no. 1516 dated 21.07.2017. Library membership is starting from 19th March, 2021 to 31st May, 2021.

For the convenience of students seeking A.C. Joshi Library membership, they are required to submit their Online membership form, ID Card, Rs 20/- (Rs. 10/- for Library Membership fee and Rs. 10/- for Library Clearance Fee) and collect ready laminated ID card from their respective department only. From this session onwards we will send the list of defaulters/ or those having books issued/ or having outstanding delay fine before the commencement of the exams to the concern departments only. In that case only enlisted students have to take clearance certificate from the A.C. Joshi Library.

You are requested, any official of your department to collect Online Membership form, ID card and Rs. 20/- from the student. Send Attested ID cards and Online Membership forms collectively along with money (Rs. 20/- each) to circulation section of A.C. Joshi Library for processing as per the following timings:


From Monday to Friday 9.30 a.m. to 1.00 p.m.
(working days only) 2.30 p.m. to 4.00 p.m.
On the given date collect the ready laminated ID cards from the Circulation Section.

List of students, duly signed by you/authorised official, admitted for academic session in the ALPHABETICAL ORDER and DOUBLE SPACING, should be sent separately for each class containing the following information :-

(THIS FORMAT SHOULD BE FOLLOWED STRICTLY)

Sr. No.	Name of the student	Father's Name	Library Membership No. (to be assigned in the Library)
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Yours faithfully,


9/3/2021
Incharge Circulation
A.C. JOSHI LIBRARY,
PANJAB UNIVERSITY
CHANDIGARH-160014

NOTE:

1. Kindly append your three specimen signatures if you are recommending the enrolment forms yourself. In case you have deputed some Faculty Member for the purpose, then intimate his/her name and designation with three specimen signatures.
2. The required No. of Identity-cum-Library Cards may be collected from Incharge Circulation in the Library soon after the admission in your Deptt. are finalized/over, so that the students can enroll themselves as members of the Library at the earliest possible.
3. Library Membership for students through department only.
4. Link for Online Membership is :- <http://webopac.puchd.ac.in/membershipform/>

Instructions for Student

A.C. JOSHI LIBRARY

PANJAB UNIVERSITY, CHANDIGARH

STEPS FOR FOLLOW FOR ONLINE MEMBERSHIP FORM

Step-1

- Link for Online Membership:-
<http://webopac.puchd.ac.in/membershipform/>
- This Form should be opened in Mozilla Firefox or Chrome for better usability.

Step-2

- Enter the required Information and upload your **Passport Size Photograph***, File Size limit is approximately 40KB.
- After filling all the required information click on "I accept term & conditions".
- Submit the Form & get the print out of application Form.

Step-3

- Take print out of the application Form and submit your attested Online Membership Application Form, ID card and Rs. 20/- in your department only.

Step-4

- Collect your processed ID Card from your department according to given date.

***Passport Size Photograph:** Size should be: 2 x 2 inch, 35 x 45 mm or 35 x 35 mm (5 x 5 cm, 3.5 x 4.5 cm, 3.5 x 3.5 cm). The student has to look towards the camera. Tilted head is not allowed.

Instructions for Staff

A.C. JOSHI LIBRARY

PANJAB UNIVERSITY, CHANDIGARH

STEPS FOR A.C. JOSHI LIBRARY MEMBERSHIP

Step- 1

- Collect Attested Online Membership Form, ID card and Rs. 20/- from each student who is willing to take A.C. Joshi Library Membership Form.
- Clip ID card only on the upper left corner of the Online Membership Form.

Step-2

- Arrange Forms class wise and serial number wise according to list sent to the A.C. Joshi Library, and also mark the serial number on the one side of Online Membership Form.

Step-3

- Submit collected Online Membership Forms clipped with ID cards and Rs. 20/- each in Circulation Section, A.C. Joshi Library on allocated day.

Step-4

- Collect all processed ID cards from the Circulation Section of the library on the given date by the official staff of the Circulation section only.

For any Assistance Call at:- 4558