

National Institute of Electronics & Information Technology, Gorakhpur

(Under Ministry of Electronics & Information Technology, Government of India)
MMM University of Technology Campus, Gorakhpur-273010

LIBRARY MEMBERSHIP FORM

To be filled by the Candidate in CAPITAL Letters

STUDENT'S DETAILS

NAME OF THE CANDIDATE: _____
 FATHER'S NAME: _____
 CONTACT NUMBER: _____
 E-MAIL ID: _____
 AADHAAR NUMBER: _____
 COURSE NAME: _____
 DATE OF ADMISSION: _____ COURSE DURATION: _____
 REGISTRATION / ENROLLMENT / ROLL NO.: _____
 ADDRESS: _____
 _____ DISTRICT: _____ STATE: _____ PIN: _____

RECENT
PASSPORT SIZE
COLORED
PHOTOGRAPH

UNDERTAKING

I _____ S/o D/o W/o _____ do hereby declare that
 (a) The information provided by me is correct and true to the best of my knowledge.
 (b) I have read the rules and regulations of Library NIELIT Gorakhpur written at the backside of this form.
 (c) I will abide by all the terms and conditions of the library
 Date: _____
 Place: _____ (NAME & SIGNATURE)

RECOMMENDATIONS BY COURSE COORDINATOR / HOD

RECOMMENDATIONS (RECOMMENDED / NOT RECOMMENDED): _____
 RECOMMENDED DURATION: _____ REMARKS (if any): _____
 Date: _____

(COURSE COORDINATOR / HOD)

LIBRARY

RECOMMENDATIONS (RECOMMENDED / NOT RECOMMENDED): _____
 REFUNDABLE CAUTION MONEY AMOUNT: _____ REMARKS (if any): _____
 Date: _____

(SIGNATURE)

ACCOUNTS SECTION

REFUNDABLE CAUTION MONEY AMOUNT DEPOSITED: _____ DATE: _____
 TRANSACTION / REFERENCE NUMBER: _____
 REMARKS (if any): _____

(SIGNATURE)

TO BE FILLED BY LIBRARY

LIBRARY ID NUMBER (LID)	Y	Y	M	M	C	C	C	Z	Z	Z
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RULES AND REGULATIONS

1. Every reader entering in the Library should sign in the visitors Register kept for the purpose at the entrance of the Library.
2. Personal books and other belongings are not allowed in the Library but in certain cases, with the permission of Librarian, books may be taken inside.
3. Writing, dog-earing or making any kind of marks in a book or periodical is forbidden. Such act will constitute an injury to a document and will be treated as a serious offence and a fine will be imposed for such cases.
4. All articles being taken out of the Library are subjected to inspection of Library staff at the gate.
5. Reference books shall not be lent out of the Library.
6. It is the responsibility of every reader to keep the borrow tickets in safe custody. If these are lost, readers should immediately report to Librarian. Duplicate ticket will be issued as per norms.
7. Readers are required to return the books within specified period and also when required by the Library for specific purposes.
8. If any books or periodical is damaged or lost by the borrower, he/she will either replace it or pay its cost with 25% handling charges.
9. At the end of the session the readers are required to return all borrowers ticket / Library card to the Library and get No DUES Certificate. Caution money will be refunded only at the end of the session.
10. All readers are required to observe complete silence and maintain discipline in the Library and adhere strictly to its rules and regulations.

(Signature)