

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

From

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

To

The Chairperson/Director  
All Departments  
Panjab University  
Chandigarh.

No.: D-Pul2/23/313-385

Dated: 17<sup>th</sup> July, 2023

**Library Membership (Students of Certificate, Diploma, U.G. & P.G. Classes only) for the session 2023-2024**

Dear Sir/Madam,

Students admitted to the teaching departments in the University during the current academic session 2023-2024 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 1<sup>st</sup> August, 2023 to 29<sup>th</sup> February, 2024.

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. At the end of the session, Library will send the list of defaulters/ or those having books issued/ or having outstanding delay fine before the commencement of the exams to the concerned departments only. In that case only enlisted students have to take clearance certificate from the A.C. Joshi Library.

You are requested, to depute official of your department to collect Online Membership form, ID card and Rs. 20/- from the student and submit the 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.  
(other than gazetted/other holidays) 2.30 p.m. to 4.00 p.m.


As per the date given by circulation section, the department can collect the ready laminated ID cards from the Circulation Section.

List of students, duly signed by the Chairperson/Director/Authorized 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,

  
Incharge Circulation  
INCHARGE CIRCULATION  
A.C. JOSHI LIBRARY,  
PANJAB UNIVERSITY  
CHANDIGARH-160024

**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**



## Allocation of week days for Membership form submission by departments

### Monday

Ancient Indian History Culture & Archaeology (AIH)  
Anthropology (ANT)  
Art History and Visual Art (Fine arts) (FAR)  
Bio-Chemistry (BCH)  
Bio-Physics (BPH)  
Bio-Technology (BTC)  
Botany (BOT)  
Centre for Defence & National Security Studies (CDS)  
Chemistry (CHE)  
Chinese and Tibetan language (CTL)  
Centre for Women Studies & Development (CWS)  
Computer Science and Application (CSC)  
Community Education & Disability Studies (CEDS)  
Dr. H.S. Judge Univ. Instt. of Dental Science (UIDS)

### Tuesday

Economics (ECO)  
Education (EDU)  
English (ENG)  
Environmental and Vocational Studies (CEVS)  
Evening Studies  
French & Franco Phone Studies (FRI)  
Gandhian & Peace Studies (GPH)  
Geography (GEG)  
Geology (GEO)  
German (GER)  
Hindi (HIN)  
History (HIS)  
Instt. of Educational Tech & Vocational Edu. (IETVE)  
Instt. of Forensic Science & Criminology (IFSC)  
Indian Theatre (ITH)  
Laws  
Library and Information Science (LIS)  
**Wednesday**  
Life Long Learning and Extension (Adult Education)  
Mathematics (MAT)  
Microbiology (MIC)  
Music (MUS)  
National Culture for Human Genome Studies (NCHG)

Panjabi Studies (PBJ)  
Philosophy (PHI)  
Physical Education (PHE)  
Physics (PHY)  
Political Science (POL)  
Psychology (PSY)  
Public Administration (PAD)  
PU-ISSER  
Russian (RUS)  
Sanskrit (SKT)

### Thursday

School of Communication Studies (Mass Comm)(MCO)  
Sociology (SOC)  
Statistics (STT)  
UCIM/SAIF/CIL  
University Business School (UBS)  
University Instt. of Applied Mang Sci (UIAMS)  
Univ. Instt. of Chemical Engg & Tech (CET, UICET)  
Human Rights & Duties (CEASSHR)  
Police Administration (CEASSPA)  
Social Work (CEASSSW)  
Medical Physics (CEASTMP)  
Nano Science & Nano Technology (CEASTNSNT)  
Nuclear Physics (CEASTNP)

### Friday

Stem Cell and Tissue Engineering  
System Biology and Bioinformatics (CEASTSBBI)  
Microbial Technology (CEASTMBT)  
Public Health (CEASTPH)  
Univ. Instt. of Engineering & Technology (UIET)  
Univ. Instt. of Fashion Technology (UIFT)  
UIIS  
Univ. Instt. of Pharmaceutical Science (UIPS)  
Univ. Instt. of Hotel Management (UIHMT)  
Urdu (URD)  
Zoology (ZOO)  
Guru Nanak Sikh Studies  
Centre for Swami Vivekananda Studies