



MAHATMA GANDHI UNIVERSITY LIBRARY

PRIYADARSHINI HILLS, KOTTAYAM, KERALA - 686 560

Tel.: 0481-2733244, e-mail : mgcirculation@gmail.com

APPLICATION FOR MEMBERSHIP

Membership No:
(For Office use only)

Category (Put $\sqrt{}$)

Integrated PG ☐ PG ☐ Ph.D ☐ PDF ☐ Teachers ☐ Non- Teaching Staff Univ. ☐ Others (Specify).....

1. Name (in Capital Letters) :

2. Date of Birth :

3. Gender :

4. Blood Group :

5. Permanent Address :
(With Post Office, Pincode and District)

6. Mobile Number :

7. e-mail address :

8. (a) For Students / Research Scholars/ PDF

Course & Duration	Date of Commencement of Course	Department / College

(b) For Teachers- University Dept./ Affiliated College (Govt. / Aided)/ Univ. Non-Teaching Staff

Designation	PF No. (For Univ. Teaching & Non-Teaching Staff)	Date of Retirement	Department / College

DECLARATION

I hereby apply for membership of the University Library and declare that the information given above is true to the best of my knowledge. I promise to abide by the Library rules which may be applicable from time to time

Place :

Signature :

Date :

Name :

RECOMMENDATION

(For all applicants)

Mr./Ms is a Student/ Ph.D. Scholar/ PDF/ Teacher of this Institute/ Employee of the section. I recommend him/ her for membership of the University Library and **shall be responsible for any loss sustained by library due to his/her membership.**

Place :	Signature :
Date :	(Director/Principal/AR)
	Name :
	Designation :
	Institution :
(Office Seal)	Mobile No :

For Research Scholars/ PDF - Recommendation by Research Guide

Mr./Ms. is a Research Scholar under my guidance. I recommend him/ her for membership of the University Library and **shall be responsible for any loss sustained by the library due to his/her membership.**

Signature :
Name :
Designation & Seal :
Institutional Address :
Mobile No :

For Office Use

Receipt No. & Date

University Librarian

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

- **E-mail** Passport size photo to mgcirculation@gmail.com
(Photo should be in JPEG Format below 100 KB)
- Caution Deposit for Students, Ph.D, PDF and University non-teaching staff **Rs.200/-**(Payment in Cash).
- Caution Deposit for Department and Affiliated Aided College Teachers **Rs.500/-**(Payment in Cash).
- Research Scholars should attach a copy of Registration Order.
- Foreign Students should attach a copy of the first page of Passport.
- All Library members should collect No Dues Certificate from the University Library before getting hall ticket for final University Examination/ Viva-Voce/ TC/ Submission of Thesis/ Leaving the Institution/ Retirement, whichever is applicable.