



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
SECTOR-16 C, DWARKA, NEW DELHI-110078



No. F1(1)(62)/99/P-II/Estt.(N.T.)/ 1065

Dated: 08 May, 2024

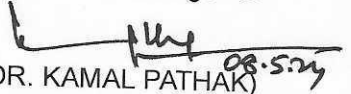
ORDER

The Competent Authority is pleased to assign the charge of Administrative Head cum overall In-charge of the UIRC for both the campus, i.e., Dwarka Campus & East Campus and Chairperson of the University Library Committee to Prof. Shruti Aggarwal, USBAS, for the smooth functioning of UIRC and optimum utilization of its resources under single command.

Prof. Shruti Aggarwal, in the capacity of Head/In-charge of the UIRC shall have to discharge the following duties and responsibilities without any extra remuneration, the list of which is not exhaustive except as in a indicator in addition to her own duties, as Professor in USBAS:-

- (i) To Issue necessary instructions for preparation of Library budgets, procedures, schedules and timings, etc.
- (ii) To organize Library staff into various functions and services.
- (iii) To control and coordinate the activities of all the Library units/divisions.
- (iv) To distribute work among all the officers and staff posted in the UIRC including Dy. Librarian & Asstt. Librarian.
- (v) To supervise and evaluate the overall working/performance of all the officers including Dy. Librarian, Asstt. Librarian and other staff posted in the Library.
- (vi) To allocate proper seating arrangement to all the Officers and Staff in the Library with optimum utilization.
- (vii) To plan the automation and networking with digital/Library resource centers.
- (viii) To plan and arrange the acquisition/procurement of Library Books, Journals including E-Books, E-Journals and equipments & material/Services essentially required, etc. within the provision of GFR rules and other instructions/guidelines of the Govt. issued from time to time.

Prof. Meenu Kapoor, Dean (USBT) is requested to handover the charge to Prof. Shruti Aggarwal, USBAS.


(DR. KAMAL PATHAK)
REGISTRAR

No. F1(1)(62)/99/P-II/Estt.(N.T.)/

Dated: 08 May, 2024

Copy forwarded to the following for information & necessary action:-

1. OSD to Vice Chancellor, GGS Indraprastha University.
2. All Deans/Directors, GGS Indraprastha University.
3. Controller of Finance, GGS Indraprastha University.
4. Controller of Examination-I & II, GGS Indraprastha University.
5. Chief Warden, GGS Indraprastha University.
6. Prof. Meenu Kapoor, Dean, USBT, GGS Indraprastha University
7. Prof. Shruti Aggarwal, Professor, USBAS, GGS Indraprastha University
8. All Branch Heads, GGS Indraprastha University.
9. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
10. Asstt. Registrar, O/o the Registrar, GGS Indraprastha University.
11. Head (UITS), GGS Indraprastha University with the request to upload on University website.
12. Guard File

(NAVEEN KR. BUDHIRAJA)
ASSTT. REGISTRAR, ESTT. (N.T.)