*4653/UIAMS/n*
*17/12/2021.*

### UIAMS LIBRARY,
### PANJAB UNIVERSITY, CHANDIGARH
### ID CARD NOTICE

**Date 17/12/2021**

All the students of MBA (sectoral) 1st & 2nd year are hereby directed to adhere to the following guidelines for registration of Identity Cards for the session 2021-2022.

1- Visit the online membership of A.C. Joshi Library at weblink: http://webopac.puchd.ac.in/membershipform/

2- Enter the required information and upload your photograph (40KB). Submit the form and get the print out of online membership form.

3- After Paying Rs. 20/- at the registration desk, collect a blank ID Card in person from the UIAMS Library.

4- Submit the filled ID Card along with online membership form and a similar photograph of size 2×2 inch, 35×35 mm, 3.5×3.5 cm at the UIAMS Library.

5- The timing and schedule for both MBA (sectoral) 1st and 2nd Year students is as below:

| i) | Banking & Insurance Mgt. | | Timings |
|---|---|---|---|
| ii) | Retail Management | 20/12/21 | 10.00 am – 12.30 pm |
| iii) | IT & Telecom. Mgt. Infrastructural Mgt. Capital Markets | to | & 2.30pm – 4.30pm |
| iv) | Hospital Mgt. & Pharmaceutical Mgt. | 10/01/2022 | |

6- You will be intimated separately to collect your processed ID from the UIAMS Library.

7- All students are required to follow strictly the Standard Operation Procedures (SOPs) of Covid-19 as per Govt. Instructions.

**Assistant Registrar**
**UIAMS**

Asstt. Registrar
Deptt. of UIAMS
Panjab University
Chandigarh

# 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 From.
- 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**

# 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.**