



Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

Policy Number: *SGMC/Acad. Pol/029/2020*

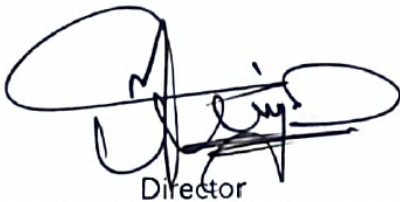
Category: Library

Content: Library Membership Policy


Effective Date: *01.08.2020*

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Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram
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Signed by:



Director



Dean Emeritus



Principal





Library Membership Policy

Introduction

The institution encourages the use of Central Library by all the faculty, residents, interns, undergraduate and postgraduate students and the non-teaching staff upon acquiring the membership of the Library.

Statement of Purpose

This policy outlines the procedure and details of obtaining the membership of the Central Library.

Policy

Facilities of Central Library can be utilised only after taking the membership of the Central Library.

Definitions

a. Who can be the members?

- i. Faculty, residents, interns and non-teaching staff of Sree Gokulam Medical College & Research Foundation.
- ii. Undergraduate and postgraduate students of Sree Gokulam Medical College and Research Foundation
- iii. Students and faculty of Sree Gokulam Nursing College and Sree Gokulam Institute of Paramedical Sciences can also become members of the Central Library after taking membership and access learning resources.
- iv. External faculty and students after the prior request has been permitted by Dean or Principal of this institution can be temporary members not exceeding 15 days at a time.

b. How to become a member of the Central Library?

- i. To fill and submit the Library Membership Form within the first fifteen days of admission / joining the institution.
- ii. The library membership card will be issued after scrutinising your application form.



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c. How to use the library membership card?

- i. To authenticate your presence by carrying the membership card each time you visit the Library.
- ii. To issue the books as permitted by the library rules.

d. When do you cease to be the member of the Central Library?

- i. For the faculty residents & non-teaching staff of Sree Gokulam Medical College and for the staff of Sree Gokulam Nursing College and Sree Gokulam Institute of Paramedical Sciences: At the time of retirement or resignation, a no-dues certificate will be issued by the library on forfeiting your library membership card and clearing any dues or returning any prior issued books., after which, one ceases to be the member of the Library.
- ii. For undergraduate and postgraduate students and interns of Sree Gokulam Medical College and for the students of Sree Gokulam Nursing College and Sree Gokulam Institute of Paramedical Sciences: At the time of completion of your course, a no-dues certificate will be issued from the library after forfeiting your library membership card and clearing any dues, after which, you cease to be the member of the Library.
- iii. For the external faculty and students: Your Library Membership Card is issued for a period written on the said card. Your membership ceases on the last date automatically. You can renew your membership for an extended period by prior submission of request.

Applies to

- All the faculty, non-teaching staff, undergraduate and postgraduate students of Sree Gokulam Medical College and Research Foundation, Venjaramoodu, Thiruvananthapuram.
- Faculty and students of other institutes wishing to use the library facility.

Prepared by	Reviewed by	Approved by
Dr Mamata Chimmalgi Professor of Anatomy, IQAC Coordinator	Dr P Chandramohan Dean	Dr K K Manojan Director
Policy Number	Effective Date	Validity
SGMC/Acad.Pol/029/2020	01.08.2020	5 years



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Membership Form for the Undergraduate Students, Interns and Postgraduate Students

Name:

Year of Admission:

Year of likely graduation:

Roll Number (For UG Students):

Department (For PG Students):

Forwarded by the Head of the Department (For PG Students):

Father's Name:

Permanent Address:

Mobile Number:

Email Id:

Person to contact if you are unreachable:

Mobile Number of the Contact Person:

Declaration

Upon becoming the member of the Central Library, I shall always abide by the library rules in the Library premises.

Signature of the Student with Date



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Membership Form for the Faculty Members & Residents

Name:

Date of Joining (DD/MM/YYYY):

Department:

Designation:

Permanent Address:

Mobile Number:

Email Id:

Person to contact if you are unreachable:

Mobile Number of the Contact Person:

Forwarded by the Head of the Department:

Declaration

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Signature with Date



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Membership Form for the Staff & Students of Sree Gokulam Nursing College & Sree Gokulam Institute of Paramedical Sciences and for the visiting faculty / students.

Name:

Faculty or Student:

Full Name of the Institution:

Designation & Department (For Faculty):

Current year of Studying & Course (For Students):

Mobile Number:

Email Id:

Person to contact if you are unreachable:

Mobile Number of the Contact Person:

Recommended by the Head of Your Institution:

(Signature with seal)

Approved by Principal / Dean of SGMC & RF:

(Signature with seal)

Declaration

Upon receiving the membership of the Central Library, I shall always abide by the library rules in the Library premises.

Signature with Date