



**SAVITRIBAI PHULE PUNE UNIVERSITY**  
**Jayakar Knowledge Resource Centre**  
(Formerly Jayakar Library)

**Institutional Membership Form**

Smart Card No:-

The Director,  
Jayakar Knowledge Resource Centre  
Savitribai Phule Pune University  
Pune- 411007

Please Paste Passport  
size photograph of  
authorized person  
(Principal /  
Librarian) here.

Sir,

Please enroll our institute / College's name as a Institutional member of the Jayakar KRC. We have read the rules of the library and we will abide by these rules. Please issue us Smart Card. Two copies of Passport size photographs of authorize person are attached herewith. The details are as follows:

1. Name of the Institute / College: \_\_\_\_\_

2. Name of the authorized person: \_\_\_\_\_

(Block Letters)

Surname

Name

Middle Name

3. Designation: \_\_\_\_\_

4. Address of Institute / College: \_\_\_\_\_

5. Address of authorized person: \_\_\_\_\_

6. Phone(R):- \_\_\_\_\_ Office:- \_\_\_\_\_

Mobile:- \_\_\_\_\_

7. E-mail address: \_\_\_\_\_

Received the Smart Card.

Yours Faithfully,

Signature of the authorized person  
(with seal of Institution)

## Rules

1. **Two** Books will be issued against Smart Card for the duration of **One Month**. (In absence of the authorized person, authority letter should be submitted.)
2. In case the Smart Card is lost, the member will have to communicate the Director, Jayakar Knowledge Resource Centre in written immediately to avoid misuse.
3. If the Smart Card is lost, and in case the book is taken by anybody else, then the authorised person will be held responsible for transaction on Smart Card.
4. Member will have to pay Rs.150/- for getting duplicate Smart Card.
5. At the time of retirement / leaving of job Authorized Person should have to return the Smart Card to obtain **No Dues Certificate**.
6. In case any misuse of the Smart Card is noticed the membership will be cancelled immediately.
7. Validity of Institutional Membership is from 1<sup>st</sup> July to 30<sup>th</sup> June (Academic Year).
8. **Institutional Membership Fee (For affiliated colleges to Savitribai Phule Pune University) for New Members is Rs. 1000/- per year and Deposit is Rs 7500/-**
9. **Institutional membership for Corporate companies Fee for new members Rs.2000/- per year and Deposit Rs.10,000/- .**
10. **For Renewal, Membership Fees Rs.1000/- should be paid every year for affiliated colleges and for corporate Rs.2000/- every year.**
11. **Both the Demand Draft should be drawn separately.**
12. Demand Draft should be drawn in favour of **Finance and Accounts Officer, Savitribai Phule Pune University** Payable at **Pune**.

We have read the rules of the library and we will abide by these rules.

(Signature of the Authorized Person)  
Seal of Institution / College