

**Knowledge
Management Centre-KMC**

MEMBERSHIP FORM



For Official Use Only

Membership No _____

Issue Date

Surname _____ First Name _____ Middle Name _____

Discipline _____

Present Address _____

Pin Code _____

Mobile _____ Fax _____ e-mail _____

Permanent Address _____

Pin Code _____

Telephone _____ Fax _____

Signature of Applicant _____

Signature
& Date _____

Remarks, if any

Approved / Not Approved

Head, KMC.
Signature & Date _____

KMC Access Guidelines for Retired Faculty & Staff

Membership & Entry

- **Deposit:** A refundable deposit of **Rs. 3,000/-** upon joining, which will be refunded upon closing the membership, subject to clearance of all dues.
- **Entry Verification:** ID card of the retired employee issued by the General Administration at the security check.
- **Lost ID card:** If lost, contact the Academic or Administration Department to request a replacement.

Circulation & Borrowing Rules

- **Scope of Access:** Access to **print books** and **print journals**.
- **Borrowing Limit:** Up to **2 books** from the lending section (or borrow upto value up to 3000/- ₹ book/s)
- **Loan Period:** 1 month per loan.
- **Overdue Fine:Rs. 1.00 per day** for books returned after the due date.
- **Renewals:** Books can be renewed up to **2 times**, provided they are not in demand or reserved by another user.
- **Item Recall:** KMC reserves the right to recall any borrowed material before its due date if required by another member.
- **Travel Condition:** All borrowed materials must be returned before leaving the city.

Reference-Only Materials

The following items **cannot be checked out** and must be used on the KMC premises only:

- Books marked **REF, RARE, or RES**
- Loose issues and periodicals
- Bound volumes
- Audio-Visual (AV) materials

Lost Materials & Special Notes

- **Lost Books:** Inform KMC immediately if an issued book is lost. Standard cost-recovery guidelines apply to all users (available on the KMC Web Page).

NID Press Proposals: Retired faculty members are encouraged to submit book publishing proposals to NID Press.

During the membership's validity, retired members shall be permitted to access only the KMC and shall not use any other institute premises or facilities. The KMC and institute premises shall not be used for any commercial purpose.

All other existing KMC rules and regulations shall remain applicable to these members.