

Ref No - VC/2023-24/DEG/OS9

**The K.E.T.'s V.G. Vaze College of Arts, Sci. & Comm.
(Autonomous)**

**IMPORTANT NOTICE for FYBCom (Aided) students for
collecting IDENTITY CARDS and LIBRARY CARDS**

Date: 12th Sept 2023

The students of **FYBCom (Aided Courses)** are hereby informed that they should collect their **Identity Cards and Library Cards** from the **Periodical Section** of the **Library**.

- 1) Students will be provided two blank Library cards (One Home Issue Card and One Study Room Card) for the academic year **2023-24**.
- 2) They should fill their details and paste their recent colour stamp size photographs on the Library Cards and get the cards stamped and validated immediately. (Instructions in detail have been provided at the end of the notice)
- 3) The submitted Library cards will be stamped, validated and issued to the students along with their Identity card.
- 4) Those students who do not bring the photographs and complete the Library cards formalities will not be issued Identity cards. Hence they should complete the Library cards formalities immediately.
- 5) Students should strictly follow the class-wise schedule mentioned in this notice.
- 6) Students not completing formalities on time will face strict disciplinary action.



Schedule for Distribution of Identity Cards and Library Cards

Day & Date	Time	Class
Wednesday, 13/09/2023	9.00 am to 12.00 noon	FYBCom Div-A and Div-B
Thursday, 14/09/2023	9.00 am to 12.00 noon	FYBCom Div-C and Div-D

INSTRUCTIONS TO STUDENTS FOR FILLING THE LIBRARY CARDS

1. Blank Library cards will be provided to bonafide students admitted to the current academic year **2023-24, as per schedule.**
2. Students are requested to fill the information on their **Library cards** in neat and legible handwriting.
3. Use black /blue ball pens or marker pens only, please **do not use gel pens.**
4. Please fill all the details including your **Class, Div. and Roll No.** on both your cards, do not leave any field empty. Please fill your **Full name, complete postal address, mobile number and email id** as mentioned on your Admission Form.
5. Both sides of the Library cards are to be filled properly. Incomplete cards will not be accepted under any circumstances.
6. Please use **newly clicked stamp sized photographs** for the library cards. Photographs in school uniforms will not be accepted.
7. Only **colour photographs** are to be pasted on the cards. Black and white photographs will not be accepted under any circumstances.
8. Paste the photographs strictly within the box provided, **do not stick over sized large photographs.**
9. Photographs on both cards should be same. Different photographs taken at different times will not be accepted under any circumstances.



[Signature]
12/9/2023
Librarian