

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

**IMPORTANT NOTICE for FY & MSc - SFC students for collecting  
IDENTITY CARDS and LIBRARY CARDS**

**Date: 22nd September 2022**

The students of **FY and MSc Classes of SFC Courses** are hereby informed that they should collect their **Identity Cards and Library Cards** from the **Self Financing Courses 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 2022-23.
- 2) They should fill their details and paste their recent photos on the Library Cards and submit them immediately. (Instructions in detail have been provided at the end of the notice)
- 3) The submitted Library cards will be stamped by the Library Counter Staff and issued to the student along with their Identity card.
- 4) Those students who do not 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
Saturday, 24/09/2022	9.30 am to 11.30 am	MSc- IT - I
Monday, 26/09/2022	10.30 am to 12.00 noon	FYBMS Div A & Div B
Tuesday, 27/09/2022	9.30 am to 10.30 pm	MCom - I
Wednesday, 28/09/2022	10.30 am to 12.00 noon	FYBAF Div A & Div B
Thursday, 29/09/2022	10.30 am to 12.00 noon	FYBBI Div A & Div B

### INSTRUCTIONS TO STUDENTS FOR FILLING THE LIBRARY CARDS

1. Blank Library cards will be provided to bonafide students admitted to the current academic year **2022-23, 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.



*[Handwritten signature]*  
22/9/2022

**Librarian**