

Ref No - VC/2024-25/SFC/264

The K.E.T.s V.G. Vaze College of Arts, Sci. & Comm.
(Autonomous)

**IMPORTANT NOTICE for FIRST YEAR SFC and PG – II Students for
Collection of IDENTITY CARD and LIBRARY CARDS**

Date : 20th Sept. 2024

The students of **FIRST YEAR SFC and PG - II** classes are hereby informed that they should collect their **Identity card and Library Cards** from SFC Library.

- 1) Students will be provided two blank Library cards (One Home Issue Card and one Study Room Card) for the academic year 2024-2025.
- 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)
- 4) Students should strictly follow the class-wise schedule mentioned in this notice.
- 5) Students not completing formalities on time will face strict disciplinary action.
- 6) **Student should bring one hardcopy of fee receipt.**



Schedule for Distribution of Identity Card and Library Cards

Day and Date	Time	Class
Monday , 23 rd Sept. 2024	08.30 am to 10.00 am	M. Com – II
Tuesday, 24 ^h Sept. 2024	09.30 am to 12.00 am	FYBSC – IT & FYBAMMC
Wednesday , 25 th Sept. 2024	09.30 am to 12.00 am	FYBSC – BT & FY- BVOC
Thursday, 26 th Sept. 2024	09.30 am to 12.00 am	FY-BI & MSC-BT-II
Friday, 27 th Sept. 2024	09.30 am to 12.00 am	FY – AF DIV – A, B, C
Saturday, 28 th Sept. 2024	10.00 am to 12.00 am	MSC – IT - II

INSTRUCTIONS TO STUDENTS FOR FILLING THE LIBRARY CARDS

1. Blank Library cards will be provided to bonafide students admitted to the current academic year 2024-2025 as per schedule.
2. Students are requested to fill the information on their Library Cards in neat and legible handwriting.
3. Use black / blue pen only, please don't use gel pen.
4. Fill all the fields of Library Cards (both the sides of cards.)
5. Incomplete information on cards will not be accepted.
6. Please use recently clicked stamp size photographs for the library cards. Photographs in school uniform will not be accepted.
7. Paste the photographs strictly within the box provided, do not stick over Sized large photographs.
8. Photographs on both the cards should be same. Different photographs taken at different times will not be accepted under any circumstances.

[Signature]
20/9/24.
LIBRARIAN



[Signature]
VICE- PRINCIPAL