

Ref. No. - VC/2025-26/JR/410.

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

IMPORTANT NOTICE for SYJC students for collecting

LIBRARY CARDS

Date: 10th July 2025

The students of SYJC – Arts, Science and Commerce are hereby informed that they should collect their **Library Cards** from the Library as per schedule provided in this notice.

Venue: Periodical Section

- 1) Students will be provided two blank Library cards (One Home Issue Card and One Study Room Card) for the academic year **2025-26**.
- 2) They should fill their details and paste their recent colour stamp size photographs on the Library Cards and submit the cards immediately for stamping. (Instructions in detail have been provided at the end of the notice).
- 3) Students to note that it is **COMPULSORY** for all bonafide students to submit the duly filled in Library cards. Students will not be issued Identity cards if there Library cards procedure is not completed.
- 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.



Schedule for Distribution of Library Cards

Day & Date	Time	Class
Monday, 14/07/2025	10.00 am to 12.30 pm	SYJC Arts: Div- A, B & C
Tuesday, 15/07/2025	10.00 am to 12.30 pm	SYJC Comm.: Div- A, B & C
Wednesday, 16/07/2025	10.00 am to 12.30 pm	SYJC Comm. : Div – D & E
Thursday, 17/07/2025	10.00 am to 12.10 pm	SYJC Sci.: Div- A, B & C
Friday, 18/07/2025	10.00 am to 12.10 pm	SYJC Sci.: Div- D, E & F

INSTRUCTIONS TO STUDENTS FOR FILLING THE LIBRARY CARDS

1. Blank Library cards will be provided to bonafide students admitted to the current academic year **2025-26, 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, candid photographs or selfies 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.



Ban
10/7/2025
Librarian