

Ref. No - VC/2025-26/SFC/492

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

**IMPORTANT NOTICE for students of FYBBA and FYBMS for
collecting Library Cards and Identity Cards**

Date: 13th Nov 2025

The students of **FYBBA and FYBMS** are hereby informed that they should collect their **Library Cards and Identity cards** from the **Library**.

Venue: 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 **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 will be issued their Identity cards on the same day, immediately after they get their Library cards stamped. They should not take their Library cards home without getting them stamped or without collecting their identity card.**
- 4) Students to note that it is **COMPULSORY** for all bonafide students to submit the duly filled in Library cards for stamping on the same day. Students will not be issued Identity cards if there Library cards procedure is not completed.
- 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.

P.T.O....



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Schedule for Distribution

Day & Date	Time	Class
Tuesday, 18/11/2025	10.30 am to 11.30 am	FYBMS Div - B
Tuesday, 18/11/2025	11.30 am to 12.30 pm	FYBMS Div - C
Wednesday, 19/11/2025	10.30 am to 11.30 am	FYBMS Div - A
Thursday, 20/11/2025	10.30 am to 11.30 am	FYBBA

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.



[Signature]
13/11/2025
Librarian