

**K.E.T.'s V.G. Vaze College of Arts, Science & Commerce**  
**Mithagar Road, Mulund (East), Mumbai 400081**

**Notice to FYJC Students for issuing NEW Library Cards for 2018-19**

**Date: 02-July-2018**

All the students of FYJC – Arts, Science and Commerce are hereby informed that they will be issued blank library cards from the **Periodical Section in the Library (First Floor)** after their Admission Forms are verified and submitted.

Students should bring **3 Stamp sized photographs** while collecting the new blank library cards (*2 photos will be required for Library Cards and 1 photo will be required for Library Membership Form*). The photographs should be in colour, newly clicked (not in school uniform), and strictly of stamp size only.

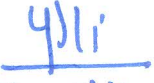
Instructions for filling the Library cards have been displayed separately. Students are requested to read them thoroughly and strictly follow them.

**Venue:** Periodical Section in the Library (First Floor)

**Timings:** 11.00am to 5.00pm

**IMPORTANT NOTE: STUDENTS TO NOTE THAT-**

1. The duly filled in library cards have to be submitted for bar-coding on the same day.
2. Identity Cards and Bar-coded Library Cards will be issued together. Hence students who do not submit their library cards for bar-coding will not be issued the Identity card.
3. Students not completing formalities on time will face strict disciplinary action.

  
**Vice-Principal**  
**Junior College**



  
**Librarian**

# K.E.T.'s V.G. Vaze College of Arts, Science & Commerce

## Library Notice

Date: 02 July 2018

### INSTRUCTIONS TO FYJC STUDENTS FOR FILLING THE LIBRARY CARDS

1. Blank Library cards will be provided to the students only against **Library Membership Form** issued after the Admission Form is verified and submitted.
2. Students are requested to fill the information on their **Library cards** and **Library Membership Form** 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 on your cards and form, do not leave any field empty. Please fill your **complete postal address, proper telephone numbers, mobile numbers and email ids** on all the cards and the form. This will help us in contacting you if required.
5. Both sides of the Library cards are to be filled properly. Incomplete cards and forms will not be accepted under any circumstances.
6. Please use **newly clicked stamp sized photographs** only for the library cards. Photographs in school uniforms will not be accepted.
7. Only **colour photographs** are to be stuck on the cards. Black and white photographs will not be accepted under any circumstances.
8. Stick the photographs strictly within the box provided, **do not stick over sized large photographs**.
9. All three photographs should be similar and clicked at the same time. Different photographs taken at different times will not be accepted under any circumstances.
10. Please bring the completely filled **Library Membership Form** provided to you along with both the Library cards for submission.



*San*  
02/7/18  
LIBRARIAN