

# SARADA MA GIRLS' COLLEGE

## LIBRARY NOTICE

Date: 28<sup>th</sup> October, 2024

### Sub: New Library Card

This is to inform all the newly admitted students of M.A / M.Sc.-I semester that library membership forms are available in the college library from 29-10-2024 (Tuesday). Students can collect membership forms from the library on all working days between 11:00 a.m. to 3:00 p.m.

You are requested to bring the following documents:

- 3 copy recent colour passport size photographs
- 1 copy of original admission payment receipt of respective semesters

After the submission of membership form, students can collect their set of library cards (including two library cards and one reading card) on the next three to four working day on the time mentioned above. Students are required to take special care to maintain the library borrower cards. Members are responsible for the entire set of library card issued to them

Library borrower cards are valid for the entire duration of the course to access library facilities. Cards have to be renewed after every academic year. At the end of the course borrower cards shall be returned to the library.

- **The process will be folded up on 30-11-2024. Please note that no further request for procuring cards after the stipulated date would be entertained.**

By order

*Manjari Bhattacharya*  
Principal

Sarada Ma Girls' College  
Barasat, Kolkata- 700126

*Riya Biswas* 28.10.2024.

Smt. Riya Biswas  
Librarian  
Sarada Ma Girls' College



(Dr. Manjari Bhattacharya)  
Principal  
Sarada Ma Girls' College