



Phone : (033) 2555-4562

# Maharaja Manindra Chandra College

20, RAMKANTA BOSE STREET, KOLKATA-700 003

( NAAC Accredited)

Ref. No.....

Date...29.07.2019

## LIBRARY NOTICE

### Issue of Library Membership Cards to students (First Phase)

It may please be noted that the process of issuing Library Membership Card to the all newly admitted 1<sup>st</sup> Semester B.A/B.Sc./ B.Com (Honours) students of our college in the session 2019-2020 will commence from 1<sup>st</sup> August 2019 from Central Library according to the following schedule which is given below.

Place of issue	Semester/Stream	Date	Issuing Time
Central Library, 2 <sup>nd</sup> Floor	1 <sup>st</sup> semester B.A/B.SC. / B.Com (Hons. only)	01.08.19- 05.08.2019 08.08.2019-10.08.19 16.08.19-19.8.19	11.30 A.M To 3.00 P.M

#### Required Documents for issue Library Card:-

- College Acknowledgement Card (Compulsory) or Admission Payment Receipt (Compulsory)
- Stamp Size colour Photo (1 copy)

#### N.B. :

- Timing of issuing Library Membership Card 11.30 A.M - 3.00 P.M. except Saturday.  
Saturday Timing: 11 A.M. to 1.30 P.M
- If any student fails to collect Library Membership cards from Central Library within the period mentioned then he/ she may wait for the **Second phase**.
- Please follow the **College Website and Library Notice Board** regularly for any kind of information.
- Library membership for 1<sup>st</sup> semester B.A/B.SC. / B.Com General will be notified later.

Principal  
Maharaja Manindra Ch. College  
Kolkata-700 003

Soumen Nayak  
H.O.D. 29.7.19  
Department of Library  
Maharaja Manindra Ch. College  
Kolkata-700003