

# MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O. – BHUPATINAGAR : DIST. – PURBA MEDINIPUR

PIN – 721425 : WEST BENGAL : PH. – (03220) 270236

MGMCL/1/ 2022

NOTICE

Date – 03.11.2022

All UG & PG 1<sup>st</sup>. semester students, Session 2022 - 2023 are informed to collect library membership form and library cards from the central library (MGMCL) on and from 03.11.2022 as per the following schedule.

Following documents are required for membership form collection and submission.

1. Original admission receipt of the college having Roll No. of the student.
2. 4 copies of stamp size recent photograph.

Date	Time of blank membership form & library card collection	Time of filled in membership form & library card submission	Class (1 <sup>st</sup> . semester)
03.11.2022 & onwards	10.30 a.m. to 1 p.m.	3 p.m. to 4.30 p.m.	B.A./ B.Sc./ B.com Honours B.Voc (H) /B.P.Ed./ M.P.Ed M.A./ M.Sc / M.Voc.
10.11.2022 & onwards	10.30 a.m. to 1 p.m.	3 p.m. to 4.30 p.m.	B.A./B.Sc./B.Com. General

➤ Students are informed to avoid the rush, because it is not a time bound programme.

Time of deposition of requisition slip for books: 10.30 a.m.- 12.30 p.m.

Time of issue of books to students: 1 p.m. and onwards.

Library reading room is open from Monday to Friday from 10.30 a.m. to 4.30 p.m. and Saturday from 10.30 a.m. to 1 p.m.

Students are informed to sign in the attendance register. They have to collect books against their reading room card or have the permission from the library staff for using reading room. Gossiping is strictly prohibited in the reading room. Students are asked to maintain library rules for better library service.

It is also notified that “**User Orientation Programme**” will be held in the Central Library on and from 03/11/2022. It is a running visual programme for students.

All UG & PG 1<sup>st</sup>. semester students are informed to view / attend the programme to know the Central Library for the benefit of students.

*Sasmal* -03/11/22  
(Swapan Kumar Sasmal)

Librarian  
Librarian

Mugberia Gangadhar Mahavidyalaya

Copy forwarded for information and display -

1. Office Notice Board
2. Library Notice Board
3. Class Rooms
4. Students' Union

*Misra* 3.11.22  
(Dr. Swapan Kumar Misra)

Principal  
Principal

Mugberia Gangadhar Mahavidyalaya

