

**BIRPARA COLLEGE**  
**BIRPARA, ALIPURDUAR**

20/07/2018

**LIBRARY NOTICE**

All students of B.A & B.Com 1st Year, 2<sup>nd</sup> year and 3<sup>rd</sup> year are notified that the library books would be issued from 21/07/2018 (Saturday) and B.A & B.Com 2<sup>nd</sup> year and 3<sup>rd</sup> Year who have took Provisional Admission they need to produce their original Provisional Admission fee receipts.

**NORMS**

- Two (2) books would be issued to student of B.A & B.Com 1st year, 2<sup>nd</sup> year and 3<sup>rd</sup> year.
- Willing students will have to submit the 'REQUISITION SLIP' to the library.
- After 14 days from the date of issue the issued book must either be returned to library or submitted along with requisition slip for 'Re-issue' for 14 days more.
- A fine of 1/- per day per book will be charged for the book with effect from 14 days of issue against the non-return book.
- A student can take a book, syllabus, question file and journals from Library for Reading Room use and same must return to the library on the same day.
- A student can return the issued book on any day of the week & collect the library card from the library on the same day.

*S. Pradhan*  
20/07/2018  
Vice Principal

*Hama*  
Librarian 20/07/18