



॥ विद्या विनयेन शोभते ॥

SHETH T. J. EDUCATION SOCIETY'S

**SHETH NANJIBHAI KHMJIBHAI THAKKAR THANAWALA COLLEGE OF COMMERCE &
SHETH JAYANTILAL TRIBHOVANDAS THANAWALA COLLEGE OF ARTS**

Kharkar Ali, Thane (W) - 400 601

A Linguistic Minority Institute, Recognized under 2(f) and 12(b) of the UGC act 1956

Tel.: 25431119, Website : www.nktdegrecollege.org Email:- nktdg@yahoo.co.in

LEARNING RESOURCE CENTRE NOTICE-2021-2022

Date: - 01/07/2021

All the students, who has taken admission in **Second and Third year of BA/ BCOM/ BMS/ BBI/ BSCIT/ BAF/ MCOM** are hereby informed that taking into consideration of learning needs of the students, **in spite of covid19 pandemic situation**, library has decided **to issue the books to the students with terms and conditions**. For more details, regarding policy and procedure, the students are required to visit Library Website.

The students who **are interested to avail the facility**, are required to send their information containing with Student Id, Name, class, div. & Roll No, on **Librarians' WhatsApp Number- 9769897617** or on email snktrc98@gmail.com.

Librarian
Mr. Rajesh B. Lule

Principal
Dr. Dilip M. Patil

Vision: - Committed and Persuasive efforts towards Holistic Education.



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LEARNING RESOURCE CENTRE [LIBRARY]

Policy & Procedure for Issuing Books

Date:-01st July-2021

- Policy:-

- Taking into consideration, the request received from many students through mobile calls **requesting to cater the learning needs** by issuing the books, in spite of **Covid19 pandemic situation**, we have decided to issue reading materials to the college students admitted for the academic year-2021-2022.
- **The admitted students of various classes are eligible to avail this facility.**
- For availing the facility, student concern is **required to submit application** at first visit, that he / she has taken permission form his / her parents to come in college library to issue / return the books.
- Books will be issued for the **period of 15 days**, as per the availability.
- Through **Google form, the learning needs / requirements** will be collected.
- The students will be made aware of availability of the required books / reading materials through email or on whatsApp.
- Soul LMS system generated **subject wise list of books** will be uploaded on library website.
- **Schedule will be provided to students on whatsApp group and the students are strictly required to follow.**
- **This policy will be applied for the period 01st July To 31st August-2021, or it may be reduced or extended as per the discussion with authority.**

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- **Procedure**
 - **All the students are required to follow the guideline for preventing the covid19 situation. Everyone should follow the ‘Social Distancing’ in college campus.**
 - **The student concern are required to submit handwritten undertaking that he / she has taken permission from the parents to come college library for issuing and returning the book/s.**
 - The students is required to complete the process of **‘Library Membership’** by visiting library between working hours **from 8.00am to 5.00pm.**
 - For availing the Library Membership, students are required to bring
 - **I-Card Size photo**
 - **Admission fee receipt / online fee receipt** of the year-2021-2022.
- The student will get his / her class **text books and reference / literary books.**
- Regarding issued reference or literary books, the students **are advised** to prepare book review in hand written and in the mode of power point presentation. This will be useful for **‘Book-Review Competition’** to be organized in due course.
- The period of the scheme is from **June-2021 to August-2021 or it may be extended / reduced as per the situation of Covid19.**
- Issue period will be up to **15 days, from the issue of book/s.** However student can **renew the book/s only one time for more 7days.** For the purpose students are required to send the request on the library email→ snktrc98@gmail.com.
- For periodically updating with library services & facilities, the LRC (Library) has created stream wise **WhatsApp and Telegram** groups, the students are advised to join their group.

Librarian
 Mr. Rajesh B. Lule
 M-9769897617

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