

KJSP/Lib/2021-22/686

Dt. :- 21-09-2021


K. J. SOMAIYA POLYTECHNIC

LIBRARY NOTICE

All the students of Second and Third year (Civil, Mechanical, Electrical, Industrial electronics and Computer full time diploma) are hereby informed that they can collect the library home issue and book bank books from library. The student who are interested in book bank books are supposed to download the BOOK BANK FORM AND NOC FORMATS, which is in page 3 and 4, fill the same and bring it when you come to collect the book. The signed NOC from your parents is compulsory, Without the NOC, books will not be issued to the students. Kindly follow the SOP's given below

TIME TO COLLECT THE BOOK IS 10.30am TO 4.00 pm

Sl. No	BRANCH	ISSUE DATE	Time	
			10.30 to 1.00pm	1.30 to 4.00pm
1	MECHANICAL	27/09/2021	III year Students	II year Students
2.	CIVIL	28/09/2021	III year Students	II year Students
3.	ELECTRICAL	29/9/2021	III year Students	II year Students
4.	COMPUTER	30/9/2021	III year Students	II year Students
5.	INDUSTRIAL ELECTRONICS	1/10/2021	III year Students	II year Students


Padmaja Bhanu Bhandari
Principal

MIS USK TO display on website



SOPs To be followed while collecting the books from Library

- 1.** The interested student has to download the book bank form and fill the details, and carry the printed form while coming to collect the books from library.
- 2.** The NOC form is given (in pg3&4). The interested student has to download and get it signed by parents. (Handwritten NOC signed by parents will also work. Without the signed NOC form the student will not get the books).
- 3.** The student who wish to collect the book has to return the previous year's book issued (if any), before collecting the fresh books.
- 4.** They have to visit on the date and time given to them. The time and date will be displayed on the Notice board.
- 5.** 3rd years are requested to visit in morning and the 2nd years in the afternoon session
- 6.** The student has to wear a mask. And has to follow the social distancing.

K. J. SOMAIYA POLYTECHNIC, MUMBAI 400 077
BOOK BANK FORM

Date : _____

To,

The Principal
K. J. Somaiya Polytechnic
Mumbai 400 077.

Madam,

I, the undersigned Shri / Kumari _____
Request your honor to grant me the following books on loan basis for the current year _____.
I am a bonafied student of this polytechnic and I hereby undertake to return all the books lent to
me in a good condition, within one week after the examination. In case the books are lost or
spoiled by me, in any way, I shall pay the penalty imposed by you. I am prepared to pay nominal
rent at 10% of the books price.

Class _____ Semester _____ Enrolment No. _____

Permanent Address :

Mobile Number : _____

Student's Signature

Sr. No.	Author	Title	Accession No.	Cost

For Office Use Only

Please accept Rs. _____ as 10% of the book price. Receipt No. . _____

Date: _____

Librarian

Cashier

NO OBJECTION CERTIFICATE

Date:

To,
The Principal
KJSP
Vidhyavihar.

Sub: No Objection Letter

I, Mr/Mrs. _____ mother/father of
_____ with Enrollment no _____

And ID number _____ of Branch _____, hereby

Permit my ward to collect the books from K J Somaiya Polytechnic Library. I
don't have any objection in the above said matter.

Thanking you,

Yours sincerely

(Parents Name & Sign)