

K. J. SOMAIYA POLYTECHNIC

KJSP/LIB/2020-21/398

17/02/2021

LIBRARY NOTICE

All the students of First 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 (As per the discussion in the Meeting dated 15/02/2021). The student who are interested in book bank books are supposed to download the BOOK BANK FORM AND NOC FORMATS, from the link given, fill the same and bring it when you come to collect the book. Please carry your Fee receipt. 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 10AM TO 3.30 PM

Sl. No	BRANCH	ISSUE DATE	Time	Time
1	MECHANICAL	22/02/2021	10. to 1pm	1.30 to 3.30pm
2.	CIVIL	23/02/2021	Sl. No.1-35	Sl. No- 36 onwards
3.	ELECTRICAL	24/02/2021	Sl. No.1-35	Sl. No- 36 onwards
4.	COMPUTER	25/02/2021	Sl. No.1-35	Sl. No- 36 onwards
5.	INDUSTRIAL ELECTRONICS	26/02/2021	Sl. No.1-35	Sl. No- 36 onwards



Mrs. C N Pai
Librarian

SOPs To be followed while collecting the books and Book bank from library and textbook from office

- 1.**The student has to download the book bank form and fill the details, and carry the printed form while coming to collect the books
- 2.**The NOC form link is given the student has to download and get it signed by parents. (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 to them 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.**50% of the students will be called in the morning and 50% in the afternoon. Sl. No. given is as per the Enrollment number. Which is already informed by Mrs. Aanchal Lala Madam
- 6.**The student has to wear a mask. And has to follow the social distancing.