



OFFICE OF THE PRINCIPAL  
**RABINDRASADAN GIRLS' COLLEGE**

P.O. & Dist. Karimganj (Assam), Pin - 788710  
Grade - 'B', (Accredited by NAAC)

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Ref No. ....

Date 08.11.21 .....

**Dr. Ashok Kumar Das, M.Sc, M.Phil, Ph.D.**  
**Principal** LIBRARY NOTICE

All the students of Higher Secondary and Degree classes are informed about the rules of the college library:

1. Students should come with masks (No mask- No entry), keep their bags in the property counter and fill up the attendance register before entering the library.
2. Each student must prepare her library card to borrow books and consult syllabus, question papers, read magazines and newspapers. Library card is also used for availing facilities like computer and Xerox as library card must be shown at the counter.
3. All the new students of H.S. 1<sup>st</sup> year and B.A/B.Com 1<sup>st</sup> semester have to attend the library orientation classes from 08.11.2021 to 16.11.2021 everyday from 1.00 p.m. Library card will be prepared on the same day at the library.
4. For preparing library card, students have to bring one recent passport size photograph ,Rs.10 and fee card.
5. Books issued are to be returned within a fortnight positively, books may be reissued for a further period of 14 days provided there is no requisition for the said book.
6. Students should make requisition for the library book on the requisition slip and keep at the counter before 12 noon and books will be issued accordingly from 12.30 pm to 4 pm everyday.
7. Library books will be issued to the students from 12.11.2021.

*Counterigned by*  
Principal

R.S. Girls' College, Karimganj

Principal  
Rabindrasadan Girls' College  
Karimganj