

BALAGARH BIJOY KRISHNA MAHAVIDYALAYA

P. O. - BALAGARH • DIST. - HOOGHLY • WEST BENGAL - 712 501

NAAC ACCREDITED

Ref. No.

Date

From,

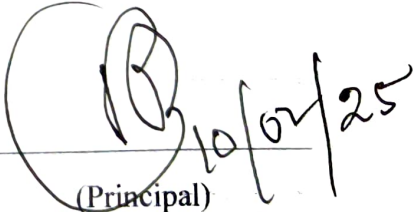
President / Principal / Teacher-in-charge



NOTICE-135/BBKM/ADM/2024-25 DATED 10.02.2025

All faculty members and office staff are hereby informed of the following decisions made in the recent Library Committee meeting to ensure the smooth functioning of the Central Library and you are requested to comply the following rules:

1. Faculty members must borrow books for at least three days on their library cards for class purposes or personal reading. A separate register will be maintained for Reading Room access.
2. Old or redundant books shall be discarded, retaining one copy in the Central Library. These books cannot be sold or otherwise disposed of and it must be stored properly.
3. Departments are requested to submit names of relevant academic and non-academic journals (preferably low price band only). Subscription decisions will be made jointly by the Library Committee, IQAC, and the Principal.
4. The Central Library will circulate books from 10:00 a.m. to 2:00 p.m. Due to single staff managing both circulation and stock registration simultaneously; this schedule will remain in effect until further notice.
5. Faculty members must return books borrowed before January 2024 by February 25, 2025. A list of defaulters will be published. Cooperation in this regard is highly appreciated. All are requested to follow it strictly.


(Principal)

Dr. Pratap Banerjee

Principal

Balagarh Bijoy Krishna Mahavidyalaya
Balagarh , Hooghly - 712501