

CENTRAL LIBRARY

MANIT, Bhopal

CIRCULAR

ISSUE OF BOOKS

All students and research scholars are requested to note that they can have new library cards issued from the Central Library, 23rd July onwards, as per the attached schedule. Books can be issued by Central Library once new library cards get issued to the students and research scholars.

For this purpose, the following documents are required to be presented at the Circulation Counter:

(1) Fee Receipt for this Semester (Odd Semester, Academic Session 2012 – 2013)

(2) Institute Identity Card **OR** Admission Slip with a photo affixed on it. This photograph should be attested (signed & stamped) by the concerned Head of the Department.

* No other document will be accepted in lieu of the documents mentioned below.

Students are also requested to note that they are entitled to 6 Library Cards (U. G. students), 8 Library cards (P. G. students) and 10 Library cards (Ph. D. Scholars), respectively. One book will be issued on each card for duration of 3 months. A renewal can be sought after this duration of 3 months, for another 2 months. Failure to seek a renewal will invite Overdue Charges at the rate of Re. 1/- Per Day Per Book (the cumulative amount being charged (irrespective of the number of books returned at any point of time) will be Rs. 10/- , or the actual charges, whichever is more).

In case of any inconvenience, feel free to contact the I/c Librarian.

Dated: 19/07/2012

**(Prof. Ajay Pandey)
Chairman, Central Library Advisory Committee**

CENTRAL LIBRARY

MANIT, Bhopal

Card Collection Schedule (Academic Year 2012 – 2013)

S. N.	Course Details	Date & Day	Contact Time Slots	Contact Person
01	B. Tech. (7 th Semester) * All Branches of Engineering & B. Arch. (Final / 5 th Year)	23 / 07 / 2012 to 24 / 07 / 2012	10. 00 A.M. – 12. 30 P. M. & 02.30 P. M. – 5. 00 P. M.	Mr. V. K. Pandey, In – charge (Circulation Division)
02	B. Tech. (5 th Semester) * All Branches of Engineering & B. Arch. (4 th Year)	25 / 07 / 2012 to 27 / 07 / 2012	10. 00 A.M. – 12. 30 P. M. & 02.30 P. M. – 5. 00 P. M.	Mr. V. K. Pandey, In – charge (Circulation Division)
03	B. Tech. (7 th Semester) * All Branches of Engineering & B. Arch. (3 rd Year)	30 / 07 / 2012 to 31 / 07 / 2012	10. 00 A.M. – 12. 30 P. M. & 02.30 P. M. – 5. 00 P. M.	Mr. V. K. Pandey, In – charge (Circulation Division)
04	M. Tech., M. C. A., M. B. A. & M. Arch. (Final Year) & B. Arch. (2 nd Year)	01 / 08 / 2012 to 03 / 08 / 2012	10. 00 A.M. – 12. 30 P. M. & 02.30 P. M. – 5. 00 P. M.	Mr. V. K. Pandey, In – charge (Circulation Division)

*** Students missing their specified time slots will have to come at the end of the complete cycle (i.e. 6th August onwards).**