

सत्यजित रे फिल्म एवं टेलीविजन संस्थान

Satyajit Ray Film & Television Institute

भारत सरकार के सूचना और प्रसारण मंत्रालय का एक शैक्षणिक संस्थान

An Academic Institute under the Ministry of I& B, Government of India

संख्या: 15011/3/2019-LIB Computer No: 113007/2522

दिनांक: 24.11.2023

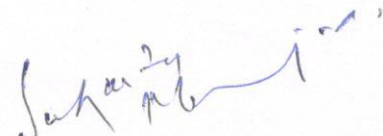
OFFICE ORDER

SUBJECT: Rules for existing users regarding usage of SRFTI Library services

The following rules will come into effect from 01.12.2023.

1. All the users are requested to deposit their bags including laptop bags / umbrellas etc. at the Security Counter / bag counter besides the security personnel of the library entrance and a token will be issued for the same.
2. Existing students and faculty members and Officers / staff members are not encouraged to bring personal belongings (including Books and other printed material and library books borrowed by them) inside the library. If so, the users are requested to enter the details in the register (available in the circulation desk of the library dept.) of their personal item details.
3. Immediately after issue, the borrowers are requested to take out the issued material from the library. If they enter again with the issued book to the library, they are requested to write the details of the issued book / library materials to the register at the circulation counter.

This is issued with the approval of the competent authority of this Institute.


(Prof. Sukanta Majumder)
Dean (I/C)

Copy to:

1. All HoDs
2. Registrar
3. SM (IT) is requested to upload the order in the library page of the Institute's website
4. AO
5. LIO
6. PS to Director – for favour of information of the Director
7. PA to Dean – for favour of information of the Dean
8. All staff members of Library Dept.
9. All Notice Board

ई .एम. वाइपास रोड, पोस्ट : पंचशायर, कोलकाता – 700094

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