

Sir/Madam,

The academic session 2019-20 has commenced and there is need to apprise the fresh students about the library facilities in the University We would like to organize Orientation Programme for the fresh students to explain them the library organization, its services, particularly books self-check-in system, online public access catalogue (OPAC), electronic resources, reading facilities etc. along with practical demo.

You are requested kindly to arrange the visit of the fresh students of your department/institute to the library for the above said purpose, in consultation with Mr. Balvinder Kumar, In-charge-Circulation Section on (Intercom No.3006 or Mobile No.9068767770) from 24th September 2019 to 30th September 2019.

We the library staff are at your disposal and request your cooperation.

Dr. Satish Kumar Malik
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