SHIVAJI UNIVERSITY, KOLHAPUR-416 004, MAHARASHTRA
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To,
The Head of Department,
_____ Department,
Shivaji University,
KOLHAPUR

Subject: Acquainting with Library Services.

Dear Sir/ Madam,

As per the directions of the Hon.Vice-Chancellor, Barr. Balasaheb Khardekar Library is organizing 'Library Visit program' (Guided Tour) to the B.B.K.Library as a part of **Library Orientation Program** for part – I (M.Sc./M.A./M.Com./ M.C.A./M.B.A./ others) and new research students of your department on (_ _ _ _ _ _ _ _), __ / /**2014** between _ _ _ _ _ _ to _ _ _ _ _ at Library Premises.

You may please inform the students to visit the library as per the above schedule. We also request you to, kindly depute one Faculty member along with the students, for attending the same. The students may please report to the undersigned 10 minutes before the schedule time of the program.

Thanking you,

Yours faithfully,

University Librarian 5/9/14