



Rizvi Education Society's  
**RIZVI COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**



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Date: 20.7.2023

**NOTICE**

**DEGREE / JUNIOR/ SFC**

**TEACHING STAFF**

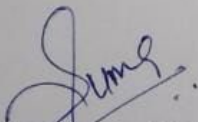
In continuing with the Best Practices of the library, teachers are required to take part in the following programme.

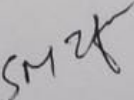
**1. Book Review for teachers.**

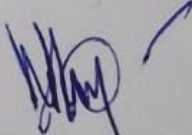
The teachers are required to take at least one book in each academic term from the library; read it and give review about the book in writing and present it. Book review presentation assessment will be done by external examiner and the presentation will be held on 1<sup>st</sup> & 3<sup>rd</sup> Thursday of every month in the library starting from 3<sup>rd</sup> August 2023. The photo of teachers along with the book review will be displayed on the library website. A separate register will be maintained to keep the record of books taken by teachers for book review.

**2. Library Period**

A library period is being introduced for each class; wherein the teachers along with her / his class should come to the library and refer the available resources in the library. The teachers should give the date and time for library visit in advance to the librarian.

  
Mrs. Suma S Thomas  
Librarian

  
Mr. Mahe Zafar  
Librarian SFC

  
Dr. Ashfaq Ahmad Khan  
Principal I/c