



Rules & Regulations for the Library Users

- Students are required to scan/show their ID card while entering in library. In case the member does not possess his/her identity card, he/she will not be allowed to enter the library.
- Identity cards cum library cards are non-transferable. Use of other's library card is a punishable offence.
- Personal belongings like bags may be deposited at property counter but do not leave any precious items at property counter.
- Normal Library hours are 8:30 am to 5:00 pm. Circulation timings are 10:00 am to 4:00 pm only.
- Reference books will be issued only for overnight on library card as a special case with prior permission of Librarian/Asst. Librarian between 4:30 to 5:00 pm. Deposition of the reference book should be made positively on the next day up to 10:00 am. The user who doesn't deposit the reference book in time will be treated as defaulter and overnight issue of reference book will not be made to him in future.
- Borrowers must satisfy themselves about the condition of the books before borrowing: they shall be held responsible for any damage or mutilations noticed at the time of return.
- Leaving circulation counter without ensuring the books(s) have been returned is a punishable act and fine will be charged, even if book is traced later on.
- No book will renewed/re-issued on same day.
- If a book is already issued to a student, another copy of the same book cannot be issued.
- The latest edition of book will only be accepted in replacement of a lost/damaged book along with fine. The maximum fine imposed will be three times the cost of latest edition of the book.
- Tearing of books, magazines, periodicals, Misplacing, Marking is punishable offence. Any user caught for such offence would be fined Rs. 1000/- and may even lead to withdrawal of library facility to him.
- If any student is caught stealing from the library, a fine of Rs. 2000/- will be imposed. Addition suitable disciplinary action also will be taken.
- Disciplinary action will be taken against Library users found misbehaving with the library staff.



- The loss of an Identity card /Library membership card should be immediately informed to the librarian in writing.
- Library users must ensure that their activities do not disturb the fellow users.
- Talking, chatting & using mobile phone is strictly prohibited in the library area. Please ensure that mobile is in silent mode.
- Please ensure that your seating posture in the library is proper. Do not spread your legs to another chair/table.
- All students must be in college uniform, while using the library facilities.
- Gossip, food and beverage & using mobile phone strictly prohibited.

Contact:

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