

Library Rules & Regulations

Library Working Hours:

The college library shall remain open to the students and Faculty:

Monday to Saturday - 10.00 AM to 5.45 PM

Reading Room Facility - 24 X7

1. Only students and faculty of the Institute are entitled to the membership of the library.
2. Library membership -To avail the library facilities, a user shall complete the Library registration formalities.
3. The loss of an Identity Card should be reported to the Circulation Counter of the Library. Borrowers shall be responsible for any loss or issue of their original/duplicate card.
4. The library user shall not engage in loud conversation in any part of the library; they should observe strict silence inside the library so that others are not disturbed.
5. Personal books/printed reading materials, issued books (except return/re-issue purpose) Bags, handbags are strictly prohibited in the library.
6. The readers are requested to keep their personal belongings at the entrance of the library. No valuable items, e.g., Laptop, mobile, money, ATM Cards, etc. should be kept inside the bags. If kept, the Library will not be responsible for any such loss.
7. The library shall not be responsible for any loss or damage to the personal belongings of the users.
8. Submission of a copy of the dissertation to the Central Library is mandatory for postgraduate students at the time of obtaining a No Dues Certificate.
9. The Librarian, with the approval of the library committee, reserves the right to add, delete, alter or modify any of the above rules as and when required.

Circulation Guidelines

1. Library Identity Card is must for issue & return of reading materials.
Library I-Card is non-transferable. If an attempt is made to take the book on the identity card of a third member, the membership of both the members will be suspended for six months
2. Materials issued out from the library are to be returned on or before the due date without any further delay at the Circulation Desk during its working hours.
3. The user shall be responsible for any damage caused by him/her to the books or any other property belonging to the library. Any kind of damage of library materials (marking, underlying, and clipping of books) is absolutely forbidden. Readers shall be held responsible for any damage done to the book belonging to the library and shall be required to replace it same or current Edition or pay the Price of Current Edition
4. He or she shall be required to pay the penalty imposed upon him/her by the Library Authority. Fine rules are framed, which are currently effective for the overdue books.
5. Reference books, Newspapers and Magazines/Journals should not be taken out of the library.
6. The borrowers are requested to check the books & other reading materials thoroughly for missing pages, chapters, any damages, markings etc. before borrowing.
7. Books or any other issuable item in damaged conditions may not be accepted from the borrower. Mutilated or spoiled books may have to be replaced by the borrower.
8. The borrower will be responsible for any loss or non-return of any books issued against his/her identity card.
9. No material from the Library should be taken out without proper issue/ recording. Any type of violation may lead to a disciplinary action.

10. Under special circumstances, the librarian may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof.

Conduct of Library users

1. The library is to be used for the purpose of academic study and research and for the consultation of subject and other related material. Everyone in the library shall respect the rights of other users.
2. Anyone using the library shall identify himself on request from any member of the library staff.
3. Silence must be strictly observed both by the users in the reading and reference zones of the library.
4. No one shall reserve a working place in the library by leaving library material or personal property on a reading table.

Borrower entitlements and overdue charges

Library User	No. of Copies	Duration (Days)	Fine on overdue book
U. G. Student Library Card	01	15	Rs. 1.00 Per day
U. G. student Library I-Card	02	03	Rs. 5.00 Per day
P. G. Student Library Card	02	30	Rs. 5.00 Per day
P. G. student Library I-Card	02	03	Rs. 10.00 Per day
Paramedical Student	01	15	Rs. 1.00 Per day
Assistant Professor	05	30	No Fine
Associate Professor	10	30	No Fine
Professor and H.O. D.	15	30	No Fine
Dean	20	30	No Fine