

Library Rules and Regulation

General rules for Library and Reading Rooms

- Silence should be maintained.
- Keep your personal belongings outside of the library.
- Please maintain decorum, peace, and silence within the premises of the library.
- A person shall not write upon, damage, or mark any book belonging to the library.
- Smoking, pan chewing, & spitting in the library is prohibited.
- Personal books shall not be allowed inside the library. Please leave them outside of the library.
- Membership privilege if a user can be suspended on account of misbehaviour with the library staff or for indecent manners.
- Group discussion is not allowed in reading room
- Use of mobile phones is not permitted in the library and reading room.
- Do not eat in the reading room. Do not dirty reading room.

Entry in Library

- Students should enter in the library with their Identity/Library card.
- Enter the names in the library visit register is compulsory.

Circulation System

- Every student can get 2 books at one time on behalf of a library card for 10 days.
- Poor students may ask for a book bank facility.
- Students should inspect the condition of the book before receiving it; otherwise, there will be a penalty.
- The same book can't be renewed on that day.
- No book shall be returned on the day of issue.

Overdue Charge

- If the books are returned after the due date, then the student will be fined Rs.-5/ day.

Book Lost

- In case of loss of the book, the borrower is required to replace the book by a recent edition. Otherwise, the fine may be five times the book cost.

Care of library Borrowers Cards

- Handle the cards carefully.
- Avoid alteration of entries made on the cards.

Loss of Library card

- In case of loss library card, the student should report to the librarian in writing application form.
- After checking the borrower register, the student will be issued a fresh replacement card on payment of Rs. 100/- per card.

Validity of Library card

- Library card is valid only for two academic year or enrolled course session.
- At the end of enrolled course session, student should return /cancel the library card in the library.

NO DUES Certificate

- At the end of session every student should close their account & get the NO DUES Receipt.

Care of Library Books

- Student are required to handle the book/journal/ magazine very carefully.
- Student is punished to fined, if he/ she is found in marking with pencil, writing or highlighting, tearing the page.
- Librarian may ask to return book from any student at any time and it is compulsory to return the same immediately.

Reference Section

- In this section student can use their textbooks, reference book for their studies to be used only in the library.