

LIBRARY WORKING HOURS

- Monday to Saturday: 8:00 am To 5:00 pm.
- Sunday and Holiday: Library remains closed

CIRCULATION RULES

1. Books borrowed must be returned on or before the due date.
2. Renewal can be done at any time.
3. Books will have to be physically presented for renewals.
4. Books will be renewed if there are no reservations.
5. Users are requested to verify the physical condition of the book/s before borrowing.
6. For late return of books, overdue charges will be collected as per rules in force.
7. Users are requested to collect receipt for fine amount paid by them.

LIBRARY CIRCULATION INSTRUCTIONS


1. All the students should strictly note that they must carry their identity cards along with them.
2. From general section, at a time, 3 books will be issued to the students only for 30 days. One time renewal facility is available.
3. Every student will be issued maximum 5 books (under Institutional Book Bank Scheme) for the entire duration four weeks. (Without delay charges please refer library rules and regulations in this regard for details).
4. The Book Bank scheme is applicable only for SC, ST and Topper students and for the books of regular semester subjects.
5. Any Book not returned on the due date is subject charge of late fee Rs. 1/-per day after the expiry of due date.
6. Help to keep the book fresh & clean.
7. Discussion & group discussion is not allowed in the library.
8. The readers are liable for punishment with fine if they either misbehave or damage the books or any other property of the library.
9. Students should not keep any book in the book rack individually. It is the responsibility of library staff.



GENERAL INSTRUCTIONS

1. Library functions on Monday to Saturday on all working days of the college. In addition, during annual exams it works on Sundays and holidays also as per Principal Instructions
2. Students are not allowed to take books from the library counter without prior permission.
3. Students are not allowed to write anything on the reading table with pen or pencil.
4. Students are not allowed to read newspapers in the library during lecture or practical time.
5. Students are not allowed to disturb the seating arrangement in the library. While going back keep the chair to its original position.
6. Students are not allowed to write in the book or spoil the book in any manner or damage any property belonging to library.
7. If the property or book is damaged or broken, the cost determined by the authorities would be charged to compensate it.
8. Bags, Umbrellas, parcel, mobile Phones etc are not allowed to carry into the library except files and books. If found so, the student will be confiscated.
9. They can keep the book on table or handover to library staff.




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