

Library Rules and Regulations:

Library is a centre of all academic activities of the institute, it has to Cater to the requirement of students, faculty efficiently and promptly. In order to achieve these objectives, the undersigned is pleased to frame following rules and regulations, which shall come into effect immediately. These rules and regulations shall be applicable to all its members without exception

1. At all time, complete silence shall be maintained in the library
2. Smoking, chewing Pan, consuming alcoholic drinks, tobacco spitting and such other unhygienic acts are prohibited in the library and its surroundings.
3. All the members using the library shall show discipline and avoid arguments quarrels and exchange of unparliamentarily words among themselves or with the staff members
4. The Library is an asset, hence it is to be used very carefully and preserved for the posterity. Such as damage to its property like books, furniture, walls, portraits etc. shall be avoided. In case any student been found indulging in such act of indiscipline the same shall be dealt with strictly as an act of misconduct.

Library timings: 8.30 a.m. to 5:30 p.m. (Monday – Friday)

8.30 a.m. to 1.30 p.m. (Saturday)

Closed on All Sundays & Local Holidays

Procedure for students to obtain membership:

1. The membership of the library shall be confirming to the students by issuing a library card to him/ her A photograph has to be submitted for issuing the same. The library card is a very important property, which is likely to be misused by others. Hence, the library members shall carefully maintain the same.
2. The member who lost his/her library card must pay a fine of rupees 50 and get the same reissued from the librarian.
3. The library card shall be used exclusively by the member to whom it belongs. The library card is not Transferable

General precautions:

Huge cash, valuables and such other undesirable items should not be brought in the library. Members having such items may be denied entry to the library.

Issue of books to students:

Three books for 15 days at a time shall be issued to students on the library card. Fine shall be levied for delay in returning the books.

Signing of Register:

Any student or the faculty member has to write his or her name and sign in the register with in and out time

Circulation:

1. Books for student members will be issued on library card only for 15 days, if the student fails to return the book in 15 days, fine of rupees One will be charged on per day basis.
2. Reference books and periodicals will not be issued for home reading. These items will be issued against library card for reading room only

Issue of clearance certificate:

After the students completes the course or if a student leaves a Institute he/she has to obtain a clearance certificate from the librarian, which will be issued to him/her after verifying following aspects-

- Dues, outstanding if any have been paid by him/her.
- Library card has been surrender to the library.

Loss of books or cards:

In the event of loss of membership card, the same shall be reported to the librarian in writing immediately. The members whose membership cards has been lost shall be held responsible for the book issued to them. In case, members loses the book or damages replacement of a same book or a fine of 50% of the book cost will be recovered from the member.

Care of the property:

Library is a valuable property which has to be used carefully and developed for the use of for its members in future. Such as causing damage or loss to the books, periodicals another library property like furniture, fixtures and portraits shall be seen as a major misconduct and following one or other actions will be initiated against the default member.

1. To recover the current cost of the books periodicals and search other library property along with suitable fine as decided by the director.
2. Suspension of membership temporarily or permanently.

Rights of Librarian:

The librarian deserves the right of preventing any member to enter in library, reissue or recall any issued book as per need. In this case the decision of the librarian will be final and binding.

Modification or Deletion of Rules:

The director and librarian reserves the right to modify, delete any or all the clauses of the rules about if necessary library rules and regulations