

General Rules of Library

- Library will remain open from 10.00 a.m. to 5.00 p.m. on all working days.
- Every student must possess Identity Card while making use of library services and facilities and has to produce when demanded by the library staff.
- Every student should get his ID issued from the library at the time of admission.
- In case a student loses his/her ID, it should be reported to the library. He/ she should apply for the duplicate ID after paying the fee of Rs. 100/-.
- Every student can borrow two books at a time for the period of seven days.
- Books and other reading materials issued to a student may be renewed only once provided there is no reservation against it.
- Users must handle the books carefully. Books that are lost, torn, damaged or mutilated (i.e. tearing of pages, marking it with pen or pencil and the like) can be dealt with seriously. One and half times of the original price or more will be charged for such documents or may be asked to replace it with latest edition.
- No lost document shall be accepted once the recovery is made.
- Users are requested to check the document being borrowed is complete and no pages are missing from it before they leave the circulation counter. Such defect should be brought to the notice of the librarian or library personnel. If such defect is found at the time of the return user be accountable for it and will be charged accordingly.
- Users can photocopy or print the document within the limits of copyright act and shall be solely responsible in case of its violation.
- Silence and strict discipline should be maintained in the library. Indiscipline may lead to disciplinary action.
- Library membership is not transferable. The student should not give his/her ID to others to borrow the books from the library. Library membership shall be cancelled in case of misuse of the ID Card.
- Use of mobiles, iPods and other musical instruments are strictly prohibited in the library premises.
- Use of eatable in the library is strictly prohibited.
- Students should take utmost care to keep the library clean.
- Library Rules and Regulations shall be modified from time to time and shall be binding to all concerned.
- Students any complaints and suggestions they can drop it in the suggestion box.