

Rules of Library&Information Centre

1. SILENCE & CLEANLINESS should be strictly maintained in & around the Library & Information Centre.
2. For Membership of library apply with 3 PHOTOGRAPHS (Stamp Size, Fill the application form).
3. After application each Student will get for 3 (THREE) Non Transferable Library Borrower Cards, on which he/she can borrow 3 Books for a Period of 7 days(SEVEN) Days. Renewal there after 7 days without fine. REISSUE of card cost Rs. 150/- .
4. All the Students should RETURN their Library Borrower Cards after completion of their Course and obtain a NO-DUE- Certificate from the Library & Information Centre.
5. While borrowing the Book(s) the student is ADVISED to ensure that the Book(s) are in PROPER condition. If any Page(s) are MISSING or DAMAGED, inform the same to the Library Staff on Duty.
6. Avoid making Pencil / Pen Marks, Underlining, or any other type of Damage to the Book(s). If any such things are noticed at the time of returning the books, the Borrower will be held RESPONSIBLE.
7. In case the Book is lost, the Borrower has to REPLACE the Same Edition or the LATEST EDITION of the Lost Book. If the Book is not available Borrower has to pay the COST of the Book.
8. Borrowers should RETURN the books on or before the due date, defaulter will be fined.

Days of Delay	Library Fine
After one week	Rs. 2.00 per day.
After two weeks	Rs. 3.00 per day.
After three weeks	Rs. 30 +1 Month Suspension of Library issue.
After one month	Rs90 +2 Months Suspension of Library issue.
After two months	Rs 180 + 3 Months Suspension of Library issue.
After semester	Rs 500 + All the 3 Library Cards will be suspended for a minimum period of One Semester.

After one year	Rs 1000 + No issue of books
----------------	-----------------------------

9. REFERENCE BOOKS are NOT for ISSUE and they should be referred WITHIN the Library & Information Centre only.

10. Students are advised NOT TO BRING their PERSONAL BELONGINGS and books into the Library except a note Book for making notes.

11. The College Library works on ALL WORKING DAYS between 9.00am.5.30p.m depending on timetable. While entering into the library should sign the gate register.