

## Central Library Rules & Regulations

Library of any academic institutions being a temple of learning of certain decorum has to be maintained in its premises.

1. Every student entering the library should possess his or her identity card.
2. Identity Card, Reader Cards are non transferable. In no case books will be issued on other cards.
3. Students must handle library material with proper care. Mutilation and the defaulter will be suitably fined for Negligence of library material will be treated as Misconduct.
4. All students are requested to check the issued material before leaving the receipt counter.
5. A maximum of two books are issued on each borrower's card for a period of seven days.
6. After seven days a renewal is allowed after which a fine of Rs. 10 per day will be charged. In case the book is still not received in the library then the student is requested to pay 1.5 times the cost of the book and will be debarred from issuing books for home reading for a period of two months.
7. Library follows a Open Access System reference books, Journals / Magazines CD's, VCD's, are not issued for home lending.
8. Reference Books, Project Reports will be issued to the students against I-Cards for Reading Room purpose only.
9. A library is a place for study and hence perfect silence should be maintained in the Library Premises.
10. Eatables are not allowed in the Library.
11. Smoking is strictly prohibited.
12. The reading room is for reading purposes, and should not be treated as a common room.
13. To keep mobile in silent mode, once the student enters the Library & keep your bags in the racks provided in the library.
14. Our library has membership of National Digital Library (NDL) & Swayam-online education. Students Please take advantage of it.

**ALL STUDENTS ARE REQUESTED TO ABIDE BY THE RULES AND REGULATION.**

**CIRCULATION DESK**

**PERIODICALS**

**MULTIMEDIA SECTION**

**BAGGAGE COUNTER**