

General Rules and Regulations

- Proper silence and library decorum must be observed in the library.
- Personal belongings such as bags (personal + laptop), shawls, and umbrellas are not allowed inside the library. These things should be kept in the baggage section along with an ID card.
- Only writing materials, loose notes, and laptops (without laptop bags) will be allowed inside the library and must be offered for inspection by the person sitting at the entrance Counter.
- Users must enter incoming and outgoing time in the library register while visiting the library.
- Issued books, as well as personal books, cannot be brought inside the library for reading purposes.
- After reading the books, users are requested to keep the books in their proper place or on the table.
- Outsiders are not allowed in the library without the explicit permission of the Director/Assistant Director.
- The way in which a student uses the library and uses the library rules will be taken into consideration while evaluating his or her performance.
- Periodicals like Journals, Magazines, and Newspapers will not be issued to students. Students can use the periodicals in the library only.
- Every student will be allowed to borrow two books at a time, which should be returned within 10 days for general books and textbooks and the compendium is for overnight. Reference books and periodicals are not issued.
- **Overdue charges** will be applicable in case of delay in return and will be collected as per library rules.

The current overdue charges are as follows:

General books: Rs/- 15 per day

Textbooks /compendium: Rs 25/- per day

Note: Sundays and holidays are included in the fine calculation.

- Circulation of any library book within a certain group or between two persons is not permitted.
- Books are re-issued to the same student but only after an interval of 3 days provided if there is no demand for the same book from other students.
- If the borrowed book is misplaced, one must replace the book with a due fine. If the book is not available in the market, then the student will deposit the price of the book with a fine.
- Books have to be handled carefully. Marking in the book is not allowed.
- Before borrowing books, check the condition of the books. If there is any damage, then bring it to the notice of the counter assistant otherwise he/she will be responsible for the damaged books at the time of return.
- Computers in the digital library section are meant for browsing subscribed e-resources only. Use of these computers for social networking or entertainment is forbidden.
- Do not remove the Wi-Fi connector, keyboard, mouse, and any electrical connection from the computers.
- Consumption of any type of food and drinks is strictly prohibited in the library.
- No dues Certificate will be issued only when all the documents borrowed are returned to the library.