

Rules and Regulation

1. Each student must carry his/her **Reference card/ Lending Card** bearing photograph to the library. Without the **reference card** students will not be allowed to avail of any service or instructions.
2. Each student must keep his/her **Reference card deposited** to the library while availing reading/reference services.
3. Students should be able to show **their Reference Cards to prove his/her identity cum membership** if and when asked.
4. Each student **must sign the user register** for students to record his/her attendance, purpose of entry and exit time etc.
5. A **fine of Rs. 1.00 per day**, per book will be charged, if not returned **within 15 days**
6. Library Cards are **non –transferable. If Library Card is lost**, duplicate card may be issued with a fine of **Rs. 10 each**.
7. Journals, Magazines, Newspapers, and Reference Books are not for lending and students are not allowed to take these documents outside the library.
8. If **books are lost or damaged** (including marking on the pages), borrower must replace a copy of the book of the same or available latest edition.
9. **Damaging the library property** is a serious offence and is liable to punishment.
10. Students must **return all books before collecting the admit card** for the University Examination. It is the responsibility of every students to return all books, settle all Library dues (if any), and also get a **No-dues cum Clearance Certificate** from the Library.

11. All members associated with the institute must obtain Clearance Certificate from Library before being released from the institute.

12. Chatting or sitting idle, taking refreshments, sleeping, talking over phone, loitering pointlessly and using social media are **BANNED** inside the library.

13. Students should consult the different notices and announcements displayed on the Library Notice Board.

14. Any misbehaviour in the Library will lead to cancellation of membership and/or serious disciplinary actions.

15. Silence and patience are the two most important words to remember in the library. Students must keep silent so that other students are not disturbed. They must also keep patience to get his/her requests/demands dispensed and cooperate with the library staff.

16. Researchers and teachers of other colleges may use the Library Reading Room and consult reference books and journals on special permission of the principal.

17. Each student should deposit caution money at the time of his/her 1st year admission at the rate of Rs. 500/-. This caution money will be refunded to the student at the time of his/her leaving from this college according to our college rule.