

Central Library

Library Rules

Library Membership

The membership is open to all regular students, Faculty members, Tula's Institute staff and Participants of different courses conducted by the Institute and any person associated with the Institute or permitted by the Institute authority may be admitted in the Library.

Members must carry his membership card on every visit to the Library, and produce it whenever demanded by the library staff.

Unauthorized use of other members' Library membership cards for using Library service is illegal and liable the disciplinary action.

The Janitor / Library Assistant at the entrance is authorized to examine everything that passes into and goes out of the Library.

Borrowing Privileges

S. No.	Member's Category	No. of Books	Issuing Period	Fine Per Day After Issuing Period
1.	Faculty / Staff	5	Full Semester	02- Rs per day after due date
2.	Student B.Tech/MCA/MBA	Book Bank	Full Semester	
		04 Books Extra	10 Days	
3.	Student BBA/BCA/Diploma/Engg	5	30 Days	
4.	Student Agriculture	5	15 Days	
5.	Student Forestry	5	15 Days	
6.	Student B.Com/BJMC	5	10 Days	
7.	Student M.Tech	3	10 Days	

Only registered members are entitled to borrow books from the library.

5 books will be issued to the students, Book Bank Facility also available in the library for the students. Faculty members are entitled to borrow 05 books, and Administrative staff members are entitled to borrow 02 books.

The books will be issued to the students for 15 (fifteen) days only. Faculty members can keep books for a maximum of 30 days, and Administrative staff members can keep books for a maximum 30 days.

The books may be reissued if the same is not in demand. The reissue will be done generally on the physical presentation of the books. The renewal must be made on or before the due date.

Reference books, bound periodicals/ journals and loose issues of periodicals shall not be issued.

The Librarian may at his/her discretion stop the issue of any book.

It is the responsibility of the student to return the books within the stipulated due date. No reminders will be sent by the Librarian.

Reference Books

Journals, bound Volumes, loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.

Theses/Dissertations/Project works submitted by students are not issuable.

Library timings (Subject to change):

Monday to Saturday : 07:30 AM – 11:30 PM (except Institute Holidays)
Sunday : 09:30 AM – 4:30 PM

Text Books Loan Scheme (TBS)

The TBLS is open only for the old batch of B-Tech, Diploma students for 3rd / 5th /7th semester's regular students. Students will get a set of recommended books (Printed/eBooks) through the textbook Loan scheme for a semester. The printed course books will be returned to the library after the end of semester examination as notified by the Institute. If any student fails to return the books in time, he / she will not be allowed to register for the next semester.

In case the course book is available in E-books format, the library will not issue any hard copy to students.

Loss of Books

In case the books are lost, damaged or not returned, the concerned member will have to replace the latest edition of the new book. Else he / she will have to pay double the cost of the book. Photocopies / old books will not be accepted as replacement.

If the book lost or damaged is one of the volumes of a set, the member shall have to compensate for the cost of the whole set.

Library Fine

An overdue charge of Rs. 2- per day / per book for the overdue books issued from the library stock will be charged to the students.

“No Dues” certification will be cleared from the library only after the library dues are fully paid up upon completion of the program.

Discipline, Security-General Rules & Regulations

The Janitor / Library Assistant at the entrance is authorized to examine everything that passes into or goes out of the library Books removed from the shelves by students / Faculty, if not required for reference, should be kept on the book trolley or on the table nearest to them. Please do not try to shelve them yourself.

The members shall satisfy themselves about the physical condition of the books before borrowing. No plea that the book was already damaged will be entertained at the time of the return of the book.

Beverages, eatables, drinking, smoking and usage of cell phones are strictly prohibited inside the library.

Members should not deface, mark, cut, mutilate or damage library resources in any way. If anyone found doing so, he/she will be charged the full replacement cost of the resource. Books borrowed should be protected from Rain, Dust, Insect, etc. Anyone found involved in such activity shall be penalized.

Students are advised not to issue books to others on their names.

All personal belongings except Laptop, purses, Notebooks and other valuable items (Such as camera, ATM Card etc.) shall be deposited at the library / Property Counter.

All users are requested to maintain dignified silence in the library.

All users are requested to keep their mobiles switched off or in silent mode in the Library.

The disfiguring of Library furniture e.g. writing on tables, newspapers, etc. would result in the cancellation of library membership and also amounts to forfeit the refunded security deposit.

During Examination time, one copy of a personal book is allowed in the library (other than library documents) during library hours.

Theft / Misuse of Library Resources:

The theft of Library resources like books, journals issues, reports and dissertations will be viewed very seriously. Each case will be examined to ascertain its genuineness and the matter will be reported to the Student Discipline Committee (DSA), for further action.

Digital Library

- Digital Library is to be used for academic purposes only.
- Online chatting in the digital library is not allowed.

- Browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games on computers is strictly prohibited in the entire library premises.
- Unplugging the Desktop and changing the user ID and Password is a punishable offense.
- Changing the settings and display of the computers are not permitted.