LIBRARY RULES & REGULATIONS

- Library Visiting Hours:
    - I. Monday to Saturday- 8:00 AM to 6:00 PM
    - II. Circulation Timing: 9:00 AM to 5:30 PM
    - III. Sunday – 9:00 AM to 5:00 PM
- All the Faculty, Staff, Students, Research Scholars, and Visitors while entering the Library should keep their personal belongings at the property counter of the library.
- Id Card is compulsory for entering into the library.
- *Enter your name and sign in the register kept at entrance counter before entering library.*
- *Enter your personal book details while entering the library*.
- *Borrowed Books should be protected from DAMAGE.*
- After reading, the newspaper should be carefully folded and returned to its allocated location.
- *All the students/scholars are required to bring their recent passport size photograph while applying for Library membership.*
- All students are permitted to borrow two books from the General Shelf at a time for a duration of fifteen days. After the due date, a fine of Rs 5 per day per book will be apply.
- Faculty, staff, Students are going on long leaves like deputation, study leave or Maternity leave will have to return all borrowed material before leaving campus
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book according to librarian instructions.
- Discussions and conversations break the calm atmosphere of the library. Therefore, request to everyone please maintain respectful silence.
- All users are requested to keep their mobiles in silent mode.
- Food and beverages are not permitted within the library.
- Loss of borrower card should be reported to the librarian immediately. While issuing new card again is charge fine Rs. 50.
- Users are requested not to reshelving the book on the bookshelf; instead, they should place it on the table after reading.
- While using e-library don't misuse the computer systems.

Registrar