

General rules of library

- Every student should carry identity card always in Library and should produce it on demand.
- Every student is required to enter/write his/her name in library entry register at the entrance.
- All students will be issued three books at a time for 20 days and will be renewed, if the books are not reserved.
- Smoking, spiting, eating are strictly prohibited in the library premises.
- Please maintain silence in the library.
- Keep your mobile switch off.
- Sleeping in the library is strictly prohibited.
- The library material included books, magazines, journals, CD's and equipment should be handled with utmost care.
- The library reserves the right to search any personal item and does not accept liability for loss or damage to them.

- User's / Reader's belongings should be kept on the rack.
- Students / Readers shall not write on or damage the book and journals. Before leaving the counter borrower must satisfy himself / herself that the issued book is in good condition and if not must immediately bring the matter to the notice of the concerned staff.
- Borrower is required to replace damaged or lost book by new copy. In case this is not possible due to such book being out of print the member will be required to pay the prevailing cost of the book with additional charge as determined by the Librarian subject to a maximum of 100% of the prevailing cost of the book.
- The date on which the book must be returned is stamped on the slip affixed to the book and student delaying the return is fined as per the rules of Library Committee.
- In case the Identity card is lost, kindly inform to the Librarian immediately to prevent its misuse.
- Users are requested to have a cordial relationship with library staff.
- Users must submit Identity card to the library at the time of clearance.