

LIBRARY RULES

1. Every Student will be issued a Library card which compulsory while showing issuing books.
2. Library cards are not transferrable.
3. In case of loss of Library card, Library book the student should inform the Librarian / Concerned authority immediately. A duplicate card may be obtained on Payment of Rs 100.
4. Books stamped as reference copies are not available for home reading.
5. Books, Magazines and Newspapers must not be mutilated or handled carelessly.
6. Periodicals, Magazines, Newspapers etc cannot be taken out of the reading room.
7. Damage or loss on borrowing the books, students are advised to check them and report any damage done to the books. Otherwise, the borrower is held responsible for such damage or loss and penal action will be taken.
8. If any student loses the book, he / she will have to pay the market price of the book.
9. Any misbehavior on the part of any student will invite penal action and denial of access to the library.
10. It is the duty of every student to maintain silence in the Library.
11. Refund of library deposits & general deposits.
 - ❖ Students should claim their library deposits immediately after leaving the College.
 - ❖ Deposits not claimed within six months from the date of declaration of result are liable to be forfeited.
 - ❖ Library cards are to be produced at the time of refund of deposits.