



LIBRARY AND INFORMATION CENTRE

RULES

- Library card should be scanned at the checkpoint.
- Leave your personal belongings at the depository.
- Show the documents, which are being taken out of the Library, to the staff at the checkpoint.
- Students are prohibited from carrying any notebook inside the reference section except loose sheets.
- No person shall write on, damage or make any mark on any book, journal or other material belonging to the Library.
- Books should be handled with great care and mutilation in any manner will be heavily fined.
- Students can retain the books for two weeks only, after which a fine of Rs.2/- Per book per day up to 10 days and Rs.3/- after 10 days will be charged.
- Books lost/ misplaced by the Borrowers have to be reported.
- Loss of borrower's card has to be reported immediately.
- Students can borrow three books at a time.
- A borrowed book if recalled by the Librarian must be returned immediately.
- Wearing ID-Card is compulsory.
- Usage of mobile phone is prohibited.
- Maintain discipline and silence.