

Rules and Regulations

1. Users have to mark their presence signature at the Library User register.
2. Readers are not allowed to carry their personal belongings (bags, personal books, parcel etc.) and any type of eatable items inside the library.
3. Use of cell phone and smoking inside the library is strictly prohibited.
4. Books and other materials taken from the stacks should not be re-shelved by the reader. Please call the library staff to avoid misfiling. Remember that a book misplaced is a book lost.
5. Readers should not deface, mark, cut, mutilate or damage library material in any way. If anyone is found doing so, he/she will be charged with the full replacement cost of damaged material and may lead to suspension of library account.
6. Loss of book must be reported immediately. If a book is lost, the user can submit a replacement copy or current cost of the book.
7. Rare and reference books will not be issued.
8. The Students / Faculty to whom it is issued will be held responsible the books taken out from the library in his name.
9. During college Holidays, Vacations, examinations time all Library functions will remain closed.