

COLLEGE LIBRARY

Library is the heart of the institution. It provides us with educational material and helps enhance our knowledge. It consists of books and resources on diverse genres and subjects. Library is very important for healthy development of society and scholar pursuit. It provides valuable services to meet the learning needs of the students. Libraries also benefit the economy of the students as they use them for research purposes and to improve their job skills. They play an essential part in overall educational development of the student. The library of the college consist more than 50,000 books in various subjects and it has digital library with the subscription of INFLIBNET, SWAYAM and other educational platforms.

General Rules:

1. The library remains open from 10:30 A.M. to 4:00PM on all working days
2. Printed material (other than those which are expected to be returned to the library), electronic gazettes (like mobile phone, camera) are not allowed inside the library.
3. Only the staff member and students of the college and person with special permission of the principal may use the Library.
4. Students should get themselves registered before they apply for the issuance of books.
5. Every student is required to enroll himself/herself in the library after submitting a copy of passport size photograph and producing the identity card duly signed by the Principal showing his class and roll number.
6. Library cards will be given to the students, only on production of which can they be issued books.
7. When a library card is lost by any student, a duplicate care will be issued on payment of a fine of Rs-50/-
8. No book should be taken out of the library without the knowledge of library staffs and until it has been properly issued.
9. Books shall be returned within the period allowed. The time limit for student borrower is 15 days.
10. The student who failed to return the book after the specified time a fine of Rs-1/- will be charged per day per copy kept overtime. This fine of one rupee per day will be charged till the expiry of 30 days or a month from the due date of return, when it exceeds one month, a fine of Rs-5/- per month per book will be levied.

11. The maximum number of books to be issued to different categories of students is as follows:
 - i. Postgraduate students : 4 each
 - ii. Undergraduate students: 3 each
 - iii. Intermediate students :2 each
12. Although all books in the library are available or authorized users, the principal has the right to stop the issue of any book to all or some intending borrowers. Text books will in no case be issued to any except the member of the staff teaching the subjects.
13. C.L.C/Mark sheets will not be issued to students unless a clearance certificate is received from the Librarian.
14. Fines/Cost recoveries relating to library is to be deposited at the College counter and the money receipt should be presented before the librarian for verification.
15. Books on specific subjects will be issued only to the teaching staff of the departments and students concerned.
16. All the library books shall be returned by the staff concerned who proceed on study leave,
17. All the library books have to be returned before a student fills up the form for the Term End Examination and a clearance is to be obtained to that effect.
18. No staff or student will be allowed to have book in his/her possession during the summer vacation.
19. All the library books in the possession of the borrower should be returned to the library before the College closes for a long vacation or before the notified date.
20. When the date of return of book falls on a holiday, it should be returned to library on the next working day.

Reading Room:

1. The reading room will be kept open during the working hour of the college.
2. Only the students of the college can use the reading room on production of their identity card.
3. The reading room is meant for reading or to consult books, periodicals, journals etc. Sleeping, eating, smoking etc. inside the reading room is strictly prohibited.
4. The rule of silence should be strictly observed by those who are in the reading room.

5. Periodicals, Magazines placed on the table should not be shifted from one place to the other. No page should be torn or anything be written on periodicals.
6. No printed materials other than the note book are allowed inside the reading room.
7. Misuse of the reading room will be considered as a breach of college Discipline.
8. The reading room will be managed by a member of the college staff nominated by the Principal.

Digital Library Room:

1. The Digital library room will be kept open during the working hours of the College.
2. The rule of silence should be strictly maintained by those who are in the digital library
3. Only the students of the College can use the Digital Library on production of their identity card.
4. The digital library room is meant for study and research purpose only. No website of entertainment or Download will be allowed.
5. All students must adhere to our college's acceptable use policy for IT and library services. Use resources within the terms of the library's licenses.
6. No Students are allowed to use the platform for recreational browsing, illegal downloads or non-academic activities.
7. Sleeping, eating, smoking etc. in the Digital Library room is strictly prohibited.
8. Misuse of the Digital Library Room will be considered as a serious breach of college discipline.
9. The Digital library room will be maintained by a member of the staff nominated by the Principal.