

## Library & Information Center

TIMINGS : Monday to Saturday : 8.00 am to 8.00 pm  
Sundays & Holidays : 8.00 am  
to 6.00 pm

Students, after taking admission into the college should apply for library membership by filling and signing the application form available in the circulation counter of the library. The filled in application forms shall be submitted to the librarian through the Head of the Department concerned. Three books will be issued to each B.Tech. / MCA/MBA student, and four books to each M.Tech. student for a period of 2 weeks. One reference book/journal/magazine will be issued to student for overnight study. In addition to these, one extra book will be issued to the first three academic top rankers of each branch in each semester. A facility to reserve books for borrowing is also available for the members. Books will be issued against bar coded identity cards only. A member who damages bar coding should make a written report to the librarian. A duplicate bar code will be issued on payment of penalty as per the library rules.

### **Admission to the Library**

- i. Students should compulsorily carry their Identity Cards to the library.
- ii. Students should enter their roll number and name in the gate register and sign in the same before entering the library.
- iii. Printed matter and personal belongings such as printed books / papers, bags, etc., or any other material which the librarian objects to should not be carried into the library. They should be kept on the shelves provided at the entrance of the library; if they are carried inside the library, they will be confiscated and treated as library property.

### **Other Rules & Regulations**

- i. Strict silence should be maintained inside the library.
- ii. Students shall not misplace books from their positions in the racks.
- iii. Students must satisfy themselves about the physical condition of the books before borrowing. The last borrower shall be held responsible for any damage or mutilation noticed at the time of return of books.
- iv. Borrowed books are not permitted to be taken inside the library unless they are to be returned.
- v. Books borrowed should be returned in good condition and before the due date, failing which, fine will be levied as per the rules of the library.
- vi. Students are prohibited from bringing Cell Phones to the library. Penalties will be imposed on students bringing cell phones to the library, in addition to confiscating them.
- vii. Late Return of Books :  
Fine will be collected from the members for late return of books as per the library rules. If any member does not return the books within two weeks from the due date, the member will forfeit the borrowing facility for the rest of the semester for the number of books late returned.
- viii. If the borrowed book is damaged or lost, the student shall be liable to replace the book or pay double the ruling cost of the book immediately, along with the fine payable.
- ix. Reference books with a single copy and periodicals are issued on loan for overnight use only.
- x. The librarian may take appropriate action under intimation to the Principal on any member found misbehaving in the library.
- xi. The infringement of the library rules shall make the student forfeit the privileges of membership of the library in addition to the action taken as per the disciplinary rules of the college.
- xii. Outsiders should have prior permission from the Principal to enter or use the college library.
- xiii. Students who do not return in time the reference books and journals taken on overnight issue will be fined as per library rules.