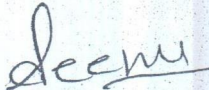


Rules for the Library

1. Library will remain open from **8.00 A.M. to 5.00 P.M.**
2. Keep your **Bags, Polybags, Personal Books, belongings or Magazines** etc. outside the Library.
3. Keep your **hand Purse, Wallet, Money etc.** with you. **DO NOT LEAVE ANY MONEY OR PRECIOUS THINGS IN THE HANDBAG/POLYBAG.** Library will not be held responsible for any loss of the belongings.
4. Enter your name in the **Library Entry Register** before entering the library with **ID Card.**
5. Timings of Issue-Return of books are **9:00 A.M. to 4:00 P.M.**
6. Books will be issued for **15 days** post which **Overdue Charge @ Rs. 2.00 Per Day will be applied.**
7. Use the **OPAC Search** for searching the books in Library.
8. **Check the book** at the time of issuing, In case of any tear or damage please inform the library staff.
9. In case of **Lost or Damaged Books**, replacement of books has to be made by the user as per the rules.
10. **Return the Books on time**, without marking them or tearing pages or pictures out of them, else you have to pay penalty.
11. If you cannot find a book **ask the Library Staff** politely to help you.
12. **No Material** from the library should be taken out without proper issuing / registering at Library Counter or informing any other library staff.
13. **Magazines, Journals, and News papers will not be issued.**
14. Keep your **MOBILE PHONES** switched off or in Vibration mode in the Library.
15. **Book-Bank** section offers textbooks to the needy students. You can borrow books till the final completion of final exams.
16. **Xerox and Printing Facility** is available in the Library. Timings for the same is **11.00 A.M. to 3.00 P.M.**
17. **Facility of Language Lab** is for staff and students. Access timing will be **10.30 A.M. to 4.00 P.M.**
18. **For E-Books, E-Journals (Sage Journals & N-List E-Resource), user can access through the User name and Password provided to them.**

Note: Please maintain Decorum, Peace and Silence within the Library.


(Principal)