

GENERAL RULES OF LIBRARY

The following are some of the important rules for the library:

1. All users are required to present their identity card at the entrance.
2. Personal belongings are prohibited and shall be left at the property counter.
3. The reference books/ project/ Dissertations reports shall not be issued these can be read/consulted within the library.
4. The books in demand may be issued for the shorter time as decided by the Librarian.
5. Members are required to check the take away material at exit point of the library.
6. If a student loses his/her identity card he/she should immediately report to the library.
7. Issue timing for books are from 09:00 am to 4.00 pm.
8. Students can take three books at a time for two weeks.
9. Users should check the books physically before getting issued.
10. Users should comply with the copyright act while photocopying the library documents.
11. Mobile phones must be on silent mode inside the library premises.
12. The library attendant at the exit point of the library is authorized to check the member if he/she suspects that member is carrying any unauthorized library document or library property.
13. The library rules and regulations shall be modified from time to time and shall be binding on all concerned.

Note: - Violation of these Rules will call for punitive action against the erring student.