

Issue System:

Books will be issued on presentation of the library card along with the ID Card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

Overdue Charges:

Books will be issued to the students for 15 days only. In the last page slip is pasted and stamped mentioning the due date and the fine will be charged @ Re. 1 per day per book from the due date till the book is returned to library.

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

Care of book borrowing cards:

Take special care to maintain the book borrowing cards. Do not fold, alter entries made on the cards, members are responsible for the entire set of library borrower card issued to them.

Loss of cards:

Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of Rs. 10/- per card.

Validity of cards:

Library borrower cards are valid for the current academic year only and fresh cards will be issued for each year. At the end of the academic year borrower cards shall be returned to the library.

No due Certificate:

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

Care of Library Books:

Students are required to handle the books/ Journal with care; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

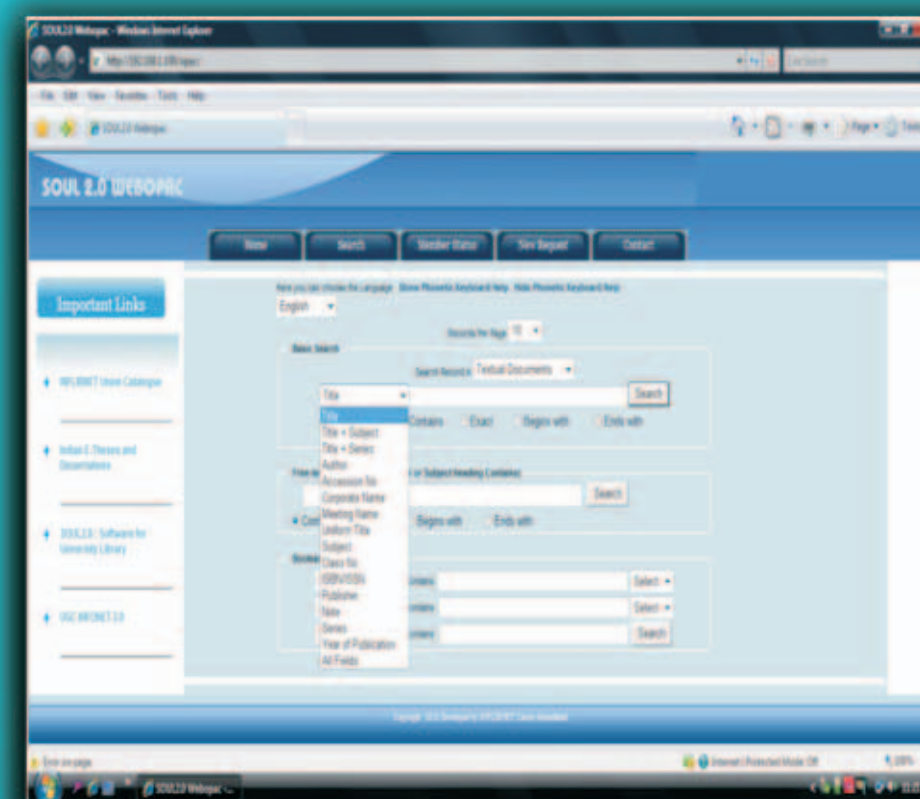
Book bank:

SC/ST students of college can become a member of the book bank giving application along with caste certificate.

Members of the book bank will be issued 4 textbooks for each semester. Book shall be returned within Fifteen days after the theory examination, otherwise a fine of Rs. 1/- per day will be charged.



THE FEATURE OF WEB OPAC :



- * Search facility: By specifying Author, Title, subject, year of publication or any other field.
- * Status of the book: Whether the book is available for being issued or is already issued.
- * Number of copies available in library.
- * Due date for the borrowed books.
- * Open Access Journal / E-Journals N-List (www.inflibnet.ac.in)