

## **LIBRARY RULES**

- 1) Regular students of this college are entitled to get the books and other Reading material from the library on the production of the Identity Card & Library Card. All regular students will be given 2 borrows cards including one Digital Library Card.
- 2) Two books will be issued on two borrow cards for 10 days, fine of Rs. 1 per day per book will be charged thereafter.
- 3) If the book is lost or damaged by the student he/she has to pay the current price of the book and equal amount of fine.
- 4) In any case Reference Books will not be issued at home on Library Card. Students can refer them in the library after submitting their I-Cards.
- 5) A student must show his/her or Identity Card & Library card when he/she visits the library.
- 6) Question paper sets, periodicals, reference books and any other material is not allowed to be carried out of the library. Students can avail of the Xerox facility.
- 7) Library card is not transferable.
- 8) Loss of I Card / Library Card should be immediately reported to the college and new I Card/ Library/Digital Card should be obtained by paying the charges of Rs. 50/-.
- 9) Persons other than students can take benefit of the Library Facility by paying Monthly membership fee of Rs. 300/- and Library Deposit Rs. 1000/- and will be issued one book per week. Fine of Rs. 1/- per day will be charged if the book is not returned within one week. Other Library rules will also apply mutatis mutandis to all external candidates. Administrative charges at the rate of Rs. 200/- per one year or part of it, will be deducted from the library deposit.
- 10) Library deposit will not be refunded unless all the books are refunded and the Deposit is claimed within six months from the final examination given.
- 11) Students securing first five ranks of merit in their respective class will be given Benefit of Scholar card scheme wherein, they can avail of the facility of Five books including reference books for the prescribed period of ten days.
- 12) Student can take benefit of online database software including N-List, Manupatra, AIR etc from the Library, Computer Lab.

### **Rules for Book Bank -**

- i) Book Bank Scheme is available to poor and needy students as per availability of the books.
- ii) Students should apply for Book Bank Scheme within 15 days from the beginning of the semester and they must return all books within 15 days of the semester examination failing which fine of Rs. 1 per day per book will be charged at the time of return of books.
- iii) Students can avail of maximum ten books from the Book Bank Scheme by paying 25% of the price which is not refundable. If a student fails in any examination, he /she may continue the book bank for one additional semester without any extra fee.
- iv) Students should use the books with proper care failing which, they will be responsible to make good as damage, the entire price of the book and they will also be charged fine.