



LIBRARY RULES

- **No Bags / Hand Bags / Raincoats / Jerkins / Casual Wears / Laptops / Printed Materials will be allowed inside the Library. Note Book, however, may be allowed.**
- **Conversation, discussion, loud talking & sleeping are strictly prohibited.**
- **No Tea, Snacks, Smoking etc. will be allowed inside a Library.**
- **Every reader must sign in the Entry Register while entering the Library.**
- **Students should keep silence in the Library. Mobile phones are to be kept in “Switched Off / Silence” mode while using Library.**
- **Library timings will be from 9:30 a.m. to 5:30 p.m., but issue/return timings will be 10:30 a.m. to 5:00 p.m.**
- **A Book will be issued for 1 month only. However, issued books may be recalled earlier, if urgently required by the Library.**
- **At any time, the number of Books issued to a student shall not exceed 9. Books in special demand may be issued as per approval of Director.**
- **Periodicals and Reference books will not be issued and may be consulted only in the Library.**
- **Overnight issue of reference books is made available after 4:00 pm (to be returned on the next working day by 10:00 am).**
- **A Book must be returned in the same condition in which it was issued.**
- **In case an issued Book is not returned in time, a fine of Rs. 1/- per day will be charged up to 15 days. After this period, a fine of Rs. 2/- per day will be charged for the next 15 days. If the book is still not returned, double the cost of the latest edition of the book will be charged. No book in exchange will be accepted.**
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- **Absence from the Institute will not be allowed as an excuse for the delay in the return of books.**
- **No reminders will be issued to individual defaulters, but a consolidated list of defaulters will be displayed on the Notice Board.**
- **In case a Book is reported lost or found damaged, double the cost of the book of its latest edition, will be charged from the student. No book in exchange will be accepted.**
- **Books/Old Magazines will be issued to Library Card holders only.**
- **If a student loses his/her Library Card, he/she will pay a fine of Rs. 50/- per Duplicate Card.**
- **In case of marking/underlining / folding of pages of books, the cost of the latest edition of the book will be charged from the student.**
- **In case of theft, tearing / clipping of books, double the cost of the latest edition of the book will be charged from the student.**
- **Any violation of the above Rules shall attract disciplinary action.**

LIBRARY TRANSACTION HOUR

Monday to Saturday -9:30 a.m to 5:30 p.m. (Lunch hour: 1.30 p.m. - 2.30 p.m.)

Note: i) Nobody is allowed into the library during the lunch hour.

ii) Library remains closed on holidays.

LIBRARY SERVICE & RULES

The Library is the focal point and nerve center of the Institute. The resources include Books, Journals, and Magazines & E-Study Materials. The library is well equipped with books on various topics on management & IT. It also subscribes to most of the related management & IT magazines and journals (both National & International). While students are encouraged to have their own text-books the library also caters to the Text Book and Reference Book requirement of students.



ISSUE & RETURN PRIVILEGE

- **Borrowers Ticket shall be issued to all the students.**
- **Students are allowed to issue number of books equal to the number of subjects taught in a semester/trimester as per the syllabus. However students are required to return the same number of books as issued earlier within 1 month from the date of issue including Sundays & holidays, failing which a fine @ Rs. 1.00 per book per day of delay shall be charged.**
- **All the books issued for a Semester are to be returned within two days of completion of the end term examination failing which fine @Rs. 5/-per book per day of delay shall be charged.**
- **Books and journals or any other materials issued from the library for reading purpose in library are required to be returned on the same day failing which a fine @ Rs. 200/- per material shall be charged.**

ACCESS TO RESOURCES

- **Books: All the books are kept in open shelves, which are accessible directly to the users. However Books are issued for use in library against submission of identity cards, which are required to be returned on the same day during library hours.**
- **Periodicals: The current periodicals, journals are displayed on magazine stand. Students can use the magazines, journals etc. for reading purposes in library by submitting the I. Card, which is required to be returned on the same day during library hours.**
- **Newspapers: Current Newspapers shall be available for reading in the library.**



Audio Visual Resources: Students can avail the Audio-visual resources (CD) available in the library for their reference inside the library and is to be returned on the same day.

OTHER RULES

- In case of loss or damage of the book, the concerned student has to bear the cost of the book as per the present market price.
- Absence and illness are not accepted as excuses for exemption from payment of fine. If the due date falls on an Institute Holiday the book(s) may be returned on the next working day, without any fine.
- The Librarian with necessary reasons may recall a book at any time before the due date for return. In case the student fails to return the book on the librarian's notice, fines will be imposed on him/her as decided by him/her. Library books, manuscripts etc. are costly and often rare. They are for the benefit of not only the present but also the future members of the library. Therefore, writing on Library materials, damage, turns down the leaf/leaves or mark on any library materials are strictly prohibited. No tracing or copying of any map or manuscript shall be allowed without the written permission of the Librarian. Violation of above shall lead to infringement of Library rules and fine as deemed fit shall be levied.
- Before leaving the Book issue counter of library the member should satisfy himself/herself as to whether the library materials taken by him/her is in sound condition. If not, he/she should immediately bring the matter to the notice of the library staff at the counter. Otherwise, he/she is liable to be held responsible or pay such compensation as fixed by the librarian.
- Loss of library materials must be brought to the notice of the librarian and the replacement cost of the materials should be paid immediately. If notification is made after the book has become overdue, the borrower will also be responsible for the fine of double the cost or as fixed by the Library committee.



- If a book belonging to a set is lost, the borrower will be charged for replacement cost of the entire as per present market price.

GENERAL DISCIPLINE OF THE READING IN LIBRARY

- Students can issue the books temporarily by submitting Identity Card for purpose of reading which is required to be returned on the same day.
- Students should maintain absolute silence while reading in the library.
- In case anyone found guilty of theft, 3 times the cost of book / magazine/ journal/other resource(s) will be charged.
- Students are required not to disfigure the wall, table etc. in the library.
- Librarian has the power to drive out a student found unnecessarily gossiping, disturbing or indulged in any other misconduct.
- No book may be taken out without being issued. Anybody found doing so, a fine of 3 times the cost of the book/magazine/journal/others resource(s) will be collected within 2 days of the incident.
- Consumption of tobacco/smoking is strictly prohibited inside the library.
- Refreshments or foodstuff of any kind shall not be allowed anywhere inside the library.
- The Librarian shall have the power to cancel the tickets and refuse admission to anyone infringing the rules and regulations of the library or for indulging in any other misconduct.
- Any body found violating the rules, disturbing the peace of the library is liable for punishment as and when decided by the Librarian, Dean/Director.
- For Audit work or any other emergency work, the students are required to return the books for the period only, as per notice proposed by Librarian and issued by Dean/Director.