

LIBRARY RULES

The Rules and regulations of the library are as follows:

Fundamental Rules:

1. Silence to be maintained.
2. No discussions permitted inside the library.
3. Registration should be done to become a library member prior to using the library resources.
4. Using mobile phones strictly prohibited in the library reading room.
5. Refreshment of any kind shall not be taken in the library reading room.
6. Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
7. The principal has the right to call back any book/journal etc. as and when necessary.
8. Library will not be responsible for any loss of personal belongings.

Admission to Library:

After obtaining Library Cards form Library Section, Students, Interns, House Staffs and P.G.T.s are eligible to get for Library facility. Faculty, Medical Officer etc. are eligible to avail Library services after obtaining permission from Principal by plain application through H.O.D.

Working Hours of Library:

- **Reading Services:** Weekdays 09:00 A.M. to 05:00 P.M. (Readers services 09:30 A.M. to 05:00 P.M.)
- **Lending Services:** Weekdays 10:00 A.M. to 05:00 P.M.

Sunday- No lending services.

****If any situations arise due to Natural Calamity, General Election, major absence of staff library services will be partially/fully suspended by issuing short time notice.

Care of Library Books/Journals, Computers etc. :

Students are require to handle the books/Journal very carefully, 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 this are brought to the notice of the Library staff at the time of issue.

Reference Section:

One book and one copy of journal will be issued to students, other members will get two books and one volume of journals for reference (Reading) use.

Books, Journals, DVD, Atlas etc. issued for reference use in Library for study shall not be taken outside the Library reading room. Failing to return reference book/journal etc. on same day Student's Library Reference (Reading) Card will be suspended for 15 days after receiving book/Journal in 1st instance and on 2nd instance Ref. Card will be suspended for two months in 3rd instance Ref. Card will be suspended as per decision of Library Committee (Exception only on seminar/Journal club/Lectures prior to intimation to Librarian through respective teacher/H.O.D.).

Encyclopedias, dictionaries, etc. Which are available for reference counter consultation only.

Lending Section:

Two (2) books will be issued to students on home loan for 10days, other members will be issued two (2) books on home loan for 10days and reissue may be allowed further to all in the sufficient books are available.

Overdue charges:

Books will be issued to students for 10days only, if the book not return or reissue in due date and the fine will be charge @RS10 (TEN) per day (Day1 to Day10 - @RS10 and Day 11 returned dated fine @RS-25 per day per book) from the due date till book is returned to the Library.

Book Lost:

Any person losing or damaging book, Journal, DVD etc. will replace it or pay its current face value. When it belongs to a Volume, set or series, unless it can be replace he/she will pay the current face value of the whole set or series and volume. The Librarian will bring to the notice of the Principal any loss or damage as soon as possible.

If any book, Journal, DVD etc. are found damaged or mutilated, the person who last had it on issued will be held responsible unless it was responsible to have of mutilated before.

All transfers, posting, retirement, detailment, released, resignation etc. From their post must be intimated to the Librarian and their last payment of remuneration stipend should not be released without library clearance certificate from the library.

Nobody excepting the Library staff is permitted to take out book from almirah and stacks. No furniture's of the Library should be removed from one place to others.

All books issued on loan must be returned to the Library 7days before the commencement of annual stock taking.