

Library rules for Staff

1. Books will be issued for a period of one semester. If the book belongs to the reference section it will be issued for overnight. Maximum number of books that can be borrowed is as follows:

Professor/Associate Professor 12

Assistant Professor 8

Adhoc Assistant Professor, Laboratory Assistants and Technical Assistants 5

Adhoc Laboratory Assistants 2

Other non teaching staff 2

Library deposit is Rupees One thousand only.

2. Books should be borrowed and returned from the library personally. Transactions should not be carried out through an intermediary.
3. All the borrowed books should be returned at the end of the semester. If the book is lost it has to be replaced with a brand new copy of the latest edition of the same author and title. A processing fee of Rupees One hundred should be paid. If the book has ceased publication amount equal to twice the price of the book should be paid.
4. Reference books like handbooks, encyclopedia, dictionary, manuals and CDs will not be issued.
They should be referred in the library only.
5. Personal belongings like bags, files etc. should not be carried out in the stack area.
6. Mobile phones should be on the silent mode and talking on the mobile should be avoided.