

RULES

Borrowing Limits

Students	:-	2	Books 7 days in a week.
Faculty members	:-	Permanent Faculty no limit , For CHB Teacher 20 books (As per their Appointment Order)	
Non-teaching staff	:-	5	Books for 1 month.

Rules

- 1) Borrower's Ticket is issued to every student If it is lost, duplicate borrower's ticket will be issued on payment Rs.05/- along with the prescribed application form.
- 2) Identity card and borrower's tickets are nontransferable. These tickets shall be valid for one academic year.
- 3) Books issued on the borrower's tickets can be retained with the reader for seven days.
- 4) Students can take the book, Journal on his or her Identity card for reading purpose in the reading room only.
- 5) Reference/rare books are not issued. However, they are made available in the library
- 6) Books and other reading materials borrowed by the reader are liable to recalled back at any time.
- 7) Overdue charges of Rs. 1 per day will be charged for over dues.
- 8) Every reader using the library shall be responsible for its safe custody and return the book undamaged.
- 9) Books for Competitive examinations such as MPSC, UPSC, MH-CET, NDA, and NET/SET are also issued.