

LIBRARY RULES AND REGULATIONS

- 1. All students should scan their ID card at the gate for entry as well as exit for any purpose.**
- 2. Strict silence and discipline should be maintained in the library.**
- 3. Members are not allowed to bring their own books, library books already issued (except for return and renewal), bags, umbrellas, or any other personal belongings into the library.**
- 4. Each student may borrow a maximum of four (4) books at a time for a period of 15 days. If there is no demand for the book from other students, the loan period may be extended upon request.**
- 5. Books are issued for 15 days only. Students requiring additional time must renew the books before the due date. Failure to do so will result in a fine of Rs. 1/- per day (including holidays) for each overdue book.**
- 6. Any defect or damage in a book should be reported at the time of issue. The borrower will be held responsible for any damage noticed at the time of return.**
- 7. Tampering with, writing in, underlining, or marking library books is strictly prohibited. Book labels must not be altered, removed, or defaced. A fine of Rs. 50/- will be imposed for such violations.**
- 8. In the event of loss or damage to a book, the borrower must replace it with the same title, author, and current edition.**
- 9. The use of mobile phones inside the library is strictly prohibited.**
- 10. Sleeping, eating, or consuming refreshments in the library is not permitted.**
- 11. Users are requested to switch off fans and lights after use.**

12. Journals, reference books, project reports, maps, code books, and similar materials are for reference only and will not be issued.

13. Exchanging library cards or borrowed books among students is strictly prohibited.