



LIBRARY

Rules & Regulations

GENERAL:

- Strict silence should be observed inside the library
- Library functions from Monday to Saturday **09.00 AM to 05.30 PM** .The library remains closed on Sundays and Government holidays.
- Time Allotted for Lending Books
B.Ed: 12.30 PM to 01.30 PM & 04.45 PM to 05.15 PM
M.Ed: 02 PM to 04 PM
M.Phil: 02 PM to 04 PM
- Time Allotted for Returning the Books
B.Ed: 09 AM to 09.15 AM & 12.30 PM to 01.30 PM
M.Ed: 02 PM to 04 PM
M.Phil: 02 PM to 04 PM
- Library users should sign the Gate Register before entering the library
- Users are required to deposit their bags / belongings (Other than Valuables like mobiles, Wallets Etc.,) at the personal belongings rack.
- Students must wear the **ID CARD** with the rope inside the library all the time.
- Students should produce the ID Cards to the library staff when ever asked for.
- Students will be allowed to make use of the reference books (including books, back volumes, dissertations, CD's etc.,) in the library only on submission of the identity card.
- Misuse of library facilities is an offence and calls for punishment as decided by the competent authority

- Users are required to keep the library neat and tidy.
- Mobile phones are to be switched off in the library.
- Students may approach the librarian and other members of the staff in the library for any help and guidance.

BORROWING (Books Lending):

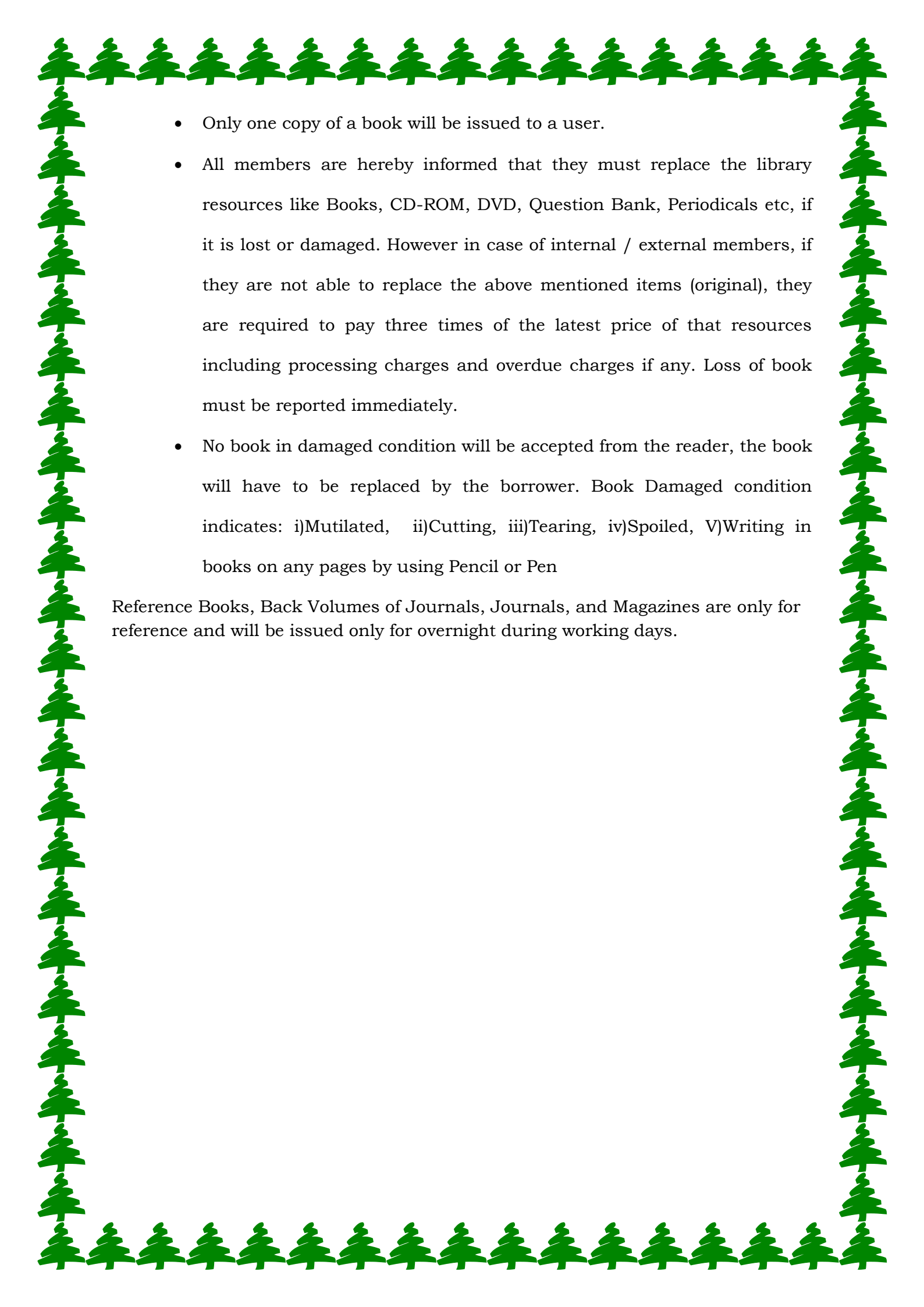
- Users should verify the physical condition of the books (for Missing pages, Chapters, Pictures Etc.,) before borrowing.
- Students can borrow the books as per the following rule:

S.No	Particulars	No. of Books	Lending Period
1	B.Ed	5 + 3	15 Days
2	M.Ed	5	
3	M.Phil (FT/PT)	2	

- Staff can borrow books as per the following rule:

S.No	Particulars	No. of Books	Lending Period
1	Teaching Staff	10	30 Days

- Books borrowed must be returned on or before the due date. In case of delay, a late fee of Rs.1/- will be charged per day (including the holidays).
- The loan period may be renewed for a further period of another fortnight. Books will be renewed if there are no reservations.
- Books that are in special demand may be called for at any time when required.
- Books will have to be physically presented for renewals.

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- Only one copy of a book will be issued to a user.
 - All members are hereby informed that they must replace the library resources like Books, CD-ROM, DVD, Question Bank, Periodicals etc, if it is lost or damaged. However in case of internal / external members, if they are not able to replace the above mentioned items (original), they are required to pay three times of the latest price of that resources including processing charges and overdue charges if any. Loss of book must be reported immediately.
 - No book in damaged condition will be accepted from the reader, the book will have to be replaced by the borrower. Book Damaged condition indicates: i)Mutilated, ii)Cutting, iii)Tearing, iv)Spoiled, V)Writing in books on any pages by using Pencil or Pen

Reference Books, Back Volumes of Journals, Journals, and Magazines are only for reference and will be issued only for overnight during working days.