

1. The maximum 2 library books to UG and 3 Books to PG students that can be issued to students of different classes. Reference Books will not be issued.
2. Library books shall be issued only on the production of library tickets and identity cards by the students only for 14 days.
3. Books will be issued for a fixed duration and must be returned to the library on or before the due date. Delay in returning a book will automatically entail a fine of one rupee per day per book.
4. Magazines (excluding those for the current month/week) may also be issued for 2 days. Fines are imposed in the case of late return of magazines/periodicals.
5. Students are not permitted to take books outside without getting them issued.
6. Identity card of a student issued by the library cannot be used by another student. The librarian must be immediately informed in case the identity card is lost.
7. A student himself will be responsible for the books issued on his card. He has to pay for the damage done to books in the form of writing, tearing a page or pages, or in any other manner. The damage will have to be compensated for either in cash or by replacing the damaged book by a new book.
8. If a book is lost, then the concerned student must inform the librarian.
9. A dignified silence must be maintained in the library.
10. All the books must be returned before getting No-Dues at the time of final exams.
11. Entry of the students in the library is allowed only with identity card.

