

General Library Rules

- Complete silence shall be observed in the library except for brief and subdued talk with the library staff. Strict decorum and discipline shall be maintained in the Library. Students/library users have to ensure that rights of other users of the Library are not breached in anyway.
- Smoking, eating, and sleeping are strictly prohibited within the library.
- Cell phones shall be kept silent while using the library.
- Faculty members of the Institute are entitled to borrow a maximum of five (05) books, for a period of one month from the date of issue. However, the borrowing period for the textbooks of the course being taught by faculty will be one complete semester.
- Research fellows, research scholars and research assistants of the Institute are entitled to borrow a maximum of four (04) books, for fifteen (15) days from the date of issue.
- Students of other categories are entitled to borrow a maximum of three (03) books, for fifteen (15) days from the date of issue.
- All administrative and support staff are entitled to borrow a maximum of two (02) books, for fifteen (15) days from the date of issue.
- Writing, underlining or marking are strictly prohibited on the library books. In case of violation of this rule the library user/students will have to pay the fine imposed by the Librarian or to replace the damaged material, or to pay its price as determined in policy document i.e. two times of the actual price of book. If one volume of a set is damaged, and it is not available separately, the whole set shall have to be replaced or paid for @ as determined above.
- Books not returned on due date and reported to have been lost, shall be paid for on the expiry of the prescribed limit of time, and this amount shall in no case be refundable. The amount payable to the Library is as determined i.e. two times of the actual price of book.
- All types of users can consult reference materials (e.g. Periodicals, Dictionaries, Encyclopedias, Handbooks, Glossaries etc.) within the library only. Borrowing of these materials is strictly prohibited.
- Library user should leave book(s) on the table after reading and not shelve them.
- Reserved books shall be returned on the due date.
- Strict disciplinary action will be taken against student(s) who violates rules of the Library.