

1. General Rules and Regulations of the Library

- Entry to the library is permitted only with a valid College ID card.
- Strict silence must be maintained in the library at all times.
- Bags, personal belongings, and large items must be deposited at the property counter near the entrance.
- All students are required to sign the 'Library Visitor Register' upon each visit, at the entrance of the library.
- All users are subject to inspection of books and materials at the exit point.
- Please take your personal belongings with you when leaving the library.
- Food, beverages, or chewing gum are not allowed inside the library premises.
- Electronic devices (laptops, tablets, etc.) may be used only for academic purposes and must be operated in silent mode.
- Mobile phones must be switched off or kept on silent mode. Talking on the phone is strictly prohibited inside the library.
- Marking, writing, or damaging books, furniture, or any library property is strictly prohibited. Users will be held responsible for any such damage.
- Books must be handled with care and returned on or before the due date. A fine will be imposed for overdue books.
- Reference books, journals, and newspapers are to be used only within the library and cannot be issued.
- Users must maintain cleanliness and respect the study environment of others.

2. Cyber Rules of the Library

- Electronic devices within the library are to be used strictly for accessing online educational and research resources.
- Users must not install, uninstall, or modify any software or system settings on library computers.
- Printing is not permitted within the library premises. Students requiring printouts should contact the librarian for guidance.

- The use of digital library systems for online shopping, chatting, gaming, or entertainment purposes is strictly prohibited.
- Any violation of these cyber rules will result in disciplinary action as deemed appropriate by the library authorities.

3. Services Offered by the Library

- **Circulation Services**
 - Lending of books, magazines, and reference material
 - Book Bank facility for economically weaker students
- **Reading and Study Facilities**
 - Air-Conditioned Reading Hall with 120 seating capacity
 - Separate reading zones for undergraduate and postgraduate students
 - Provision for students to bring personal books
- **Digital and E-Resources Access**
 - Access to e-resources via INFLIBNET-NLIST, NDL (National Digital Library)
 - OPAC (Online Public Access Catalogue) for resource discovery
 - Free internet access for academic purposes
- **Reference and Research Support**
 - Personalized reference services and research consultations
 - Assistance in locating research materials and databases
 - Material support for minor/major research projects and academic writing
 - Guidance in using open-access resources
- **Information Literacy and Orientation**
 - Orientation sessions for new students and faculty
 - Information literacy and digital resource training workshops
 - Group and individual user education programs
- **Library Outreach and Community Engagement**
 - Coordination of “Earn While You Learn” scheme for needy students
 - Collaboration with faculty for academic activities
 - Display of new arrivals, bibliographic displays, and knowledge-sharing events

- **Reprographic and Scanning Facility**
- **Current Awareness and SDI Services**
- **Support for Students with Special Needs**
- **Newspaper Clippings**
- **Previous Year Question Papers**
- **Book Bank**

4. Library Membership & Loan privileges

Students, Teachers, and Staff of the Institute are admitted as members of the library. The number of books that may be borrowed by each category of members and the period of loan is as under:

Type of User	Loan Quota	Loan Period
UG Student	2 Books	10 days
PG Student	4 Books	10 days
Teaching Staff	20	One Month