

Membership No. _____ Date _____ Category/page
No. _____

Date _____ of _____ Expiry _____ /
Clearance _____ Signature _____
(Librarian)

P.T.O

Central Library Rules & Regulations

Opening Hours:

- Library remains open from 08:00 am. to 07:00 pm.(Except on Saturdays / Sundays and gazette holidays).
- As university progresses, library timings may be changed on proposal of Chief Librarian and by approval the competent authority.
- Monday to Friday 08:00 to 19:00
- Saturday(only for reading) 09:00 to 17:00
- Sunday (only for reading) 09:00 to 17:00

Circulation Desk:

- Issue / Return 08:15 to 18:45
- Prayer Break (Friday) 12:45 to 13:30

Issue of books (Authorization)

The following categories of members shall observe the loan schedule mentioned against each.

Designation	No of Books	Days
Vice Chancellor	15	180
Head of Departments	10	150
Professor/Associate/Asst. Professor	8	120
Lecture	6	120
Teaching Assistant/ Lab In charge	5	120
Visiting Faculty	4	60
Non-Faculty Members/ Staff	2	30
Students	2	14

Membership and Loan Privileges:

- The membership of the library is only for students and employees of the University, which is granted on issuance of library membership card (University Card).
- A membership card will be issued to each member of the library. It is essential to bring membership card for borrowing books. The membership card should be kept securely. The member will be responsible for any book borrowed on his/her membership card or membership number.
- Membership card is non-transferable.
- Change of address / telephone number, or loss & theft of membership card must be reported to the Library In charge/library staff immediately.
- University student/employee card is also membership card for Library.
- Reference books, newspapers and periodicals can only be used in the library.
- If any borrowed book is urgently required in library, it may be called back by the Librarian.
- Librarian may withhold or restrict the circulation of any book in the library for specific purpose.
- Books will not be reissued on telephone or E-mail. The facility of re issuance on phone or email may be extended to faculty.

Over Due Fine:

- Rupees Five (Rs. 10/-) per day per book will be charged as overdue fine.
- Over due fine must be deposited before end of semester otherwise membership will be suspended and fine will be deducted from university security of the member.