

# KNOW YOUR LIBRARY

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## Library Hours:

Monday to Friday – 11:00am. To 5:00pm.

Saturday – 11:00am. To 2:00pm.

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## Library rules

### Membership rules:

- All students are issued library membership, as soon as their registration process is completed.
- Moreover, all teaching & support staff are eligible for library membership.

### Home issue rules:

- 2 cards are issued per student against which they can issue two books at a time for 10 days.
- A fine of Rs. 1/- / day / book is levied if any book is not returned in time.

### Reading room rules:

- All valid students & all supporting staff members can use the reading room throughout working hours. Books not belonging to the library are not allowed in the reading room.

### General rules:

- Silence must be maintained in the library at all times. Mobile phones are not allowed in the library. Bags & personal books are not allowed in the library.

- Borrowed books which are lost or damaged must be replaced by the borrower.

### **Reprographic service usage:**

- All teachers can use the library reprographic service.
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### **Collections of books in library**

<b>No. of purchased books in library</b>	<b>6688 nos.</b>
<b>No of donated books</b>	<b>400 nos.</b>
<b>No. of periodicals</b>	<b>44 nos.</b>
<b>Total books</b>	<b>7132 nos.</b>

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### **University examinations question papers:**

- Students are sent digital copies of university question papers through individual email on specific demand from our digitized repository. Question papers have been made available on our college website too.