



LIBRARY

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1. The Library is fully computerized and provides for on-line search of books by author, title, subject & topics.
2. The Library is fully equipped with Technical Books, CDs, Journals and Periodicals.
3. The Digital Library provides a large range of CDs and DVDs relating to technical subjects and movies. A large collection of movies in English is available for students to issue for improving their listening and comprehension skills.
4. A book is issued for a period of 7 days (it can be renewed once for another 7 days) & a fine of Rs.1/- per day is levied for late return. If the return of a book is late by more than 15 days a fine Rs.50/- per week of delay has to be paid.
5. Reference books are only for reading inside the Library. If they are not returned on the same day, a fine of Rs. 10/- will be levied per day.
6. Without ID card books cannot be issued. The ID card holder must be present while issuing books.
7. Maximum 4 Books are allowed for each student.
8. If a book is lost, the lost must be informed to the librarian as soon as possible.
9. Library fines will not be levied for official holidays.
10. Please Refrain from tearing books, magazines, etc. Any one found doing so will be heavily penalized.
11. Reading room chairs, tables and sofas should be kept in order.
12. Sleeping is strictly prohibited inside the library.
13. Keep the newspapers in their proper place.
14. A person shall be responsible for any damage done by him/her to the books or other property of the library. He/she may be fined or penalized as per the rules of the institute. The decision of the librarian and library staff in regards to these matters shall be final and binding.
15. Written request for new titles may be given to the librarian at any time. You must specify the title, author(s) and the publishers name.

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16. Every students shall strive to maintain the cleanliness and silence of the library.