

LRC Rules & Regulations

➤ **Library Timings :**

Monday to Saturday : 9.00 am to 9.00 pm

Holidays & Sundays : 11.00 am to 7.00 pm

- All students should have their **Photo Identity Card** whenever they come to the LRC.
- Students should issue the book on his/her own Library card only.
- At a time **three books will be issued** for a period of one week.
- Once issued book cannot be returned on the same day.
- Marking on the Books, Journals, Newspapers is not allowed.
- Students are requested to refer to Journals, CDs, Files, Annual Reports, Project Reports, Question Papers, Bound Volumes, News Papers & Reference Materials in the LRC only. This reading material will not be allowed to take out of the LRC.
- Students are requested to return all the books in time. **A fine of Rs 4/- per day** will be charged for all the books returned late.
- Students are requested to give the material to be photocopied one day in advance along with the form filled up in the LRC. **Re 1/- per exposure** will be charged.
- Students should keep their **Mobile switched off** as & when they visit the LRC. A fine of **Rs. 100/-** will be charged for Mobile Usage in the library.
- All the students are requested to note that personal books, magazines, newspapers and folders will not be allowed in the LRC (stilt area). However students can bring their personal books, magazines, newspapers to the Reading room for their reference.

Dr. Sandeep Bhavsar

Librarian