

Rules & Procedures:

01. Before Entering the Central Library The Users Should Leave all their Belongings (Bags, Own books, Etc) in the Open Cement Racks Near The Entrance Door of The Central Library. Only One Note Book or White Papers are allowed in to the Central Library.
02. All The Books are Arranged as per The Dewey Decimal Classification. (Department Wise)
03. Open Access System is Followed in the Central Library Where in the Users are Allowed to Go Directly To the Racks and Select the Books of their Choice.
04. Barcode Label (Borrower No) will be issued to each student admitted in the college after verifying the Identity Card. The Students to Borrow Two Books on Borrower Barcode Label. The Borrower Barcode label Once Issued is Valid Till The Completion of the Course of the student in the College.
05. The Borrowers May Go Directly to the Racks and select the books of his/her Choice and submit the same in the issue counter along with the ID Card with borrower barcode Label.
06. To Prevent any Possible Loss of Library Material all the Students are Checked by Security Guard When they Leave the Library.
07. The Borrower may Submit the Books in the issue Counter for Return.
08. Renewal is Possible only When there is no Demand for the same book from other Users.
09. Students May Borrow the Reference Text Books half an hour before closing the Library and Return The same by 9.30 A.M the next day.
10. The Borrower who lost his/her Barcode Label should Report the Same in Writing to the Librarian Immediately. A Duplicate Barcode Label will be Issued on payment of Rs.20/-.
11. If a book is Lost, the Borrower may Purchase the Same Book and Replace the Lost Book. If the Book In not available for purchase in the Book shops , the Borrower has to pay the Replacement charges of the book.
12. The Borrowers are Advised to take Utmost Care of their Barcode label and Books.
13. The Student Who Completed the Course of Study in the College Should get a No Dues Certificate From the Central Library by Returning all the Books Borrowed from the Central Library & Book Bank Library.
14. A Book Bank Library is Maintained in the Central Library for the Benefit of the Scholarship (ST&SC) Holders.
15. The Print Catalogues (Complete List of books, Department Wise) are available at Cataloguing Section.
16. The Central Library has Fully Automated with Barcode System Maintained. The Users may search for the Required Books by Author, Title, Acc No & Subject Wise Information available at OPAC (Online Public Access Catalogue) Section.
17. The Following Facilities are available in the Central Library:

- A. Digital Library with 6mbps Internet speed.
- B. E Resources (online Journals (Science Direct) through **INDEST-AICTE**)
- C. DELNET (Developing for Library Networking).
- D. Video Library (Video Lectures from IIT's & IGNOU through EKLAVYA Technology)
- E. NPTEL Project in the Digital Library
- F. No. of CD's.
- G. Automation.
- H. Bar Code.
- I. OPAC (Online Public Access Catalogues).
- J. New Arrivals (Books). & News Letters.
- K. No. of International & National Journals.
- L. No. of Magazines.
- M. 13 No's of News Papers.
- N. No. of Back Volumes of Periodicals.
- O. No. of Project Reports.
- P. Reprographic (Xerox).
- Q. Question Papers from 2002.