

Membership and Circulation

All the current students of the college and following categories of faculty and staff members can borrow book for specified time period.

Students: Student must be enrolled for current session.

Ex- Students: Ex-Students of the College can be enrolled for the usage of library.

Teaching staff: Includes Associate Professors, Assistant Professors, Librarians, GLI & SACTs.

Staff: Includes current Non-Teaching staffs of the college.

Category	Male	Female	Total
Students	2,109	2,317	4426
Teachers	53	28	81
Non-Teaching staff	05	00	05
Ex-Students	02	00	02
Total			4514

BORROWING FACILITIES:

- Two books are allowed for issue to the student for a period of 15days, renewable 3 times.
- Library is allowed to take 15 books at a time to the Teachers for a period of 3 months.
- Library is allowed to take 7 books at a time for Non-Teaching Staff for a period of 3 months.

NOTE: All materials on loan have to be returned two weeks before the end of the each semester.

OVERDUE :

The documents which are not returned/renewed on or before the due date will be considered as overdue documents.

- The member is expected to pay attention to the due date on the borrowed book.
- For the books not returned / renewed within the due date of return, a fine of Rs. 1.00 per day be imposed after the due date.
- If the 'Date of return' falls within vacation, then books are to be returned within 7 days after the college reopens.