

The facilities of library are available to all its regular enrolled students, all teachers, and all employees. There are more than 2000 books in the library. The Book bank scheme helps students of SC/ST/OBC and the scheme of BPL book bank helps the students of below poverty line as directed by the government.

**Some major facilities available to all stakeholders are:**

1. Daily newspaper
2. Monthly magazine for competition examinations
3. Magazines on current events
4. Text-books and reference books

**RULES AND REGULATIONS OF LIBRARY**

**LIBRARY RULES FOR THE STUDENTS OF THE COLLEGE.**

**A. General Rules**

- 1) All students must make use of the library facility to enrich their academic excellence.
- 2) Only enrolled students are allowed to enter the college library on the strength of a valid Identity Card, which must be produced as and when it is demanded by the library staff or college teaching staff.
- 3) Complete silence must be maintained in & near the library.
- 4) Students should not bring Walkman or any electronic instruments and any eatables inside the library. Using the cell phone in the library is strictly prohibited.
- 5) Infringement of the library rules will result in the withdrawal of the library from the student.
- 6) All cases of the violation of rules will be reported to the principal for suitable action.

**B. Home Lending**

- 1) Library book will be issued to the regular students for home lending only during the 15 days.
- 2) 2 books will be issued for home lending the library card. Pure reference books, issues of periodicals, magazines, and news papers will not be allowed out of the library or for home lending.
- 3) The book issued for home reading must be return to the library within 15days
- 4) A fine of 1=00 rupee, or as decided by the Library Committee will be charged for every day of delay. Persistent delay in returning the charging the fine, Sundays and holidays will be considered.
- 5) The book may be issued for two weeks provided there is no demand for the book from other students.
- 6) Book newly acquired for library will be available for reading in the study room as soon as they are ready for us.

## **LIBRARY COMMITTEE**

To monitor activities, services and facilities of library, a library committee is constituted. Committee takes its meetings onetime to time headed by the principal. This committee verifies the facilities given to its stakeholders. In an annual basis, the physical verification committee is also constituted by the principal to give actual number of books in library.

### **COMMITTEE:**

Patron- Dr (Smt) Sonita Satsangi

President - Shri Mukesh Kumar Kemro

Secretary - Dr N Jaishree

Executive member – 1. Heena sahu BA II sem

2. Khushboo BA II<sup>nd</sup> Year