

Nagindas Khandwala College (Empowered Autonomous)

RULES AND REGULATIONS

Working Days

- Monday to Saturday

Timing

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| ▪ Library Timing | 07:00 am to 06.00 pm |
| ▪ Circulation Desk | 08.30 am to 05:00 pm |
| ▪ Internet Facility Centre | 08.00 am to 05:00 pm |

Library Membership

- All students who have successfully admitted to the College become the Members of the Library by default.
- College Identity Card is must to enter the library, access internet facility center and borrow books
- GR number of the student is the membership number of the library
- Students can recommend books to the library

Rules

- Maintain complete silence and discipline in the library.
- Do not transfer Identity card
- Mobile phones, eatables and reserving of seats are not allowed
- Stealing and misplacing the books are punishable
- Putting marks, underlines, dog-ear mark, writing, tearing pages or damaging the library document/property is/are punishable
- Smoking, eating, sleeping and talking loudly are strictly prohibited use baggage counter for keeping the bags.
- Members need to take care of their valuables in the library premises. The library is not responsible for any theft or missing of any property
- Bags are not allowed in the new reading room
- Upon any infringement of any of the library rules, members shall forfeit the privileges of admission and library membership. The librarian reserves all rights to suspend the membership of any member/s found misbehaving, abusing the library staff in an indecent manner.

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Entitlements and loan period

Courses/ Sections	Entitlements (books)	Loan Period*
XI & XII	1	7 days
BA & BCom	1	7 days
BAF, BBI, BMS, BMM, BFM	3	7 days
BSc CS, BSc IT	3	7 days
MSc IT	4	15 days
MA Geography	4	15 days
MA Economics	4	15 days
MCom	3	15 days
PhD	5	30 days

Entitlements and loan period for Staff

Staff	Entitlements (books)	Loan Period*
Faculty	20	365 days
Visiting Faculty	5	30 days
Non-Teaching Faculty	10	182 days (6 Months)

Circulation Desk

- Timing of Circulation Desk is 08.30 am to 05:00 pm
- College ID card is must to borrow books
- Books are issued as per the above loan period and entitlements.
- Book/s can be renewed one time only.
- Students should see the due date given on the book slip while borrowing the book and return the book on or before the due date
- To just refer in the library premises or take photocopies, depositing of ID card is must. Only three books issued at a time for reference
- A member cannot borrow another book if he/she already holds an overdue book.
- To issue any book, the real ID card holder/student should be present. Whereas to return the borrowed book, the real ID card holder/ borrower or anyone on his/her behalf can return the book/s

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Overdue charges

- Rs. 5/- per day per book from the due date till the book is returned to the library
- If, the students fail to return any type of document issued on his/her ID card, then the fine will be charged @ Rs. 20/- per day per book from the issuing date till the document is returned to Library
- If the book/s is/are lost, then the borrower shall replace the book/s of the same edition or pay the price of the book
- Loss of identity card should be reported to the admin office and file request for duplicate identity card
- Queries related to caution money/ library deposit should be enquired/ collected in the College Office only

Internet Facility Centre (Cyber Space)

- Depositing of ID card is must to access cyber space
- Students can access PCs from 08.00 am to 05:00 pm
- Access to prohibitory sites not allowed
- Downloading of any kind of software is not allowed
- The library is not responsible for any data theft. So, students should not save any files in any of the PCs.