

PAILAN

Group of Institutions

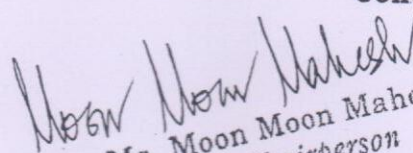
Pailan Group of Institutions

Bengal Pailan Park, Sector-I, Phase-I,
Amgachia Road (Off Diamond Harbour Road),
Joka, Kolkata-700104, South 24 Parganas, WB.

LIBRARY RULES

1. Carrying Library Membership card (Lending card/Reading card) is mandatory for availing Library service;
2. Maintain silence in the Library;
3. Library cards are not transferable;
4. All undergraduate/post graduate students are allowed to take maximum 5 books at a time for a period of 15 days against their lending card. Renewal is allowed twice (for another 15 days each time) depending upon demand of the book(s);
5. Late submission fine will be imposed @ Rs.1/- per day per book in case book(s) is/are returned after stipulated return date;
6. Overnight issue is allowed for one book only against the Reading card; the book issued after 4 PM shall have to be returned by 11 AM of next working day of the college, failing which penalty @ Rs.2/- per day will be charged;
7. Faculty members are allowed to take maximum 6 books at a time against their lending card for a period of 30 days and renewal is allowed twice depending upon demand of the book(s);
8. All students and faculty members can get maximum 2 books issued at a time against the Reading Card for the purpose of study in the reading room of the Library;
9. In case of loss or damage of the book, the book shall have to be replaced with a new copy; until then all library services will remain suspended;
10. In case of loss of Library Cards, Rs. 25/- for each card will be charged for issue of new card(s). The loss must be notified to the Librarian/Astt. Librarian in writing as soon as possible;
11. Reference copy of dictionary, Textbooks and Newspapers are not to be removed from the reading room of the Library;

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Ms. Moon Moon Mahesh
Vice Chairperson
Pailan Group of Institutions

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12. Personal books, copies, notebooks, study materials could be carried inside the Library only after getting permission from the Librarian/Library staff;
13. A student could fill up requisition slip on his/her behalf only;
14. Food staff are not allowed inside the Library;
15. Attendance for Library class will be recorded by Librarian/Asstt. Librarian;
16. Any violation of norms may lead to forfeiture of the Library cards for remaining semester session;
17. Head of the departments/departmental coordinators are advised to render their cooperation in order to improve functioning of library effectively in the coming months/years.

This Library Rules shall come into effect immediately and shall remain in force until further order on the issue.


(Moon Moon Mahesh)

Vice-Chairperson,
Pailan Group of Institutions.

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