

All 1st year students of MBA/ MCA/ B.Tech./ Diploma are welcome to our Library . They are hereby informed to collect their Library Cards/ Syllabus / Time Table from their respective Libraries .Maximum 3 no. of books may be issued to each student subject to Library Rules given below.

BRIEF LIBRARY RULES

1. A student may retain the borrowed books for a maximum period of 180 days.
2. All books on loan shall be returned on due date stamped on the library card.
3. Discharging of books shall not be done before 15 days from the date of issue.
4. If a book is not returned to the library when due, an overdue charge of Rs 2.00 per book for each day of delay shall be levied.
5. If a student wants to change books he/she can do so
6. Before leaving the counter, the borrower shall satisfy as to whether the book lent is in sound physical condition; and if not, the borrower shall immediately bring the matter to the notice of the librarian or his deputy in his absence; otherwise the borrower is liable to be held responsible for the replacement of the book by a sound copy.
7. If one book of a set is damaged or lost,, the borrower concerned shall be liable to replace the whole set.
8. The borrowers are not allowed to sub-lend the library documents to others.

The students intending to borrow books are to submit their library cards pinned with duly filled in requisition slip (as specified below) to the Counter Assistant on scheduled day . The book(s) if available, may be issued in favour of them.

Scheduled Days of Charging/Discharging of Books

Friday and Saturday of every week is scheduled for 1st yr. MBA/MCA/B,Tech/ Diploma for issuing & returning of books.

Requisition Slip

Name of student	
Branch	
Roll No.	
Title of Book(s)	
Author	

Memo No.BIET/LIB/458/13 Dt. 07-08-2013.

Principal

Copy to the Director, Co-ordination/ All the Principals/ All the Deans / Notice Board(s) / Admission Section/ Estt. Section for information .

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7-8-13
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