



Rules for Students

1. Check the Stock register before searching the almirah stocks.
2. The required book can be issued only after registration in the 'Issue Register' in front of the HOD-Assistant.
3. The book could be issued only after the I-Card of the respective student is produced before the Assistant.
4. A student can be issued a book for 15 days after which a fine of Re: 2/day would be levied.
5. The same book cannot be re-issued by the same student within 7 days of return.
6. The books need to be returned before the start of the End-Term examination.
7. Only one book would be issued at a time to a student.
8. The book must be returned in a good-condition.
9. If the student fails to return the book or damages the book in any way, he/she needs to provide a New-One within 15 days of intimation or the payment for buying the same.
10. The dates for issuing of the books from the Departmental Library would be announced at the on-set of each Semester.

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