

# Techno College of Engineering Agartala



## Library Rules

(Revised on September 2023)

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Visit:-[www.technoindiaagartala.org](http://www.technoindiaagartala.org)

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### **Library Rules & Regulations:**

1. Library opened for bonafide member of TCEA, Agartala.
2. Membership is automatically conferred to all the faculty members and students on his/her joining the Techno College of Engineering agartala subject to the approval process of library and remain valid for his/her tenure of employment/studies.
3. Membership to visiting faculty and non-teaching staff is considered as per recommendation of the concerned authority.
4. A student can issue maximum 6(Six) books/materials for the period of current semester.
5. The faculty member can issue maximum 10 (Ten) books/material for the period of current semester.
6. All users must maintain peaceful environment while studying in library and talking, eating, smoking, sleeping activities are strictly prohibited.
7. Member should produce their valid Identity Library card for borrowing Library materials, documents. Borrowing rights of members are absolutely not transferable.
8. Entry in library premises is allowed only to bonafide members and library staff has the authority to check the Identity Card of any person seeking entry to the library premises.
9. Reading materials may be used in library premises or borrower for external use.
- 10 . Before borrowing library materials/documents, the member should ensure the good condition of the documents. Any mutilations/damage should be brought to the notice of the librarian. "The borrower will be held responsible for any damage of the documents and he/she may have to replace the same are pay the damage on per rules of library.
- 11 . For loss/damage of the book by the member, he/she must replace by procuring it same/current edition from market.
- 12 . For delayed return after the due date, the fine will be imposed/action taken as follows: (a) Rs. 2/--(Rupees two only) per book per day. (b) Until & unless member returned the taken books within due time new books will not be issued.



- 13 . Duplicate membership card may be issued by payment of Rs. 50/-.
- 14 . No reference material/document are available for issue and shall not be permitted to be taken out of the library by any member. Reference materials are available for Library reading only against Library card.
- 15 . Any violation of library rules shall lead to for feature of the membership of concern member. Appropriate disciplinary action may also be imposed.
- 16 . Timing: Library shall remain open to members on all working days from Monday to Friday except on scheduled holidays. (a) Reading, Issues and returning materials:-10:00 am -05:00 pm. (b) Lunch Break: 01:00 pm – 02:00 pm.
- 17 . No dues Certificate/clearing certificate should be obtained from TCEA-Library while leaving the college. Result or degree or dues cannot be issued to member, unless all borrowers are returned.
- 18 . Duplicate No-dues certificate may be issued by payment of Rs. 50/-.
19. Readers should not mark, underline, dog-ear mark write, tear pages or damages the library books and any documents. If violated, fine will be imposed accordingly.
- 20 . Newspapers/magazines may be read only in the library on specific desk and must not be taken to any other reading areas.




Librarian  
TCEA



Library Faculty-in-Charge  
TCEA



IQAC Coordinator  
TCEA



Principal  
TCEA

