

ARCHIVES RULES

General Conduct:

- Students have to deposit their personal holdings at entrance on Archives Security Desk.
- Student may keep take Cell Phones, wallets & any precious stuff along with themselves.
- Any type of Camera will not be allowed in Archives without prior permission.
- Smoking is prohibited in the Archives.
- Talking loudly in the Archives is prohibited.
- No student / visitor is allowed to take away any reference material from the Archives. Only the issued materials maybe taken away.
- The Archives Incharge shall be responsible for the maintenance of discipline in the Archives. For disorderly conduct or breach of any rules, he/she may require a member to withdraw from the Archives for the remainder of the week and shall immediately report the case to the Archives Advisor and Chairman of the department.
- The Archives staff may change any policy as per emerging requirements. Members will be informed through Archives notice board.

Book Lending Policy:

Category of Membership	Number of Books	Lending Period
Student Second Year	02	07 Days
Student Inter Arch.	02	07 Days
Student Pre-Final Year	02	07 Days
Student Final Year	03	07 Days
Post Graduate MURP Students	02	07 Days
University Teachers	05	01 Month
Visiting Teachers	02	01 Month
I.T. Manager/Lab Engineer	02	01 Month
University Employees	02	07 Days

Procedure of Membership:

- Students from Second Year Architecture onwards may apply for the Archives Membership.
- Applicant must provide two passport size photographs (one photograph will be affixed on the Membership card and the other on the Borrow Card).
- Member will be issued a Borrow card.
- In case of loss, duplicate card will be issued to the applicant along with one passport size photograph and charge of Rs. 50/-, if the Archives dues are cleared.

Book Issue Policy: (For Students)

- Only books and other published materials can be issued for one week.
- After due date a fine of Rs. 2/- per book per day will be charged.
- If any damage to borrowed material happens, then Archives is eligible to take necessary action.
- After due date, a material can be re-issued to the member, if it is not required by another member.
- Borrow card is non-transferable; Card holder has to be present at the time of borrowing materials.
- Over-due notices shall be sent to the members at their residential addresses registered in the department.
- Damaged Borrow card will not be acceptable.
- A member who loses/damages any material shall be requested to replace the material with a new one or to pay double (as a fine) according to the prevailing market price.
- Graduate students cannot be issued any material, as their membership would be cancelled graduation.
- Final year students must clear all dues at the time of final examination. After clearance, students will not be issued any material.

Book Issue Policy: (For Faculty)

- Material may be issued to faculty members for one month.
- After due date, faculty has to return or re-issue the material.
- The faculty must sign at the time of receiving any material.
- In case of loss and damage, the faculty has to pay for the replacement of the material.
- A reminder may be issued after every one month, if any faculty member will not return or re-issue the material.
- In case of any particular class assignment, faculty may inform Archives staff in advance, so that the particular material be issued to any individual student till the submission date of the assignment.