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HINGALGANJ MAHAVIDYALAYA

ESTD.-2005

P.O-HINGALGANJ, DIST-NORTH 24 PARGANAS, PIN-743435

Recognised by the Govt. of West Bengal & Affiliated to the West Bengal State University.



Ref No.-

Date-26.10.2022

Library Rules and Regulations for Students

1. All the users entering the library must their bags and other belongings outside the library.
2. College Identity card is compulsory for getting access to the library.
3. Students should produce their identity card while borrowing / returning books.
4. Enter your name and sign in the entrance register kept at the entrance counter while using the library.
5. Silence should be strictly maintained in the library.
6. Mobile phones and other devices likely to cause disturbance are not used in the library premises.
7. Misbehavior in the library is strictly prohibited.
8. Books should be handled with care. Marking on the books, tearing pages, loss of books etc are most objectionable and may lead to fines equal to the cost of replacing of the books.
9. Students should submit the demand slip from 11 AM to 2 PM (Monday to Saturday) except holidays.
10. Books will be distributed from 1 PM to 2 PM and from 2.30 PM to 4 PM (Monday to Saturday) except holidays.
11. Only 3 books can be borrowed by Honours students for 15 days.
12. Only 2 books can be borrowed by General students for 15 days.
13. Return of books is mandatory after 15 days. If He/ She fails to return the books in due time that students will be charged 50 Paise per day for that particular book.
14. Students can use the Reading room for reading newspaper and library books.
15. Students can issue 2 books for the purpose of reading. The books taken for reading must be returned after reading.

Ordered by

Sudhu
26/10/2022

Principal

Hingalganj Mahavidyalaya
Hingalganj, North 24 Parganas.