

No. CPJCHS/2025-26/010

2nd August, 2025

NOTICE

Library Working Hours & Rules

This is to inform all the students that the library working hours are as follows:

- Monday to Saturday (Except Public Holidays): 9:30 AM to 5:00 PM
- Issue & Return Timings:
 - 10:00 AM to 1:30 PM
 - 2:00 PM to 4:00 PM
- Loss of Library card should be reported to the Library Staff immediately in writing.
- If required Duplicate Card will be issued on payment of Rs. 150/- for each card and on giving an undertaking that they will continue to be held responsible for any loss arising from inadvertent use or misuse of the card lost.
- The library is meant to be used for academic & reference study. Students shall have to apply for the membership on prescribed application form available in the library as per request at the time of admission or any late demand (against security)
- We request all the students to adhere to these timings strictly for a smooth and efficient library operation. For any queries or concerns, kindly contact the library staff.
- Misbehavior with the library staff, stealing or damaging books, journals, magazines will lead to cancellation of membership and taken as a serious offence which leads to strong disciplinary action.
- On default of return of books on the due date indicated on the date slip, an overdue charge of Rs.5.00/day/book will be collected/ imposed.
- Loss of books, if any, shall be reported to the library staff immediately and it shall be replaced by another book of the same author/ title of the latest edition immediately.
- In case the user is unable to replace the lost books, twice the cost of books plus overdue charges, if any will be charged.
- All users must maintain absolute silence in the library. Members/users indulging conversation, consultation or creating any disturbance in the library will be expelled from the library.
- Every student has to show his/her identity card at the entrance and should sign in the User's Gate Entry Register
- Before entering the library, students must ensure that mobile is switched off/silent mode otherwise a minimum fine of Rs 100/- shall be charged.

Thank you for your cooperation.

Sd/-

Director General