



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Supporting Documents for NAAC AQAR 2022-2023

Criterion 4	Key Indicator: 4.2
Infrastructure and Learning Resources	Library as a Learning Resource
4.2.4	Number per day usage of library by teachers and students

**Prepared and submitted by
Jorhat Kendriya Mahavidyalaya**



Pranjal Dutta
Coordinator, IQAC



Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



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LIBRARY RULES AND REGULATIONS

Working Hour : 9am to 4.30 pm

1. The Library is meant for only the bonafied students of the college. However, the authority reserves the provision of permission to special users.
2. While borrowing books from the library, each student will have to produce his/her library card. A student is not entitled to borrow a book against the library card of others. If detected, he/she will be punished or fined.
3. Students are not allowed to use the library without uniform.
4. 03 books will be issued to each student, 08 books for teachers and 04 books for non-teaching staff. Students will be entitled to keep books for fifteen days only from the date of issue. Books must be returned to the library at the end of the period failing which fine of 2 rupee will be imposed. However, the students can reissue the books for another 7 days with the permission of the librarian.
5. Students can avail lending facility till they appear final examination of an academic session.

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6. Rare books, reference books, periodicals, news paper are not allowed for home lending. Books & periodicals issued against the reading section card will be allowed to use in the library reading hall which will have to be returned at time of leaving.
7. Books have to be replaced if lost or damaged. Students found mutilating library books or periodicals will be subject to disciplinary action.
8. Strict silence and decorum should be observed in the library.
9. Using mobile phone is strictly prohibited in the library premises without the permission of the Librarian.
10. Users should obey the library rules and regulations. Violation of rules and any act of misbehaviour to the library staff will lead to strong disciplinary action.

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Library Working Hour

Monday to Sunday

9 AM to 4.30 PM

The college library remains open during semester breaks.

Lending System of Central Library

Type of Member	Book Issue	Days	Renewal (On Condition)
HS	2	15	7
UG	3	15	7
Teaching	8	90	---
Non-Teaching	4	60	---

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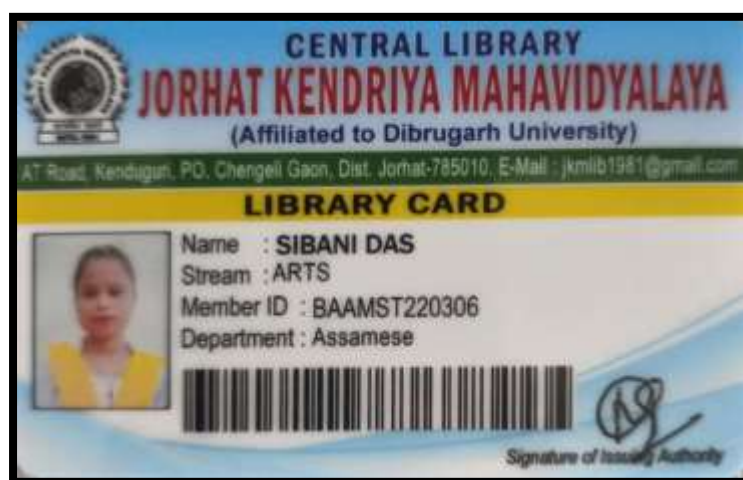


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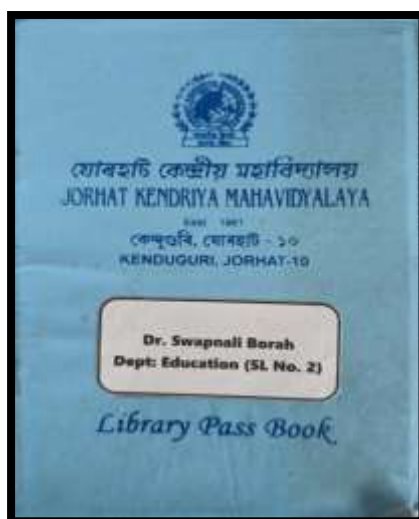
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SAMPLE OF LIBRARY CARD



Student's Library Card



Teacher's Library Card

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