



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, under the MoE, Govt. of India
Kokrajhar, BTAD, Assam 783370

CENTRAL LIBRARY

www.cit.ac.in

Date: 10th December 2024

NOTICE

Issue/Return Timing:

- Normal Books can be issued and returned **all day of the week (except holidays)** between **09:00 AM to 5:30 PM**.
- Books with overdue can be returned **Monday to Friday** between **10:00 AM to 5:30 PM**.
- No overdue books or payments will be accepted beyond this timeframe.
- **Single user cannot issue multiple copies same book.**

Non-Negotiable Conditions:

1. **Technical Issues:**
Late returns due to technical difficulties on due date will not be considered.
2. **Weekends/Holidays:**
Overdue books cannot be returned on weekends or holidays.
3. **Overdue Timing:**
Failure to return books by **5:30 PM** on the overdue date will result in penalties.
4. **Overdue Payments:**
Payment of overdue fines is **compulsory** without exception.

It is advised to return the overdue book/s before the due date.

Lost Books:

- Users must either return the **same book** (same or current edition) or pay a fine **three times of the purchase cost**.
- **Used books** will not be accepted as replacements.

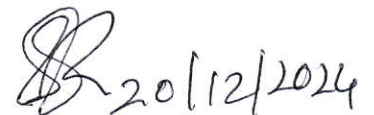
Revised Book Limit and Holding Duration:

Effective from **1st January 2025**, the new **book issue limits** and **holding durations** are as follows:

Category	Book Limit	Hold duration (days)
Faculty/Staff	10	180
PhD/PG/UG	8	180
Diploma	6	180
Guest/JRF/Intern	2	15

These changes aim to streamline the library's functioning and enhance user accountability.

For further details, please contact the library staff during working hours.

 20/12/2024

Sabita Swargiary
Asst. Librarian and i/c Librarian
Central Library, CIT Kokrajhar