



File No. 2020-21/Notice/03

Date: 01/12/2020

Standard Operating Procedures (SOPs) for Reopening of Library Services

1. Common conditions:

1. Wearing of mask/face cover is compulsory.
2. Sanitize hands at the entry of Library.
3. Grouping (≥ 02 user) inside library is not allowed.
4. Sitting inside library (Sofa/reading table) is not allowed.
5. Proper time schedule should be maintaining inside library for entry/exit.
6. Use library toilets properly.
7. Spitting inside library is strictly prohibited. Anyone found to do so, will be punishable.
8. Minimum 06 feet distance to be maintain inside library among users.
9. Grouping and gossiping inside/in front of library is not allowed.
10. User should not take too much time during issue/return of books inside library.
11. Issue of Identity cum Library Card is open during the time slot mentioned below.

2. Opening of Library services.

The following services will be provided to users with T&C mentioned in point 1.

- Return of overdue books.
- Issue of new books.
- Transaction/Technical/Books/Membership/ID card related queries.

3. Reading facility inside Library:

Users has to follow the below mention time schedule for accessing Library services.

Time slot	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30AM to 9:30AM	UG 1st sem (CSE/ECE)	UG 1st sem (IE/FET/CE)	UG 1st sem (CSE/ECE)	UG 1st sem (IE/FET/CE)	UG 1st sem (CSE/ECE)	UG 1st sem (IE/FET/CE)	
9:30AM to 10:30AM	UG 3rd sem (CSE/ECE)	UG 3rd sem (IE/FET/CE)	UG 3rd sem (CSE/ECE)	UG 3rd sem (IE/FET/CE)	UG 3rd sem (CSE/ECE)	UG 3rd sem (IE/FET/CE)	
10:30AM to 11:30AM	UG 5th sem (CSE/ECE/IT)	UG 5th sem (IE/FET/CE)	UG 5th sem (CSE/ECE/IT)	UG 5th sem (IE/FET/CE)	UG 5th sem (CSE/ECE/IT)	UG 5th sem (IE/FET/CE)	
11:30AM to 12:30PM	UG 7th sem (CSE/ECE/IT)	UG 7th sem (IE/FET/CE)	UG 7th sem (CSE/ECE/IT)	UG 7th sem (IE/FET/CE)	UG 7th sem (CSE/ECE/IT)	UG 7th sem (IE/FET/CE)	
12:30PM to 1:30AM	Diploma 1st sem (CSE/ECE/AM)	Diploma 1st sem (IE/FET/CE)	Diploma 1st sem (CSE/ECE/AM)	Diploma 1st sem (IE/FET/CE)	Diploma 1st sem (CSE/ECE/AM)	Diploma 1st sem (IE/FET/CE)	



1:30PM to 2:00PM	Diploma 3rd sem (CSE/ECE/AM)	Diploma 3rd sem (IE/FET/CE)	Diploma 3rd sem (CSE/ECE/AM)	Diploma 3rd sem (IE/FET/CE)	Diploma 3rd sem (CSE/ECE/AM)	Diploma 3rd sem (IE/FET/CE)	
2:30PM to 3:30PM	Diploma 5th sem (CSE/ECE/AM)	Diploma 5th sem (IE/FET/CE)	Diploma 5th sem (CSE/ECE/AM)	Diploma 5th sem (IE/FET/CE)	Diploma 5th sem (CSE/ECE/AM)	Diploma 5th sem (IE/FET/CE)	
3:30PM to 4:30PM	All batch of PG/PhD Scholar	All batch of PG/PhD Scholar	All batch of PG/PhD Scholar	All batch of PG/PhD Scholar	All batch of PG/PhD Scholar	All batch of PG/PhD Scholar	

Reading facility inside library will not be open for now, **whereas individual special permission may be issued to UG/PG/PhD/Faculty. In that case user has to send an application which will be available in Library Patron Portal (available from 02-12-2020). Time schedule will be sent to the users later.**

To maintain the COVID-19 protocol, the following specific time schedule strictly to be followed. Members may find their time slot and come to library during time slot only.

4. Overdue amount:

Library offered exemption of overdue fine from 18/03/2020 to till college reopen. Since students are visiting institute for offline contact, library overdue fine will be taken from according to the effective date mentioned below-

Batch	Starting of overdue fine	Overdue exemption Period
PG & PhD	03-11-2020	18-03-2020 to 02-11-2020
UG 7 th sem	03-12-2020	18-03-2020 to 02-12-2020
UG 5 th sem	09-12-2020	18-03-2020 to 08-12-2020
UG 3 rd sem	17-12-2020	18-03-2020 to 16-12-2020
Diploma 3rd & 5th sem	23-12-2020	18-03-2020 to 22-12-2020

Note: No overdue fine will be taken under the exemption date period mentioned above in the table. Any overdue falls under the exemption period will be effective from the date 'Starting of overdue fine'. Overdue rule is same as earlier. Starting of overdue is 15 rupees per book and 01 rupees per day.

02/12/2020
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