



Shiksha Mandal's

Bajaj Institute of Technology, Wardha

(A Hindi Linguistic Minority Institute)

Approved by AICTE, DTE and Govt. of Maharashtra ; DTE Code - 4649

Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Dist. Raigad

Post Box No. 25, Arvi Road, Pipri, Wardha - 442001. Phone : 07152-295473, Fax : 230506



Standard Operating Procedure Library

CIRCULATION:

1. An Identity card (library card) is compulsory for library transactions.
2. Students can borrow maximum 04 books for a period of 15 days
3. SWBB Students can borrow maximum 03 books for a period of whole semester with no overdue charges. (These will be addition to the 04 books mention in point no 2.)
4. Student need to return borrowed books within 15 days. After the due date of returning, overdue charge will be applicable.
5. Overdue charges for a book are Rs. 5/- per day
6. The borrower can renew the books for maximum 03 times.
7. Teaching staff are allowed to issue 10 books per semester.
8. Non – Teaching staff are allowed to issue 05 books per semester. (Non-technical)
9. Users must not to write anything on the book.
10. If the book is lost or damaged, either it shall be replaced by new copy or by paying the cost of book.
11. Clearance certificate will not be issued if the books are not returned and pending overdue charges are not paid



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General Library Rules:

1. Users' will consult OPAC, guide charts to locate books; in case of any difficulties library staff may be consulted.
2. Users' / Readers' belongings should be kept on the property counter.
3. The library staff will not be responsible for users' personal belongings /property lost in the library.
4. All users availing library facilities should sign on the visitor register.
5. Silence should be maintained in the library.
4. The Library Furniture, tools, books etc. should be used properly.
5. Computers in the Library Premises should be used for academic purpose only.
6. **Food & snacks are strictly prohibited in the library area**
7. Students will be punished for tearing book pages/ stealing books and such students will be debarred from getting library facilities.
8. The Computers, Lights and Fans must be shut down.

REFERENCE SERVICES

Reference materials like Dictionary, Reference books, Handbook, Journals, Back Volume of Journals, Newspaper clipping, Previous year question papers, CDs etc. are to be read in the library.



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REPROGRAPHIC SERVICES

1. Reprographic facilities can be availed by students and staff.
2. Users can request for photocopies of article from the print journals or chapter in a book or a few pages of the documents. The library reserves the right of denying the photo copies.
3. The nominal charges of print out are Rs. 2/- per page and Rs. 1/- for photocopy

Working Hours of the Library

The library is kept open on all working days.

Monday to Friday: 08:00 A.M. to 06:00 P.M.

Saturday: 8.00 A.M. to 2.00 P.M.

Books Issue & Return 08:30 A.M. to 5:30 P.M.

Dr. Narendra Kanhe

PRINCIPAL,
Bajaj Institute of Technology,
PIPRI, Wardha.