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GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
**ACHARYA PRAFULLA CHANDRA ROY GOVERNMENT COLLEGE**  
Himanchal Vihar, P.O & P.S Matigara, Siliguri, Dist. Darjeeling, 734010, West Bengal

Ref No. ....

Date .....

**CENTRAL LIBRARY RULES AND REGULATIONS**


**W.E.F 02.01.2023**

**LIBRARY HOURS :**

- Strict discipline and keep silence must be maintained in the library hall and reading rooms.
- Students have to bear the valid identity card for entering the library.
- Every valid member (Teachers, Staffs and Students) must sign the register before entering the Library area.
- Requisition Slip must be filled to take the books from library.
- Bags/ personals books/eatables/ Personal belonging inside the library will not be allowed.

**SCHEDULE OF BOOKS ISSUE AND RETURN**

<u>DAY</u>	<u>SEM</u>	<u>BOOK ISSUE TIME</u>	<u>BOOK RETURN TIME</u>
<u>MONDAY</u>	<u>1<sup>ST</sup> SEM /2ND</u>	<u>10.45 A.M TO 1.30P.M</u>	<u>2 P.M TO 3 P.M</u>
<u>WEDNESDAY</u>	<u>3<sup>RD</sup> SEM/4TH</u>	<u>10.45 A.M TO 1.30P.M</u>	<u>2 P.M TO 3 P.M</u>
<u>THURSDAY</u>	<u>5<sup>TH</sup> SEM/6TH</u>	<u>10.45 A.M TO 1.30P.M</u>	<u>2 P.M TO 3 P.M</u>

  
02/01/2023  
Officer-in-Charge  
A. P. C. ROY GOVT. COLLEGE  
Siliguri



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- If the library is closed on Monday, Wednesday and Thursday students and staff books will be issued and returned on the very next day.
- After 3:00 P.M no books issue or return will be accepted.

**COLLEGE STAFFS :**

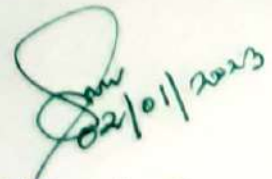
- A maximum of 6 (six) books will be issued at a time to the teaching faculty member for a period of fifteen (15 days) only from the date of issue .
- For non teaching staffs 2(two) books will be issued at a time for a period of fifteen (15 days) only.
- Valid Library card must be brought at the time of borrowing books.
- A fine of 1/- per day/ per book will be levied/ charged for delay of return of books.

**COLLEGE STUDENTS :**

- A maximum of 2 (two) books at a time will be issued to a students for fifteen (15 days) only from the date of issue.
- Valid Library card must be brought at the time of borrowing books.
- A fine of 1/- per day/ per book will be levied/ charged for delay of return of books.

**NB: Library rules may change time to time as per the need. Any dispute must be brought to the notice of the librarian and HOI.**

By order

  
02/01/2023

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