



Since 1951

JAMAL MOHAMED COLLEGE (Autonomous)

Accredited (3rd Cycle) with 'A' Grade by NAAC

(Affiliated to Bharathidasan University)

No.7, RACE COURSE ROAD, KHAJANAGAR, TIRUCHIRAPPALLI - 620020.

TAMILNADU, INDIA.

Website : www.jmc.eduEmail : principaljmc@gmail.com / princi@jmc.edu

GENERAL LIBRARY

LIBRARY POLICY (RULES AND REGULATIONS)

- All the Staff and Students of the College are members of the Library.
- Users must scan their ID card in e-GATE Register kept at the entrance while entry / exit to record their entry into the Library.
- The Library will be kept open from 7.00 am to 9.00 pm on all working days. On all holidays & Sundays the Library will be kept open from 9.00 am to 4.00 pm except on National Holidays.
- According to the fund allotment from the Government and the College Management, Curriculum and Syllabus Oriented text and reference books, journals, magazines and e-resources are purchased based on the requirements of both Staff and Students.
- Staff and Students are eligible to borrow books
- Books will be issued only on presentation of the Identity Card.

Borrowing Privileges:

Types of Users	No. of Books	Period
Teaching Staff	5	One Month
Ph.D. Research Scholar	3	15 days
UG	3	15 days
PG	3	15 days
M.Phil.	3	15 days
Non-Teaching Staff	3	One Month

- A student requiring a book for home lending can avail it by using Open Access System which is available for both Men and Women students from 8.00 am to 8.00 pm on all working days.





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- Students are entitled, to keep a book for a fortnight from the date of issue, subject to the rules here in mentioned. If the book is not returned on or before the due date, a fine of Rs. 1 per day will be levied.
- The student will be allowed to use the library till fine is paid and the book is returned. Books due may be returned on holidays without fine on the working day immediately following the holidays.
- Books may be renewed for a further period of 15 days, Renewal is also allowed if the concerned book is not reserved by others.
- No one is allowed to sub-lend the books taken out by him/her.
- Hence books taken out of the racks shall not be replaced. They should be left on the table.
- Books borrowed from the library are not transferable.
- On receiving a book, Students must examine and report to the Librarian any damage found therein. Otherwise they will be held responsible for any damage that may afterwards be detected. Loss of books issued, if any should be reported to the Librarian immediately.
- Members must replace the book if lost with latest edition of the book will be collected.
- Journals, Video and Audio Recorder, Ph.D. Theses and Back volumes will not be issued.
- Without previous notice, students may call for books which are marked "Reference" or a periodical for consultation which will not be lent out.
- Personal books and files should be left on the rack at the entrance of the library.
- Strict Silence should be observed inside the Library.
- Use of Mobile Phones inside the library is strictly prohibited.



[Signature]
PRINCIPAL
JAMAL MOHAMED COLLEGE
(AUTONOMOUS)
TIRUCHIRAPPALLI-620 020.

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