



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE



(UCG-AUTONOMOUS)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi
Recognized Research Center, Accredited by NBA, NAAC for CSE, ECE, EEE, ME & MBA
World Bank Funded Institute, Recognized by UGC under the sections 2(f) and 12(B) of the UGC act 1956
Recognized as Scientific & Industrial Research Organization by DSIR of DST

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING


DEPARTMENT LIBRARY POLICY


STUDENT REGULATIONS & GUIDELINES

- Anybody who enters the Library must maintain *Silence* in the Library.
- *Identity Card* is compulsory to enter in to the Library.
- Students should come to the Library during *Library hour / Leisure hour only*.
- *They are not expected* to visit during class hours to borrow or to return books.
- Students who have taken the books from the Library must return them within 14 days. Otherwise fine should be collected *One Rupee (1.00)* per day from the due date.
- Handle books *carefully*.
- Students must keep the Academic Books, Journals and Magazines *properly in their place only* after their use.
- Please check the books before borrowing and *don't borrow defective books*. The last borrower will be responsible for the defects.
- Members leaving the Library should *stop at the exit* so that the materials borrowed/taken out of the Library by them may be checked.
- Members *shall not write upon*, damage or mark any book belonging to the Dept. Library.
- The Members caught tearing pages/stealing of books *will be suspended forth with from the Central Library* facilities and further disciplinary action will be initiated against them by the College authority.
- Student can *donate voluntarily* their own books to library.

FACULTY REGULATIONS & GUIDELINES

- Faculty who has taken the books from the Library must return them within 21 days. After the time period, if the faculty wants the same book again has to renew the same.
- Faculty should come to the Library during *Library hour / Leisure hour only*.
- Faculty can *donate* their own/complimentary/gifted books to library.
- Faculty can provide details or suggestions on software/databases for betterment of library.


Department Library In-Charge


HOD
Head of the Department
Electronics & Communication Engineering
Madanapalle Institute of Technology & Science
Angallu, MADANAPALLE - 517 325
Chittoor (Dist.) A.P.