

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

CENTRAL LIBRARY

17th December, 2020

RULES: FINE AND OTHER CHARGES

1. **General Books**

(i) Rs. 5/- per day per volume.

2. **Reference Books**

(i) Rs. 20/- per day per volume.

3. **Book Bank Books**

(i) Rs. 10/- per day beyond last day of return.

(ii) Rs. 5/- per day for delayed collection from scheduled date limited upto Rs. 50/- After one week list of defaulters would be sent to respective HoD's and after 10 days same would be forwarded to Director General.

4. **Question Papers & Solutions**

(i) Rs. 5/- per hour per document.

5. For leaving circulation counter without ensuring that the book(s) have been returned a fine of Rs. 50/- will be charged even if book is traced later on.

6. The amount of fine charged in any of the above cases will be limited to double the cost of the book, if the book is not available in the market/publisher.

7. Lost/Damaged book may be replaced with a new book (latest edition) along with a fine of Rs. 50/- as processing fee. Otherwise double cost of book will be charged (if the book is not available in the market/publisher).

8. Rs 50/- fine for marking on book.

9. Rs 1,000/- fine for tearing book.

10. Rs. 2,000/- fine for stealing book.

11. Rs 300/- for Issue of duplicate PVC ID card (if lost).

12. Rs. 100/- for Issue of New PVC ID card (if damaged).

Copy to: Student / Hostel Notice Board
All HoDs / Section In-charges

Gp Capt. I P Sharma (Retd)
Dean Library