



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai - 600 106

## LIBRARY

### MEMBERSHIP FORM – M.Phil / Ph.D Scholar

Name [CAPITAL LETTERS] :  
Designation : M.Phil / Ph.D Scholar  
Department :  
Category : Full-Time / Part-Time  
Date of Birth :  
Date of Commencement :  
Registration No. :  
Personal E-mail ID :  
Official E-mail ID :  
Residential Address :  
  
Mobile No. :  
Name of the Guide :

Affix Passport  
Size  
Photograph

**Certified that the applicant is a scholar of this Department.**

**Signature/Seal of the Guide**

#### LIBRARY USE

Library Barcode No. :  
Software Data Entry : Yes / No

**LIBRARIAN**

**P.T.O**

## **LIBRARY RULES AND REGULATIONS**

1. Silence to be observed inside the library.
2. Library will remain open on all days except Sundays and government holidays.
3. Working hours of the Library  
08.00 a.m. to 07.00 p.m. [Without Break] during college working days.  
10.00 a.m. to 05.00 p.m. during Vacation and Examinations.  
09.00 a.m. to 06.00 p.m. Transaction hours.  
10.00 a.m. to 06.00 p.m. Digital Learning and Media Centre.  
09.00 a.m. to 06.00 p.m. Reference Section.  
08.30 a.m. to 06.30 p.m. Periodical Section.
4. All personal belongings (bags, books, notebooks, etc.) should not be brought inside the library.
5. Cut sheets for note taking will be provided by the library.
6. Library premises is under CCTV surveillance.
7. Issued books are not allowed inside the library.
8. Use of mobile phones and audio devices strictly prohibited in the library.
9. Staff and Students will not be permitted to enter the library without ID cards.
10. Staff and Students should produce their ID card to borrow books.
11. Staff and Students should scan their ID card at the E-Gate Entry Point both while entering / leaving the library.
12. First Year UG/PG Students should register their names by producing the college ID card to enroll as members of the library.
13. Only 2 books will be issued to UG students for 15 days and one Renewal permitted for another 15 days. A fine of Re. 1/- per day will be charged if a book is kept beyond the due date.
14. Only 3 books will be issued to PG students / M.Phil and Ph.D Scholars for 15 days and one Renewal permitted for another 15 days. A fine of Re. 1/- per day will be charged if the book is kept beyond the due date.
15. Exchange of library books among staff/ students should be avoided.
16. Loss of library book(s) / ID card should be immediately reported to the Librarian.
17. Library books are to be used with utmost care and to be returned without any damage.  
If the staff and student loses or damages the library book(s) he / she will have to replace the book(s) or pay triple the cost of the book(s).
18. Journals, Magazines, Thesis, Project Reports, Reference Books, CD / DVD's and Newspapers are for reference purpose and cannot be borrowed.
19. "No-dues certificate" will be issued at the time of leaving the institute only on return of all the books borrowed and payment of overdue charges, if any.
20. The Librarian has the authority to call back any book for return, at any time even before the due date.
21. Any kind of violation of / failure to comply with rules and /or indulgence in fraudulent activities will result in suspension of library privileges and/or withdrawal of membership.
22. Library will not be held responsible for any kind of loss / damage of personal belongings.
23. Donation of useful manuscripts, books are acceptable.

**I assure you that I will follow the above rules and regulations.**

**Member's Signature**