

Central Library
MANIT, Bhopal

मैनिट/पुरतकालय 875
MANIT LIBRARY
दि. नं. 09/12/2020
Date: ___/___/___

Dated: 09 / 12 / 2020

Circular

Overdue Charges Policy

All subscribers (Students, Research Scholars, Non-teaching Staff, Administrative Staff and Regular Faculty Members) are requested to please note that, the overdue charges will impose on all Central Library Subscribers for the late submission of books to central library. The issue duration of books is initially 90 days followed by the renewal of 90 days. Failure to seek a renewal will invite overdue charges at the rate of Rs.1/- per book per day. This policy will come into force from 1st January 2021 onwards. All Non teaching staff, Administrative staff and Faculty members are requested to return all issued books latest by 31st December 2020 to Central Library, failing which the accumulated overdue charges will be recovered. Co-operation from all the Staff and faculty members is requested in this regard.

Authority: Director's Approval (MANIT/DPS/6184, Dated: 08/12/2020)

Handwritten signature
9-12-2020
Chairman, Library Committee

Copy to:

1. Student's Council
2. Incharge Librarian, for implementation of the above policy
3. AR (Accounts), with a request to circulate among the staff members
4. AR (Establishment), with a request to circulate among the staff members
5. All Section Incharge, with a request to circulate among the staff members
6. All Heads, with a request to circulate among the staff and faculty members
7. Nodal Officer, IIT, Bhopal, with a request to circulate among the students, Staff Members and Faculty Members
8. All Deans
9. Registrar, for kind information
10. Director, for kind information