



**GOVT. COLLEGE OF ARTS, SCIENCE & COMMERCE
KHANDOLA, MARCELA – GOA 403 107. (INDIA)**

(Affiliated to Goa University) (Estd. 1989) Ph. / Fax: 0832-2287718
email:-gcasck@rediffmail.com Website: www.khandolacollege.edu.in
Accredited by NAAC with 'A' Grade (28/03/2017 to 27/03/2022)

LIBRARY POLICY

Library of the institution serves as a knowledge hub. Students are accessed to lot of books, periodicals, newspapers, project reports, research journals etc. for enhancing their academic knowledge beyond syllabus. Online access is also provided through N-List and INFLIBNIT.

CODE OF DISCIPLINE:

1. Books will be issued for the period of 7 days as per entitle, if no demand for the book another 7 days will be renewed.
2. Library card is not transferable
3. Duplicate library card will be issued on the payment of Rs.50/-
4. Readers are requested to deposit their bags/belonging at the property counter.
5. Do not replace the book in the shelf after use/borrowed.
6. No personal books are allowed in the library.
7. Silence should be maintained in the library.
8. Use of mobile phones in the library is strictly prohibited.
9. The librarian may recall any books at any time if required.
10. If the book is lost, replacement of copy will be the first option or cost of the book with fine will be levied.
11. Reference books will not be issued out of the library.
12. Overdue fine will be charged per day 0.50 paisa.



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BORROWING ENTITLEMENT:

Plan	Entitlement	Lending Period
First Year Students	2 Books	7 Days
Second Year Students	2 Books	7 Days
Third Year Students	3 Books	7 Days
P.G. Students	4 Books	7 Days
Ph.D. Students	5 Books	30 Days
Teaching Staff	10 Books	Per Semester
Non-teaching staff	5 Books	15 Days


Principal

Govt. College of Arts, Science & Commerce, Khandola-Goa
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Khandola, Marcela-Goa.

