



Rajgad Dnyanpeeth's

Rajgad Dnyanpeeth Technical Campus Polytechnic

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhore, Dist- Pune (Maharashtra)

Policy for Central Library

1) Policy for Book Purchase:-

- Purchasing the books as per the norms of AICTE.
- Purchasing the books according to the revision of syllabus
- Purchasing of the books should be before the starting of Academic year.

2) Policy for unused books:-

- Library committee and subject teachers will decide unused, out of syllabus books after every revision of syllabus by SPPU.

3) Books issue and Return policy for category students and all students and staff:-

- A set of books (5 books) for 3 category students (as per requirement)
- For all students
- For Teaching staff
- For non-teaching staff

4) Arranging various activities for inspiring utilization of library:-

- Reading at one place with maximum time
- Competition, Exhibition.

5) Flexibility of Time during Exam period:-

- Regular Timing – 9.30 am to 9.00 pm
- During Exam (on all working days) – 9.00 am to 9.00 pm
- During Exam 1st and 3rd Saturday – 9.30 am to 6.00 pm

6) Library committee for Upgradation, Verification & Effective Functioning:-

The composition of library committee includes –

- Chairman
- Librarian
- From each department, one faculty as member
- Student representative as member

7) All books and available facilities of library should be displayed in library.

8) Organize open book test at the department level for improving utilization of library.

9) Available a copy of question paper of all subjects of the examination like In- semester Exam, End semester Examination.