



Goa Vidyaprasarak Mandal's

Dr. Dada Vaidya College of Education

Shri. Sitaram Kerkar Vidya Sankul,

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❖ Permanently affiliated to Goa University ❖ Recognised by UGC under 2(f) and 12(B) of UGC Act
❖ Recognised by NCTE vide Letter no. WRC/5-6/2K/11890 dtd. 29/12/2000 ❖ Accredited by NAAC with B+ Grade (CGPA of 2.51)

Date: 17-06-2021

Notice

Library Rules and Regulations

Working Hours

- The Library functions from Monday to Friday from 9.00 a.m to 5:30 p.m
- The library will be closed on Saturdays, Sundays and all public holidays.

Discipline

- All users must observe total silence in the library and its environs at all times.
- Use of mobile phones is strictly prohibited in the library.
- All bags, cases, folders etc. must be left at property counter outside library.
- Users are not allowed to leave their baggage overnight in the library. The library shall not take any responsibility for loss of personal property or books already signed out to a user.
- Anyone caught marking, defacing or mutilating books or any other library resources shall have to pay for the damage.
- Group discussions are not allowed and noise must be kept to a minimum and should not disturb any other user in the library.
- Shifting of chairs from one place to another place is strictly prohibited.
- If a student feels any deficiency in the services of the Library, the same may be brought to the notice of the Librarian immediately for necessary improvement in the services of the Library.
- Any violation of the library rules by a student shall stop him/her from availing Library services.


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- The library is only for the staff members and bonafide students of the college, outsiders and ex-students will NOT be allowed in the library without prior permission of the principal.

Learning Resource Borrowing Procedure .

- All students must present their Library card before borrowing any learning resources from the Library.
- Students are allowed to borrow a maximum of two books for a period of one week.
- Students are not allowed to borrow books on behalf of others or transfer borrowed learning resources to other students.

Overdue Charges/ Fines

- A late fee of Rs. 1.00 per book per day will be charged if the books are not returned within the due date.

Learning resources can only be used within the library

- Reference books like Handbooks, Dictionaries and Encyclopedias.
- Newspapers
- Journals and magazines
- Previous years question papers

Damage/ Loss of Library Resources

- Once a book is issued to the student, he/she shall be held solely responsible for any damage spoilage, or mutilation of the book detected subsequently.
- Students will be charged for repair or replacement of books and other Library resources to which they have caused damage.
- Lost books must be reported to the librarian immediately and replaced or paid for within 30 days.
- Lost library books that are recovered, must be handed over to the librarian as they remain the property of the college library.


Dr. Jojen Mathew

Offg. Principal

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