

DRONACHARYA COLLEGE OF ENGINEERING
KHENTAWAS, GURGAON

General Rules

- No bags, umbrellas, parcel, etc except files and books may be brought into the IRC. Personal belongings may be kept at the property counter provided at the entrance at the owner's risk. The IRC will not accept responsibility for the loss or misplacement of personal belongings.
- Users are not permitted to consume food or drink in the IRC, or to engage in conduct or bring into the IRC any item liable to cause damage to IRC property or premises.
- Use of mobile phone is strictly prohibited inside the IRC.
- Users must not engage in conduct to the disturbance of others. Silence must be maintained in the IRC Reading Room Area. Conversation and noise must be kept to a minimum elsewhere.
- Users must not act disrespectfully or abusively to other users or to members of the IRC staff. Users must be decently dressed and conduct themselves properly in the IRC.
- Reservation of seats is not permitted. The IRC staff may remove books and other articles left for any length of time on chairs and tables.
- The IRC staff on duty has the right to request a user to leave the premises if he is found to be violating any of the IRC rules.
- Users will be asked to vacate the IRC ten minutes before closing time and all users must vacate the premise. Users are to vacate the IRC at any other time when requested to do so.
- Users shall not damage or misuse IRC services, materials, property, equipment or premises in any way.
- Users must comply with the current legislation on copyright, data protection and computer misuse. Users of the IRC photocopying services shall comply with the extents of copying allowable under the Copyright Act and will be held personally responsible by the College for any breach of this Act.
- All persons leaving the IRC shall ensure, before reaching the point of exit, that all IRC property in their possession has been duly authorized for removal from the IRC
- The IRC staff may inspect articles in the possession of any person in the IRC. On leaving the IRC, all users are required to produce for inspection all books and items taken out of the IRC and have to make an entry in the Check-Out Register.
- IRC staff cannot undertake to locate or transmit personal messages to persons believed to be in the IRC.
- The Librarian is empowered to withhold IRC facilities for any infringement of these rules.
- Users failing to observe the Regulations on Borrowing may be subject to fines and to suspension from further borrowing until all loans have been cleared and any fines or compensation paid. Fines are payable immediately and in full.
- Users may be required to pay in full compensation for any items borrowed in their name, which are not returned to the IRC or for any damage, defacement or loss in respect of IRC equipment, premises, services or materials (including those obtained through the IRC-inter library loans service).
- Users found damaging or stealing IRC property will be referred to College Disciplinary Committee.
- Failure to pay fines, to return items or to pay full compensation is treated as a debt to the College.
- Any user in breach of any IRC Regulation may be required to pay a fine or compensation, or may be suspended from the use of the IRC for entire semester or for a stated period.