

**DRONACHARYA COLLEGE OF ENGINEERING**  
**KHENTAWAS, GURGAON**

**IRC Rules & Regulations**

The main purpose of these rules is to safeguard the common interest of all users and to enable the IRC to carry out its functions as efficiently as possible.

The IRC Rules & Regulations are approved by the College management.

Any person in the IRC or using IRC services is assumed to have undertaken to observe the IRC Rules & Regulations. All other relevant College Regulations, rules and codes of conduct also apply to the users of the IRC.

(USER means any person making use of IRC materials, services or facilities).

**Membership**

**Faculty & Staff** : Faculty & staff may become the member of the IRC after getting their Staff identity cards.

**Students** : All the students of Dronacharya College of Engineering on their admission to the college automatically become the member of the IRC. Each student will be issued six Loan tickets with a membership card. Schedule for issuing loan tickets and membership card for the first year student will be notified accordingly.

Staff and students of other institutions managed by **Smt. Anguri Devi Charitable Trust** may also utilize the services of IRC on the presentation of a letter of introduction from the Head of the concern institution.

Users must hold a valid membership card before making use of IRC services. All users and others may be required to present an approved membership card at the IRC entrance and at other times if requested to do so by the IRC staff.

**Duplicate Membership Card/Loan Ticket**

Loss of membership Card/Loan ticket should be reported to IRC immediately to prevent its misuse. A duplicate membership card/Loan ticket may be issued after verifying the facts by making a written request with a charge of Rs.50/ per card/loan ticket.