

**OFFICE OF THE PRINCIPAL, UTKALMANI GOPABANDHU INSTITUTE OF
ENGINEERING, ROURKELA**

Notice No. _____ / Date _____ /

All the regular students of U.G.I.E, Rourkela are hereby informed that library books will be issued during the working days as per the following schedule and conditions. The students will be issued Library Borrower's Card on production of **stamp size photo** to be pasted on the card, ID card & Money receipt of Admission/ Readmission. This will be effective from 21.12.2020

Sl. No.	Branch	Semester	Day of Issue or return
1	Mechanical	1 st Semester	Monday, 4 th week of Every month
2	Metallurgy	1 st Semester	Tuesday, 4 th week of Every month
3	Electrical	1 st Semester	Wednesday, 4 th week of Every month
4	Electronics	1 st Semester	Thursday, 4 th week of Every month
5	Chemical	1 st Semester	Friday, 4 th week of Every month
6	Civil/Ceramic	1 st Semester	Saturday, 4 th week of Every month
In case the day of issue is a holyday, books will be issued on the same day of 1 st week of the same month.			

Terms and conditions:-

1. Books will be issued/ returned on the scheduled day only on production of Library card & ID Card.
2. No duplicate Library card will be issued and it is not transferable.
3. All the books are to be returned before form fill-up of each semester, otherwise the defaulter student will not be allowed for form fill-up.
4. The students have to return the books in the same condition as at the time of issue, otherwise they will be heavily penalised.
5. In case of lost of books the student has to replace it with a new book, otherwise penalty of ten times the price of books may be charged.

Principal,
UGIE, Rkl

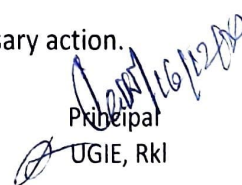
Memo No. _____ / Date _____ /

Copy to Students Notice Board for information of students.

Principal,
UGIE, Rkl

Memo No. 1237 / Date 16/12/20 /

Copy to the Librarian I/C / All the Departmental Heads for information & necessary action.


Principal
UGIE, Rkl