



R.T.C. B.Ed. COLLEGE

P.H.E.D., BUTI, RANCHI - 834009 JHARKHAND

NAAC Accredited with 'B' Grade & An ISO 9001:2015 Certified Institute

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Contact No.: 093344 32596

Ref. No. : XXX.....

Date. : 15/05/2025

Library Policy

The R.T.C. B.Ed. College has a well-defined set of vision, mission and objectives. The library provides services to the faculty members and students. The library is constantly enriched and new materials is added to keep a breeze with latest changes and advancement in the field.

The main objectives of the library are to develop appropriate collections in various books for satisfying the needs of the students, to provide, reference, information and documentation, facilities to all categories to staff and students. The College Library is the primary information resource centre and store-house of books, journals, magazines, newspapers and e-resources corresponding to the needs of staffs and students.

1. The library remains open from 9.30 AM to 3:30 PM in all working days.
2. Show the library identity card at every transaction.
3. Every student/ staff of the college is eligible for library membership/identity card.
4. Silence must be observed in the library.
5. Personal belongings are not allowed inside the library.
6. All students should sign the entry register of the library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, Library Cards are not transferable.
9. B.Ed. and D.El.Ed. Students will be issued maximum three (03) books respectively at a time.
10. Books are issued for fifteen (15) days only. However, the same may be renewed depending on the availabilities of copies in the library.
11. Students should check the condition of books before receiving from the library.

Recognized by NCTE (ERC) Bhubaneswar, vide Letter No. ERC/7-83.6(1).13/2008/102098 , date 28.02.2008 and

Affiliated to Ranchi University, Ranchi, Jharkhand,

(Managed by Gramvasi Alpasankhyak Vidyavardhani Samiti, P.H.E.D., Buti, Ranchi

BIHAR Reg. No. 191/1978-79, JHARKHAND Reg. No. 355/2006-07)

12. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the double cost of the book as fine.
13. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
14. A penalty of Rs. 5/- per day, per book will be charged for delay in returning the books..
15. If the due date falls on holidays, return can be done on the following working day without fine.
16. Misbehavior in the library/in study room will lead to cancellation of admission/library card and serious disciplinary action will be taken against the concerning students.
17. A student who has lost borrower's Library Card shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs.50/-
18. All final year students should return their library card based on library circular and obtain **"NO DUES CERTIFICATE"** from the library for getting Admit Card of University Examination.



Principal
R.T.C. B.Ed. College
P.H.E.D., Buty, Ranchi, Jharkhand