



DTE Code: EN4139



NAAC A+ Accredited

LIBRARY POLICY (2025-26)

OBJECTIVES OF LIBRARY: -

In General, the College Library has the following objectives

- ✓ To provide textbooks, reference materials, journals, and digital resources that support the curriculum of engineering disciplines.
- ✓ To offer access to scientific and technical journals, databases (e.g., Springer), and other research materials to foster innovation, projects, and publications.
- ✓ To promote independent learning by offering resources for competitive exams, programming, soft skills, and career development.
- ✓ To develop users' ability to find, evaluate, and use information effectively through orientation sessions and training workshops.
- ✓ To provide 24/7 access to e-books, e-journals, digital libraries (e.g., NDL, DELNET), and online learning platforms

RULES & REGULATIONS (GENERAL): -

- Library Timings are 09.00 am to 05.00 pm on all working days.
- Please maintain proper decorum & silence in the library.
- Use of mobile phone is strictly prohibited. If any user is found talking on the phone strict action will be taken against that person.
- Smoking, eating, chewing gum and tobacco is strictly prohibited.
- No personal belongings are allowed inside the library like bags, purse, helmet, personal books etc. the same may be kept at the Baggage Counter near the library entrance at their own risk. The Library will not responsible for any loss or damage to your Property.
- The borrower should sign on book card /Register (for staff) after issuing of book.
- Students are requested to keep the books/magazines or any other material used in their respective places after use.
- No library material will be taken out of the library without the permission of the Librarian.
- Books issued only on production of a I-card
- Periodicals, exclusive Reference Books & e-Learning resources are only for references in Library reading Room.
- Book-Bank facility is available for students.
- Two Books can be issued to a Student for 15 days which can be reissued once for 07 more days only on or before the due date.
- Late fee of Rs. 2/- per day per book would be charged from all the borrowers (students) who retain book(s) beyond the due date.
- A borrower is responsible for the safe custody and return of the documents
- Ordinarily, the book(s) (in demand) will not be re-issued.



Samridhi Sarwajani Charitable Trust's
JHULELAL INSTITUTE OF TECHNOLOGY

An Autonomous Institute affiliated to RTM Nagpur University
Library & Information Centre

Off Koradi Road, Lonara, Nagpur - 441111

E-Mail ID : admin@jitnagpur.edu.in Website : www.jitnagpur.edu.in



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- In case of manageable damage/mutilation of the document, the borrower will be liable to pay the amount as assessed by the Director / Principal/ Librarian.
- The member may also replace the lost/damaged book(s) by a new copy with the same edition.
- In case of rare or out of print or valuable documents, the amount of penalty will be decided, on case-to-case basis, by the Director / Principal.
- Replacement by a good quality photocopied version with proper binding may be accepted
- The entire fine amount must be submitted in the Accounts department.

RULES & REGULATIONS (BOOK BANK): -

- Institute is providing Book Bank facility for the students.
- For SC & ST students institute provides the free book bank facility.
- Book shall be returned within eight days after the theory examination, otherwise a fine of will be charged as per rule.
- For students other than SC /ST Book bank facility is provided.
- Book bank books can be kept with the students for the current academic year for which they have availed the facility.

LIBRARY FACILITIES: -

LIBRARY TIMINGS : 09.00 AM. TO 05.00 PM.


SOFTWARE USED : ERP (Cyber Vidya)

Services & E-Resources available

- 18 Multimedia Computers.
- OPAC to Students & staff.
- Institute is having the collection of 10580 e-Books.
- Institute is member of National Digital Library of India (NDLI).
- Institute is member of Developing Library Network (DELNET).
- Institute is member of RTMNU Knimbus e-resources.
- Institute has subscribed for the Springer Nature e-Journals annual package.
- Reprographic facility is available.
- Reading room facility for 180 students.
- Newspaper clippings service is available.
- Reference service is available.
- Current awareness service is available.
- Inter Library Loan service is available through DELNET.
- Book-bank facility is available for economically weak students i.e. for SC/ ST students & Meritorious students free of cost.


Librarian


Incharge Library


Principal
PRINCIPAL
JHULELAL INSTITUTE OF TECHNOLOGY
NAGPUR.

