



**Maharaja Institute of Technology Thandavapura**

# **LIBRARY MANUAL**

## **Contact Us**

---

**NH-766, MYSORE-00TY ROAD, THANDAVAPURA VILLAGE,  
NANJANGUD TALUK, MYSURU DISTRICT, KARNATAKA-571302**



**[www.mitt.edu.in](http://www.mitt.edu.in)**

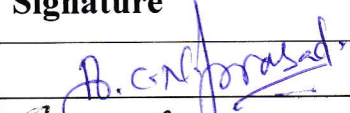
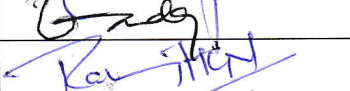

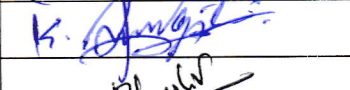





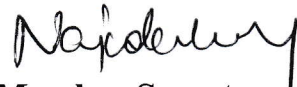
**[principal@mitt.edu.in](mailto:principal@mitt.edu.in)**

## APPROVAL OF LIBRARY MANUAL-2022

The Library Advisory committee comprising of the following members hereby state that the “Library Manual” of the, Maharaja Institute of Technology Thandavapura is a whole document comprising of the necessary procedures, rules and regulations that are to be followed in the functioning of Library and Information Centre.

### Library Committee Members

Name	Signature
Dr.B C Nagendra Prasad	
Dr. T .Venkategowda	
Dr.Ranjit K N	
Prof. Shankar N Upadhyaya	
Dr.Nandan Giri K	
Prof. Bhagyalakshmi V	
Prof. Kavya P	

  
Member Secretary

LIBRARIAN  
MAHARAJA INSTITUTE OF  
TECHNOLOGY THANDAVAPURA  
Mysuru District - 571302

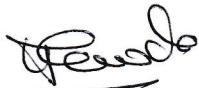
  
Chairman

Principal  
MAHARAJA INSTITUTE ODF  
TECHNOLOGY THANDAVAPURA  
Mysuru District - 571302

## DECLARATION

I am happy to learn that the staff of Library and Information centre of Maharaja Institute of Technology Thandavapura has specified the functional procedure in the form of "Library Manual-2022". I congratulate the staff headed by the librarian in this regard.

I, Dr. Y T Krishne Gowda, hereby state that , by the approval of Library Advisory Committee, I declare that Library Manual-2022 is right in all aspects and deem fit for actual practice in the functioning of Library and Information Centre.



Dr. Y-T Krishne Gowda

Principal

**Principal**  
**MAHARAJA INSTITUTE OF**  
**TECHNOLOGY THANDAVAPURA**  
**Mysuru District - 571302**

## PREFACE

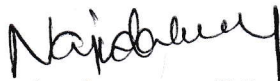
Library and Information Centre of Maharaja Institute of Technology Thandavapura is established as Integral part of the education the Institute offers. The center intends to facilitate the aspiring graduates with relevant and reliable learning materials in the form of Print and E- resources. The Center strives to update and upgrade with the core objective of meeting the rising expectations of its users.

The staff of library and Information Centre professionally carry ou the functions that are relevant with the scope of the center by continuously contributing towards upholding the vision of the center and in doing so draws the interests of its users.

The center has at its disposal for service, quite a good number of print and E- resources in the field of science ,Engineering and Management. However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the library so as to further improve its efficiency, utility and services. Therefore a “Library Manual-2022” is specified where all the rules, regulations and Procedures are clearly spelt out. The Librarian Mr. Nanjundaswamy C J and faculty of Mechanical Engineering Department Prof. Raghu S have prepared the draft of the Library Manual-2022.

The manual touches upon all important functional modules of the library as and delineates clear policy as to how the activities of the library like acquisition, technical processing, arrangement of resources, transactions, library services, etc.

To be able to give direction in organizing and in managing the library, this manual will serve as a guide to the library staff and users.



**Nanjundaswamy C J**

Librarian

Maharaja Institute of Technology Thandavapura

## TABLE OF CONTENT

Index	Description	PageNo.	
1	Library & Information Centre		
	1.1	Vision	1
	1.2	Mission	1
	1.3	Automated Library	1
	1.4	Working Hours	1
2	Library Advisory Committee	2-4	
	2.1	Formation of Library Advisory Committee	2-3
	2.2	Functions of Library Advisory Committee	3
	2.3	Library Advisory Committee and the librarian	3
	2.4	Library Advisory Committee Members	4
3	Library Resources and Infrastructure	4-5	
	3.1	Learning Materials/Sections/ Facilities	4-5
4	Library Services	5-7	
	4.1	Lending	5
	4.2	Reference	5
	4.3	Book Bank	6
	4.4	Digital Library	6
	4.5	Multimedia	6
	4.6	Periodical	6
	4.7	OPAC	6
	4.8	ID Card	6
	4.9	Question Paper	7
5	Users and Borrowing Privileges / Loss of Book	7-8	
	5.1	Borrowing Privileges and conditions	7
	5.2	Loss of Books	8
6	Issue of No due certificate	8	
	6.1	Students	8
	6.2	Staff members and Research Scholars	8
7	Acquisition of Learning Resources	8-11	

	7.1	Procurement process of books	8-9
	7.2	Accessioning	9
	7.3	Invoice Processing	9
	7.4	Classification	9
	7.5	Cataloguing	10
	7.6	Processing Books	10
	7.7	Institute Material like Dissertation/Thesis/Reports and the Books received as Gift	10
	7.8	Subscription of Journals	10-11
8		ID Card / Library cards	11-12
	8.1	ID Card Policy and Procedures	11-12
	8.2	ID Card fees and Formats	12
	8.3	ID card printing procedure and database maintenance	12
9		Stock verification & Write-Off	13-17
	9.1	Stock Verification	13
	9.2	Purpose and advantages of Stock verification.	13
	9.3	Norms of Stock Verification	13-14
	9.4	Loss of Publications	14-16
	9.5	Weed-Out of Learning Materials	16-17
	9.6	Preventive measures	17
10		Rules & Regulations	18-20
	10.1	Code of Conduct	18-20
11		Human Resources	20
Appendix 1		Library Classification Procedures	21-23
Appendix 2		ID Card Printing Procedure and Database Maintenance	24-27
Appendix 3		GRF 2017 & GRF amendment 1963 (3 <sup>rd</sup> ed.)	28-33
Annexure 1		Book Indent Form	34
Annexure 2		Periodical Indent Form	34
Annexure 3		ID Card Application form	35-41

## 1. LIBRARY & INFORMATION CENTRE

Primary aim of the library is to support the curriculum needs of students, each staffs, support staffs and research scholars of the institution through the development of pertinent collections. The provision of services designed to meet the user information and learning need such as Book Loan services, Digital Library Service, Periodical service, etc,. Library follows the open access system, encouraging the user to browse resources freely in the knowledge centre.

### **Vision:**

“To be a leading knowledge center through services aided by apt technology relevant to the current trends””.

### **Mission:**

- To provide quality information and scholarly resources conveniently through state of art technology.
- To augment and maintain collections in support of the academic and research pursuits.
- To promote lifelong learning and discovery.

### **Automated Library**

Library uses Koha Library Management Software, which supports in-house operations of library such as acquisition, cataloguing, circulation, serials control and OPAC. Database is updated daily.

Smart circulation system is used successfully via Bar-code technology for all the resources and barrower cards.

### **Working Hours**

Library will function as per the institute timing

.Circulation Time: 8:45 AM to 4:00 PM

## 2. LIBRARY ADVISORY COMMITTEE

Library Advisory Committee is appointed for improving the library services and framing / amendment of policies and contributes to provide the best library services.

Library Advisory Committee refers to a group of people, who are entitled to perform certain duties such as suggesting improvements in resources and services of the library, library staff etc.

The role of the Library Advisory Committee shall comprise to oversee the effectiveness of functioning of the library so that; it can facilitate the library development plans by advocating the library development activities with the management.

The purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the library and its users and the Committee main objective is to establish the bridge between the Library and the academic fraternity.

Institution functions according to the academic calendar and based on which college academic activities are planned. Therefore, Library Advisory Committee will be formed for the academic year (Once in two years). Meetings may be conducted periodically as and when required.

### Formation of Library Advisory Committee (LAC)

The committee represents the entire stake holders of the library. The Principal has the discretionary powers in nominating the members for the committee and following members will be nominated by Principal as members of the Library Advisory Committee separately and independently for a period of two years with the size of nine members.

S. No	Designations	Position in LAC
1	Principal	Chairman
2	Librarian	Member Secretary
3	HODs of all the departments (minimum three members)	Member
4	Faculties ( minimum one female faculty)	Member

Structure of Library Advisory Committee (LC)



The Principal is empowered to nominate the members to the committee. In case of any member is discontinued from his/her service, due to various reasons, the Principal can nominate other suitable members to the committee

### **Functions of the Library Advisory Committee**

There are various functions the Library Advisory Committee to perform.

#### **The Main Functions of the Library Advisory Committee are:**

- To formulate the policies and procedures for the library operations and development such as Collection Development policy, Lending Service policy Etc.
- To prepare budget proposals of the library
- To validate general rules and regulations which govern the functioning of the library
- To device ways of improvising the library services via modern tools and techniques.
- To assess the requirements in the library from time to time and recommend procurement.
- To make executive plan based on suggestions offered by the library users.
- To device feasible steps to enhance the readership based on the review.
- Any other function as assigned by the chairperson of LC for overall development.

### **Library Advisory Committee and the Librarian**

The Librarian is the member secretary in the committee. The library advisory committee is responsible for policymaking. While, the Librarian suggestion is to be considered and the Librarian is to implement this by working out details which, should be within the framework.

### Library Advisory Committee Members

S. No	Name	Position	Department
1	Dr. Y T Krishnegowda	Chairman	Principal
2	Dr. B C Nagendraprasad	Member	HOD - CE
3	Dr. T.Venkategowda	Member	HOD – ME
4	Dr. Ranjit K N	Member	HOD - CSE
5	Dr. Shankar N Upadhyaya	Member	HOD - Mathematics
6	Dr. Nandan Giri	Member	HOD - MBA
7	Prof. Bhagyalaxmi	Member	Assistant Professor - ECE
8	Prof. Kavya S	Member	Assistant Professor – AI & DSE
9	Mr. Nanjundaswamy C J.	Member Secretary	Librarian

### 3. LIBRARY RESOURCES AND INFRASTRUCTURE

#### Learning Materials/Sections/ Facilities

S. No	Resource	Description
1	Print Books	<ul style="list-style-type: none"> <li>• Book Bank Books</li> <li>• Lending Books</li> <li>• Reference Books</li> </ul>
2	E-Resources (Subscription Under VTU Consortium)	<ul style="list-style-type: none"> <li>• E-Journals</li> <li>• E-Books</li> <li>• Academic and Research Support Tools (Grammar/Plagiarism/Remote Access/Etc,)</li> </ul>
3	Periodicals (Print)	<ul style="list-style-type: none"> <li>• Journals</li> <li>• Magazines</li> <li>• Newspapers</li> </ul>

4	Digital Library (12 Internet & LAN Connected Systems)	<ul style="list-style-type: none"> <li>• Institutional Repository (Question Papers/ Thesis / e-Books/ Policy Documents/Etc,)</li> <li>• Online Browsing</li> <li>• E-Resource Access (Subscribed)</li> <li>• Multimedia (CD &amp; DVD)</li> </ul>
5	Online Gateway Platform	<ul style="list-style-type: none"> <li>• Navigational library webpage to access subscribed e-resources.</li> <li>• Created the gateway to access online open access resources</li> </ul>
6	Sections	<p>Dimension of The Library: 550 Sq. Mtr.</p> <ul style="list-style-type: none"> <li>• Digital Library</li> <li>• General Reading Room</li> <li>• Circulation Counter</li> <li>• Acquisition /Librarian Cabin</li> <li>• Periodical Section</li> <li>• Reference Section</li> <li>• Lending Section</li> <li>• Book Bank Section</li> </ul>

#### 4. LIBRARY SERVICES

##### **Lending:**

Stack books will be issued to the students for a **period of 14 days**. Books so lent shall be returned on due date. The same book can be reissued for another 14 days if it is **not in demand**.

##### **Reference:**

Reference books will be issued to the students for 7 days. Books so lent shall be returned on due date. The same book can be reissued for another 7 days if it is not in demand.

**Book Bank:**

The Books from the Book Bank are issued for the whole semester and every semester. A set of 3-5 books are issued to students for one semester( I Semester – 5<sup>th</sup> semester)

**General Book Bank:** Set of books will be issued to all the students for a period of one semester.

**Digital Library:**

LIC provides the computer systems to access the subscribed E-Databases, E- Journals, E- Books, other e- resources and internet browsing for students and staff community.

**Multimedia:**

Textbook and other resourceful CD/DVDs including ‘Question Banks’ will be issued to the student and staff members for 7 days.

**Periodical:**

- Journals: Library provides the E – journals & Print journals related to various disciplines to staff and students for teaching and research oriented programs.
- Magazines/Newspapers: Library provides the subjective & general magazines and daily news papers.

**OPAC (Online Public Access Catalogue):**

OPAC (library catalogue) allows the users to search the library holding such as books and other materials. It will help principally to locate books and other material available in the library. The library catalogue is searched by author, title, and keyword.

**ID card:**

Library provides the instant ID card printing service to the college community. It serves as college Identity Card and Library Borrower Card.

**Question Paper:**

The library provides previous year's exam question paper in electronic format available in our institute repository for reference purpose to the intellectual community.

**USERS AND BORROWING PRIVILEGES /LOSS OF BOOK****Borrowing Privileges and Conditions**

S. No	User Type	Service	No. of Book	Period of Loan	Overdue charges
1	Students (UG & PG)	Lending books	2	14 days	Rs.1 per day
		General Book Bank	3-5	One Semester	Rs.10 per book per week
		Reference books	1	7 Days	Rs.1 per day
		CD/DVD	1	7 days	Rs.1 per day
2	Faculty	Lending & Book Bank	10	180 days	Rs.1 per day
		Reference Books	1	7 days	Rs.1 per day
		Non- Book Materials	1	7 days	Rs.1 per day
3	Research Scholars	Lending & Book Bank	5	180 days	Rs.1 per day
		Reference Books	1	7 days	Rs.1 per day
		Non- Book Materials	1	7 days	Rs.1 per day
4	Technical Staff	Lending & Book Bank	5	180 days	Rs.1 per day
		Reference Books	1	7 days	Rs.1 per day
		Non- Book Materials	1	7 days	Rs.1 per day

- Borrowers are to produce their ID card when borrowing resource materials.
- ID cards are not transferable. Use of ID card is restricted to user to whom the card is issued.
- Members must satisfy themselves about physical conditions of the library material being issued. They shall be held responsible for any damage/mutilation noticed at the time of return.

**a. Loss of Books**

When an item is lost or damaged, the borrower will be charged for the item as follows.

- The member has to procure a new edition copy of the same with processing fee of Rs.50/- per book and overdue fines if any **or**
- A sum of three times the estimated cost of an item will be charged for an item.

**5. ISSUE OF NO DUE CERTIFICATE**

Library No-Due certificate will be issued to the users after the return of borrowed library materials.

**a. Students:**

Course completed students have to produce their ID-card at the time of getting No-Due from the library. Those students who don't have the ID card required to submit the 'ID card application for No due Certificate' (Application Format -4) by paying the fee of Rs.100/-.

Students who are discontinuing/ leaving the college have to surrender their ID-Card to get the No-Due from the library and those who lost their ID card are required to produce the FIR copy of the police complaint about the loss of ID card.

**b. Staff Members/Research scholars:**

Staff members have to **surrender their ID-Card** to get the No-Due from the library or else they have to produce the FIR copy of the police complaint about the loss of ID card.

**6. ACQUISITION OF LEARNING RESOURCES**

Procurement of learning resource constitutes the primary responsibility of library. Library follows a systematic procedure in building up the collection - development such as book, journal or any learning resource by identifying, evaluating, selecting, processing and making it available to the users.

**a. Procurement Process of Books**

- Receive recommendations through Indent Forms (Ref: Annexure -1) from the respective HODs of various departments.

- Find exact details of the recommended title.
- Indent approval from the Principal
- Correspond with vendors for checking availability status and quotation
- Submit the consolidated procurement document for approval /rejection / correction from the Principal.
- Prepare and Issue of Purchase Order

**b. Accessioning**

- Enter the details of books and the Invoice in Accession Register
- Assign Accession Numbers to each documents
- Maintain invoice file with mentioning the accession number and payment details at the back of respective invoice.

**c. Invoice Processing**

- Receive Books from Suppliers/Vendors
- Authenticate the received materials as against the purchase order.
- Put up the payment advice for approval of the principal and upon approval forward the same to account section for financial processing
- Payment to the vendors / suppliers and maintain acknowledgement copies irrespective files.

**d. Classification**

- Classify Books / Thesis / Dissertations as per the Dewey Decimal Classification (DDC) Schedule
- Assign book number
- Write the Branch Code, Class No, Book number and additional number (edition) on the Title page and spine label.
- Classification procedure is in Appendix -1

**e. Cataloguing**

- Bibliographic details of each book is entered into database according to Anglo American Cataloguing Rules 2 (AACR2) Standards
- Assigning Keywords: Minimum two keywords are assigned to each title.

**f. Processing Books**

- Stamping – Library Stamp to be put on the *first page, back of Title page, on Secret page* and on the *Last page*.
- Paste bar Codes on the *Front Page* and *left top corner* of the *back cover page* and laminate it with Cello tape
- *Send* the completely ready to use new books to *new arrivals rack, Lending section* and *Reference Section*

**g. Material like Newsletters/Reports /Catalogues /Reviews /and the other Books in general context/ Etc.**

These items to be treated like *books for processing, Un-catalogued* materials, Etc.

**h. Subscription of Journals**

- Receive recommendations through Indent Forms (Ref: Annexure -2) from the respective HoDs of various departments.
- Find out the exact details of the recommended titles.
- Indent Approval from the principal
- Correspond with vendors/Publishers for checking availability status and quotations
- Quotation approval from the principal
- Journal subscription payments: The payment towards the journal subscriptions could be made directly to the publisher or through the subscription agent/vendor.
- Proof for remittance:
  - i. Print out from the Publishers'/journal's official website can also be considered wherein the proper invoice/bill etc. not received by the publishers.
  - ii. A copy of letter sent to the publisher containing details of the journals for which remittance has been made
  - iii. Copy of demand draft or cheque issued to the publishers/Vendor.



- Missing issues Claim: Missing issues/delayed supply of the journal issues can be claimed on half yearly basis.
- VTU Consortium: Since the Institute has access to the 'VTU-Consortium' care should be taken to check the access to the available resources such as e-journals, e-books, e- databases and other e- resources.
- Maintain payment/Invoice file.

## 7. ID CARD / LIBRARY CARDS

The Institution ID card is the member identification and key to accessing facilities and services at MIT Thandavapura. The Institution ID card is issued to students, staffs and research scholars of the institution.

The Institution ID card will serve as:

- ✓ Your Identity Card,
- ✓ Your Library card,
- ✓ Access card to campus facilities and services.

### a. ID card Policy and Procedures

It is the policy of MIT Thandavapura to require photo identification (ID) cards for all the students, staffs and research scholars of the institution in order to facilitate identification and security.

1. The MIT Thandavapura ID Card is the property of Maharaja Institute of Technology Thandavapura. The Library & Information Centre is responsible for the production and distribution of the official ID card for the members of the institute. The MITT community adheres to this policy to govern the production and distribution of the MITT ID Card.
2. **Students:** Newly admitted Students must submit the prescribed application form along with the photograph to the Library & Information Centre. Initially **Temporary ID** card will be issued to the students until receipt of USN (University Seat Number) from the VTU. Once the USN numbers are notified, Bar-coded ID card will be issued to respective students and students have to surrender their temporary ID while receiving the original ID card.
3. **Staff Members:** Newly joined Staff members must submit the prescribed application form along with the photograph to the Library & Information Centre. After receiving the furnished application form Bar-coded ID card will be issued with their allotted employee number.

- ✓ All the staff members are required to obtain and wear their ID card at all times while on campus. Failure to do so may result in disciplinary action.
- ✓ In case of change of designation, promotion, etc the order copies of the same shall be presented as part of requisition to acquire the new IDs.

4. Students are required to carry their ID cards at all times while on campus.
5. ID cards are non transferrable.
6. Unauthorized use, tampering, or alteration of MITT ID Card is prohibited.
7. Students must show their ID card on demand from MITT officials Failure or resistance on the part of the student to produce a valid student ID may result in disciplinary action.

### 8. Loss of ID Card

- ✓ Students and staff members should contact the Library & Information Centre if their card is lost and after following a defined procedure duplicate ID card will be issued.

### 9. ID card Fee

- ✓ Initial card is free for all the students and staff members, the fee for duplicate/ replacement/COC/COB etc. is as fallows.

### b. ID card Fee and Formats

S/L	Particular	Fee	Application Forms	
1	Students – Initial Card	Nil	Format-1	Annexure -3
2	Students – Duplicate /Validity Extension / Replacement Card	Duplicate : Rs.100/-	Format-2	
		Duplicate Temp. :Rs.100/- Vali. Ext./Repl.:Rs.100/-		
3	Students – COB/COC-Initial card	COB : Nil	Format-3	
		COC : Nil		
4	Student ID card application for No-due certificate	Course completed : 100/-	Format-4	
		Discontinuing : 100/-		
5	Staff – Initial card / Official Correction	Nil	Format-5	
6	Staff – Duplicate / Replacement Card	Duplicate : Rs.100/-	Format-6	
		Replacement: Rs.100/-		

### c. ID card printing procedure and database maintenance (Ref: Appendix -2)

## 9. STOCK VERIFICATION & WRITE-OFF

### Stock Verification

Systematic check of library holdings for finding out missing items therefore is regarded as physical stock verification. Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that needs repair, or to weed out from the library collection with best interest of effectiveness of the library.

#### **Purpose and advantages of Stock verification.**

- To evaluate total number of books present in the library
- To identify loss of books and possible rate of loss
- To Restore misplaced items in the stock
- To Determine mutilated and worm-out items in the stock
- To Evaluate the adequacy of current arrangements for stock protection
- To Extend new opportunities for cleaning and sprucing up stack area
- To maintain the library catalogue up to date
- To revise the preventive measures
- To identify and avoid mistakes in the stock records
- To identify the used, less used and unused books
- To deliver the opportunities to weed-out documents

#### **Norms of Stock Verification**

Stock verification schedule should be established and implemented as per the norms mentioned in the General Financial Rules (GFR). Libraries of Govt. of India and its other organizations have to do mandatory physical verification of all their holdings as per the following guidelines of **Rule 215** (page 59) of the **General Financial Rules 2017**. (Refer Appendix no 3)

**I. Stock verification Periodicity**

Size of library	Periodicity
<b>Up to 20,000 volumes including journal back volumes</b>	100% physical verification at every year
<b>Above 20,000 and up to 50,000 Volumes including the journal back volumes.</b>	100% physical verification at 3 year intervals
<b>Above 50,000 volumes including the journal back volumes</b>	Sample (20% of the total stock) physical verification at intervals of not more than 3 years. If such sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done.

**II.** Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable, provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the Principal / LC (Library Advisory Committee) and the library staff will assist the verification team.

**Loss of Publications**

- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian has a role as information manager and not just a custodian. Therefore he/she should not be held responsible for the losses.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of the value exceeding Rs.1000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity shall invariably be investigated and consequential action be taken. The Principal will write off all such losses. The base values suggested for Indian and foreign books shall be reviewed every three years.

- *A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.*
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures are to be strengthened.
- Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/ damages are considered as loss for write-off.
- Librarian may write-off the loss of books, volumes, etc. mentioned in the preceding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed by the Delegation of Financial Powers Rules, 1978 for Head of a Department in respect of deficiencies and depreciations in the value of stores included in the stock and other accounts. In the event of the total value exceeding the monetary limit specified above, the loss of books shall be written-off by the competent authority as specified in the Delegation of Financial Power Rules, 1978.\*
- There may be no objection to the Librarian in disposing of mutilated/ damaged/ obsolete volumes in the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a Library Advisory Committee to be appointed by the competent authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.\*

(\* Extract from Ministry of Finance O.M. No. 23(7)-E.II(A)/83 dated 7.2.1984 and CAG's U.O. No. 1964-TA.II/21-83 dated 23.12.83) (Refer Appendix 3)

### **Procedure for write-off**

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification.
- Prepare pre-final list of the documents not found and publicize
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries

- Compare losses with borrowing/ consulting / photocopying statistics
- Put up the list of common entries to the Principal along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Get approval from the Principal.
- Issue Official Memo (OM)
- Make necessary entries in the accession register, write-off register, assets register, etc
- Remove records from databases and close the file.
- Improve the system with additional precautionary measures

### **Preventive measures**

The theft or abuse of Library resources will be examined to ascertain its genuineness and the matter will be reported to the Library Advisory Committee / Principal for further action.

Some preventive measures which will lower the theft or abuse of library resources are listed below

- The exit/entry to the library to be monitored
- Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, introduction of identity/membership cards for identification of users, etc., can be adopted.

## 10. RULES & REGULATIONS

### Code of Conduct

The MITT Library endeavors to provide a friendly space and environment for information and knowledge exchange. The *Library Code of Conduct* is established to ensure that this environment is maintained.

**1) Users:** Code of Conduct applies to all areas of the MITT Library, including Stack Area, Reference & Periodical Section, Study Spaces, General Reading Room and Digital Library. Library users must nurture the following guidelines below.

- Personal belongings including bag and personal text books will not be allowed inside the stack and reference area except loose sheets and notebook.
- Reading materials including notebooks, personal textbooks will be allowed inside the General Reading Room only.
- Bags, cases, folders etc. must be left in the property counter.
- Users are advised not to leave their valuable items such as wallet, laptops debit/credit card etc., at the property counter. Library is not responsible for any loss of individual's aforesaid properties.
- Users are required to enter their USN/Member ID and sign the register provided at the entrance.
- Wearing of coats, jackets, sweaters, caps, hats are not allowed inside the stack and reference area. The Library staff reserve the right to inspect any person who appears suspicious.
- Students' Institute Identity Card is necessary for access to the library and information centre.
- The users shall maintain silence within the library premises. Conversations, gossip are strictly forbidden. No reader is allowed to sleep in the premises.
- Use of mobile phones is strictly prohibited.
- Library authority upholds the right to recall any issued book even before the due date.
- Anyone caught marking, defacing or mutilating books or any other library material is accountable to replace the same.
- The membership of the library is not transferable.

- Users are not allowed to reshelv books or journals after removing them from the shelf. Leave them on the table or on the nearby trolley.
- Eatables are not allowed inside the Library.
- If the mentioned codes of conduct/rules are not honored the user, then The Library has the right to expel a user from the premise.

Abiding by the standards of the library code of conduct will help us maintain our mission to provide the best in information services.

## **2) Library Staff:**

The ethical conduct of staff has to be in order and within the scope of the manner of professionalism. The key notes to be adhered by the staff are as follows.

- The staff members must discharge their allotted duties as per the schedule declared by the authority.
- The staffs are to avail rescheduling of the allotted duties only upon approval from the authority in the hierarchy.
- The staff shall arrive /report to the job as per the institute set down timing, unless permitted from the authority.
- Only prior intimated leaves shall be approved. Telephonic application for leaves shall not be approved unless in genuine and exceptional cases.
- Absenteeism in the form of Casual leave must not affect the routine / assigned duties and hence the staff on leave must suitably alter their assigned tasks to qualified personnel.
- The assigned tasks/ allotted routine work shall be effectively completed by the agreed time and the status of the same shall be reported to the librarian.
- Any difficulty/discrepancy in executing the assigned duties must be brought to the notice of the authority as when such instance occurs.
- Staffs are expected to maintain suitable attire, and it is mandatory for staff to always be in possession of ID card when they are on campus.
- The staffs are expected to maintain professional behavior and not exhibit abusive behavior, passing comments or argue with superiors, so on and so forth.
- Extensive usage of cell phones in the library and its negative effect on the effectiveness of duties shall be kept to a minimum.



- Cell phones belonging to all staffs shall compulsorily be kept in silent mode within the library premises.
- The staff members should not involve in loud conversation with anyone in the library and educate the users to keep the silence.
- Use appropriate language and behave with students, parents and colleagues in a professional manner.
- To be available for the users in break hours to assist them.
- To provide users a detailed information about the library resource and services towards the utilization.
- To treat students/staff members with respect.
- To handle gently, any misbehavior of students and remove the reason.
- The staff members are required to follow the rules & regulations brought in force from time to time.

The staff members shall adhere to the department and institution policies. Disobedience to the rules, regulations & responsibilities will be treated as failure of duties and disciplinary action will be taken against such staff members.

## 11. HUMAN RESOURCES

### Staff Members

S. No	Name	Designation	Qualification
1	Mr. Nanjundaswamy C J	Librarian	MLISc.
2	Mr. Thejas K S	Library Asst.	PUC

## APPENDIX -1

- *LIBRARY CLASSIFICATION PROCEDURES*

## APPENDIX -2

- *ID CARD PRINTING PROCEDURE AND DATABASE MAINTENANCE*

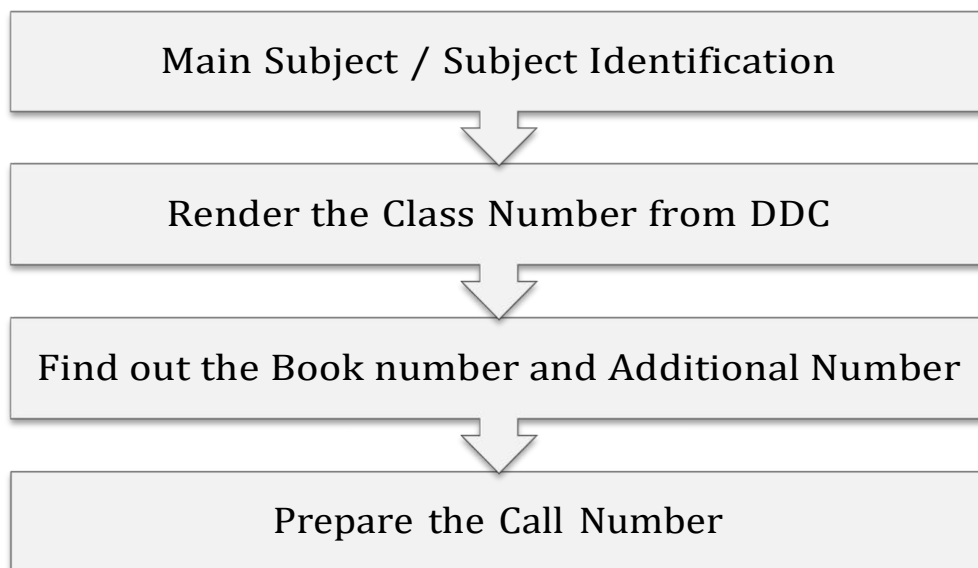
## APPENDIX -3

- *ID CARD PRINTING PROCEDURE AND DATABASE MAINTENANCE*

## Appendix -1

### LIBRARY CLASSIFICATION PROCEDURES

#### I. Procedures



#### II. Books Categorization

S. No	Category	Category Label/Code	Classification
1	Book Bank Book	BB	Category code + Subject code
2	Lending Book	White Spine Label	Subject code + Call Number
3	Reference Book	Red Spine Label	Subject code + Call Number

- a) **Book Bank Book** – Book without spine label treated as Book Bank Book. Category code i.e. BB (Book Bank) and Branch code (see branch categorization) will be written on the first page of the book. e.g. **BB-EC**
- b) **Lending Book** – White spine label indicates that lending book. Branch code + Call Number will be written on the spine label & first page of the book. e.g. **EC 621.625 ASH**

- c) **Reference Book** – Red spine label indicates that reference book. Branch code + Call Number will be written on the spine label & first page of the book. e.g. EC 621.625 ASH

### III. Branch Categorization

#### Main Branch/Subject and their code along with Easylib subject tree

S/L	Main Branch	Subject	Branch & Sub. Code	Department	Remarks
1	General	General	GEN	General	
		Competitive Exam	COM		
		Literature*	LIT		
		Reference Material	RM		
2	Humanities	Language*	HUM/LAN	Humanities	
		Political Science	HUM/PS		
3	Science	Science	BS	Basic Science	
		Mathematics	BS/MAT		
		Physics	BS/PHY		
		Chemistry	BS/CHE		
		Environmental Science	BS/ES		
4	Civil		CIV	Civil Engineering	
5	Computer Science		CS/IS/AIDS E	CSE/ISE/AIDS E	
6	Electrical		ELE	Electronics & Communication Engineering	
7	Electronics & Communication		EC		
8	Management		MGT	MBA	
9	Mechanical		MECH	Mechanical Engineering	

\* Books grouped based on the language of the documents.

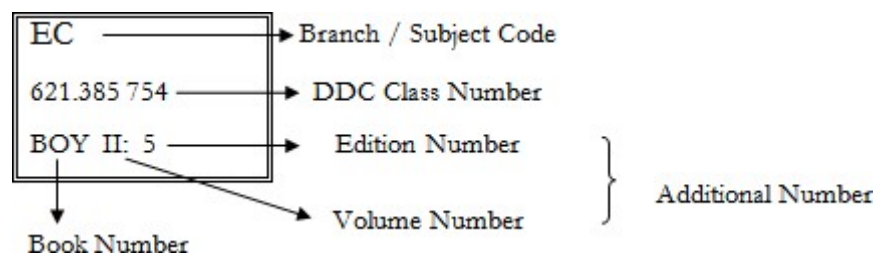
#### IV. Call Number Format

Call number consists of the following elements;

Branch & Subject code + Class number + Book Number + Additional Number = Call Number

- a) Branch & Subject Code: render the code as per the Branch/subject categorization(see No.3)
- b) Class number : DDC class number
- c) Book Number: First three letters of the surname of the 1<sup>st</sup> author, if it is more than 3 author or editor's book then 1<sup>st</sup> three letters of the title
- d) Additional number : Volume number & Edition number treated as the additional number

- **Sample of Spine Label Format**



## Appendix -2

### ID CARD PRINTING PROCEDURE AND DATABASE MAINTENANCE

#### I. ID Card Production and Distribution with Database Entry

##### Students:

- ✓ Collect the furnished application form along with the 2 photographs (1 passport size & 1 Stamp size).
- ✓ Assign the temporary ID number as per the following format

##### Temporary ID Format

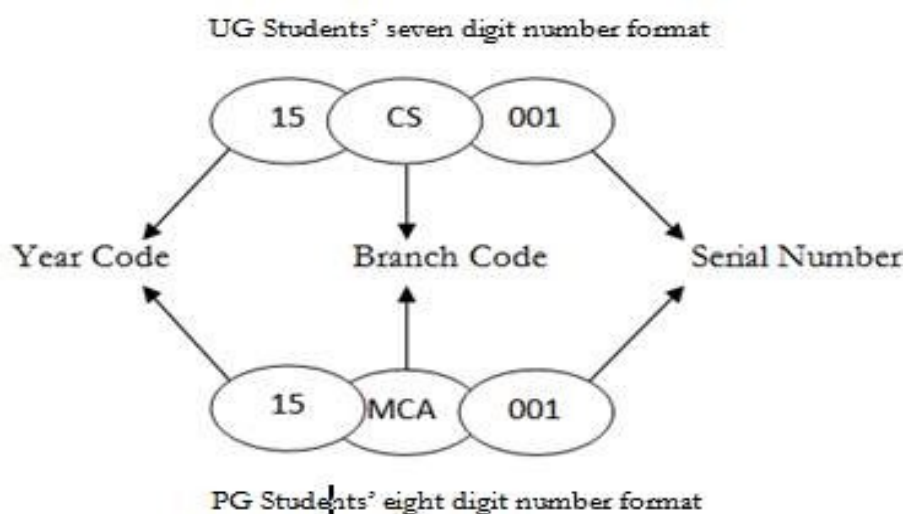


Table 1: Temporary ID Number Series

S. No	Branch	ID number series	Format ( Example)	Branch code
1	B.E. – 1st year	001 to 065	22CS001 to 22CS065	1) CS - CSE
2	B.E. – Lateral Entry	400 to 430	22CS400 to 22CS430	2) AI- AIDSE
				3) EC – E&CE
3	B.E. – COB/COC	450 to 499	22CS450 to 22CS499	4) ME - MECH
6	MBA – 1 <sup>st</sup> year	001 to 060	22MBA001 to 22MBA060	

**Table 2 - Temporary ID card file**

S. No	ID Number	Name	Father Name	Signature
1	22CS001			
2	22CS002			
3	And so on			

**STUDENT**

- After entering the students name in the Temporary ID card file (Table 2), enter the same number in their application form
- Furnish the data in Temporary ID template of allotted ID number of a particular student.
  - o Staple the stamp size photo with lamination and distribute the ID cards by getting their signature in Temporary ID card file (Table 2)
- Enter the data into the Koha library software database in Member module with respective temporary ID number
- Make the scan copy of the passport size photographs and save the individual photos by giving their ID number as file name.
- After the allotment of USN, download member details which has temporary ID number in MS-Excel file format and map the **temporary ID** number and **USN** of respective students
- Modify the Temporary ID number to respective USN in Koha library management software Database using Member module.
- Rectify the downloaded MS-Excel file of member details as per the requirement of E-media card designer software.
- Issue the original ID card to the students by holding their temporary IDs with making proper entry in the ID card file.

**STAFF**

- ✓ Collect the furnished application form along with the photograph.
- ✓ Generate the staff ID number as per the concern department staff list
- ✓ Make the scan copy the photographs and enter the data into the Koha library management software database
- ✓ Issue the ID card to the staff with making proper entry in the ID card file.

### Appendix 3 (Part-1)

## GENERAL FINANCIAL RULES 2017 / MINISTRY OF FINANCE/ DEPARTMENT OF EXPENDITURE

### Rule 215 Physical verification of Library books.

- I. Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.
- II. Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken

### Rule 217 Disposals of Goods.

- I. An item may be declared surplus or obsolete or unserviceable if the same is of no use to the Ministry or Department. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- II. The competent authority may, at his discretion, constitute a committee at appropriate level
- III. The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized. A report of stores for disposal shall be prepared in Form GFR-10.
- IV. In case an item becomes unserviceable due to negligence, fraud or mischief on the part of government servant, responsibility for the same should be fixed.
- V. **Sale of Hazardous waste/Scrap Batteries/Electronic waste:** Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ pre-processor agency.

### Rule 218 Modes of Disposal.

- I. Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by :



- (a) Obtaining bids through advertised tender or
- (b) Public auction.

For surplus or obsolete or unserviceable goods with residual value less than rupees two lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of Ministries / Departments should, as far as possible prepare a list of such goods.

- I. Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.
- II. Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

**Rule 221 Disposal at scrap value or by other modes.** If a Ministry or Department is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose of the same at its scrap value with the approval of the competent authority in consultation with Finance division. In case the Ministry or Department is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

**Rule 222** A sale accounts should be prepared for goods disposed of in Form GFR 11 duly signed by the officer who supervised the sale or auction.

**Rule 223 (1) Powers to write off.** All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in government accounts is involved. Powers to write off of losses are available under the Delegation of Financial Powers Rules.

**Rule 223 (2) Losses due to depreciation:** Losses due to depreciation shall be analyzed, and recorded under following heads, as applicable:-

- I. Normal fluctuation of market prices;
- II. Normal wear and tear;
- III. Lack of foresight in regulating purchases; and
- IV. Negligence after purchase.

**Rule 223 (3) Losses not due to depreciation:** Losses not due to depreciation shall be grouped under the following heads:-

- I. Losses due to theft or fraud;
- II. Losses due to neglect;
- III. Anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;
- IV. Losses due to damage, and
- V. Losses due to extra ordinary situations under 'Force Majeure' conditions like fire, flood, enemy action, etc.

### Appendix 3 (Part -2)

**MINISTRY OF FINANCE: (Dept. of Exp.) O.M. NO. F.23 (7)-E.II (A)/83 DATED 7-2-1984 and Dept. of Supply U.O. NO. I.D. NO. PIII-3(5).82 Dated 23.2.83 and C.A.G'S U.O. NO. 1964-TA.II/21-83 Dated 23.12.83**

**No. F.23(7)-E.II(A)/83**

Government of India Ministry of Finance (Department of Expenditure)

New Delhi, Dated the 7-2-1984 18 Magha 1865 (Saka)

#### OFFICE MEMORANDUM

**Subject: Amendment to Rules 99 and 116 of the General Financial Rules, 1963 (Third Edition)**

—Exclusion of books, publications and periodicals etc. from the definition of 'Stores'.

Attention of all the Ministries/Departments of the Government of India is invited to Rules 99 and 116 contained in Chapter 8 dealing with the 'Stores' in the General Financial Rules, 1963. The President has been pleased to decide that hereafter the books, publications, periodicals etc. of a library will not be treated as an item of 'Stores' as defined in the 'Note' below Rule 99 of the General Financial Rules, 1963. Accordingly the provisions of the said 'Note' and the Government of India's decision (1) below Rule 116 of the General Financial Rules, 1963 (Third Edition) have been amended as per amendment enclosed. This issues with the approval of the Comptroller and Auditor General of India and the Department of Supply.

2. Hindi version of this O.M. is enclosed.

Sd/-

(K.L.  
MEHTA)

UNDER SECRETARY TO THE GOVT. OF INDIA

Tele: 373159

To,

All the Ministries/Departments of the Govt. of India etc.etc.

No.F.23(7)-E.II(A)/83

Copy forwarded to the Controller and Auditor General of India (with spare copies) and the Union Public Service Commission and as per the standard endorsement.

Sd/-

(K.L.

MEHTA)

UNDER SECRETARY TO THE GOVT. OF INDIA

Tele: 373159

### AMENDMENT TO GENERAL FINANCIAL RULES, 1963 (3<sup>rd</sup>

#### Ed.)PAGE 38, CHAPTER 8, RULE 99

The following words shall be added to the last sentence in the 'Note' below

Rule 99:- "but excluding books, publications, periodicals etc. in a library."

(Ministry of Finance (Dept.of Exp.) O.M.No. F.23(7)-E.II(A)/83 dated 7-2-1984 and Dept.of Supply U.O. No. I.D.No. PIII-3(5).82 dated 23.2.83 and C.A.G's U.O. No. 1964-TA.II/21-83 dated 23.12.83.

#### PAGE 40-41, CHAPTER 8, RULE 116

For the existing Government of India's decision (1) below rule 116, the following shall be substituted:

**"Government of India' decision (1):-** The position of library books, etc. is different from that of other stores. Accordingly, the following procedures shall be observed for purchase, write off, disposal of mutilated/damaged books and physical verification of books in the libraries attached to the various Departments/Offices:-

- (i) Librarian (not below the rank of Deputy Secretary to the Govt. of India) subject to the powers delegated under Delegation of Financial Powers Rules, 1978, may purchase books etc. from the reputed and standard booksellers on the prevalent terms and conditions. Tenders need not be called for this purpose.
- (ii) Loss of three volumes per one thousand volumes issued consulted in a year may be taken as reasonable provided such loss cannot be attributed to dishonesty or

negligence on the part of Librarian. Loss of a book of the value exceeding Rs.200 (Rs. two hundred) and the books of special nature and rarity shall invariably be investigated and consequential action taken. All such losses will however be written off only by a competent authority.

- (iii) Librarian who is of the rank not below Deputy Secretary to the Government of India or Head of the Department may write off the loss of volumes mentioned in the preceding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed in the Delegation in respect of deficiencies and depreciations in the value of stores (other than a motor vehicle or a motor cycle) included in the stock and other accounts. In the event of the total value exceeding the monetary limit specified above. The loss of books shall be written off by the competent authority as per Delegation of Financial Powers Rules 1978.
- (iv) There may be no objection to the Librarian disposing of mutilated/damaged/obsolete volumes to the best interest of the Library. However, the disposal of such volumes should be made on the recommendations of a three member Committee to be appointed by the Administrative Ministry/ Department which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.
- (v) Complete annual physical verification of books should be done every year in the case of Libraries having not more than 20,000 volumes and not fewer than two library qualified staff. In case there is only one qualified staff the verification may be done as per sub-Para (vi).
- (vi) Complete physical verification at intervals of not more than three years should be done in the case of libraries having more than 20,000 but not more than 50,000 volumes.
- (vii) Sample physical verification at intervals of not more than five years may be done in the case of libraries having more than 50,000 volumes. If such a sample verification reveals unusual or unreasonable shortages, complete verification shall be done.
- (viii) The verification should always be subject to surprise test check by some independent officers. The decision regarding the selection of the staff to whom this work may be entrusted, should be taken by the Administrative Ministries/Departments and Heads of Departments”.

(Ministry of Finance O.M. No. 23(7)-E.II/83 dated 7-2-1984 and CAG's U.O. No. 1964-TA.II/21-83 dated 23.12.83. Deptt. of Supplies U.O. No. I.D. No. PIII-3(5)/82 dated 17.1.83)

Reference: **The Federation of Publishers' & Booksellers' Associations in India**, *News Letter, Volume: 18 No. 18, April 2012 – June 2012.*

## ANNEXURE

### Annexure-1

- Book Indent Form

### Annexure -2

- Periodical Indent Form

### Annexure -3

- ID Card application form
  - *Format - 1 : Students Application For New ID Card*
  - *Format - 2 : Students Application For Duplicate / Validity Extension / Replacement ID Card*
  - *Format - 3 : Students Application For "Change of Branch / Change of College" ID Card*
  - *Format -5: Students "ID Slip" application for examination*
  - *Format - 6 : Staff Application For New ID Card / Correction*
  - *Format - 7 : Staff Application For ID Card - Duplicate / Replacement*

**Annexure-1**

LIBRARY AND INFORMATION CENTRE  
MAHARAJA INSTITUTE OF TECHNOLOGY  
THANDAVAPURA

**BOOK INDENT FORM**

Department :

To be filled by the Department						Library Use	
S. No	Title	Author	Publisher / Edition / Year	Sub- Code	Copies Required	Copies in Stack	Copies to procure

HOD

LIBRARIAN

PRINCIPAL

**Annexure-2**

LIBRARY & INFORMATION CENTRE  
MAHARAJA INSTITUTE OF TECHNOLOGY  
THANDAVAPURA

**PERIODICAL INDENT FORM**

Department :

To be filled by the Department			Library Use		
S. No	Journal / Magazine Title	Publisher	Frequency	Price	Remarks

HOD

LIBRARIAN

PRINCIPAL



## Annexure-3

**MAHARAJA INSTITUTE OF TECHNOLOGY  
THANDAVAPURA**

**LIBRARY & INFORMATION CENTRE**

***Students Application for New ID Card***

**Format-01**

<b>Name</b>			
(In Block Letters)			
USN		Gender [ M / F ]	
Course	B.E / B.E -Lateral / MBA /		Affix a recent passport
Branch		Semester :	size photo
Father Name			
Date of Birth	___/___/_____(DD/MM/YYYY)	Blood group :	
WhatsApp Mob.No.			
E-Mail ID			
Address			
(in block letters)			
<b>Signature of</b>	<b>Student</b>	<b>Principal</b>	

**Note:** Attach a recent stamp size photographs & 10<sup>th</sup> class marks

**MAHARAJA INSTITUTE OF TECHNOLOGY  
THANDAVAPURA**



**LIBRARY & INFORMATION CENTRE**

***Students Application for New ID Card***

**Format-01**

<b>Name</b>			
(In Block Letters)			
USN		Gender [ M / F ]	
Course	B.E / B.E -Lateral / MBA		Affix a recent passport
Branch		Semester :	size photo
Father Name			
Date of Birth	___/___/_____(DD/MM/YYYY)	Blood group :	
WhatsApp Mob.No.			
E-Mail ID			

**MAHARAJA INSTITUTE OF TECHNOLOGY**  
**THANDAVAPURA**  
**LIBRARY & INFORMATION CENTRE**

*Students Application for (Duplicate / Validity Extension / Replacement) ID Card*

Format - 02

**Name**

(In Block Letters)

USN									
-----	--	--	--	--	--	--	--	--	--

Affix a recent  
passport size  
photo

Course	B.E / MBA
--------	-----------

Branch	Semester:
--------	-----------

Father's Name

Date of Birth	DD/MM/YEAR: __/__/____	Blood group :
---------------	------------------------	---------------

WhatsApp Mob.No.

E-Mail ID

Address

(In Block Letters)

Applied For	Duplicate ( )	Replacement ( )	No Due ( )	Validity Extension ( )
				Expired Date :
				Extended Validity :

Fee for Duplicate ID	Receipt No.	Date :	Rs.100/-
----------------------	-------------	--------	----------

Fee for Duplicate ID (Temporary )	Receipt No.	Date :	Rs.100/-
--------------------------------------	-------------	--------	----------

Fee for Validity Ext. & Replacement	Receipt No.	Date :	Rs.100/-
--	-------------	--------	----------

**DECLARATION**

I shall be responsible for any false information provided and misuse of the lost ID card come to the notice, the Institution has right to initiate any action in force. If the original card found it will be returned to the institutes further Institution legally will not be responsible for any kind of illegal use and involvements of the ID card.

**Signature of the Student**

**Date Applied:**

**HOD**

**PRINCIPAL**

**Librarian**





**MAHARAJA INSTITUTE OF TECHNOLOGY**  
**THANDAVAPURA**  
**LIBRARY & INFORMATION CENTRE**

*Students Application For Change of Branch ( ) Change of College ( ) ID Card*

**Format - 03**

**Name**

(In Block Letters)

Old Branch

/Old College

Change of Branch or  
College Details

Old USN

New Branch

(If applicable)

New USN

Affix a recent  
passport size  
photo

Father's Name

Date of Birth

DD / MM / YEAR: \_\_ / \_\_ / \_\_\_\_

Blood group :

WhatsApp Mob.No.

E-Mail ID

Address

(in block letters)

COB-With old ID Card	Receipt No.	Date :	Rs.100/-
COB-Without old ID card	Receipt No.	Date :	Rs.100/-
COC-Temporary ID Details	ID No:	Recipient Signature :	

**DECLARATION**

I shall be responsible for any false information provided and misuse of the ID card come to the notice, the institution has right to initiate any action in force further institution legally will not be responsible for any kind of illegal use and involvements of the ID card.

**Signature of the Student**

**Date Applied:**

**HOD**

**Librarian**

**PRINCIPAL**

**Date of Issue**

**Recipient**



**MAHARAJA INSTITUTE OF TECHNOLOGY**  
**THANDAVAPURA**

**LIBRARY & INFORMATION CENTRE**

*Staff Application for New ID Card*

**Format-06**

Name

(In Block Letters)

Staff ID

Gender [ M/F]

(For Official Use)

Affix a recent  
passport size photo

Department

Designation

Blood Group

Date of Birth      —/\_\_\_/\_\_\_\_\_(DD/MM/YYYY)

Official Mob. No.

Official E-Mail ID

Address

(In block letters)

Signature of

**Staff**

**Librarian**

**Principal**



# MAHARAJA INSTITUTE OF TECHNOLOGY THANDAVAPURA

## LIBRARY & INFORMATION CENTRE

*Staff Application for ID Card - Duplicate/Replacement/Correction*    **Format - 07**

<b>Name</b> (In Block Letters)	Affix a recent passport size photo
Staff ID	
Department	
Designation	

Date of Birth	DD / MM / YEAR: ___ / ___ / _____	Blood group :
Official Mob. No		
Official E-Mail ID		

Address (in block letters)			
Applied for	Duplicate (    )	Replacement (    )	
Duplicate ID	Receipt No.	Date :	Rs.500/-
Replacement of ID	Receipt No.	Date :	Rs.100/-

### DECLARATION

I shall be responsible for any false information provided and misuse of the lost ID card come to the notice, the Institution has right to initiate any action in force. If the original card found it will be returned to the institution, further Institution legally will not be responsible for any kind of illegal use and involvements of the ID card.

**Signature of the Staff**

**Date Applied:**

**HOD**

**PRINCIPAL**

**Librarian**

**Recipient Signature**

**Date of Issue**





**A unit of  
Maharaja Education Trust (R), Mysore**