

Central Library

MANIT, Bhopal

Dated: 24 / 11 / 2020

Circular

As per the new policy approved by competent authority of the Institute and to remove the audit objection, the overdue charges will impose on Non Teaching staff, Administrative staff and Faculty members for the late submission of books to central library. The issue duration of books for the above mentioned users is initially 90 days followed by the renewal of 60 days. Failure to seek a renewal will invite overdue charges at the rate of Rs.1/- per book per day. This policy will come into force from 1st January 2021 onwards. All Non teaching staff, Administrative staff and faculty members are requested to return all issued books latest by 31st December 2020 to Central Library, failing which the accumulated overdue charge will be recovered as per the approved policy. Co-operation from all the Staff and faculty members is requested in this regard.

Chairman, Library Committee

Copy to:

1. Incharge, Digital library, to display on the Institute website
2. Incharge Librarian, for implementation of the above policy
- 3 .All Section Incharge, with a request to circulate among the staff members
4. All Heads, with a request to circulate among the staff and faculty members
5. All Deans
6. Registrar, for kind information
7. Director, for kind information