

Central Library

MANIT, Bhopal

Revised Overdue Charges Policy

मैनिट/पुस्तकालय / 115  
MANIT / LIBRARY  
दिनांक 11/02/2021  
Date

Dated: 11 / 02 / 2021

Circular

As per the revised 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 from 01<sup>st</sup> January 2021 in place of due date of Book(s). **It is again requested to Faculty & Staff Members to clear their library accounts, failing which the overdue charges will be accumulated from 01<sup>st</sup> January 2021 in place of the due date. Also no fresh books will be issued till the issue account is cleared.** The overdue charges will be imposed on the students after issuing the circular for students to join the institute (Senate / Library committee decision, approved by the competent authority of the institute). It is also noted that there is no other change in the policy regarding issue / return, duration of issue, renewal of book(s), cost paid / replacement of lost book(s), entitlement of books to the different categories etc. It may please also be noted that no further relaxation is now permitted after issuing this circular.

Co-operation from all the Staff and faculty members is requested in this regard.

*rbm*  
11.2.2021  
Chairman, Library Committee

Copy to:

1. Incharge, Institute Website, to display on the Institute website (Subcategory: Library Circulars)
2. Incharge, Get Data, with a request to communicate the circular to all Staff & Faculty members on their respective official E-mail Id
3. Incharge Librarian, for implementation of the above policy
4. AR (Accounts), with a request to circulate among staff members
5. AR/ DR (Establishment), with a request to circulate among the staff members
6. All Section Incharge, with a request to circulate among the staff members
7. TPO, MANIT
8. All Heads, with a request to circulate among the staff and faculty members
9. All Deans
10. Registrar, for kind information
11. Director, for kind information