



KHANDESH COLLEGE EDUCATION SOCIETY'S

Est.:2001

COLLEGE OF ENGINEERING AND MANAGEMENT, JALGAON

Approved by A.I.C.T.E. New Delhi; Recognised by Government of Maharashtra and D.T.E.M.S. Mumbai;
Affiliated to K.B.C.N.M.U.; Jalgaon (PG in Management); D.B.A.T.U.; Lonere (UG P.B. in Engineering) and
M.S.B.T.E. Mumbai; (Diploma in Engineering)
NAAC ACCREDITED, UGC 2(F)

Behind D.I.C. Off., N.H.6, Jalgaon-425001 (Maharashtra State), Tel.-0257-(Off.) 2242025 / 2242026 / 2242052 Fax-0257-2242027
Visit Us : www.coem.ac.in, E-mail - kcecoem@gmail.com

REF : COEM/JAL/ADMIN/2025-16/201

Date : 13/09/2025

NOTICE

Library Rules & Regulations

To ensure a smooth and disciplined use of library resources, all students and faculty members are required to follow the rules given below:

General Rules

1. Every student must carry their **College Identity Card** while entering the library and produce it whenever demanded by the library staff.
2. **Identity Cards and library books are strictly non-transferable.**
3. Personal belongings (bags, notebooks, etc.) must be kept on the designated racks outside/inside the library.
4. Eating, drinking, smoking, chewing tobacco, and the use of mobile phones are **strictly prohibited** in the library premises.
5. Misconduct such as defacing, underlining, or tearing pages of books will be treated seriously, and disciplinary action will be taken.
6. Sitting discipline must be maintained. **Keeping feet on chairs** will attract a fine of **₹50/-** along with disciplinary action.
7. Silence must be maintained at all times inside the library.

Borrowing Rules for Students

8. A maximum of **two (2) books** may be issued at a time for a period of **15 days**.
9. Books must be returned **on or before the due date**.
10. A fine of **2/- per day per book** will be charged for late returns, to be paid in cash.
11. If the due date falls on a holiday, books must be returned on the next working day. Delay beyond this will attract fines calculated from the original due date.
12. Books may be **re-issued once**, provided they are not in demand by other members.
13. Students will be held responsible for any damage or mutilation found at the time of return. Hence, members should carefully check books before borrowing.
14. In case of loss or damage to a book, the borrower must replace it with a new copy. If replacement is not possible, the borrower must pay the **current printed price** of the book along with a fine of **50% of the price** in cash.

Borrowing Rules for Faculty



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15. A maximum of **five (5) books** may be issued to faculty members for the duration of one semester.

Reference Material

16. Reference books, periodicals/journals and CDs/DVDs are available only for consultation within the library and will not be issued for home lending.
17. The library follows an **Open Access System**, allowing members to browse the collection freely.

Discipline

18. Any violation of the above rules will be reported to the **Principal** for appropriate action.
19. Every student and faculty member is expected to follow these rules strictly to maintain the discipline and sanctity of the library.

Principal

Librarian

Dean-Administration