



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६

शिक्षा मंत्रालय के अधीन सम विश्विद्यालय (भारत सरकार द्वारा स्थापित)

Sant Longowal Institute of Engineering and Technology
Longowal, Dist. Sangrur, Punjab – 148106



Deemed to be University under Ministry of Education (Established by Govt. of India)

Ref. No: SLIET/ 151885-889

Dated 10.10.23

OFFICE ORDER

This is for the information of all that the institute has adopted the seven villages (i.e. Badrukhan, Duggan, Quila Bhariam, Sheron, Namol, Lohakhera, and Jharon) of the Sangrur District under "Unnat Bharat Abhiyan". Accordingly, it has been decided to provide the library facilities of the Institute to the students/youth of the adopted villages and Longowal. The interested students/youth of these villages can make use of the library facility of the Institute to prepare for competitive examinations. The students interested to make use of the library will abide by the rules and regulations of the library enclosed with this letter.


(Hari Mohan Arora)
Registrar


Copy to:

1. Director cell for kind information of Director Please.
2. All HoD/Section In charge with a request to circulate the same amongst the faculty/staff of their respective departments.
3. F.I (ACSS) to upload on website.
4. All Notice Boards
5. File Copy

LIBRARY RULES

1. All the students/youth willing to make use of the Central Library of the Institute must fill the registration form available in the library.
2. The form must be signed by the parents of the students/youths and duly attested by the Principal/Sarpanch/Municipal counsellor/gazetted officer.
3. Membership Charges / Security: The membership charges/security for the students/youth interested to refer the library print resources will be as under:
 - a. The refundable security of Rs.1000/- and non-refundable annual service charge of Rs.500/- have to be deposited in the account section for referring the library throughout the year.
 - b. The student / youth willing to refer the library print resources for 6 months must pay the service charge @ Rs.300/- in the accounts section of the Institute along with refundable security.
 - c. The student / youth willing to refer the library print resources on monthly basis must pay the service charge @ Rs.100/- in the accounts section of the Institute along with refundable security.
 - d. The student / youth willing to refer library less than a week at a stretch during January to June or July to December will be allowed to refer library print resources at no cost.
 - e. All the charges are only for referring the Central Library resources within in the library only.
 - f. The student / youth willing to take library books to home must deposit the security fee of Rs.1000/- (Rs. One thousand Only) in the accounts section along with other fees. The security fee is not required if a regular employee of the institute take the responsibility to deposit the amount of book in case book is not returned by the student/youth.
 - g. The book will be issued for a period of 7 days, and, after 7 days a fine of Rs.1/- will be charged for the delayed period. I after. If the book is damaged/ lost the student /youth have to either replace the book with new one or have to pay the double the cost of the book mentioned in the library record.
4. Library Timings: The outside students /youth will be allowed to refer the library print resources as scheduled below:

1 st June to 15 th July and 15 th Dec. to 15 th January (or as per the vacations notified by the Institute).	10:00Am to 5:00 PM
All other Days (Except Gazetted Holidays)	2:00PM to 5:00PM
5. The students/youth having the library membership will have access to Central Library Ground Floor only and can make use of the library for reference and consultation of print resources only. No one will be allowed to take their personal belongings like books, bags, laptop inside the library. However, one can take 1-2 notebooks with them inside the library.
6. Identity Proof: The students/youth visiting to Central Library have to come with identity proof as detailed below:
 - a. The students presently enrolled in any school/college/institute have to bring the identity card issued by the authority of the school/college while visiting the Central Library of the Institute.
 - b. All the students /youth presently not enrolled in any school/college/institute have to bring any of the document issued by state authority/ Govt. of India like Aadhar Card, PAN Card, voter card, driving licence etc.
7. Student / Youth found disfiguring the books and tearing pages from the books/Magazines or who are found in possession of torn pages will be penalized by cancellation of their membership of the library and by imposing a fine to cover double the cost of the book/ magazine.
8. All the students must enter their details while visiting the library in the register placed at entrance of the library with security personal and get themselves checked at exit while leaving the library.
9. During your stay in the library maintain silence and keep the mobile phone on vibration.

I hereby confirm that I will follow the library rules and regulations.

Name of Student.....

Signature.....