

Proposed Policy for Library Usage by the Community

Type of Reader	Initial Duration of membership	Membership Charges (Inclusive of cost of card)	Documents required	Renewal Charges
Alumni	one month	Rs. 80	<ul style="list-style-type: none">• College ID of CHM• College ID of Current institution• Driving license / Aadhar card any other address proof• Passport size photos (2 nos.)	Rs. 50/- per month for a maximum period of 11 months , to be renewed monthly.
Outsiders	One month	Rs. 100/-	<ul style="list-style-type: none">• College ID of Current institution• Driving license / Aadhar card any other address proof• Passport size photos (2 nos.)	Rs. 70/- per month for a maximum period of 11 months , to be renewed monthly.
Campus College	Membership card of Campus college to be carried by reader. Each college may be provided a maximum of 3 readers Ticket .(to be finalized by the Principals by mutual consent)			
<ul style="list-style-type: none">• Application for membership to be available in the Inward section.• Duly filled forms to be submitted in the Inward.• Membership to be sanctioned by Principal .• Fees payment at Cash Counter.• Card to be prepared by Library on basis of membership fees payment receipt.				

Please Note :

1. Book issue facility will not be available.
2. Membership is valid only for one year ending 31st May.
3. Membership is to be renewed every year.
4. Library Usage Timing is from 5pm to 8pm on all working days .
5. Approval of Membership is at the sole discretion of the Principal.
6. Indisciplined behaviour will result in cancellation of Membership and the College reserves the right to cancel the membership without prior intimation.

OK
 Go ahead
 as this is discussed
 by us with the Board
