

**Department of Zoology  
Katwa College  
Katwa**

**Departmental Library Rules for Students**

- \* Library is open to students during the following hours:  
**Monday- Saturday; 12pm – 5pm**
- \* Students can borrow upto **2 books** at a time.
- \* Every borrowed book must be entered in the Library Logbook.
- \* Books can be borrowed for a maximum of 14 days & must be returned on or before due date.
- \* Books must be handled with care to avoid damage.  
Writing, folding or tearing pages is strictly prohibited.
- \* Any damage or loss of a borrowed book must be reported immediately.  
If found, students will be required to replace the book.
- \* Any unauthorized removal of books from library will result in strict action.

*NS*

Principal

Principal

**Katwa College**

*20/01/2025*

*IQAC*

IQAC Co-Ordinator

**Coordinator  
IQAC**

**Katwa College**



*IQAC*  
*20/01/2025*

Departmental Library

Convenor



**Department of Zoology**  
**Katwa College**  
**Katwa**

**Departmental Library Rules for Faculty**

- \* Faculty members may borrow upto **3 books** at a time for a period of **30 days**.
- \* Borrowed book must be returned on or before due date.
- \* While returning the book faculty members are requested to stack the book in the correct order in the relevant shelves.
- \* Books used for classroom purpose even for a single session must be entered in the Library Logbook.
- \* Any specimen copies received from Publishers must be recorded in the Library's Accession Logbook before they are made available for use.
- \* Faculty members are requested to handle book with care to ensure their availability for all.
- \* Any damage or loss of a borrowed book must be reported immediately.

*18/01/2025*  
*20/01/2025*  
Principal  
Katwa College  
Katwa College  
Principal

*[Signature]*  
IQAC Co-Ordinator  
Coordinator  
IQAC  
Katwa College

Katwa College  
1948  
Purba Bardhaman

*[Signature]*  
*20/01/2025*  
Departmental Library  
Convenor