



**Ganpat
University**
॥ विद्यया समाजोत्कर्षः ॥

**V. M. Patel
Institute of
Management**

**CENTRE OF
EXCELLENCE**



NOTIFIED
BY GOVERNMENT OF GUJARAT

Library Policy

Students are hereby informed to strictly follow the Instructions mentioned while accessing the Library and its Resources:

- Always wear I-Card. Without I-Card no one will be permitted to enter the library.
- Always Keep your bags in the designated rack.
- Return /Submit the books in the given time period (15 days). You are liable to pay the penalty after the due date. In the case of regular defaulters, the Library Membership will be suspended.
- Keep the books as per title-wise arrangement in the rack to be a helping hand to other needy students so that they can find them easily.
- Students may have to wait for their turn to access the library in case a mass of students come together.
- Use of Cellphone inside Library is Strictly Prohibited.
- Don't Make Noise in Library. Keep Silence and maintain discipline.
- Only use your Institute rack in Library.
- For any library-related concerns or inconveniences, students are advised to first contact the Library In-Charge, Mr. Dipak A. Patel. If the issue remains unresolved, they may escalate it to institute's Head of the Institute for further assistance
