

1. Bag Deposit Counter

- Library users should deposit their bag and get a token. White papers, notebooks, laptop and money wallet alone would be allowed inside the Library.
- Please avoid keeping any valuable items in your bag. Keep the token safely, till you retain your bag while you are leaving.

2. Reception

- Library users should tap their Identity card in the Identity card reader kept at the right side of electronic gate (outside) for Entry & left side of electronic gate (inside) for Exit.
- Any query related to library can be raised, either they would respond or they would guide to the right person.

3. Newspapers

- English and Punjabi Newspapers and few non-academic magazines are kept here for reference. No lending, if necessary can be photocopied.

4. Photocopier

- Only library documents will be allowed, no outside materials will be entertained.
- Library documents will not be allowed outside for Photocopying.
- One Rupee will be charged per exposure.

5. Reference Section

- Dictionaries, Encyclopaedias, Multiple Volume Books, Year Books, Government Publications, Preparatory and objective, Foreign Publications, General Knowledge Books, one copy of text books, Popular Books and some other titles as decided by Librarian will be in the Reference Section.
- These books are meant only for reference, either you can sit and refer or utilise the photocopy facility.
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6. Journal Section

- Subscribed Journals are arranged in Alphabetical order in the journal display shelf.
- Latest available Issue will be kept at the front. Back issues of the current year are kept behind those shelves.
- Journals, Magazines and Back Volumes are meant only for reference. If necessary Photocopy facility can be utilised.

7. Book Bank

- Text Books related to all Subjects are kept here. As per their eligibility, students can lend the books from here.

Ground Floor of Library Department

1. Circulation Section
2. Property Rack
3. Attendance Terminal (Bio Tap Machine) and Photostat Machine
4. Stack Area: Under Graduate Books, Geography and Biography Books.
5. Book Bank
6. Newspaper , Magazine and Periodical Section
7. Reading Hall
8. Reading Room for Physical Challenged
9. E-Library
10. Library Seating Capacity- 265
11. Wash Room
12. Wheel Chair for Disabled
13. Vacuum Cleaner
14. Suggestion Box
15. Catalogue cabinet
16. Back Volume of Periodical – 5594
17. Old newspaper files of (The Tribune and Ajit Punjabi) from 1977 till date

First Floor of Library Department

1. **Book Stack Area on First Floor:** Punjabi, English, Hindi, Commerce, Mathematics, Physical Education, Computer Science, Political Science, Economics, History, Sociology, Social Science, Philosophy, Religion, Psychology, UGC-Net, Donation
2. **Reference Section:** Encyclopedia, Dictionaries, Rare Books, Reference Books
3. Teacher Reading Room
4. Wash Room
5. Separate reading room for Postgraduate and M.Phil. Students.

Sign Boards: These are displayed to give proper direction to users.

Fire Extinguishers: Fire extinguishers have been installed to control unforeseen incidents in library

Open Access: Users can browse the collection independently.

Infrastructure in Library

Sr. No.	Name of Items	Quantity
1.	Printer	4
2.	Bar Code Printer	2
3.	Bar Code Scanner	2
4.	Codeless Barcode Scanner	1
5.	Newspaper Desk	3
6.	Periodical Rack	3
7.	Computer	11

8.	RO	1
9.	CCTV Camera	8
10.	Air Conditioner	2
11.	Online UPS 2KV	1
12.	UPS	3
13.	Switch	1
14.	LCD	1
15.	Refrigerator	1
16.	Inverter Battery Set	4
17.	Hard Disk	1