



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

Library Services:

Circulation:

- **For Students**

1. Book Transaction is done through Borrowers cards.
2. Two Borrowers cards are given to each student. They are to be renewed every year.
3. Book bank facility to all students.

- **For Staff Members**

1. Books will be issued for a period of one semester. If the book belongs to the reference section it will be issued for overnight. Maximum number of books that can be borrowed is as follows:

Professor/Associate Professor- 10

Visiting Faculty -02

Other non-teaching staff- 01

2. Books should be borrowed and returned from the library personally.
3. Transactions should not be carried out through an intermediary.
5. All the borrowed books should be returned at the end of the semester. If the book is lost it has to be replaced with a brand new copy of the latest edition of the same author and title. If the book has ceased publication amount equal to twice the price of the book should be paid.
6. Reference books like handbooks, encyclopedia, dictionary, manuals and CD's will not be issued. They should be referred in the library only



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