

NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(Under Ministry of Tourism, Government of India)

A – 34, Sector – 62, NOIDA



NCHMCT LIBRARY RULES

**(Under Clause (a) of Section 30 of the Memorandum of Association and Rules & Regulations
of the National Council for Hotel Management and Catering Technology)**

1. General Rules

1. Library will remain open for all 7 days in a week except 26th January, 15th August, 2nd October and any other day so notified by the NCHM authority.
2. Normal Library timing will be :
Monday to Friday : 8.00 a.m. to 8.00 p.m. Without lunch break
Saturday and Sunday : 2.00 p.m. to 8.00 p.m.
If any change of timing of the Library should be with proper order only.
3. Members, Temporary members, Non-members and Visitors can enter the library on completion the formality as contained in various clause of this rules.
4. All the library users should put their entry and signature in the register while entering the library.
5. Library users should keep their all personal belongings at the property counter, except notebooks, while entering the library. However, carry of laptop, mobile phone etc. is as per provision in the various clause of this rule and subject to permission of the Librarian.
6. A first time and occasional visitors should contact the check point or provision of the rules. He/She should produce letter of introducer or his/her identity card of his/her parent organization for entry inside the library. Such visitors who intend to use library for longer period must get permission from the librarian. They are provided with a temporary library card for reading room facilities for certain period.
7. No personal books are allow to take inside the library for use or photocopy. However, the students of NHM-IH or any affiliated IHM, the research Scholars and faculty members of NHM-IH or any affiliated IHM can read their personal books inside the "Reading Room"/ "Research Cabin" with prior permission of Librarian and should also take permission while leaving the Library along with the personal book.
8. Smoking ,spitting and using mobile phone inside library is strictly prohibited

2. Membership of the NCHM Library

1. All the employees on regular roll of NCHM are regular member till they are in service of NCHM. After their normal exit (superannuation, resignation on public interest or personal ground and not as a punishment) from service, they may enrol themselves as temporary member under clause 3.2.2.

2. All the student of NCHM, Noida campus during their years of study with valid enrolment number and ID Card and who deposited necessary Library caution money.
3. All the contractual (full time or part time) employee of NCHM during their contract tenure, on depositing necessary library caution money.
4. All of the above members should collect the library cards as per their entitlement by showing their ID card issued by NCHM.
 - (a) All the group A officers and faculty members will be issued 5 Library cards each.
 - (b) All the group B officers will be issued 3 library cards each.
 - (c) All group C officers will be issued 2 library cards each.
 - (d) All the students will be issued 4 library cards each.
5. One book can be issued against one library card.
6. Issue of Library card is not a automatic process. As such the person concerned will get those card as per entitlement only on demand to the Librarian.
Sometime the issue of library card may need one or more days, and the members should co-operate with library staff.

3. Temporary Membership and facility to the temporary member

1. Temporary membership fee, to be deposited on beginning of the year :
For Indian National : Rs.1000/- per year (changeable from time to time), to be deposited in one instalment.
For Foreign National, NRI, PIO : \$100 per year(changeable from time to time), to be deposited in one instalment.
2. Who can get the temporary membership of NCHM Library
 - (a) Any student, Ph.D fellow, Post-doctoral fellow, Research Fellow from other Institute/ University, including IHMs irrespective of their nationality.
 - (b) Any Indian national in individual capacity.
 - (c) Temporary member can get only one library card each.
3. The documents required for getting temporary membership
 - (a) Latest passport size Photo – two copies
 - (b) Residential address proof-
 - (c) Adhar Card for Indian national and passport for foreign national

- (d) In absence of Adhar Card, students must bring ID card issued by College and the other must bring any ID card issued by his/ her employer having photograph

4. Facility can be allowed

- (a) Can enter library along with their note book/ writing pad and laptop with the permission of the Librarian
- (b) Can get the photocopy of the required pages of any book or journal on payment of necessary photocopy fee
- (c) Can get one library card during the period they are temporary member and they may get issue of one book at a time against the library card.
- (d) They may use the reading room and can read any number of book without any extra charge.
- (e) They may use the Research Cabin attached to the library (subject to the availability) with the approval of Librarian and on payment of user charge Rs.100 per hour. They will be allowed to use the computer and internet connected to that within that cost. However, in case of any printing, necessary printing cost will be charged.

5. Use of library by non-members

1. How a non-member can enter the Library and who are they

- (a) Any citizen of India are allowed to enter in to the Library with the permission of the Librarian
- (b) He/ She has to produce any of his valid ID Proof having his/ her photograph. As a security, the Librarian may keep the ID Card deposited till he/she is using the library.
- (c) He/ She should make a proper entry in the Library Registrar by correctly putting name, address, Mobile number, ID Card Number etc.

2. Facility can be allowed

- (a) They will not be allowed to carry Laptop, Mobile, Portable scanner, any other electronic device, note pad and pen. Facility of depositing such prohibited items will be available.
- (b) They may use the reading room and can read any number of book without

- any charge.
- (c) Cannot get the photocopy of any pages of any book or journal even on payment of necessary photocopy fee
 - (d) They will not be permitted to use the Research Cabin attached to the library even on payment of necessary fee.

6. Issue of Library Books for Official Meetings

During any Academic or other meeting, the members may require one or more books for reference, related to the discussion in the meeting. In such case, the official member of NCHMCT present in the said meeting will make a requisition of such books in the prescribed form. All such books requisitioned (irrespective of any number) will be provided to the committee, for the time those books are requisitioned. It will be the duty of official member of NCHMCT to return back all those books in its original condition, after conclusion of the meeting.

7. Other Rules

1. The library users are advised to interact with the library staff for any further assistance
2. Person allowed to carry Mobile phone should keep the instrument in silent mode. Answering any phone call while sitting in Library is strictly prohibited.
3. No talking is allowed inside the Library. Everybody should maintain the silence so that other users are not disturbed.
4. Photography inside the library is strictly prohibited.
5. Writing or highlighting on any page of any library book as well as tearing of any page of any book is strictly prohibited. If anybody caught to do so, either in person or through CCTV Camera recording, his membership will be cancelled. At the same time a monetary fine to the tune of the cost of a new book of same publication will be imposed on him/ her.
6. In case of misplacement of library card by any member, to be reported to the police (as per jurisdiction) by him/her. The member may apply for another library card in replacement of such misplaced card by attaching the copy of police complaint. Rs.100/- will be charged for such replacement of each card.

*****End of Rule*****

Various fees to be charged by NCHM Library and they are changeable from time to time

Sl. No.	Particulars	Charge for Members as per clause 2 (Rs.)	Charge for Temporary Members as per clause 3 (Rs.)	Charge for Non-members as per clause 4 (Rs.)
1	Membership fee	Nil	1000 For Indians \$100 For FN/ NRI/ PIO	Nil
2	Caution Money (2.3 are Contractual Staff and 2.2 are Students)	Category 2.3 4000 Category 2.2 5000	Nil	Nil
3	Issue of duplicate card (for each Card)	100	100	NA
4	Photocopy Charges each page Black and White (A-4 size only)	2	5	NA
5	Printing in Black and White Lazar jet Printer	5	10	NA
6	User Charge of Research Cabin (per hour)	Nil	100	NA

- FN** - **Foreign Nationals**
NRI - **Non Resident Indians**
PIO - **Person of Indian Origin**
NA - **Not Allowed**



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Library Issue and Return Rules :

1. Books, Journals, Articles and other items issued to any member/ temporary member/ student member should be returned by 15 days from the date of issue positively. If the 15th day is holiday, the item to be returned prior to that day. Each day delay of return the item will be charged Rs.5/- as fine per day.
2. Current edition of any Journal and Magazine will not be available for issue. The same can only be available for reading in the Library. On arrival of the next latest edition, the earlier edition can be issued as per the provision in point 1 above.
3. Re-issue of any item is not allowed on the day of return. The Library need to take back the item in its system and the same item can be issued on the next day on **first-demand-first-issue basis**.
4. The 15 days retention period is uniformly applicable to the Students, Teachers, Research Scholars and any other employee/ Members. However, the teachers and Research Scholars will be allowed to re-issue the same item after first 15 days for one time only. Therefore after 30 days of first issue, the Teachers and Research Scholars has to return the Item to the Library, failing which the penalty clause as per point 1 above will also be applicable to them. On return of the item, the issue of the same will be as per provision in point 2 above.
5. If any item is lost by the member (issued to him/ her), either the member has to bring a new item of same publisher, same batch at his/her cost and deposit to the library within 10 days of the loss of the items or he/ she has to deposit the double of the cost (rate as per the current date) of the item to the library within 5 days of loss of the item.
6. Writing or highlighting on any page of any library book as well as tearing of any page of any book issued to any member, is strictly prohibited. On detection of the same during return, his membership will be cancelled. At the same time a monitory fine to the tune of the cost of a new book of same publication will be imposed on him/ her.

7. Newspapers subscribe in the Library cannot be issued to any member, since the use of the item is for the day only.