



UNIVERSITY OF KASHMIR

Department of Philosophy
NAAC Accredited Grade- 'A++'



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No: F (Minutes of the Meeting Regarding Rules and Regulations) Philosophy/KU/26

Dated: 18-08-2026

Minutes of the Meeting Regarding Rules and Regulations for Issue and Return of Books

A meeting was held on 18-08-2026 at 3:00 PM, in the Office of the Department of Philosophy, School of Arts, Languages and Literature. The following Members were present:

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|--------------------------------|----------------|
| 1. Prof. (Dr.) Md. Meraj Ahmad | Chairperson |
| 2. Dr. Jan Mohammad Lone | Faculty Member |
| 3. Dr. Nasir Ahmad Shah | Faculty Member |
| 4. Dr. Tariq Rafeeq Khan | Faculty Member |
| 5. Dr. Bilquees Jan | Faculty Member |

A meeting was convened to frame the rules and regulations for Issue and Return of Books (Departmental Library). The meeting was presided over by Prof. (Dr.) Md. Meraj Ahmad Coordinator, Department of Philosophy.

Agenda:

To deliberate upon and frame comprehensive rules and regulations governing the issue and return of books from the Departmental Library of the Department of Philosophy.

Proceedings of the Meeting:

The Chairperson welcomed all the members and stated that the Departmental Library is an important academic resource for faculty members, research scholars, and students. In order to ensure the systematic use, proper maintenance, and timely availability of books and other library resources, it was considered necessary to formulate clear rules and regulations for the issue and return of books.

After detailed deliberation, the members agreed upon the following rules and regulations regarding the issuance and return of books:

1. Eligibility for Membership:

The Departmental Library may be used by:

- Faculty members of the Department of Philosophy
- Research Scholars of the Department
- Postgraduate Students of the Department
- Departmental Staff, subject to the permission of the Head of the Department

2. Library Membership/Identity Card:

Books shall be issued only to duly authorized members of the Departmental Library on production of a valid University identity card/library card.

3. Maximum Number of Books:

The following schedule is recommended:

Category	Maximum Books	Period
Faculty Members	5	30 Days
Research Scholars	5	14 Days
Postgraduate Students	3	10 Days
Departmental Staff	1	7 Days

4. Due Date:

Every borrower shall return the book(s) on or before the due date recorded in the issue register.

5. Renewal of Books:

A book may be re-issued/renewed subject to the availability of the book and the discretion of the Library In-charge. Books required by another member or in special demand shall not ordinarily be renewed.

6. Books in Special Demand:

The Library In-charge/Head of the Department may recall any book before the normal due date when it is urgently required for teaching, research or academic purposes.

7. Reference Books and Restricted Material:

Rare books, reference books, important works, dictionaries, encyclopaedias, theses, journals, periodicals and other material designated as "Reference" or "Not for Issue" shall ordinarily not be issued for taking outside the library.

8. Checking of Books at the Time of Issue:

The borrower must carefully examine the book(s) at the time of issue. Any missing pages, damaged pages, loose binding or other defect must immediately be brought to the notice of the Library In-charge. The University's library rules specifically require readers to report missing pages before leaving the library.

9. Responsibility for the Condition of the Book:

Once a book has been issued, the borrower shall be responsible for keeping it safe and in good condition until it is returned.

10. No Marking or Defacement:

Underlining, writing, highlighting, tearing, folding pages, cutting pages, removing labels or otherwise defacing a library book is strictly prohibited.

11. Loss of Book(s):

In case a book is lost, the borrower shall immediately report the loss to the Library In-charge and shall be required to replace the book or pay the prescribed cost/penalty in accordance with university rules.

12. Damage to Book(s):

If a book is returned in a damaged condition attributable to the borrower, the borrower shall be liable for the cost of repair/replacement and any applicable penalty prescribed by the University.

13. Loss of a Volume of a Multi-Volume Set:

Where one volume of a multi-volume set is lost, the applicable University library rules may require the borrower to bear the cost of the complete set.

14. Overdue Books:

Books must be returned within the prescribed period. Failure to return a book by the due date shall attract overdue charges.

15. Overdue Charges:

The Department has prescribed overdue charges of ₹ 2 per day for the first ten days and ₹ 5 per day thereafter for books retained beyond the due date.

16. Return During Vacation:

Borrowers may be required to return books before long vacations, semester breaks or closure of the Departmental Library, particularly where books are needed for Departmental use.

17. Books Cannot Be Transferred to Another Person:

A book issued to one member shall not be lent, transferred or handed over to another person. The member in whose name the book is issued shall remain responsible for it.

18. No Removal Without Proper Issue:

No book shall be taken outside the Departmental Library without being properly entered in the issue record and duly issued by the authorized Library In-charge.

19. Clearance/No-Dues Certificate:

A member leaving the Department, completing a programme, withdrawing from the University or otherwise becoming ineligible for library membership shall return all books and obtain the required Departmental Library Clearance/No-Dues Certificate, wherever applicable.

20. Responsibility of the Borrower:

The borrower shall remain responsible for every book issued in his/her name until the book has been formally returned and the return has been entered in the library record.

21. Compliance with University Library Rules:

These Departmental Library rules shall be read together with the rules, regulations, circulars and instructions issued from time to time by the University of Kashmir/Allama Iqbal Library.

22. Authority of the Head of Department:

The Head of the Department, in consultation with the Library In-charge and subject to University regulations, may issue additional instructions concerning the issue, renewal, recall and return of books.

23. Interpretation of Rules:

In case of any dispute or ambiguity regarding the issue or return of a book, the decision of the Head of the Department/competent University authority, subject to the applicable University rules, shall be final.

27. Responsibility of the Library In-charge:

The Library In-charge shall be responsible for:

- i. Maintaining issue and return records
- ii. Ensuring that books are issued only to eligible members
- iii. Checking the condition of books
- iv. Monitoring overdue books
- v. Maintaining records of lost/damaged books
- vi. Conducting periodic stock verification
- vii. Reporting serious irregularities to the Head of the Department
- viii. Ensuring proper shelving and preservation
- ix. Maintaining confidentiality of borrower records
- x. Implementing University and Departmental Library Committee decisions

Resolutions:

After detailed discussion, the members unanimously agreed that the above rules and regulations shall serve as the framework for the issue and return of books from the Departmental Library. The members further emphasized that the rules should be implemented in a fair, transparent, and systematic manner so as to ensure equitable access to library resources and their proper preservation.

It was also resolved that the Department shall maintain updated records of the books issued and returned and shall periodically review the functioning of the library system. Any amendments or additions considered necessary in the future may be incorporated with the approval of the Department.

Conclusion:

The meeting concluded with a vote of thanks to the Chairperson and all the members for their valuable suggestions and deliberations.

Prof. (Dr.) Md. Meraj Ahmad

Dr. Nasir Ahmad Shah

Dr. Bilquees Jan

Dr. Jan Mohammad Lone

Dr. Tariq Rafeeq Khan