

RESERVATION OF GROUP STUDY ROOMS

- Please note that the Study Rooms are reserved only for quiet study and discussion purposes. You are responsible for the appropriate use of the study rooms.
- The Study Rooms are available only at the City Campus to accommodate group studying when the requirement occurs.
- These study rooms are available during library hours of operation only.
- Furniture may not be shifted into or removed from a study room without the approval of library staff.
- The time allocation for a group is 2 hours. A group is allowed to make 3 bookings per week **only**.
- One individual of the group may book one room for one block per day. You may extend the slot by another two hours provided there are no other reservations made.
- Maximum group size is 6 students and the minimum should be 3 students.
 - Study Room 1 – seating for (6) people
 - Study Room 2 – seating for (6) people
 - Study Room 3 – seating for (3) people
- The member in whose name the booking is done will take responsibility of adhering to rules and regulations stipulated by the institute and will be held accountable for damages to the property and is also required to remain with the group during the allocated time.
- A 15minute grace period will be given for all room bookings and occupancy, after which time the booking is forfeited. This will allow other group of students to reserve the room.
- The group member who makes the booking should collect the key to the room during the respective time by handing over the Student ID cards of all group members who wish to occupy the room.
- Students who are not registered in a particular slot will not be permitted to use the group discussion rooms.
- The student responsible for making the booking must return the key at the end of the allocated timeframe without delay in order to accommodate the next group.
- Students are also responsible to switch off the A/C, Electricity and remove all personal items when vacating rooms.
- The library shall not be responsible or liable for lost, stolen, or damaged private materials or equipment left in study rooms
- Food and drinks are not permitted within this facility.
- This area is a Quiet Zone and appropriate behavior is expected from all students.
- Failure to abide by the above guidelines established for study rooms will result in suspension or termination of an individual's study room privileges.