

**Rizvi College of Arts, Science & Commerce  
(Hospitality Studies)**

**Code of Conduct**

**1. Library:**

- a. Books marked “**Reference only**” cannot be taken out of the college.
- b. Students deposit their library card and collect the book they want to refer.
- c. Photocopies if required can only be taken from the college photo coping machine for a price of Rs.1 pp. The librarian’s approval for photocopying is compulsory.
- d. Books taken home should be returned within three working days, after which a fine of Rs.5/- – per day would be levied.
- e. Books should not be torn, defaced or mutilated in any way.
- f. Students who lose an institute book should report to the staff concerned. Either the student replaces the book or pays a fine equivalent to the book price.
- g. If a student loses his library card a new one will be issued after due charge is paid.