



**CIRCULAR**

**Subject: - Students to avail the facilities of Library & Incubation and Innovation centre at School of Science, GSFCU**

This is to inform that all the University students are permitted to utilize the Library & Incubation and Innovation centre facilities beyond office hours to provide infrastructural, management and networking support to the students, faculties & staff which will enhance their knowledge. In pursuance of the decision taken by the President, GSFCU while approving, the following points to be adhered by the students:

**A. General Instructions and rules to be followed by the students:**

- a. The students will be allowed to utilize the full services of Library, Innovation and Incubation section situated at School of Science (SOS) after office hours;
- b. They will be provided with 2-3 computers with Wi-Fi access with sufficient speed for better applications;
- c. All the Girl's students staying at Kasturba Gandhi Bhavan and Boy's staying at Vikram Sarabhai Bhavan, will have to leave the hostel premises for visiting SOS building for accessing Library and Innovation centre after making proper entry at the hostel gate, which will be tracked on daily basis;
- d. The inmates of Kasturba Gandhi Bhavan and Vikram Sarabhai Bhavan are allowed to have access to the permitted area from 5:00 pm to max 00:30 am on all days. No one is allowed to stay beyond 00:30 am and will have to leave the premises within the given timing;
- e. Since, the time allowed for students is after office hours, there will be no attendant, or librarian at the building. So all the students have to act with responsibility and support security person in verifying their status through identity card;
- f. Students are expected to dress properly and take care of their belongings, if carried by them;
- g. Food items will not be allowed inside Library;



- h. Students using the facility are requested to kindly turn down all the switches and save the electricity while leaving the premise;
- i. Referred books must be kept on the circulation counter while leaving the Library;

**B. Following activities shall be deemed as act of indiscipline and if found then strictly action will be taken:**

- a. All the students present will be under constant CCTV surveillance and control, so any disruption of, or improper interference with the academic, administrative, or other activities will be strictly monitored;
- b. Misuse or unauthorized use of the institute premises or items of property, including computer misuse will not be tolerated and strict actions will be taken against offenders;
- c. Violent, indecent, disorderly or offensive behaviour or language and action likely to impair safety at the premises will not be tolerated;

We may extend the timing further depending on the strength and response received and surprise visits will be made to premises during extended hours by seniors.

This circular shall come into effect immediately and is applicable uniformly to all students of GSFC University.

We wish all students to derive full benefit of this facility and hope for positive attitude and cooperation of all stakeholders which will lead to all round development of the students and make the campus vibrant.

S P Bhatt  
Director (Administration)

CC:

- President, GSFCU
- Provost, GSFCU
- All the Deans (SOT, SOS, SOM & SOFS)
- CLO & Registrar