

Library Card Jayakar Knowledge Resource Centre (SavitribaiPhule Pune University)

❖ (UG / PG)

▪ New I Card

1. M.A, M.Sc, M.Com Admission Form and Fee Receipt
2. M.A, M.Sc, M.Com HOD Stamp and Signature
3. Two Photos
4. 500 Rs. Deposit (Final Year Refundable)

▪ Renew I Card

1. M.A, M.Sc, M.Com Admission Form and Fee Receipt
2. M.A, M.Sc, M.Com HOD Stamp and Signature
3. 500 Rs. Deposit (Final Year Refundable)
4. First Year I Card Compulsory
5. Counter No Dues

❖ (Ph.D)

▪ New I Card

1. Ph.D Admission Form and Fee Receipt
2. Ph.D Confirmation Letter (Guide Signature Compulsory)
3. Deposit 2000 Rs. (Final Year Refundable)
4. 1300 Rs.(Per Year Library Fee Compulsory)

▪ Renew I Card

1. Ph.D Confirmation Letter (Guide Signature Compulsory)
2. 1300 Rs. Per Year Library Fee Compulsory

SAVITRIBAI PHULE PUNE UNIVERCITY : JAYAKAR KNOWLEDGE RESOURCE CENTER									YEAR		2025-26
CIRCULATION SECTION									DATE		
JKRC MEMBERSHIP FEE, DEPOSITE STRUCTURE & OTHER DETAILS											
SN	Details	SN	Details		Type	SN	Member Type	Course Type	JKRC Fee Details		Book Limit
									Fee	Deposit	
A)	Membership	I)	Student Member	a)	Regular	1	Under Graduates Students (B.A. , B.Ed. B. Voc. &		300	1000	2BK
	Permanent					2	Certificate Course (C.C.)		300	1000	2BK
	(For course period)					3	Post Graduates Diploma (P.G.D) / Certificate Course student.(P.G.C.C)		300	1000	2BK
						4	Post Graduates Students	a) Non– prof.	300	1000	2BK
								b)Professional	200	1000	2BK
						5	Research Student – M.Phil.		1300	2000	5BK
						6	Research Student – Ph.D.		1300	2000	5BK
						7	Fellowship- JRF &SRF		1300	2000	5BK
						8	Project Assistant /Research Associates /Research Assistant		1300	2000	5BK
						9	Post Doctoral Fellowship (P.D.F.)		1300	2000	5BK
				b)	External	1	External students (Post Graduates M.A & M.Com.)		300	1200	2Bk
				c)	General	1	General Readers		1000	3000	2BK
		II)	Staff Member	a)	Regular	1	Teaching Staff	State Govt.	Nil	Nil	30BK
								SPPU Fund + Emp. No.	Nil	Nil	10BK
						2	Temporary Teaching Staff	Contra. Order by Head	1000	3000	2BK
						3	Non Teaching Staff	State Govt.	Nil	Nil	1-5BK
								SPPU Fund + Emp. No.	Nil	Nil	1-5BK
				b)	Other	1	Retired Teaching Staff		Nil	2500	2BK
						2	Retired Non- Teaching Staff		Nil	2500	2BK
						3	Contributory Teachers		Nil	2500	2BK
						4	Visiting Faculty Staff		Nil	2500	2BK
						5	Chair Person Staff		Nil	Nil	2BK
						6	Senate Member		Nil	3000	2BK
						7	Management Council Member		Nil	3000	2BK
		III)	Institute Member			1	Institutional Member (Affiliated Colleges)		1000	7500	2BK
						2	Corporate Member (Companies)		2000	10000	2BK
Section In Charge Circulation Section: Jayakar KRC Savitribai Phule Pune University									I/C Director Jayakar KRC Savitribai Phule Pune University		

Jayakar Knowledge Resource Centre

Rules & Regulations

Membership

- 1) Only SPPU Students, Researchers, Faculty and Staff as registered members are allowed to use the Jayakar Knowledge Resource Centre (JKRC)
- 2) Members should produce their JKRC Membership card at the entrance of the JKRC.
- 3) I-Card is nontransferable.
- 4) Please return your books on Due Date unless fine will be charged.
- 5) Cardholder shall be responsible for all transactions.
- 6) If the JKRC Card is lost please report immediately to avoid misuse.
- 7) A Duplicate JKRC Membership Card will be issued on payment of Rs.150/-
- 8) After expiry of this JKRC Card ,cardholder need to renew or return it.
- 9) No Dues Certificate is essential for result/ deposit refund/T.C.
after returning books/any dues JKRC will provide this Certificate to concern Student.

Visitors /Temporary Members

1. Temporary member should bring authority letter (Guide/Head of the department) & any one ID proof to take JKRC Membership.

General Rules

- Readers should observe strict silence inside the JKRC.
- Members should produce their JKRC Membership Card at the entrance of the JKRC and JKRC reading hall.
- Users are not allowed to carry eatables/cold drinks inside the JKRC and Reading hall.
- JKRC Membership card is non-transferable.
- Users/Membership holder/Temporary members should deposit their Personal belongings like bags, laptop, umbrellas, raincoats, etc. at the Property counter. These are not allowed inside the JKRC/JKRC Reading Hall.
- Users are advised not to leave their valuable items like Money, Passport, Credit Card etc. at the Property Counter.
- Users should not rest or keep their feet on tables, chairs, shelves, etc.
- The JKRC Director reserves the right to suspend the membership of any member found misbehaving with the JKRC staff or with any other member.
- Readers should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.
- CCTV footage will not be provided to users under any circumstances.

Instructions to JKRC Reading Hall Students

- 1) Seat reservation is not allowed.
- 2) Students can carry necessary/needed study material and books in reading hall. Please don't leave any book/study material in reading hall when reading hall is closed.
- 3) Eatables (Biscuits, Chips, Nuts packets, soft drink etc.) are not allowed in Reading Hall.
- 4) JKRC Identity Card is compulsory for getting access to the Reading Hall.
- 5) Silence should be strictly maintained in the Reading Hall.

Additional Rules

-Digital Resource Usage: Users are expected to use digital resources responsibly and follow guidelines for accessing e-books, online databases, and other digital materials.

- Printing and copying: Users can use printing and copying services as per JKRC guidelines and costs.

- Technology Usage : Users can use personal laptops and devices within the JKRC, and access Wi-Fi and power outlets as available.

- Feedback Mechanism : Users can provide feedback and suggestions on JKRC services and facilities through a feedback form / survey.

- Liability and Responsibility : JKRC is not responsible for loss or damage to users' property. Users are advised to keep their belongings secure.

-Intellectual Property: Users are expected to respect intellectual property rights, including copyright laws and proper citation practices.

- Emergency Procedure : In case of emergencies, users should follow JKRC staff instructions and exit the building as directed.

- Review and Revision : JKRC Rules and Regulations will be reviewed and revised periodically to ensure they remain relevant and effective.



**I/C Director
JKRC, SPPU**

Institutional membership Rules

1. Two Books will be issued against Smart Card for the duration of One Month. (In absence of the authorized person, authority letter should be submitted.)
2. In case the Smart Card is lost, the member will have to communicate the Director, Jayakar Knowledge Resource Centre in written immediately to avoid misuse.
3. If the Smart Card is lost, and in case the book is taken by anybody else, then the authorised person will be held responsible for transaction on Smart Card.
4. Member will have to pay Rs.150/- for getting duplicate Smart Card.
5. At the time of retirement / leaving of job Authorized Person should have to return the Smart Card to obtain No Dues Certificate.
6. In case any misuse of the Smart Card is noticed the membership will be cancelled immediately.
7. Validity of Institutional Membership is from 1st July to 30th June (Academic Year).
8. Institutional Membership Fee (For affiliated colleges to Savitribai Phule Pune University) for New Members is Rs. 1000/- per year and Deposit is Rs.7500/-
9. Institutional membership for Corporate companies Fee for new members Rs.2000/- per year and Deposit Rs.10,000/- .
10. For Renewal, Membership Fees Rs.1000/- should be paid every year for affiliated colleges and for corporate Rs.2000/- every year.
11. Both the Demand Draft should be drawn separately.
12. Demand Draft should be drawn in favour of Finance and Accounts Officer, Savitribai Phule Pune University Payable at Pune. We have read the rules of the library and we will abide by these rules.

INSTRUCTIONS FOR READING HALL STUDENTS

- 1) Charging of Laptop and Mobile is not allowed in the reading hall.**
- 2) Seat reservation is not allowed.**
- 3) Students can carry necessary/needed study material and books in reading hall. Please don't leave any book/study material in reading hall when reading hall is closed.**
- 4) Eatables (Biscuits chips, Nuts packets etc.) are not allowed in reading hall.**
- 5) Library identity card is compulsory for getting access to the reading hall.**
- 6) Silence should be strictly maintained in the reading hall.**

JAYAKAR KNOWLEDGE RESOURCE CENTRE

RULES AND REGULATIONS

1. All the users entering the Library must keep their bags and other belongings at the entrance and sign in the Register at the checkpoint. **Do not leave any valuables at the Check Point.**
2. **Bags, Umbrella, Personal Books and other items, Wearing Aprons or Coats are not allowed inside the library.**
3. **Identity Card is compulsory** for getting access to the library.
5. Students should produce their identity card while borrowing books.
5. Students on receiving the books should check their physical condition, as they are held responsible for any damage found later.
6. **Silence should be strictly maintained in the library.**
7. Mobile phones and other devices likely to cause disturbance are not used in the library premises.
8. **Misbehavior in the library is strictly prohibited.**
9. Users are requested to co-operate in maintaining conducive atmosphere to study, many of the reading materials possessed by this library are very precious, rare and also irreplaceable. Please handle them with utmost care.
10. The library books/Journals are not to be spoilt with an underlining, or scribbling on pages. Defaulters will be fined heavily equal to the cost of replacing of the books.
11. Show the book at the checkpoint before taking out the issued books.
12. **All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names**
13. **Students are advised not to give books to others on their names.**
14. Beverages and Eatables are not allowed inside the library.
15. Library reserves the right to call back any issued book/item at any time.
16. All students are advised to come to the Library in decent dress as they are in the classrooms.
17. Periodicals, Dictionary, Encyclopedia, Project Reports, Reference sources are to be referred in the library.
18. Loss of books, if any, should be reported to the librarian immediately.

19. When a member leaves the college he/she shall return all the books and follow no dues procedure.

20. For further help consult Librarian.

JKRC Reading Hall Timing – Girls: 6:00 am to 10:00 pm

Boys: 6:00 am to 12:00 pm

Main JKRC – 10:30 am to 6:00 pm (working hours: 10:30 am to 5:45 pm)