



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

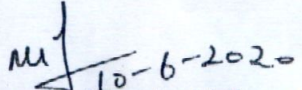
Central Library

Guidelines/Procedure to return books by post

Students, who cannot visit the library personally, can return their book by post as well. The procedure for the same is given below:

1. The parcel should be addressed to Incharge (Central Library), NIT Hamirpur.
2. Student has to mention "Books for Return" on the Parcel.
3. Student has to place a slip containing following information in the book parcel:
 - Roll No (as mentioned on Library Card),
 - Name of the student
 - Acc. No. of the all the Books (which they entered while borrowing books on checkout register).
 - Total Numbers of Books in the parcel.
4. Student has to send an email to library@nith.ac.in having a clear snapshot of the parcel slip containing the weight, Tracking ID (receipt no) and date of dispatch along with the information mentioned at S. No. 3.
5. All the Books received in the week will be returned on the first working day of the next Week (most probably Monday) in order to disinfect the books.
6. The list of students who have books in their account will be posted on Library Website on every Tuesday evening.
7. Students are allowed to authorised their friends (whose information will be shared by them through their NITH email ID) to return the books on their behalf. This will be on the lines of policy adopted for collecting their belongings from the hostels.

This issue with the prior approval of Competent Authority.


Incharge (Central Library)
NIT Hamirpur(H.P)

No. NITHL/Notices/2020/ 249-253

Dated:- 10-6-2020

Copy to:-

1. Director, for kind information, please.
2. Registrar, for kind information, please.
3. Chairman, ICLC, for kind information, please.
4. Dean (Student Welfare), to circulate among students, please.
5. Office Copy