

**Central Institute of Education
Faculty of Education
University of Delhi
Library Committee**

Dated: 09-09-2021

Opening of the library from 13-09-2021 (office order no. Estab. II(i) /330/Covid-19/M/2020/1855 dated 6th Sep. 2021 by Registrar, University of Delhi) after following the UGC guidelines and SOP shared by Delhi University.

Following guidelines were decided for opening of library for students, scholars and faculty:

- Thermal scanning of the students/scholars/faculty would be done at the time of entry in the library. Sanitization of students would be done at the entry point.
- Sanitization of library would take place at least twice a day (afternoon and evening) by Sulabh Staff.
- Faculty would be allowed to visit the library on all working days from 10am to 12.30 pm and 2 pm to 4.30 pm.
- Issue of new membership cards and renewal can be done on all working days from 10am to 12.30 pm and 2 pm to 4.30 pm.
- Issue and return of the books would be allowed on all working days from 10 am to 12.30 pm and 2pm to 4.30pm.
- 20 students/scholars at a time would be allowed to sit in the library reference section.
- Slots for consultation/reading were decided as following:

Students are allowed as per allocated slots only for consultation/reading:

	Before Noon 10am to 12.30 pm	Afternoon 2pm to 4.30pm.
Monday	M.Ed 2 nd Year M.Phil/Ph.d. Scholars	M.Ed 2 nd Year M.Phil/Ph.d. Scholars
Tuesday	B.Ed. 2 nd Year M.Phil. and Ph.D.	B.Ed. 2 nd Year M.Phil. and Ph.D.
Wednesday	M.Ed 2 nd Year M.Phil/Ph.d. Scholars	M.Ed 2 nd Year M.Phil/Ph.d. Scholars
Thursday	B.Ed. 2 nd Year M.Phil. and Ph.D.	B.Ed. 2 nd Year M.Phil. and Ph.D.
Friday	M.Ed 2 nd Year M.Phil/Ph.d. Scholars	M.Ed 2 nd Year M.Phil/Ph.d. Scholars

- Assistant Registrar(Education) would be requested to make arrangements for following of COVID-19 related guidelines among students outside library.
- Assistant Registrar(Education) to be requested for making arrangements for sanitization at 1 pm and 4.30 pm on working days. Also, he will be requested to make arrangement for office attendant for sanitization and thermal screening of students/scholars/faculty inside the library.
- Book loan time would be for 7 days.
- Library in charge, Mr. Basant Sharma will ensure that not more than 20 students/scholars are allowed in the library for consultation purpose at any given point of time.
- In case on any inquiry related to library consultation and other issues, contact:**Mr. Basant Kumar 9968099863/ Mr. Sachin Kumar 8448502236** (Only from 3pm to 5pm on working days)

Professor Neera Narang
Convener
Library Committee