

Name of the Institution : Mahatma Education Society's
Mahatma Junior College of Education
Date of Establishment : 1986
Address : Opp. Fire Brigade, S.T.Road,
Chembur Naka, Chembur.
Mumbai 400071
Phone (with STD code) : 022- 25224856, 25228414
Fax : 022 – 25229587
E-mail ID : mjce@mes.ac.in
Website Address : www.mjce.ac.in

“RULES @ LIBRARY”

DO's

- Members (students / staff) required to carry I.D cards, reader's ticket, Pen, Papers or Note Books only with them.
- Personal belongings like bags, files, jackets, books etc. must be left in the rack at the entrance at the owner's risk.
- For making notes, use your own notebooks.
- Absolute silence shall be observed inside and in the vicinity of the library.
- Every Person who enters the Library will scan the I.D. Card or Library Card.

DONT's

- Misbehavior in the library will lead to cancellation of I.D cards and also strong penal action.
- Mobile phones must be switched off inside the library.
- No eatables are allowed in the library at all times.
- Marking on books with pencil or pen, folding etc. will be held as serious offence which will be penalized. If anybody tears the pages they will be penalized paying two/three times the price of the book.

Issuing Procedure (For Students)

- ❖ No Books will be issued during Summer Vacation.
- ❖ Absence or Holidays will not be an excuse for delay in returning books to the Library.
- ❖ Loss of Books, If any, shall be reported to the Librarian immediately and it should be replaced by another good copy of the latest edition immediately.

- ❖ In case the borrower is unable to replace the lost book/s, double the cost of the book/s, plus overdue charges, if any, will be levied.
- ❖ Visitors to the library shall be charged Rs. 25/- per day for the use of the library.
- ❖ Outsiders who wish to avail the library facilities shall be admitted on a yearly membership fee of Rs. 500/-
- ❖ Fine of Rs. 5/- per day will be charged for overdue books.

(For Teachers)

- ❖ Teachers can take out required books from the book racks of their own.
- ❖ Teachers are requested to issue the book before taking it out of the library.
- ❖ Teachers are requested to come personally to the library to borrow books instead of sending students to bring them.
- ❖ Teachers can borrow maximum 10 books for one month.



Loss of cards

- ❖ Loss of cards should be reported immediately to the Librarian.
- ❖ Duplicate Cards will be issued on payment of Rs.100/- for students for each card and the student concerned shall also give an undertaking that he /she will be responsible for any loss arising from inadvertent use or misuse of the lost card.

Library Details

The Library has separate reference section/ Journals section and reading room

- Number of books in the library 7015
- Total number of educational Journals/periodicals being subscribed 32
- Number of encyclopedias available in the library 23
- Number of books available in the reference section of the library 3027
- Seating capacity of the reading room of the library 100

	
Working Hours	Contact Whom in Emergency
<ul style="list-style-type: none"> ❖ 9.30 am to 7.00 pm (Monday – Saturday) ❖ Sundays and Public holidays Closed 	<ul style="list-style-type: none"> ❖ Ms.Parveen Arif 9820327592 ❖ Ms.Jayashree Venugopal 9930090512