



Alumni Policy

Following are the guidelines for Alumni Members of ISB to use LRC services:

1. The use of LRC services would be purely for academic and personal use only.
2. The services under no circumstances would be used for commercial purpose.
3. All the services would be charged and the charges are as per the fee structure given below:

➤ **Photocopying/Printing Services:**

- Rs. 5/- * will be charged per A4 sheet + Rs. 100/- Courier charges within India (for less than 100 pages) and Rs 300/- (for more than 100 pages) and Rs 500/- for Overseas couriers and Rs 1000/- (for more than 100 pages).

* The above charges are applicable only for printing/photocopy of articles from Academic Journals / Magazines or books.

* However for any reference query on company profiles, market intelligence and Industry trends, data and analyst reports from various sources will be charged @ Rs 5/- per A4 sheet or Rs 1,000/- per query (whichever is highest) + Courier and handling charges as mentioned above.

➤ **Borrowing Facility:** Alumni members are allowed to use our borrowing facility as per the following terms & conditions:

- Alums would be allowed to borrow up to 2 books at a time.
- The books have to be returned within 3 weeks from the date that they were borrowed.
- Alums have to deposit Rs. 5000 with the LRC if they want to borrow any books. The amount of Rs. 5000 has been arrived at after considering the average price of the books in the LRC. The payment of Rs. 5000 can be made either by cheque or by cash. Alums would be issued a receipt by the LRC after they have paid the deposit.

- If alum fails to return any book within 3 weeks, an overdue charge of Rs. 10 per day per book will be levied.
 - The Rs. 5000 would be refunded to the alums when they return all the books that are lying with them, assuming they don't want to borrow other books in place of the returned books and assuming that there are no overdue charges that have not been paid.
 - If the outstanding overdue amount is Rs. 1000 or more, the LRC will temporarily terminate the alum's right to avail of the LRC facilities. The alum can continue using the facilities after returning the books and paying the overdue amount.
 - Textbooks / Reference Books / Journals will not be issued, however photocopies will be arranged for the requested chapters / articles from books / Journals as per the Copyright Guidelines of ISB.
 - Books which are in high demand will not be issued out.
4. Alumni members are free to use LRC facility whenever they are at Hyderabad for reference. The alumni members need to carry their Identity cards whenever they visit and refer LRC.
 5. The Director - Learning Resource Centre has the right to cancel the LRC membership of any Alumni Member if found, violating the rules and regulations, continuously.