



SHRI SHARDA BHAVAN EDUCATION SOCIETY'S

NARAYANRAO CHAVAN LAW COLLEGE

VIP Road, BABANAGAR, Nanded - 431602 (M.S.)

AFFILIATED TO

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED



3rd Cycle

Assessment & Accreditation by NAAC

4.2: Library as a Learning Resource

4.2.2: Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals and legal databases during the last five years



NARAYANRAO CHAVAN LAW COLLEGE, NANDED

(Affiliated to Swami Ramanand Teerth Marathwada University, Nanded)

E. Mail [_nclcnanded@yahoo.com](mailto:nclcnanded@yahoo.com) Website: www.nclawcollegenanded.org

President	Secretary	Principal (I/c)
Hon'ble Shri Ashokrao Chavan	Shri D.P.Savant	Dr. V. V. Patil
B.Sc.,M.B.A.	B.Sc. (Hons)	B Com., LL.M., Ph.D.

Ref.No.:-202 - / Date:-

DECLARATION

This is to declare that the information, reports, numerical data and photographs furnished as proof in this file as supporting documents for **4.2: Library as a Learning Resource 4.2.2: Average annual expenditure for purchase of books/e-books and subscription to journals/e- journals and legal databases during the last five years** have been maintained by the office as per the requirements laid down by law and verified by IQAC and found to be correct. Hence verified and declaration thereof.



IQAC Coordinator

IQAC Co-ordinator
Narayanrao Chavan Law College,
Nanded





Principal

I/C PRINCIPAL
NARAYANRAO CHAVAN
LAW COLLEGE, NANDED



Shri Sharda Bhavan Education Society's
NAAC Re-accredited B++ Grade
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Dr. V. S. Khakare
LL.M., SET, Ph.D.

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Date:-

**SHRI SHARDA BHAVAN EDUCATION SOCIETY'S
NARAYANRAO CHAVAN LAW COLLEGE, NANDED**

**LIBRARY MAINTANANCE POLICY DOCUMENT
FOR
MAINTENANCE OF LIBRARY**

**Submitted to
Internal Quality Assurance Cell
NARAYANRAO CHAVAN LAW COLLEGE, NANDED**



Library Policy & Procedure

1. Introduction

The Narayanrao Chavan Law College Library was founded in 1970. Our library has separate multistoried Building and it has easy access as it is situated adjacent to college building. The total area of the library is 1559 sq.mts.. The library is an "Asset" in real sense of our college as it plays an important role in all academic activities. College authority always gives priority to development of library. This enables us to rendered good services to the users and our library is one of the biggest law libraries in the Marathwada region. The library has made consistent progress in terms of law text books, reference books, periodicals, CDs, e-resources library service and infrastructure. Therefore we will offer a number of sources and



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service facilities, including an online database, OPAC, separate internet lab, Reprography also we offer number of books to needed students.

Keeping in view, the aims and objectives of the law college, the library has been planned and is being developed. It has a collection of over 37,000 volumes of books covering a wide range of general and special subjects consisting of Text books, Reference books and other legislative materials. It subscribes to about 20 Indian legal journals. Therefore Current and back Volumes of Journals and reports, Indian Bar Review, All India Reporter, Criminal Law Journal, Labour and Industrial cases, Supreme Court Cases, etc. are the glamorizing features of our library. The college also subscribes to the online database N-List, which contain include e-books and e-journals etc.. The NC Law college Nanded having study centre of M.Lib. & Inf. Sci. of the YCMOU Nashik.

There are two issuing counter for the students. In library use D.D.C. classification system and books arrangement is broken order system. All sections of the library are fully computerized. The library functions between 10.00 a.m. to 6.00 p.m. Meritorious and enthusiastic students are supplied with additional library facilities on the recommendation of the Library Advisory Committee and Principal of the college.

2. Role of Library:- Library is the learning resource centre of any institution. It collect, manages and disseminates the information to its users according to their need. The library is situated at adjacent to main building of college to provide the users right information at the right time.

3. VISION:

Promote access to library resources, facilities and services by users of the Library for the successful pursuit of academic law education and research activities.

4. MISSION:

User satisfaction through quality service is our concern.

5. Objectives of Library:-





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• To serve the students, faculties and research scholars for their furtherance of academic excellence.

- To update library as a learning resource center.
- To develop library as a source of knowledge.
- To enrich library collection with good title books and journals.
- To make extensive use of reading resources.
- To make full use of ICT in the library

6. Purpose of Policy: The policy will ensure that the quality of the collection is maintain through consistency in selection and process of continuation of evaluation.

7. Users: The library provides collection access to the following users groups:

- Students
- Faculty and staff
- On request of judicial officer of court
- On request of ex-student/Alumni of the college
- Hon'ble members of SSBES, Nanded

8. Scope of the Collection

The library collection includes the resources designed to support the learning, teaching, and research needs of the law students. Resources are provided in a variety of formats i.e.

- Text books, reference books and other hard-copy printed materials
- Periodicals (i.e. Journals, Magazines, news papers, reports & Back Volumes of Journals etc.)
- Database (Electronic collection e-Books, e-journals etc.)
- Multimedia resources (Cds,DVDs.)





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9. Library Functionality: It is divided in two sections i.e. academic (such as information sources selection, technical processing, material organization, reader services, updating new development etc.) and administrative (such as information sources acquisition, bill, processing, budget management etc.)

10. Library Collection Development Policy :-

Collection development is one of the important functions of the library that supports academic and research work of the students, faculty, staff and other users. We have developed an excellent library collection of books, reference books, journals, back-volumes of journals, reports, and other reading material in legal studies and social science is its greatest asset. It is continuously updated with latest books and other resources so as to assist library users in keeping up with the current and contemporary issues.

- The library purchase books and other learning resources which are related to syllabus of law subjects. Library also acquires reading materials which are useful for judicial & competitive examinations. Motivational and personality development books and literature books are also procured.
- Library will buy textbooks, reference books, law reports and handbooks on relevant subjects.
- Library will also buy printed periodicals and online database for accessing scholarly content.
- Staff and students can recommend the books, which have to be approved by the library committee. This will further be approved by the SSBE Society and the Principal.

1. Books :- The library collection including Books, Text books and Reference Books on various subjects like Jurisprudence, Constitutional Law, Judicial Process, Intellectual Property, Human Rights and International Law, Family Law, Criminal Law, Business Law, Cyber Laws, Labour Laws, Taxation Laws, Literature and so on. The whole collection divided in three series (Accession Register) as follows.

General (RB)





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Book Bank Scheme

SAF

2. Reference Resources:- The collection includes Encyclopedias, Dictionaries, Handbooks, Digest, and Reports etc. some core References of our Library like as follows.

- The Law Report Indian Appeals
- Mores Indian Appeals
- Current Criminal Reports
- Bombay Labour Cases
- Land Acquisition and Compensation cases
- Land of Injunctions by P.S. Narayans, Row's and Nelsons
- Encyclopedia of Crime and Justice
- Marathi Vishwakosh
- Encyclopedia Americana
- Encyclopedia of Statutory Rules
- Code of Civil Procedure
- Code of Civil Procedure with Amendment
- Legal Dictionary
- Law Dictionary
- Judicial Dictionary
- Webster's dictionary of the English language

3. Law Journals, Magazine and Reports:- Our Library subscribes to National and International Journals including All India Reporter, A I R Bombay High Court, Maharashtra Law Journal, The Current Indian Statutes, Crimes, Consumer Protection Reporter, Indian Judgment Reporter, Law Teller, Supreme Court Cases Bond Volume, Current Central Legislation, Law Z Media, Lawyers Update, Indian Bar Review, Criminal Law Journal, Labour and Industrial cases, Yale Law Journal, Cambridge Law Journal etc. and some Magazine is like University News, Employment News, as well as daily news papers etc.





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11. Purchasing Policy:- Principal NC Law college Nanded call tender for purchasing books through publish notice into popular daily news papers. As per the instruction in tender notice received the quotation of books by various book publishers/vendors etc. there after comparative analysis done by the authority and those publishers/vendors given more discount on books purchasing, authority to decide to given order after obtaining permission from society.

12. Library Advisory Committee:- The Library Advisory Committee helps in making development proposals of the library, budget allocation, library services and policy decisions for smooth functioning. The committee shall meet at least two times in an academic year. The library committee acts as a channel of communication and dialogue between the library and its users.

Library Advisory Committee Consists of the following Members

Sr. No.	Designation	Position
01	Principal	President
02	Librarian	Secretary
03	Office Superintendent	Member
04	Faculty	Member
05	Student	Member

13. Library Budget: - Budget is an important document for planned and successful operation of a library. The Library receives fund from the college budget, UGC grants and other funds of the government agencies etc.

14. Stock Verification & Weeding Policy: It discloses the position of the loss of books so that the replacement may be made in case of important documents lost, for weeding of books a committee will be formed whenever there is a need for weeding out books. Weeding of books will be approved by society and the principal.





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15. Library Software:- The Library uses a time tested & most stable, multi-user (network) **Lib-Man** package, developed by a team of professionals headed by Ex Head of Computer Centre, Nagpur University, Nagpur, for database management, retrieval and other in-house activities.

16. OPAC:- The OPAC is one of the most heavily used databases of our library; it allows on-line reservation and indicates status of a particular book. OPAC is searchable by author, title, accession number, subject and several other fields.

17. Internet Facilities: Our library provided high speed internet facilities to users with independent seating arrangement and A/C facility. It equipped with 14 computer system having power backup facility. It is possible to have easy access to information directly from all available computerized data bases all over the world, not only in the field of law but also in other disciplines. For using the internet lab Class wise Separate time is maintained with rules and regulations.

18. Library services:- Services provided by library

- Home Lending Service
- Reference Services
- Book Bank Scheme
- SAF Scheme
- CAS and SDI Service
- Internet Browsing with Well equipped lab
- User Education
- OPAC



19. Book Bank Scheme:- This Books Bank Scheme facility is available in the library. Books are issued to students as per the syllabus for the semester based scheme. This book bank scheme is run for the student of SC/ST/OBC categories students on receipt of their requisite forms.

We are also provide books to economically backward/other Backward class students under the **SAF** Scheme. Both schemes are depending upon the availability of the set of books in the library.



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20. Open Access:- Library provides open access to all library users on their request. They can browse, read the any textbooks, references in the reference section. It helps users to make full use of the resources available in the library.

21. Library Reading Room:-

Library is having a precious separate reading room for boys and girl students and a capacity to accommodate 250students at a time in reading room of main library.

22. Library Membership and Circulation Policies:- All registered students, Teaching & Non-Teaching staff of the institute are entitled for the membership of the library. The library membership card is available at the circulation counter. Library reserves the right to call back any issued book/item at any time.

Member Category	Issue Books	Duration
For Teachers		
Full Time Faculty	15	One Semester
Part Time Faculty	08	One Semester
Non-teaching Staff/ Supporting Staff	05	One Semester
For Students		
B.A.LL.B/LLB Students	04	Eight days
LL.M Students	02	Eight days
PG Diploma Students	02	Eight days





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Book Bank Members	04	One Semester
Ph. D. Members	04	Fifty Days

* The extra (Two) books will be provided as per request/requirement of the students if the books are available in the library.

23. Best Practices :-

- Past Exam Papers and Syllabus: Past exam papers and Syllabus are available in the library.
- Books Exhibitions:- we organized book exhibition on the occasion national days and birth anniversary of national heroes.
- User Orientation/Library Tour:- Library conducts orientation programmes for new users. It is to enable them to use library resources effectively.

24. Special Features:-

- Independent spacious Library Building
- Teaching and learning system are supported by library through reading material.
- Our Library is well equipped with reference books, textbooks, periodicals and newspapers etc.
- Our library is fully computerized.
- Facility of Separate Computer Lab with Internet Browsing
- All documents in the library are bar-coded. This enables computerized issue and return, renewal and reservation.
- All Users are given bar coded member ship cards and I-cards
- Searching for a book on particular topic can be done with the help of
- Computer with online public access catalogue (OPAC)
- Special Reading Hall for Girls and Boys Students
- Library Timing is extended during the examinations period.
- Independent Seminar Hall
- All India Reporters from 1952.





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- We have started "Master of Library and Information Science" Post Graduate Degree course of "Yashvantrao Chavan Maharashtra Open University, Nasik from 2003.

25. Library Usage Policy:-

Library-Rules and Regulation

- Library Membership cards will be issued to the students only after presenting admission receipt.
- Students, staff members and visitors shall sign in the register while entering the Library.
- Library books issued only on his/her self Library card.
- Students are not allowed in the library without I-Card and Uniform.
- Book transaction timing: - **8.00pm. To 5.00pm.**
- Textbooks will be issued for 07 days to students and 15 days to Lecturers.
- A fine of Rs. 02/- per day will be charged for books returned late.
- In case "Book is lost" users will have to replace it with new copy of the same book or pay its double price.
- Silence should be maintained in the Library.
- Take Proper care of all library resources.
- Issue / Receive of Library Books will be as follows.

26. Library Circulation Time Table

TIME = TABLE

Class	Days
L.L.M. I B.S.L. I	MON
L.L.M. II B.S.L. II	TUE
L.L.B. I B.S.L. III	WED
L.L.B. II	THU





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B.S.L.IV	
L.L.B. III B.S.L. V	FRI
D.T.L. D.L.L., D.C.L.	SAT

Librarian

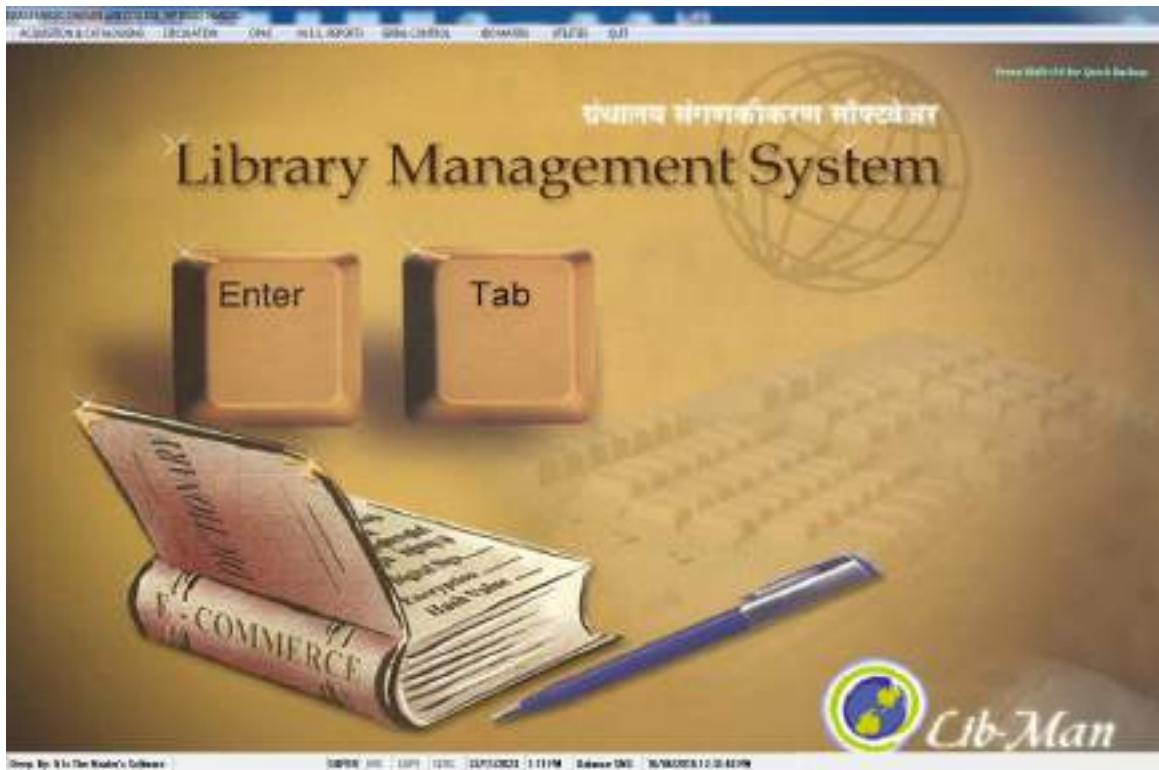


Principal

**PRINCIPAL
NARAYANRAO CHAVAN
LAW COLLEGE NANDED**

Narayanrao Chavan Law College, Nanded Library Department

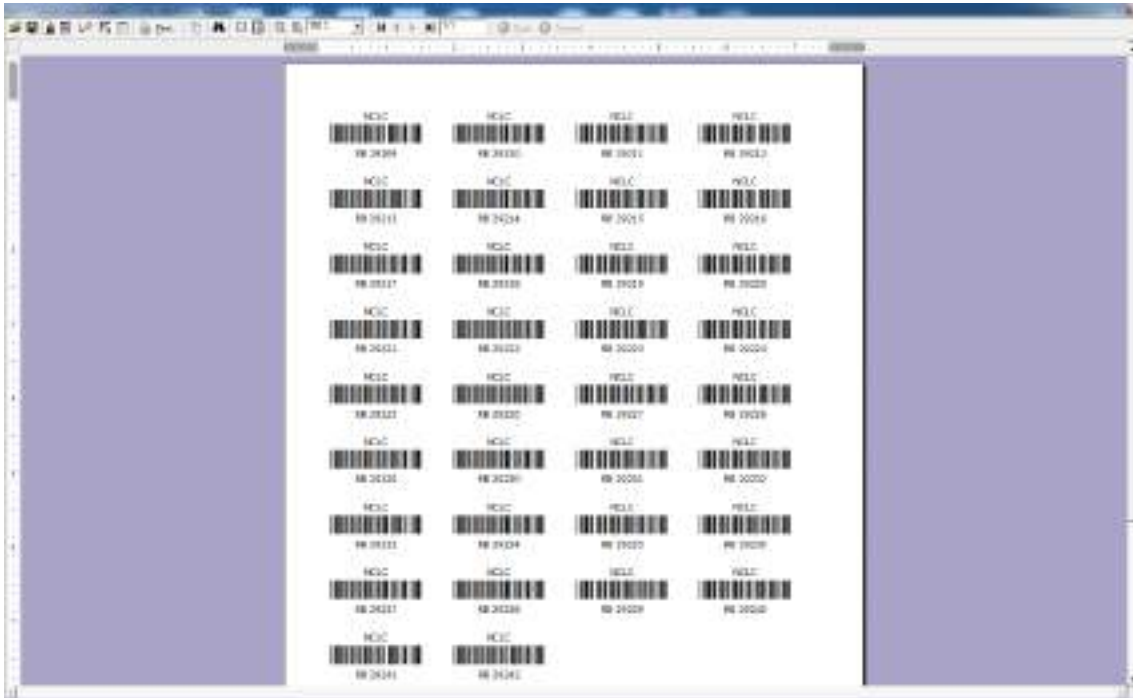
Library Management Software (LibMan)



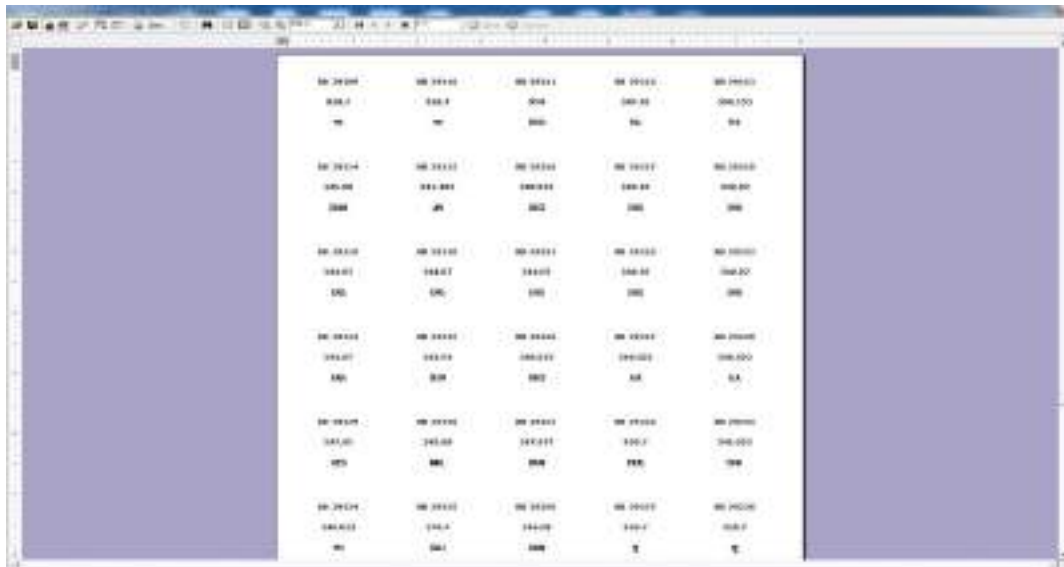
Library OPAC



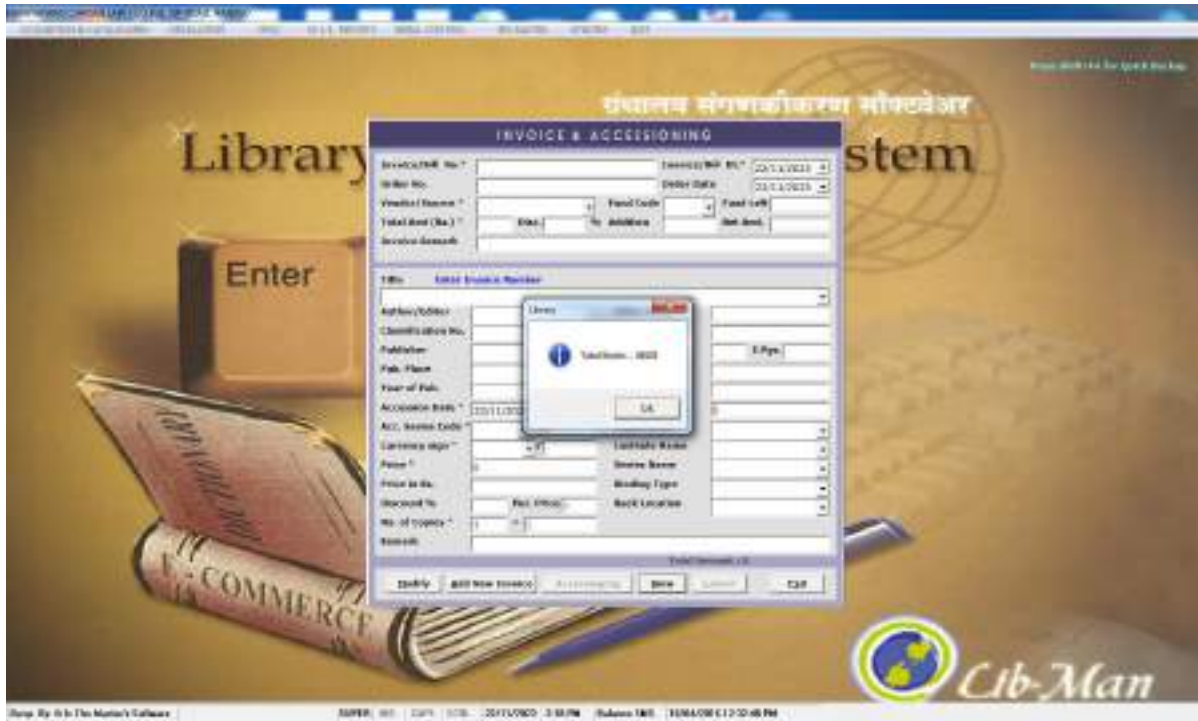
Library Books Barcode



Library Books Labels



Books Accession Entry



Accession Register

NARAYANBHAI CHAVAN LAW COLLEGE, VIP ROAD, NANDED										
RB ACCESSION REGISTER										
Sl. No. & R. N.	Call No. & Copy No.	Title	Author	Pub. House	Year Pub. & Price	Vendor, Order No. & Date	ISS No., Price Amt & Source	Card No. & Serial	Notes	Remarks
2000	300.17	BRHSH			2004					
2001	300.17				2004					
2002	300.17				2004					
2003	300.17				2004					
2004	300.17				2004					
2005	300.17				2004					
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2027	300.17				2004					
2028	300.17				2004					
2029	300.17				2004					
2030	300.17				2004					
2031	300.17				2004					
2032	300.17				2004					
2033	300.17				2004					
2034	300.17				2004					
2035	300.17				2004					
2036	300.17				2004					
2037	300.17				2004					
2038	300.17				2004					
2039	300.17				2004					
2040	300.17				2004					



NARAYANRAO CHAVAN LAW COLLEGE, NANDED.
LIBRARY DEPARTMENT VISITOR REGISTER

Date : 22/11/2021

Month : Nov

Year : 2021

Sr.No.	Name of Student	Class	Purpose of Visit	Signature
1	Pawde omkar	BSL-II	News - Paper reading	
2	Vijay Dhanuka	BSL-II	NP	
3	Govind Gahe	B.A.LL.B.	topmt	
4	Arjun Chaudhari	BALLB	News paper reading	
5	Poulikar Sumit	BSL-I	— II —	
6	Dhembaze satish	BSL-I	— II —	
7	Shivam Toshniwal	BALLB BSL-I	— II —	
8	Shubhangi Sankamle	BALLB-I	— II —	
9	Priya Suryawanshi	BSL-II	— II —	
10	Pratik Deshpande	BALLB	— II —	
11	Katule mallinath	KALLB	— II —	
12	Deepali patole	BSL-II	— II —	
13	Dipoli Idghmare	BA II	— II —	
14	Janhavi Panchare	BSL II	— II —	
15	Nirajan Deshmukh	BSL-II	— II —	
16	Muqrib Khan	BALLB ⁽²⁾	— II —	
17	patange tejay	BALLB	— II —	
18	vijay chafe	BA I	— II —	
19	shubham wadhonkar	LLBII	study	
20	DEJKAMALE GOVIND H	LLM-I	Reading	
21	Arjun Deshpande	BALLB	paper	
22	vivek V. Joshi	BALLBII	News Paper	
23	Kedat S. Inankhede	— II —	— II —	



NARAYANRAO CHAVAN LAW COLLEGE, NANDED.
LIBRARY DEPARTMENT VISITOR REGISTER

Date: 8-12-2022

Month: DEC

Year: 2022

Sr.No.	Name of Student	Class	Purpose of Visit	Signature
01	Mohammed Mustafa Khan.	BALLB 1st	== // ==	
02	Vaishnavi Khandankar	BALLB 1st	Med Papers	
03	Nikhil Dande.	---	---	
04	Amir YUSUF	---	---	
5	Asmita P. Dahi	-11-	-11-	
6	Shivam Toshniwal	-11-	-11-	
7	Abdul Faizal	1-11-	-11-	
8	Rohaan Hingde	-11-	-11-	
9	Ashitij Waghmare	-11-	-11-	
10	Sumit Pawlikar	---	---	
11	Saish Dhembuse	-1-	-1-	
12	Shyam Kokate	-11-	-11-	
13	Son Rautod	-11-	-11-	
14	Aziya Vaeshani	-11-	-11-	
15	Akash Arun	-11-	-11-	
16	Aavin P. Hambarde	LLB 1st	Reading of Newspapers	
17	Pawan Gajanan	LLB 1st	---	
18	Hamid Shaikha	LLB 1st	---	
19	Abdulkhan Pathan	LLB 1st	-11-	
20	Kazi Md Ahsanul Karim	BA LLB	---	
21	Induwaraj Gajanan	LLB 1st	-11-11-	
22	Muqbil Khan	BA LLB (2)	-11-	
23	Pratham Kelkar	BALLB 1st	---	
24	Akbar Sulimkhan	BA LLB	PL	
25	Nawaraj Pratik	LLB - 1st	-11-	
26	Jadhav Sandip	LLB 1st	-11-	
27	Kesgi Komal	D.T.L	Identity	
28	Ratnagire S. Sushama	LLB 1st	Newspaper	
29	Swaraj S. More	BA LLB 1st	Reading	
30	DEVKAMBLE GOVIND H	LLM-I	---	
31	Rahul G. Dhutray	LLM II	-11-	
32	Shubham R. Wadhwanekar	LLB II	Study	
33	Shivam S. Kamthawar	LLB II	Study	
34	Phungsung Wangdu		Information	
35	Shivani S. Kalyankar	LLB II	Study	



NARAYANRAO CHAVAN LAW COLLEGE, NANDED.
LIBRARY DEPARTMENT VISITOR REGISTER

Date : 29/04/2023

Month : April

Year : 2023

Sr.No.	Name of Student	Class	Purpose of Visit	Signature
1	Venkatesh Narkhate	LLB 2 nd	News paper reading	Venkatesh
2	Shaikh Abdul Rehman	B.A. 4 th	News paper reading	Shaikh
3	Abdul Fazal	B.S.L.F.I	=	Fazal
4	Syed Zaimul Islam	B.S.L.F.I	News paper reading	Syed
5	Shakase Ruchikesh	B.S.L.F.Y	— II —	Shakase
6	Ujjay chafe	B.S.F.I	— II —	Ujjay
7	Swarn more	BA.LLB	Reading	Swarn
8	Bushra Anam	BA.LLB	BOOKS	Bushra
9	Syeda Sameerq	BA.LLB	News Paper	Syeda
10	श्यामल शिंदे	B.COM.LIB	NEWS PAPER	श्यामल

294 Student visited in
the month of April 2023