



Shri Sharda Bhavan Education Society's
NAAC Re-accredited B++ Grade
NARAYANRAO CHAVAN LAW COLLEGE, NANDED
(Affiliated to Swami Ramanand Teerth Marathwada University, Nanded)
E.Mail nclcnanded@yahoo.com Website: www.nclawcollegenanded.org

President
Hon'ble Shri Ashokrao Chavan
B.Sc., M.B.A.

Secretary
Shri D.P. Savant
B.Sc. (Hons)

Principal
Dr. V. S. Khakare
LL.M., SET, Ph.D.

Ref.No.: -202 - /

Date:-

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

**COMPUTER / INTERNET LAB POLICY DOCUMENT
FOR
MAINTENANCE OF COMPUTER LAB**

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

Preamble: - Narayanrao Chavan law college Nanded operates computer browsing center at the convenient places. It has in all 32 computer including laptops for the use of students.

Access and Usage Rules:

1. Unauthorized Access:

- Students are strictly prohibited from engaging in any activities that involve unauthorized access to the computer systems. This includes copying or removing software, installing unauthorized software, altering computer configurations, connecting unapproved hardware, or disconnecting lab





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equipment. Additionally, unauthorized duplication of licensed software is strictly forbidden.

2. Harassment:

- It is imperative that students use the computer resources responsibly and refrain from using them to harass others. This includes any form of cyberbullying or inappropriate behavior towards fellow students or staff members. Furthermore, excessive noise or loitering within the computer lab premises is not acceptable and must be avoided.

3. Prohibited Items:

- To maintain cleanliness and ensure the proper functioning of equipment, students are strictly prohibited from bringing food, drinks, or any smoking paraphernalia into the computer laboratory. Chewing gum, eating, drinking, or engaging in any form of vandalism within the lab area is strictly forbidden.



4. Gaming and Entertainment:

- The primary purpose of the computer lab is for academic use. Therefore, students are not permitted to use the computers for playing games, listening to music, or engaging in any form of entertainment activities. Additionally, any other uneducational or unlawful activities are strictly prohibited.

5. Accessing Pornographic Sites:

- Students must adhere to ethical standards and respect the educational environment. Accessing pornographic websites or any other inappropriate content is strictly prohibited within the computer lab premises.

6. Additional Rules:

- Students are required to comply with additional rules to maintain the integrity and functionality of the computer lab. This includes refraining from installing



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or uninstalling programs or services, altering computer setups or desktop formats, or attempting to fix malfunctioning computers without authorization.

- Students must adhere to the allocated time slots for computer usage and be mindful of sharing resources with others. Computer sessions are limited to one hour to ensure fair access for all students.
- Access to online chat groups is not supported or permitted within the computer lab environment to minimize distractions and maintain focus on academic activities.

Consequences for Violations:

- **First Violation:** In the event of a violation, the offender will receive a written warning from the Lab Incharge, emphasizing the importance of adhering to the established rules and regulations.
- **Second Violation:** If a student commits a second violation, they will face a temporary ban from accessing the computer lab. The duration of this ban will be determined by the relevant authority based on the severity of the offense.
- **Third Violation:** In cases of repeated violations, the offender will face permanent expulsion from the computer lab, forfeiting their privileges to access the facility indefinitely.

Internet Lab Timings:

- To ensure equitable access to resources, specific timings have been designated for internet usage within the computer lab. Girls are allotted access from 10:00 am to 12:30 pm, while boys have access from 12:30 pm to 3:00 pm.

Before entering the computer lab, students are required to register their name and purpose in the provided register. These policies are implemented to foster a conducive learning environment, promote responsible use of resources, and uphold academic integrity within the NC Law College community.





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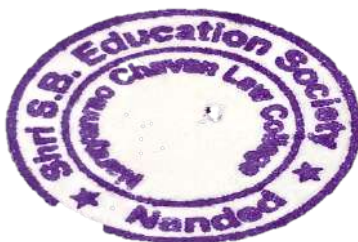
INTERNET LAB TIME-TABLE

Class	Days
L.L.M. I & II B.S.L. I & II D.T.L., & D.L.L.	MON/WED
L.L.B.I, B.S.L. III, D.C.L.	TUE/FRI
L.L.B. II & III B.S.L. IV & V	THU/SAT

Librarian

Principal

PRINCIPAL
NARAYANRAO CHAVAN
LAW COLLEGE NANDED





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**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 250 students 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.LLB/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



Establishment Year: 1970
Post Box No. 201

Phone No. Office (02462) 253771
Principal (02462) 254869 Library 250127



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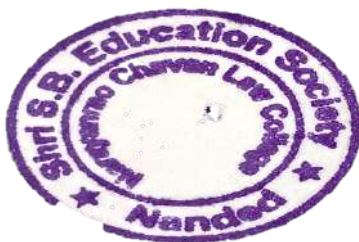
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B.S.L.IV	
L.L.B. III B.S.L. V	FRI
D.T.L. D.L.L., D.C.L.	SAT

Librarian



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

POLICY DOCUMENT

FOR

MAINTENANCE OF READING ROOM

Submitted to

Internal Quality Assurance Cell

NARAYANRAO CHAVAN LAW COLLEGE, NANDED

Reading Room Policy

Introduction

The Narayanrao Chavan Law Colleg was established in 1970 and same time established separate building for Library. This Library building having ground floor and two floors. At ground floor of Library books stack, circulation section, reference section, newspaper reading section, separate reading cabins for staff members, separate internet lab and research centre is there. At first floor separate reading room for girls and boys students with attached wash room facilities and circulation section is also there.

Handling books of library:-

- Keep documents flat and completely on the table
- You can touch must documents but careful, do not lean on them, hold them up etc.
- Do not write on anything on top of a document/books
- Ask for a book cradle for volumes with a week or broken binding
- Always maintain the books of reading room



Photocopies and Digital Photographs:-

- If reader would photo copies of collection material or if you would like to photograph the material please ask for a request

Reading Room Rules:-



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- Every student must have his/her Identity Card while entering in the reading room.
- A student has to enter his/her name in register which entering in the reading room.
- Students should return their book in given time period.
- Keep Silence in the reading room.
- Eatables are not allowed inside Reading room
- Group discussion is not allowed in reading room.
- Reading Hall timings will be extended during examinations
- Suggestion Box is kept at the entrance in main library. Your objective and positive / healthy suggestions are welcome.
- Strict action will be taken for any misbehavior/Misbehavior in the reading hall.
- Use of mobile phones is strictly prohibited in the Reading Hall.
- Students are not allowed to sit in library during their lecture & practical hours.


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