

1. LIBRARY RULES AND REGULATION

A) LIBRARY SECTION:

1. REFERENCE SECTION:

- a. This section's regular timing is 9.45 am to 5.30 pm
- b. During examination period it extend up to 7.30 pm
- c. At a time one copy of text book or reference book i.e. law reports, journals is issued each students against their identity card only.
- d. If concerned students fail to return the book on the same day the fine will be charged Rs. 10/- per day.

2. LENDING SECTION:

- a. This section regular timing is 9.45 am to 5.00 pm. In examination period it's extends up to 7.00 pm.
- b. At a time one copy of text book is issued to students for seven days against their library card
- c. If the concerned students fail to return the book on due date, they will be charged Rs. 1/- per day as fine.
- d. Library card is issued only to those students who have paid Rs. 300/- as library deposit and only during the duration of the course.
- e. Renewal of Library card every year is compulsory.
- f. Library deposit will be returned after completion of course.
- g. Duplicate Library card will be issued to students who have lost their card as a normal fee Rs. 25/- only.

B) FOR EX-STUDENTS:

An ex-student wishing to avail of library facilities will be entitled to do only if she/he has paid examination fees. Such students are entitled for a subscriber Card on payment of **Rs. 250/-**. The card will be valid till the end of the University Examination.

C) MOOT COURT DOCKET :

1. An application for a Moot court docket must be made by the team and the Application must be addressed to the Principal of law college. The application will be available in the library.
2. Such an application must be presented by the team to the librarian in order to Open the moot court docket.
3. The applicant has paid **Rs. 1000/-** as Library Deposit.
4. Thereafter, the team must enter all relevant details of every book borrowed From the Library in the Moot court Book Issue Register which is in the custody of the Librarian.
5. One team is issued only 10 books at a time for 10 days. After 10 days a fine **Rs. 1/-** per day will be charged.

6. On completion of the moot court competition, the team is requested to return All the books borrowed from the Library within 5 days from the date of completion of the Moot. Otherwise a fine **Rs. 10/-** per day will be charged.
7. While returning the books, the team must ensure that a note of the return is made in the Moot Court Book Issue Register.
8. If the entries in the register & book card indicate that a particular book has not been returned, it shall be the sole responsibility of the member of the team of the team to Replace the book.

D) Xerox/Printing Charges: -

User Should Pay charges of Xerox per copy Rs.1.00 and For Printing per copy Rs.2.00.

E) GENERAL RULES: -

1. Following Types of reading materials shall not be issued

Reference book, Rare book, out of Print books, Dictionaries, Encyclopaedias and Atlas, Journals, Periodicals.

2. Loss of Books: -

- a. User should replace same book with same title and author.
 - b. If User of Library has lost borrowed books, user should pay current price of same book.
 - c. Or He/She should pay five time of lost book price + fine Rs.200/-
3. Every member entering in library should signature in Library attendance register which are kept on entry counter.
 4. Group discussion are not allowed in library.
 5. In ERR room you should write your name and signature on attendance register.
 6. The Librarian reserve the right to call back any books/journals from the borrower even before due date in case of necessity.
 7. All students should have kept college ID while entering In the library.
 8. Use of mobile phone is strictly prohibited In the library (Keep in silent mode)
 9. No library equipment /computer may be moved, modified without permission form the librarian.
 10. In ERR Room any eating food or soft drinks are not allowed
 11. Chair /Computer in library and ERR room may not be reserved.
- Above library Rules and Regulation Granted by the library committee.