

LIBRARY RULES

1. Regular students of this college are entitled to borrow books and other reading materials from the library upon presenting their Identity Card and Library Card. Each regular student will be issued one Library Card.
2. One book may be issued on a Library Card for a period of 10 days. A fine of Rs. 1 per day per book will be charged for late returns.
3. If a book is lost or damaged by a student, he/she must pay the current price of the book along with an equal amount as a fine.
4. Reference books will not be issued for home use. Students may refer to them in the library after submitting their Identity Cards.
5. Students must show their Identity Card and Library Card when visiting the library.
6. Question paper sets, periodicals, reference books, and any other reading material are not allowed to be taken out of the library.
7. The Library Card is non-transferable.
8. Loss of an Identity Card or Library Card must be reported immediately to the college. A new card can be obtained by paying a charge of Rs. 50.
9. Alumni students can avail of library facilities by paying a monthly membership fee of Rs. 300 and a library deposit of Rs. 1000. They will be issued one book per week. A fine of Rs. 1 per day will be charged if the book is not returned within one week. All other library rules apply to alumni as well. Administrative charges of Rs. 200 per year (or part thereof) will be deducted from the library deposit.
10. The library deposit will not be refunded unless all borrowed books are returned, and the refund is claimed within six months of the final examination.
11. Students securing the top five ranks in their respective classes will be eligible for the **Scholar Card Scheme**, which allows them to borrow one additional book for the prescribed period of ten days.
12. Students can also access online databases such as **Law Finder**, **ShodhShindhu**, and back volumes of **A.I.R.**, **M.L.J.**, **S.C.C.**, etc., from the library.

BOOK BANK RULES

- i. The **Book Bank Scheme** is available to SC, ST, and economically disadvantaged students, subject to the availability of books.
- ii. Students must apply for the Book Bank Scheme within 15 days of the start of the semester and must return all books within 15 days after the semester examination. A fine of Rs. 1 per day per book will be charged for late returns.
- iii. A maximum of ten books may be borrowed under the scheme in a year by paying 25% of the book's price, which is non-refundable. If a student fails an examination, he/she may continue to use the Book Bank for one additional semester without any extra fee.
- iv. Students must handle books with care. If a book is damaged, the student will be liable to pay the full price of the book along with a fine.