

Assessment Period 2016-2021



B.M.S. COLLEGE OF LAW, BENGALURU
Bull Temple Road, Basavanagudi, Bengaluru-560019



CRITERION 7 – Institutional Values and Best Practices
Key Indicator – 7.2 Best Practices

Metric No- 7.2.1. Best Library User Award for Students

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



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Metric No. 7.2.2 Best Practice – 02 Best Library User Award for Students

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2021

B.M.S COLLEGE OF LAW, BASAVANAGUDI, BANGALORE-19

B.S. NARAYAN MEMORIAL LIBRARY AND INFORMATION CENTRE

"Policy for Best Library User Award"

Shri. B.S Narayan Memorial Library and Information Center of BMS College of law has established in the year of 1963. College library is playing a vital role in preserve and dissemination of legal information. The college library is having vast collection of information in print and digital form. The college library having access many e resources like Manupatra, CDJ Law Journal, SCC Online and NLIST Program. The library has registered member of Shri. Narayan Rao melgiri Library, National Law School of India University Bangalore. through the students can access resources available at NLSIU Library.

Title: Best Library User Award

Objective: To motivate and boost the reading habit among the students. Students to make the efficient use of the library and its services, the 'Best Library User Award' have been started from 2015-2016. Three students are selected one from the B.A, LLB, B.Com LLB and 3 year LLB Courses respectively, on the basis of the statistical data, accession of books, reading aptitude of the student, utilization of library resources, good in academic records and observation of the library staff discipline. Book in the form of award is given to best user from each course. The main objective of this award is to increase the importance of the reading habit among the students to access the maximum information and recognize the best user and encourage them to more use of the library resources. This will boost the students and encourage other students to visit to the library that enhance maximum distribution of resource to users, this will increase the usage of resources maximum and increase the reading habit and growth of knowledge to the students, this will helpful to the library too enhance growth with respect to feedback from the students like suggestions which are lack in library collections need to be improved further. Certain parameters are followed to select the best user's award.

Context: In the year 2015-16 Sri. V.B Coutinho, Former Director, BMSCL has initiated this award to encourage the students to use the resources available in the library. This award carries Book in the form of award to given to best user from each course every year to motivate and boost the reading habit among the students. There is a huge competition held between the students for this award finally we provide one students from each courses.

Practice/Procedure:

Data is gathered through visitors register maintained in the library. Usage data is compiled through circulation of library items. Based on the above data and the observations of the library staff, Best User Award are given to the students who have made maximum use of the library. Book in the form of award is given to best user from each course. Along with this student also regular to the class and

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punctually participating in other activities held by the college, than academic records were also taken into consideration of the student. The student who are regular to the library were not particularly stick on to the text books and also aware other reading materials and online resources available at library such as, newspapers, journals and reports, general books, rare books, and other law and prelaw related books and the same to be taken into consideration of selection of students for the award. the students selected for the award will be able to recommend or suggest the required changes that to be done for the development of library and they are expected to recommend the resources to add or include in the library. so that the library collection will become rich and high. The students who are won the award for previous year they have to motivate their fellow students to make use of the library and create awareness among the students are required. Students were also regular interaction with library staff regarding the resources and maintain the discipline in the library. Before finalizing the list of best user award once we discuss the same in Library Advisory Committee meeting for the approval and same as to discuss with class teacher about student regarding academic activity after discuss with library advisory committee and class teacher each one student from each course are selected for the best user award.

The following parameters are adopted for selection of awardees

Sl. No.	Parameters	Points (10)
01	Total number of visits to the library. (only one visit per day will be taken into consideration. Total hours spent in the library will be calculated using the data)	02
02	Number of books borrowed from the library. (Textbooks along with the General Reading books will be taken into Consideration)	02
03	Usage of online Resources (Manupatra, SCC Online, CDJ Law Journal along with Computer Lab)	02
04	Journals Usage (AIR, K LJ, SCC, Company Cases, ITR, International Law Reports and other Journals)	01
05	Timely return of books	01
06	Regularity & Punctuality to class	02

Evidence of Success:

Increase in the frequency of visits to the library

Increase in the use of library reference materials

Increase in usage of journals and reports

Increase in usage of library resources by the students who participating in Moot court and other competitions


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Encourage others to visits to the library

Maximum usage of library resources

It helps in increase in collection and development

Increase in circulation of books.

Challenges and Problems encountered:

Monitoring of user statistics in the library

Difficulty to identify the best user in huge students

Observation of each students behavior in the library

Lack of awareness about library resources n to the students.

Students/Users are not shown interest in physical visit to the library

Though it helps the library personnel for the study of user, user needs, information requirements, problems facing by the user in obtaining the information will be considered.

in this process many of the users may aware of library collection, different information sources and services available in different form and access of the same.

Library personnel have to update the user through orientation, workshop about library services through this user may understand the importance of the library resources and it helps the user to achieve their academic goal.


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B.S. NARAYAN MEMORIAL LIBRARY AND INFORMATION CENTRE

BEST LIBRARY USER AWARD WINNERS

Sl. No	Year	Name of the Awardees	Course
1	2015-2016	Mr. Sachin N Mr. Pavan Kumar.	LL.B (3 Year Degree Course) B.A, LL.B (5 Year Degree Course)
2	2016-2017	Ms. Satyakumari	LL.B (3 Year Degree Course)
3	2017-2018	Mr. Gowri Shankar	LL.B (3 Year Degree Course)
4	2018-2019	Ms. Satyakumari	LL.B (3 Year Degree Course)

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B.S. NARAYAN MEMORIAL LIBRARY AND INFORMATION CENTRE

Policy for Overdue and Loss of Books Charges

1. A sum of Rs. 10 will be collected per day per book beyond the stipulated overdue.
2. Loss of library books borrowed , the book has to be replaced with 10% of processing fee.
3. If the lost book is not available for replacement, the following charges shall be recovered for loss of books.
 - a) Ten times of the face value of the books which are published on or prior to 15 August, 1947.
 - b) Six times of face value of the books which are published after 15 August, 1947 to 15 August, 1970.
 - c) Three times of face value of the books will be charges in all other cases.
 - d) If the book value cannot be ascertained from library stock register, compensation will be fixed on the basis of the market price.
 - e) The overdue, damages, loss of books charges collected shall be deposited under library fund.


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Stock Verification and Recovery Policy

1. The verification has to be carried out by a team of members appointed by the principal and library staff will assist the verification team.
2. Loss of 10 volumes per 1000 volumes consulted/circulated on loan in a year may be taken as permanent value un-service able and it may be considered for written off.
3. A publication may be considered as lost when it is found missing in two successive stock verification and thereafter only action be taken to written off.
4. All library personnel is equal responsible for loss of books. If loss of the book is more than the permissible extent, Common share from all the users can be charged.
5. The Principal/The Library Advisory Committee may written off the loss of books, un returnable(book which issued to the faculty and students which cannot be return. if the borrower is not alive, if contact of the borrower is not possible) old books, un service able, damaged, torned, eaten by the mites, outdated syllabus books besides absolute space problems in the library to preserve such books shall be written-off,
6. If the requisite and responsible staff are not provided to maintain the library proportionate to the strength of users and collection of the library, in which case the librarian should not be alone cannot be made responsible for the losses. In such situation the Principal/Library advisory committee should have liberty to written off such books from library stock with reasonable remarks and possible event of such losses.
7. To discourage the cost of books by the users, they should replace the same document. In case the book is not available in the market they should pay the cost of the document


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B.S NARAYAN MEMORIAL LIBRARY AND INFORMATION CENTRE
Circulation Report for the year 2015-2016 to 2019-2020

Academic Year	No. of books circulated among students
2019-2020	5726
2018-2019	3822
2017-2018	2329
2016-2017	2656
2015-2016	2007

No. of books circulated among students



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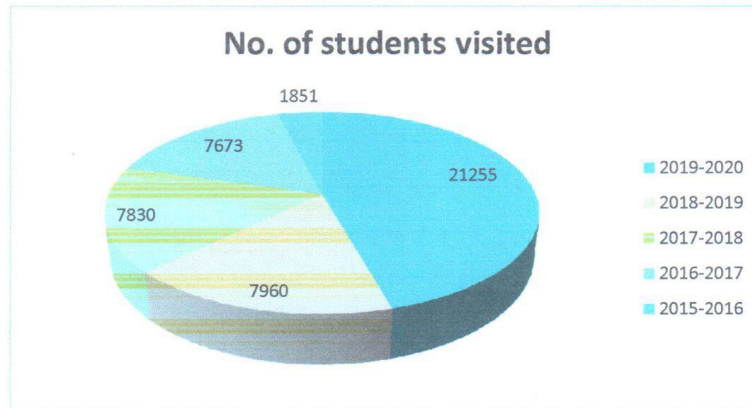
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Student visit report for last 05 years

Sl. No.	Year	No. of students visited
1	2019-2020	21255
2	2018-2019	7960
3	2017-2018	7830
4	2016-2017	7673
5	2015-2016	1851




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B.S. NARAYAN MEMORIAL LIBRARY AND INFORMATION CENTRE

GENERAL RULES & REGULATION

1. Readers are required to deposit their personal belongings at the property counter at the entrance of the library.
2. Visitor/Members are instructed strictly not to keep valuable things such as Laptops/Mobile phones/important documents including cash/purse at the property counter.
3. The library shall not entertain any report of loss of materials like purse/valet, cell phone or handbags left in the library stack or any other section.
4. Underlining and tearing of pages or any other type of damaging of Books/ Periodicals are strictly prohibited.
5. Readers are requested not to place the Books/Periodicals on the shelves after reference. They can leave them on the table.
6. Use of mobile phone inside the Library is strictly prohibited.
7. The Readers/students found disturbing the atmosphere of the library shall be disqualified from the membership of the library.
8. Library borrower's Card shall be collected from the library within the time notified by the library.
9. Students may borrow 2 books for duration of 14 days.
10. The books in demand can be renewed only once.
11. Reference Books are not for issue.
12. The Librarian has all rights to recall the books issued at any time, if required.
13. Eatables are not allowed inside the library.
14. Strict silence, cleanliness, decorum should be maintained inside the library.


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Ref.: BMSCL/509/2020-2021

Date: 29/01/2021

CIRCULAR

1. The revised timings for the Library staff during the period from 01 February to 28 February, 2021 are as under:-

SI No	Name	Week days timings	Saturday timings
1	Smt. Mala D	10.30 AM to 05:30 PM	10.30 AM to 02.30 PM
2	Smt. Nagarathamma MR	08:30 AM to 03:30 PM	08:30 AM to 12:30 PM
3	Naveen Kumar K B	09:30 AM to 04:30 PM	09:30 AM to 01:30 PM
4	Sri. Prakash S	08:30 AM to 03:30 PM	08:30 AM to 12:30 PM
5	Smt. Venkatalakshmi	03:30 AM to 05:30 PM	12:30 AM to 02:30 PM

2. The timings of the Peons for Admin office are as under:-

1.	Sri. Krishna	09:30 AM to 04:30 PM	09.30 AM to 01.30 PM
2.	Smt. Venkatalakshmi	10:30 AM to 03:30 PM	10:30 AM to 12:30 PM

Note : The above timings for the Staff is on monthly rotation basis.

3. All staffs are advised to follow the above timings strictly.

Distribution

Smt. Mala D
Smt. Nagarathamma MR
Sri. Naveen Kumar K B
Sri. Prakash S
Smt. Venkatalakshmi
Sri. Krishna

Principal
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B.S. NARAYAN MEMORIAL LIBRARY AND INFORMATION CENTRE

Library Working Hours

Week Days	From	To
Monday to Friday	08.30 AM	05.30 PM
Saturday	08.30 AM	02.30 PM
<i>Library will be closed on Sundays and All National Holidays</i>		

Narayana
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BEST LIBRARY USER AWARD, 2019




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BEST LIBRARY USER AWARD, 2018



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