



No. : CBRNCL /

DATE:

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The norms and procedures for maintenance of physical, academic support facility is laid down by National Education Society, Shivamogga. The Institution has the well-defined policy and procedures for ensuring the adequate facilities for teaching learning, augmentation, maintenance and utilizing physical, academic and support facilities according to the growing needs and interest of the students and other stakeholders.

The Infrastructure and Maintenance Policy: The institution aims to ensure effective mechanisms for the upkeep of the infrastructure and other facilities to have a safe, reliable and secure environment which is fit for optimum utilization of the facilities and endeavors to upgrade its technological support to meet the positive academic atmosphere and smooth effective functioning of the institution. The institution strives for academic excellence by providing an ambience for an effective learning process through well-equipped and spacious classrooms with sufficient furniture, ICT support, library and information center with learning resources, E-resources, database, reading rooms, reprography and internet facilities along the physical structure like auditorium, conference halls, audio visual rooms and other facilities are provided for the academic, cultural and co-curricular activities. The institution caters for health and welfare while promoting physical and mental well-being of faculty members, administrative and support staff through the establishment of staff rooms with ICT facilities, canteen facilities,

office space, drinking water facilities, yoga, sports physical fitness, recreation and other amenities. The institution takes measures for utilization of renewable resources by harnessing rainwater and solar energy, effective waste management through segregation of dry and wet waste and creates and maintains an eco-friendly campus.

System of Maintenance and Utilization: Budget provision is made for new as well as old facilities and for repairs and maintenance. The infrastructure and library budget is prepared every year. Stakeholders' suggestion is taken into consideration. In-house engineer is in charge of the building maintenance and is assisted by the administrative head and attendant personnel. All repair works shall be attended only with the prior approval of the institution head which is done preferably only during Vacation. Physical and ICT facility is being maintained by approved service centers for maintenance of AMC, house-keeping, ICT maintenance, photocopy and cafeteria. RO Units and fire safety equipment is installed along with drinking water dispensers in each floor to meet the drinking water requirements and safety of the students and staff.

Procedures for Maintenance and Utilisation of Infrastructure Facilities: A register is maintained in the institution for requisitions of ICT facilities and for its repairs and maintenance work. The In-house engineer looks after maintenance of building and electrical systems while the routine inspections are done for repairs and emergency repairs are done as and when noticed by authorities. Exterior and interior painting is scheduled on need basis and when needed same will be done during vacations. All the facilities like canteen, gymnasium, sports facilities, parking and garden facilities are maintained on a regular basis. Regular pest control treatment is carried out in the campus. The college website is maintained regularly and kept updated by the Social Connect.

Building: The class four employees are maintaining the Building, Computer Lab & Classrooms, etc., Scavenger services are hired for cleaning, maintaining and sanitary facilities. Plumbers are hired as & when the need arises. Office Superintendent and Principal supervises the maintenance work. The college has installed RO drinking water system.

- **Equipments:** Stock Register of college equipments is maintained and verified on a regular basis. It is supervised by the office faculty once in a year.
- **Software:** Software like E-pay role, Tally, e-lib, etc., are maintained and upgraded by the concerned company under the supervision of Office superintendent and Librarian.

Computer and Networking Lab

A well - equipped computer lab is provided to the college students. It has several computers with NT Network Lab. internet facilities are provided. Faculty and students can access on-line resources through UGC - Infonet based NLIST for their studies and research activities and alos can download and take print outs at minimum charges.

Library: College has qualified librarian, Library Assistant and attender. College provides library facility to all the students and faculty to access law books, journals, e-resources and database. It accommodates about 100 users at a time, and houses a good collection of books, journals, equipments, and furniture. The library is visited by the good number of users every day. In order to ensure smooth functioning of the library following procedure is followed.

Library Rules and Regulations

Student Memberships

Membership is open to all the students who got their admission to UG studies and PG programme in our college.

Teacher membership

Membership is open to all the permanent and guest faculty of the college

Research scholar Membership

Membership is open to the research scholars who registered for Ph. D., in our Research Center.

Administrative Membership

The Library facilities are also made available to the administrative staff of the college. Staff can make use of general books and general magazines of the library.

Management Membership

The members of the National Education Society may also avail the library facility.

Facilities and Services

Borrowing Facility

Document delivery service is being provided for the user community to disseminate right information at right time to right user for right purpose. The users of the CBRNCL library can borrow books for a period of 15 days. Two borrower's tickets will be issued to students and for Non - teaching staff and can borrow two books at a time. Fifteen tickets will be issued to the Faculty and Research Scholars to borrow the books from the library and return the same after period of 15 days.

Users are informed to return / renew the borrowed books on or before due date to prevent the penalty of overdue charges. Special library services will be provided to the meritorious students of the college.

SC / ST Book Bank Facility

The student who belongs to SC / ST and Other economically Weaker section can avail SC / ST book bank facility. Fair number of text books will be issued to each student for a period of one academic year in the cognitive subjects.

OPAC Facility

Online Public Access Catalogue facility is being offered to the user community of the college in order to provide first hand information about the availability and location of the reading materials. Users can reserve the required reading material and the same will be issued on queue basis system.

Photocopy Facility

The library members can avail the photocopy facility within the library building at nominal charges.

Extra book facilities to meritorious students.

An extraordinary boosting service is provided to the students by taking special risk by the library. Under this scheme, the top scorers in each class in a semester will get extra 4 to 5 Books. Our library is providing this service to 50 to 60 students every semester.

New arrivals Display

Some selected titles of new books acquired by the library are displayed on "New Arrival Stand" for the benefit of the readers.

Bulletin board/ Wall Magazine (C A S)

For the benefit of the students, information brochures of institutional for further studies, employment opportunities, personality development skills, News Papers clipping etc., are put on the bulletin board. The library has a 'Wall Magazine' where the student can exhibit their talents by writing some articles and cartoons etc.,

Reference Service

The Library is extending reference and referral services to the users of the library. Most of the reference oriented Text books and General books have been kept in reference and active stack area for reference only by the users of the library.

Orientation Programme

In order to create an awareness among the fresh U.G and P.G. students about the proper utilization of the library and its resources and services; to give first hand information about the library and to provide them a closer acquaintance and more familiarity about various aspects of the library system, the Library is being organized the Library Orientation Programme. This programme is an educative and informative and also bridges the gap between the library staff and user clients.

This Programme educates users about the physical arrangement and organization of the collection, its functions and services both traditional and modern services like CD-ROM, INTERNET & e-Journals Consortium of UGC INFLIBNET - N List. This programme helps the user community to utilize the available resources, services and facility to the maximum extent.

Inter-Library Loan

The library used to get some resources on Inter Library Loan basis from other sister concern libraries as requested by our users. The books of our library will be sent to various other libraries on Inter Library Loan as per the request from other institutions.

Library Hours

The library will be kept open from 09.00 am to 5.00 pm in all the working days, where as it functions form 09.00 am to 2.00 pm on Saturday

Computerized library catalogue

The library catalogue serves as a key to the collection of the library and an index to subjects. This helps the readers to know what books are available in the library

a) by given author,

b) by a given subjects,

c) by a given title etc.

- Office: The college office is well furnished with enough furniture, office superintendent cabin attached with separate washroom, office is provided with computer, Internet, printer, scanner, telephone and surveillance with CC camera. Office superintendent supervises the maintenance of the office

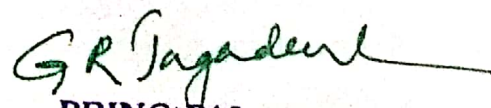
- Moot Court Hall: College has well equipped Moot court hall for the students to develop their mooting skill and separate library facility has been given in the Moot Court Hall. The moot court hall is taken care of by the course teacher, librarian and concerned committee.

- Legal Aid Cell: College has separate Legal Aid Cell and it is taken care of by the course teacher and concerned committee.

- NSS Cell: NSS Programme officer takes care of the cell.

- Physical Education - Sports and Games

Besides imparting excellent Legal education to the students, the college also encourages extra-curricular activities and sports and games. The college has provided excellent sports and games opportunities for the students for their all-round developments. It has a large playground for football, cricket, hockey, kho-kho, and indoor facilities for judo, wrestling and table tennis. It also provides a well-equipped gymnasium with multi gym facility.



PRINCIPAL

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