Lloyd School of Law

B.A.LL.B. & B.Com.LL.B. Semester I (2025-30)

Library Book Bank & Gift Books Disbursal Schedule

Tue.-19-Aug.-2025

Dear Parent / Student,

Greetings from Lloyd Academic Community!

The life of Legal education, practice and profession is all about reading, writing and speaking that is surrounded with books. Legal education is impossible without books. Books are the best friends and teacher. Lloyd have the practice of providing all the relevant semester course books to all the students in each and every semester for the duration of the whole semester until their examinations i.e. almost six months. A student will take the books in the beginning of the semester and return after the conclusion of the examinations. Lloyd Case Material is provided to all the students as gift to all the students. These are law specific case books that are developed by the faculty members of the Lloyd. Book bank disbursal schedule is attached herewith for the **B.A.LL.B. / B.Com.LL.B. Semester I (2025-30) all sections** of study.

IMPORTANT NOTE ::

1. Conditions of Availing Book Bank & Gift Books Facility are;
    a. You must have deposited full fee of this first semester.
    b. You should have deposited the EdNectar Fee.
    c. You should carry your Lloyd ID Card.
    d. You must have completed in all respects your CCS University, Meerut online Portal, Registration.
2. The list of Book Bank Books for distribution is provided below.
3. You will take your Lloyd Welcome Kit Bag and book bank from the library as per schedule provided below.
4. All the regular classes will continue to be held as per schedule during the Book Bank Disbursal Process.
5. Detailed rules and regulations specific to the Library, Issue and Return of Books, Book Bank Books, Take Away Gift Books etc. are provided in the student hand book (provided with the welcome kit bag) and also provided below.

BOOK-BANK POLICY ::

- Lloyd Library provides entire set of BOOK-BANK Books for each and every student in the beginning of the semester.
- All students who are availing the facility must ensure returning the entire set of books provided to them within two days of completion of their final examination in the concerned semester/Term.
- If the books are lost or damage, then the borrower shall replace the books of the same edition or latest edition or pay current cost of the book after getting permission from the Librarian and pay in account department

- Students are requiring to handle the books/ Journals very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the Library-Staff at the time of return.
- Books will be issued on presentation of the Library-card along with ID-Card. Students are instructed to check the books while borrowing and they will be responsible for any damage or mutilation noticed at the time of return.

Venue :: Library 07th Floor, Lloyd School of Law, Lloyd Campus 02			
S.N.	**Program Semester**	**Section**	**Date & Time**
LLOYD SCHOOL OF LAW			
1	**B.Com.LL.B. Sem. I** (2025-2030)	Section -A-B-	10.30 AM after Guest Lecture
2	**B.A.LL.B. Sem. I** (2025-2030)	Section -A-B-	01.15 after lunch time

List of Book Bank Books Disbursal

B.A.LL.B. Semester I (2025-30)

S.No.	Author	Title	Publisher
1	Kumar, Sanjay	Communication Skills	Oxford
2	Rao, Shankar / Oommen, T.K.	Sociology	S. Chand / EBC
3	Kapur, A.C.	Political Science	S.Chand
4	Gopalakrishnan, K.C. / Datt & Sundaram / Dewett, K.K	Economics	EBC / S. Chand / S. Chand
5	Murthy, Sreenivasa H.V	History of India-I	EBC
6	Glanville Williams	Gift Book :: Learning the Law	Sweet & Maxwell

B.Com.LL.B. Semester I (2025-30)

S.No.	Author	Title	Publisher
1	Kumar, Sanjay	Communication Skills	Oxford
2	Ashwathapa, K.	Business Environment	Himalaya
3	Dewett, K.K.	Modern Economic Theory	S. Chand

4	Prasad, L.M.	Organisational Behaviour	Sultan Chand
5	Tripathi, P.C.	Human Resource Development	Sultan Chand
6	Glanville Williams	Gift Book :: Learning the Law	Sweet & Maxwell

Lloyd Library Rules and Regulations

General Rules ::

- Library-Card/Identity Card is compulsory for getting access to the Library.
- Silence to be maintained.
- No discussion permitted inside the Library.
- Registration should be done to become a Library member prior to using the Library Resources.
- No personal belongings allowed inside the Library.
- Textbooks, Personnel Books and Issued Books are not allowed to be taken inside the Library.
- Using Mobile Phones and Audio Instruments with or without speaker or Headphone is strictly prohibited in the Library premises.
- Enter your Name and Sign in the Register kept at the Entrance Counter before entering Library.
- Show the Books and other Materials which are being taken out of the Library to the Staff at the Entrance Counter.
- The Librarian may recall any Book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the Books borrowed on his/her card.
- Refreshment of any kind shall not be taken anywhere in the Library premises.

Admission to Library ::

Students are allowed to Library only on production of their authorized/valid Identity-cards.

Working Hours of the Library ::

- Reading Section :: Sunday -to- Monday - 09:00 AM to 07:00 PM.
- Reference Section :: 09:00 AM -to- 05:30 PM

Circulation / Issue System ::

- Books will be issued on presentation of the Library-card along with ID-Card. Students are instructed to check the books while borrowing and they will be responsible for any damage or mutilation noticed at the time of return.
- Students can borrow maximum 10 books from the library, 05 books (Book-Bank) for one semester, 01 book (Take Away) and 04 books for 15 days (For Reference purpose).
- Case Materials will be provided as per availability.

- All students who are availing the facility must ensure returning the entire set of books provided to them within two days of completion of their final examination in the concerned semester/Term.

Book Lost ::

If the books are lost or damage, then the borrower shall replace the books of the same edition or latest edition or pay current cost of the book after getting permission from the Librarian and pay in account department.

Care of Library Borrower Card ::

Take special care to maintain the Library/Identity Borrower Cards.

Do not fold, alter entries made on the cards, Members are responsible for the entries set of Library Borrower Card issued to them.

Loss of Card ::

Loss of Borrower Card should be reported the Librarian. Duplicate Card may be issued against formal application and students have to pay for duplicate ID card in the account department.

Validity of Cards ::

Library Borrower Card is valid for the entire duration of the course to access Library facilities at the end of the course Borrower Card shall be returned to the Library.

Care of Library Books ::

Students are required to handle the books / Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the Library-Staff at the time of return.

Reference Section ::

This section has Encyclopaedia, Dictionaries, Commentaries, Manuals, Bare Acts and Reference Books etc. which are only available for Reference and issued for special permission.

Journal Section ::

In this section hard copy of journals, Magazines are available in display racks. Students can use these facilities only in the Library Premises.

Hope to see you all in the Academic Orientation Program, Regular Classes, Induction Program, Additional Courses, Practical Academics, Skilling opportunities and Professional Guidance and Exposure of exceptional excellence and global standard at Lloyd.

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