

**K.E.T.'S V.G. VAZE COLLEGE OF ARTS, SCI. & COMM.,  
Mithagar Road, Mulund (East), Mumbai 400081.**

**DATE: 28th June 2019**

**NOTICE FOR S.M.A.F. BOOK BANK SCHEME**

Economically backward and needy students who wish to avail the **Book Bank Facility of Students Mutual Aid Fund** are hereby informed that they can collect the Book Bank forms from the **Periodical Section** from **28th-June-2019 to 4th-July-2019**.

The duly filled in forms with the required documents are to be submitted on or before **05th-July-2019**. The students whose forms are accepted for the Book Bank Scheme should pay a refundable deposit of Rs. 400/- (Rs. Four Hundred only) at the cash counter. Students should bring the original deposit receipt while coming to collect the books. Books will be distributed from **06th-July-2019 2019 in the Periodical Section between 10am to 12 noon**. A schedule for distribution of books may be displayed on **06th-July-2019, if required**.

Students are requested to read the rules and regulations displayed alongside and strictly follow them. They should also follow the schedule of the book bank scheme mentioned below:

**DATES TO REMEMBER**

	<i>Last Dates</i>
<b>Blank forms available upto</b>	<b>04th-July-2019</b>
<b>Submission of duly filled in forms</b>	<b>05th-July-2019</b>
<b>Display of list of students and schedule for distribution of books</b>	<b>06th-July-2019 onwards</b>



**CHAIRPERSON  
Students Mutual Aid Fund (SMAF)**



  
28/6/2019

**LIBRARIAN**

**K.E.T.'s V.G.Vaze College of Arts, Science & Commerce  
Mulund (East), Mumbai 400081**

**Date: 27-June-2019**

**RULES FOR SMAF BOOK BANK SCHEME**

The Students Mutual Aid Fund runs a Book Bank Scheme for the economically backward and needy students of the college. This scheme is only for Vaze College students admitted for the academic year 2019-20.

*The rules for the SMAF Book Bank Scheme for the academic year 2019-2020 are as follows:*

**1) ELIGIBILITY RULES:**

- a) Bonafide students (FYJC to TY) of the current academic year are only eligible to apply for the scheme. (Drop students are not eligible for this scheme.)
- b) The Annual Income of the Parents should not exceed Rs.2.50 lakhs.
- c) Submission of completely filled application form, including declaration of the parent.
- d) Submission of required documents.

**2) DOCUMENTS REQUIRED:**

- a) Duly filled in application form for the SMAF Book Bank Scheme available in the Periodical Section of the Library.
- b) Xerox copy of Ration card.
- c) Xerox copy of Marksheet of the previous years' examination.
- d) Xerox copies must be self attested.

**3) APPLICABLE BOOK BANK CHARGES:**

- a) The Application Form for the SMAF Book Bank Scheme is available free of cost.
- b) The student will have to pay a refundable deposit of Rs. 400/- only (Rupees Four Hundred only) at the Cash Counter.
- c) This amount will be refunded after the student returns all the books in proper condition at the end of the year after his/her final examination.

#### **4) GENERAL RULES AND REGULATIONS:**

- a) **The students are requested to read all the rules and regulations of the SMAF Book Bank Scheme and follow the same.**
- b) The titles of books mentioned in the application form will be issued to the students subject to availability.
- c) The books under SMAF Book Bank Scheme will be issued semester-wise. Books for semester 1, 3, 5 will be issued to the students at the commencement of the academic year. Books for Semester 2, 4, 6 will be issued to the students after they return all the books issued for the Semester 1, 3, & 5.
- d) **All books must be returned immediately (within two days) after the Academic Year / Semester End Examination is over. The entire responsibility of taking care of books and returning them on time lies with the student borrowing them.**
- e) If the applicant fails to return the books immediately after examination is over, he / she will be liable to pay **a fine of Rs.2/- per day per book**. Delay in returning the books will not be entertained under any circumstances.
- f) Books are to be used with utmost care. In case of improper use of books, torn pages in the books, writing or marking in the books or loss of the books, applicant will have to replace the books with a new and latest copy of those books or pay the cost of the books + a penalty of Rs.100/- per book, as decided by the Chairperson whose decision on the matter will be final.
- g) If any book issued to the student is lost, the student will have to pay the cost of the book plus a penalty of Rs.100/- per book.
- h) The receipt of the deposit paid will have to be preserved safely till the return of all the books and till the end of the academic year.
- i) The receipt will have to be produced in the Library while returning the books at the end of the semester / academic year.
- j) The deposit will not be refunded if the Book Bank refundable deposit receipt is lost or not available at the end of the academic year while returning the books.
- k) The decision of the Chairperson, SMAF will be final and binding in all the matters related to the SMAF Book Bank Scheme.



*M. Manu*

**Chairperson**

**Students Mutual Aid Fund**

**V.G.Vaze College of Arts, Sci. & Comm.**