

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

**Date: 17-June-2016**

**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 2016-17.

*The rules for the SMAF Book Bank Scheme for the academic year 2016-2017 are as follows:*

**1) ELIGIBILITY RULES:**

- a) Bonafide students of the current academic year are only eligible to apply for the scheme. (FYJC to TY)
- 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:**

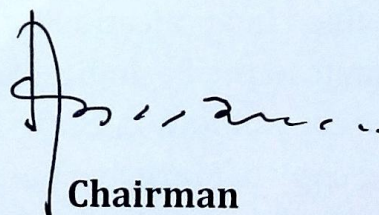
- a) Duly filled in application form for the SMAF Book Bank Scheme available in the Periodical Section of the Library.
- b) Xerox copy of Ration card.
- c) Xerox copy of Marksheet of the previous years' examination.
- d) Xerox copies must be self attested.

**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 for both the semesters will be issued to the students at the commencement of the academic year.
- d) All books must be returned immediately (within two days) after the Academic Year End Examination is over.
- e) If the applicant fails to return the books immediately after examination is over, he / she will be liable to pay a fine.
- 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 as decided by the Chairman whose decision on the matter will be final.
- g) 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.
- h) The receipt will have to be produced in the Library while returning the books at the end of the academic year.
- i) 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.
- j) The decision of the Chairman, SMAF will be final and binding in all the matters related to the Book Bank Scheme.



**Chairman**  
**Students Mutual Aid Fund**  
**V.G.Vaze College of Arts, Sci. & Comm.**