

Regn No :

# JAIGOPAL GARODIA CHARITABLE BOOK BANK

# Jaigopal Garodia Vivekananda Vidyalaya Matric. Hr. Sec. School  
Door No. 6, U - Block, 7th Street, Anna Nagar, Chennai - 600 040. Ph: 26206261

## APPLICATION

NAME (IN CAPITALS) \_\_\_\_\_ Student's e-mail ID : \_\_\_\_\_  
Student's Mobile No : \_\_\_\_\_

Course & Dept \_\_\_\_\_ Year \_\_\_\_\_

College Name and Address of College } \_\_\_\_\_  
} \_\_\_\_\_  
} Pincode : \_\_\_\_\_ Phone No (with STD Code) : \_\_\_\_\_

Student's Photo

(Signature of Principal or HOD with Seal)

Description	Name	Phone Nos	Mobile No
Father/Guardian			
Mother			

Student's Address (Proof to be enclosed) } \_\_\_\_\_  
} \_\_\_\_\_  
} \_\_\_\_\_

(Signature of Parent/Guardian)

## BOOKS RECEIVED

(Signature of Student)

( To be filled only when you actually receive books)

S. No.	Name of the Book (Full name in CAPTIALS within the Box)	Author (In case of many authors, mention only the first author)	Price Rs.	Date of Issue	FOR OFFICE USE ONLY		
					Issued by (Name)	Date of Return	Checked by
1							
2							
3							
4							
5							
6							
7							

Book Bank will function on all days except Govt. Holidays & Sundays. Timings : 9.30 a.m. to 4.00 p.m

## **GUARANTOR CERTIFICATE/SURETY BOND**

(The Guarantor can be father, mother, elder brother/sister, relative, neighbour who knows either the student or the student's family very well. Contact phone number, address proof, office proof etc., are compulsory).

Name of Guarantor \_\_\_\_\_ Relationship/Familiarity with Student \_\_\_\_\_

OFFICE ADDRESS OF GUARANTOR <small>(Employee's Number, Designation, Section, Dept, Name of Office to be clearly mentioned)</small>	RESIDENTIAL ADDRESS OF GUARANTOR <small>(Proof to be Enclosed)</small>
Phone Nos :	Phone Nos :

It is certified that I personally know the student very well. I will ensure that the student returns the books immediately after examinations. I hereby assure that I will take responsibility to replace the books in case of loss or damage. I enclose the necessary proof of documents.

\_\_\_\_\_  
(Signature of Guarantor)

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### **RULES AND INSTRUCTIONS**

1. The application once accepted is valid for one full academic year.
2. The books will be issued to the students only.
3. Issue of books is subject to availability.
4. Students should keep the books neat and tidy. To avoid damage, the books can be wrapped with transparent polythene sheets
5. The students should produce college Identity card whenever they visit the book bank.

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### **ORDER OF DOCUMENTS**

(Xerox copies to be submitted with the Application)

1. College Identity card (Frontside and backside to appear on one page only).
2. College Fee Receipt (If Identity Card is not issued).
3. Student's residential address proof.
4. Latest marks sheets.
5. Guarantor's office address proof and residential address proof.

Note : Application will be rejected if any of the above document is missing

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"CHARITY TO THE NEEDY IS SUPREME VIRTURE".