



For Students - Condition for Loan

1. Any student, who is registered with ICAI as IPCC/PCC/ PE-II/FINAL student can avail the borrowing/reference facilities by depositing a security of Rs. 1000/- for the period of three years and renewable yearly till he/she clear final exam.
2. Each student shall be allowed to borrow one book at a time for a period of Two Weeks. The book may be re-issued for a further period of two weeks provided (a) renewal application is made to the Librarian two days in advance and (b) no other member has applied for the same book.
3. Books shall not in any case be, retained by the Borrower for more than four weeks from the date it was first issued.
4. Journals, Reports, Encyclopedias, Dictionaries, Handbooks, Pamphlets, and Books in constant use, Institute's publication, E-resources and such other books as are marked: NOT ON LOAN & REFERENCE will not be lent out.
5. Books on loan can be recalled at any time.
6. No personal belongings are allowed inside the library including electronic items.
7. Each Student shall make his/her own arrangements for the carriage of books to and from the library and shall be responsible for the care and return of the books to the Library. In case a book is lost by him/her, he/she will be required to replace it or pay such replacement value to the Library as will be fixed by the Secretary. If it is a particular volume of a set, the student concerned shall be liable to replace the whole set.
8. Each student shall satisfy himself/herself before leaving the Library that the book is in good condition and if not; the matter should be brought to the notice of the Librarian then and there. The student will otherwise be held responsible for the replacement of the book by a new copy. Students are requested not to write upon any thing inside/outside the books.
9. Loss of Borrower's Ticket should be reported to the Librarian immediately in writing along with FIR. Duplicate Ticket will be issued after one month of intimation and on payment of Rs. 50/-
10. A fine of Rs. 2/- will be charged per day if the books is not returned on the due date. Books taken on overnight- basis should be returned the next day before 10.30 a.m. otherwise a fine of Rs. 10/- per day will be charged. If the book is till not returned, the library security deposit will be forfeited and the student will be debarred from the membership of the library. The cost of the books minus the security Deposit forfeited will be recovered from the student concerned.

11. The Librarian has been authorized to refuse the loan of books to members who do not comply with rules stated above or persistently retain the books beyond the loan period.

Note: Please deposit this application form along with demand draft at the reception counter/library of the institute. Enclose two stamp size photographs and copy of registration letter of article ship (original) IPCC/PCC/PE-II/Training completion certificate, address proof at the time of submission of the application form.



Happy Reading