

JAIGOPAL GARODIA CHARITABLE BOOK BANK

Jaigopal Garodia Vivekananda Vidyalaya (JGVV) Matric. Hr. Sec. School
7th Street, 'U'-Block, Anna Nagar, Chennai - 40. Ph: 26206261. Web : www.jgvvbookbank.org

NAME (IN CAPITALS) _____ Student's e-mail ID : _____
Student's Mobile Phone No : _____

Course _____ Dept/Branch _____ Year : I II III IV V Day College/Evening College

College _____

Address of } _____
College } _____
Pincode : _____ Phone No (with STD Code) : _____

Student's Photo

**APPLICATION CAN BE DOWNLOADED AND TO BE PRINTED
ON FRONT SIDE AND BACK SIDE OF A SINGLE SHEET**

(Signature of Principal or HOD with Seal)

Description	Name	Cell Phone No.	Residence Phone No.	Office Phone No.
Father				
Mother				
Guardian				
Friend 1				
Friend 2				
Friend 3				

Student's Address
(Proof to be enclosed.
Give New No., Old No.,
House Name, Flat No.,
Street Name, Area,
Locality, Pincode, etc.) } _____
} _____
} _____

GUARANTOR CERTIFICATE/SURETY BOND (COMPULSORY)
(Should be a working person only)

The Guarantor can be a relative (other than father/mother), neighbour who knows the student and the student's family very well.

Guarantor's contact phone number, residential address proof, office proof etc., are compulsory.

Name of Guarantor _____ Relationship/Familiarity with Student _____

Occupation _____ Designation _____

GUARANTOR'S RESIDENTIAL ADDRESS (Proof to be Enclosed)	GUARANTOR'S OFFICE ADDRESS (Proof to be Enclosed) (Name of Office, Employee's Number, Designation, Section, Dept to be clearly mentioned)
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)

(Signature of Parent/Guardian)

(Signature of Student)

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

BOOKS RECEIVED

(TO BE FILLED ONLY AFTER RECEIVING THE BOOKS FROM BOOK BANK)

Serial No.	Name of the Book taken (Full name in CAPITALS 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							
8							
9							
10							
11							
12							

RULES AND INSTRUCTIONS

1. The application once accepted is valid for one full academic year.
2. Issue of books is subject to availability. The books will be issued to the students only and not to any representative. Return of books can be through anyone.
3. Students should keep the books neat and tidy. To avoid damage, the books can be wrapped with transparent polythene sheet.
4. The students should produce their College Identity Card whenever they visit the book bank.
5. **Cell phones to be switched off in our premises. Accompanying friends/relatives not allowed.**
6. Application forms can be downloaded from website : www.jgvvbookbank.org (To be printed on both sides of a single sheet).

ORDER OF DOCUMENTS TO BE SUBMITTED

1. Book Bank application (Do not staple with enclosures).
XEROX / PHOTO COPIES : -
2. College Identity Card (Frontside and backside).
3. College Fee Receipt (If Identity Card is not issued).
4. Student's residential address proof.
5. Marks sheets (X std / XII std)
6. Guarantor's office address proof and residential address proof.

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

"EDUCATION IS THE ONLY MEANS BY WHICH A COUNTRY COULD PROGRESS".

"CHARITY TO THE NEEDY IS SUPREME VIRTURE".