

**Application for Book Bank Scheme
for SC/ST/DT/NT Students of Affiliated Colleges/Recognized Institutes
and University Departments**

Academic Year: 2017-18

To,
The Director,
Department of Students' Development,
University of Mumbai

**Subject: Application for Book Bank Scheme for SC/ST/DT/NT Students of
Affiliated Colleges/Recognized Institutes and University Departments**

Respected Sir,

My College/Institute/Department would like to apply for the **Book Bank Scheme** for SC/ST/DT/NT Students of Affiliated Colleges/Recognized Institutes and University Departments.

The details of the College/Recognized Institute/University Department is as follows-

A) Details of College/Recognized Institute/University Department, Principal/Director/Head and Librarian/Senior Faculty

Name of the College/Recognized Institute/ University Department	
Address of the College/Recognized Institute/ University Department	
Phone Number of the Administrative Office of the College/Recognized Institute/University Department	
Email of the Administrative Office of the College/Recognized Institute/University Department	
District (Mumbai City / Mumbai Suburban / Thane / Palghar / Raigad / Ratnagiri / Sindhudurg)	
Name of the Principal/Director/Head	
Office Number of the Principal/Director/Head	

Mobile Number of the Principal/Director/Head	
Residential Number of the Principal/Director/Head	
WhatsApp Number of the Principal/Director/Head	
Email of the Principal/Director/Head	
Name of the Librarian (For Colleges/Recognized Institutes) / Senior Faculty (For University Departments)	
Office Number of the Librarian (For Colleges/Recognized Institutes) / Senior Faculty (For University Departments)	
Mobile Number of the Librarian (For Colleges/Recognized Institutes) / Senior Faculty (For University Departments)	
Residential Number of the Librarian (For Colleges/Recognized Institutes) / Senior Faculty (For University Departments)	
WhatsApp Number of the Librarian (For Colleges/Recognized Institutes) / Senior Faculty (For University Departments)	
Email of the Librarian (For Colleges Recognized Institutes) / Senior Faculty (For University Departments)	

B) Details of Members of Book Bank Scheme Committee

Sr. No.	Name	Constitution	Chairman / Convener / Member	Mobile No.	Email
1		Principal	Chairman		
2		Senior Faculty (SC/ST Category)			
3		Senior Faculty (DT/NT Category)			
4		Senior Faculty (Preferably Female from SC/ST/DT/NT Category)			

5		President of Students' Council OR Students Representative			
6		General Secretary of Students' Council OR Students Representative			
7		Librarian (for Colleges) / Senior Faculty (for University Departments)	Member Secretary		

C) Number of SC, ST, DT and NT Students

(Age of the student should not be more than 25 years as on September 1, 2017)

Sr. No.	Faculty (Arts / Commerce / Science / Technology / Management / Pharmacy / Law / Fine Art / Architecture etc.)	Class (FY/SY/TY/ PG Part I/ PG Part II)	No. of SC Students (A)	No. of ST Students (B)	No. of DT/NT Students (C)	Total No. of Students (A+B+C)
1						
2						
3						
4						
...						
...						

D) Details of SC, ST, DT and NT Students (Category-wise)

Category:

Sr. No.	Name of the Student	Class	Roll No.	PRN No. / PG Registration No.	Date of Birth	Mobile No.
1						
2						
3						
4						
...						
...						

E) Whether Audited Report of Book Bank Scheme of Previous Year Submitted Yes or No?
(Enclose the photocopy of forwarding letter with received remark)

Place

Date

(Seal of the College/
Recognized Institute/
University Department)

Signature of the
Librarian (For Colleges/
Recognized Institutes)/
Senior Faculty (For University
Departments)

Signature of the
Convener of
Book Bank Scheme
Committee

Principal/Director/Head
of the College/
Recognized Institute/
University Department
with Seal

Note: Submit the Mandate Form along with this Application Form.

Mandate Form
Electronic Clearing Service (Credit Clearing) /
Real Time Gross Settlement (RTGS) Facility for Receiving Payment
Academic Year: 2017-18

A) Details of Account Holder

Name of Account Holder (Name of the College/Recognized Institute/University Department)	
Complete Contact Address	
Telephone Number	
Email	

B) Details of Bank Account

Name of the Bank	
Name of the Branch	
Complete Address of the Branch	
Telephone Number of the Branch	
Email of the Branch	
Whether Branch is Computerized? (Yes/No)	
Whether the Branch is RTGS Enabled (Yes/No)	
Whether the Branch is NEFT Enabled (Yes/No)	
Type of Bank Account (Current/Saving/Cash Credit)	
Complete Bank Account Number	
IFSC Code	
MICR Code	
Swift Code	

Date of Effect:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date:

Signature of the Costumer

Certified that the particular furnished above are correct as per our record.

Date:

(Bank Stamp)

Signature of the
Manager of the Bank

**Book Bank Scheme
for SC/ST/DT/NT Students of Affiliated Colleges/Recognized Institutes
and University Departments**

Academic Year: 2017-18

INSTRUCTIONS

- The Book Bank Scheme is introduced for SC/ST/DT/NT students of Colleges /Recognized Institutes affiliated to University of Mumbai and University Departments.
- Any College/Recognized Institute affiliated to University of Mumbai and University Department is eligible to apply for the scheme.
- The interested College/Recognized Institute/University Department can apply to the Director, Department of Students' Development, University of Mumbai with the duly filled-in Application Form and Mandate Form.
- The incomplete Application Form will not be accepted under any circumstances.
- It is also the responsibility of the Principal/Director/Head of the College/Recognized Institute/University Department to submit the application before the last date. The late applications will not be accepted under any circumstances.
- The Department of Students' Development will scrutinize the applications received from different College/Recognized Institute/University Department and place before the Advisory Committee constituted by the Hon'ble Vice-Chancellor for various Student Welfare Schemes. The Advisory Committee has right to approve or disapprove the scrutinized applications.

(Note: It has been resolved that 80% amount of the available/budgeted fund will be utilized for affiliated Colleges/Recognized Institutes and 20% amount of the available/budgeted fund will be utilized for University Departments)

- The synopsis of approved applications and sanction amount will be sent to Finance and Accounts Officer, University of Mumbai.
- The Finance and Accounts Officer will transfer the sanctioned amount in the Bank Account of the College/Recognized Institute/University Department.
- The list of approved applications and sanctioned amount will be displayed on the website of University of Mumbai **OR** on the link <http://mu.ac.in/portal/gateway-portal/department-of-students-welfares/> (See under Scheme/Scholarship).

- Every College/Recognized Institute/University Department should constitute the **Book Bank Scheme Committee** to monitor the process of Application and Utilization of the Book Bank Scheme. The constitution of Book Bank Scheme Committee is as follows-

Principal	Chairman
Senior Faculty (SC/ST Category)	Member
Senior Faculty (DT/NT Category)	Member
Senior Faculty (Female preferably from SC/ST/DT/NT Category)	Member
President of Students' Council OR Students Representative	Member
General Secretary of Students' Council OR Students Representative	Member
Librarian (for Colleges/Recognized Institutes)/ Senior Faculty (for University Departments)	Member Secretary

Note: Principal/Director/Head should nominate any one faculty mentioned above as Convener of the Committee

- It is the responsibility of Librarian (for Colleges/Recognized Institutes) / Senior Faculty (for University Departments) and Principal/Director/Head to follow the suggestions and guidelines given by the Book Bank Scheme Committee time to time.
- The College/Recognized Institute/University Department should utilize the sanctioned amount only for Book Bank Scheme.
- If the sanctioned amount is less than 10,000/- then College/Recognized Institute/University Department should utilize the total amount for purchase of books only.
- If the sanctioned amount is more than 10,000/- the College/Recognized Institute/University Department should utilize the 60% amount for purchase of books, 20% amount for counselling sessions and honorarium, 10% for purchase of reference book and 10% for purchase of bookshelves.
- It is the responsibility of Principal/Director/Head to give wide publicity to the Book Bank Scheme among the students of their College/Recognized Institute/University Department through the use of various medium such as Prospectus, Website, Notices, Banners, Screen Display, Announcement, Counselling, Orientation, etc.
- The books purchased from the grant received under Book Bank Scheme should be stamped with '**Book Purchased under Book Bank Scheme of Department of Students' Development, University of Mumbai for the Academic Year: _____**'.
- The specific area or rack of the Library (for Colleges/Recognized Institutes) or Departmental Library (for University Department) should be earmarked for the books purchased under the Book Bank Scheme of Department of Students' Development, University of Mumbai.
- College/Recognized Institute/University Department should make available all books purchased under Book Bank Scheme for SC/ST/DT/NT students at free of cost. College/Recognized Institute/University Department should not take any amount from the students for utilization of the scheme. If any College/Recognized Institute/University/Department demands money from students for Book Bank Scheme then strict action will be taken against the College/Recognized Institute/University Department.

- The Books and Materials purchased under Book Bank Scheme will be considered as the property of University and Principal/Director/Head and Director, Department of Students' Development, University of Mumbai will be the trustee of this property.
- The Director, Department of Students' Development reserves the right to nominate the committee to check the utilization of the Book Bank Scheme by visiting the College/Recognized Institute/University Department without prior intimation. He/She also has right to visit personally to College/Recognized Institute/University Department to check the utilization of Book Bank Scheme at any time without prior intimation.
- The Principal/Director/Head should submit Utilization Report (As per given format), Utilization Certificate (As per given format) and Audited Statement to the Office of Director, Department of Students' Development, University of Mumbai (Address: Department of Students' Development, 1st Floor, Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai – 400 020 on or before March 31 of the Academic Year.
- The Librarian (for Colleges/Recognized Institutes) / Senior Faculty (for University Departments) of College/Recognized Institute/University Department is allowed to dispose/discard the outdated books/materials from Dead Stock with prior permission of Principal/Director/Head, Book Bank Scheme Committee and Director, Department of Students' Development, University of Mumbai. In such case College/Recognized Institute/University Department should keep two specimen copies of the concerned book/s in the Archive of the Library (for Colleges/Recognized Institutes) / Departmental Library (for University Departments).

Dr. Sunil Patil
Director,
Department of Students' Development,
University of Mumbai

**Book Bank Scheme for SC/ST/DT/NT Students of
Affiliated Colleges/Recognized Institutes and University Departments**

Academic Year: 2017-18

UTILISATION REPORT

(To be Submitted in the Month of March)

A) Details of College/Recognized Institute/University Department, Principal/Director/Head and Librarian/Senior Faculty

Name of the College/Recognized Institute/University Department	
Address of the College/Recognized Institute/University Department	
Phone Number of the Administrative Office of the College/Recognized Institute/University Department	
Email of the Administrative Office of the College/Recognized Institute/University Department	
District (Mumbai City / Mumbai Suburban / Thane / Palghar / Raigad / Ratnagiri / Sindhudurg)	
Name of the Principal/Director/Head	
Office Number of the Principal/Director/Head	
Mobile Number of the Principal/Director/Head	
Residential Number of the Principal/Director/Head	
WhatsApp Number of the Principal/Director/Head	
Email of the Principal/Director/Head	
Name of the Librarian (For Colleges/Recognized Institutes) / Senior Faculty (For University Departments)	
Office Number of the Librarian (For Colleges/Recognized Institutes) / Senior Faculty (For University Departments)	

Mobile Number of the Librarian (For Colleges/ Recognized Institutes) / Senior Faculty (For University Departments)	
Residential Number of the Librarian (For Colleges/ Recognized Institutes) / Senior Faculty (For University Departments)	
WhatsApp Number of the Librarian (For Colleges/ Recognized Institutes) / Senior Faculty (For University Departments)	
Email of the Librarian (For Colleges Recognized Institutes) / Senior Faculty (For University Departments)	

B) Details of Grant Received under Book Bank Scheme

Number of Students	
Amount in Rupees	

C) Details of Books Purchased

Sr. No.	Title of the Book	Subject Area of the Book	Name of the Publisher	Year of the Publication	Amount in Rupees
1					
2					
3					
4					
...					
...					

D) Details of Reference Books Purchased (If Any)

Sr. No.	Title of the Reference Book	Subject Area of the Book	Name of the Publisher	Year of the Publication	Amount in Rupees
1					
2					
3					
4					
...					
...					

E) Details of Other Material Purchased (If Any)

Sr. No.	Title of the Material	Quantity	Amount in Rupees
1			
2			
3			
4			
...			
...			

F) No. of SC/ST/DT/NT Students Availed Facility of Book Bank Scheme

Sr. No.	Faculty (Arts / Commerce / Science / Technology / Management / Pharmacy / Law / Fine Art / Architecture etc.)	Class (FY/SY/TY/ PG Part I/ PG Part II)	No. of SC Students (A)	No. of ST Students (A)	No. of DT/NT Students (C)	Total No. of Students (A+B+C)
1						
2						
3						
4						
...						
...						

G) Details of SC/ST/DT/NT Students Availed Facility of Book Bank Scheme (Category-wise)**Category:**

Sr. No.	Name of the Student	Class	Roll No.	PRN No. / PG Registration No.	Date of Birth	Mobile No.
1						
2						
3						

4						
...						
...						

H) Number of Counselling Sessions taken (If Any):

Place

Date

(Seal of the College/Recognized
Institute/University Department)

Signature of the
Librarian (For Colleges/
Recognized Institutes)/
Senior Faculty (For University
Departments)

Signature of the
Convener of
Book Bank Scheme
Committee

Principal/Director/Head
of the College/
Recognized Institute/
University Department
with Seal

**Book Bank Scheme for SC/ST/DT/NT Students of
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UTILISATION CERTIFICATE

(To be Submitted in the Month of March)

I hereby certify that the expenditure of Rs. _____ (in figure) _____ (in words) was actually incurred by the College / Recognized Institute / University Department against the amount of Rs. _____ (in figure) _____ (in words) sanctioned under Book Bank Scheme of Department of Students' Development, University of Mumbai.

I have checked the accompanying statement of accounts and I further certify that the amount of Rs. _____ (in figure) _____ (in words) was actually utilized by College/Recognized Institute/University Department for the purpose of which it was sanctioned.

Place

Date

(Seal of the College/Recognized
Institute/University Department)

Signature of the
Librarian (For Colleges/
Recognized Institutes)/
Senior Faculty (For University
Departments)

Signature of the
Convener of
Book Bank Scheme
Committee

Principal/Director/Head
of the College/
Recognized Institute/
University Department
with Seal

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Audited Statement

(To be Submitted in the Month of March)

Submit the audited statement of Total Expenditure along with all photocopies of Bills and Vouchers.