

No.

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Teachers' Personal Library Scheme**  
**(Application Form)**

[N. B.:— *Period for purchasing books and submitting applications is as under:*]—

**Period ; Date of Submission**  
1st of June to 31st of May \_\_\_\_\_ On or before 20<sup>th</sup> October of the next academic year.

The applications must be accompanied by a list of books purchased for Personal Library and supported by either cash-memos/stamped receipts/V. P. P. covers.

**Rules regarding Teachers Personal Library Scheme**

(For information of the applicants)

1. The scheme is applicable to all affiliated college/University Teachers and Librarians/Class I, II, & III Officers/staff of Shivaji University. The teachers/ librarians who have completed at least three years of service in one or more of the affiliated colleges affiliated to a statutory University/Shivaji University are eligible. The Class I, Class II & Class III officers/staff of Shivaji University (Campus) administration who have completed two years of service are eligible.
2. The University will pay half the amount spent by an individual Teacher/Librarian/Class I, II & III Officer/staff subject to a maximum of Rs. 900/- or 50% of the actual cost of the books purchased, whichever is less, would be admissible.
3. The duly filled-in application form in all respect to be forwarded to this office so as to reach the Registrar, Shivaji University, Kolhapur on or before **20<sup>th</sup> October of every year**. The applicant shall buy books which he/she wishes to acquire for his/her personal library and furnish a consolidated list along with cash memos of the receipts from book-sellers in one lot and attach it with the application form. The period of purchase is from **1<sup>st</sup> June to 31<sup>st</sup> May of every year**.

To,  
THE REGISTRAR, SHIVAJI UNIVERSITY,  
VIDYANAGAR, KOLHAPUR-416 004.

Sir,  
I hereby apply for the grant-in-aid under the Teacher's Personal Library Scheme for the year \_\_\_\_\_. I furnish below the necessary details:-

1. Name in full of the applicant \_\_\_\_\_  
(Beginning with Surname)
2. Whether he has to his credit three years' completed service in one or more colleges/institutions affiliated to this University for affiliated college Teacher and two year for University Teachers/Class I, II and Class III officers of the Shivaji University. \_\_\_\_\_
3. Name of the College/Institution/Department \_\_\_\_\_
4. Amount spent on purchase of books \_\_\_\_\_
5. Bank Name \_\_\_\_\_ IFSC Code No. \_\_\_\_\_  
Bank Account No. \_\_\_\_\_

(2)

I request you to grant the amount under this scheme admissible according to the rules in force. I undertake to abide by the rules laid down in this behalf by the University from time to time.

Yours faithfully,

\_\_\_\_\_  
(Signature of the applicant)

Date:

An Undertaking  
(To be given by the applicant)

"I hereby give an undertaking that the books purchased/subscribed under the Teachers' Personal Library Scheme of the Shivaji University will be kept in my own Library and that these books will not be donated, sold or hired out to any person or institution;"

Date:

\_\_\_\_\_  
(Signature of the applicant)

\* (Attach cash-memos/stamped receipts/V. P. P. covers from the book-sellers along with bills or invoices)

*Certificate of the Principal / Head of the College / Institution / Department.*

I certify that—

1. The information furnished by the applicant is correct.
2. The applicant has two/three years' completed service to his credit in one or more Colleges/institutions/department affiliated to this University and he is at present on the staff of this College/Institution/Department.
3. The books purchased by the applicant for his/her personal library are concerned with his subjects/research and they are not annotations or guides.

Place:

Date:

\_\_\_\_\_  
(Signature of the Principal / Head of the College /  
Institution / Department.)

Reg. No

Date:

Forwarded with compliments to the Registrar, Shivaji University, Kolhapur for favorable consideration.

\_\_\_\_\_  
(Signature of the Principal / Head of the College /  
Institution / Department.)