

**CENTRAL LIBRARY
JIPMER, PUDUCHERRY-6.**

REF: JIP/C.LIB/SC-ST/2019

DATE: 09-07-2019

CIRCULAR

Undergraduate Students of MBBS and B.Sc., Allied courses who are eligible for issue of textbooks under SC/ST Book Bank Scheme may visit the Central Library for issue of books as per rules provided below. The issue of books will take place between 9.30 AM to 4.15 PM on all working week days during the month of July and August. Eligible students can approach the Library during this time, for issue of books under this scheme.

RULES FOR ISSUE OF BOOKS UNDER SC / ST SCHEME

1. SC / ST Book Bank facility will be available for SC / ST Scholarship Students of JIPMER, free of cost.
2. Book will be issued under this scheme to the SC / ST scholarship students of JIPMER from all branches on first come first served basis provided they apply in prescribed format to the Library.
3. Each eligible candidate will be issued a set of books depending upon availability of books and demand.
4. Each set is issued for a maximum of completion of the semesters per year depending on the number of semesters in each year. (1st year, 2nd year, 3rd year & 4th year)
5. The books must be returned after the yearly exams and a no-due form from the Librarian should be submitted before procurement of books for the next year.
6. No books will be issued without the no due form from the Librarian after first year.
7. If the students want to retain / re-issue the books in case they have not cleared the exams then they may do so after obtaining permission from the Librarian.
8. Borrower shall be responsible for any damage or loss caused to the books and shall be required to replace the same or latest edition of the same books or the entire cost of the books.

PROCEDURE FOR ISSUE BOOKS UNDER SC / ST BOOK BANK

- ❖ Central Library, JIPMER, will announce issue of books under SC/ST Book Bank scheme twice a year, on the first week of February and August each year.
- ❖ The issue of books will take place between 9.30 AM to 4.15 PM on all working weekdays during the month of February and August.
- ❖ Eligible Students can approach the Library during this time, for issue of books under this scheme.
- ❖ The books which remain unissued will be kept in the bookshelves under Reference Section for use as reading resource by all students. These books will not be issued to others at any time.



**(DR. N.G. RAJESH)
OFFICER IN-CHARGE
CENTRAL LIBRARY, JIPMER.**

Copy to: All the HOD's of the Department
PS to Director/ MS /Dean (A)/ Dean (Research)
PA to the DDA/AO/ F&CAO /LO/WO
All Hostel Wardens / All Notice Boards