

7.2.1

1. **Title of the Practice** : Best Practices (I) Book Bank Scheme (Book Help)

2. **Objectives of the Practice** :

To make academic books easily available throughout the year.

To provide books to the needy students at the time of examination who can't purchase the books necessary for their studies.

3. **The Context** : Some of the students are not economically well off so they are unable to purchase books related to different subjects pertaining to the course. This scheme has been initiated by the College so that such students can derive benefit from it. Before filling examination form students have to obtain no dues certificate clearance from library is given only when they deposit the books which were issued in their name. So during the examination period students they do not have books for studies. This scheme is very helpful to them, as they can get books in desired number from the library.

4. **The Practice** : The college library informs students about Book Bank Scheme through the brochure and also during admission process. Teaching faculty too gives information relating to the scheme while giving lectures in classes. Notice is also displayed regarding the scheme on notice boards in the College. To get books from the library students have to fill a form in which they only write their name. Library Assistant fills the name of books, author's name and price of the book/books. The amount of the book/books is deposited through a challan. The challan has four parts, one part is retained by the bank, second part is deposited in College office, third part in library and fourth part with student, once the student hands over the challan in the library he/she is issued the books which he/she retains till the examination is over. Ten percent amount is deducted from the deposited amount and a cheque for the refund amount is prepared and given to the students.



# **G. S. College of Commerce & Economics (Autonomous), Jabalpur**

## **Library Rules( Code of Conduct)**

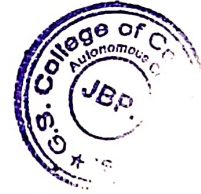
1. Library being an important learning resource, all are expected to make the best use of library. Library rules must be strict Adhered.
2. Keep Silence and do not engage in any other activity that is likely to be disruptive or annoying to the library users.
3. The library remains open on all working days from 8:30 a.m to 4:30 p.m.
4. Books may be borrowed for fifteen days. Fine will be collected for delay in returning the books on time.
5. Computers in the Library should be used for academic purposes.
6. All Students and staff of the college are members of the library.
7. Maximum two books will be issued to a post Graduate student / under graduate student at a time.
8. Members of the teaching staff may borrow up to ten books at a time for a period of one month.
9. Reference books will not be issued to any member.
- 10.If needed an issued book can be renewed for another fifteen days. Renewal request will be considered only if there is no demand for book at time. Further a book may be re-issued to the same user on the next day if there is no other applicant.
- 11.Paid photocopy facility is available at the library.
- 12.The Librarian reserve right to call for a book even before the due date.
- 13.Users should not transfer their library card or library books issued to them under any circumstances.
- 14.Books which are not in good condition will not be issued to the members.
- 15.At the time of borrowing the book student shall satisfy himself that the book is in good condition. If not, it shall immediately be brought to the attention of the librarian otherwise the student will be liable to the damages.
16. On no account shall a member disfigure books or tear/fold the pages.



# गोविंदराम सेकसरिया अर्थ-वाणिज्य महाविद्यालय (स्वशासी), जबलपुर

## अध्ययन कक्ष (STUDY ROOM) के नियम

1. विद्यार्थी अध्ययन कक्ष में अपना परिचय पत्र दिखाकर प्रवेश करें।
2. बैग व अन्य सामग्री कक्षा के बाहर रैक में रखें।
3. कक्ष में रखे गये रजिस्टर में विद्यार्थी अपना नाम, कक्षा व सेक्शन आने व जाने का समय लिखकर हस्ताक्षर करें।
4. अध्ययन हेतु वांछित पुस्तक ग्रंथालय कर्मचारी से प्राप्त कर उसकी प्रविष्टि रजिस्टर में करवा लेवें और अपना परिचय पत्र जमा कर दें।
5. ग्रंथालय से ली गयी पुस्तक पढ़ने के उपरांत वापस कर अपना परिचय पत्र लेवें।
6. विद्यार्थी अध्ययन हेतु प्राप्त पुस्तक को क्षति न पहुंचायें। यदि पुस्तक को कोई क्षति पहुंचायी जाती है, तो विद्यार्थी को पुस्तक का मूल्य जमा करना होगा।
7. अध्ययन कक्ष में विद्यार्थी अपना मोबाईल स्विच आफ रखें और आपस में बातचीत न करें।
8. विद्यार्थी अनुशासन का पालन करें।





7.2.1

1. **Title of the Practice** : Best Practices (II) Employees Welfare Scheme.

2. **Objectives of the Practice** :

To provide financial assistance to those employees who are the members of Karmachari Sahkari Samiti (Maryadit) Jabalpur.

3. **The Context** :

The Society was established - to provide financial acceptance to the members.

It was tell that to obtain a loan from the Bank or any Financial Institution lengthy procedure was required. At the time of it's establishment banks were not providing loans without any colateral securities. Taking a loan from Banks or Financial Insitutions due to lengthy procedure, instant loans were difficult, hence, founders of the samiti took the intiatiave to establish Karmachari Sahkari Sakh Samiti.

4. **The Practice** :

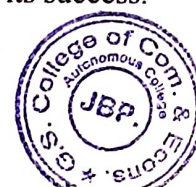
The Employee of the Institution become the members of the samiti.

- To became member of the samiti one has to purchase shares of the samiti.
- At present Rs. 500 is the minimum required amount (share holding) which make a member entitled for financial assistance from the samiti.
- Each member has to contribute Rs. 500 as his/her share per month.
- For the entitlement share holding should be Rs. 500.
- A member can obtain help from the Samiti of Rs. 50,000.
- The Guarantee of two persons who are the regular members of the society is the condition for the saction of loan.
- The loan amount is repayable in 20 equal Instalments including Interest @20%pa.

5. **Evidence of Success** : The Samiti was established in the year.

It became very popular among the employees of the Institution due to its unique features. i.e. instant financial assistance without any lengthy procedures within few hours. Today in this Samiti the total number of members (share holders) are -

- With the help of financial assistance from the Samiti, Class three & four employees have benefitted in many ways. Now many are able to fulfill their financial needs without approaching any bank. The unique feature of this scheme in self help scheme in which money. This is given to members only. The following table shows the evidence of its success:



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### 6. The Problems Encountered

- The main Constraint of the Scheme is the shortage of funds.
- As the membership of the samiti is confined to employees of the Institution and the members is voluntary the samiti can not financially assist of large amounts.

**Note:** We are trying to add on more activities which can prove helpful towards raising the funds for the samiti. A proposal to provide stationary items on sal to students in the institution campus is under consideration.

