



**Rajkot Branch of WIRC of ICAI**  
**Reading Room Facility**  
**Application Form**



Name: \_\_\_\_\_

Reg. No.: \_\_\_\_\_ Mo.No.: \_\_\_\_\_

Parents Mo. No.: \_\_\_\_\_ Address: \_\_\_\_\_

Male/Female: \_\_\_\_\_ Course: \_\_\_\_\_

Appearing for Exam (Month): \_\_\_\_\_

Date of Application: \_\_\_\_\_ Valid till: \_\_\_\_\_

**Declaration by Students:**

- 1) The Above Details Provided by me are true and correct.
- 2) I have Read all the rules and condition for opting for the reading room facility and all those rules shall be binding to me.

\_\_\_\_\_  
(Sign. Of Students)

**For Office Use Only**

Application Received On: \_\_\_\_\_

Application Number: \_\_\_\_\_

Receipt of Fees: (i)Date: \_\_\_\_\_ (ii)Receipt No.: \_\_\_\_\_

\_\_\_\_\_  
(Received By)

\_\_\_\_\_  
(Approved By)



**Rajkot Branch of WIRC of ICAI**  
**Reading Room Facility**  
**Rules & Regulations for Students**



- 1) The Reading Room facility is available only for CA Students.
- 2) Registration Fees shall be ₹25/- per day, payable for the remaining days till month end.
- 3) Students are advised to register for the full month. If a student registers in the middle of a month, fees will be calculated proportionately till the last day of the said month.
- 4) To continue in the next month, students must register in advance on or before 28th of the current month.
- 5) Students must collect their ID Card before 28th of current month for hassle-free entry.
- 6) Registration once paid is neither refundable nor transferable.
- 7) Renewal for registration must be applied for at least 10 days before expiry. Renewal will be on a first come, first serve basis and subject to seat availability.
- 8) Students must submit 2 photographs, ID proof & CA proof along with the registration form.
- 9) Reading Room timings shall be 07:00 AM onwards (as per Branch rules).
- 10) Reading Room will remain closed on specific holidays decided by the Managing Committee, and no refund will be granted for such holidays.
- 11) The facility is solely for reading purposes. Activities such as group discussion, lunch, phone calls, etc., are strictly prohibited inside the Reading Room.
- 12) Students are not allowed to reserve seats or keep belongings/books unattended to hold seats.
- 13) Students must not roam unnecessarily outside the Reading Room or other campus areas.
- 14) Students must show their ID Card at entry. Entry will not be permitted without a valid ID Card.
- 15) Students must keep their ID Card with them at all times while using the Reading Room.
- 16) If any student is found without an ID Card in the Reading Room, a penalty of ₹250/- will be charged.
- 17) If any student is found in the Reading Room without registration, a penalty of ₹500/- will be charged.
- 18) Any violation of Library / Reading Room Rules will lead to penalty and suspension as per below:
  - First Violation: ₹250 penalty + 10 Days Entry Suspension
  - Second Violation: ₹500 penalty + 20 Days Entry Suspension
  - Third Violation: ₹750 penalty + 30 Days Entry Suspension
  - Further Violations: May lead to permanent cancellation of registration.
- 19) Students must follow instructions of Branch Administration at all times.
- 20) Students must also follow instructions given by the Security Guard regarding campus activities.
- 21) Students are not allowed to stick any material on desks. Violation will result in a fine of ₹500/- Repeated violations will result in cancellation of registration.
- 22) In case of any misbehavior, the Committee reserves the right to immediately cancel the student's registration.
- 23) Rajkot Branch, at all times, reserves the right to change or introduce new rules/instructions as deemed fit.
- 24) In any dispute or matter not covered under these rules, the decision of the Managing Committee shall be final.

\_\_\_\_\_  
(Students Sign.)

\_\_\_\_\_  
(Parents Sign.)