



**Hyderabad Branch of SIRC of
Institute of Chartered Accountants of India
(Setup by an Act of Parliament)**

LIBRARY ENROLMENT FORM FOR STUDENT

I request you to admit me as a student member of the Institute's Library. I shall agree and abide by its rules mentioned overleaf.

Following are my details enclosed below :-

1. Name (In Block Letters):

2. Residential Address:

3. Contact No. : _____ , E-Mail : _____

4. Student Registration No. : _____

5. Level : CA-Intermediate / CA-Final

6. Appearing For Exam : _____

Yours faithfully,

(Signature of Applicant)

Date _____

UNDERTAKING BY STUDENT IN RESPECT OF COVID-19

I, Mr/Ms _____ S/o / D/o _____ age about _____ years
bearing Registration Number _____ at Level of CA- _____
do hereby state that I have applied for utilizing Library/Reading room on my own decision, being fully
aware of my responsibility and risk involved. I am fully aware of the protocols and guide lines to be
followed mandatorily and assure that I will follow them meticulously with respect and do adhere to
any such guidelines, instructions duly issued by the competent authorities time and again.

Parents Ph. No :

Place:

(Signature of Parent)

(Signature of Applicant)

Date:



**Hyderabad Branch of SIRC of
Institute of Chartered Accountants of India
(Setup by an Act of Parliament)**

Student Registration for ICAI Library/Reading-Room at Hyderabad

ICAI Students desiring to use Hyderabad Library are required to note following points for needful compliance:

1. **Registration:** Library registration shall be on 1st working day of every Month between 10.00 a.m. to 4.00 p.m. on First-Come-First Served (FIFO) basis.
2. **Registration Form & Documents Required:** Students are required to submit “Student Library Enrolment Form” along with following Documents:
 - a. Photocopy of either -
 - (i) Student Registration Letter or (ii) Articles Id-Card (If student is undergoing articles training) or (iii) Past Exam Admit Card,
 - (b) 1 Stamp Size photograph
3. **ID Card Validity:** The Library ID Cards shall be valid only for the month for which registration is done –
For example, ID Card issued on 01-03-21 shall be valid for that month only i.e till 31-03-21 only.
4. **Working Hours :** The Library / Reading Room shall be open from 09.00 am to 6.00pm
On all Working Days. Library will be closed on Sundays & all Public Holidays unless changed.
5. **Cancellation of ID card :**
 - a. If any Student found not attending Library/Reading-Room for consecutively for more than 3 days,
it would be cancelled unless otherwise intimated to the Management on prior basis.
 - b. If any student found not following Rules & Regulations of Library, then management can Cancel his Library Id card at any time and even prohibit from further applying for the Library.
6. **ID Card would be Issued only once & Non- Transferable :** Id card would be issued at the time of Application only. If Id card is lost ,it wont be issued again for that Month.
7. **Need to use Allotted seats only :**
 - a. Students need to use only allotted seat and not permitted to transfer themselves or use any other place.
 - b. Students aren't allowed to do Group Discussions or Study together.
 - c. Consumption of Food & Others need to be done in designated seat only not allowed at any other place such as Staircase
8. **Maintaining Library Decorum :** Students should Strictly maintain an atmosphere of silence, decorum and discipline must be maintained in the library.