



## **KAMIL MUSLIM COLLEGE**

### **TEXTBOOK POLICY**

The Mission of Kamil Muslim College Textbook Scheme is to provide each student and staff with the necessary curriculum based textbooks.

- Students are issued textbooks at the beginning of the year.
- Students with arrears from the previous years are to clear their dues.
- In some cases textbooks are issued as class sets where the subject teacher is responsible for the return of the books to the library.
- All textbooks issued to the students and teachers are recorded in the textbook scheme register.
- At the end of the year all textbooks are returned to the library. Books may be refused for return if there is too much writing in the book or the book is not in a good condition.
- Students and Teachers have to replace the lost or damaged textbooks by having a copy printed at their cost in school or anywhere outside.
- In case of natural disaster, students are to report any damages to the textbooks either in school or at home immediately so that replacement books can be issued depending on the availability.
- Photocopying of materials from reference books is done on a user pay basis to sustain cost effective services. These may be researched work, notes and diagrams useful to students.

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Principal

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Chairman – Board of Governors