



# **RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)**

Rajagiri P.O, Kalamassery

*Affiliated to Mahatma Gandhi University*

## **STUDENT GUIDELINES**

**2026-2027**

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## 1. ATTENDANCE

Rajagiri College of Social Sciences (Autonomous) considers student attendance an essential component of a student's performance in a course. It is mandatory for all the students to maintain 100% attendance in class sessions. Absence from classroom sessions and from other academic activities will be regarded as an act of willful indiscipline. No leave will be granted for absence beyond 25% in ordinary circumstances.

### **Guidelines:**

- Attendance is marked for each session engaged by the faculty member. This means that irrespective of the number of hours engaged, attendance will be taken only once for each continuous session.
- Students are required to check *fedena* within two days after each class to verify their attendance marking. Any discrepancy should be reported to the concerned faculty within 2 working days.
- In the case of two hour classes if the student is late for the first hour, he/she will be permitted to attend the first hour without attendance and attendance will be awarded only for the second hour onwards.
- A student is not permitted to leave an on-going class, unless a note is sent from the Principal.
- For the internal assessment process, attendance will be calculated on hourly basis unless otherwise instructed by the faculty member.
- In case the faculty member engages more than 60 hours, the first 60 hours only shall be accounted for marks/percentage of attendance.
- Students will not be allowed to enter the classroom after a faculty member has entered. There is no possibility of late coming.
- Students are not allowed to spend time with any other faculty member during normal class hours unless prior explicit permission has been obtained from the faculty member who is engaging the session at that time. The responsibility is vested with the student and excuses for being late will not be entertained.
- Any planned mass absences of a group/ class/ batch of students will result in serious consequences. Those who lead/ participate in such activities, be it from a scheduled class or training activity or an institutional function, will incur serious action.
- A student must intimate the College office in the case of any serious illness or hospitalisation as soon as possible from the date of diagnosis or hospitalisation.
- A student must submit a medical certificate and a letter from the parent/ guardian to the college office, if his/her absence on account of ill health exceeds five consecutive working days.
- This certificate and letter should be submitted by the student within two days of reporting back to the college after the absence.
- However, this certificate will not be considered for marks of attendance or any other consideration from the part of the college.
- This will render the students eligible to apply for condonation when they have shortage of attendance, ie. Attendance below 75%.

- Girl Students can avail an additional condonation 2% attendance, as per the parent university regulation.
- No student shall be allowed to produce a predated medical certificate other than the ones already submitted in the College office for availing condonation.

[This certificate may be collected by the student from the college office in the case of applying for condonation]

The respective internal mark for attendance will be distributed proportionately between 75% and 100% attendance.

The method of calculation of marks for students who have secured more than 75% attendance is as follows:

Step 1 - Calculate the percentage of presence for each student (no. of hours present ÷ no. of hours taken) x 100

Step 2 - Subtract 75 from the value obtained in Step 1 (as 75 % is the minimum requirement)

Step 3 - Divide the value obtained in Step 2 by 25. Subsequently multiply this value with the total marks assigned for attendance.

The value obtained after Step 3 gives the proportionate mark for attendance of each student.

The mark shall be zero if a student's attendance is less than or equal to 75%.

- A student who has attendance shortage may enquire with the Examination office regarding rules and procedure for condonation.

## **2. COLLEGE TIMINGS**

### **U.G. Programmes – offline classes \***

- Working day for the college starts at 9:00 am, and closes at 4:30 pm.
- Each lecture class is for 50 minutes unless the teacher decides to extend or take extra class.
- Interval is from 10:40 am to 11:00 am during the forenoon session and from 3:10 pm to 3:20 pm during the afternoon session.
- Lunch break is from 12:40 pm to 1:40 pm
- All Saturdays, except the second and fourth, are working days for the whole college.

*\* Changes may occur based on programmes.*

### **P.G. Programmes – offline classes \***

- Working day for the college starts at 9:00 am, and closes at 5:00 pm.
- Each lecture class is for 1 hour unless the teacher decides to extend or take extra class.
- Interval is from 10:55 am to 11:05 am during the forenoon session.
- Lunch break is from 1:00 pm to 2:00 pm
- All Saturdays, except second Saturday, are working days for the whole college.

*\* Changes may occur based on programmes.*

### 3. STUDENT CODE OF CONDUCT

The student code of conduct is intended to foster and protect the core mission of the College. Rajagiri College Social Sciences (Autonomous) provides a safe and secure learning environment, and aims at creating socially committed scholarly students, responsible to the academic community of the institution, and to society at large.

This document contains the rights and duties of the student community, necessary for achieving the above objective. Students and parents should read through carefully the Student Code of Conduct before securing admission in the institution. In case of any doubt, they should seek clarification from the authority concerned. Ignorance of these rules will not be accepted. RCSS management is empowered to take appropriate action against those students who violate these rules.

The code applies to all students including UG students, PG students, PhD research scholars and those who are engaged in other part-time pursuits. Students shall abide by the rules and regulations of the College and maintain the highest standards of discipline and dignified manner of behaviour both inside and outside the College campus and uphold the esteem of the College. This Code shall apply to all kinds of conduct of students that occur on the College premises, including University-sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the interests or reputation of the College.

- All students of RCSS have to wear identity tag in the premises of the college and outside the college if they are representing RCSS. No student is permitted to enter the campus without the college ID card.
- The students are prohibited from using four wheelers inside the campus. Two wheelers are allowed up to the designated parking and only during class hours.
- Outsiders including former students will be allowed to enter the campus only for genuine reasons. They will not be allowed to enter the classrooms and hostel rooms in any case. If any student brings an outsider to the campus without any genuine reason he/she will be punishable as per the existing rule of the college.
- RCSS provides infrastructure and other facilities to the students for their overall development. Misuse of the facilities provided - internet, laboratory, library and the like - for illegal and improper purposes or in violation of college regulations, will invite appropriate punishment as per the existing rule of the college.
- Students are expected to handle the furniture, equipment, fixtures and appliances of the College and laboratory carefully. Careless handling/misuse of the above could result in personal injuries or damage to property. In the event of damage of property, the students responsible will have to bear the cost of replacement/repair with a fine.
- Students who intend to represent the College in intercollegiate events shall take prior permission from the Dean /Head of the department concerned, and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for

participation. The Provisions enumerated in this code will also apply to such off-campus conduct of students.

- Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
- A student of RCSS should have respect for the law of the land and follow the same dutifully. If the students violate any provisions of the Indian Penal Law inside or outside of the campus, the college can take disciplinary action against them.

### **Disciplinary Misconduct:**

- Any action that causes physical or emotional harm to any person, students, teachers, staff or any other person whether or not a member of the college community, will be considered a major misconduct from the part of the student. Violence of any kind such as assault, fighting, injuring others, manhandling and other such debasing behaviour; outraging or attempting to outrage the modesty of any person; possession of weapons, explosives or any other similar materials that are dangerous to the safety of any member of the College community; threatening the lives or peace of others on the campus or in its precincts, are strictly prohibited.
- Conduct that seriously and materially harms the goals, pursuits, ethical standards or the learning environment in the campus, is strictly prohibited. Such conduct includes:
  - a) Wilful disobedience of instructions from the college authorities which includes teachers, administrative staff of the College, hostel warden or any other person associated with the teaching and administrative work of the College
  - b) Disrupting peace and order in the college, including riotous or disorderly behaviour; wilful damage to College property; malicious bringing down or maligning of the status or reputation of the College.
- Disruption or disturbance of college work or other activities: Students are strictly prohibited from doing any of the following acts.
  - a) Disturbing by making undue noise or otherwise, any class, any college function or any other event inside or outside the campus.
  - b) Leave or move about in the classroom during an academic session without the permission of the teacher.
  - c) Using mobile phone or other electronic devices, or engaging in any other activity inconsistent with the learning objective of the class or college event.
  - d) Behaving in a manner that is inconsistent with the behaviour and conduct reasonably expected during class or any other college function.
- Lack of respect and courtesy towards the community and individual members of the College.
- Students are prohibited from:
  - a) Discourteous or disrespectful behaviour towards teachers, administrative staff and/or guests /visitors to the College.
  - b) Verbal abuse and use of obscene language or language known to be offensive to others.
  - c) Inappropriate dress or attire in public/community areas.
  - d) Indecent behaviour, including improper public display of affection.

- Students are prohibited from any act of discrimination (physical or verbal) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

**Academic Misconduct:**

- Students are prohibited from doing dishonest acts, including lying, theft or fraud, dishonesty in any academic work, or any other aspect of college functioning.
- Cheating or other malpractices in examination / abetting the use of malpractice in an examination, including obtaining any degree, diploma, honour, prize, award or any recognition by fraud or misrepresentation, plagiarism, will all be considered as malpractices and the management will take strict action against those students who are involved.
- Prohibition of conduct hazardous to human health, society and well-being of other persons: Students are strictly prohibited from doing any of the following acts: consumption or possession of alcohol in the College premises; use of drugs, narcotics/psychotropic or similar substances; entering the college premises after consuming and under the influence of alcohol, drugs, narcotics/psychotropic or any related substances; bringing, or being party to any effort or scheme to bring, alcohol or any of the aforementioned substances into the College campus; supplying drugs or narcotics/psychotropic substances to a member of the student community regardless of where the supply occurs; being under the influence of alcohol or any of the aforementioned substances within the college precincts.

**Grievance Redressal Mechanism:**

- If any student has any complaint against fellow students, faculty member, the staff of the College, the student may submit a written complaint to the Principal or Grievance Redressal Committee to investigate the matter and determine whether or not misconduct has occurred. Students are prohibited from the use of any other illegal or undemocratic methods to raise complaints.
- If a complaint is filed, the Principal will form a Committee for enquiring into the matter. During the investigation, the Committee has to follow the principles of natural justice. All the students have to comply with the directions of the Committee for proper inquiry.
- The Enquiry Committee shall submit a report to the Principal and shall contain
  - (i) The charges and the statement of allegations of misconduct
  - (ii) The defense or admission of the student in respect of each charge
  - (iii) An assessment of the evidence with regard to each charge
  - (iv) The findings on each charge and the reasons therefor
  - (v) Recommendation on corrective measures needed.
- Students who participate in any activity or organize any event should have prior permission from the Principal. The Discipline Committee constituted by the Principal will monitor and supervise such programs, and in case of any violation of the rules, the Management of RCSS is empowered to take appropriate punishment as per the existing rule of the college.

- Students who commit theft, property damage, and vandalism will be considered severe offenders. Such students will be punished as per the existing rule of the college.
- Students are expressly prohibited from interaction, on behalf of the Institute with media representatives or invite media persons to the campus without the permission of the authorities. Students are also prohibited from sharing any photos or videos with media persons.
- Abetment of prohibited activities: A student who incites, urges, encourages, provokes, counsels, procures or commands any other student or any other person in the campus to do any of the prohibited activities will be considered as guilty of misconduct.
- Students are prohibited from publishing anything derogatory about any individuals or degrading the reputation of RCSS in any manner. If there is any violation, the Principal is empowered to take appropriate action against such students.
- Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent, is liable under the code.
- Policy on Sexual Harassment: Any kind of sexual harassment in the Campus shall be punished with Suspension / Expulsion of the student from the College.
- A student found guilty of any offence mentioned in the code shall be administered any one or all of the following disciplinary actions. The management of RCSS has the right to determine the quantum of punishment to meet the end of justice.
  - a. Fine as deemed fit
  - b. Disqualifying the student from representing the college in any activity during the period of rustication
  - c. Suspension from attending classes and from access to the College premises for a specified period
  - d. Termination of and debarment from holding any post/ office either elected or otherwise in an activity-based committee, hostel committees or any other College committees or bodies
  - e. Disqualifying the student from appearing for examinations
  - f. Expulsion from the college
  - g. Any other appropriate punishment that meets the end of justice
- The Management of RCSS reserves the right to amend the Code if found necessary.

#### **4. SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009**

**Preamble:** In view of the directions of the Hon'ble Supreme Court dated 8.05.2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.

**Objective:** To eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

**What Constitutes Ragging:** Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**Measures for Prohibition of Ragging (Extracts):**

There are a number of such measures at institution level, University Level, District level etc. Some of them that are important for students to know are as follows:

- No institution shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.
- All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or

being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

- The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.
- The application for admission, enrolment or registration must be accompanied by an Anti-Ragging Affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian. (Both these Affidavits can be downloaded from the Web)
- On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.

**Administrative Action in the Event of Ragging (Extracts):**

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  1. Suspension from attending classes and academic privileges.
  2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  3. Debarring from appearing in any test/ examination or other evaluation process.
  4. Withholding results.
  5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  6. Suspension/ expulsion from the hostel.
  7. Cancellation of admission.
  8. Rustication from the institution for period ranging from one to four semesters.
  9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

- Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

## 5. ETIQUETTE

### Dress Code

#### Under Graduate

- ❖ UG students are required to wear their uniform neatly and completely.
- ❖ Monday – Friday: College uniform with formal black shoes. The uniform shirt has to be properly tucked in with leather belt.
- ❖ Shoe: On core monsoon days all students are allowed to wear black sandals.
- ❖ Saturday: Casual Dress However, clothes worn to college must always be within the boundaries of decency. Clothing must not be "revealing", distracting, or gang-related. Footwear: Casual (No slippers/ Crocs allowed)
- ❖ Dress code for special occasions will be notified via Circular

#### Post Graduate

- ❖ Monday- Thursday: Formal wear
  - Boys - formal full-sleeve shirts tucked in, trousers with leather belt
  - Girls - trouser suits, salwar suits with well-pinned shawl or sarees
  - Formal footwear: Formal shoes with Socks. No sports shoe allowed
  - **Shoe:** On core monsoon days all students are allowed to wear black sandals.
- ❖ Saturday: Casual
  - However, clothes worn to college must always be within the boundaries of decency. Clothing must not be "revealing", distracting, or gang related.
  - Footwear: Casual (No slippers/ Crocs allowed)
- ❖ There may be variations across departments regarding formal and casual attire; these will be communicated to students during the orientation session.
- ❖ Dress code for special occasions will be notified via Circular
- ❖ Any staff member has the authority to refer the student to an administrator for inappropriate dressing. The relaxing of the rules is not to be viewed as the right to dilute the attitude of professionalism. These days should be viewed as a privilege and not as a right, and shall be at the discretion of the College administration.
- ❖ Any staff member has the authority to refer the student to an administrator for inappropriate dressing. The relaxing of the rules is not to be viewed as the right to dilute the attitude of professionalism. These days should be viewed as a privilege and not as a right, and shall be at the discretion of the College administration.
- ❖ Students will be provided with a formal uniform that they will have to wear on days when they have to interact with special guests and invitees, on days when formal functions are organized and on other days specified by the College.
- ❖ Violation of the dress code will be treated as a misconduct that would attract censure (written reprimand that may include the possibility of more severe disciplinary sanctions for continued misconduct).

**Grooming**

Hair - Well-groomed and neatly tied hair. Hair colour is allowed, but students must stick to subtle colours like Burgundy, brown, etc. Use of fluorescent colours or colours like blue green yellow purple etc not allowed.

**Beard** -have to be trimmed and groomed

**College Anthem:**

The Rajagiri Anthem is played every day at 9.00 a.m. Students are required to give due respect to the anthem and follow the guidelines of behaviour given below during the anthem.

- All students must stand at attention when they hear the anthem.
- The stance shall be with closed fist and head held high, since an anthem is a matter of pride.
- Students should not move, make noise or engage in any form of verbal or non-verbal communication during the anthem.
- If a student enters the College or is on the corridor when the anthem begins, he/she must stop where he/she is, until the anthem gets over.
- Disrespect to the college anthem will be treated as misconduct that would attract censure (written reprimand that may include the possibility of more severe disciplinary sanctions for continued misconduct).

**Discipline:**

- There are three breaks given to students on a typical working day. Students may visit the cafeteria/canteen or go outside the College building during these times. They are advised to keep noise levels very low if they stay within the building during these times. This is to ensure minimum disturbance to the office staff and faculty members.
- The premises of the College has been declared English Zone, which means that all verbal interactions of students taking place here must be in English. This is not in any way to demean the vernacular, but a conscious and concerted attempt to improve the communication skills of students in English.
- Students must take prior appointment to meet faculty members.
- No student is allowed to enter the rooms of the faculty members when they are not present unless written permission has been given by the respective faculty member.
- Faculty members close the classroom door as soon as they enter for their session. Late-comers may enter the classroom with the permission of the faculty, but attendance for the session will not be marked.
- Faculty members may give mid-session breaks if their sessions are of longer duration. Students are not supposed to go outside their classrooms during this time.
- The breaks between sessions are meant for change of faculty. Students are not to move outside their classrooms during this time.
- Birthday celebrations and felicitations on special occasions are not permitted in the classrooms. Students may make use of their breaks and celebrate such occasions outside the College building.
- Students must refrain from profane or vulgar language /dress etc.

- Students are not to use electronic devices in the classroom, library, offices, auditorium, and conference halls or in areas being used for instruction during class time without the consent of the staff member in charge. Electronic devices include, but are not limited to: Mobile phones, pagers, music electronics (stereos, cd/mp3/radio/cassette players/Speakers).

## 6. NETIQUETTES

Start into online sessions with a mind-set of cautious learning. Learn how to be on your best behavior in an online classroom with the following netiquette guidelines every online student needs to know.

### **General Etiquette**

You are expected to attend all the online sessions scheduled by the respective teachers. If you are absent from the online class, you need to inform your Batch Faculty Coordinator as well as the teacher handling the session for the day. It is the duty of the student to inform them duly and no student shall take leave without informing the teachers.

***Be on time-*** Punctuality is especially important for online Classes. Check your email regularly for details on the online session schedules.

***Choose a good location-*** a clean and non-distracting background. If possible, set up a desk with materials ready and a neutral background. Use a small, quiet, preferably carpeted room. Large rooms and rooms with tile or hardwood floors can produce an echo. Turn off loud AC units or desk fans. Try to provide a clean, distraction-free background. Make sure you're comfortable with others seeing what is in your background. If you use a laptop, ensure it is placed on a solid surface.

***Lighting in the room*** - The light has to come against you, so use a soft light source placed in front of you. Avoid back and side lighting. (Windows/lights behind you can make it hard to see your face).

***Wear proper attire*** - Make sure you are looking presentable and professional for each other. It is our expectation that students dress in a way that is modest, clean, and avoid any unnecessary distraction.

***Be ready to take notes*** - While teachers may have different instructions in different subjects and scenarios, online meetings aim to condense the time that everyone is present together. So in many cases it will be beneficial for the students to be able to jot down a note on the instructions the teacher is giving or important information he or she is sharing with you.

***Give your full, focused attention*** - Keep away from using another device or engage with someone or something else in your surroundings. Giving eye contact to the screen is a good way to show your instructor that you are attending, unless of course you are taking notes.

Be seated in a room, where you will be able to attend the class without any disturbances.

***Don't dominate the discussion*** - The students should adopt some strategy to make sure they are giving others a chance to discuss.

Sarcasm has been the source of plenty of misguided arguments online. As a rule of thumb, it's best to avoid sarcasm altogether in an online classroom. Be more careful with your words.

A certain level of formality is still expected in your communication with the Teachers. In addition to proper punctuation and spelling, it's good netiquette to use respectful greetings and signatures, full sentences etc.

Be kind and professional. "Good netiquette means conducting yourself in an online class with the same respect, politeness and professionalism that you would exhibit in a real-life classroom."

***Think before you type*** - A good rule of thumb to follow is if you're comfortable standing up in front of a classroom and saying your message, then it's most likely okay to share.

***Keep up with all assignments*** - Teachers often establish ground rules for file assignment submissions, like naming the files that help them keep things organized or acceptable file formats.

Comply with other instructions provided by the teachers from time to time.

### **Tech Specific Etiquette**

- Test your microphone and camera before the meeting begins. Technical issues are to be expected, but this will allow everyone to get underway sooner.
- Mute your microphone while the classes are going on and the camera must be on throughout the session. (The College has provided all the Students 'Data Scholarship' so that the students do not run out of the required data for the Day)
- Consider your actions on camera. Exaggerated yawning, stretching, or eating are not only distracting, but can come off as rude to the speaker and audience.
- Use a headset if possible. Test your mic before your meeting. Stay close to the mic, but don't lean in to it.
- If you experience issues with video connection, try rebooting your computer. Students having less bandwidth and internet may switch off the video under intimation to the concerned teacher.
- Encourage use of chat to give feedback/ask questions during presentations. post one word (or a short phrase or question) in chat to summarize what you got from the presentation (or ask follow-up questions)
- Don't abuse the chat box. The class chat box isn't an instant messenger like you'd use with friends. Be aware of strong language, all caps, and exclamation points. Read everything out loud before you send it. Written communication should be professional and reflect proper writing style.
- Use voting (yes/no, polls, reactions) about effectiveness of presentation or some other metric of success.

## **7. CAMPUS**

### **Relationships**

The College, as a policy, promotes healthy relationships among students based on mutual trust and respect built through good communication.

Any relationship would be deemed unhealthy under the following conditions:

- The academic performance of the concerned student is affected negatively,
- The student's relationship becomes exclusive (when other students are excluded),
- When limits of physical proximity are breached.
- If any activity in the course of such a relationship, affects the reputation of the institution.
  - If an unhealthy relationship is brought to the notice of the Batch Coordinator, he/she shall first issue a warning to the concerned persons.
  - For a student who has been warned, if anything relating to unhealthy relationships is repeated, the parents shall be called and informed about the case.

### **Property**

- Students have to take responsibility for the upkeep of the classrooms, classroom furniture, classroom audio-visual equipment, electrical fittings and corridors.
- Any breakage or damage to any property shall be intimated to the College office by the class representatives for repair and maintenance. They must note down the details in the Maintenance Register kept in the office. They must notify the Officer in charge of Classroom infrastructure - if the repair does not take place in time.
  - Any breakage or damage to any property caused by a student will result in restitution (time, money, service) and/or disciplinary actions of a more serious nature, depending on the gravity and circumstances of the offence.
- Students are financially responsible for all items issued to them by a staff member. Debts must be cleared before records can be released.

### **Mobile Phones and the Internet**

- According to Government and University regulations mobile phones are prohibited on College campuses.
- Using mobile phones in silent mode is not an option.
- The students are strictly prohibited from using the mobile phone during class hours and during any academic activities inside the college building
- The students can use mobile phones during the breaks inside the college building. However, the students are expected to use the mobile phones responsibly with due respect for the academic institution.
- Students can also use their mobile phones in the cafeteria and on the roads inside the campus.
- If the mobile phone is observed to be used/ringing in the college building during class hours, it will be confiscated by the faculty and handed over to the Department office. The details will be entered in the student folder maintained in each department office.
- The student can reclaim the mobile by making a financial contribution of ₹500 to the fund for social service activities managed by the students. However the final discretion is with the Dean/HOD of the Department.
- If the student is found to repeat the mistake strict action will be taken and a fine of Rs.2000/- will have to be paid.
- The use of internet facilities for purposes other than academic will be viewed seriously by the College and will result in disciplinary action.

- Students are not allowed to make any alterations/changes to the internet settings provided in the campus/hostels by the System Administrator. Violations will result in disciplinary action.

### **Cyber Crimes**

Students are strictly warned that they are not supposed to engage in any activity leading to cyber-crimes. Violation would result in suspension or expulsion from college/campus.

Any act of commission or omission leading to cyber crimes will be viewed seriously and reported to the Police Commissioner/Cyber Cell.

### **Identity Cards**

- Students are issued Identity Cards by the College. They are directed to wear these cards at all times inside the campus. No student will be allowed inside the campus without an ID card. Loss of this card must be intimated to the College office immediately. Students should surrender their ID cards after their course of study in the College. Replacement of lost identity cards can be done at the cost of ₹500/-.
- Students without identity cards will be liable to disciplinary probation (exclusion from specific services or participation in privileges / extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time).

### **Other Unacceptable Acts**

- Rajagiri promotes an environment-friendly campus. Hence littering on campus is prohibited. Students are expected to be responsible for preserving the campus. The use of disposable glasses and plates, especially plastic is prohibited.
  - Littering would attract a fine of ₹100/-.
- Students are urged not to waste electricity or water and to switch off fans, lights or other audio-visual equipment in class before they leave.
- Students are strictly warned against the use of any sticking tape or gum for pasting any material on the walls or roof of the College building.
- Use of alcohol, tobacco or any intoxicating or addictive substance on campus is prohibited.
- Vehicular traffic is restricted on campus. Two-wheelers may be parked only in designated areas and at the owner's risk. Parking is allowed only during college hours. Four-wheelers are not permitted on the College campus.
- The speed limit for vehicles within the campus is restricted to 20 km/hr.
- Students found speeding or engaged in a rash or negligent driving shall attract a fine of ₹500/- and/or a ban from bringing the vehicle to campus for a period of time that may be fixed by the disciplinary committee.
- In case of a violation by a registered vehicle, the action shall be taken on the student in whose name the vehicle has been registered at the College office as well as the driver of the vehicle, in case he does not happen to be the registered owner.

### **Amigo**

Amigo, a place for students' get-togethers, is built on the campus in front of the Carmel Block. Amigo is a Spanish word which means 'Friends'. This place is meant for students' gatherings and celebrations like birthdays and special gatherings of students. Amigo can

accommodate a maximum of 50 students at a time. Students can also use it for leisure activities, and they are permitted to use it only from 9.00 a.m. to 7.00 p.m. For student gatherings and celebrations, the timing shall be from 9.00 a.m. to 5.00 p.m. and that too only with prior permission from Fr. Shinto Joseph CMI, Asst. Director. The booking form is available at the Reception. A duly filled-in form may be submitted at the Reception. For special celebrations and gatherings, students have to book in advance to avoid any confusion.

### **Lift facility**

A lift facility is available at the Carmel Block for students. Students are expected to use the lift judiciously and maintain discipline in using the lift service to avoid unexpected happenings.

## **8. STUDY TRIPS/FIELD VISITS**

The students of all programmes in the College will follow the following guidelines with regard to study trips/field visits.

- The College allows the students to go on Study tours once during a programme and field visits each semester.
- The maximum duration for a Study trip is fixed as 72 hours, including maximum of one working day and two holidays, the tour should prevent early departures or late returns. The maximum duration for the field visit/industry visit is one day.
- In view of strict guidelines issued by the Regional Transport Officer, Kochi, the Bus/Contract Carriage being arranged for the Tour will have to be examined by them prior to providing sanction. Therefore, while planning such trips, the Concerned Students/Department have to provide an Application giving details of the Tour programme with the vehicle's registration number being booked at least 15 days before the Tour date. The class representatives have to give the tour proposal to the Head of the Department (HoD) to be forwarded to the Principal for his approval. This proposal must include the itinerary of the trip, the number and names of students who want to undertake the trip, Parents' consent note, full details of the resort/ hotel, the budget and per-head expenditure, and the names of faculty members who have expressed willingness to accompany them. The Application will then be forwarded to the RTO, who will fix a date/place for the Inspection of the Vehicle. The Bus operator will be informed, who will need to present the vehicle accordingly for the Inspection and obtain sanction, a copy of which is to be provided to us as confirmation.
- The minimum percentage of participation in the trip has to be 90% of the strength of the class.
- The class representatives have to approach the faculty members to ascertain their willingness to accompany them.
- Faculty accompaniment is usually in the ratio of two faculty member for 60 students. A lady teacher to accompany the batch is a must.
- The students have to bear all the costs of the trip.
- The students shall also bear the cost of the accompanying faculty members and ensure that they are treated with necessary comfort.

- Any incident of student behaviour during the trip, that adversely affects the reputation of the institution will be viewed very seriously and shall be penalised with suspension for a minimum of three days or expulsion, as the case may be.
- The concerned student shall also not be allowed to be part of future trips of the class during his/her course of study in the College.
- Students found violating any of the rules of discipline shall attract sanctions from censure to suspension.

## **9. HOSTEL AND MESS (CONDUCT & DISCIPLINE) RULES**

Rajagiri College of Social Sciences provides hostel and mess facility for students who have joined the various courses. The hostel management intends to make this place a happy, convenient and congenial one, in terms of infrastructure, facilities and food. The co-operation of the students is expected for this. The management has made the following rules for the smooth functioning of the hostel. The student and parents should read all the points carefully before applying for admission to the hostel. In case of any doubt, clarify the same with the hostel warden. Those who disagree with the rules must find accommodation outside the campus. Ignorance of these rules will not be accepted and the hostel management is empowered to expel/ suspend those students who violate the rules.

The Wardens and Assistant Warden/s appointed by the College are competent to deal with all matters pertaining to discipline and conduct of the hostels, of which they have been appointed as Wardens.

### **Admission**

- Hostel admission is not a matter of right of the student. A hosteller is merely permitted to temporarily stay in the hostel under the rules and regulations framed by the college from time to time. Hostel accommodation is intended to improve the academic performance of inmates by reducing the time for travel. Hence, all the hostellers are expected to perform fairly in academics. The hostel allotment shall be subject to the availability of space, other facilities and the rules contained in this document. Hostel accommodation at the time of admission to a Programme doesn't ensure its continuation in the subsequent years.
- Admission and allotment of rooms in the Hostel shall be made by the Hostel Management Committee consisting of the Principal, Hostel Warden, assistant warden/s and other members selected by the management from time to time. The decision of this committee shall be final.
- Re-Allotment: The student has to apply every year for re-allotment of hostel accommodation in the prescribed format. Re-allotment for hostel accommodation shall be based on their academic performance, student conduct in hostel & campus in the previous years and other conditions prescribed by the concerned authority from time to time.

- A student at the time of admission to the hostel shall remit the hostel rent, mess advance, caution deposit and other charges for the academic year as prescribed by the management.
- Application for accommodation may be submitted as per instructions displayed on hostel notice board.
- Rooms will be allotted by the warden at the time of admission and no claims for specific rooms shall be entertained. If students interchange their room with another hosteller or shift into vacant rooms without permission, the hostel management committee will take strict action against such students.

### **Code of Conduct**

- Hostellers are expected to be polite to the wardens and hostel authorities.
- Hostellers are expected to be cordial and friendly to one another.
- The general timetable of the hostel should be strictly observed by all hostellers.
- Hostellers are expected to leave for College in their complete uniform with the identity card properly displayed. The uniform shirt should be neatly tucked in and they are to wear only a black belt. They are to wear formal black shoes to College. They should maintain their hair neat and short.
- Hostellers are advised to bring the following articles in addition to their wearing apparel: Plate, glass, mattress (size 2), pillows, bath towels, toilet requirements etc. Hostellers can bring valuables such as mobile phone, laptop, ornaments etc at their own risk. The hostel management will not be responsible for the loss of any valuable articles.
- Washing, drying and ironing facility will be provided. Extra charge will be collected according to the number/weight of clothes.
- Catholic students in the hostel are strongly encouraged to attend the daily evening prayer and the holy mass on Sundays.
- The hostels will be closed during Onam and Christmas vacations and summer holidays. All the inmates should leave the hostel during these breaks.
- The hostellers shall keep their rooms, corridors, staircases and bathrooms spotlessly clean and tidy at all times. Hostellers violating this rule may be expelled from the hostel. Waste should be deposited in the dustbin only. Wet clothes should be dried in the place allotted for the same.
- Hostellers should use only their own rooms for private study, and should not roam around the hostel during the study hours. The combined study is permitted only in the common rooms and only till 9.30 p.m. Additional time, if required, for the combined study is given only with the prior permission of the Warden.
- Hostellers will not be permitted to remain in the hostel during College hours. Except in case of illness and with the prior permission of the warden, hostellers should not stay back in the hostel without attending the classes.

- Hostel staff: The hosteller shall treat the hostel staff with due courtesy at all times. Services of the hostel staff shall NOT be utilized for private or personal work.
- Inspection: The hostel rooms are subject to inspection by the College / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the rooms. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
- Leaving the Hostel: When the hosteller leaves the hostel at the end of the Semester/ Academic Year he/ she must complete the hostel clearance procedure and should submit the same to the Hostel Administrator at the time of leaving.

#### **Sick Leave:**

- In case of serious illness or infectious diseases, the hostel authorities in consultation with parent/local guardian may shift the student to an appropriate place as per medical advice.
- Hostellers desiring to avail leave due to sickness or any other genuine reason should obtain the same from the Hostel Warden. A written application or letter/ fax/ mail from parents or local guardian must be submitted along with the leave application form to avail leave for more than a day.

#### **Hostel Timings:**

- All hostellers staying in the hostels are expected to be in their respective rooms as per their respective hostel timings. However, hostellers using the library will be permitted to remain in the library during the working hours of the library.
- Attendance system in the hostel is marked through biometric punching system, and all the hostellers should mark attendance between 7.00 am – 8.45 am in the morning and between 8.00 pm – 8.30 pm in the evening. Attendance is compulsory failing which the hosteller shall be marked absent and disciplinary action will be taken against the defaulter.
- For girls: The hostel gates will be locked at 7.00 pm, and all the hostellers are expected to be in the hostel before 7.00 pm. The gate shall not be open thereafter without the hostel warden's permission.
- For Boys: No hosteller shall be permitted to stay out of the hostel after their respective hostel timings unless it is with prior permission from the hostel warden.
- On holidays, the hosteller can visit their parents/ local guardians with prior written permission on the short leave form issued by the warden of the Hostels and on the day of return, shall report back to the campus by 8.30 pm.
- All hostellers have to inform and obtain prior permission from the Hostel Warden to go out of the station (beyond Ernakulum city limits). Moreover, hostellers have to submit a consent letter/fax/e-mail from their parents/local guardians to the Hostel Warden for the same.

- Night-Out: Any hosteller requiring night-outs will have to enter in the corresponding movement registers kept with the hostel warden/his designate, before leaving the hostel. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable and will result in dismissal from the hostel.
- If the hostellers have to leave the hostel as part of any academic or extra-curricular activity, they have to inform the hostel authorities with the recommendation of the concerned faculty in the prescribed form. The details of the program also have to be submitted along with the leave application.
- Strict silence shall be observed in the hostel from 9.30 pm. to 6.00 am. Care shall be taken at all times to ensure that talking is NOT audible outside the room. Any manner of festivities and noise-making/celebrations, which may cause disturbance to other hostellers on the hostel premises, will not be allowed.
- Recreational facilities will not be available after 9.30 pm. Hostellers who create nuisance or disturbance to others will not be permitted to continue in the hostel.
- Silence shall be maintained on the hostel premises. Every student of the hostel has the civic responsibility not to be a cause of inconvenience, annoyance or disturbance to others.

#### **Use of Mobile Phones**

- Incoming /outgoing calls/playing music loudly is strictly prohibited after 9.30 pm since the students are expected to utilize the time for study.

#### **Celebrations**

- The hosteller shall take prior permission of the Warden for celebrating any festival / birthday. Such celebrations should be held only at a common place fixed for such purposes, for one to two hours, between 7.00 pm. and 8.30 pm. No kind of physical abuse is allowed in these parties and it should not create any kind of discomfort to other hostellers. Outside guests or interference of any kind will not be allowed.

#### **Visitors**

- Visitors shall be entertained only in the Visitor's Lobby between 5.00 pm. and 8.00 pm. on all working days and between 8.00 am and 8.00 pm on holidays. Guests should not, on any account, be taken to the hostel rooms. Female students are not permitted to visit the men's hostel for any reason whatsoever.

#### **Vehicle Usage**

- Any hosteller who wishes to use his own vehicle in the campus/ hostel has to obtain prior permission from the hostel management committee. An application for the same has to be submitted along with the written request signed by the parent/ local guardian & student and photocopies of RC book, Insurance and driving license. Parking inside the hostel is allowed only for those vehicles that have parking pass by paying the parking fee.

### **Furniture and fittings of appliances**

- Hostel rooms are equipped with furniture and fittings of appliances. A student occupying the room will sign for the receipt of items in the Register. He/ she will be responsible to hand over the items in their original serviceable condition to hostel authorities while leaving the rooms at the close of the academic year. In case of failure, the warden shall impose an appropriate fine as the cost of the appliances.
- The hosteller shall not bring any extra furniture or other fixtures into the room. On special request, the hostel management may allow those students who genuinely require such articles.
- All furniture and fixtures in the rooms allotted to the hosteller must be cared for properly. The hosteller will be required to pay double the original cost if any item is found damaged or missing from their room due to careless/ negligent handling. The hosteller will also be required to pay twice the charges of the repair of an item that is found to have been wilfully damaged or due to negligence or on account of misuse or unfair wear and tear.
- Interchange of Furniture/Fixture: A hosteller is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Warden, hostellers involved in such activities may be expelled from the hostel.
- Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all hostellers of the flank/wing involved. In case of theft/damage to items that pertain to use by the complete hostel, the recovery will be made from all the occupants of the hostel.

### **Electrical Appliances**

- Prohibition of use of electrical appliances: Use of gadgets like heaters, air coolers, air conditioners, music system, television etc., is not permitted in Hostel rooms. If students are found using these gadgets the same will be confiscated forthwith and will not be returned
- The available electronic appliances in the hostel (including lights, fans and other electronic appliances permitted by the hostel management) shall be used only as and when necessary and shall be switched off when it is not in use. While leaving the room hostellers should ensure that all electronic appliances are switched off. In case of default on this account, the hostel warden may impose an appropriate fine.
- Damage to College Property: Residents must take proper care in using the hostel, the campus premises and other facilities and shall not disfigure, deface or cause damage to buildings or to any articles or fixtures therein. The double of the total replacement cost shall be borne individually and/or collectively by the hostellers. This amount shall be adjusted from the caution deposit. In addition, such acts shall also invite serious disciplinary action and punishment including expulsion of the student/s from the hostel/ College.

**Mess:**

- The hostel mess shall be managed by the Mess Advisory Committee in accordance with the Mess Rules and subject to the supervision of the Hostel Warden. It is compulsory for all hostellers to have all meals in the Dining Hall during all mess timings. Hostellers are not allowed to carry their meals into hostel rooms except in case of illness and which has to be intimated to the Warden.
- It shall be mandatory for all hostellers to pay the yearly mess fee in a lump sum at the time of admission to the hostel. Refund, if any, shall be permitted only in cases of premature discontinuation of hostels. The menu for the forthcoming year shall be published in advance and shall be made available to hostellers before remittance of the mess fee.
- Only the inmates of the hostel/ mess are permitted to dine in the mess. Any hosteller found inviting day scholars or non-hostellers to have food from the hostel mess shall face disciplinary action including expulsion from the hostels. Outside food is strictly forbidden in the Mess. Members are expected to inform their absence/dining out or a night out to the Hostel Administrator well in advance, to avoid wastage of food.
- A Mess Advisory Committee comprising the Warden, the Hostel Administrator, and the hostellers will be constituted. The Committee will decide the menu, check the quality of the food from time to time, maintain a record of such inspections and give feedback for improvement of the quality and other aspects of mess and dining.
- Students have to follow the canteen timings displayed in the canteen/hostel notice board.

**Misconducts**

- Any misleading or false statement or information in the application form shall render the admission terminated and on such termination, students shall not be entitled to stay and/or enter the hostel or part thereof.
- Students shall not indulge in any political or communal activity which is detrimental to law and order, religious beliefs of fellow hostellers or against the state. Hostellers who take part in such activities shall immediately be expelled from the College.
- Students shall take prior written permission from the warden before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
- If any hosteller holds or takes part in any unauthorised meetings, collect money for any purpose, or to circulate any notice or petition without the prior permission of the Hostel Warden.
- If any hosteller is found to be part of any form of gambling in the hostel premises, he/she shall be liable and for which disciplinary action can be initiated, including levy of fines/ penalties/ suspension or expulsion from the hostel.

- Smoking and consumption of alcoholic drinks and drugs injurious to health anywhere inside the hostel/ campus or entering the hostel/campus under the influence of alcohol and use of drugs in any form is strictly prohibited. If anyone violates the rule, he/she shall be expelled from the hostel and suspend/ expelled from the College. Entering the hostel premises after consuming alcohol/drugs or after smoking will be treated a serious offence and such inmates shall be dismissed from the hostel/institution at any time without prior warning.
- Zero tolerance to Ragging: Ragging is strictly prohibited in the Hostel/ campus/ any other place of the Rajagiri College of Social Sciences. Anyone indulging in ragging or behaving in a perverse manner so as to cause physical/ mental torture to any student of RCSS shall be expelled from the hostel and suspended/ expelled from the College.
- If any hosteller keeps any object or article which is likely to cause damage or hurt to anyone by throwing the same intentionally outside through hostel windows, he shall be liable and for which disciplinary action can be initiated including suspension or expulsion from the hostel.

**Disciplinary Action:**

If any hosteller is found to be guilty of any of the offences mentioned in the rules, he shall be liable and for which disciplinary action can be initiated including levy of fines/ penalties/ suspension or expulsion from the hostel. In appropriate cases, the College reserves the right to suspend /expel such hostellers from the College. A Disciplinary Committee for the same has been constituted by the Principal.

- Any complaint against fellow-hostellers should be reported to the warden for appropriate action.
- If the hostellers have any complaints regarding the hostel facilities, a written complaint has to be submitted to the Grievance Redressal Committee.
- Directions by Warden: The Warden/Assistant Warden/s may in their discretion issue directions to maintain the hostel discipline. Failure to comply with the directions would be considered a major offence, punishable with measures decided by the Warden/ Assistant Warden/s.
- The College Disciplinary provision will be applicable to any incidents has happened in the hostel.
- Using abusive and threatening language, physical fights, use of force to accomplish unfair acts, etc. are punishable.
- Students expelled from the hostel for serious offences will be expelled from the College and vice-versa.
- Hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentary language against the hostel/mess staff is strictly

forbidden. Serious action will be taken on any complaint received from staff/faculty against students.

- If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hosteller, he will be asked to vacate the hostel forthwith. In this regard, the decision of the Chief Warden is final and binding on the individuals concerned.
- Giving false information or forging the signature of the hostel authorities is punishable offence and will be seriously dealt with.
- Violating any of the hostel rules and regulations will be viewed seriously and result in DISMISSAL from the hostel without prior intimation. No excuses and arguments will be entertained.
- The hostel committee reserves the right to amend or revise the rules and regulations whenever necessary.

#### **Protocol regarding Covid-19**

- Wearing a mask is mandatory for all the students as per the Government's instruction. Maintaining good personal hygiene practices and good civic practices such as avoiding spitting in public places and littering especially the used face masks or tissues are essential. Cover mouth with tissue or inside of elbow while coughing /sneezing.

#### **Quarantine Facility**

- It is important to immediately contact the hostel warden if there is any symptom such as fever, body pain or nausea.
- Hostellers will not be permitted to remain in the hostel if he/she is affected by communicable diseases like Smallpox, COVID-19 etc. In case the disease is detected, parents will be notified immediately for them to take their ward for treatment or the students themselves find out the quarantine facility in such circumstances.

## 10. FINAL NOTE

These guidelines are meant to direct the students in the path of self-discipline and help them function independently as responsible members of society. The spirit of the Rajagiri approach is expected to be followed in areas that have not been specifically addressed. The following disciplinary actions have been enumerated in this report:

- i. Fines.
- ii. Censure (written reprimand that may include the possibility of more severe disciplinary sanctions for continued misconduct).
- iii. Disciplinary Probation (exclusion from specific services or participation in privileges / extra-curricular College activities as set forth in the notice of disciplinary probation for a specified period of time).
- iv. Restitution (time, money, service) if damages are involved.
- v. Suspension (exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time).
- vi. Expulsion (the conditions, if any, of eligibility for readmission shall be stated in the recommendation of the Staff Council/Disciplinary committee).

While disciplinary actions have been included, repeated offences will be addressed and handled by the College administration as deemed fit.

Note: All fines collected are deposited in the Student Welfare Fund which is operated by a Committee constituted by the Principal for the welfare of the students.

# AFFIDAVIT OF UNDERTAKING

## *(Candidate Declaration)*

I,.....Who is offered provisional admission in  
.....programme at Rajagiri College of Social Sciences  
(Autonomous) do hereby solemnly affirm and declare that:

1. I have carefully read and fully understood the student guidelines send along with the offer letter.
2. I agree to abide by all the rules, regulations, and guidelines stated therein.
3. I understand that any violation of these guidelines may result in disciplinary action as deemed appropriate by the institution.

I hereby undertake to conduct myself in a responsible and disciplined manner at all times during my tenure at the institution.

**Name of Candidate:** .....

**Signature:** .....

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## *(Parent/Guardian Declaration)*

I,.....(Parent/Guardian), of  
.....(Name of Candidate), do hereby affirm that:

1. I have read and understood the student guidelines
2. I agree to ensure that my ward abides by the rules, regulations, and guidelines laid down by the institution.
3. I acknowledge that the institution reserves the right to take necessary disciplinary action in case of any violation.

**Name of Parent/Guardian:** .....

**Signature:** .....

**Address of Parent/Guardian :** .....

.....

.....

**Mobile No:** .....

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Place: .....

Date: .....