# Handbook and Academic Calendar

# 2019 – 2020

**Rajiv Gandhi National Institute of Youth Development**
(Institution of National Importance by the Act of Parliament No. 35/2012)
Ministry of Youth Affairs and Sports, Govt. of India
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## National Song

Vande Mataram!

Sujalam, suphalam, malayaja shitalam,

Shasyashyamalam, Mataram!

Vande Mataram!

Shubhrajyotsna pulakitayaminim,

Phullakusumita drumadala shobhinim,

Suhasinim sumadhura bhashinim,

Sukhadam varadam, Mataram!

Vande Mataram, Vande Mataram!

Bankim Chandra Chatterjee (1838 – 1894), one of the greatest poets of India, rendered Vande Mataram, the National Song of India, on 7th November 1875.

## The English translation of the stanza rendered by Sri Aurobindo, in prose, is:

I bow to thee, Mother,

Richly-watered, richly-fruited,

Cool with the winds of the south,

Dark with the crops of the harvests,

The Mother!

Her nights rejoicing in the glory of the moonlight,

Her lands clothed beautifully with her trees in flowering bloom,

Sweet of laughter, sweet of speech,

The Mother, giver of boons, giver of bliss.

## National Anthem

Jana-gana-mana-adhinayaka, jaya he

Bharata-bhagya-vidhata.

Punjab-Sindh-Gujarat-Maratha

Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga

Uchchala-Jaladhi-taranga.

Tava shubha name jage,

Tava shubha asisa mage,

Gahe tava jaya gatha,

Jana-gana-mangala-dayaka jaya he

Bharata-bhagya-vidhata.

Jaya he, jaya he, jaya he, Jaya

jaya jaya, jaya he!


Thou art the ruler of the minds of all people, Dispenser of India's destiny, Thy name rouses the hearts of Punjab, Sind, Gujarat and Maratha, of the Dravida and Orissa and Bengal;
It echoes in the hills of the Vindyas and Himalayas,
Mingles in the music of Jamuna and Ganges and is chanted by the waves of the Indian Sea.
They pray for thy blessings and sing thy praise.
The saving of all people waits in thy hand, thou dispenser of India's destiny.
Victory, victory, victory to thee.

- **Rabindra Nath Tagore**


## National Pledge

India is my country. All Indians are my brothers and sisters.
I love my country. I am proud of its rich and varied heritage. I shall
always strive to be worthy of it.
I shall give my parents, teachers and all elders, respect, and treat everyone with
courtesy.
To my country and my people, I pledge my devotion.
In their well-being and prosperity alone, lies my happiness.

## 1. Institute of National Importance

The Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Tamil Nadu, is an Institute of National Importance by the Act of Parliament No. 35/2012 funded by the Ministry of Youth Affairs & Sports, Government of India.

The RGNIYD functions as a vital resource centre with its multi-faceted functions of offering academic programmes at Undergraduate and Post-Graduate levels encompassing different dimensions of youth development, engaging in seminal research in the vital areas of youth development and coordinating Training Programmes for state agencies and the officials of youth organisation, besides the Extension and Outreach initiatives across the country.

The Institute functions as a think-tank of the Ministry and premier organization of youth- related activities in the country. As the apex institute at the national level, it works in close cooperation with the NSS, NYKS and other youth organizations in the implementation of training programmes. The Institute is a nodal agency for training youth as a facilitator of youth development activities in rural, urban as well as tribal areas.

The RGNIYD serves as a youth observatory and depository in the country thereby embarking on youth surveillance on youth-related issues. It has a wide network with various organizations working for the welfare and development of young people and serves as a mentor.

### Vision

As the apex national agency for youth development, the Institute strives to develop into a globally recognised and acclaimed centre of academic excellence in the field of youth development, fully responsive to the national agenda for inclusive growth, and the needs and aspirations of young people of the country to realise their potentials to create a just society.

### Mission

The Institute seeks to realise its Vision by:

- Providing substantive inputs in the formulation of youth-related policies and in developing innovative programme initiatives that respond effectively to the needs and concerns of the young people of the country;
- Developing professional capacity of all youth development agencies in the country - state-sponsored or voluntary organisations - through training and specialised services, such as: consultancies, and providing expertise and training materials for in-house training programmes;
- Setting up a world-class and modern Resource Centre that will provide library and other related services and facilities to those involved in youth-related activities -  youth organisations, educational and training institutions, researchers, scholars, and young people
- Generating authentic and comprehensive primary and secondary data on all issues and matters that impact the life of the young people in the country through a systematic and extensive programme of action research and study;

**Objectives of RGNIYD**

a) To evolve and achieve an integrated approach to Youth Development for preparing and empowering the youth for the future by –
    (i) Providing action oriented research inputs for policy formulation;
    (ii) Implementation of policy through extension and other programmes;
    (iii) Promoting assessment and impact study and conducting teaching, training and other academic programmes;

b) To set up advance National Youth Resource Centre (NYRC) commensurate with international standards to provide comprehensive and scientifically analysed data on all youth-related issues and matters, with adequate library facility, documentation and publication;

c) To provide for research and development and dissemination of knowledge through extension and outreach programmes;

d) To act as a nodal agency for capacity building of stakeholders including youth bodies, organisations and agencies relating to youth;

e) To empower youth to participate in inclusive development and nation-building;

f) To evolve as an institute of advanced study in the field of youth and to develop such professional excellence as may be required for that purpose;

g) To provide higher education in the field of youth development through employment-oriented and inter-disciplinary courses at the post-graduate level.


**The Mandate of RGNIYD**

1. To function as a Resource Agency and Think –Tank for youth programs, policies and implementation strategies.
2. To develop multi-faceted – programmes for youth keeping in view of the social harmony and national unity as the ultimate objective
3. To grow and develop as a facilitator and nodal agency for youth training, youth work, and youth development in the country for rural, urban  as well as tribal youth.
4. To function as an Institute of advanced study in the field of youth and to develop such professional excellence as may be required for the purpose.
5. To develop its programmes aimed at inculcating a sense of national pride, awareness of national goals and internalization of national values among the youth workers
6. To develop new ideas and innovative programme for motivating and creating a committed cadre of youth workers and functionaries.
7. To promote and conduct action and user based applied research and evaluation studies in youth development and through this provide necessary thrust to youth programmes on systematic and scientific lines.
8. To function as Center for Information Publication and Documentation pertaining to youth Development
9. To provide Institutional training for the personnel working in the field of youth
10. To provide appropriate youth extension projects and services which can function as laboratory on youth work.

11. To link its programmes and functions to the promotion of National Youth Policy.

**The Institute Works to Enhance International Co-operation on all Issues Related to Youth Development By:**

- Establishing productive and enduring relationship with international organisations engaged in youth-related activities; and with national youth development bodies of other countries, especially in the Asian region;
- Organising joint programmes and projects that benefit young people across the globe;
- Working to build consensus on youth-related issues;
- Offering training, consistent with international standards and curriculum, to participants from other countries in youth development areas.
- Establishing and nurturing a national network of youth development agencies and promoting co-operation and collaboration among them;
- Providing a forum to young people of the country and other involved organisations and individuals for dialogue, consultation, and exchange of views on matters and issues impacting the life of the young people in the country;
- Developing necessary expertise and proficiency of the professional personnel of the Institute to make them active partners in establishing it as the centre of excellence in youth development.

## 2. Academic Programmes

The institute offers unique and futuristic P.G. Programmes in Youth Work catering to the contemporary needs of the country's youth.

Distinct features of the Academic Programmes offered are given below:

- Choice-Based Credit System
- Path-setting Programme Design
- Innovative Teaching Methodologies
- Career-focused Training
- State-of-the-art Learning Environment
- Internship at Reputed Organisations
- Employment Enhancement Cell
- Guidance and Counselling Centre
- Overseas Participation
- Sponsorship, Scholarships and Research Fellowships
- Insightful Real -world Exposure

### 2.1. Post-Graduate Programmes

**M.Sc. Counselling Psychology**

Counselling Psychology is a specialized area in the discipline of Psychology that provides professional help to individuals to enhance their personal and interpersonal functioning across the lifespan

with a focus on emotional, social, vocational, educational, health, developmental and organizational issues. Counsellors facilitate individuals and groups to improve and adjust to demanding situation in highly effective way. The M.Sc., Programme in Counselling Psychology being offered by RGNIYD has strong roots in theory and contemporary practice commensurate to the profession. The programme will enable the students to diagnose the problems of the clients scientifically and employ the therapeutic techniques and counselling skills during the counselling process besides with ethical considerations. This cutting edge programme allows the students to choose their areas of specialization with inbuilt theory-practice nexus. The students are provided with opportunities for field practicum, internships, case works, institutional visits and supervised skill training in each domain of specialization in counselling viz., School, adolescent, career, family and work place.

The students are nurtured by providing emphasis on personal growth and awareness as well as skills training. In addition they are provided with opportunities to improve their professional competencies through skill labs, workshops, seminars, mentoring, remedial programmes and personal counselling services. The students could secure lucrative employment openings in educational institutions, corporates/industries, hospitals, adolescent and adult rehabilitation centers, NGOs, family and child care centres, legal sectors besides embarking on private practice, and as consultants to various organizations besides careers in teaching and research.

**Objectives of the Programme**

- To provide a comprehensive theoretical knowledge and to develop counselling skills
- To equip the students with diagnostic methods and psychological assessments specific to each specialized area of counselling
- To provide hands on training on various therapeutic techniques in counselling
- To promote the ability to render professional services to individuals, groups and multi-cultural/diverse/special population
- To hone the research skills for undertaking scientific studies
- To develop values and ethics appropriate to the profession of counselling

**MA Development and Policy and Practice**

`      The first programme launched under the umbrella of the Department of Development Studies is M.A. in Development Policy & Practice. The course is designed to break the new ground, drawing extensively from the wide range of theoretical perspective, issues, and practices with alternative possibility. The overarching framework of the programme encompasses the canvass of key approaches, methodologies, and methods. The pedagogic methods in the classroom learning are entwined with the field immersion that provides an immense opportunity for field tested learning. On the completion of the course, the students will be imbibed with substantive knowledge in development perspectives, issues, and methodologies. This programme, with its value- added thematic workshops and specialized training will enhance the employability of the students as professionals in the development sector in diverse settings. The *Master of Development Policy and Practice* paves the theoretical grounding that helps youth address developing world issues with practical experience. Refine the transferable skills in critical analysis, communication, cross-cultural understanding, research methods, project design, project management and teamwork. The course is designed to break the new ground, drawing extensively from the wide range of theoretical perspective, issues, and practices with alternative possibility. The overarching framework of the programme encompasses the canvass of key approaches, methodologies, and methods. The pedagogic methods in the classroom learning are entwined with the field work that provides an immense opportunity for field tested learning.

**Objectives of the Programme:**

- To Engage youth in   policy making processes

- To Create   a set of responsible and qualified development practitioners

- To Conceptualize inclusive models of development that problematizes the structural inequities in Indian context

- To Develop and deployment of participatory relations with the public

- To Explore new models and scales of partnerships for development

- To Collaborate with NGOs and start-ups for innovative models of public engagement

- To Engage in cutting edge, multi-disciplinary research on developmental issue

- To Evolve perspectives for a right-based, sustainable development paradigm

**MA Gender Studies**

Gender inequality has been a matter of major concern in India and it remains to be addressed in a more holistic way with professionally trained practitioners. In fulfilling the professional requirements of gender specialists in the development sector, the School of Gender Studies at RGNIYD offers Master's Degree Programme in Gender Studies with multi centric approach and diverse specializations. The course is judiciously balanced with theoretical foundations drawn from feminist scholarship, conceptual framework of gender and development and practice oriented approach. Pedagogy of the course is inter-aligned with class-room lectures and appropriate innovative teaching methods. The students of Gender Studies shall embark on an intellectual odyssey, a journey of two years, during which they will be ingrained with theoretical

perspectives and conceptual issues. They will also be imbibed with requisite analytical and application skills for programme / project management in development sector with particular reference to gender development. The inbuilt training component in the curriculum and value added thematic workshops conducted by the experts will enable the learners to become trainers in gender sensitization and specialists in Gender Planning and Gender Mainstreaming. This programme endeavours to produce gender specialists catering to the professional requirements of multilateral / bilateral organizations, state agencies, INGO's and NGOs implementing the women development programmes, besides academic and research institutions.

**Objectives of the Programme**

- Building capacity of state, non-state agencies and various stakeholders towards Gender Equality.
- Providing inputs for Gender Analysis and Mainstreaming in programmes and schemes for women empowerment, gender and development.
- Networking with various stakeholders and different institutions/organizations for policy advocacy/capacity building.

**M.A. Local Governance and Development**

This programme structures multi-dimensional and inter-sectoral knowledge-base for strengthening Local Government Institutions and development organisations. The curriculum enables the youth to analyse the dynamics of decentralized governance and to equip them with the requisite skills towards realising local economic development and social justice. It is expected to enhance their leadership potentials as change agents. The new trends in the field like ICT for Governance and Development, Public Policy, Sustainable Cities, Disaster & Risk Management, Evaluation of Programmes & Projects, Constituency Management, Geo-Spatial Techniques for Governance & Development, etc. are also incorporated in the programme. The programme is designed to evolve appropriate approaches and strategies in decentralised governance and development. It empowers the learner to apply the principles of 'Horizontal Learning' to identify, share and adapt the best practices, to achieve 'good governance at the grassroots'. Thematic workshops, learning journey, internship, field-based studies, social laboratory, experiential learning, etc. add value to the programme and enhance the employability of the learners in diverse work settings.

**Objectives of the Programme**

• To mould the learner as responsible citizens with social relevance, by providing relevant inputs for knowledge, attitude and skills to enable them to contribute for empowerment of Local Government Institutions, development organisations and civil society.
• To equip the learner to play an active and responsible leadership role in the functioning of Local Government Institutions.
• To develop capacity among the youth in the planning, implementation and monitoring of various development and welfare programmes.
• To enable the youth to effectively participate in disaster management and sustainable development.
• To suggest policy initiatives in various cross-cutting areas of governance and development.
• To continuously strive for realising 'Good Governance at the Grassroots'.
• To empower the learner to actively participate in governance and development as 'Subjects' rather than as 'Objects', i.e., to take part in the process as 'informed citizens' rather than as 'beneficiaries'.

**M.A in Social Innovation and Entrepreneurship**

The Department of Social Engineering at RGNIYD was established in 2015. The department has started offering programmes of study ranging from Post Graduate to Doctoral Degree. A two years Master's Degree in Social Innovation and Entrepreneurship is on offer from 2015. This program was launched by Noble Laureate Prof. Muhammad Yunus, Founder of Grameen Bank, Bangladesh. Since its inception, the graduated students were placed in prestigious organizations pertaining to social entrepreneurship. This department has wider range across the country in terms of collaboration with reputed institutes and organizations, conducting programs and having students from different parts of the country. The department has set-up the Social Enterprise Incubator (SEI@RGNIYD) to support the budding social entrepreneurs in terms of providing services such as Mentoring, Networking and Co-working space. This will help to create the young social entrepreneurs and one of the best features for fostering the innovation and entrepreneurship in academic ecosystem. The department also conducts research on various issues pertaining to Youth and Entrepreneurship. . The primary objective of the course is to create the job creators rather than the job seekers. This course has a lot of potential to transform the students as social entrepreneurs who can act as young social change agents in the society by solving the social problems through innovative entrepreneurial activities. This progress can solve the unemployment problem in country and can create the impact for nation building.

**Objectives of the Programme**

- To develop the understanding of the concept of social entrepreneurship and social enterprises and how social entrepreneurs are transforming society to deliver social impact in their communities.
- To enable the understanding of the role of measuring impact and how to quantify the social impact for investors, donors, and beneficiaries to help ensure utilisation of scarce resources.
- To equip the students with how they might apply social entrepreneurship skills in their future career to address social problems.

**M.A. Social Work (Youth and Community Development)**

The M.A. Social Work in Youth and Community Development specialization is a two year Masters' programme offered by the Department of Social Work, RGNIYD, which is a professional course, intended for training individuals who have desire for delivering youth services in a professional manner by stimulating synthesis of theory and practice. As fieldwork is central focus, the M.A. Social Work course aims to professionalize youth work and make the students as trained youth workers as well as critical reflective social work practitioners. The Department of Social Work is functioning as per UGC-NAAC Guidelines for Social Work. The course M.A. Social Work (Youth and Community Development) has the blend of theory and practice. Field work is the core strength of the Social Work Course. Hence the social work students are given professional help and guidance to carry out social work intervention methods in field setting and are monitored regularly through reports, surprise visits and field work conferences. The concurrent field work practicum is spreaded in all the semesters to expose the students to learn about different settings of Social Work, 30 days Internship is aimed to motivate the first-year students to learn about organizational functioning. Rural camp is organized for exposing the students to ground realities, the study tour is organized for establishing professional network and the 40 days block placement is aimed for enhancing professional skills in social work students and to prepare them as young professionals. The Co-curricular and extension activities like ASWIDE, STEPS, PRISM and Village Adoption programmes are provided by the Department for encouraging leadership skills among students to discuss, choose and conduct meaningful programmes for the development of students and for creating awareness among the neighbourhood communities.

**Objectives of the Programme**

- Develop an understanding of social problems among students.
- Inculcate professional capacity and skills among students to address social issues through interventions at individual, group, community and policy levels.
- Instill the values, principles and methods of social work in them to ensure social inclusion, social justice and human rights.
- Develop knowledge in the areas of youth study policies and best practices/Enhance skills and positive attitude in them to engage and build positive relationships with communities, agencies that are working for the personal, social and political development of youth.
- Prepare them as professionals in dealing youth issues with various models and intervention methods in youth work settings.
- To equip them as critical reflective practitioner/youth worker through intensive field work practicum, internship, research and block placement.

## 2.2. Undergraduate Programmes

### B. Voc. Apparel Manufacturing & Entrepreneurship B.Voc.

### Fashion Design & Retail

The Indian Textile and Apparel Industry has been growing significantly over last many years and contributing to significantly to India's GDP and serves as the second largest employment providing sector next to agriculture. In the current scenario, the Apparel & Textile Sector play a key role in country's growth and economic development. The categories of jobs available in this sector are based on creativity, technology and Management. The workforce required for Apparel Sector requires key competencies/capabilities which facilitate not only innovative responses to market pressures, but also flexible adaptation to unstable and rapidly changing markets. With this backdrop the RGNIYD has already launched the under graduate programme – B.Voc. in Apparel Manufacturing and Entrepreneurship and Fashion Designing a tripartite programme between RGNIYD, Apparel Training and Design Centre (ATDC) and Institute of Apparel Management (IAM) from the academic year 2015-16.

The Objectives of the programme are:
- to provide vocational education, hands on training, enhance their employability skills and knowledge for performing various tasks and 'employability roles' within the industry and to be highly valued by employers overseas.

- to make the learners as adaptive skilled workforce in accordance with technological advancement for creating future professionals.

### 2.3. Doctoral Programmes

The RGNIYD offers interdisciplinary doctoral programmes on youth studies vis-à-vis Counselling Psychology, Development Studies, Gender Studies, Local Governance, Social Innovation & Entrepreneurship, Social Work (Youth and Community Development), etc.

### 3. Campus Resources

RGNIYD is located on a lush green sprawling campus of 42 acres at Sriperumbudur in Tamil Nadu.

The Institute is equipped with infrastructure facilities that match international standards which include well-equipped air-conditioned Conference Halls, Classrooms, Seminar Halls and 500-member capacity Auditorium with latest Audio – Visual equipment to provide the necessary support to organise effective training programmes

In keeping with its stature as a resource centre, the in RGNIYD has a well-organised and rich library with a large collection of books, journals and CD ROMs, which are computerised for expeditious retrieval. The computer lab has the latest hardware, software, LAN, Internet and other IT related facilities which enhance IT skills of the participants.

The Institute has good boarding and lodging facilities in its well-contained hostel and guest houses. The campus also houses the residential quarters for the faculty and staff of the Institute. This encourages off-classroom interaction between the faculty and the training participants in an informal setting in the lush green ambience of the Institute.

Facilities for yoga and indoor and outdoor games are also available to take care of the participants' health and recreational needs. A well-maintained garden of special plants and an excellent landscaping of the institute provide pleasure to all visitors.

**Ilanthalir Community Radio**

Community Radio - For the adolescents and by the adolescents.

Ilanthalir means 'tender leaf' RGNIYD has established its Community Radio Station inside its campus with a frequency of 107.2 MHz. The target group includes: adolescents of school going and out of school between the age group 10 to 19 years, youth between 15 to 29 years and community involving self-help groups, gram panchayats in and around Sriperumbudur, Kancheepuram District and in some parts of Thiruvallur district.

The main objective is to widen its bond with the community; bring out talents of the adolescents in rural areas by strengthening its programming. We are targeting 10 to 19 years because adolescence is a transitional stage of physical and mental human development that occurs between childhood and adulthood which involves biological, social, and psychological changes, though the biological or physiological ones are the easiest to measure objectively.

**Computer Centre**

As Training / Capacity Building being one of the major mandates of RGNIYD, we give thrust to the utilization of state of the art technologies in the implementation of the same. In this direction we have established an air conditioned computer lab having 32 clients and 5 servers with latest configuration. This infrastructure is being used in the training of the youth and youth functionaries on various aspects of Information Technology such as Accounting, Statistical Packages and E-Learning.

**Central Library**

The RGNIYD Central library is one of the specialized libraries in the field of social science and youth development with a rich collection of books, journals and Institutional publications. It is entirely devoted to the needs of the academic, training and research by RGNIYD community and general public. Basic aim is to generate elevated values, enrich academic excellence and to provide aid in high quality research work that matches global benchmarks. It consists of well-established three floor Library building with basement as a research area.

Central Library is supported by more than 32000 books, e-journals, print journals and magazines, dissertation, audio-visuals, newspapers etc. Library has separate sections for reference books (Encyclopaedia, Handbooks, Dictionary & General), Competitive Examination Section, Hindi Section, Tamil Section, Dissertation Section, General Stack etc. It also offers reference service, research supports, circulation services, database supports, user guidance service, reprographic service, bibliographic service, online catalogue service, selected dissemination service through its in-house and current awareness service by providing new arrivals of books, information related to youth development and newspaper clipping services etc.

The Library routine services have been fully automated with user friendly integrated library management software. Centralized air condition and Wi-Fi facilities are enabled in the library premises. It is well equipped with modern RFID technology with facilities like self-check in, check out, renew, book drop box, etc. CCTVs are also installed for effective surveillance of all important locations of the Library and services. The Central Library has a seating capacity of 300 users at a time. It has friendly, service oriented and user focused library staff.

**Counselling and Assessment Centre**

The Counselling and Assessment Centre for the students of the Institute functions under the Department of Applied Psychology. The Centre offers the following services:
- Enhancement of quality of Campus life.
- Counselling for personal concerns.
- Psychological assessments (such as Intelligence, Personality, Aptitude, Interests, Self Esteem, Confidence etc.) and profiling.
- Workshops to enhance personal effectiveness.
- Crisis intervention.

Confidentiality will be maintained for all services. Appointments can be fixed with the faculty of the Department of Applied Psychology. However, emergency counselling services will be provided as and when required.

**Clubs**

- During the past Nature Club, Social service Club, Literary Club, Film Club, Spicmacy were functioning in the Institute.
- STEPS ((Students Theatre for Empowering Participating and Sensitising) and Prism an academic discourse (peer to peer discussion) is functioning in the Institute and is coordinated by the Department of Social Work to encourage healthy discussions focusing on youth matters . These clubs were initiated mainly for leisure time creativity of Students and they were guided by the faculty members. Depending upon the interests of the students, the focus, programmes and activities of these initiatives could be modified, enhanced and strengthened.

**Village Adoption**

The Katchipattu village was adopted by RGNIYD during the year 2016. The village adoption programme is the part of extension activity of Department of Social Work and the department proposes activities every year in Annual Action Plan for the youth and women in Katchipattu village. Various activities are undertaken in the village to expose the students to the rural life

- Outreach programmes
- Training programmes for villagers: youth and women
- Fieldwork exposure of Students ( Concurrent Fieldwork for Social Work Students )
- Capacity building programme
- Skill Development programme by Department of Social Engineering
- Awareness programme on Hand Wash: NSS

**Social Enterprise Incubator**

SEI@RGNIYD is a Social Enterprise Incubator is established at RGNIYD in 2019. It is coordinated by Department of Social Engineering (DSE), The Department has committed to foster the culture of social innovation and entrepreneurship by engaging youth including the students and alumni of RGNIYD as social entrepreneurs with the necessary skills, training and resources.

SEI@RGNIYD will facilitate young aspiring entrepreneurs as successful and effective job creators through incubation services. The incubation services includes effective mentoring, required coaching, needful networking, adequate air-conditioned co-working space, supporting services in Marketing, Finance, Branding, Intellectual Property Rights (IPR) etc. Apart from delivering the prime services, the incubator will also provide facility based services such as Wi-Fi, printing facility, computers etc. subject to the availability.

SEI@RGNIYD strongly believes that the young people can be transformed as social entrepreneurs with an aim to create sustainable social enterprises which leads to generate employment, address social issues and engage youth into nation building process.

**Students Council**

RGNIYD brings all its students under one Students Council. According to the RGNIYD Ordinances issued on 18 Nov 2016, there shall be a Students' Council for every academic year.

The Students Council consists of students who are nominated based on the merit in studies, sports and extra-curricular activities as well as students elected by the students as their representatives. The Dean of Students' Welfare (DSW) shall be the Chairperson of the Students' Council.

The functions of the Students Council shall be to make suggestions to the appropriate authorities of the Institute in regard to the programmes of studies, students' welfare and other matters of importance, in regard to the working of the Institute in general and such suggestions shall be made on the basis of consensus of opinion.

The Students' Council shall meet at least twice in every academic year and the first meeting of the Council shall be held in the beginning of the academic session.

For details regarding the composition, mode of election of members, etc. the Institute website (www.rgniyd.gov.in) may be referred.

**Employment Enhancement Cell**

The Employment Enhancement Cell functions for:
- capacity building and placement promotion activities for RGNIYD students;
- networking with Government/Development organisations/NGO organizations to promote employment enhancement activities across the country;
- dissemination of career related information;
- career counselling for school and college students and for unemployed youth;
- entrepreneurship promotion by conducting awareness camps;
- organizing employability skill development programmes based on the local needs; and
- facilitating the placement of students.

**Hostel**

The Institute has good boarding and lodging facilities in its well-contained hostel and guest houses. At RGNIYD, separate hostels are available for boys and girls with excellent facilities.

**Students Mess**

There is a Students Mess in the campus which is run by the Students Mess Management Committee (SMMC). Secretary/ Assistant Secretary/ Mess Committee will be elected/ nominated among the members of the Hostel/ Mess. Mess charges will be decided based on dividing system. The mess is run on self-financed basis without any financial support from the Institute. The advance mess fees should be remitted by the students directly to the students' mess account.

The SMMC account details are as follows:

Beneficiary Name: SMMC
A/C No:.2926101003230
Bank: Canara Bank
Branch: Sriperumbudur
IFSC Code: CNRB0002926

The fees are arrived at by SMMC on sharing basis, the rate may be obtained from the Secretary, SMMC

At the time of admission, an advance amount is being charged from the students against the Mess charges for six months.

The SMMC will be guided and supported by the Warden/ Assistant Warden and the administration.

**Sports**

Indoor (Carom/Chess / Table Tennis), outdoor games (Football / Basketball/ Cricket / Volley ball/ Badminton) and a state-of-the art gymnasium are available in the campus.
The timing for the gymnasium
 6-8 Morning hrs for Girls
 6-8 Evening hrs for Boys

**Alumni Association**
The Alumni Association of RGNIYD, known as RGNIYDAA, has started functioning since the exit of its first batch of Students. The alumni meetings are ordinarily held once in a year during the month of August.

## Research Unit on Youth and Local Governance

Based on the approval made by the 40th meeting of the RGNIYD Executive Council held on 05 Dec 2017, a Research Unit on Youth and Local Governance (RUYLG) has been set up at the Institute. The major objectives of the RUYLG are: Carrying out Action research projects; Initiation of evidence-based research in the field; Take up evaluation research of programmes and projects based on the scope/opportunities extended by the Government Departments, other agencies, etc.; and, Dissemination of research findings through working papers, research/ policy notes, research monographs and research reports.

The Research Unit is expected to take up research studies in broad areas like youth and local governance; Local Governments, Youth and Disaster Preparedness; Health, Hygiene and Sanitation; Youth and Agriculture; Inclusion of the excluded youth in governance and development; Formulation of ICT-based Spatial Decision Support System for political leadership;  Youth and Sustainable Development, etc.

## 4. Admission Procedure

### Duration of the Academic Programme
- The duration of P.G. Programme - Four Semesters (2 years).
- The medium of instruction - English.

### Eligibility Criteria

Bachelor's degree with a minimum of 50 percent marks (For SC/ST candidates with minimum of 45 percent marks) in any discipline from a recognized University.
For M.Sc. Counselling Psychology the applicant should have studied a minimum of 2 papers in Psychology at the Undergraduate level

### Mode of Selection:

The admission committee in its special meeting held on 13.5.2019 decided to conduct entrance exam for Department of Social Work and Applied Psychology due to receipt of more number of applications, as per RGNIYD Ordinance. The other departments had admission of students on Merit basis

### Age

There will be no age restriction for admission to these academic programmes.

**Rules of Reservation**

Reservation of seats as per the Government of India norms.
Reservation of seats for EWS as per Govt of India rules including 10% reservation for EWS category.

**Number of Seats**

For Regular Programme, number of seats will be limited to 30 per PG programme.

**Enrolment Number**

An Enrolment Number will be allotted to every student admitted at RGNIYD. They shall quote their Enrolment Number in all their correspondence with the Institute.

**Documents to be submitted at the time of admission**

1. S.S.L.C / S.S.C / H.S.C Mark Sheets.
2. Consolidated Mark Sheet / Mark Sheets of the Degree.
3. Degree Certificate / Provisional Degree Certificate / Course Completion Certificate.
4. Transfer Certificates issued by the Institution last studied.
5. Conduct Certificates issued by the Institution last studied.
6. Community and Nativity Certificate issued by the Competent Authorities.
7. Eligibility Certificate for courses other than the regular bachelor's degree / technical programmes.
8. Disability certificate indicating the percentage of disability issued by a competent authority (If applicable).
9. Migration Certificate from the University.
10. Medical certificate in case of chronic medical ailments.
11. Parent's / Guardian's Annual Income Certificate issued by the competent authority.
12. Certificate pertaining to any other additional Academic / Technical Qualification(s).
13. Experience Certificates in respect of NSS/ NYKS/ NCC/ Bharat Scouts and Guides, if any.
14. Achievements viz., Youth Awards and Sports at District/ State/ National level.
15. Two recent passport size photographs.

**5.** **Fee Structure (For Indian Students)**

| S.No | Details | I Semester | II/III/IV |
|------|---------|------------|-----------|
| **1.** | **Education Fee** | | |
| a | Tuition Fee (not applicable for SC/ST students) | Rs.3,300 | Rs.3,300 |
| b | Admission Fee | Rs.220 | - |
| c | Registration Fee | Rs.550 | - |
| d | Computer Lab Fee | Rs.1,100 | Rs. 1,100 |
| e | NSS Fee | Rs.550 | - |
| f | Sports Fee | Rs.550 | - |
| g | Students Union Fund | Rs.550 | - |
| h | Alumni Association Fund | Rs. 110 | - |
| i | Caution Deposit | Rs. 3,300 (Refundable) | - |
| j | Caution Deposit - Library | Rs. 1,100 (Refundable) | - |
| k | Library Fee | Rs.550 | - |
| l | Group Medical Insurance *** | Rs.110 | 110 (per year) |
| **Total** | | **Rs.11,990** | **4510/4400** |
| **2.** | **Hostel Fee** | | |
| a | Hostel Admission Fee | Rs.110 | - |
| b | Caution Deposit - Hostel | Rs.1,100 (Refundable) | - |
| c | Advance for Mess Charges* | 13,200/- per sem **Mess charges directly pay to: Beneficiary Name : SMMC Account No:2926101003230 Canara bank - Sriperumbudur IFSC Code:CNRB0002926** | -do- |
| d | Room Rent Per Semester ** | Rs.1980 | Rs.1980/1980/1980 |
| **Total** | | **-** | **-** |

* - Rs. 13,200/- to be paid in advance before commencement of each semester directly to Students Mess Management Committee

**1980/- per semester for six months to be paid in advance

*** Rs.110/- for Insurance Premium p.a. and it is not applicable for II & IV Semesters

**Examination Fees**

1. Examination Fees of INR 100/- per subject is to be paid.

2. An amount of INR 100 for the statement of marks per Semester is to be paid.

**Payment of Fees**

Students are expected to make the payment only through NEFT separately to the following Bank accounts as per the details furnished below. Institute website may be seen for the payment of the fees

(i) **RGNIYD Fees (All fees, EXCEPT 'Advance for Mess charges')**
Account No. : 2926101006030
Bank : CanaraBank
Branch : Sriperumbudur
IFSC Code :CNRB0002926

(II) **Mess Fees (For hostellers)**
Account No. : 2926101003230
Bank : Canara Bank
Branch : Sriperumbudur
IFSC Code :CNRB0002926

Notes:
1.    The students shall produce the proof of payment of RGNIYD Fees and Mess Fees separately. In case of RGNIYD Fees, the details shall be provided to the Academic Wing that will authorise the admission of the student to the course.  Proof of payment of Mess fees shall be submitted to the Secretary, SMMC.

2.    Fees once remitted shall not be refunded under any circumstances.

**Last Date for Payment of Fees**

| S.No. | Nature of fees | Due Date |
|---|---|---|
| 1. | I - Semester fees | Before Admission |
| 2. | III – Semester fees | 08.07.2019 (without fine) |
| 3. | III – Semester Fees | 15.07.2019 (with fine) |
| 3. | II & IV – Semester fees | 11.12.2019 (without fine) |
| 4. | II & IV – Semester fees | 18.12.2019 (with fine) |
| 5. | I & II – Semester/Arrear Examination Fees | 23.09.2019 (without fine) |
| 6. | I & II – Semester/Arrear Examination Fees | 27.09.2019 (with fine) |
| 7. | III & IV – Semester/Arrear Examination Fees | 05.03.2020 (without fine) |
| 8. | II & IV – Semester/Arrear  Examination Fees | 12.03.2020 (with fine) |

- Fees/other dues payable by the students should be remitted only online through RGNIYD website.
- Penalty for belated remittance of fee is Rs. 25/- per day.
- The students will not be permitted to attend the classes if they default to pay the fees and other dues.

## 6.    Curriculum Regulations

**Teaching Methodology**

RGNIYD is keen and concerned with innovative and creative teaching/learning methods, so as to develop creative thinking, and for providing a conducive learning environment.

The students/learners would experience the 'Joy of Learning'. There will be enough

opportunity for interaction with various stakeholders of academic learning, emphasizing field exposure, adopting inter-sectorial, inter-disciplinary approaches to understand multi-faceted issues of youth in real life situations. Accordingly, RGNIYD adopts different strategies to focus on non-traditional, innovative, participatory and interactive modes of delivery which makes teaching 'learner-centred'. The campus is vibrant with exposure to National and International expertise and scholarship, preparing the learner to move towards global peace and harmony, acquiring required skills and human values.

The following methods/techniques/materials, given alphabetical order will be appropriately applied in teaching/learning processes according to contents/objectives of teaching/learning:

| Audio-visual aids | Film critique | Review of books |
|---|---|---|
| Brainstorming | Group discussions | Role plays |
| Buzz groupsessions | Group workstrategies | Seminar |
| Case studies | Individual assignments | Special Lecture |
| Debates | Internship | Workshop |
| Experiential learning | Learning journey | |

**Attendance and Provisions for Relaxation**

Each student registered for a PG programme must secure a minimum of 80 % attendance during each semester. However, on a specific request by the student to the Director through the Head of the Department along with necessary supporting documents like medical certificate, etc., a condonation of attendance up to minimum of 70 % may be allowed. In no case, a student with less than 70 % of attendance is permitted to appear in the End Semester exams. If the attendance is between 50 – 70 %, the student can appear for the examinations in the subsequent semester. If the attendance is below 50%, the student has to repeat the semester.

Special relaxation in attendance will be given to the outstanding sportspersons for attending training camps, tournaments and sports festivals. The individuals/teams concerned must make a specific request to the Director through the Head of the Department with necessary supporting documents. During the period including the journey, they will be indicated as 'Duty leave' and will be considered as 'Present'.

For making presentations in seminars/conferences/workshops within the institute and outside, and for attending the training programmes/ exchange programmes and other programmes when nominated by the institute, the student concerned must make a specific request to the Head of the Department with necessary supporting documents. During the period including the journey, s/he will be indicated as 'Duty leave' and will be considered as 'Present'. The candidate who has been granted duty leave in such circumstances will be allowed to appear in the examination during the next semester.

**7. Evaluation Pattern**

1. The evaluation pattern for the Post-Graduate programmes consists of two principal components:

- Internal Assessment : 40 marks

- Semester Examination : 60marks

**Internal Assessment**

1.      Internal assessment system being followed as part of the evaluation of PG programmes can be restructured towards bringing more academic autonomy to the Department, offering space for creativity to the faculty members and thrust on application of knowledge acquired and development of appropriate skills to the students.

2.      While keeping the total for internal assessment as 40 marks in each course, the flexibility for incorporating the following components is to be left with the concerned Department.

- o      Assignment
- o      Seminar
- o      Analytical ability test
- o      Guided field work
- o      Survey
- o      Case Study
- o      Quiz
- o      Career Mela
- o      Training session
- o      Documentary preparation
- o      Any other innovative and creative method

3.      Each Department will decide the components of internal assessment applicable for each course and the concerned faculty/Department is to keep the relevant records for academic auditing. A copy of the question paper/other records used for internal assessment shall be sent to the O/o CoE for records. At the end of the semester, the internal marks scored by different students are to be intimated to the CoE by the respective Departments.

**Assignment**

1.      For each course, three assignments can be given to the students by the concerned faculty and the best two out of them can be considered for internal evaluation. Each assignment carries a maximum of five marks, making a total of 10 marks. While giving assignments, the specific time line for its submission of the same is also to be intimated by the faculty. The topic, outline, date of submission, etc. can be intimated through a notice by the faculty member and a copy of the same is to be retained in the file by him / her. The format for assignments including word limit can be decided by the Faculty / Department and informed to the students accordingly.

2.      Assignment will be evaluated keeping in view the following aspects:
- •      Clarity of thought and expression
- •      Neatness
- •      Logical sequencing
- •      Originality of ideas
- •      Details of the contents
- •      Punctuality in submission

**Seminar**

1.      Seminar will be evaluated by the concerned faculty for a maximum of 10 marks.

2.      Each student will be given 10 Minutes for presentation and 5 Minutes for discussion (Total 15 Minutes).

3.      Seminar will be assessed keeping in view of the relevance of the topic, style of presentation, contents of presentation, answering questions/ clarifications/discussions and the time management.

**Analytical Ability Test**

1.      For each course, two tests can be conducted during the Semester and the best out of two can be considered for internal assessment.

2.      Analytical ability Test will be conducted for the maximum of 10 (Ten) marks and will be of 30 (Thirty) minutes duration, with the word limit around 200 words.

**Other components for internal Assessment**

1. If any faculty would like to incorporate one or more components as indicated above, s/he may formulate the details of the same with objective criteria for evaluation of each component and the same can be decided by the Faculty/Department. The details of such internal assessment components are to be maintained by the concerned Faculty/Department for the purpose of academic auditing.

**End Semester Examinations**

1.  Semester Examination for each course will be conducted at the end of the semester.

2. A student will be allowed to appear in the semester examination, only after he/she has successfully completed all the components of internal assessment in the same Semester. If some of the components could not be completed by the student during the current Semester, the marks of completed components in the Semester are retained and the student is permitted to complete the remaining components of Internal Assessment in the next Semester. However, only after the completion of all the components of Internal Assessment, the student will be allowed to take up the End Semester Examination.

3.  For appearing in the semester examination, a student has to submit  the examination form before the due date.

4. If a student misses the semester examination of a course for any reason, he/she may appear for the same in the subsequent semester. This facility will be available until a student secures the minimum pass grade in the courses but up to a maximum period of four semesters since the date of registration of the course is valid for four semesters.  Beyond this period, he/she may continue for another four semesters by seeking Re-admission and by paying the requisite fee again.  In that case, the score of internal assessment marks and Semester examination will be retained and the student will be required to complete the left out requirements of such re-admitted courses.

5. For successful completion of a course, student will have to score a passing minimum of 50 % marks in aggregate, which includes both internal assessment and semester examination. However, the student should score passing minimum of 45% marks in the  semester examination for the successful completion of the course.

**Question Paper pattern – End Semester Examination**

1.      The format of question paper for End Semester Examination is given below.

**End Semester Examination – Format of Question Paper**

Max. Duration: 3 hours                                                                Max. Marks: 60 marks

<div align="center">Part A: Paragraph</div>
<div align="center">Answer all the questions, each in <b>300 words</b></div>

(5 x 6 marks = 30 marks) 1.
- (a) ……………………………………… OR (b)………………………………………
2. (a) ……………………………………… OR (b)………………………………………
3. (a) ……………………………………… OR (b)………………………………………
4. (a) ……………………………………… OR (b)………………………………………
5. (a) ……………………………………… OR (b)………………………………………

<div align="center">Part B: Essay</div>
<div align="center">Answer any <b>three</b> questions, each in about <b>1000 words</b></div>

(3 x 10 marks = 30 marks)

6.        ………………………………………………….
7.        ………………………………………………….
8.        ………………………………………………….
9.        ………………………………………………….
10.       ………………………………………………….

Note: Part 'A' will include two questions from each unit.

**Internship and Practicum**

1.      Internship and Practicum programme are important components of the curriculum for the PG Students. It provides 'experiential learning' to the student on real-time working environment in an organisation. It is aimed at providing practical exposure and hands-on experience to the students and is expected to contribute to their competency building. The Student will be placed to work in an organisation (Academic Institution/ Research Institute/ Training Institution/Youth Organisations/ Local Government Institutions/Development Organisations/ Non-Government Organisations) for a period of four weeks. Internship will be taken up after the second Semester Examinations and before the commencement of Third Semester. The list of organisations by each Department is to be submitted to the Director by the Department for approval.

2.      As part of the internship, the student is expected to submit a report and make a presentation. The report is expected to document the activities carried out, observations, reflections, learnings, and suggestions by the student based on the experiential learning. The report and presentation will be evaluated by a team of faculty members from the Department. Internship accounts for a total of 50 marks and two credits.

3.      The Practicum is designed to provide the students with hands on exposure and competency in line with the expected outcomes of the programme. It can be visualised as experiential learning that enable the students to integrate what they learn in the classroom with professional

practice. As part of the Practicum, the detailed list of activities expected to be undergone/performed by the students is to be formulated by the Department in the respective Semester. By going through the practicum, the student will be better able to adapt and apply specific skills in line with the objectives of the programme. The practicum need to be structured with proper mechanism for reporting, documentation and monitoring in a concurrent manner. The students are expected to prepare a Field report on the practicum that will be evaluated by internal and external examiners. The student may be put through a viva voce as well subsequent to the presentation of the field report by a team of examiners.

**Dissertation**

1.      Dissertation is an essential component of the curriculum for the PG students. Every student is expected to carry out a research work on any topic/ area/ programme linked with the courses they have studied. It is advisable for the student to identify a topic based on the learnings from the internship. Identifying the topic, review of related studies, preparation of design, construction of tools, etc. are carried out during the Third Semester, under the constant guidance of a Faculty. Each student has to make presentation about the project work in specific sessions in which students and faculty members of the Department will participate. The suggestions and comments during the discussions will enable the student to sharpen his/her objectives, methodology and research design.

2.      Collection of data from the field, analysis of the data and report preparation is taken up during the fourth semester. Constant guidance and support by the Guide and periodical review and presentation before the Students and Faculty members is expected to enhance the content and quality of the report, in addition to enhancing the confidence and skills of the student.

3.      Towards the end of the fourth semester, the student is expected to submit three copies of the dissertation to the O/O CoE along with the certificate from the Guide and counter-signed by the Head/ Faculty i/c of the Department.

4.      Dissertation accounts for 150 marks and six credits which includes evaluation of the report (100 marks) and viva voce (50 marks). Evaluation of the report will be carried out by two examiners (Internal/External) and viva voce. The dissertation will be evaluated considering methodology, analysis, interpretations, applicability of the outcomes and documentation.

5.      Viva voce will be carried out by three examiners (two internal and one external) and the average of marks awarded by the examiners will be considered for the final calculations. During the viva voce, at least five questions are to be put up to the candidate by the examiners.

**Improvement of Marks:**

The students of P.G. programmes, who wish to improve their marks, may do so by appearing in the subsequent semester examination. Students may apply in the prescribed application form along with prescribed examination fee per course.

The improvement is permissible in the semester examination only and not applicable for internal assessment.

**Re-admission**

Students who have discontinued their studies and who have not taken their Transfer Certificate (TC) will be eligible for readmission in the respective year/semester provided the total period

of break in studies does not exceed two academic years and subject to the recommendation of the admission committee and remittance of requisite fee.

**Fees to be charged from the PG Students (subject to change)**

Examination fee (per course)                                   : INR 100

Dissertation fee                                              : INR 500

Statement of marks (per Semester)                            : INR 100 Condonation

of 10% attendance                                            : INR 250 (per course)

Re-admission fee                                             : INR 2000

Duplicate copy of marksheet per Semester                     : INR 200+search fees
    Upto 2 years                          : INR 200
    More than 2 years upto 4 years        : Rs. 200 + Rs. 50 for each year per
            statement
    More than 4 years upto 6 years        : Rs. 200 + Rs. 75 for each year per
            statement
    More than 6 years upto 10 years       : Rs. 200 + Rs. 100 for each year per
            statement

Provisional Certificate                                      : Rs. 200

Degree Certificate                                           : Rs. 500

Duplicate copy of Degree Certificate                         : Rs. 750+search fees
    Upto 2 years                          : Rs. 750
    More than 2 years upto 4 years        : Rs. 750+Rs. 250 for each year More
    than 4 years upto 6 years             : Rs. 750+Rs. 300 for each year More
    than 6 years upto 10 years            : Rs. 750+Rs. 350 for each year

Rank Certificate                                            : Rs. 300
(Note: Rank certificate will be issued to the First, Second and Third in the order of merit only when the batch consists of 30 students)

Equivalency Certificate                                     : Rs. 1000

Verification of genuineness Certificate                     : Rs. 1000

Name change in the Institute records                        : Rs. 1000

Academic Transcript                                         : Rs. 500 for first copy;
            Rs. 50 each for addl. Copy

Dissertation  (Late submission Fee )                        : Rs 1000

## 8. General Rules and Regulations

### Non-discrimination Policy

The Institute is committed to the fundamental principle of equal opportunity and equal treatment for every prospective student. It is the policy of the institute not to discriminate on the basis of race, religion, caste or creed, ethnic origin, age, disability or gender in the administration of its educational policies, admissions policies, scholarship programmes or other institute-related programmes.

### Policy on Sexual Harassment

Constitution of India ordains sexual harassment as a human rights violation, and an infringement on life and liberty of the person. Staff, faculty and students can work together in an environment free of violence, harassment, exploitation, and intimidation that includes all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. Every employee and student needs to be aware that we, as a national Institute, believe in gender equality and protection of fundamental rights / human rights. The Institute has formed the sexual harassment committee that will penalize the offenders and will take strict action against people who do not follow policies and rules of the Institute.

### Anti-Ragging

In compliance to the 'UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009' which have been notified on 4 July 2009 in the Gazette of India, ragging in any form is banned and those who indulge in ragging will be dismissed from the Institute and will also be punished as per law.

### Policy on the Use of Alcohol and Other Drugs

The possession and consumption of alcoholic beverages in the campus is strictly prohibited. The unlawful possession, distribution, or use of a banned/controlled substance in the premises is prohibited. Violation of this prohibition will result in appropriate legal action and expulsion of the student from the Institute. As a condition of enrolment, each student of this Institute must agree that he or she will abide by the terms of the drug policy of the Institute, and will notify to the Director / Registrar of any violation occurring in the Institute's premises. Usage of any kind of recreational drugs like tobacco, pan masala, khaini, gutkha, supari, zarda, kimam and cigarettes, beedi, marijuana, etc. in the campus are strictly prohibited.

### Vandalism or Destruction of Institute's Property

Disfiguring, littering, or damaging property of the Institute is prohibited. This includes graffiti on walls, in bathrooms, in classrooms and hostels, furniture or in any Institute's property.

### Theft or Unauthorized Possession

Students involved in the theft, or possession of property without the consent of the official permission of the competent authority of the Institute may be subject to Institute's disciplinary action as well as arrest and prosecution by legal authorities.

**Breaking and Entering**

Any person attempting to enter any room, computer lab, office or other areas without authorization is strictly prohibited.

**Abuse /Physical Assault/Violence Prevention**

Students are expected to resolve personal differences in a mature and unthreatening manner. Conduct that threatens or endangers the health, safety, or welfare of the Institute's students, faculty members or staff is strictly prohibited. All students and employees are encouraged to report crimes, suspicious activities or other security problems to the competent authority of the Institute.

**Weapons**

Weapons are not permitted/ allowed inside the Institute's premises.

**Bomb Threats**

Any student who initiates a bomb threat will be handed over to Police authorities and expelled from the Institute.

**Falsification of Records**

Falsification of any Institute's record is prohibited.

**False Information**

Providing false or misleading information to the Institute's official or to local people/government authority is a violation of academic responsibility subjecting a student to disciplinaryaction.

**Gambling**
Gambling in campus is strictly prohibited.

**Misuse of Telephones**

Office telephones are for Institute's use only. Students are prohibited from making calls without authorization.

**Noise**

Excessive noise negatively impacts the learning environment. Therefore, the students should be cautious of not distracting others.

**Cellular Video / Phone Policy**

Use of cellular video features is not permitted without the consent of the person being recorded. Cellular phones are expected to be switched off or on silent mode while students are in classroom lectures, library, or at functions where ringing phones and phone conversation would be distracting to other students.

**Dress Code**

Students are expected to dress appropriately while coming to the class, library, computer lab or other premises within the campus. To promote a positive image of the person and Institute the following dress code is prescribed:

**Dress Code for Girls**

Girls should be dressed in salwar kameez with duppatta / sarees or jeans with long kurta. Transparent, sleeveless, casual wear of any kind, salwar kameez with low neck, tight fittings, T-shirt/shorttops/minisandmaxisandusageofbathroomslippersarenot permitted.

**Dress Code for Boys**

Boys should wear formals like trouser/shirt, properly 'tucked- in', shoes with socks, and cleanly shaved. T-shirts and usage of bath room slippers during class hours are not permitted.

**Cyber Crimes**

Computer centre supports the curriculum requirements, internet access and the access of the online library in an effort to assist students in their preparation of course- work. Students are expected to use computers and computer resources for the intended purpose. Students are expected to protect computers from damage (e.g. liquid spills, reckless treatment).

The Institute's computers should not be used to:
- harass, threaten, discriminate, stalk, intimidate, or otherwise cause harm or attempt
to cause harm to specific individuals or classes of individuals;
  - impede, interfere with, impair, or otherwise cause harm to the activities of others;
and
- download post or install to Institute's computers, or transport across the Institute's networks, material that is illegal, and in violation of license agreements and copyrights.

**Grievance Procedure**

The Institute supports the right of students, faculty and staff to obtain the review of actions taken that they consider unfair or as an impediment to the successful attainment of learning at Institute. It is the goal of Institute to resolve the internal disputes by taking appropriate, prompt, and fair action.

Note: Any student violating the rules of RGNIYD can be suspended and will not be permitted to represent the Institute during his/her course of study.

**9.      Hostel Rules and Regulations**

**1. Admission**
1.1. The hostel is managed by the hostel committee consisting of wardens, assistant wardens and residentteachers.

1.2. A student admitted to any academic programme in the institute will not automatically become eligible for membership in the hostel.

1.3. Application for admission to the hostel must be made in the prescribed form. Admissions are made subject to the approval of the Warden.

1.4. While every effort will be made to accommodate all the students in the hostel, the following categories of students will not be provided accommodation.
  i. Those that have not cleared the mess dues of the previous academic year.
  ii. Those that have not paid hostel deposit and establishment charges in full.
  iii. Those who are possessing powered vehicles, i.e. two wheelers and four wheelers.

1.5. Every student, before being admitted to the hostel, shall give an undertaking in writing, endorsed by the parents that he/she will abide by the rules and regulations of the hostel.

1.6. Students admitted to the hostel shall be full boarders of the hostel.

1.7. Before admission, each student has to pay admission fee, hostel deposit, establishment and other charges, which may be revised from time to time.

## 2. Discipline

2.1. Discipline in the hostel will be under the control of the Warden, Assistant Wardens and Resident Teachers.

2.2. Using Alcohol and smoking and use of other addictive substances are strictly prohibited- if anyone found to be using alcohol or other addictive substances, they will be rusticated from the hostel without notice.

2.3. Students are not permitted to cook in hostel rooms.

2.4 The warden/ assistant warden reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.

2.5. The rooms allotted to the students at the time of admission are for a limited period of up to two years or less. Residents are required to shift to other blocks/ rooms as and when informed by hostel authorities. This shifting may be necessitated due to administrative reasons and students are required to co-operate.

2.6. Students shall not change over to any other room except with the written permission of the warden.

2.7. Allotment of a room made to any student is subject to cancellation if he/ she fails to occupy it in the stipulated time or is found absent from the room without prior information or any valid reason.

2.8. Students will also forfeit their allotment if they fail to clear all their dues to the hostel by the scheduled date.

2.9. Students are requested to avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms

2.10. The students are advised not to keep large amount of cash or valuables in the room. The student is responsible for the safety of his/her belongings inside the room.

2.11. Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated.

2.12. The warden/ assistant warden or his representative may enter any room for verification at any time of the day or night.

2.13. All complaints regarding repairs/maintenance in the hostels must be entered personally by the students in the complaint register maintained by the assistant warden or his representative in the hostels. These complaints are attended to expeditiously by the estate manager and his Staff. The students can register their complaints / grievances through Students Portal.

2.14. The students should send representations to the Ministry only when their grievance represented through Students' Portal or through Dean (Students' Welfare) are not redressed within a reasonable time. Disciplinary action will be taken against those students who violate this condition.

2.15. Inmates of the hostels are not permitted to convene meetings of any sort in the Hostel premises without the prior permission of the warden/assistant warden. Disobedience of this rule will be severely dealt with.

2.16. Hostellers are not permitted to convene meeting of any nature in the hostel without the warden's written permission

2.17. Hostellers are not allowed to put up notice without the warden's written permission.

2.18. Hostellers shall not interfere with the work of the hostel staff and cases of misconduct, if any, should only be brought to the notice of the warden for appropriate action.

2.19. Students shall not remain in the hostel during class hours and at other times when their presence is expected in the institute except with the permission of the warden.

2.20. Audio system, computer and other electrical appliances in the hostel shall be used only with the prior permission of the warden. Terms and conditions for the use of such appliances will be stipulated from time to time. Audio systems shall not be played beyond 9.00p.m.

2.21. A student whose name is removed from Institution roll shall not be entitled to stay in the hostel.

2.22. The warden is vested with full powers to expel a student from the hostel with the concern of competent authorities if his / her presence is considered detrimental to the discipline of the hostel.

2.23. No boy should be found around the girls' hostel and vice versa.

2.24. No female student is allowed to enter the boys hostel. Any information regarding the same will be penalized

2.25. No male student is allowed to enter the girls hostel. Any information regarding the same will be penalized

### 3. Mess

3.1. Mess charges will be based on dividing system.

3.2. Members or their guests shall not enter the kitchen without permission.

3.3. Members shall have their food only in the respective messes allotted to them and they must adhere to the prescribed timings of the mess.
   i.  8.00 to 9.00 a.m.     – Breakfast
   ii. 1.00 to 2.00 p.m.     – Lunch
   iii. 8.00-8.30 p.m.       – Dinner

3.4. Whenever a resident is away from the hostel on valid reason for a period exceeding seven days, reduction in mess charges will be given only for the number of days in excess of two days, provided an application for reduction is made in the prescribed form well in advance.

3.5. The residents shall pay all the dues in time failing which they have to vacate the hostel. However, they may be permitted to pay the dues with such fine for late payment as may be prescribed.

3.6. Every student who is staying inside the campus is to join the mess regardless of their interest.

3.7. Mess bill has to be remitted in the Canara Bank, Sriperumbudur Branch and the counter foil should be submitted to the Academic Section

### 4. Instructions to the Students

4.1.    The main gate will remain closed at 10 p.m.

4.2.    In case of medical emergency, the concerned Warden should inform to the Assistant Security Officer (ASO) in writing to the students to leave the campus.

4.3.    The main gate of Girls Hostel will remain closed at 10.45 p.m. and it will open at 6 a.m. on the next day.

4.4.    The students are advised to register their finger print in bio-metric machine available in the main gate while leaving and entering the campus.

4.5.    No visitors are allowed to stay along with the students in the hostels (Boys and Girls).

4.6.    Visitors are allowed to meet the students only on Saturday & Sunday between 10 a.m. to 5 p.m.

4.7.    Usage of powered vehicle is not allowed inside the Institute campus. If any powered vehicles are parked inside the campus, the vehicle will be ceased by the Administration and necessary disciplinary action will be initiated against the student with a fine of INR 5,000/-

4.8.    The students mess will remain closed by 9.30 p.m. every day.

### 5.    General

5.1. No person other than those admitted as residents of the hostel may stay in the hostel premises.

5.2. Any one falling sick is advised to make use of Government hospital facilities or the nearest health centre at their own cost and also inform the warden/assistant warden/resident teacher.

5.3.  The hostel authorities cannot be held responsible for any loss or theft of the belongings of the residents. The residents must make their own arrangements for safe custody of the same.

5.4.  The inmates should strictly ensure the safety and security of the property of the institution.

5.5. These rules and regulations are subject to amendments and wherever amended, will have immediate effect and be binding on all residents.

Note: The warden and the competent authority reserve all rights to institute any rule or impose any regulation from time to time besides the regulations indicated above.

## 10. Library Rules

All are requested to observe **strict silence** in the Library.

**Working Hours:**
>   **Weekdays: 09.00 a.m. to 12.00 midnight**
>   **Saturday: 9.30 a.m. to 6.00 p.m. (For reference only)**

>   **Institute Holiday/ Sunday: Closed**

>   **During Semester**
>   **Examinations: Weekdays: 08.00 a.m. to**
>   **08.00 p.m.**
>   **Saturday: 9.30 a.m. to 6.00 p.m. (For reference only)**

**Circulation Counter Timing: 09.30 a.m. to 6.00 p.m. (Working days only)**

**Guidelines for using Library Facilities**
- The personal belongings are not allowed inside the Library and all such items are to be kept in the library property counter. Do not keep valuable items in the property counter and the Library staff will not be responsible for the loss of any personal belongings of users. Library property counter shall be used only while using the library.

- Students are allowed to bring white sheet papers, notebook, laptop, and files inside the library are to be shown for verification to the Library Security staff while entering and exit.

- Students are required to sign in the Gate register while entering and exit.

- Misbehaviour or misconduct in the library will force the library staff to seize/confiscate the library cards besides prohibiting such students from using the library services.

- The library follows open access system. All books / journals taken out of the rack **should not**

**be** replaced by users after referring/reading. Such books should be left on the table itself.

- Any issued book taken out of the library should be kept outside.

- Suggestions for procurement of new books to the Library should be forwarded though concerned authority to the Librarian. Prescribed Book requisition form can be collected from the Library.

- Consumption of food and drinks are strictly prohibited inside the Library.

- Use of the user PC kept inside the library is allowed for accessing library catalogue, e-journals, e-books and academic databases only.

- All books need to be returned for Physical Stock Verification irrespective of the date of issue and category of users. Dates for physical verification will be announced 2 weeks in advance.

**Issue of Books**

- Always carry the Identity card and must be produced whenever asked for ID card is mandatory for borrowing books.

- Library cards are not transferable.

- Handle the Library material with utmost care and a borrower shall remain responsible for material issued to her / him until it is returned.

- A book will be issued to students for a period of 14 days & renewed twice for 7 days.

- Students are responsible for the book taken in the library; they should check the condition of books. In case of any damage it should be reported to the library staff in writing immediately.

- Books will not be issued for those who are having overdue items.

- Reference Books, Dictionary, Encyclopaedia, Handbooks, Journals and magazines, Year Books, Dissertations and RGNIYD Publications are only for consultation within the Library premise.

- Any books and Reference Books can be lent out overnight, after getting permission from the librarian.

- All new arrivals of books will be displayed in separate rack at the entrance for one week; users may reserve such books and will not be issued during that period.

- The Librarian reserves the right to recall items issued at any time, even before the due date.

- User can reserve book through circulation counter.

- Return of books are mandatory on or before the due date mentioned in the due date slip attached to the book, a penalty of Rs. 2/- will be charged per day per book for the first week and Rs. 4/- per day will be charged from second week onwards.

- All items need to be returned to the Library, for Physical Verification once in a year irrespective of the date of issue and category of users. Date of Physical verification will be announced 2 weeks in advance.

**Loss of Books and /or Library Cards**

- Loss of library cards / library materials should be reported to the librarian immediately.

- Borrower is liable to replace the latest edition of the books that is lost or damaged. If unable to replace the lost/damaged book, recovery of cost of the book will be made on the following basis:

  o Current price of the book in double, if the loss of book is reported before the due date.

  o Current price of the book in double with overdue charges, if the borrower has not reported the loss of book before the due date.

  o If the missing book is rare in nature (i.e. not available in the market or out of print) then, five times the cost of the book will be recovered from the borrower.

- The borrower is responsible for any book borrowed upon his/her card that is reportedly lost.

- Duplicate card will be issued to the borrower only after a period of fifteen days from the date of report of the missing card and upon payment of Rs. 100/-

- Borrower will continue to be responsible for any loss arising from the inadvertent or misuse of the library card lost.

**Library Services**

- Circulation of Books (Issues, Returns and Renewals)
- Current Awareness Services
- Document Delivery Services
- Institution Membership / Resource Sharing
- Institutional Publication Sales/ Dissemination
- Inter Library Loan Service
- Intimation of New Arrival
- Library extension Service - Book Exhibition, Workshop etc.
- Newspapers Clipping Service
- Online Catalogue Services
- Orientation Program
- Reference Services
- Referral Service
- Reprographic Services
- Research Support
- Reservation of Book
- Resource Cell for Competitive Examinations
- Selective Dissemination of Information

- TOC Service
- User Guidance Services

**Intranet Access**

- DELNET - http://164.100.247.30/
- EPWRF India Times Series - www.epwrfits.in/index.aspx
- INDIASTAT - https://www.indiastat.com/
- JSTOR - http://www.jstor.org/
- Project Muse - https://muse.jhu.edu/
  - Humanities Collections
  - Social Science Collections
- RGNIYD Central library OPAC - http://library.rgniyd.gov.in/
- Sage Journals
- Science Direct Journals

## 11. Rights and Responsibilities of Students

### Academic Responsibility

RGNIYD is a place where freedom of thought, expression, and inquiry are recognized. However, the exercise and preservation of these freedoms require a respect for the rights of all to enjoy to the same degree. Hence, purposeful disruption of the educational process and interference with the orderly function of the Institute will not be tolerated.

### Academic Honesty

Honesty is the cornerstone of academic integrity. Students, faculty and administration are expected to create an atmosphere where the honesty of individuals will not be questioned.

Any form of academic dishonesty is considered to be a serious violation of ethics. Academic dishonesty includes the following, but is not limited to:
- intentionally incorrectly grading an assignment (either by changing or adding an answer or not marking an error incorrect)
- cheating on assignments and exams
- copying someone else's work on homework or a test
- sharing information about exam questions
- plagiarism and
- altering or misusing documents

### Plagiarism

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All of the above are examples of plagiarism. Coursework must cite all sources of both ideas and of any words and graphics that may be copied from another source. The correct procedures for citing sources will be taught by the concerned faculty.

### Emergency Situations

In case of any emergency the students may call warden/mentors / authorities given in the list of contacts.

**Students Portal**

There is a facility of registering complaint through Students Portal, RGNIYD Intranet. The student should send representations to the Ministry only when their grievances represented through Students portal or through Dean (Students Welfare) are not redressed within a reasonable time. Disciplinary action will be taken against those students who violate this condition.

**Student Safety Insurance**

RGNIYD is entering into a MoU with M/s New India Assurances Co. Ltd., Sriperumbudur, to Students Safety Package Insurance policy. The coverage will include:
Death and Medical Expenses covered only due to Road Accident for students only. Death coverage Rs.1,00,000/-. Hospitalisation expenses Rs.50,000/-. Payment of tuition and hostel fee for remaining semesters in the students account with the Institute in case the Parent/Guardian dies due to accident.

**Health Insurance**

All students are encouraged to obtain health insurance.

**Identification Cards**

The photo identification card issued by the Institute should be carried always while on campus and for access to sponsored activities.

## 12. Academic Programme Calendar 2019-2020

### July 2019

| Date | Day | Particulars | No. of Working Days | | Remarks |
|------|-----|-------------|---------|---------|---------|
| | | | I Sem. | III Sem. | |
| 04.07.19 | Thursday | | 1 | 1 | Starting of the Academic Session for III Semester students |
| 05.07.19 | Friday | | 2 | 2 | |
| 06.07.19 | Saturday | Holiday | | | |
| 07.07.19 | Sunday | Holiday | | | |
| 08.07.19 | Monday | | 3 | 3 | Last date for payment of Fees by III Sem. Students (without fine) |
| 09.07.19 | Tuesday | | 4 | 4 | |
| 10.07.19 | Wednesday | | 5 | 5 | |
| 11.07.19 | Thursday | | 6 | 6 | |
| 12.07.19 | Friday | | 7 | 7 | |
| 13.07.19 | Saturday | Holiday | | | |
| 14.07.19 | Sunday | Holiday | | | |
| 15.07.19 | Monday | | 8 | 8 | Starting of the Academic Session for I Semester students. Students of 1$^{st}$ semester will pay the fees during admission. Last date for payment of Fees by III Sem. Students (with fine) |
| 16.07.19 | Tuesday | | 9 | 9 | |
| 17.07.19 | Wednesday | | 10 | 10 | |
| 18.07.19 | Thursday | | 11 | 11 | |
| 19.07.19 | Friday | | 12 | 12 | |
| 20.07.19 | Saturday | Holiday | | | |
| 21.07.19 | Sunday | Holiday | | | |
| 22.07.19 | Monday | | 13 | 13 | |
| 23.07.19 | Tuesday | | 14 | 14 | |
| 24.07.19 | Wednesday | | 15 | 15 | |
| 25.07.19 | Thursday | | 16 | 16 | |
| 26.07.19 | Friday | | 17 | 17 | |
| 27.07.19 | Saturday | Holiday | | | |
| 28.07.19 | Sunday | Holiday | | | |
| 29.07.19 | Monday | | 18 | 18 | |
| 30.07.19 | Tuesday | | 19 | 19 | |
| 31.07.19 | Wednesday | | 20 | 20 | |

### August 2019

| Date | Day | Particulars | I Sem. | III Sem. | Remarks |
|------|-----|-------------|--------|----------|---------|
| 01.08.19 | Thursday | | 21 | 21 | |
| 02.08.19 | Friday | | 22 | 22 | |
| 03.08.19 | Saturday | Holiday | | | |
| 04.08.19 | Sunday | Holiday | | | |
| 05.08.19 | Monday | | 23 | 23 | |

| | | | | | |
|---|---|---|---|---|---|
| 06.08.19 | Tuesday | | 24 | 24 | |
| 07.08.19 | Wednesday | | 25 | 25 | |
| 08.08.19 | Thursday | | 26 | 26 | |
| 09.08.19 | Friday | | 27 | 27 | |
| 10.08.19 | Saturday | Holiday | | | |
| 11.08.19 | Sunday | Holiday | | | |
| 12.08.19 | Monday | Holiday | | | Idu'l Zuha (Bakrid) |
| 13.08.19 | Tuesday | | 28 | 28 | |
| 14.08.19 | Wednesday | | 29 | 29 | |
| 15.08.19 | Thursday | Holiday | | | Independence Day |
| 16.08.19 | Friday | | 30 | 30 | |
| 17.08.19 | Saturday | Holiday | | | |
| 18.08.19 | Sunday | Holiday | | | |
| 19.08.19 | Monday | | 31 | 31 | |
| 20.08.19 | Tuesday | | 32 | 32 | |
| 21.08.19 | Wednesday | | 33 | 33 | |
| 22.08.19 | Thursday | | 34 | 34 | |
| 23.08.19 | Friday | | 35 | 35 | |
| 24.08.19 | Saturday | Holiday | | | |
| 25.08.19 | Sunday | Holiday | | | |
| 26.08.19 | Monday | | 36 | 36 | |
| 27.08.19 | Tuesday | | 37 | 37 | Internal Test - I |
| 28.08.19 | Wednesday | | 38 | 38 | |
| 29.08.19 | Thursday | | 39 | 39 | |
| 30.08.19 | Friday | | 40 | 40 | |
| 31.08.19 | Saturday | Holiday | | | |

**September 2019**

| | | | | | |
|---|---|---|---|---|---|
| 01.09.19 | Sunday | Holiday | | | |
| 02.09.19 | Monday | Holiday | | | Ganesh Chaturthi / Vinayak Chaturthi |
| 03.09.19 | Tuesday | | 41 | 41 | |
| 04.09.19 | Wednesday | | 42 | 42 | |
| 05.09.19 | Thursday | | 43 | 43 | |
| 06.09.19 | Friday | | 44 | 44 | Games and Sports events |
| 07.09.19 | Saturday | Holiday | | | Games and Sports events |
| 08.09.19 | Sunday | Holiday | | | |
| 09.09.19 | Monday | | 45 | 45 | |
| 10.09.19 | Tuesday | Holiday | | | Muhharram |
| 11.09.19 | Wednesday | | 46 | 46 | |
| 12.09.19 | Thursday | | 47 | 47 | |
| 13.09.19 | Friday | | 48 | 48 | |
| 14.09.19 | Saturday | Holiday | | | |
| 15.09.19 | Sunday | Holiday | | | |
| 16.09.19 | Monday | | 49 | 49 | |
| 17.09.19 | Tuesday | | 50 | 50 | |
| 18.09.19 | Wednesday | | 51 | 51 | |
| 19.09.19 | Thursday | | 52 | 52 | |

| | | | | | |
|---|---|---|---|---|---|
| 20.09.19 | Friday | | 53 | 53 | |
| 21.09.19 | Saturday | Holiday | | | |
| 22.09.19 | Sunday | Holiday | | | |
| 23.09.19 | Monday | | 54 | 54 | Last date for applying for Sem./ Arrear Exams (Without fine) |
| 24.09.19 | Tuesday | | 55 | 55 | |
| 25.09.19 | Wednesday | | 56 | 56 | |
| 26.09.19 | Thursday | | 57 | 57 | |
| 27.09.19 | Friday | | 58 | 58 | Last date for applying for Sem./ Arrear Exams (With fine) |
| 28.09.19 | Saturday | Holiday | | | |
| 29.09.19 | Sunday | Holiday | | | |
| 30.09.19 | Monday | | 59 | 59 | |

**October 2019**

| | | | | | |
|---|---|---|---|---|---|
| 01.10.19 | Tuesday | | 60 | 60 | |
| 02.10.19 | Wednesday | Holiday | | | Mahatma Gandhi's birthday |
| 03.10.19 | Thursday | | 61 | 61 | |
| 04.10.19 | Friday | | 62 | 62 | Submission of Exam. Application forms to the O/O CoE |
| 05.10.19 | Saturday | Holiday | | | |
| 06.10.19 | Sunday | Holiday | | | |
| 07.10.19 | Monday | Holiday | | | An additional day for Dussehra (Maha Navami) |
| 08.10.19 | Tuesday | Holiday | | | Dussehra (Vijaya Dasami) |
| 09.10.19 | Wednesday | | 63 | 63 | Internal Test – II |
| 10.10.19 | Thursday | | 64 | 64 | |
| 11.10.19 | Friday | | 65 | 65 | |
| 12.10.19 | Saturday | Holiday | | | |
| 13.10.19 | Sunday | Holiday | | | |
| 14.10.19 | Monday | | 66 | 66 | |
| 15.10.19 | Tuesday | | 67 | 67 | |
| 16.10.19 | Wednesday | | 68 | 68 | |
| 17.10.19 | Thursday | | 69 | 69 | |
| 18.10.19 | Friday | | 70 | 70 | |
| 19.10.19 | Saturday | Holiday | | | |
| 20.10.19 | Sunday | Holiday | | | |
| 21.10.19 | Monday | | 71 | 71 | |
| 22.10.19 | Tuesday | | 72 | 72 | |
| 23.10.19 | Wednesday | | 73 | 73 | |
| 24.10.19 | Thursday | | 74 | 74 | |
| 25.10.19 | Friday | | 75 | 75 | |
| 26.10.19 | Saturday | Holiday | | | |
| 27.10.19 | Sunday | Holiday | | | Diwali (Deepavali) |
| 28.10.19 | Monday | | 76 | 76 | |
| 29.10.19 | Tuesday | | 77 | 77 | |
| 30.10.19 | Wednesday | | 78 | 78 | |
| 31.10.19 | Thursday | | 79 | 79 | |

## November 2019

| Date | Day | | | | Remarks |
|------|-----|------|------|------|---------|
| 01.11.19 | Friday | | 80 | 80 | |
| 02.11.19 | Saturday | Holiday | | | |
| 03.11.19 | Sunday | Holiday | | | |
| 04.11.19 | Monday | | 81 | 81 | |
| 05.11.19 | Tuesday | | 82 | 82 | |
| 06.11.19 | Wednesday | | 83 | 83 | |
| 07.11.19 | Thursday | | 84 | 84 | |
| 08.11.19 | Friday | | 85 | 85 | |
| 09.11.19 | Saturday | Holiday | | | |
| 10.11.19 | Sunday | Holiday | | | Prophet Mohammed's Birthday (Id-e-Milad) |
| 11.11.19 | Monday | | 86 | 86 | |
| 12.11.19 | Tuesday | Holiday | | | Guru Nanak's Birthday |
| 13.11.19 | Wednesday | | 87 | 87 | |
| 14.11.19 | Thursday | | 88 | 88 | |
| 15.11.19 | Friday | | 89 | 89 | |
| 16.11.19 | Saturday | Holiday | | | |
| 17.11.19 | Sunday | Holiday | | | |
| 18.11.19 | Monday | | 90 | 90 | Attendance to be forwarded to the O/O CoE |
| 19.11.19 | Tuesday | | 91 | 91 | |
| 20.11.19 | Wednesday | | 92 | 92 | Last working day of the session |
| 21.11.19 | Thursday | | | | |
| 22.11.19 | Friday | | | | Issue of Exam. Hall ticket |
| 23.11.19 | Saturday | Holiday | | | |
| 24.11.19 | Sunday | Holiday | | | |
| 25.11.19 | Monday | | | | Starting of I & III Sem. Exams |
| 26.11.19 | Tuesday | | | | |
| 27.11.19 | Wednesday | | | | |
| 28.11.19 | Thursday | | | | |
| 29.11.19 | Friday | | | | |
| 30.11.19 | Saturday | Holiday | | | |

## December 2019

| Date | Day | | | | Remarks |
|------|-----|------|------|------|---------|
| 01.12.19 | Sunday | Holiday | | | |
| 02.12.19 | Monday | | | | |
| 03.12.19 | Tuesday | | | | |
| 04.12.19 | Wednesday | | | | |
| 05.12.19 | Thursday | | | | |
| 06.12.19 | Friday | | | | |
| 07.12.19 | Saturday | Holiday | | | |
| 08.12.19 | Sunday | Holiday | | | |
| 09.12.19 | Monday | | 1 | 1 | II & IV Semester Classes |
| 10.12.19 | Tuesday | | 2 | 2 | |
| 11.12.19 | Wednesday | | 3 | 3 | Last date for payment of fees by II and IV Sem. students (without fine) |
| 12.12.19 | Thursday | | 4 | 4 | |
| 13.12.19 | Friday | | 5 | 5 | |
| 14.12.19 | Saturday | Holiday | | | |

| 15.12.19 | Sunday | Holiday | | | |
|---|---|---|---|---|---|
| 16.12.19 | Monday | | 6 | 6 | |
| 17.12.19 | Tuesday | | 7 | 7 | |
| 18.12.19 | Wednesday | | 8 | 8 | Last date for payment of fees by II and IV Sem. students (with fine) |
| 19.12.19 | Thursday | | 9 | 9 | |
| 20.12.19 | Friday | | 10 | 10 | |
| 21.12.19 | Saturday | Holiday | | | Vacation commences |
| 22.12.19 | Sunday | Holiday | | | |
| 23.12.19 | Monday | | | | |
| 24.12.19 | Tuesday | | | | |
| 25.12.19 | Wednesday | Holiday | | | Christmas |
| 26.12.19 | Thursday | | | | |
| 27.12.19 | Friday | | | | |
| 28.12.19 | Saturday | Holiday | | | |
| 29.12.19 | Sunday | Holiday | | | |
| 30.12.19 | Monday | | | | |
| 31.12.19 | Tuesday | | | | |

## January 2020

| 01.01.20 | Wednesday | | | | New Year |
|---|---|---|---|---|---|
| 02.01.20 | Thursday | | | | |
| 03.01.20 | Friday | | | | |
| 04.01.20 | Saturday | Holiday | | | |
| 05.01.20 | Sunday | Holiday | | | |
| 06.01.20 | Monday | | 11 | 11 | After vacation, regular classes resume for II Sem. students; For IV Sem. students, data collection, as part of dissertation. |
| 07.01.20 | Tuesday | | 12 | 12 | |
| 08. 01.20 | Wednesday | | 13 | 13 | |
| 09. 01.20 | Thursday | | 14 | 14 | |
| 10. 01.20 | Friday | | 15 | 15 | |
| 11. 01.20 | Saturday | Holiday | | | |
| 12. 01.20 | Sunday | Holiday | | | |
| 13. 01.20 | Monday | | 16 | 16 | |
| 14. 01.20 | Tuesday | | 17 | 17 | |
| 15. 01.20 | Wednesday | Holiday | | | Pongal (Tentative) |
| 16. 01.20 | Thursday | | 18 | 18 | |
| 17. 01.20 | Friday | | 19 | 19 | Last date of submission of fee without fine |
| 18. 01.20 | Saturday | Holiday | | | |
| 19. 01.20 | Sunday | Holiday | | | |
| 20. 01.20 | Monday | | 20 | 20 | Regular classes resume for IV Sem. students |
| 21. 01.20 | Tuesday | | 21 | 21 | |
| 22. 01.20 | Wednesday | | 22 | 22 | |
| 23. 01.20 | Thursday | | 23 | 23 | |
| 24. 01.20 | Friday | | 24 | 24 | Last date of submission of fee with fine |
| 25. 01.20 | Saturday | Holiday | | | |

| | | | | | |
|---|---|---|---|---|---|
| 26. 01.20 | Sunday | Holiday | | | Republic Day |
| 27. 01.20 | Monday | | 25 | 25 | |
| 28. 01.20 | Tuesday | | 26 | 26 | |
| 29. 01.20 | Wednesday | | 27 | 27 | |
| 30. 01.20 | Thursday | | 28 | 28 | |
| 31. 01.20 | Friday | | 29 | 29 | |

## February 2020

| | | | | | |
|---|---|---|---|---|---|
| 01.02.20 | Saturday | Holiday | | | |
| 02.02.20 | Sunday | Holiday | | | |
| 03.02.20 | Monday | | 30 | 30 | |
| 04.02.20 | Tuesday | | 31 | 31 | |
| 05.02.20 | Wednesday | | 32 | 32 | |
| 06. 02.20 | Thursday | | 33 | 33 | |
| 07. 02.20 | Friday | | 34 | 34 | |
| 08. 02.20 | Saturday | Holiday | | | |
| 09. 02.20 | Sunday | Holiday | | | |
| 10. 02.20 | Monday | | 35 | 35 | Internal Test - I |
| 11. 02.20 | Tuesday | | 36 | 36 | |
| 12. 02.20 | Wednesday | | 37 | 37 | |
| 13. 02.20 | Thursday | | 38 | 38 | |
| 14. 02.20 | Friday | | 39 | 39 | Annual Sports Meet (3-6 p.m.) |
| 15. 02.20 | Saturday | Holiday | | | Annual Sports Meet |
| 16. 02.20 | Sunday | Holiday | | | Annual Sports Meet |
| 17. 02.20 | Monday | | 40 | 40 | Annual Sports Meet (3-6 p.m.) |
| 18. 02.20 | Tuesday | | 41 | 41 | Annual Sports Meet (3-6 p.m.) |
| 19. 02.20 | Wednesday | | 42 | 42 | |
| 20. 02.20 | Thursday | | 43 | 43 | |
| 21. 02.20 | Friday | | 44 | 44 | |
| 22. 02.20 | Saturday | Holiday | | | |
| 23. 02.20 | Sunday | Holiday | | | |
| 24. 02.20 | Monday | | 45 | 45 | |
| 25. 02.20 | Tuesday | | 46 | 46 | |
| 26. 02.20 | Wednesday | | 47 | 47 | |
| 27. 02.20 | Thursday | | 48 | 48 | |
| 28. 02.20 | Friday | | 49 | 49 | |
| 29. 02.20 | Saturday | Holiday | | | |

## March 2020

| | | | | | |
|---|---|---|---|---|---|
| 01.03.20 | Sunday | Holiday | | | |
| 02.03.20 | Monday | | 50 | 50 | |
| 03.03.20 | Tuesday | | 51 | 51 | |
| 04.03.20 | Wednesday | | 52 | 52 | |
| 05.03.20 | Thursday | | 53 | 53 | Last date for applying for Sem./ Arrear Exams (Without fine) |
| 06.03.20 | Friday | | 54 | 54 | |
| 07.03.20 | Saturday | Holiday | | | |

| | | | | | |
|---|---|---|---|---|---|
| 08.03.20 | Sunday | Holiday | | | |
| 09.03.20 | Monday | | 55 | 55 | |
| 10.03.20 | Tuesday | | 56 | 56 | |
| 11.03.20 | Wednesday | | 57 | 57 | |
| 12.03.20 | Thursday | | 58 | 58 | Last date for applying for Sem./ Arrear Exams (With fine) |
| 13.03.20 | Friday | | 59 | 59 | |
| 14. 03.20 | Saturday | Holiday | | | |
| 15. 03.20 | Sunday | Holiday | | | |
| 16. 03.20 | Monday | | 60 | 60 | Internal Test – II |
| 17. 03.20 | Tuesday | | 61 | 61 | |
| 18. 03.20 | Wednesday | | 61 | 61 | |
| 19. 03.20 | Thursday | | 62 | 62 | Submission of Exam. Application forms to the O/O CoE |
| 20. 03.20 | Friday | | 63 | 63 | |
| 21. 03.20 | Saturday | Holiday | | | |
| 22. 03.20 | Sunday | Holiday | | | |
| 23. 03.20 | Monday | | 64 | 64 | |
| 24. 03.20 | Tuesday | | 65 | 65 | |
| 25. 03.20 | Wednesday | | 66 | 66 | |
| 26. 03.20 | Thursday | | 67 | 67 | |
| 27. 03.20 | Friday | | 68 | 68 | |
| 28. 03.20 | Saturday | Holiday | | | |
| 29. 03.20 | Sunday | Holiday | | | |
| 30. 03.20 | Monday | | 69 | 69 | |
| 31. 03.20 | Tuesday | | 70 | 70 | |

**April 2020**

| | | | | | |
|---|---|---|---|---|---|
| 01. 04.20 | Wednesday | | 71 | 71 | |
| 02. 04.20 | Thursday | | 72 | 72 | |
| 03. 04.20 | Friday | | 73 | 73 | |
| 04. 04.20 | Saturday | Holiday | | | |
| 05. 04.20 | Sunday | Holiday | | | |
| 06. 04.20 | Monday | Holiday | | | Mahavir Jayanthi (Tentative) |
| 07. 04.20 | Tuesday | | 74 | 74 | |
| 08. 04.20 | Wednesday | | 75 | 75 | |
| 09. 04.20 | Thursday | | 76 | 76 | |
| 10. 04.20 | Friday | Holiday | | | Good Friday (Tentative) |
| 11. 04.20 | Saturday | Holiday | | | |
| 12. 04.20 | Sunday | Holiday | | | |
| 13. 04.20 | Monday | | 77 | 77 | |
| 14. 04.20 | Tuesday | | 78 | 78 | |
| 15. 04.20 | Wednesday | | 79 | 79 | |
| 16. 04.20 | Thursday | | 80 | 80 | Last date for submission of Dissertation to the o/o CoE(without fine) |
| 17. 04.20 | Friday | | 81 | 81 | |
| 18. 04.20 | Saturday | Holiday | | | |
| 19. 04.20 | Sunday | Holiday | | | |
| 20. 04.20 | Monday | | 82 | 82 | |
| 21. 04.20 | Tuesday | | 83 | 83 | |

| Date | Day | Holiday | | | Remarks |
|------|-----|---------|---|---|---------|
| 22. 04.20 | Wednesday | | 84 | 84 | |
| 23. 04.20 | Thursday | | 85 | 85 | Last date for submission of Dissertation to the O/O CoE (with fine) |
| 24. 04.20 | Friday | | 86 | 86 | |
| 25. 04.20 | Saturday | Holiday | | | |
| 26. 04.20 | Sunday | Holiday | | | |
| 27. 04.20 | Monday | | 87 | 87 | |
| 28. 04.20 | Tuesday | | 88 | 88 | |
| 29. 04.20 | Wednesday | | 89 | 89 | |
| 30. 04.20 | Thursday | Holiday | | | Budh Purnima (Tentative) |

**May 2020**

| Date | Day | Holiday | | | Remarks |
|------|-----|---------|---|---|---------|
| 01.05.20 | Friday | | 90 | 90 | Attendance to be forwarded to the O/O CoE |
| 02.05.20 | Saturday | Holiday | | | |
| 03.05.20 | Sunday | Holiday | | | |
| 04.05.20 | Monday | | 91 | 91 | |
| 05.05.20 | Tuesday | | 92 | 92 | Last working day of the session |
| 06. 05.20 | Wednesday | | | | |
| 07. 05.20 | Thursday | | | | Issue of Exam. Hall ticket |
| 08. 05.20 | Friday | | | | |
| 09. 05.20 | Saturday | Holiday | | | |
| 10. 05.20 | Sunday | Holiday | | | |
| 11. 05.20 | Monday | | | | Starting of II & IV Sem. Exams |
| 12. 05.20 | Tuesday | | | | |
| 13. 05.20 | Wednesday | | | | |
| 14. 05.20 | Thursday | | | | |
| 15. 05.20 | Friday | | | | |
| 16. 05.20 | Saturday | Holiday | | | |
| 17. 05.20 | Sunday | Holiday | | | |
| 18. 05.20 | Monday | | | | |
| 19. 05.20 | Tuesday | | | | |
| 20. 05.20 | Wednesday | | | | |
| 21. 05.20 | Thursday | | | | |
| 22. 05.20 | Friday | | | | |
| 23. 05.20 | Saturday | Holiday | | | Id-ul-fitr |
| 24. 05.20 | Sunday | Holiday | | | |
| 25. 05.20 | Monday | | | | Commencement of Internship for II Sem. students |
| 26. 05.20 | Tuesday | | | | |
| 27. 05.20 | Wednesday | | | | |
| 28. 05.20 | Thursday | | | | |
| 29. 05.20 | Friday | | | | |
| 30. 05.20 | Saturday | Holiday | | | |
| 31. 05.20 | Sunday | Holiday | | | |

**June 2020**

| Date | Day | | | | |
|------|-----|--|--|--|--|
| 01. 06.20 | Monday | | | | |
| 02. 06.20 | Tuesday | | | | |
| 03. 06.20 | Wednesday | | | | |
| 04. 06.20 | Thursday | | | | |
| 05. 06.20 | Friday | | | | |
| 06. 06.20 | Saturday | Holiday | | | |
| 07. 06.20 | Sunday | Holiday | | | |
| 08. 06.20 | Monday | | | | |
| 09. 06.20 | Tuesday | | | | |
| 10. 06.20 | Wednesday | | | | |
| 11. 06.20 | Thursday | | | | |
| 12. 06.20 | Friday | | | | |
| 13. 06.20 | Saturday | Holiday | | | |
| 14. 06.20 | Sunday | Holiday | | | |
| 15. 06.20 | Monday | | | | |
| 16. 06.20 | Tuesday | | | | |
| 17. 06.20 | Wednesday | | | | |
| 18. 06.20 | Thursday | | | | |
| 19. 06.20 | Friday | | | | Completion of Internship for II Sem. Students |
| 20. 06.20 | Saturday | Holiday | | | |
| 21. 06.20 | Sunday | Holiday | | | |
| 22. 06.20 | Monday | | | | |
| 23. 06.20 | Tuesday | | | | |
| 24. 06.20 | Wednesday | | | | |
| 25. 06.20 | Thursday | | | | |
| 26. 06.20 | Friday | | | | |
| 27. 06.20 | Saturday | Holiday | | | |
| 28. 06.20 | Sunday | Holiday | | | |
| 29. 06.20 | Monday | | | | |
| 30. 06.20 | Tuesday | | | | |

**Note:**
1. List of Closed Holidays for the year 2020 to be observed by all Central Government offices in Tamil Nadu will be notified by the CGEWCC, Chennai. Accordingly, changes in the academic calendar will be incorporated and separate communication will be made.

2. Academic Session for 2019-20 will commence on 15 July 2019.

3. O/o CoE will indicate the date for declaration of results in each session separately.

## 13. RGNIYD Faculty/Key Staff Telephone Numbers

| Sl. No. | Name | Designation | Intercom | Telephone Numbers | | |
| --- | --- | --- | --- | --- | --- | --- |
| | | | | Office | Residence | Mobile |
| 1. | Shri Konthang Touthang | Director i/c | 301 | 27162705 | | |
| 2. | Dr.Vasanthi Rajendran | Dean (Academic) | 318 | | | 8527514585 |
| 3. | Dr.S.Suresh | Dean (Research) | 311 | | | 9442034971 |
| 4. | Dr.K.Gireesan | Dean (Students' Welfare) | 319 | | | 9445400855 |
| 5. | Dr.S.Suresh | Controller of Examinations | 311 | | | 9442034971 |
| | **Department of Applied Psychology** | | | | | |
| 6. | Dr. S Suresh | Associate Professor & Head | 311 | | | 9442034971 |
| | **Department of Development Studies** | | | | | |
| 7. | Dr. P Sahoo | Associate Professor & Head | 325 | | | 8056645140 |
| 8. | Dr. P Sivakumar | Assistant Professor | 333 | | | 9444581080 |
| 9. | Dr Anbu Kavitha | Assistant Professor | 326 | | | 7598872104 |
| | **Department of Gender Studies** | | | | | |
| 10. | Dr. T Gopinath | Assistant Professor & Head i/c | 354 | | | 9442110723 |
| 11. | Ms. Avinu Veronica Richa | Assistant Professor | 354 | | | 7904871335 |
| 12. | Dr. Niyathi R Krishna | Assistant Professor | 323 | | | 8979561935 |
| | **Department of Local Governance** | | | | | |
| 13. | Dr. Inderjeet Singh Sodhi | Professor & Head | 340 | | | 9414064162 |
| 14. | Dr. K Gireesan | Associate Professor | 319 | | | 9445400855 |
| 15. | Dr. P.H Kalesh | Assistant Professor | | | | 9444862892 |
| | **Department of Social Engineering** | | | | | |
| 16. | Dr. Sharmistha Bhattacharjee | Associate Professor & Head | 317 | | | 08939778837 |
| 17. | Dr. Rambabu Botcha | Assistant Professor | | | | 8527537803 |
| | **Department of Social Work** | | | | | |
| 18. | Dr. S Lalitha | Assistant Professor & Head i/c | 316 | | | 9884379410 |
| 19. | Dr. S Kumaravel | Assistant Professor | | | | 9943060496 |
| | **Officers and Staff** | | | | | |
| 20. | Shri. N Aghilan | Assistant Registrar & CPIO | 356 | 27163127 | | 9843298529 |
| 21. | Shri. M Chandrasekaran | Section Officer (Academic) | 339 | 27162612 | | 9941111768 |
| 22. | Smt. Kala Balaji | PS to Director | 302 | 27162705 | | 9840487180 |
| 23. | Shri. Ram Kumar | Technical Officer | 338 | | | 9444271779 |
| 24. | Shri. D Surendra Babu | Technical Officer | 338 | | | 9787453846 |
| 25. | Shri. S Balakrishnan | Programmer | 338 | | | 9944481770 |
| 26. | Ms. Renuka | LDO | 173 | | | 09497257469 |

| 27. | Ms. Ramya | LAT | 173 | | | |
|-----|-----------|-----|-----|---|---|---|
| 28. | Shri. P Mohanraj | Physical Training Instructor (Contract) | 310 | | | 9787930669 |

# 14. Help Lines

**Sriperumbudur**
- Canara Bank - 044-27162040 / 180004250018
- Government Hospital - 044-27437221 / 9444155055
- Jaya Hospital - 044-27163133 / 9842332443
- Ambulance - 108
- Fire Station - 044-27162259
- Nehru Yuva Kendra Sangathan - 044-27162948
- Railway PNR Enquiry - 123
- Railway Booking IRCTC - 25300000

**Chennai**
- Child Help Line - 044-25352101/25356885
- Women Help Line - 044-23452365 /1091
- GIT-Customer Care - 044-42886000
- Just Dial - 69999999/26444444
- National Service Scheme - 044-28225709/9962881972
- SIFY Toll free No. - 18603458888

**General**
- Blood Bank - 1910
- Women in Distress - 1020
- Catastrophe & Trauma Service - 1099
- Eye Bank - 1919
- Child Labour / Old Age Help Line / Anti-corruption - 1098
- Heart Attack - 1050
- Heart Brigade - 1051
- Police - 100
- Fire Brigade - 101
- Accidents - 102
- AIDS Control Centre - 1097
- Ambulance - 108
- Local Assistant – 199
- Anti-Ragging Toll Free - 1800-180-5522

## 15. Time Table Odd

## Semester

| Days/Timing | 1 | 2 | 3 | LUNCH | 4 | 5 |
|---|---|---|---|---|---|---|
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |

## Even Semester

| Days/Timing | 1 | 2 | 3 | LUNCH | 4 | 5 |
|---|---|---|---|---|---|---|
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |

# Notes