

Handbook and Academic Calendar

2018 – 2019

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

Sriperumbudur – 602 105

Tele Fax: 044 – 27163227

Website: www.rgniyd.gov.in

PERSONAL MEMORANDUM

Name:

Programme:

Enrolment Number: Date of Birth:

Height: Weight: Blood Group:

Identification Marks: 1

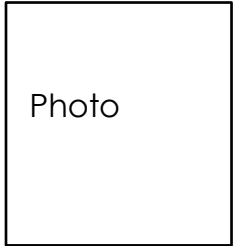
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Date of Admission:
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Present Address:
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Permanent Address:
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Mobile: Email ID:.....



EMERGENCY CONTACT

Name:

Address:
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Mobile:

Date:

Signature

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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; and,
- 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

- To evolve as an Institute of advanced study in the field of youth development.
- To undertake action and applied research
- To empower youth to participate in inclusive development and nation building
- To provide higher education in the field of youth development
- To carry out policy research, evaluation and impact analysis of youth programmes

The Mandate of RGNIYD

- To function as a Resource Agency and Think-Tank for youth programs, policies and implementation strategies.
- To develop multi-faceted – programmes for youth keeping in view of the social harmony and national unity as the ultimate objective.
- 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.
- 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.
- 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.
- To develop new ideas and innovative programme for motivating and creating a committed cadre of youth workers and functionaries.
- 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.
- To function as Centre for Information Publication and Documentation pertaining to youth Development.
- To provide Institutional training for the personnel working in the field of youth.
- To provide appropriate youth extension projects and services and this can function as laboratory on youth work.
- 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.A. Development Policy and Practice

M.A. Development Policy and Practice is launched in recognition of the need for the quality professionals in the development sector. 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 class room learning are entwined with the field immersion that provides immense opportunity for field tested learning. On the completion of the course, the students will be imbued 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.

Programme Objectives:

- The course aims to equip the students with requisite skills to work with State Agencies, INGOs & NGOs and Multilateral & Bilateral organisations engaged in development work.
- The programme will focus on developing analytical skills and critical engagement with contemporary debates in theory, policy and programmes.
- On the completion of the course, the students will be able to link micro level issues with macro level policies and programmes.
- The students will be imbued with essential attributes and development emotion such as thinking, feeling, responding, commitment etc. that are imperative to work with underserved.

Programme Highlights:

- The course is designed to break the new ground, drawing extensively from the wide range of theoretical perspectives, development issues and development experiences.
- The overarching framework of the programme encompasses the canvass of key approaches, development models, practices and alternative development.
- The Programme has a judicious blend of: a) Theory-based courses b) Policies and Practice-based courses and c) Skill-based courses.

M. A. 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 specialisations. 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 sensitisation and specialists in Gender Planning and Gender Mainstreaming.

This programme endeavours to produce gender specialists catering to the professional requirements of multilateral / bilateral organisations, state agencies, INGO's and NGOs implementing the women development programmes, besides academic and research institutions.

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. Social Innovations and Entrepreneurship

M.A in Social Innovations and Entrepreneurship is a two-year masters' programme designed to provide students with a new orientation and way of thinking to organize and lead sustainable development through social entrepreneurship. It is a distinctive programme structured to prepare the students professionally for meaningful social engagement by reflecting on the issues of unemployment by setting new patterns and possibilities for employment generation through social innovation and entrepreneurship. The programme provides extensive use of case studies, field immersion oriented learning, enabling students to explore new analytical frameworks and the latest research within a context of social entrepreneurship. Students build skills through group interaction in case discussions, simulations and team exercises and have opportunities to apply what they learn from class room to real world social business challenges. During the study, students will learn to question relentlessly, to think broadly and to evaluate consequences thereby develop the skills and thinking frames needed by Change Leaders today.

MASIE programme will give a great advantage when it comes to finding a job especially in social enterprises as RGNIYD has established knowledge partnership MoU with Centre for Social Innovation and Entrepreneurship (CSIE), IIT Madras, Chennai and Confederation of Indian Industry (CII). It would help students to find career destination or begin their own social venture.

On completion of the course the students will be able to:

- Understand the pivotal role of Social Innovations and Entrepreneurial ventures as means and ways to fight against global issues starting at grassroots level
- Formulate a business plan with market potentiality and submit at the end of the course individually as a project, that they may establish in future.
- Initiate a start-up business by availing necessary business support services viz., counselling, training, financial linkage with banks and other agencies.

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

Social work is an interdisciplinary subject which also needs to be expanded in the terrain of youth and community development. India is the youngest country with 64 per cent of its population in the working age group. The median individual in India will be 28 years in 2020 and the youth are going to be turned into a demographic dividend, it is essential to pay due attention to this dynamic workforce. Access to opportunities and providing training will empower the youth to contribute towards nation building. The National Youth Policy, 2014 (NYP-2014) also emphasizes on youth development and productive youth participation. According to a UN High Level Panel report on the Post 2015 development agenda and the Sustainable Development Goals, Youth should be placed at the centre of any new development framework by focussing on youth development. This will enable them to design, implement and monitor youth empowerment strategies. For assessing the needs of the young people and to work for youth and community development, professional intervention calls for attention.

Purpose of the programme

Social work is a professional and academic discipline which intends to enhance the quality of individuals, groups and communities belonging to weaker sections. Youth work is for all young people to build their capacity individually and collectively, to exercise citizenship and civic engagement and to create a democratic and just society. M.A. Social Work in youth and community development is a two years postgraduate programme that aims to provide knowledge of youth work – origins, concepts, models, principles and practices with experiential learning. The programme provides a comprehensive understanding of issues concerning youth and a professional approach to dealing with youth related problems.

At the end of the programme, students of M.A. Social work (Youth and Community Development) will benefit as follows:

- Develop the ability to understand self, others and the society.
- Will be equipped with conceptual understanding of youth issues, set of transferable skills, positive attitude to work for youth in wide range or areas like institutional, educational, training and non-formal settings.
- Capacitated to deal with various problems professionally by using scientific methods and approaches.
- Become empowered citizens to exercise citizenship and civic engagement.
- Serve as social facilitators in bringing transformation in the lives of youth and communities through research, policy, direct practice (youth organizing and community development) and teaching.
- Become a professional youth worker in designing, organizing and delivering services for bringing changes in the lives of young people, especially the socially and economically disadvantaged categories.

M.Sc. Counselling Psychology

Objectives

- 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 hone the research skills for undertaking scientific studies
- To develop values and ethics appropriate to the profession of counselling

The M.Sc. Programme in Counselling Psychology has strong roots in theory and contemporary practice commensurate to the profession. For getting admission to the programme, the applicant should have done a minimum of two courses in Psychology at the undergraduate level. The programme offers courses in Psychological Assessments, Psychotherapy, Work Place Counselling, Marriage and Family Counselling, School Counselling etc. The programme will provide 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. It enables students to diagnose the problems of the clients scientifically and employ the therapeutic techniques and counselling skills during the counselling process.

This cutting edge programme has an inbuilt theory-practice nexus. The students are provided with opportunities for Field Practicum, Internships, Casework, Institutional visits and supervised skill 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 centres, 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.

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 Policy and Practice, 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, STEPS, etc. were functioning in the Institute. 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.

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. 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.

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.

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

Candidates having Bachelor's Degree in any discipline from a recognized university with a minimum of 45% marks are eligible to apply for the Programme.

Age

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

Mode of Selection

Selection of candidates will be done through an all-India entrance test and/or interview. The admission of students will be made considering the marks obtained in the qualifying degree examination, and performance in the entrance test and/or interview.

Rules of Reservation

Reservation of seats as per the Government of India norms.

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)

Details	I Semester INR	II/III/IV Semesters INR	Remarks
A. Education Fee			
Tuition Fee (Not applicable for SC/ST Students)	3,000	3,000	
Admission Fee	200	-	
Registration Fee	500	-	
Computer Lab Fee	1,000	1,000	
NSS Fee	500	-	
Sports Fee	500	-	
Students Union Fund	500	-	
Alumni Association Fund	100	-	
Caution Deposit	3,000	-	Refundable
Caution Deposit – Library	1,000	-	Refundable
Library Fee	500	-	
Group Medical Insurance (Per year)	100	100	100 per year
Total – Education Fees	10,900	4,000/ 4,100	
Hostel Fees			
Hostel Admission Fee	100	-	
Caution Deposit – Hostel	1,000	-	Refundable
Advance for Mess Charges*	12,000	12,000/ 12,000/ 12,000	
Room Rent ** (for six months)	1,800	1,800/ 1,800/1,800	
Total – Hostel Fees	14,900	13,800	
Total	25,800		

* To be paid in advance before commencement of each semester.

** INR 1,800 per semester (i.e., INR 300 per month) to be paid in advance.

Examination Fees

1. Examination Fees of INR 100/- per course 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.

(i) **RGNIYD Fees (All fees, EXCEPT 'Advance for Mess charges')**

Account No. : 2926101006030
Bank : Canara Bank
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.	II – Semester fees	January 25 th
3.	III – Semester fees	July 25 th
4.	IV – Semester fees	January 25 th
5.	I - Semester Examination Fees	25.11.2018
6.	II - Semester Examination Fees	13.05.2019
7.	III - Semester Examination Fees	26.11.2018
8.	IV - Semester Examination Fees	13.05.2019

- Fees/other dues payable by the students should be remitted in the bank
- 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. Scholarships

RGNIYD awards the following sponsorships/ scholarships to students.

NYK Scholarship

NYK volunteer with meritorious service for a minimum period of two years and recommended by the Director General, Nehru Yuva Kendra Sangathan (NYKS) shall be awarded a scholarship to meet their tuition fees and hostel fees. **Limited number of scholarships will be awarded during the year 2018-19.**

NSS Scholarship

NSS volunteers who participated in the NSS activities for 240 hours in two years and attended NSS special camp for 7 days shall be awarded scholarship amount of INR 1000/- per month. **Limited number of scholarships will be awarded during the year 2018-19.**

Merit Scholarship

The students who secure first and second in the order of merit in each PG programme shall be awarded Rs.6,000/- per semester.

7. 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 group sessions	Group work strategies	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.

8. Evaluation Pattern

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

- Internal Assessment : 40 marks
- Semester Examination : 60 marks

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.

- Assignment
- Seminar
- Analytical ability test
- Guided field work
- Survey
- Case Study
- Quiz
- Career mela
- Training session
- Documentary preparation
- 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

Part A: Paragraph

Answer all the questions, each in **300 words**

(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).....

Part B: Essay

Answer any **three** questions, each in about **1000 words**

(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. After the declaration of results, the summary/complete dissertation work is to be uploaded in the RGNIYD website.

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

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

9. General Rules and Regulations

Non-discrimination Policy

RGNIYD does not discriminate on the basis of race, religion, caste or creed, area/place of residence, sex, age or disability. 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 disciplinary action.

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/short tops/ minis and maxis and usage of bath room slippers are not 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.

10. Hostel Rules and Regulations

1. Admission

1.1. The hostel is managed by the hostel committee consisting of wardens, assistant wardens and resident teachers.

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.

2.14. 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.

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

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

2.17. 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.

2.18. 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.

2.19. 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 9.00 p.m.

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

2.21. 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.

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

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 administration.

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.

11. 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)

General 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 through 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:
 - Current price of the book in double, if the loss of book is reported before the due date.
 - Current price of the book in double with overdue charges, if the borrower has not reported the loss of book before the due date.
 - 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.rgnyid.gov.in/>
- Sage Journals
- Science Direct Journals

12. 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.

Weekly Assembly

Students are expected to attend the weekly assembly without fail at 9.45 a.m. on the first working day of the week at Youth Gallery.

Emergency Situations

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

Student Safety Insurance

RGNIYD is entering into a MoU with United India Insurance Co. Ltd., to cover the students under Uni Study care policy under their Students Safety Insurance Scheme. The coverage will include compensation for accidental death, accidental death of the bread winner and reimbursement of hospital expenses arising out of accident. Only a modest premium will be charged for the insurance coverage.

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.

13. Channels of Communication

The channels of communication for representation by students to address their issues of concerns are indicated below.

Channels of Communication

Sl. No.	Issue	First Contact Person	Next Level
1.	Students course work	Course Teacher	HoD/ Dept. in-charge
2.	Library	Librarian	Registrar / Director
3.	Field work	Course Teacher / Faculty Co-ordinator	Professor/ Faculty Head
4.	Hostels	1. Hostel Committee. 2. Asst. Warden/ Warden	Senior Warden/ Proctor
5.	Dining Hall	1. Student Mess Management Committee. 2. Asst. Warden/ Warden	Senior Warden/ Proctor
6.	Administrative matters (Fees, Scholarship, Certificates and related aspects)	S.O. (Academic)	Dean, Students' Welfare/ Registrar
7.	Examinations	Professor/ Faculty Head/ Dept. in-charge	Controller of Examinations

8.	Computer	Technical Officers	A.R (Admin)
9.	Health	Doctor	Registrar
10.	Personal Problems	Mentor/ Faculty i/c/ HoD	Counselling Centre/ Registrar

Note: If the abovementioned contact persons have been addressed and the matters have not been resolved within a reasonable time frame, PS to Director may be contacted for seeking an appointment with the Director.

14. Academic Programme Calendar 2018-2019

July 2018

Date	Day	Particulars	No. of Working Days		Remarks
			I Sem.	III Sem.	
04.07.18	Wednesday		1	1	Starting of the Academic Session
05.07.18	Thursday		2	2	
06.07.18	Friday		3	3	Last date for payment of Fees by III Sem. Students (without fine)
07.07.18	Saturday	Holiday			
08.07.18	Sunday	Holiday			
09.07.18	Monday		4	4	
10.07.18	Tuesday		5	5	
11.07.18	Wednesday		6	6	
12.07.18	Thursday		7	7	
13.07.18	Friday		8	8	Last date for payment of Fees by III Sem. Students (with fine)
14.07.18	Saturday	Holiday			
15.07.18	Sunday	Holiday			
16.07.18	Monday		9	9	
17.07.18	Tuesday		10	10	
18.07.18	Wednesday		11	11	
19.07.18	Thursday		12	12	
20.07.18	Friday		13	13	
21.07.18	Saturday	Holiday			
22.07.18	Sunday	Holiday			
23.07.18	Monday		14	14	
24.07.18	Tuesday		15	15	
25.07.18	Wednesday		16	16	
26.07.18	Thursday		17	17	
27.07.18	Friday		18	18	
28.07.18	Saturday	Holiday			
29.07.18	Sunday	Holiday			
30.07.18	Monday		19	19	
31.07.18	Tuesday		20	20	

August 2018

01.08.18	Wednesday		21	21	
02.08.18	Thursday		22	22	
03.08.18	Friday		23	23	
04.08.18	Saturday	Holiday			
05.08.18	Sunday	Holiday			
06.08.18	Monday		24	24	
07.08.18	Tuesday		25	25	
08.08.18	Wednesday		26	26	
09.08.18	Thursday		27	27	
10.08.18	Friday		28	28	
11.08.18	Saturday	Holiday			

12.08.18	Sunday	Holiday			
13.08.18	Monday		29	29	
14.08.18	Tuesday		30	30	
15.08.18	Wednesday				Independence Day
16.08.18	Thursday		31	31	
17.08.18	Friday		32	32	
18.08.18	Saturday	Holiday			
19.08.18	Sunday	Holiday			
20.08.18	Monday		33	33	
21.08.18	Tuesday		34	34	
22.08.18	Wednesday				Id-ul-zuha (Bakrid)
23.08.18	Thursday		35	35	
24.08.18	Friday		36	36	
25.08.18	Saturday	Holiday			
26.08.18	Sunday	Holiday			
27.08.18	Monday		37	37	Internal Test - I
28.08.18	Tuesday		38	38	
29.08.18	Wednesday		39	39	
30.08.18	Thursday		40	40	
31.08.18	Friday		41	41	

September 2018

01.09.18	Saturday	Holiday			
02.09.18	Sunday	Holiday			
03.09.18	Monday		42	42	
04.09.18	Tuesday		43	43	
05.09.18	Wednesday		44	44	
06.09.18	Thursday		45	45	Games and Sports events
07.09.18	Friday		46	46	Games and Sports events
08.09.18	Saturday	Holiday			
09.09.18	Sunday	Holiday			
10.09.18	Monday		47	47	
11.09.18	Tuesday		48	48	
12.09.18	Wednesday		49	49	
13.09.18	Thursday				Ganesh Chaturthi / Vinayak Chaturthi
14.09.18	Friday		50	50	
15.09.18	Saturday	Holiday			
16.09.18	Sunday	Holiday			
17.09.18	Monday		51	51	
18.09.18	Tuesday		52	52	
19.09.18	Wednesday		53	53	
20.09.18	Thursday		54	54	Last date for applying for Sem./ Arrear Exams (Without fine)
21.09.18	Friday				Muharram
22.09.18	Saturday	Holiday			
23.09.18	Sunday	Holiday			
24.09.18	Monday		55	55	

25.09.18	Tuesday		56	56	
26.09.18	Wednesday		57	57	
27.09.18	Thursday		58	58	Last date for applying for Sem./ Arrear Exams (With fine)
28.09.18	Friday		59	59	
29.09.18	Saturday	Holiday			
30.09.18	Sunday	Holiday			

October 2018

01.10.18	Monday		60	60	
02.10.18	Tuesday				Mahatma Gandhi's birthday
03.10.18	Wednesday		61	61	
04.10.18	Thursday		62	62	Submission of Exam. Application forms to the O/O CoE
05.10.18	Friday		63	63	
06.10.18	Saturday	Holiday			
07.10.18	Sunday	Holiday			
08.10.18	Monday		64	64	Internal Test - II
09.10.18	Tuesday		65	65	
10.10.18	Wednesday		66	66	
11.10.18	Thursday		67	67	
12.10.18	Friday		68	68	
13.10.18	Saturday	Holiday			
14.10.18	Sunday	Holiday			
15.10.18	Monday		69	69	
16.10.18	Tuesday		70	70	
17.10.18	Wednesday		71	71	
18.10.18	Thursday				An addl. day for Dussehra (Mahanavami)
19.10.18	Friday				Dussehra (Vijaya Dasami)
20.10.18	Saturday	Holiday			
21.10.18	Sunday	Holiday			
22.10.18	Monday		72	72	
23.10.18	Tuesday		73	73	
24.10.18	Wednesday		74	74	
25.10.18	Thursday		75	75	
26.10.18	Friday		76	76	
27.10.18	Saturday	Holiday			
28.10.18	Sunday	Holiday			
29.10.18	Monday		77	77	
30.10.18	Tuesday		78	78	
31.10.18	Wednesday		79	79	

November 2018

01.11.18	Thursday		80	80	
02.11.18	Friday		81	81	
03.11.18	Saturday	Holiday			
04.11.18	Sunday	Holiday			
05.11.18	Monday		82	82	
06.11.18	Tuesday				Diwali (Deepavali)

07.11.18	Wednesday		83	83	
08.11.18	Thursday		84	84	
09.11.18	Friday		85	85	
10.11.18	Saturday	Holiday			
11.11.18	Sunday	Holiday			
12.11.18	Monday		86	86	
13.11.18	Tuesday		87	87	
14.11.18	Wednesday		88	88	
15.11.18	Thursday		89	89	
16.11.18	Friday		90	90	Attendance to be forwarded to the O/O CoE
17.11.18	Saturday	Holiday			
18.11.18	Sunday	Holiday			
19.11.18	Monday		91	91	
20.11.18	Tuesday		92	92	Last working day of the session
21.11.18	Wednesday				Prophet Mohamed's Birthday
22.11.18	Thursday				Issue of Exam. Hall ticket
23.11.18	Friday				Gurunanak's Birthday
24.11.18	Saturday	Holiday			
25.11.18	Sunday	Holiday			
26.11.18	Monday				Starting of I & III Sem. Exams
27.11.18	Tuesday				
28.11.18	Wednesday				
29.11.18	Thursday				
30.11.18	Friday				

December 2018

01.12.18	Saturday	Holiday			
02.12.18	Sunday	Holiday			
03.12.18	Monday				
04.12.18	Tuesday				
05.12.18	Wednesday				
06.12.18	Thursday				
07.12.18	Friday				
08.12.18	Saturday	Holiday			
09.12.18	Sunday	Holiday			
10.12.18	Monday		1	1	II & IV Semester Classes
11.12.18	Tuesday		2	2	
12.12.18	Wednesday		3	3	Last date for payment of fees by II and IV Sem. students (without fine)
13.12.18	Thursday		4	4	
14.12.18	Friday		5	5	
15.12.18	Saturday	Holiday			
16.12.18	Sunday	Holiday			
17.12.18	Monday		6	6	
18.12.18	Tuesday		7	7	
19.12.18	Wednesday		8	8	Last date for payment of fees by II and IV Sem. students (with fine)

20.12.18	Thursday		9	9	
21.12.18	Friday		10	10	
22.12.18	Saturday	Holiday			Vacation commences
23.12.18	Sunday	Holiday			
24.12.18	Monday				
25.12.18	Tuesday				Christmas
26.12.18	Wednesday				
27.12.18	Thursday				
28.12.18	Friday				
29.12.18	Saturday	Holiday			
30.12.18	Sunday	Holiday			
31.12.18	Monday				

January 2019

01.01.19	Tuesday				New Year
02.01.19	Wednesday				
03.01.19	Thursday				
04.01.19	Friday				
05.01.19	Saturday	Holiday			
06.01.19	Sunday	Holiday			
07.01.19	Monday		11	11	After vacation, regular classes resume for II Sem. students; For IV Sem. students, data collection, as part of dissertation.
08.01.19	Tuesday		12	12	
09.01.19	Wednesday		13	13	
10.01.19	Thursday		14	14	
11.01.19	Friday		15	15	
12.01.19	Saturday	Holiday			
13.01.19	Sunday	Holiday			
14.01.19	Monday				Pongal (Tentative)
15.01.19	Tuesday		16	16	
16.01.19	Wednesday		17	17	
17.01.19	Thursday		18	18	
18.01.19	Friday		19	19	
19.01.19	Saturday	Holiday			
20.01.19	Sunday	Holiday			
21.01.19	Monday		20	20	Regular classes resume for IV Sem. students
22.01.19	Tuesday		21	21	
23.01.19	Wednesday		22	22	
24.01.19	Thursday		23	23	
25.01.19	Friday		24	24	
26.01.19	Saturday	Holiday			Republic Day
27.01.19	Sunday	Holiday			
28.01.19	Monday		25	25	
29.01.19	Tuesday		26	26	
30.01.19	Wednesday		27	27	
31.01.19	Thursday		28	28	

February 2019

01.02.19	Friday		29	29	
02.02.19	Saturday	Holiday			
03.02.19	Sunday	Holiday			
04.02.19	Monday		30	30	
05.02.19	Tuesday		31	31	
06.02.19	Wednesday		32	32	
07.02.19	Thursday		33	33	
08.02.19	Friday		34	34	
09.02.19	Saturday	Holiday			
10.02.19	Sunday	Holiday			
11.02.19	Monday		35	35	Internal Test - I
12.02.19	Tuesday		36	36	
13.02.19	Wednesday		37	37	
14.02.19	Thursday		38	38	
15.02.19	Friday		39	39	Annual Sports Meet (3-6 p.m.)
16.02.19	Saturday	Holiday			Annual Sports Meet
17.02.19	Sunday	Holiday			Annual Sports Meet
18.02.19	Monday		40	40	Annual Sports Meet (3-6 p.m.)
19.02.19	Tuesday		41	41	Annual Sports Meet (3-6 p.m.)
20.02.19	Wednesday		42	42	
21.02.19	Thursday		43	43	
22.02.19	Friday		44	44	
23.02.19	Saturday	Holiday			
24.02.19	Sunday	Holiday			
25.02.19	Monday		45	45	
26.02.19	Tuesday		46	46	
27.02.19	Wednesday		47	47	
28.02.19	Thursday		48	48	

March 2018

01.03.18	Friday		49	49	
02.03.18	Saturday	Holiday			
03.03.18	Sunday	Holiday			
04.03.18	Monday		50	50	
05.03.18	Tuesday		51	51	
06.03.18	Wednesday		52	52	
07.03.18	Thursday		53	53	Last date for applying for Sem./ Arrear Exams (Without fine)
08.03.18	Friday		54	54	
09.03.18	Saturday	Holiday			
10.03.18	Sunday	Holiday			
11.03.18	Monday		55	55	
12.03.18	Tuesday		56	56	
13.03.18	Wednesday		57	57	
14.03.18	Thursday		58	58	Last date for applying for Sem./ Arrear Exams (With fine)
15.03.18	Friday		59	59	
16.03.18	Saturday	Holiday			

17. 03.18	Sunday	Holiday			
18. 03.18	Monday		60	60	Internal Test - II
19. 03.18	Tuesday		61	61	
20. 03.18	Wednesday		61	61	
21. 03.18	Thursday		62	62	Submission of Exam. Application forms to the O/O CoE
22. 03.18	Friday		63	63	
23. 03.18	Saturday	Holiday			
24. 03.18	Sunday	Holiday			
25. 03.18	Monday		64	64	
26. 03.18	Tuesday		65	65	
27. 03.18	Wednesday		66	66	
28. 03.18	Thursday				Mahavir Jayanathi (Tentative)
29. 03.18	Friday				Good Friday (Tentative)
30. 03.18	Saturday	Holiday			
31. 03.18	Sunday	Holiday			

April 2019

01. 04.19	Monday		67	67	
02. 04.19	Tuesday		68	68	
03. 04.19	Wednesday		69	69	
04. 04.19	Thursday		70	70	
05. 04.19	Friday		71	71	
06. 04.19	Saturday	Holiday			
07. 04.19	Sunday	Holiday			
08. 04.19	Monday		72	72	
09. 04.19	Tuesday		73	73	
10. 04.19	Wednesday		74	74	
11. 04.19	Thursday		75	75	
12. 04.19	Friday		76	76	
13. 04.19	Saturday	Holiday			
14. 04.19	Sunday	Holiday			
15. 04.19	Monday		77	77	
16. 04.19	Tuesday		78	78	
17. 04.19	Wednesday		79	79	
18. 04.19	Thursday		80	80	Last date for submission of Dissertation to the O/O CoE (without fine)
19. 04.19	Friday		81	81	
20. 04.19	Saturday	Holiday			
21. 04.19	Sunday	Holiday			
22. 04.19	Monday		82	82	
23. 04.19	Tuesday		83	83	
24. 04.19	Wednesday		84	84	
25. 04.19	Thursday		85	85	Last date for submission of Dissertation to the O/O CoE (with fine)
26. 04.19	Friday		86	86	
27. 04.19	Saturday	Holiday			

28.04.19	Sunday	Holiday			
29.04.19	Monday		87	87	
30.04.19	Tuesday				Budh Purnima (Tentative)

May 2019

01.05.19	Wednesday		88	88	
02.05.19	Thursday		89	89	
03.05.19	Friday		90	90	Attendance to be forwarded to the O/O CoE
04.05.19	Saturday	Holiday			
05.05.19	Sunday	Holiday			
06.05.19	Monday		91	91	
07.05.19	Tuesday		92	92	Last working day of the session
08.05.19	Wednesday				
09.05.19	Thursday				Issue of Exam. Hall ticket
10.05.19	Friday				
11.05.19	Saturday	Holiday			
12.05.19	Sunday	Holiday			
13.05.19	Monday				Starting of II & IV Sem. Exams
14.05.19	Tuesday				
15.05.19	Wednesday				
16.05.19	Thursday				
17.05.19	Friday				
18.05.19	Saturday	Holiday			
19.05.19	Sunday	Holiday			
20.05.19	Monday				
21.05.19	Tuesday				
22.05.19	Wednesday				
23.05.19	Thursday				
24.05.19	Friday				
25.05.19	Saturday	Holiday			
26.05.19	Sunday	Holiday			
27.05.19	Monday				Commencement of Internship for II Sem. students
28.05.19	Tuesday				
29.05.19	Wednesday				
30.05.19	Thursday				
31.05.19	Friday				

June 2019

01.06.19	Saturday	Holiday			
02.06.19	Sunday	Holiday			
03.06.19	Monday				
04.06.19	Tuesday				
05.06.19	Wednesday				
06.06.19	Thursday				
07.06.19	Friday				
08.06.19	Saturday	Holiday			
09.06.19	Sunday	Holiday			

10.06.19	Monday				
11.06.19	Tuesday				
12.06.19	Wednesday				
13.06.19	Thursday				
14.06.19	Friday				
15.06.19	Saturday	Holiday			Id-ul-fitr
16.06.19	Sunday	Holiday			
17.06.19	Monday				
18.06.19	Tuesday				
19.06.19	Wednesday				
20.06.19	Thursday				
21.06.19	Friday				Completion of Internship for II Sem. Students
22.06.19	Saturday	Holiday			
23.06.19	Sunday	Holiday			
24.06.19	Monday				
25.06.19	Tuesday				
26.06.19	Wednesday				
27.06.19	Thursday				
28.06.19	Friday				
29.06.19	Saturday	Holiday			
30.06.19	Sunday	Holiday			

Note:

1. List of Closed Holidays for the year 2019 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 01 July 2019.
3. O/O CoE will indicate the date for declaration of results in each session separately.

15. RGNIYD Faculty/Key Staff Telephone Numbers

Sl. No.	Name	Designation	Intercom	Telephone Numbers		
				Office	Residence	Mobile
1.	Mr. Thanglemian	Director	301	27162705		
2.	Dr. A Chandra Mohan	Registrar	304	27163942		9884116094
3.	Dr.Vasanthi Rajendran	Dean (Academic)	318			8527514585
4	Dr.S.Suresh	Dean (Research)	311			9442034971
5	Dr.K.Gireesan	Dean (Students' Welfare)	319			9445400855
6	Dr.S.Suresh	Controller of Examinations	311			9442034971
Department of Applied Psychology						
7.	Dr. S Suresh	Associate Professor & HoD	311			9442034971
Department of Development Studies						
8.	Dr. P Sahoo	Associate Professor & HoD	325			8056645140
9.	Dr. P Sivakumar	Assistant Professor	333			9444581080
10.	Ms. Anbu Kavitha	Assistant Professor	326			9003078297
Department of Gender Studies						
11.	Dr. T Gopinath	Assistant Professor & HoD i/c	354			9442110723
12.	Ms. Avinu Veronica Richa	Assistant Professor (On Leave)	354			-
13.	Ms. Niyathi R Krishna	Assistant Professor	323			8979561935
Department of Local Governance						
14.	Dr. Inderjeet Singh Sodhi	Professor & HoD	340			9414064162
15.	Dr. K Gireesan	Associate Professor	319			9445400855
16.	Dr. P.H Kalesh	Assistant Professor				9444862892
Department of Social Engineering						
17.	Dr. Sharmistha Bhattacharjee	Associate Professor & HoD	317			08939778837
18.	Dr. Ram Babu Botcha	Assistant Professor				8527537803
Department of Social Work						
19.	Dr. S Lalitha	Assistant Professor & HoD i/c	316			9884379410
20.	Dr. S Kumaravel	Assistant Professor				9943060496
Officers and Staff						
21.	Shri. N Aghilan	Assistant Registrar & CPIO				9884316250
22.	Shri. M Chandrasekaran	Section Officer (Academic)	339	27163127		9941111768
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.	Mr. Saju Raj	Library Assistant	173			09633583229
28.	Ms. Remya	LAT	173			

79.	Shri. P Mohanraj	Physical Training Instructor (Contract)	310			9787930669
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16. 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

17. Time Table

Odd Semester

Days/Timing	1	2	3	L U N C H	4	5
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Even Semester

Days/Timing	1	2	3	L U N C H	4	5
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Notes