

# RGNIYD

**Handbook and Programme Guide 2013-2014**



## **Rajiv Gandhi National Institute of Youth Development**

(Institution of National Importance by the Act of Parliament No.35/2012)

Ministry of Skill Development, Entrepreneurship, Youth Affairs & Sports, Government of India

Pennalur, Sriperumbudur – 602 105, Tamil Nadu, India

Phone : (91) 044 - 27162741, 27162705 | Fax : (91) 044 - 27163227

E-Mail : [info@rgniyd.gov.in](mailto:info@rgniyd.gov.in) | Website : [www.rgniyd.gov.in](http://www.rgniyd.gov.in)

# **RGNIYD**

# **HANDBOOK AND**

# **PROGRAMME GUIDE**

**2014-2015**



**Rajiv Gandhi National Institute of Youth Development**

(Institution of National Importance by the Act of Parliament No.35/2012)

Ministry of Skill Development, Entrepreneurship, Youth Affairs & Sports, Govt. of India

Pennalur, Sriperumbudur – 602 105, Tamil Nadu, India

Phone : (91) 044 - 27162741, 27162705 Fax : (91) 044 - 27163227

E-Mail : [info@rgniyd.gov.in](mailto:info@rgniyd.gov.in) Website : [www.rgniyd.gov.in](http://www.rgniyd.gov.in)



## PERSONAL MEMORANDA

Name: .....

Programme: .....

Enrolment Number: ..... Date of Birth: .....

Height: ..... Weight: ..... Blood Group: .....

Identification Marks: 1 .....

2 .....

Date of Admission: .....

Present Address: .....

.....

.....

.....

Permanent Address: .....

.....

.....

.....

Mobile: ..... Email ID:.....

## EMERGENCY CONTACT

Name: .....

Address: .....

.....

.....

.....

..... Mobile: .....

.....

.....

Date

Student's Signature



## CONTENTS

<b>S. No.</b>	<b>Description</b>	<b>Page No.</b>
1	Personal Memoranda	3
2	National Song of India	7
3	National Anthem and National Pledge	8
4	Institute of National Importance	9
5	RGNIYD's Academic Programmes i) MA Youth Empowerment ii) MA Career Counselling iii) MA Gender Studies iv) MA Local Governance v) MA Life Skills Education vi) M. A. Development Practice	9-12
6	Research Programmes	12-13
7	Employment Enhancement Cell	13
8	Infrastructure	13-14
9	Admission Procedure	15-16
10	Fee Structure	16-18
11	RGNIYD Sponsorships/Scholarships	18-19
12	Curriculum Regulations	19
13	Evaluation Process	19-22
14	Internship: Guidelines and format of the report	22-24
15	M.A. Dissertation : Guidelines and format	24
16	General Rules and Regulations	25-28
17	Hostel Rules and Regulations	28-30
18	Library Rules	30-32
19	Student Rights and Responsibilities	32
20	Academic Programme Calendar	33-43
21	Help Line	44
22	Time Table	45
23	RGNIYD Staff	46



## NATIONAL SONG OF INDIA

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 novelists and 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.

## **INSTITUTE OF NATIONAL IMPORTANCE**

**Y**outh constituting over 27.5 percent of the total population is the most valuable human resource of our country. This demographic dividend will prove to be the biggest opportunity for India if its potential is harnessed properly. The power of this vibrant segment needs to be channelized and utilised in a positive direction. To optimally tap the constructive and creative energies of our youth, it is critical to develop their personality and involve them in nation building endeavours. Therefore, the need to establish a national level Institute to bring all the youth development activities under one umbrella was imperative. Thus, germinated the premier national level apex Institute – Rajiv Gandhi National Institute of Youth Development (RGNIYD) in 1993 at Sriperumbudur, Tamil Nadu. In 2012, it was elevated as an Institute of National Importance by the Act of Parliament No. 35/2012, with a vision of achieving excellence in the field of youth development. RGNIYD functions as a vital resource centre with its multi-faceted functions of offering academic programmes at various levels encompassing various dimensions of youth development, engaging in seminal research in the vital areas of youth development and organizing training programmes for state agencies and the officials of youth organisation, besides the extension and outreach initiatives across the country.

## **VISION**

To be a globally recognized and acclaimed centre of academic excellence in youth development.

## **MISSION**

Preparing India's youth for the new millennium and in the globalized context by formulating youth related policies, develop professional capabilities, initiate action research and study, network with national & international organizations, establish world class modern youth resource centre and cater to the needs, concerns, issues and problems of the young people of this country.

## **RGNIYD'S ACADEMIC PROGRAMMES**

RGNIYD offers job-oriented M.A. Programmes in Youth Work catering to the needs of the country's youth.

### **Distinctiveness of RGNIYD's Academic Programmes**

- Choice based credit system
- Path-setting programme design
- Innovative teaching methodologies
- Career-focused training
- State-of-the-art learning environment
- Internship at reputed organisations
- Overseas participation
- Sponsorship, scholarships and research fellowships

## **COURSES OFFERED**

### **I) M.A. YOUTH EMPOWERMENT**

M.A. Youth Empowerment is a unique programme launched for the first time in India to provide a solid grounding in youth work which will equip the students with analytical and practical skills for critical engagement in youth related issues and youth development. The course is designed with the insights drawn from the range of disciplines focussing on youth development and role of youth in development. It encompasses the theoretical perspectives and conceptual issues, besides specialised courses on conflict resolution and peace building, community work, entrepreneurship development, migration and development etc.

This programme will offer both theoretical and practical aspects of youth work in different contexts. Students who successfully complete this course are expected to understand the concept of youth development in different contexts and apply the knowledge in professional youth work, engage in a critical way in establishing linkages with youth development and approach development problems with a youth development perspective. This programme will further equip the students to work in diverse work environment in various Institutions/organisations including Government, NGOs and INGOs.

### **II) M. A. CAREER COUNSELLING**

The M.A. Programme in Career Counselling is designed to train students by giving them a theoretical and practical base in the subject. Career counselling is the process of helping the individuals to select a course of study that may help them to get into job or make them employable. This course aims at preparing the students to become practitioners in the sphere of career counselling who can guide the students in choosing successful career path and enable them to be the successful managers of career path.

The course works containing theoretical perspectives on career development and counselling skills and techniques will enable the students to assess the employability of individuals based on their skills and abilities. The course will be cutting edge in focusing each of the specialized areas in career counselling and truly global with its inbuilt theory- practice nexus. Supervision is an inbuilt component in the fieldwork, allowing students to benefit from feedback provided by trained professionals. The course content equips the students with skills in career assessment and preparing career profiles through assistive technology in career counselling besides enhancing skills for conducting user-based research. The specializations offered will enhance the employment opportunities in various sectors viz., academic, corporate, government, health and non-profit organizations. There is every scope for entrepreneurial ventures as professional career counsellors in either urban or rural environments.

### **III) 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.

#### **IV) M. A. LOCAL GOVERNANCE**

---

This programme is structured with multi-dimensional and inter-sectoral knowledge-base for strengthening local government institutions and development organisations. The curriculum enables the students to understand and analyze the dynamics of decentralized governance and the practical exposure equips them with skills in different cross-cutting areas. It is expected to enhance their potentials and capabilities to be the change agents for realising decentralisation in letter and spirit, leading to inculcation of leadership potentials and develop social capital among them, aiming at good governance.

The curriculum is dynamic in tune with the pressing needs and demands of local governance, which includes e-governance, common property resource management, public policy, sustainable cities, disaster and risk management, and evaluation practices. It enables the students to apply the principles of 'horizontal learning' to identify, share and adapt the good practices, aiming at 'good governance at the grassroots'. It is designed to evolve appropriate approaches, strategies and practices towards 'mainstreaming youth in local governance'. The curriculum involves both theory and practice of representation and empowerment at grassroot levels for the unity and diversity of India.

#### **V) M. A. LIFE SKILLS EDUCATION**

---

Life skills education is a structured programme which initiates participatory learning that aims to enhance positive and adaptive behaviour by facilitating individuals to develop and practise psycho-social skills and function effectively in social environment. The course is essential in terms of minimising risk, maximising preventive factors and optimising protective aspects of an individual.

Life skills education is an essential component of promoting healthy and socially accepted individuals. Life skills based education is essential to enable an individual to cope with difficulties in day-to-day life by learning to make informed decisions, solving problems, thinking creatively and critically, building healthy relationships through effective communication and further deal with risk situations. The specialization is well designed to introduce the student to the concept of life skills, skills required to handle psycho-socio problems of youth and adolescent care and counselling.

This course lays emphasis on skills related to training for individual and group empowerment. Also, the course has distinctive teaching methodology and in-built training component. It equips learners to become practitioners in life skills training in various settings and function as youth professionals. The course will facilitate students to guide youth on issues related to family roles and relationships, be sensitive to the issues of sexuality and be able to evolve and implement effective intervention programmes. The students of life skills education are given employment opportunities in corporate/HR set ups, school contexts, NGOs, health centres, and youth organisations like NYKS, NSS as well as self-employment.

## **VI) M. A. DEVELOPMENT PRACTICE**

Even after 60 years of independence, poverty alleviation is a challenge and to be addressed through proper planning and development practice. The scale and need of priorities to break the poverty trap of bottom millions in India has never before been so crucial to the development agenda of our nation as today. Development, as broadly understood, refers to a range of perspectives, predominantly premised on dominant discourse of western modernity and plurality of approaches. Moreover, the state-led-development model has not yielded desired results and India continues to face the development challenges. At this juncture, it becomes imperative to articulate development thinking and development action with a fresh outlook taking into consideration of ground realities in the Indian context.

In view of the present scenario and in recognition of the need for the quality professionals in the development sector, RGNIYD has launched M.A Development Practice. The course is designed to break the new ground, drawing extensively from the wide range of theoretical perspective, issues and practices with alternative possibility. The overarching framework of the programme encompasses the canvass of key approaches, methodologies and methods. The pedagogic methods in the 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 imbibed with substantive knowledge in development perspectives, issues and methodologies. This programme, with its value added thematic workshops and specialized training, will enhance the employability of the students as professionals in the development sector in diverse settings.

## **RESEARCH PROGRAMMES**

For RGNIYD, interdisciplinary is the selection and triangulation of the research question from several disciplinary perspectives, move in the cross-disciplinary corridors, and enter into a new field, informed by several disciplines but willing and submitting to undergo a process of integration, to emerge as a new knowledge product ready for use and empowering the world. RGNIYD has interdisciplinary doctoral programmes on youth studies delving into the following areas: Youth Empowerment, Career Counselling, Gender Studies, Local Governance and Life Skills Education.

### **Ph.D. IN YOUTH STUDIES AND EXTENSION**

The School of Youth Studies and Extension (SYSE) conducts its Ph.D. and other research programmes, which are organized for the first time in India, in the interdisciplinary mode and are set to give the researchers the advantages of theory construction and field enquiry skills. They are keen to generate and disseminate policy relevant knowledge.

### **Ph.D. IN COUNSELLING**

The School of Counselling (SC) is geared to exploring the behaviour of the youth in adapting, modifying and developing behavioural patterns in their progress and counselling appropriate interventionist strategies for personality development and career enhancement.

### **Ph.D. IN GENDER STUDIES**

The School of Gender Studies (SGS) focuses on policy oriented research, development research, social action research and evaluation research in several fields of gender studies for Ph.D and other sponsored research projects will be undertaken in the school of gender studies. While doing research, scholars have the unique privilege

of participating in gender sensitization programmes, seminars, conferences, mahila utsav, international youth exchange programmes and world ship programmes by which they tend to get different levels of exposures and experiences.

### **Ph.D. IN GOVERNANCE AND PUBLIC POLICY**

---

The School of Governance and Public Policy (SGPP) organizes its Ph.D. and other research programmes with a belief in the superiority of the human agency. This programme strives to inculcate the knowledge-base on decentralised administration and governance among the youth. It empowers the scholars to explore, analyse and understand the dynamics of governance paradigms, and equipping them to meet the rising demands at the grassroots. It is expected to enable them to strengthen the activities of local government institutions and development organisations in varying capacities, aiming at good governance.

### **Ph.D. IN LIFE SKILLS EDUCATION AND SOCIAL HARMONY**

---

The School of Life Skills Education and Social Harmony (SLSESH) is geared to exploring the working of the society and behavioural patterns of the youth for progress in India. Emphasis on coping, learning, decision-making, problem solving skills of the youth and the channelization of their personalities in creative thinking will be main focus of research of SLSESH.

### **EMPLOYMENT ENHANCEMENT CELL**

The Employment Enhancement Cell functions for:

- Capacity building and placement promotion activities for RGNIYD students;
- Networking with government/private sector/NGOs for employment avenues
- 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.

### **INFRASTRUCTURE**

#### **ILANTHALIR COMMUNITY RADIO**

---

Ilanthalir means '*tender leaf*'. RGNIYD has established its Community Radio Station - 'for the adolescents, by the adolescents' - inside its campus with a frequency of 107.2 MHz. Its target group includes: school-going adolescents between the age group 10 to 19 years, youth between 15 to 35 years and the community involving self help groups, gram panchayats and others, in and around Sriperumbudur, and in some parts of Thiruvallur district. Community radio station carries out programmes which are essential for adolescents and youth for their career, health, life skills, environmental issues, social issues, awareness programmes pertaining to legal issues, government plans & schemes, tourism etc. *Ilanthalir* also focuses on the development of communication skills

of students with programmes on spoken English. The programmes are produced, presented and broadcasted in Tamil with deep public interest. *Ilanthalir* community radio is aired from completely digital, tape less studio at 107.2 MHz at the range of 18-20 kms from the campus. Programmes are broadcasted daily from 10 am to 6.00 p.m.

## **COMPUTER LAB**

An air conditioned computer lab with latest configuration 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. Students can avail and access the state of the art computer laboratory for their online studies, web mining and analysis of complex, multivariate relations through SPSS packages.

## **LIBRARY**

The RGNIYD central library houses over 20000 exclusive books, subscribes to 70 print journals, access to 15 IP based online full- text journals, working papers, reports, documentaries back-volumes of periodicals, dissertation, and audio-visual material on youth development and allied fields. The RGNIYD central library has a link with the knowledge network under Knowledge Mission of the Government of India.

## **CLUBS**

RGNIYD has nature / social service/ Art and culture / sports / literary Clubs functioning mainly for leisure time creativity of students.

## **STUDENTS UNION**

RGNIYD brings all its students under one students union. There will be 2 representatives from each class, one male and one female, who are directly elected by the students of the class. The students union executive committee consists: chairperson, vice-chairperson, general secretary, joint secretary, and treasurer. Among the remaining 15 members of the students' union nominated for co-ordinating the activities of various clubs like nature, sports, social service, literary and art & culture.

## **ALUMNI**

The alumni association of RGNIYD, known as RGNIYDAA, has started functioning since the exit of its first batch of students. The alumni meeting is held once in a year.

## **HOSTEL**

At RGNIYD, separate hostels are available for boys and girls with excellent facilities.

## **SPORTS**

Indoor (Carrom/Chess / Table Tennis), outdoor games (Football / Basketball/ Volley Ball/ Cricket / Volley ball/ Badminton) and a state-of-the art gymnasium are available in the campus.



## **ADMISSION PROCEDURE**

### **DURATION OF THE ACADEMIC PROGRAMME**

- The duration of M.A. Programme will be of four semesters (2 years).
- The medium of instruction will be 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. An admission test/interview will be conducted by RGNIYD for admission to the PG Programmes.

### **AGE**

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

### **MODE OF SELECTION**

Selection of candidates will be based on overall percentage of marks obtained in the qualifying degree examination and performance in the admission test and 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/ Scouts and Guides, if any
14. Achievements viz., youth awards and sports at district/ state/ national level
15. Three recent passport size photographs

### FEE STRUCTURE FOR 2013 – 2015 BATCH

S. No.	Details	I Semester	II/III/IV Semesters	Remarks
1	<b>Education fee</b>			
a	Tuition fee (per semester)	₹ 3000/-	₹ 3000/-	
b	Admission fee	₹ 200/-	-	
c	Registration fee	₹ 500/-	-	
d	Computer lab fee (per semester)	₹ 1000/-	₹ 1000/-	
e	NSS Fee	₹ 500/-	-	
f	Sports fee	₹ 1000/-	-	
g	Students welfare fund	₹ 500/-	-	
h	Alumni association fund	₹ 100/-	-	
i	Caution deposit for library	₹ 1000/-	-	Refundable
<b>Total</b>		<b>₹ 7800/-</b>	<b>₹ 4000/- per semester</b>	

2	Hostel fee			
a	Hostel admission fee	₹ 100/-	-	
b	Caution deposit for hostel	₹ 1000/-	-	Refundable
c	Advance for students mess	₹ 5000/-	-	
<b>Total</b>		<b>₹ 6100/-</b>		
<b>Total fee to be paid at the time of admission</b>		<b>₹ 13900/-</b>	-	

### FEE STRUCTURE FOR 2014-2016 BATCH

S. No.	Details	I Semester	II/III/IV Semesters	Remarks
1	<b>Education fee</b>			
a	Tuition fee	₹ 3000	₹ 3000	
b	Admission fee	₹ 200	-	
c	Registration fee	₹ 500	-	
d	Computer lab fee	₹ 1000	₹ 1000	
e	NSS fee	₹ 500	-	
f	Sports fee	₹ 500	-	
g	Students union fund	₹ 500	-	
h	Alumni association fund	₹ 100	-	
i	Caution deposit - library	₹ 1000	-	Refundable
j	Library fee	₹ 500	-	
<b>Total</b>		<b>₹ 7800/-</b>		
2.	<b>Hostel fee</b>			
a	Hostel admission fee	₹ 100	-	
b	Caution deposit - hostel	₹ 1,000	-	Refundable
c	Advance for mess charges	₹ 5,000	-	
<b>Total</b>		<b>₹ 6100/-</b>	<b>₹ 4000/-</b>	
<b>Total fee to be paid at the time of admission</b>		<b>₹ 13900/-</b>	<b>--</b>	

### HOSTEL AND MESS CHARGES:

1. Room rent per month ₹ 300/-

2. Mess charges - dividing system

- Hostel and mess fee to be paid on or before 5th of every succeeding month without fine
- Students should pay mess charges and room rent together
- The students will not be allowed to stay in the hostel if they do not pay the mess fees and room rent.

- The students who do not pay the mess charges on time will not be permitted to avail the services of the mess.
- The mess advance will be refunded only after completion of the course. Till such time, it will be kept as reserve.

## EXAMINATION FEES

Examination Fee per semester is to be paid at the end of each semester of follow:

(A) ₹100/- per course (B) ₹25/- for statement of marks (C) ₹10/- examination application form

## MODE OF REMITTANCE

Fees can be remitted in the following ways:

- a. By challan at the cash counter of the Canara Bank, Sriperumbudur Branch, Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur;
- b. Crossed Demand Draft, drawn from any of the Nationalised Banks in favour of 'The Director, Rajiv Gandhi National Institute of Youth Development', Sriperumbudur – 602 105 (Payable at Sriperumbudur, Tamil Nadu)

**Note:** Fees once remitted shall not be refunded under any circumstances.

## LAST DATE FOR PAYMENT OF FEES:

- Fees/other dues payable by the students should be remitted in the bank latest by 10<sup>th</sup> of succeeding month
- The last date for remittance of fee and other dues in the Bank is 15<sup>th</sup> of every month with a penalty @ ₹25/- per day.
- The students will not be permitted to attend the classes if they default to pay the fees and other dues.

## RGNIYD SPONSORSHIPS / SCHOLARSHIPS

**NYKS Sponsorship** – NYK volunteer with meritorious service for a minimum period of two years and recommended by the Zonal Director of NYKS for admission to any post-graduate programme offered by RGNIYD shall be awarded a scholarship to meet their tuition fees and hostel fees.

**NSS Scholarships** - NSS volunteers who participated in the NSS activities for 240 hours in two years and attended NSS special camp for 7 days prior to seeking admission to post-graduate programmes in RGNIYD shall be awarded scholarship amount of ₹1000/- per month during the period of study at RGNIYD.

**Merit Scholarships** – The students who secure first and second rank in each of the M.A. degree programmes of RGNIYD shall be awarded ₹6,000/- per semester. The eligibility criteria for obtaining merit scholarship will be 95% of attendance in the preceding semester.

## CRITERIA FOR AVAILING THE SPONSORSHIPS/SCHOLARSHIPS

- The RGNIYD scholarship eligible to the NYKS and NSS sponsored candidates shall be sanctioned by the Director, RGNIYD based on the recommendation of the respective Zonal Directors in case of NYKS sponsored volunteers and Heads NSS Regional Centres in case of NSS sponsored volunteers.
- The students should submit NSS participation certificate on or before 31<sup>st</sup> October to become eligible for NSS scholarship @ ₹1000/- per month.

**Note:** Presently, NYKS sponsored students are provided an amount of ₹1650/- per month towards mess charges and ₹500/- per month towards pocket money. The average mess charge is between ₹1900/- and ₹2,200/- on dividing system. In such occasions, the NYKS sponsored students should pay the difference amount. If not, it will be adjusted from the pocket money and train fare sanctioned to them.

## 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 opportunities for interaction with various stakeholders of academic learning, emphasizing field exposure, adopting inter-sectoral, 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	Group discussions	Individual assignments
Brainstorming	Experiential learning	Internship
Buzz group sessions	Film critique	Learning journey
Case studies	Group work strategies	Special Lecture
Debates	Seminars	Role plays
Workshops	Review of books	

## EVALUATION PROCESS

Students will have to get a minimum of 90% attendance for every course. However, condonation may be provided for genuine reasons on a specific request by the student to the Director with supporting documents (medical certificate), and a condonation fee of ₹1000/. In no case, a student with less than 80% of attendance

will be condoned and is permitted to appear for the semester examination. To make himself/ herself eligible to appear subsequently in the semester examination, the student has to secure the prescribed attendance in the next semester.

A student will be allowed to appear for the semester examination, only after he/she has successfully completed all the components of internal assessment. Student are required to submit in the duly filled in examination form with prescribed fees before the due date.

If a student skips a semester examination of a course for any reason, he/she may appear for any one of the course or all the courses in the subsequent semester examination.

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

### RE-TOTALLING OF MARKS

The students, who are not satisfied with the marks/grades awarded to them in the semester examination may apply for re-totalling of marks within one month from the date of declaration of results by the Institute. The request for re-totalling of marks is to be made in the prescribed application form and by paying the prescribed fee per course.

### IMPROVEMENT IN MARKS

A student who wish to improve the mark may appear during the subsequent semester examination. Students may apply in the prescribed application form along with examination fee. The improvement is permissible in the semester examination only and not in internal assessment.

### EVALUATION PATTERN

Evaluation pattern of PG Degree examination is comprised of both internal assessment and semester examination.

The internal assessment carries 40 marks while the semester examination carries 60 marks.

#### **Distribution of Marks for the Internal Assessment:**

S. No.	Category	Quantum of Work per Course	Marks for each Work		Marks
1.	Assignments	2	5	2 x 5	10
2.	Seminar	1	10	1 x 10	10
3.	Tests	1	20	1 x 20	20
Total					40

### SEMINAR ASSESSMENT SHEET

Seminar to be evaluated by a team of faculty members and the average will be taken. For objectivity, the marks for seminar shall be converted to 100 points. One mark is equivalent to 10 points. The format for the

assessment of the seminar is as follows:

Subject:

Date of Seminar:

Enrl. No.	Name of the Student	Relevance of the topic	Style of Presentation	Contents of Presentation	Answering Questions/ Clarifications / Discussions	Time Management	Total Points	Conversion into Marks

**Note:** On an average, a student is given 10 – 15 minutes for presentation and 5 – 10 minutes for discussion.

Name of the evaluator

Signature (with date)

## INTERNAL ASSESSMENT TEST

The internal assessment test with a duration of 2 hours will be conducted for 100 points, which can be converted into 20 marks.

### Question Paper Pattern

<b>Part – A Short Answers</b>	
Answer all question, each in two or three sentences	
Question Numbers: 1-15	(15 X 2 Point = 30 points)
<b>Part – B (Paragraph)</b>	
Answer all questions, each in about 200 words	
Question Numbers: 16 – 20	(5 X 8 points = 40 points)
<b>Part – C (Essay Type)</b>	
Answer the question in about 1200 Words	
Question Number: 21	(1 X 30 points = 30 Points)

## SEMESTER EXAMINATION

The semester examination with a duration of 3 hours will be conducted for 60 marks.

### QUESTION PAPER PATTERN

<b>Part – A Short Answers</b>	
Answer all question, each in two or three sentences	
Question Numbers: 1-10	(10 x 1 = 10 Marks)
<b>Part – B (Paragraph)</b>	
Answer any 5 questions, each answer in about 200 words	
Question Numbers: 11-17	(5 X 4 = 20 Marks)
<b>Part – C (Essay Type)</b>	
Answer both the questions, each answer in about 1200 words	
Question Number: 18 (a) OR 18 (b)	(2 X 15 = 30 Marks)
and 19 (a) OR 19 (b)	

### INTERNSHIP: GUIDELINES AND FORMAT OF THE REPORT

At the end of the 2<sup>nd</sup> semester of M.A. Programme, the candidates are expected to carry out field work/study in an organization/agency and submit a report to RGNIYD.

### NATURE OF THE ORGANIZATION / AGENCY

Students will have to visit an organization related to their subject and work with study the organization. The organization / agency can be a Government or Non-Government Organization (NGO). If it is an NGO, it must be a registered organization. The candidates will have to get prior permission from RGNIYD for internship.

They have to work with the organization for one month. The report should contain the following:

1. Location and background of the organization / agency.
2. Objectives, programmes & activities (during the current calendar / financial year).
3. Administrative structure of the organization / agency.
4. Major contributions / achievements of the organization / agency.
5. Description of the roles and responsibilities assumed during internship.
6. Description of work undertaken during internship

7. Career based/employability skills acquired during the internship
8. Challenges faced during the internship
9. Summary.
10. Reference(s).

The following appendices have to be attached with the report.

1. List of executive / administration / management committee of the organization / agency visited.
2. List of officials contacted (with name & address) from the organization / agency.
3. List of documents referred by the students from the organization / agency.
4. Photographs (relevant to the internship – about 5 or 6 photos of postcard size)
5. Map showing the location of the organization.
6. Details of other persons contacted (Name & address, with phone number, e-mail etc.).
7. Address, website, fax, e-mail, phone number etc. of the organization/ agency.
8. A certificate from the authorized signatory of the organization, stating that the candidate was with the organization for two or three weeks (with dates).

## **FORMAT OF REPORT:**

---

1. Size of the report: 50 pages (6500 to 7000 words)
2. Paper: A4 size; font style: Times New Roman;
3. Heading: 12 bold and Text: 12 regular with 1.5 line space
4. Left margin: 1.5 inch and other margins: 1 inch

## **INTERNSHIP ASSESSMENT**

---

1. Agency Supervisor	25 marks
2. Faculty Supervisor	25 marks
	-----
Total	50 marks
	-----

## **CRITERIA FOR ASSESSMENT**

---

Agency Supervisor	
Attendance	8 marks
Regularity & punctuality	2 marks
Learning potential	5 marks
Involvement in work	5 marks
Contribution to organization	5 marks
	-----
Total	25 marks
	-----



Faculty Supervisor	
Methodology	7 marks
Content of the internship report	8 marks
Scientific rigour and logical sequence	5 marks
Documentation of the report	5 marks
(Layout, formatting, visual appeal, etc)	
	-----
Total	25 marks
	-----

## M.A. DISSERTATION: GUIDELINES AND FORMAT

(To be submitted at the end of Semester IV)

### 1. Size of the dissertation:

- around 100 pages (A-4 size paper)
- 220 to 250 words in a page.
- 22 to 25 lines in a page
- total: 10,000 to 12,000 words

### 2. Typefaces and margins:

- Typed in: Times New Roman, 12 Regular, 1.5 line space.
- Headings: 3.1. Major headings in 13 bold caps; 3.2. Minor headings in 12 bold.
- Text in 12 regular with left margin: 1.5 inch and other margins: 1 inch

### 3. Research report with facing page (Same as cover page)

### 4. Declaration by the student / researcher

### 5. Certificate by the guide

### 6. Acknowledgement(s) by the student / researcher

### 7. Contents

### 8. List of tables

### 9. List of figures

### 10. Abbreviations used in the report

### 11. Abstract/Executive Summary

### 12. Chapter – I -Introduction

### 13. Chapter – II – Review of Literature

### 14. Chapter – III – Research Design/Methodological Framework of the Study

### 15. Chapter – IV – Analysis of Data

### 16. Chapter – V – Summary and Conclusion

### 17. Bibliography

## **GENERAL RULES AND REGULATIONS**

### **WORKING HOURS**

RGNIYD will remain open from monday through friday from 9.30 a.m. to 6.00 p.m. The Institute will remain closed on all closed Central Government Holidays.

### **NON-DISCRIMINATION STATEMENT**

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

### **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 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.

### **RAGGING**

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.

### **ALCOHOL POLICY**

The possession and consumption of alcoholic beverages in the campus is strictly prohibited.

### **DRUG POLICY**

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.

### **RECREATIONAL DRUG POLICY**

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 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 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 come to the class, library, computer lab or other premises inside the campus of the Institute dressed appropriately in neat and clean clothing and the following dress code that promotes a positive image of the person and Institute.

### **DRESS CODE FOR GIRLS**

Girls should be dressed in salwar kameez with dupetta / 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, jeans with shirts properly 'tucked-in', shoes with socks/ leather chappals, 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.

## **CONDUCT STANDARDS**

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

## **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.

## **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 who have not cleared the mess dues of the previous academic year.
  - ii. Those who 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. Shouting, whistling or otherwise causing disturbance in the hostel will be considered as a breach of discipline. A register will be maintained for the same in which the violator's name shall be noted down.
- 2.3. Smoking is strictly prohibited.
- 2.4. Students are strictly warned of the serious and cognizable offence of being in possession of liquor or drinks or being found under their influence. If the breathalyser proves the offence it will lead to disciplinary actions and expulsion from the hostel.
- 2.5. Hostellers are not permitted to convene meeting of any nature in the hostel without the Warden's written permission.

- 2.6. Hostellers are not allowed to put up notice without the Warden's written permission.
- 2.7. 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.
- 2.8. 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.
- 2.9. 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 pm.
- 2.10. A student whose name is removed from Institution roll shall not be entitled to stay in the hostel.
- 2.11. Students shall not possess any powered vehicles.
- 2.12. All hostellers are to return to their respective rooms by 8.30 pm.
- 2.13. The warden is vested with full powers to expel a student from the hostel if his / her presence is considered detrimental to the discipline of the hostel.
- 2.14. No hostellers (boys) should be found wandering around the premises of girls' hostel

### **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. 08.00 to 09.00 AM – Breakfast
  - ii. 01.00 to 02.00 PM – Lunch
  - iii. 7.45 - 8.30 – 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. The residents are to pay an advance payment of ₹ 2000/- towards mess charges on or before 5<sup>th</sup> of every month.
- 3.7. Every student who is staying inside the campus is to join the mess regardless of their interest.
- 3.8. Mess bill has to be remitted in the Canara Bank, Sriperumbudur Branch and the counter foil should be submitted to the APP Section.

## 4. GENERAL

- 4.1. No person other than those admitted as residents of the hostel may stay in the hostel premises.
- 4.2. Any one falling sick is advised to make use of Government hospital facilities or the nearest health center at their own cost and also inform the Warden/Resident Teacher.
- 4.3. 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.
- 4.4. The inmates should strictly ensure the safety and security of the property of the institution.
- 4.5. 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.

### LIBRARY RULES

All are requested to observe silence in the library.

Library Hours: **Weekdays: 9.00 A.M. to 6.00 P.M.**

Saturday: 9.00 A.M to 5.00 P.M. (For reference only)

Sunday & All Government Holidays: Closed

- Issue / return / renewal activities will be carried out between 10.00 A.M to 5.30 P.M.
- While entering, the footwear should be removed outside the library and placed in the foot
- Rack and the personal properties should be placed safe in the property rack kept at the entrance.
- Students are allowed to bring only white sheet papers inside the library; notebook, laptop, and files are prohibited.
- Students are required to sign in the gate register upon their arrival & 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 after referring / reading. Such books should be left on the table and the library staff will replace them.
- While leaving the library, readers should present themselves for a check-up for all the materials borrowed or taken out of the library.
- Any issued book taken out of the library should be kept outside.

## **ISSUE OF BOOKS**

---

- Library cards are not transferable.
- Book will be issued to the borrower against production of borrowing card along with the identity card issued by the Institute.
- The borrower is responsible for the book borrowed upon his/her card.
- A book will be issued to students for a period of 14 days & renewed twice for 7 days.
- Students should not write/ damage /mark in any book belonging to the library.
- 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 brought to the notice of the library staff in writing immediately.
- Reference book will never be lent out. After getting permission from the Librarian it can be lent out overnight.
- Journals/magazines/CDs are only for reference.
- All new arrivals of books will be displayed in separate rack at the entrance for one week and will not be issued during that period.
- The Librarian reserves the right to recall any book issued from any member at any time.
- A book can be reserved online by making an entry in OPAC.
- If the books are not returned on or before the due date, a penalty of ₹ 2 will be charged per book for one day for one week and ₹ 4 per day will be charged from second week onwards.

## **LOSS OF BOOKS AND /OR LIBRARY CARDS**

---

- Loss of library cards should be reported to the Librarian immediately.
- Any book that is lost by the borrower must be brought to the notice of the Librarian immediately.
- Borrower is liable to replace 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:
  - a. Current price of the book in double with overdue charges, if the borrower has not reported the loss of book before the due date.
  - b. Current price of the book in double if the loss of book is reported before the due date.
  - c. 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 ₹ 100/-.
- Borrower will continue to be responsible for any loss arising from the inadvertent or misuse of the library card lost.



## IMPORTANT LOGIN - INTRANET ACCESS

[www.rglib.org/opac](http://www.rglib.org/opac) (RGNIYD Library Catalogue)

[www.jstor.org](http://www.jstor.org) (To access J-STOR Consortium- e-journals)

## STUDENT RIGHTS AND RESPONSIBILITIES

### 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 STANDARDS

The Institute expects its students to maintain high academic standards and to submit their own work and display a sincere commitment to academic integrity. All work should be properly cited as to source.

### ATTENDANCE

Students will have to get a minimum of 90% attendance for every Course. However, condonation may be provided on a specific request by the student to the Director with supporting documents (medical certificate), and a condonation fee of ₹ 1,000/- . In no case, a student with less than 80% of attendance will be condoned and is permitted to appear in the semester examination. To make himself / herself eligible to appear subsequently in the semester examination, the student has to secure the prescribed attendance in the next semester.

### EMERGENCY SITUATIONS

For an on-campus emergency students should call concerned mentors / authorities given in the list of contacts.

### HEALTH INSURANCE

All students are encouraged to obtain health insurance.

### MENTORING

Every student of RGNIYD can have the services of a staff member who will offer counselling on various issues that concern the student. The mentor will be responsible for the academic and moral development of the personality of the student. The mentor will have a record of counselling and other related information to the parents/organizations about the progress reached by the student.

### NATIONAL SERVICE SCHEME

National Service Scheme of the RGNIYD will enrol all the students to be NSS volunteers and put in active community services.

### IDENTIFICATION CARDS

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

## ACADEMIC PROGRAMME CALENDAR 2014-15

Date	Day	Particulars	No. of Working Days		Remarks
			I Sem.	III Sem.	
01.07.14	Tuesday				
02.07.14	Wednesday				Orientation sessions for the new batch starts
03.07.14	Thursday				
04.07.14	Friday				
05.07.14	Saturday	<b>Holiday</b>			Orientation sessions for the new batch ends
06.07.14	Sunday	<b>Holiday</b>			
07.07.14	Monday		1	1	First semester & third semester classes begin
08.07.14	Tuesday		2	2	
09.07.14	Wednesday		3	3	
10.07.14	Thursday		4	4	Last date for payment of fees and dues, if any, in the bank
11.07.14	Friday		5	5	
12.07.14	Saturday	<b>Holiday</b>			
13.07.14	Sunday	<b>Holiday</b>			
14.07.14	Monday		6	6	Last date for submission of Internship report by third semester students
15.07.14	Tuesday		7	7	Last date for payment of fees and dues in the bank with a penalty @ ₹ 25/- per day
16.07.14	Wednesday		8	8	
17.07.14	Thursday		9	9	
18.07.14	Friday		10	10	
19.07.13	Saturday	<b>Holiday</b>			
20.07.14	Sunday	<b>Holiday</b>			
21.07.14	Monday		11	11	
22.07.14	Tuesday		12	12	
23.07.14	Wednesday		13	13	
24.07.14	Thursday		14	14	
25.07.14	Friday		15	15	Last date for submission of tuition fees for the semester (without fine)
26.07.14	Saturday	<b>Holiday</b>			
27.07.14	Sunday	<b>Holiday</b>			
28.07.14	Monday		16	16	
29.07.14	Tuesday	<b>Idu'l Fitr</b>			

30.07.14	Wednesday		17	17	
31.07.14	Thursday		18	18	
01.08.14	Friday		19	19	Last date for submission of Tuition fees for the semester (with fine)
02.08.14	Saturday	<b>Holiday</b>			
03.08.14	Sunday	<b>Holiday</b>			
04.08.14	Monday		20	20	
05.08.14	Tuesday		21	21	Last date for payment of hostel and mess fees
06.08.14	Wednesday		22	22	
07.08.14	Thursday		23	23	
08.08.14	Friday		24	24	Elections to the Students' Union & SMMC
09.08.14	Saturday	<b>Holiday</b>			
10.08.14	Sunday	<b>Holiday</b>			
11.08.14	Monday		25	25	Last date for payment of fees and dues, if any, in the bank
12.08.14	Tuesday		26	26	
13.08.14	Wednesday		27	27	
14.08.14	Thursday		28	28	Last date for payment of fees and dues in the bank with a penalty @₹ 25/- per day
15.08.14	Friday	<b>Independence Day</b>			
16.08.14	Saturday	<b>Holiday</b>			
17.08.14	Sunday	<b>Holiday</b>			
18.08.14	Monday		29	29	
19.08.14	Tuesday		30	30	Alumni Association Meeting
20.08.14	Wednesday		31	31	RGNIYD Foundation Day and Sadbhavana Diwas
21.08.14	Thursday		32	32	Arts & Cultural Festival
22.08.14	Friday		33	33	Arts & Cultural Festival
23.08.14	Saturday	<b>Holiday</b>			
24.08.14	Sunday	<b>Holiday</b>			
25.08.14	Monday		34	34	
26.08.14	Tuesday		35	35	
27.08.14	Wednesday		36	36	
28.08.14	Thursday		37	37	
29.08.14	Friday	<b>Ganesh Chaturthi</b>			
30.08.14	Saturday	<b>Holiday</b>			
31.08.14	Sunday	<b>Holiday</b>			
01.09.14	Monday		38	38	
02.09.14	Tuesday		39	39	
03.09.14	Wednesday		40	40	
04.09.14	Thursday		41	41	

05.09.14	Friday		42	42	Last date for payment of hostel and mess fees
06.09.14	Saturday	<b>Holiday</b>			Inter-Collegiate Festival
07.09.14	Sunday	<b>Holiday</b>			Inter-Collegiate Festival
08.09.14	Monday		43	43	
09.09.14	Tuesday		44	44	
10.09.14	Wednesday		45	45	Last date for payment of fees and dues, if any, in the bank
11.09.14	Thursday		46	46	
12.09.14	Friday		47	47	
13.09.14	Saturday	<b>Holiday</b>			
14.09.14	Sunday	<b>Holiday</b>			
15.09.14	Monday		48	48	Internal tests begin  Last date for payment of fees and dues in the bank with a penalty @ ₹ 25/- per day
16.09.14	Tuesday		49	49	
17.09.14	Wednesday		50	50	
18.09.14	Thursday		51	51	
19.09.14	Friday		52	52	
20.09.14	Saturday	<b>Holiday</b>			
21.09.14	Sunday	<b>Holiday</b>			
22.09.14	Monday		53	53	
23.09.14	Tuesday		54	54	
24.09.14	Wednesday		55	55	
25.09.14	Thursday		56	56	Last date for applying for semester/ arrear exams (without fine)
26.09.14	Friday		57	57	
27.09.14	Saturday	<b>Holiday</b>			
28.09.14	Sunday	<b>Holiday</b>			
29.09.14	Monday		58	58	
30.09.14	Tuesday		59	59	Last date for applying for semester/ arrear exams (with fine)
01.10.14	Wednesday		60	60	Submission of examination application forms to the CoE
02.10.14	Thursday	<b>Gandhi Jayanthi</b>			
03.10.14	Friday	<b>Dussehra (Vijay Dasami)</b>			
04.10.14	Saturday	<b>Holiday</b>			
05.10.14	Sunday	<b>Holiday</b>			
06.10.14	Monday	<b>Id-ul-Zuha (Bakrid)</b>			Last date for payment of hostel and mess fees

07.10.14	Tuesday		61	61	
08.10.14	Wednesday		62	62	
09.10.14	Thursday		63	63	
10.10.14	Friday		64	64	Last date for payment of fees and dues, if any, in the bank
11.10.14	Saturday	<b>Holiday</b>			
12.10.14	Sunday	<b>Holiday</b>			
13.10.14	Monday		65	65	
14.10.14	Tuesday		66	66	
15.10.14	Wednesday		67	67	Last date for payment of fees and dues in the bank with a penalty @ ₹ 25/- per day
16.10.14	Thursday		68	68	
17.10.14	Friday		69	69	
18.10.14	Saturday	<b>Holiday</b>			
19.10.13	Sunday	<b>Holiday</b>			
20.10.14	Monday		70	70	
21.10.14	Tuesday		71	71	
22.10.14	Wednesday	<b>Diwali (Deepavali)</b>			
23.10.14	Thursday		72	72	Sports & Games Festival
24.10.14	Friday		73	73	Sports & Games Festival
25.10.14	Saturday	<b>Holiday</b>			
26.10.14	Sunday	<b>Holiday</b>			
27.10.14	Monday		74	74	
28.10.14	Tuesday		75	75	
29.10.14	Wednesday		76	76	
30.10.14	Thursday		77	77	
31.10.14	Friday		78	78	Last date for submission of NSS participation certificate for NSS scholarship
01.11.14	Saturday	<b>Holiday</b>			
02.11.14	Sunday	<b>Holiday</b>			
03.11.14	Monday		79	79	
04.11.14	Tuesday	<b>Muharaam</b>			
05.11.14	Wednesday		80	80	Last date for payment of hostel and mess fees
06.11.14	Thursday	<b>Guru Nanak's Birthday</b>			
07.11.14	Friday		82	82	
08.11.14	Saturday	<b>Holiday</b>			
09.11.14	Sunday	<b>Holiday</b>			
10.11.14	Monday		83	83	Last date for payment of fees and dues, if any, in the bank
11.11.14	Tuesday		84	84	
12.11.14	Wednesday		85	85	

**RGNIYD**

13.11.14	Thursday		86	86	
14.11.14	Friday		87	87	Last date for payment of fees and dues in the bank with a penalty @ ₹ 25/- per day
15.11.14	Saturday	<b>Holiday</b>			
16.11.14	Sunday	<b>Holiday</b>			
17.11.14	Monday		88	88	
18.11.14	Tuesday		89	89	
19.11.14	Wednesday		90	90	Attendance & record of performance – to be forwarded to CoE
20.11.14	Thursday		91	91	
21.11.14	Friday		92	92	Issue of hall ticket to the students
22.11.14	Saturday	<b>Holiday</b>			
23.11.14	Sunday	<b>Holiday</b>			
24.11.14	Monday				Semester exams begin
25.11.14	Tuesday				
26.11.14	Wednesday				
27.11.14	Thursday				
28.11.14	Friday				
29.11.14	Saturday	<b>Holiday</b>			
30.11.14	Sunday	<b>Holiday</b>			
01.12.14	Monday				
02.12.14	Tuesday				
03.12.14	Wednesday				
04.12.14	Thursday				
05.12.14	Friday				First and third semester exams complete  Last date for payment of hostel and mess fees
06.12.14	Saturday	<b>Holiday</b>			
07.12.14	Sunday	<b>Holiday</b>			
08.12.14	Monday		1	1	Second and fourth semester classes begin
09.12.14	Tuesday		2	2	
10.12.14	Wednesday		3	3	Last date for payment of fees and dues, if any, in the bank
11.12.14	Thursday		4	4	
12.12.14	Friday		5	5	Last date for submission of tuition fees for the semester (without fine)
13.12.14	Saturday	<b>Holiday</b>			
14.12.14	Sunday	<b>Holiday</b>			

15.12.14	Monday		6	6	Last date for payment of fees and dues in the bank with a penalty @ ₹ 25/- per day
16.12.14	Tuesday		7	7	
17.12.14	Wednesday		8	8	
18.12.14	Thursday		9	9	
19.12.14	Friday		10	10	Last date for submission of tuition fees for the semester (with fine)
20.12.14	Saturday	<b>Holiday</b>			Christmas - New year holidays begin
21.12.14	Sunday	<b>Holiday</b>			
22.12.14	Monday				
23.12.14	Tuesday				
24.12.14	Wednesday				
25.12.14	Thursday	<b>Christmas</b>			
26.12.14	Friday				
27.12.14	Saturday	<b>Holiday</b>			
28.12.14	Sunday	<b>Holiday</b>			
29.12.14	Monday				
30.12.14	Tuesday				
31.12.14	Wednesday				
01.01.15	Thursday				
02.01.15	Friday				
03.01.15	Saturday	<b>Holiday</b>			
04.01.15	Sunday	<b>Holiday</b>			
05.01.15	Monday		11	11	Classes resume for second semester; for fourth semester students, data collection as part of dissertation begin  Last date for payment of hostel and mess fees
06.01.15	Tuesday		12	12	
07.01.15	Wednesday		13	13	
08.01.15	Thursday		14	14	
09.01.15	Friday		15	15	Last date for payment of fees and dues, if any, in the bank
10.01.15	Saturday	<b>Holiday</b>			
11.01.15	Sunday	<b>Holiday</b>			
12.01.15	Monday		16	16	Observance of National Youth Day
13.01.15	Tuesday		17	17	
14.01.15	Wednesday		18	18	
15.01.15	Thursday		19	19	Last date for payment of fees and dues in the bank with a penalty @ ₹ 25/- per day
16.01.15	Friday		20	20	

17.01.15	Saturday	<b>Holiday</b>			
18.01.15	Sunday	<b>Holiday</b>			
19.01.15	Monday		21	21	Classes resume for fourth semester students
20.01.15	Tuesday		22	22	
21.01.15	Wednesday		23	23	
22.01.15	Thursday		24	24	
23.01.15	Friday		25	25	
24.01.15	Saturday	<b>Holiday</b>			
25.01.15	Sunday	<b>Holiday</b>			
26.01.15	Monday	<b>Republic Day</b>			
27.01.15	Tuesday		26	26	Capacity building programmes by Placement Cell
28.01.15	Wednesday		27	27	
29.01.15	Thursday		28	28	
30.01.15	Friday		29	29	
31.01.15	Saturday	<b>Holiday</b>			
01.02.15	Sunday	<b>Holiday</b>			
02.02.15	Monday		30	30	
03.02.15	Tuesday		31	31	
04.02.15	Wednesday		32	32	
05.02.15	Thursday		33	33	Last date for payment of hostel and mess fees
06.02.15	Friday		34	34	
07.02.15	Saturday	<b>Holiday</b>			
08.02.15	Sunday	<b>Holiday</b>			
09.02.15	Monday		35	35	
10.02.15	Tuesday		36	36	Last date for payment of fees and dues, if any, in the bank
11.02.15	Wednesday		37	37	
12.02.15	Thursday		38	38	
13.02.15	Friday		39	39	
14.02.15	Saturday	<b>Holiday</b>			
15.02.15	Sunday	<b>Holiday</b>			
16.02.15	Monday		40	40	Last date for payment of fees and dues in the bank with a penalty @ ₹ 25/- per day
17.02.15	Tuesday		41	41	
18.02.15	Wednesday		42	42	
19.02.15	Thursday		43	43	
20.02.15	Friday		44	44	
21.02.15	Saturday	<b>Holiday</b>			
22.02.15	Sunday	<b>Holiday</b>			
23.02.15	Monday		45	45	



24.02.15	Tuesday		46	46	
25.02.15	Wednesday		47	47	
26.02.15	Thursday		48	48	
27.02.15	Friday		49	49	
28.02.15	Saturday	<b>Holiday</b>			
01.03.15	Sunday	<b>Holiday</b>			
02.03.15	Monday		50	50	Internal tests begin
03.03.15	Tuesday		51	51	
04.03.15	Wednesday		52	52	
05.03.15	Thursday		53	53	Last date for payment of hostel and mess fees
06.03.15	Friday		54	54	
07.03.15	Saturday	<b>Holiday</b>			
08.03.15	Sunday	<b>Holiday</b>			
09.03.15	Monday		55	55	Last date for applying for Semester/ Arrear Exams (without fine)
10.03.15	Tuesday		56	56	Last date for payment of fees and dues, if any, in the bank
11.03.15	Wednesday		57	57	
12.03.15	Thursday		58	58	
13.03.15	Friday		59	59	
14.03.15	Saturday	<b>Holiday</b>			
15.03.15	Sunday	<b>Holiday</b>			
16.03.15	Monday		60	60	Last date for applying for semester/ arrear exams (with fine)  Last date for payment of fees and dues in the bank with a penalty @ ₹ 25/- per day
17.03.15	Tuesday		61	61	Submission of examination application forms to the CoE
18.03.15	Wednesday		62	62	
19.03.15	Thursday		63	63	
20.03.15	Friday		64	64	
21.03.15	Saturday	<b>Holiday</b>			
22.03.15	Sunday	<b>Holiday</b>			
23.03.15	Monday		65	65	
24.03.15	Tuesday		66	66	
25.03.15	Wednesday		67	67	
26.03.15	Thursday		68	68	
27.03.15	Friday		69	69	
28.03.15	Saturday	<b>Holiday</b>			
29.03.15	Sunday	<b>Holiday</b>			

**RGNIYD**

30.03.15	Monday		70	70	
31.03.15	Tuesday		71	71	
01.04.15	Wednesday		72	72	
02.04.15	Thursday		73	73	
03.04.15	Friday		74	74	Campus placement for fourth semester students by Placement Cell
04.04.15	Saturday	<b>Holiday</b>			Last date for payment of hostel and mess fees
05.04.15	Sunday	<b>Holiday</b>			
06.04.15	Monday		75	75	
07.04.15	Tuesday		76	76	
08.04.15	Wednesday		77	77	
09.04.15	Thursday		78	78	
10.04.15	Friday		79	79	Last date for payment of fees and dues, if any, in the bank
11.04.15	Saturday	<b>Holiday</b>			
12.04.15	Sunday	<b>Holiday</b>			
13.04.15	Monday		80	80	Last date for submission of dissertation
14.04.15	Tuesday	<b>Ambedkar Jayanthi</b>			
15.04.15	Wednesday		81	81	Last date for payment of fees and dues in the bank with a penalty @ ₹ 25/- per day
16.04.15	Thursday		82	82	
17.04.15	Friday		83	83	
18.04.15	Saturday	<b>Holiday</b>			
19.04.15	Sunday	<b>Holiday</b>			
20.04.15	Monday		84	84	
21.04.15	Tuesday		85	85	
22.04.15	Wednesday		86	86	
23.04.15	Thursday		87	87	
24.04.15	Friday		88	88	
25.04.15	Saturday	<b>Holiday</b>			
26.04.15	Sunday	<b>Holiday</b>			
27.04.15	Monday		89	89	
28.04.15	Tuesday		90	90	Attendance & record of performance – to be forwarded to CoE
29.04.15	Wednesday		91	91	
30.04.15	Thursday		92	92	
01.05.15	Friday				
02.05.15	Saturday	<b>Holiday</b>			
03.05.15	Sunday	<b>Holiday</b>			
04.05.15	Monday				
05.05.15	Tuesday				Last date for payment of hostel and mess fees

06.05.15	Wednesday				
07.05.15	Thursday				
08.05.15	Friday				Issue of hall ticket to the students
09.05.15	Saturday	<b>Holiday</b>			
10.05.15	Sunday	<b>Holiday</b>			
11.05.15	Monday				Second and fourth semester exams begin  Last date for payment of fees and dues, if any, in the bank
12.05.15	Tuesday				
13.05.15	Wednesday				
14.05.15	Thursday				
15.05.15	Friday				Last date for payment of fees and dues in the bank with a penalty @ ₹ 25/- per day
16.05.15	Saturday	<b>Holiday</b>			
17.05.15	Sunday	<b>Holiday</b>			
18.05.15	Monday				
19.05.15	Tuesday				
20.05.15	Wednesday				
21.05.15	Thursday				Observance of Anti-Terrorism Day
22.05.15	Friday				
23.05.15	Saturday	<b>Holiday</b>			
24.05.15	Sunday	<b>Holiday</b>			
25.05.15	Monday				Commencement of semester break for second semester & block placement for fourth semester
26.05.15	Tuesday				
27.05.15	Wednesday				
28.05.15	Thursday				
29.05.15	Friday				
30.05.15	Saturday	<b>Holiday</b>			
31.05.15	Sunday	<b>Holiday</b>			
01.06.15	Monday				Commencement of internship for second semester students
02.06.15	Tuesday				
03.06.15	Wednesday				
04.06.15	Thursday				
05.06.15	Friday				Last date for payment of hostel and mess fees
06.06.15	Saturday	<b>Holiday</b>			
07.06.15	Sunday	<b>Holiday</b>			
08.06.15	Monday				

**RGNIYD**

09.06.15	Tuesday				
10.06.15	Wednesday				Last date for payment of fees and dues, if any, in the bank
11.06.15	Thursday				
12.06.15	Friday				
13.06.15	Saturday	<b>Holiday</b>			
14.06.15	Sunday	<b>Holiday</b>			
15.06.15	Monday				Last date for payment of fees and dues in the bank with a penalty @ ₹ 25/- per day
16.06.15	Tuesday				
17.06.15	Wednesday				
18.06.15	Thursday				
19.06.15	Friday				
20.06.15	Saturday	<b>Holiday</b>			
21.06.15	Sunday	<b>Holiday</b>			
22.06.15	Monday				
23.06.15	Tuesday				
24.06.15	Wednesday				
25.06.15	Thursday				
26.06.15	Friday				Conclusion of internship for second semester & block placement for fourth semester
27.06.15	Saturday	<b>Holiday</b>			
28.06.15	Sunday	<b>Holiday</b>			
29.06.15	Monday				
30.06.15	Tuesday				

**Note:** Academic Session for 2015-16 will commence on 01 July 2015.

## 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

## TIME TABLE

### ODD SEMESTER

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

### EVEN SEMESTER

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

### RGNIYD Staff

	Name	Designation	Intercom	Office	Mobile
1	Smt. Latha Pillai	Director	301	27160705	
2	Dr. D. Jayalakshmi	Registrar (i/c)	304	27163942	9840670489
3	Dr. K. Gireesan	Controller of Examinations (i/c)	352	27162932	9445400855 / 9446513910
4	Dr. P. Hiranniya Kalesh	Assistant Professor	330	27163117	9444862892
5	Dr. T. Gopinath	Assistant Professor	317	27162612	9442110723
6	Dr. P. Sivakumar	Assistant Professor	326	27163872	9444581080
7	Dr. S. Lalitha	Assistant Professor	328		9884379410
8	Dr. Kalyani Kenneth	Reader on Contract	351		9841616140
9	Dr. R. Subasree	Lecturer on Contract	351		9884565739
10	Dr. R. Arunajayamani	Lecturer on contract	305		9445303915
11	Dr. S.K. Sathyaprabha	Lecturer on contract	305		8939947200
12	Shri. Joseph Thiyagarajan	Lecturer on contract	337		9843973970
13	Shri. Vaskar Mutum	Lecturer on Contract	353		9884171765
14	Ms. Reshma	Lecturer on Contract	354		9789844571
15	Shri. Sojan Augustine	Lecturer on Contract	353		9962525020
16	Dr. M. Suresh Kumar	Lecturer on Contract	351		9750406463
17	Dr. K.T. Kalai Selvi	Lecturer on Contract	354		9444727502
18	Shri. S. Kumaravel	Training Officer	316	27163708	9943060496
19	Ms. Avinu Veronica Richa	Training Officer	323		8220585208
20	Smt. Anbu Kavitha	Training Officer	302	27163860	7598872104
21	Shri. P. David Paul	Training Officer	318	27162401	9840875815
22	Shri. M. Kulandai Raj	Assistant Registrar (Fin.)	322	27162741	9952916237
23	Shri. M. Chandrasekaran	Admin. Officer (Academics)	307	27163127	9941111768
24	Shri. M. Rajamony	Admin. Officer (General)	306	27163227	9444102247
25	Smt. A. Anitha	Library-cum-Documentation Officer			9566225861
26	Dr. K. Barani Raja	Medical Officer on contract	444		9941134435

Notes

Lined area for notes.



Notes

## About RGNIYD

The Rajiv Gandhi National Institute of Youth Development (rgniyd), Sriperumbudur, Tamil Nadu, is an Institution of National Importance by the Act of Parliament No.35/2012.

RGNIYD functions as a vital resource centre with its multi-faceted functions of offering academic programmes at Post Graduate level encompassing various 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.



### **Rajiv Gandhi National Institute of Youth Development**

(Institution of National Importance by the Act of Parliament No.35/2012)

Ministry of Skill Development, Entrepreneurship, Youth Affairs & Sports, Government of India

Pennalur, Sriperumbudur – 602 105, Tamil Nadu, India

Phone : (91) 044 - 27162741, 27162705 | Fax : (91) 044 - 27163227

E-Mail : [info@rgniyd.gov.in](mailto:info@rgniyd.gov.in) | Website : [www.rgniyd.gov.in](http://www.rgniyd.gov.in)