



## GENERAL GUIDELINES AND CHILD PROTECTION AT SCHOOL

### GENERAL GUIDELINES

We follow ethos, tradition, culture and values which are blended very strongly with modern technology. We hope and expect the parents, students and staff to follow some significant guidelines strictly to facilitate the smooth functioning of the college and ensure a disciplined, safe and comfortable environment for your children. The following rules must be noted and followed meticulously. Parents must follow the rules laid down for their wards pertaining to moral, emotional and spiritual faculties. They are extremely essential for maintaining a productive academic environment.

#### Rules to be observed by all students:

All students are under the overall charge of house masters/house mistresses who are responsible for monitoring their all-round development and performance in every field. Parents are requested to get in touch with the respective house masters/ house mistresses for any or all issues related to their ward.

#### Prohibited items:

1. Parents must ensure that the student is not in possession of any kind of intoxicants, adult/porn disks or any type of undesirable item. Any kind of knife or sharp, harmful items will not be allowed. Parents must thoroughly search the luggage before the child leaves home for college. If found with any of these items the student will be subjected to disciplinary action by the discipline committee.
2. Boarders are not permitted to keep mp3 players, i-pods, mobile phones, game-boys, play-stations, cameras or other electronic gadgets.
3. Keeping of cash is strictly prohibited. Cash confiscated by the college shall be donated to an orphanage or old age home.
4. Other valuables like jewellery (other than small studs for girls as earrings) are also not allowed. The college cannot be held responsible for the loss of any of these items.
5. While the house masters will carry out routine inspection of cupboards/rooms, it is not humanly possible for them to search the many places where things can be hidden.



## The Rajkumar College

Since 1870

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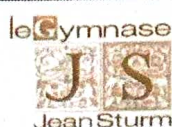
6. If a parent gives unauthorized goods, then they are doing so at their own risk.
7. Unauthorized electrical/electronic gadgets can lead to mishaps/accidents. These appliances will be confiscated and locked away till the end of the term.

### Accidents & Mishaps:

1. While the college takes every precaution, the college cannot be held responsible for accidents/mishaps that may occur due to unforeseen circumstances.
2. In case of violation of college rules or breach of common sense on the part of a child, in spite of the best course of action taken by the college, the college cannot be held liable for any unfortunate incident.

### College Hospital/Infirmary:

1. In case of illness/injury, if a child has to be referred to a hospital, the house master/house mistress will inform the parent. The college has all the facilities to ensure that the child gets treatment from a qualified doctor. The parent will be called only in cases of serious illness.
2. Regular medical check-up is undertaken by the college medical officer. Parents are requested to kindly do the follow up (if any).
3. Any health problem of the child should be informed to the college immediately.
4. Parents are not permitted to give any medicines to the child directly.
5. If the child is on some medication, special diet or supplement recommended by the family doctor it can be allowed provided the doctor's recommendation letter is given to the house master/college doctor for the same.
6. Students wearing/using spectacles must have at least two pairs with them along with their card which specifies the number.







7. Day scholars and towners are not allowed to bring home made food to the college. In cases where special/supplement diet is to be given on medical grounds, the same shall be provided by the college mess in the infirmary.

### Meeting with wards:

1. Parents / Guardians can meet boarders with prior permission in writing in case of an emergency only.
2. Birthdays are simple. Boarders are only allowed to distribute chocolate bars. Cakes, pastries or any other perishable food is not allowed.
3. Please do not send any gift for members of staff. For them the most precious gift is your child's smile.
4. Walk-in parents shall not be entertained.
5. Please do not insist on taking the boarder out on his/her birthday.
6. Parents/visitors are not permitted to go to the lodges or dormitories. They are requested to be seated in the lobby/visitor's room.
7. When parents visit the college to drop their ward, they are requested not to enter the dormitories to arrange/organise cupboards belonging to their wards. By letting their ward do it, they will help him/her to become independent.

### Leave Rules:

1. No student will be allowed to leave campus unescorted.
2. Students going with relatives/drivers/friends/brother studying in the college or any person other than the parent must have an Authority Letter duly signed by the parent taking responsibility for their child to accompany the concerned person.
3. In case the parent is not in a position to send the authority letter, then he should inform the House Master/House Mistress telephonically.
4. The student must collect the out pass from the House master concerned only.



5. All boarders must report to the House Master / House Mistress after leave/vacation.
6. Students reporting late due to illness/family function or any other unavoidable circumstances at home must come with their parents.
7. No student will be allowed inside the campus after the scheduled time and date without being escorted by his/her parents.
8. It is essential that a leave application is given by the parent and prior sanction taken before taking the child out. The application is to be given to the college office at least 1 week in advance.
9. No student will be allowed to accompany their friends and stay with them at their homes for any vacations without the written consent/ verbal approval of their parents. Parents and local guardians must make arrangements to collect and drop their children.
10. Application for leave does not mean that leave has been sanctioned. Parents must confirm status of leave with the college office before coming to the college to pick up their ward.

**Telephone rules:**

1. Mobile phones are strictly prohibited in the college premises.
2. Parents of fresher (boarder) are requested to avoid calling their ward except on birthday or special occasion as it makes them more homesick. It will hamper his/her adjustment behaviour in new surroundings. Sometimes a child who is coping well suffers from many emotional problems after hearing from his/her parents.
3. Calling up your child on birthdays will be allowed from 8:00 a.m. to 10:00 p.m. only.
4. Students can make outgoing calls only during emergent situations or birthdays of their parents and other siblings.





5. In case of any emergency parents can call up the house master/house mistress concerned or the principal if need be.

### **Dress code:**

1. Parents must make certain that their ward follows the proper dress code - class clothes (Khakis) during classes, games clothes (blues) during games, greys for dinner, greys with blazers for official functions and Jodhpuris with safas (for boys), Salwar Kameez (for girls) for college ceremonial functions.
2. Parents must check that their wards have sufficient pairs of uniforms.
3. Parents must also ensure that all uniforms are stitched to order by the college tailor shop and not from outside.
4. Boarders are not allowed to keep home clothes with them. In case they have to go on an educational /field trip, the House Master concerned will inform the parents to send a few pairs of decent home clothes.
5. While sending their children on educational/field trips parents must not encourage them to wear low waist jeans/trousers/three-fourths. Girls will not be allowed to wear shorts, tights, sleeveless and low neck-line tops with their jeans/trousers. Make-up and miniskirts for the girls are not allowed.
6. Hair gels, deodorants, perfumes, mehndi, nail paint, hair colour, rings, bracelets are not permitted. Amulets may be worn in the neck and must be well covered by the clothing. Parents are requested to take notice of any such accessory being worn by their child and have them removed.

### **Tucks and eatables:**

1. Boarders are permitted to keep only dry fruits as tuck in their dormitories (submitted with the Housemaster).
2. Canteen facility is available to them in the college.
3. Parents must appreciate that the college provides a properly planned nutritive and balanced diet to their children and allowance to keep tuck defeats the purpose.



4. Quantity of permissible dry fruits should not be more than 500 grams.
5. Parents of day-scholars and towners especially are requested to be vigilant and check that their ward does not take tuck for his/her boarder friend(s). In case of a breach, severe disciplinary action shall be taken.

### **Dhrangadhara Hall/Mess:**

1. All day-scholars, towners and boarders shall have breakfast in the college mess.
2. Towners and boarders shall have lunch compulsorily in the mess.
3. It is compulsory for the boarders to have dinner in the mess.
4. All students are expected to observe the highest level of table manners and etiquettes while in the mess.
5. They should behave politely and show respect to the mess staff.
6. Parents are requested not to send home-made food with their child.
7. Though the college is extremely conscious and respectful of the religious sentiments, it becomes extremely difficult and inconvenient to provide special kind of food on religious occasions like the Paryushan, fast during Navratri or during the holy month of Ramzan. Parents are requested not to come up with such demands.
8. All students have to be present in the mess for all meals that are applicable to the category they fall under (boarders/day- scholars/towners).
9. No student shall be allowed to skip meals unless and until advised by the medical officer, in which case they must have their meals in the infirmary.





### Stores:

1. Issue of goods from the stores has to be done through the respective house master/mistress.
2. Though, ample precaution is taken while issuing goods that require accurate measurements, there can always be human errors. In such cases, goods can be exchanged with information to the house master/ house mistress provided that the item has not been used by the student.
3. In case of any doubt, or incorrect debit entry in their account, parents are requested to contact the house master/house mistress first and not the stores in-charge.
4. During the beginning of a new term, there might be a delay in delivery of stitched uniform. Parents are requested to be patient.

### CODE OF CONDUCT

Discipline is an important ingredient in the life of a student. Without it, nothing works. Inculcating discipline amongst children is the most significant aspect of education not confined to college alone. Parents, too, must co-operate with the college in observing these norms:

**Irregular attendance:** unjustified or unexplained absence from college, habitual late coming, leaving the college premises without permission, disobedience and any type of unruly and objectionable behaviour are considered to be grave acts of indiscipline on the part of a student which can lead to his/her expulsion from the college.

**Damage to college property:** Students are expected to take proper care of and respect the college property.

- a) They should not break any item of furniture and fixtures within the college.
- b) Students should not write, scratch or engrave graffiti on desks, chairs and other surfaces.
- c) Damage done even by accident must be reported at once to the Principal/Coordinators / Class Teacher. Anyone who notices something damaged must report the matter to any of the personnel mentioned above.





- d) If a student causing damage to the college property is identified, he/she will be dealt by the discipline committee and appropriate action will be taken against such students.
- e) In the event of collective damage to college property in a classroom, the entire class occupying that classroom will be held responsible and the matter shall be dealt by the discipline committee.
- f) The college will not be responsible for the loss of personal belongings. It is not advisable for students to bring valuables to the college.

**Cash:** Parents are requested not to give more than Rs.50/- to their ward. If for some reason, he has to bring more, written information must be sent to the co-ordinator/headmistress. No money collection for any purpose is allowed to be made in the college without prior permission of the principal.

**Eatables:** Students are strictly forbidden from purchasing eatables from unauthorized vendors/hawkers near the college premises.

**Report Cards:** At the end of each terminal examination, report cards are sent by post. In case of non-receipt of report cards, parents are requested to check with the college office.

**Foul language:** Use of foul / un-parliamentary language is a punishable offence and shall be strictly dealt with.

**Using unfair means in a test or examination** is a grave offence. A student who is found using unfair means will be awarded zero in the subject and will be issued a strict warning. Repetition of the same offence will result in his/her expulsion from the college.

**Cellular phones:** Students are not permitted to carry cellular phones to the college. They are not allowed to use college phones without permission. They cannot be called to the college office to attend to phone calls during college hours. However, in case of emergency the telephone in the co-ordinator's room may be used by the students only after taking prior permission.

**Driving:** Students not holding valid license are not allowed to drive motorized vehicles such as cars, scooters and motorcycles within or outside the college. The college cannot be held responsible for any such violation and/or unfortunate accidents/mishaps.





**Misconduct:** A student indulging in any act of indiscipline is liable to a strict action by the discipline committee. In cases of severe misconduct, the principal can even suspend or rusticate the student from the college.

**Birthdays:** Parents of day-scholars and towners are not permitted to send any gifts for teachers or other students on birthdays of their ward or any other special occasion. Only sweets are allowed to be distributed in class.

**Mode of transport:** Parents are equally responsible for the safety of their children. They must ensure that the mode of transport arranged by them is absolutely safe.

## SCHOOL SAFETY POLICY

### 1. Introduction

At The Rajkumar College, Rajkot, the safety and well-being of our students, staff, and visitors are of paramount importance. This School Safety Policy outlines our commitment to maintaining a secure and conducive learning environment. This policy is applicable to all members of the school community and visitors.

### 2. Objectives

To ensure the physical, emotional, and psychological safety of students, staff, and visitors within the school premises.

To establish protocols and procedures for emergency preparedness, response, and recovery.

To foster a culture of safety awareness and proactive risk management.

To comply with relevant local regulations and guidelines related to school safety.

### 3. Responsibilities

**The School Management:** Will provide necessary resources, training, and support to implement and maintain safety measures.

**Teachers and Staff:** Will undergo regular training on safety protocols, ensure student supervision, and report safety concerns promptly.

**Students:** Must adhere to school safety rules, participate in drills, and report any hazards or incidents.



Parents/Guardians: Are encouraged to collaborate with the school by following safety guidelines and informing the school about student health or safety issues.

#### **4. Physical Safety Measures**

Regular safety audits of school premises and infrastructure.

Fire safety measures, including regular fire drills and maintenance of firefighting equipment.

Adequate lighting, signage, and secure entry/exit points.

Safe transportation practices for school buses, if applicable.

#### **5. Emergency Preparedness and Response**

Develop and periodically review emergency response plans covering scenarios such as natural disasters, medical emergencies, and lockdowns.

Conduct regular drills to ensure preparedness and familiarize students and staff with emergency procedures.

Establish a communication protocol to inform parents and guardians during emergencies.

#### **6. Health and Well-being**

Maintain health and medical records of students and staff.

Train staff in basic first aid and CPR.

Develop procedures for addressing health-related concerns and allergies.

#### **7. Bullying and Harassment**

Maintain a zero-tolerance policy for bullying, harassment, or any form of violence.

Implement awareness programs to promote respectful behavior and provide a platform for reporting incidents.

#### **8. Data Privacy and Security**

Protect the privacy of student and staff data through appropriate cybersecurity measures. Follow best practices for data storage, access, and sharing.

#### **9. Training and Education**

Provide regular training to staff, students, and parents on safety measures, emergency response, and risk management.





## 10. Review and Improvement

Conduct periodic reviews of the safety policy and procedures to identify areas for improvement.

Incorporate lessons learned from drills, incidents, and external recommendations.

## 11. Communication

Make the safety policy accessible to all stakeholders through the school's website, notices, and other communication channels.

## 12. Conclusion

By adhering to this School Safety Policy, we are dedicated to fostering a secure and nurturing environment for all members of the Rajkumar College, Rajkot community. This policy reflects our commitment to continuous improvement and the well-being of everyone associated with our institution.

In order to safeguard and protect the staff and students at school, the following Committees are in place:

1. School Discipline Committee
2. Pastoral Care Committee
3. POSH Act 2013
4. POCSO Act 2012
5. Grievances Committee



Principal  
The Rajkumar College, Rajkot



### SCHOOL DISCIPLINE COMMITTEE

This committee has been formed at The Rajkumar College, Rajkot to address the issues pertaining to day scholars especially indiscipline issues, policy matters and general wellbeing of students. This Committee comes into effect from July 05, 2023.

The purpose of this committee is to provide platform to all students and staff to raise their concerns and for the prevention of malpractices, if any and to assure related corrective measures.

The Committee members are appointed as under:

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Role</u>
1	Mr Yash Saxena	Principal	Presiding Officer
2	-	Vice Principal	Secretary
3	Ms Keyuri Gohil	Sr Coordinator - Girls	Member
4	Mr Minu Pala	Sr Coordinator - Boys	Member
5	Ms Anita Singh	Academic In charge – Girls Section (Form 4 to 6)	Member
6	Ms Bala Sharma	Academic In charge – Junior School Boys' section	Member
7	Ms Bhavna Sorathia	Academic In Charge – Form 2 & 3	Member
8	Ms Kirnesh Jhala	Academic In charge – Form 1	Member
9	Mr Devendrasinh J Jadeja	Proctor	Member

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Principal  
The Rajkumar College, Rajkot







### PASTORAL CARE COMMITTEE

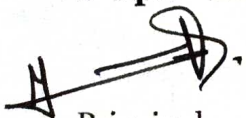
This committee has been formed at The Rajkumar College, Rajkot to address the issues pertaining to lodges especially indiscipline issues, policy matters and general wellbeing of students. This Committee comes into effect from July 05, 2023.

The purpose of this committee is to provide platform to all students and pastoral care staff to raise their concerns and for the prevention of malpractices, if any and to assure related corrective measures.

The Committee members are appointed as under:

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Role</u>
1	Mr Yash Saxena	Principal	Presiding Officer
2	-	Vice Principal	Secretary
3	Mr Sandeep Deshmukh	HM -Senior Lodge	Member
4	Mr Sudhanshu Swar	HM- Lower Senior Lodge	Member
5	Mr Mahendra Singh Chauhan	HM – Intermediate Lodge	Member
6	Ms Anima Lal	HM – Junior Lodge	Member
7	Ms Deepa Janee	HM – Prep Lodge	Member
8	Ms Anju Dhan	HM – Senior Girls Lodge	Member
9	Ms Jyotis Jacob	HM – Junior Girls Lodge	Member
10	Ms Anju Singh Unnithan	HM – Day Boarder Girls	Member
11	Mr Kunal Chhapekar	HM – Day Boarder Senior Boys	Member
12	Ms Sona Karia	HM – Day Boarder Junior Boys	Member

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Principal  
The Rajkumar College, Rajkot





**INTERNAL COMPLAINTS COMMITTEE**

**POSH (Prevention of Sexual Harassment of Women at Workplace) Act 2013**

This committee has been formed at The Rajkumar College, Rajkot to address issues under the **sexual harassment of women at workplace (prevention, prohibition and redressal) act, 2013**. This Committee comes into effect from June 26, 2023.

The purpose of this committee is to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of nomination

The following committee members are appointed under section 4 of this Act:

<b><u>S.No.</u></b>	<b><u>Name</u></b>	<b><u>Designation</u></b>	<b><u>Role</u></b>
1	Mr Yash Saxena	Principal	Presiding Officer
2	Vacant	Vice Principal	Member
3	Mr Chacko Thoman Kottayadil	Bursar	Member
4	Dr Sohil Govani	Medical Officer	Member
5	Ms Jignasa Parikh	Counsellor	Member
6	Ms Bala Sharma	Academic incharge	Secretary
7	Ms Preeti Francis	HOD - English	Member

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Principal  
The Rajkumar College, Rajkot







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: principal@rkcrajkot.in

**INTERNAL COMPLAINTS COMMITTEE**  
**POCSO (Protection of Children from Sexual Offence) Act 2012**

This committee has been formed at The Rajkumar College, Rajkot to address issues under **Protection of Children from Sexual Offence (POCSO) Act, 2012**. This Committee comes into effect from June 26, 2023. (Refer to circular CBSE/AFF/School safety/19/2017)

The purpose of this committee is to provide protection of Children against sexual harassment and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of nomination

The following committee members are appointed under this Act:

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Role</u>
1	Mr Yash Saxena	Principal	Presiding Officer
2	Mr Chacko Thomas Kottayadil	Vice Principal/ Bursar	Member
3	Dr Sohil Govani	Medical Officer	Member
4	Mr Devendrasinh J Jadeja	Proctor / Legal Counsellor	Member
5	Ms Jignasa Parikh	School Counsellor	Member
6	Ms Keyuri Gohil	Snr Coordinator (Girls)	Secretary
7	Ms Anju Dhan / Mr Sudhanshu Swar	Housemistress/Housemaster	Member

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Principal  
The Rajkumar College, Rajkot







### GRIEVANCES COMMITTEE

This committee has been formed at The Rajkumar College, Rajkot to address grievances of Parents/students/staff/alumni/stakeholders. This Committee comes into effect from June 26, 2023.

The purpose of this committee is to provide platform to all above to raise their grievances and for the prevention of malpractices, if any and to assure related corrective measures.

The Presiding Officer and every Member of the Grievance Committee shall hold office for such period, not exceeding three years, from the date of nomination.

The following committee members are appointed under this Act:

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Role</u>
1	Mr Chacko Thomas Kottayadil	Vice Principal/ Bursar	Presiding Officer
2	Mr Devendrasinh J Jadeja	Proctor / Legal Counsellor	
3	Ms Jignasa Parikh	School Counsellor	
4	Mr Minu Pala	Sr Coordinator (Boys)	Secretary
5	Ms Poonam Mishra	HOD – Social Science	
6	Niyatiba Zala	Student representative	
7	Tanishq Naranja	Student Representative	

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