



**RKDF UNIVERSITY,  
Gandhi Nagar, Bhopal**

**Code of Conduct  
for  
University Students  
(Approved in Board of Management held  
on 25.06.2020 & Governing Body meeting  
Held on 24.07.2020)**

  
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**(For Official Use)**

## 1. PREAMBLE

This above rules indicates the standard procedures and practices of the RKDF University, Bhopal (hereinafter referred to as the 'University') for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the University endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which is **available on the** official website of the University

## 2. JURISDICTION

2.1 The University shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.

2.2 University may also exercise jurisdiction over conduct for campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
- c) Possession or use of weapons, explosives, or destructive devices off-campus
- d) Manufacture, sale, or distribution of prohibited drugs or its use alcohol, tobacco, and smoking, etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
- f) **Inviting unlawful peoples friends in the campus/hostel/cafeteria etc.**

  
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- g) **Damaging furniture, equipment, CC tv camera, theft of books from the library etc**

### **3. Ethics and Conduct of Students**

3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises

- a) He/she shall be regular and must complete studies in the University.
- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans/Principals
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.

3.3. University believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety to others etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University interests and reputation substantially.

3.5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

3.6 Intentionally damaging or destroying Institute property or property of other students and/or faculty members

3.7 Any disruptive activity in a class room or in an event sponsored by the Institute

3.8 Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards

  
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### **3.9 Participating in activities including**

- 3.9.1 Organizing meetings and processions without permission from the competent authority of the university
- 3.9.2 Accepting membership of religious or terrorist groups banned by

- the State/Government of India
- 3.9.3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
  - 3.9.4 Unauthorized possession or use of harmful chemicals and banned drugs
  - 3.9.5 Smoking in the campus of the University
  - 3.9.6 Possessing, Consuming, distributing, selling of alcohol/tobacco/cigarette in the University and/or throwing empty bottles on the campus of the university
  - 3.9.7 Any act through social media covered under IT act.
  - 3.9.8 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
  - 3.9.9 Rash driving on the campus that may cause any inconvenience to others
  - 3.9.10 Theft or unauthorized access to others resources
  - 3.9.11 **Harassing girls sending by unwanted messages, pictures and any other content through social media**
  - 3.9.12 Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- 3.10 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.
  - 3.11 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
  - 3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
  - 3.13 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the university or inviting complaints under IT act.
  - 3.14 Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and

interference with the work of others is punishable.

- 3.15 Damage to, or destruction of, any property of the Institute, or any property of others on the University premises.
  - 3.16 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
  - 3.17 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,
- 4 If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
- 4.1 **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
  - 4.2 **RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
  - 4.3 **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
  - 4.4 **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc. **of such decision/recommendations will be made any of the committee constituted with the approval of competent authority**
  - 4.5 **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
  - 4.6 **SUSPENSION-** A student may be suspended for a specified period of time

which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties including fine.

4.7 Ineligibility to reapply for admission to the Institute for a period of three years, and

4.8 Withholding the grade card or certificate for the courses studied or work carried out

5 **APPEAL:** If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice Chancellor. The Vice Chancellor may decide on one of the following:

5.1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

5.2 Refer the case back to the committee for reconsideration.

In any case the Vice Chancellor decision is final and binding in all the cases where there is a possible misconduct by a student.

## 6 Academic Integrity

As a premier University for advanced scientific and solar technological research, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitutes a serious offence.

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### 6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and

- To provide examples of dishonest conduct and violations of academic integrity.

## 6.2 Violations of this policy include, but are not limited to:

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- (a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- (b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- (c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- (d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- f) Paraphrasing or changing an author's words or style without citation.

(ii) Cheating

Cheating includes, but is not limited to:

- (a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- (b) Allowing or facilitating copying, or writing a report or taking examination for someone else.
- (c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- (d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

- (e) Creating sources, or citations that do not exist
- (f) Altering previously evaluated and re-submitting the work for re-evaluation
- (g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

4.3 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- (a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- (b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- (c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- (d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.



(e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.

(f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

## 7 ANTI-RAGGING

The University has a coherent and an effective anti-ragging policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the ‘UGC Regulations’]’. The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

### 7.1 Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;

  
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- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

## **7.2 ANTI-RAGGING COMMITTEE:**

The Anti-Ragging Committee, as constituted by the **competent authority**/ Vice-Chancellor of the university

## **7.3 ANTI-RAGGING SQUAD**

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, should be constituted consisting of various members of the community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

  
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7.4 A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in the examination or other evaluation process.
- d) Withholding results till the recommendations of enquiry committee**
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposium/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels.
- g) Cancellation of admission **if found guilty**
- h) Expulsion from the university and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

7.5 An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:

- i) In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice Chancellor as well as other competent authority. .

## 8 SEXUAL HARASSMENT

The University Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply *mutatis mutandis* to the students of the university **which is available** on <http://www.iisc.ernet.in/misc/harashment.htm>. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

## 9 STUDENT GRIEVANCE PROCEDURE

Any student of the University aggrieved by any acts of sexual harassment, misconduct

or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

## **10 STUDENT PARTICIPATION IN GOVERNANCE**

As Students are members of the University campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

  
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Gandhi Nagar, Bhopal**

**Code of Professional Ethics  
for  
University Teachers  
(Approved in Board of Management held  
On 7.10.2019 & Governing Body meeting  
Held on 26.11.2019)**

  
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## **Code of Professional Ethics for University Teachers**

### **Preamble**

#### 1. Goal of Higher Education in Our Country

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilizations, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace and the principals enunciated in the preamble to our constitution

Higher Education (**HEI**) has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals

Higher Education should strive for academic Excellence and progress of arts and science, Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavor on social needs

#### 2. Teachers and their rights:

Teachers should enjoy civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

### **The Code of Professional Ethics**

#### 1. **Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her/his students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The national ideals of education which have already been set forth and which she/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition. He/she should be a role model to the students.

#### **Teacher should:**

- (i) **Faithful to the constitutions of India.**
- (ii) Adhere to a responsible pattern of conduct and demeanor expected of them by

the community;

- (iii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iv) Seek to make professional growth continuous through study and research;
- (v) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (vi) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vii) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (viii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (ix) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (x) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
- (xi) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (xii) Carryout all othe responsibilities given by the competent authority of the university/department from time to time.**

## **2. Obligation of Teachers towards Students**

- (i) Treats all students with love and affection**
- (ii) Respects the value of being just and impartial to all students in respect of their caste, creed, religion, sex, economic status, disability, language and place of birth**
- (iii) Keeps a dignified demeanor commensurate with the expectations from a teacher as a role model.**
- (iv) Adapts his/her teaching to the individual needs of students.**
- (v) Respect the rights and dignity of the student in expressing her/his opinion;

- (vi) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (vii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (viii) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (ix) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (x) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (xi) Pay attention to only the attainment of the student in the assessment of merit;
- (xii) Make themselves available to the students/**research scholar** even beyond their class hours and help and guide students without any remuneration or reward;
- (xiii) Aid students to develop an understanding of our national heritage and national goals; and
- (xiv) Refrain from inciting students against other students, colleagues or administration.

### **3. Obligation of the teacher towards Colleagues**

#### **Teachers Should**

- (i) Strives for his/her continuous professional development**
- (ii) Creates a culture that encourages purposeful collaboration and dialogue among colleagues**
- (iii) Takes pride in the teaching profession and treats other members of the profession with respect and dignity**
- (iv) Avoids making derogatory statements about colleagues, especially in the presence of pupils, other teachers, officials or parents.**
- (v) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (vi) Speak respectfully to other teachers and render assistance for professional betterment;

  
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- (vii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (viii) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### **4. Obligation of the teacher towards Authorities**

##### **Teachers Should**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with the dignity of the profession;
- (v) Adhere to the terms of contract;
- (vi) Give and expect due notice before a change of position takes place; and
- (vii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **5. Obligation of the teacher towards Non-Teaching Staff**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

  
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#### **6. Obligation of the teacher towards Guardians**

##### **Teachers should**

- (1) Establishes a relationship of trust with parents/guardians in the dignity of

**the students of all round development of students**

- (2) Desists from doing anything which is derogatory to the respect of the child or his/her parents/guardians**
- (3) Strives to develop respect for the composite culture of India among students**
- (4) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.**

**7. Obligation of teacher towards the Society**

**Teachers Should**

- (i)** Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii)** Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii)** Beware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv)** Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v)** Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

  
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