

KSN GOVERNMENT DEGREE COLLEGE FOR WOMEN, ANANTHAPURAMU
STUDENTS HANDBOOK





K.S.N GOVT. DEGREE COLLEGE FOR WOMEN

(ISO 9001:2015, ISO 14001:2015, ISO 50001:2011 CERTIFIED COLLEGE)

(Re-accredited by NAAC with "B" Grade)

Behind RTO Office, Bhairava Nagar, Ananthapuramu-515002

(Affiliated to SK University, Ananthapuramu)



Principal's Message

I am extremely delighted that this Students' Handbook has been compiled and published! I extend my sincere thanks and gratitude to all those who have actively contributed in preparing this handbook. Here you shall find the institutional rules and procedures as well as significant information regarding the offered programmes, administrative committees, support services, policies and code of conduct. This handbook is designed and prepared to assist the students to have an overview of the institutional framework. I encourage all the students to utilize the academic and support services offered by the college and work towards carving a bright future.



duly
to all

I wish you all the very best.

Students' Prayer

Om Ajnana Timirandhasya
Jnaanaanjana Salaakaya
Caksur Unmilitam yena
Tasmai Sri Gurave Namah

[O Gurudeva! I offer my humble pranams from my inner heart. With the torch light of divine knowledge you open my eyes blinded by darkness of ignorance.]

About KSN

KSN Government Degree College for Women was established in the year 1984 with the noble aim of providing education to the women students hailing from diverse sections of society. It is named after the first donors, Smt. Kasamsetti Subhadramma and Narayanaswamy. It was recognized by UGC under sections 2f and 12B in the year 1992. It underwent the first cycle of assessment by NAAC in the year 2007 and again in the year 2014 and was awarded B Grade with a CGPA of 2.51. The college got recognized as Employability Skill Centre by Andhra Pradesh State Skill Development Corporation in the year 2018. KSN is certified for its quality standards by International Organization for Standardization (ISO).



Our Vision

To Educate Empower and Liberate

Our Mission

KSN Government Degree College for Women strives to provide quality education and market oriented training to the stakeholders of this institution so that they can attain empowerment through which they can achieve liberty. It aims at preparing the students for life by instilling social and moral values in them.

Motto:

Sparḍaya Vardhate Vidya

Core Values of the Institution

Participating in National Development:

The college makes conscious efforts to mobilize human resource development and contributes to national development by creating awareness among the students about their role in society and their social responsibility. The students are encouraged to identify their potential and extend their service to all sections of society. The NSS and NCC cadets regularly visit the adopted villages and enlighten the people about the importance of education, health and hygiene, environmental friendliness, fundamental duties and social justice thereby taking part in community building in particular and nation building in general.

Encouraging Global Competencies among Students:

The College is well aware of the latest developments in the present era of globalization and liberalization which demand skilled human resources to be on par with their counterparts. This requires imparting of core competencies to the students by imparting them employability skills and hands on experience. To achieve this aim KSN College has collaborated with many other HEIs, industries and government and non government agencies to prepare and equip our

students with required skills and competence.

Instilling Values among Students

Besides imparting the skills which are necessary for employability, the institution is aware of the significance of fostering the primary ethical and moral values which are desirable for a holistic development of an individual. The core values of truth, righteousness, equality, social justice, kindness, forgiveness, tolerance and secularism are reiterated and emphasized by celebrating various national festivals and providing opportunities and experience by involving the students in Youth Exchange Programmes at State and National levels.

Fostering Use of Technology

The college extensively adopts and adapts technology in both academic and administrative activities. In order to be abreast with the latest technological developments in higher education, the institute has imbibed various e-tools in smooth functioning of administration. Complete information regarding student admissions, results and scholarships is available in a central data base. The monthly salary statement of both permanent and contract faculty is prepared and submitted via Central Financial Management System. All the relevant information of the institute is regularly updated in the college Website making the relevant and reliable information readily available for all the stakeholders. Information and Communication Technology is optimally used by the institute for sharing of academic resources. The college has three Virtual Labs, three Digital Labs and Smart Classrooms which facilitate the use of ICT learning tools in the process of teaching and learning. During the current Covid 19 pandemic period, the college has relied on ICT for conducting the regular classes. The Learning Management System Coordinator has integrated one Online teaching Platform (Canvas Instructure) with the college LMS portal and trained and guided the faculty about designing the learning modules involving the four quadrant approach

Pursuit of Excellence

The college always strives to achieve excellence in both administrative and academic spheres. This core value is achieved by continuous self monitoring and assessment. The Internal Quality Assurance Cell motivates and guides all the departments in conducting various academic activities and in duly updating the departmental records. At the end of each academic year, all the members of the faculty submit their Self Appraisal Reports with necessary documentary evidence to the Commissioner of Collegiate Education. The IQAC invites resource persons from other HEIs to share their knowledge and expertise with the staff. All these measures ensure the refinement of academic quality indicators and a quest for excellence.

NON-DISCRIMINATION POLICY

KSN Government Degree College for Women, does not show any discrimination in the matters of race, colour, religion, creed, gender, national origin, disability, ethnic background, genetic information, sexual orientation/gender identity in the administration of its employment policies, educational policies, admission policies, scholarships and educational programs, and other College administered programs.

Identification Policy

- ✚ Students studying in KSN Government Degree College for Women , are issued a valid ID card which they are required to carry with them at all times when they are in campus.
- ✚ This card must be produced by them when requested by any staff of the college or visiting officials.
- ✚ All students are expected to maintain their ID card during all the semesters in which they are

enrolled. They need to wear their ID Cards which appearing for Exams in other Colleges as a part of jumbling system.

- + If an ID card is lost or stolen, it should be reported immediately to the respective ward counsellor
- + The students of this college are instructed to attend the classes in the proper college uniform on all working days except on Saturdays when they are allowed to wear civil dress
- + It is mandatory on the part of students to wear Black Blazer with College emblem and Black Shoes as a part of uniform

Timing Policy

- + As per the guidelines of UGC the college functions between 10:00 AM and 5:00 PM.
- + There are six periods of one hour duration each. There is a break of one hour for lunch between 1pm to 2pm.
- + Attendance of all students, teaching & non- teaching staff members and Principal is generated by Iris and Finger Print Scanning Machine (Biometric) and is recorded in the Integrated Attendance Management System App approved by the Andhra Pradesh State Government. There are four Biometric machines, which record the attendance of the students and staff. All staff members and students are required to mark their attendance both in the morning when they enter into the college and in the evening when they leave the college premises. In addition to registering the attendance on the Biometric machine hard copies of attendance registers are maintained for both staff and students.
- + Hourly attendance is recorded by concerned lecturer by using Integrated Attendance Management System (IAMS) mobile app designed by Government of AP.
- + Staff members are required to be available in the college premises during the entire duration of college hours, on all working days

- + In case of emergency the staff members may leave the campus by submitting a permission letter to the Principal and by duly entering the time of their exit and coming back in the Movement Register.
- + At times when they are required to submit any official data or complete an urgent task they have to stay beyond the college hours as per the instructions of the Principal.

Environment Policy

Protection of health, safety and the prevention of environmental pollution are primary goals of the Institute. The Institute will strive to develop and utilize products and services which do not have undue environmental impact and are safe in their intended use, efficient in their consumption of energy and natural resources and can be recycled, reused or disposed of safely.

Green Cover Policy adopted by the Institute

- + Inculcating a sense of responsibility among the staff and students towards environment
- + Organizing various programmes to promote environmental awareness
- + Observing various environmental days and encouraging active participation
- + Encouraging the staff and students to use public transport
- + Observing every Saturday as Vehicle Free day on the campus
- + Limiting the use of paper by encouraging the use of emails, whatsapp groups and public address system to convey messages and information to staff and students
- + Entering into collaborations and MOUs with various local bodies for promoting green initiatives
- + Organizing plantation programmes and encouraging staff and students for active donation of saplings and seeds

- ✚ Encouraging students to conserve energy by using and promoting LED bulbs
- ✚ Creating awareness about water conservation and encouraging students to promote the initiative in their family and neighborhood



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- ✚ Creating awareness about water conservation and encouraging students to promote the initiative in their family and neighborhood
- ✚ Encouraging the students to avoid food wastage by accumulating the leftovers to be used as manure for nurturing plants in the campus
- ✚ Promoting a culture of carrying cloth and jute bags and avoiding plastic
- ✚ Avoiding the use of paper cups and plates during meetings and functions and using

such utensils which can be washed and reused

- ✚ Encouraging the day scholars to carry food in steel utensils and avoid plastic boxes
- ✚ Avoiding the use of flower bouquets wrapped in plastic covers and instead presenting the dignitaries and guests a single flower or plant from the campus green house
- ✚ Disposing off the waste generated in the campus by segregating it as bio degradable, non-bio degradable and hazardous.
- ✚ Supporting, implementing and promoting the green initiatives as designed by local, regional and union government

Mobile Phone Policy

This policy aims at establishing lucid guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines have been designed

- ✚ Students are not permitted to use mobile phones within the campus
- ✚ The mobile phones shall be kept in silent mode by the faculty
- ✚ All the staff members are empowered to confiscate mobile phones found with students violating the above rules
- ✚ Students violating the above rules will be warned
- ✚ Staff members are allowed to use mobile phones in their respective cabins.
- ✚ Staff members are allowed to use mobile phone in the classroom for the purpose of taking online attendance only.

A.P. STATE COUNCIL OF HIGHER EDUCATION GUIDELINES FOR THE REVISED CHOICE BASED CREDIT SYSTEM CBCS (W.E.F 2020-21)

- ✚ Choice Based CreditSystem (CBCS) was introduced, under the aegis of

Andhra Pradesh State Council of Higher Education (APSCHE), at the insistence of the University Grants Commission, for the general undergraduate programmes, i.e., BA, BCom, BSc, BCA, BBA, UG Honours etc., by the affiliating universities in all government, aided and private degree colleges in the state of Andhra Pradesh in 2015 - 2016.

- ✚ The system of CBCS has been in vogue for the undergraduate programmes in all the advanced countries for several decades and proved to be advantageous to the students of higher education because of its features like courses in place of papers, availability of diverse courses, scope for choice, weightages with credits, space for multiple kinds of teaching, learning and assessing methods which can effectively cater to the diverse needs of students. As the existing CBCS would be completing five years by 2019-20, the APSCHE decided to revise and strengthen the scheme while addressing the following issues.
- ✚ Overcoming the shortages in the existing system.
- ✚ Consolidating the system in its true spirit by providing multiple choices in domain as well as general courses.
- ✚ Revising the curricular framework wherever needed.
- ✚ Orienting syllabus to the course outcomes as advised by UGC e. Updating of syllabus to match to the present needs
- ✚ Replacing papers with courses Introducing better skill-oriented courses to align with the emerging and employment areas.

Heads of Departments

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Principal
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Hindi

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Sanskrit

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Botany

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Zoology

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**Computer
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Electronics

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Academic and Administrative Committees

Students Union Committee

Dr. C. Ramanjaneyulu
Lecturer in Political Science

S. Lakshmi Rangaiah
Lecturer in Physics

J. Saiqua Parveen
Lecturer in English

C. Annapurna
Lecturer in Economics

J. Krishna Veni
Lecturer in Hindi

Games and Sports

K. Sreenivasa Prasad
Physical Director

S. Lakshmi Rangaiah
Lecturer in Physics

J. Krishna Veni
Lecturer in Hindi

C. Annapurna
Lecturer in Economics

Dr. P. Ramalinga Reddy
Librarian

JKC

B. Anuradha
Lecturer in English

J. Saiqua Parveen
Lecturer in English
J. Krishna Veni
Lecturer in Hindi
S.Md. Shafi
Lecturer in Political Science

Career Guidance and Placement Cell

B. Anuradha
Lecturer in English
J. Saiqua Parveen
Lecturer in English
J. Krishna Veni
Lecturer in Hindi
T. Renuka Devi
Lecturer in Mathematics

Women Empowerment Cell

V. Mary Madhuri
Lecturer in Economics
J. Krishna Veni
Lecturer in Hindi
J. Saiqua Parveen
Lecturer in English
B. Anuradha
Lecturer in English
T. Renuka Devi
Lecturer in Mathematics
S.B Sujatha
Lecturer in Chemistry
M. Sowgandhika

Lecturer in Botany

S.R.K Neeraja

Lecturer in Zoology

C. Annapurna

Lecturer in Economics

M. Dhanalakshmi

Lecturer in Commerce

NSS Committee

S.R.K Neeraja

Lecturer in Zoology

C. Annapurna

Lecturer in Economics

T. Renuka Devi

Lecturer in Mathematics

S. Lakshmi Rangaiah

Lecturer in Physics

J. Krishna Veni

Lecturer in Hindi

A Mallikarjuna Rao

Lecturer in Commerce

Dr. C. Ramanjaneyulu

Lecturer in Political Science

Eco Club

M. Sowgandhika

Lecturer in Botany

B.V Ramana Naidu

Lecturer in Botany

S.R.K Neeraja

Lecturer in Zoology

Red Ribbon Club

A Mallikarjuna Rao
Lecturer in Commerce
T. Renuka Devi
Lecturer in Mathematics

S.R.K Neeraja
Lecturer in Zoology

C. Annapurna
Lecturer in Economics
M. Sowgandhika
Lecturer in Botany
S.B Sujatha
Lecturer in Chemistry
T. Renuka Devi
Lecturer in Mathematics
J. Saiqua Parveen
Lecturer in English

Grievance Redressal Cell

S.B Sujatha
Lecturer in Chemistry
S. Lakshmi Rangaiah
Lecturer in Physics
C. Annapurna
Lecturer in Economics
K. Sreenivasa Prasad
Physical Director
Dr. P. Ramalinga Reddy
Librarian

Anti Ragging Committee

Dr. P. Sankaraiah

Principal

C. Annapurna

Lecturer in Economics

Dr.B Ramakrishna

Lecturer in Telugu

B.V Ramana Naidu

Lecturer in Botany

K. Sreenivasa Prasad

Physical Director

J. Krishna Veni

Lecturer in Hindi

S.B Sujatha

Lecturer in Chemistry

Hostel Committee

Dr. P. Sankaraiah

Principal

M. Dhanalakshmi

Lecturer in Commerce

V. Mary Madhuri

Lecturer in Economics

S. Lakshmi Rangaiah

Lecturer in Physics

C. Annapurna

Lecturer in Economics

J. Krishna Veni

Lecturer in Hindi

T. Renuka Devi

Lecturer in Mathematics

College Magazine Committee

M. Sowgandhika
Lecturer in Botany
K. Sreenivasa Prasad
Physical Director
S.B Sujatha
Lecturer in Chemistry

J. Krishna Veni
Lecturer in Hindi
J. Saiqua Parveen
Lecturer in English
B. Anuradha
Lecturer in English

Dr.B Ramakrishna
Lecturer in Telugu
Dr. P. Ramalinga Reddy
Librarian
Dr. K.K.V Sarma
Lecturer in Sanskrit

MOOCs Committee

T. Renuka Devi
Lecturer in Mathematics
M. Sowgandhika
Lecturer in Botany
C. Annapurna
Lecturer in Economics
V. Mary Madhuri
Lecturer in Economics
C.M Kishore Kumar

Alumnae Association

Lecturer in Computer Science

C. Annapurna

Lecturer in Economics

V. Mary Madhuri

Lecturer in Economics

J. Saiqua Parveen

Lecturer in English

P. Divya

Lecturer in Electronics

Certificate Courses Committee

B. Anuradha

Lecturer in English

J. Saiqua Parveen

Lecturer in English

T. Renuka Devi

Lecturer in Mathematics

S.R.K Neeraja

Lecturer in Botany

M. Dhanalakshmi

Lecturer in Commerce

Programmes Offered in KSN

Name of the Programme	Sanctioned Intake	Fee Structure
BA EHCA	60	11,000
BA EHP	60	3,000
BA EHJ	30	11,000
BA EPRD	30	11,000

BA THP	60	3,000
BCOM CA	100	11,000
BCOM GEN	60	3000
BSc MPC	40	3500
BSc MPCS	50	13000
BSc MECS	50	13000
BSc M CCS	50	13000
BSc MSCS	50	13000
MCCC	30	3500
BSc BZC	100	3500
BSc CZP	30	13000
BSc BCMB	30	13000
MA Public Administration	40	As per University norms
MA Telugu	40	"
MA Economics	40	"
MSc Computer Science	40	"
MCOM	40	"

Students' Code of Conduct

Dos

- ✚ Use only deferential and polite language and behave with decorum with the faculty, staff, students, guests and visitors of the college.

- ✦ Conduct induction programs for newly admitted students, bridge courses for difficult subjects and remedial classes for slow learners and daily study hours for all the students.
- ✦ Inculcate and encourage zealous and ambitious attitude among students.
- ✦ Respect the Philanthropist and founder of college, parents and stakeholders.
- ✦ Read and adhere to the notices/circulars displayed on the college Notice Board/Website.
- ✦ Failing to read any notice/circular thus displayed shall not be accepted as an excuse for non-compliance with the directions contained therein.
- ✦ All vehicles should be parked in the reserved parking space only.
- ✦ While participating and performing in college functions, and while representing college at other institutions students will conduct themselves in such a manner as to earn laurels for themselves.
- ✦ Be regular, punctual and disciplined in attending classes and while participating in all activities concerned with the college.



- ✚ The students are expected to attempt all assignments, tests and examinations of this college sincerely and try to perform their best.
- ✚ Each student of this college must always possess and carry Identity Card with their photograph affixed on it and duly attested by the Principal.
- ✚ Utilization of the institutional resources such as Library, Virtual Labs, Digital Classrooms, Laboratories, Computers, Laptops, Electricity, etc. judiciously and effectively.
- ✚ Reporting of any genuine grievances to the concerned authority without fear and hesitation.

- ✚ Be regular and punctual to the college.
- ✚ Post attendance in the biometric machines provided in the college.
- ✚ Attend college in prescribed uniform.
- ✚ Always wear Identity Card while being in college.
- ✚ Be diligent in the class.
- ✚ Interact with teacher and other students in the class in a polite manner.
- ✚ Seek clarifications in academic matters.
- ✚ Approach concerned ward counselors if any counseling is required.
- ✚ Complete and submit your assignments and the projects in time.
- ✚ Do apply for scholarships in time.
- ✚ Pay College fees in time.
- ✚ Procure books & material suggested by your teacher.
- ✚ Take active participation in peer teaching & peer learning activities.
- ✚ Participate in all co-curricular and extra curricular activities organized in the college.
- ✚ Keep the premises and classrooms clean.

- ✚ Maintain silence while the class is going on.
- ✚ Collect & segregate waste papers and plastic for their proper disposal.
- ✚ Use laboratories properly.
- ✚ It is the property of the college. Utilize it judiciously and ensure that it is passed on to your juniors in perfect condition.
- ✚ Follow the system of queues in the college mess, while recording attendance in bio metric devices and while collecting drinking water.

- ✚ Switch off fans & lights while leaving classroom.
- ✚ Attend study hours regularly at the specified timings.
- ✚ Maintain library timings.
- ✚ Use sports arena when you have leisure.
- ✚ Enthusiastically participate in NCC/NSS activities.
- ✚ Keep wash rooms neat and clean.
- ✚ Flush properly after every use.
- ✚ Use dustbin for disposing off your litter.
- ✚ Used sanitary napkins should be dumped in the trash can only.
- ✚ Inculcate friendly and helping nature towards your classmates and room mates.
- ✚ Use the canteen for refreshments and maintain cleanliness.
- ✚ Be in time for examinations.
- ✚ Utilize the supporting services offered by the college in moulding your future and career.
- ✚ Apply and take part in summer coaching programs for students offered by college and other prestigious institutes.
- ✚ Be punctual and disciplined in attending the college.

DON'Ts

- ✚ All shall abstain from indulging in violence and anti social activities.
- ✚ Shall not speak or behave in any manner that would bring disgrace to the College.

- ✚ Assembling in groups on the road, entrance, exit and pathways is strictly forbidden.
- ✚ Should not leave the class or attend it late under the pretext of paying fees, visiting the library, visiting the labs, etc.
- ✚ Smoking and consumption of all kinds of alcoholic drinks/drugs inside the college is strictly prohibited.
- ✚ Damaging the building or any other property of the college in any way is strictly prohibited.
- ✚ Stealing or utilizing institutional resources for personal work is strictly prohibited.
- ✚ Indulging in Ragging and Eve Teasing are crimes and are strictly prohibited by an act enforced by the Government of Andhra Pradesh

- ✚ Don't be disrespectful to your teachers and class IV employees.
- ✚ Misdemeanor during examination, submission of false information or documents for admission purpose and the failure to return material borrowed from the college would be seriously dealt with.
- ✚ Don't write anything on benches.
- ✚ Don't involve, either directly or indirectly, in any form of politics neither in the College nor outside, during the period of study.
- ✚ Use of mobile phones/other electronic gadgets such as ipod, iphone within the classrooms, laboratories, seminar halls, hostel and auditorium is strictly prohibited.
- ✚ Violation of this rule by any student would result in confiscation of the devices and stringent disciplinary action.
- ✚ Don't wear expensive ornaments.

Disciplinary Policy

- ✦ The disciplinary policy at college underscores the academic relationship the students have with their individual teachers. Every care is taken by the teacher to resolve any issues and grievances. There is no discrimination among staff and students in aspects of caste, creed, race and religion.
- ✦ The students are instructed to avoid carrying cell phone in the college premises.
- ✦ The regular class work starts with prayer in the respective classrooms.
- ✦ Students use the chosen student washrooms properly and help keep them clean.
- ✦ Students are advised to dispose off the sanitary napkins only in allotted dustbins.
- ✦ Encouraging the students to make the campus a plastic free zone.
- ✦ Both the faculty and the students are instructed to follow the code of conduct as prescribed by the Commissionerate of Collegiate Education.
- ✦ No employee is authorized to put up any information (whether Written / Poster /Sign, etc.) on the College Notice Board, Walls, Doors, without the prior approval of the Head of the institution.
- ✦ The staff members are instructed to put up any information (whether Written /Poster / Sign, etc.) on the College Notice Board, Walls, Doors, only after the prior approval of the Head of the institution
- ✦ All the students are encourage to observe the Display Boards and Notice Boards for becoming the aware of any crucial information
- ✦ All the students should scrupulously follow the Queue system while recording their Bio-metric attendance, change of class rooms between hours, while entering the labs and in Hostel Mess as a part of fulfilling their social obligations towards their classmates.

