

**Conditions, rules, regulations for joining the offline/physical classes at 'Rahul's IAS', 2022 onwards :**

**Students are requested/ advised to read all these conditions carefully and properly and to proceed for payment and admission to physical/offline classes only if he/she and their guardians totally agree to all these conditions by their own volition and full consciousness**

1. Before joining the Offline/Physical classes the students should ensure that they are doubly vaccinated and should come with double vaccination certificate and negative RTPCR report on the day of commencement of offline classes without which they will not be allowed to enter the premises. The institute has the discretion to require a student to get his/ her RTPCR test done as and when deemed necessary during the continuance of the course. The expenses of the above shall be borne by the student himself/ herself.

2. The students joining offline classes **will not have the facility of online classes or VODs (recorded lectures) in his/her batch.** They will have access to the test papers, case laws, practice papers, current affairs monthly magazines and other study material in the online mode only. No hard copies of test papers, case laws, practice papers and other study material will be provided during the continuance of the course, **excepting the hard copies of the basic detailed study material and annual recent judgments booklets** to be given at the time of admission/commencement of classes.

3. Whenever the **offline/physical classes are suspended due to adverse covid cases in Delhi NCR or due to any other extraordinary circumstances (viz, force majeure etc., including any govt. orders), the offline students shall continue to attend the classes in the online mode as long as the offline classes at the institute remain suspended. There is no option of discontinuing and attending the left over lectures offline later in such a situation.** These offline students will be given special access to the online classes only for that period. The day the offline classes resume, the access of offline students to online lectures, VODs etc., will be withdrawn.

**The proprietor has the discretion to decide when to suspend the offline/physical classes due to rise of covid cases in Delhi NCR or due to any other extraordinary circumstances (viz, force majeure etc., including any**

**govt. orders).** This decision will be taken in light of the prevailing circumstances, e.g., if the **positivity rate** of covid cases in Delhi rapidly rises or any student/ staff member / teacher has been **found covid positive** and has been coming to the institute regularly, or any other adverse circumstances as explained hereinabove. This will be irrespective of the fact whether other schools/colleges/coaching institutes are closing their physical classes or not. **The decision of the Proprietor in this regard shall be final and binding on all students irrespective of their personal willingness to continue with the offline classes.**

Whenever there is a long holiday, including suspension of classes as herein above explained, the students coming back to the offline/physical classes thereafter **may** be required to bring and show their latest (last 72-96 hrs.) negative RTPCR report, depending upon the prevailing circumstances.

**4. Whenever the offline classes start, those students who have already taken admission in the online classes will not have the option of shifting to the offline classes in any circumstances.** The online classes of online students will continue to be conducted online only. The online classes will be live telecast from the offline/physical classes only. Thus, both online classes and offline classes will have the same teachers and same content excepting the mode of viewing. **If a student joins the offline classes then he/she has the option of permanently (and not temporarily) shifting to online mode of classes if he/she so desires during the continuance of the course.**

An offline student of one batch will not be allowed to attend classes in the other offline batch (due to limited no. of seats in each batch). **An offline student of one batch, however, will be given the option of attending the classes of some subjects out of turn in the other batch in the online mode (and not in the offline mode).** This is in order to enable him/her to complete the course earlier, if he/she wants to do so. For this he/she will have to take special permission from the office, subject to terms and conditions.

5. Whenever the offline/physical classes start, the following **protocols/rules** will be followed inside the coaching premises:

a). **Face mask**-either triple ply (surgical) mask or a N-95 or any other equivalent and effective mask, shall be compulsory to be worn throughout in the coaching

premises. Nose and mouth both should be covered properly. Cloth masks or handkerchiefs or scarf turned into face masks will not be allowed. In case of rapid increase of covid positive cases, double masks inside the premises may be made compulsory for that period.

**It is the responsibility of the student to ensure that if he/she has breathing or suffocation problem in face masks or any other adverse medical condition not conducive for offline classes then he/she should not take admission in the offline classes; rather, such a student should take admission in the online classes.**

b). **Hand gloves** may be worn by the student, if he/she so desires (though it is not compulsory) but it also needs to be sanitised regularly.

c). **Regular Sanitization of hands** (with gloves/ without gloves) to be done, particularly before entering the premises and before entering the class rooms. Coaching will keep sanitizer machines to be used in the premises but masks (as above explained) and gloves (if any) are to be carried by students themselves- Rahul's IAS will not provide any masks or gloves. If a student comes to the coaching without masks, he/she will not be allowed to enter the premises in any circumstances.

d). **Social distancing** should be strictly followed inside the premises and classrooms.

e). **For Covid safety, eatables etc.**, will not be allowed to be eaten in the class rooms, stairs area and other closed areas of the premises. **Even drinking of water** shall be done, as far as practicable, outside the classrooms and closed areas (as for that purpose mask will have to be removed).

f). **Sanitisation** (for covid safety) of bags, purses etc., will be done at entry of the premises along with the regular **frisking and searching** (for security reasons). Lady and male security staff will be adequately posted for the above purpose for female and male students respectively. The students shall cooperate with the security staff properly.

g). The students will have to **wipe the sole of their shoes, slippers, sandals etc.**, on the disinfectant mats kept at the entry point of the premises.

h). Once a student has entered the premises, **he/she will not be allowed to leave the premises unnecessarily until all his/her lectures of that day get over.** In the breaks between the lectures, students will not be allowed to unnecessarily loiter around in the premises. One will not be allowed to go outside the premises in the breaks. You have to carry your own tea/ coffee flasks, lunch or snacks boxes from home. The cafeteria at the institute will remain closed in order to avoid unnecessary crowding and spread of covid. For lunch etc., a student will have to go to the open air areas of the premises.

i). Since we have **to maintain social distancing in the classrooms, there are limited no. of seats in the class rooms. The students of one batch will be split into different groups, one group will sit in the class where teacher is present physically and the other group will sit in the other hall in the same building where live telecast of that lecture will done through projectors and multiple screens. These groups will sit in that manner on a fortnightly rotation basis (means one group will sit in the classroom with the physical presence of the teacher for one fortnight and the other group will sit in the other room where live telecast is done, and the next week these groups will interchange their positions), Or, the other arrangement can be that one teacher will teach physically from one classroom and the other teacher in the next slot, from the other classroom.**

j). **Questions** cannot be asked through chits (as a measure of covid safety); rather there will be some **online methods for asking questions** during the lecture, viz, Whatsapp. Relevant questions will be answered on the same day during class or in the subsequent classes on other days as may be suitable to the concerned teacher.

k). **Crowding** inside the office, classrooms, around teachers or in toilets will not be allowed. Social distancing and other Covid protocol have to be strictly followed.

l). **To ensure covid safety, no separate space for personal studies or group discussions** in the institute will be provided (excepting attending the classes), nor sitting and crowding or having lunch in the stairs or lobby or office area will be allowed.

m). At the entry, **temperature check** of every person entering the premises will be done. Anyone who is not well medically will be barred from attending the classes or entering the premises until he/she comes back with COVID RTPCR negative report. For that period, the student concerned will be given temporary access to online classes.

n). If it is found that **any student or staff member has become COVID positive** and has been coming to the institute despite being positive, then the institute will be shut down as per govt. covid protocol. **As long as the institute/physical classes remains suspended, the classes will continue online and even offline students will have to compulsorily attend online classes in that period.** There will not be any option of not attending online classes in that period as the lectures will continue online and they cannot be repeated separately for such offline students later.

o). The above **list is only illustrative and not exhaustive.**

**6. A teacher may hold his/her classes even for the offline/physical batch, live from home or other platform occasionally, if the situation so requires (health, covid etc., issues related to that teacher or his/her family).** In that case his/ her lecture will be live telecast in the classrooms for offline students also. **Out of his 5 lectures per week, Rahul Sir will take 3-4 lectures per week in the offline/physical mode and may take 1-2 lectures in the online mode (such lectures will be live telecast in the physical classes as well).**

7. If an offline student misses his/her regular offline lectures for any reason, he/she does not have the option/ right of asking access to online/recorded lectures or of attending the missed classes in the offline batch later. **However, in the following cases (only), such student will be allowed to attend only those missed classes in a subsequent online batch in the online mode only:**

(a) **In case a student misses some classes due to any severe illness.** He/she will have to produce proper medical certificate and other medical records for the same and he/she will be allowed in a subsequent online batch in online classes for only those topics which were missed in that period of severe illness.

(b) **In case a student becomes Covid positive**, he/she will be given 14 days holiday and will be allowed in the ongoing online classes or a subsequent online batch in online classes for only those topics which were missed in that period. The Covid positive RTPCR Report needs to be produced in such a case.

(c) **In case a student has his/her LLB exams**, he/she will be given 15 days' holiday and will be allowed in a subsequent online batch only for those topics which were missed in that period. For that, the student will have to file a formal application in the office and will have to produce the admit card of the exams.

(d) **In case of pregnancy of a student**, holiday will be given to the student as per the attending doctor's advice. Proper medical records and medical advice have to be produced and she will be allowed in a subsequent online batch in online classes for only those topics which were missed in that period.

(e) In case of **any other extraordinary circumstances**, as per the sole discretion of the Proprietor.

8. In case **during the running class any defect or internet issue arises in the online transmission of the lecture for online students, then there may be a break in the offline class as well.**

9. Any **student found violating the covid protocol and any of the above rules** at the institute premises will be barred from attending the classes on that day and the next day without giving him/her any online access. The admission of such student may be terminated in case of repeated violations.

10. **If on the scheduled date of the commencement of your offline/physical classes/course, the covid situation in Delhi is adverse and not conducive for offline/physical classes, then your classes will start in the online mode initially and will convert to offline/physical mode only when the situation is conducive for offline classes.** The decision of the Proprietor, in this regard, shall be final and binding on the students.

11. **The Interview guidance programme** for those students who clear the mains exam of any judiciary exam will be held in **online or offline mode**, depending upon the covid situation and willingness of our interview panel.
12. **The use of generators in case of electricity cut off during classes would depend upon the govt. rules/norms/orders.** In case of prohibition by govt. concerned department, generators will not be put to use. That may disrupt the classes temporarily, though we have adequate no. of 'invertors' installed.
13. For 'differently abled' students, lift (elevator) facility is available.
14. The students from outside Delhi will have to search for their private accommodations for stay in Delhi on their own. **Rahul's IAS does not run any hostel or PG facilities;** Rahul's IAS will not be responsible/ liable/involved in any manner in case of any problem/dispute between students and PG/Hostel owners or property dealers.
15. **The other guidelines** for offline classes, viz, course duration, time allocation, etc., will remain the same as have been provided in our brochure and other tabs on our website.
16. **Rahul's IAS does not have any branches/ Franchise anywhere in India.** It has only its **sole office(s)** at Delhi (Mukherjee Nagar and Industrial Estate area , Wazirpur, Delhi), and classrooms-offline and online- at Delhi ( Industrial Estate area , Wazirpur, Delhi).
17. The Institute will have certain scheduled **holidays** every year, viz, on important festivals, National Holidays, winter vacations of 7-10 days, 7-8 days holidays in March, 12-16 days in Oct.-Nov., etc., The list of the same can be obtained from the office before or after admission.
18. Any clarifications on the above guidelines can be obtained from the office by personally visiting the office or by calling at **9811195920, 9811197581, 9811195024.**

Rahul's IAS.

**Declaration by the student joining the Physical/offline classes at 'Rahul's IAS'**  
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**I declare herein that I am a person of sound mind and of the age of majority. I have very carefully read all the above conditions, rules and regulations for the offline/physical classes and I agree with all of them and undertake hereby to abide by them fully in letter and spirit, and with my full volition and consciousness, I am willing to join the offline classes.**

**Agree.**