

RULES AND REGULATIONS

1. Disciplinary Rules

- i. Students are expected to conduct themselves in manner that will not tarnish the good name of College.
- ii. Students are strictly forbidden from loitering on the verandah making noise or indulging in gossips during the college hour.
- iii. Spitting on the walls, floors, pillars or doors of the College is strictly prohibited. Tampering with the electrical fittings is strictly forbidden.
- iv. Students found guilty of disfiguring or destructing any property of the college shall bear the entire charge of the property disfigured or destructed.
- v. Sticking placards, posters and such other papers and disfiguring College walls, doors, windows and black boards etc. are strictly prohibited.
- vi. Students should invariably stand silently in queue near the counters for depositing the fees or for any other purpose and should not enter the Office Room.
- vii. No Society or Association or club shall be formed in the College and no function or meeting should be organised without the prior approval of the Principal.
- viii. Each student should be in College Uniform & be polite & gentle in his/her manner & speech.
- ix. Students should treat their fellow students as brothers and sisters and their teachers and guardians as superiors.
- x. Students should not be rude to the office staff nor behave with the discourteous manner. Any complaint regarding official Lapses should be brought to the notice of the principal.
- xi. Students are warned not to handle bicycle or other vehicles which are not their own.
- xii. Students are not permitted to enter other classes without the permission of the Principal.
- xiii. College will not be responsible for loss of valuables / cash brought by the students to the campus.
- xiv. Unauthorized entry of outsiders into the campus is strictly prohibited. Unless permitted by the college authorities, students shall not bring or entertain outsiders inside the college campus.
- xv. Any student who, is persistently insolent, or insubordinate or willfully and repeatedly commit mischief or is guilty of fraud or malpractice or who in the opinion of Principal, is likely to have an unwholesome influence on his fellow students or tarnish the reputation of the institution shall be removed from the rolls; the removal shall be either temporary or permanent subject to the gravity of the misconduct.
- xvi. Mobile phones are banned inside the college campus. Use of mobile phones in the college campus is strictly prohibited. Any violation of the rule attracts disciplinary action as well as confiscation of mobile phones.
- xvii. Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the Institute or any other person or organization will invite disciplinary action.

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- Student should strictly refrain from indulging in any act of violating the code of internet use.
- xviii. Students are expected to wear clean and respectable uniform in the college campus. Without uniform no student is permitted inside the college campus.
 - xix. Students must not associate themselves with any activity not authorized by the College Principal. Serious action will be taken of students found organizing or participating in such unauthorized activities.
 - xx. Every student is required to attend his/her classes regularly and punctually. Minimum 75% class attendance in every subject is required. Those students who fail to secure required attendance shall be penalized.
 - xxi. 100% attendance is required for internal assessment. A separate fine of ₹200 per paper shall be imposed upon the absentees individually.
 - xxii. Every student has to make his/her homework updated.
 - xxiii. Students should take their seats before the teacher enters the class room and should not ordinarily leave their seats during the course of an acuter.
 - xxiv. Student coming late and seeking permission to attend the class may be allowed at the discretion of the concerned lecturer.
 - xxv. In no circumstances shall teaching be interrupted by any students in the class.
 - xxvi. A student should behave in the class room in a disciplined manner and be attentive to the lecture.
 - xxvii. Girl Students should be allowed to occupy seats in front rows or seats provided separately for them.
 - xxviii. Each student is required to deposit fees/ fines in time as per notice to avoid further disciplinary action.
 - xxix. Students violating the rules are liable for disciplinary action. Students expelled due to disobedience of institutional rules shall not be entitled for any refund of fees.
 - xxx. The management reserves all right to amend any rule for smooth functioning of the institution.
 - xxxi. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.

2. Identity Card

- i. The College identity cards will be issued to the newly admitted students at the time of admission. The students are advised to always keep with them their identity card which will entitle them to avail all the privileges of College students.
- ii. Every student should wear and display his / her identity card and produce it on demand by the authorities i.e. by any member of the staff or other authorized persons.
- iii. The renewal of identity card for existing student will be made within four weeks from the date the College reopens after Summer Vacation, provided they should have completed their readmission in their respective higher classes.

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- iv. In case the Identity Card is lost, a duplicate will be issued on payment of ₹100/- and submission of an application, an affidavit before The Notary Public to the office of principal with a passport size photograph duly attested.
- v. Teachers will not allow the students to enter the class room and the laboratories/workshops, if they are not in uniform and/or they do not have their identity cards displayed.

3. Issue of C.L.C, T.C and Mark Sheet

- i. Application for C.L.C. mark sheet etc. should be made at least two complete days before. No application should be submitted to the Principal directly.
- ii. Students have to surrender their Identity card in original to issue C.L.C. or T.C.
- iii. Issue of C.L.C. is subject to clearance of college dues, Hostel dues, Library dues and other dues (if any).

4. Notices

- i. It is the responsibility of the students to read the notice boards regularly for important announcements made by the College office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
- ii. If clarification on any information given on the Notice Board is desired, students may contact the college office concerned for the purpose.
- iii. No notice, Pamphlets, Leaflets, and Advertisement shall be pasted on any notice board of the college with-out prior permission of the principal and without his counter signature.

5. Library Rules & Regulations

- i. The Students must carry the Identity – Card, Library card with him or her to get the books issued /returned.
- ii. The students are not permitted to use other's Identity – Card/s. The loss of Library card should be immediately reported to the college Library office so that a duplicate card may be issued.
- iii. Students are responsible for the books borrowed against their library card.
- iv. Students are requested to check the condition of the book before getting issued. Any damage found in the books taken should be brought to the notice of the staff on duty before getting issued.

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- v. New books/study materials will be issued to the 2nd year (+2 & +3) and 3rd (+3) year students after readmission and return of books/study materials issued earlier and payment of any other dues if any.
- vi. Loss of any issued book must be reported immediately to the Librarian/Library Staff in written format. The student must replace the lost book / pay the cost of the latest edition of the lost book along with overdue charges, if any.
- vii. The College Library does not accept any responsibility for loss or damage to personal property left on its premises.
- viii. Eating, sleeping and smoking, etc. are not allowed inside the Library.
- ix. Readers should observe strict silence inside Library premises.
- x. Violation of library rules or misconduct by a student may invite discontinuation of the library privileges.

6. Hostel Rules and Regulation

The following rules shall apply to both MALE and FEMALE students residing in the hostels. Violation of any rule will make the inmate liable to disciplinary action including expulsion from the hostels and also from institution.

A. Both For Boys And Girls Hostel

- i. The selection for admission to hostel is made on basis of merit, good conduct and availability of seats.
- ii. Hostel students are required to submit a separate affidavit sworn before notary public at the time of hostel admission regarding the consent of hostel rules and regulation and its amendment from time to time by the management made for the broader interest of maintaining discipline in the hostel.
- iii. Each boarder should submit the name & photograph of his/her local guardian chosen by his / her parent at the time of admission and student abide by the rules contained in the hostel admission form.
- iv. Hostel accommodation is allotted purely at the discretion of the Principal and on condition that the student agrees to abide by all the rules and regulations of the hostel. The superintendent may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Students may be required on disciplinary grounds to vacate their rooms at short notice. Similarly students may be required to shift to alternate accommodation at short notice due to administrative reasons. The Hostel Management reserves the right to break open any

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room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained.

- v. The rooms allotted to the students at the time of admission are for a limited period of up to one year or less. Residents are required to shift to other blocks/rooms as and when informed by hostel authorities. This shifting may be necessitated due to administrative reasons and students are required to co-operate. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room except with the written permission of the Hostel Superintendent. Allotment of a room made to any student is subject to Cancellation if he/ she fails to occupy it in the stipulated time or is found absent from the room without prior information or any valid reason. Residents will also forfeit their allotment if they fail to clear all their dues to the hostel by the scheduled date.
- vi. Visitors are not permitted in the hostel after 8.00 p.m. However, in special cases, prior permission of warden must be obtained to stay beyond these hours.
- vii. A boarder shall go on leave with prior permission of the superintendent. She/he shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the application and prior permission from the concerned authorities shall be deemed to be missing and their parent/guardian or even the police authorities may be intimidated.
- viii. Any formation of association of students on the basis of religion, region, caste, class or creed is not permitted.
- ix. No hostel inmate shall take the law into his/her own hands. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the warden concerned.
- x. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels without returning fees.
- xi. Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any Complaint or suggestion to be made, it shall be made to the superintendent concerned.
- xii. A hostel student will be completely responsible for all his possessions including his/her cycle/Laptop/Computer/cell phones/Electronic gadgets, etc., the institute hostel will not be responsible for any loss incurred.

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- xiii. The use of motor vehicles such as Car, Motor cycle, Scooters, Mopeds, etc. by students is strictly prohibited inside the college/hostel premises.
- xiv. No one should use the belongings of other students without their consent.
- xv. Boarders will be personally and collectively responsible for any loss/damage to the properties and equipment and other fittings in the Hostel rooms. In case of damage to any buildings, furniture, apparatus or other property of the college, the loss caused to the institution shall be recovered directly from those identified persons whenever possible. But, if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be charged equally among all the students of such groups or associations as may be found responsible.
- xvi. Students are advised not to keep valuables in the hostel rooms. They are advised to deposit extra cash in the bank or in the post office or at any other safe place.
- xvii. They should lock their rooms properly when they go out for their bath, mess etc., each room-mate must keep a key of the door lock of his room, particularly in the case of multi seated rooms.
- xviii. Female visitors and girl students are not permitted to visit the men's hostel.
- xix. Inmates should not fire crackers on any occasion inside the hostel or within the premises of the hostel.
- xx. Fans and lights must be switched off when the students leave their rooms. Light must be switched off positively when they go to bed. In case it is noticed that fans/lights are on the locked room, a heavy penalty will be imposed for wasting the costly energy sources.
- xxi. In case a student falls sick, he/she should contact immediately the superintendent for necessary arrangements.
- xxii. Playing music and videos etc. inside the rooms is strictly prohibited as it causes disturbance to the inmates. Any such complaint against boarders will be viewed very seriously and seizure of the gadgets will be made along with imposition of heavy fine.
- xxiii. Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the College.
- xxiv. Inmates should not encourage entry of day scholars.
- xxv. Celebrating birthday parties inside the hostel rooms is strictly prohibited.

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- xxvi. Inmates coming to the Hostel after the gate closing hours without prior permission or without valid reason would be fined. Regular late comers will not be allowed to stay in the hostel.
- xxvii. Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc., Every student of the hostel should have the civic responsibility that he or she should not be a cause of inconvenience, annoyance or disturbance to others.
- xxviii. Students absenting themselves from regular classes will have to take the permission of the superintendent and communicate the information to the Principal.
- xxix. The cost of damages caused by inmates will be recovered in the following manner:
- a. If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
 - b. If damage is done in anyone of the rooms and the person(s) is / are not identified than double the cost will be recovered from the room-mates collectively.
 - c. If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Students found damaging the property will be expelled from the hostel.
- xxx. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Superintendent.
- xxxi. Students will also forfeit their rooms if they fail to clear all their hostel dues within the specified time. In such cases they will be asked to vacate the hostel.
- xxxii. Combustible/inflammable materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels.
- xxxiii. Warden or his representative may enter any room for verification at any time of the day or night.
- xxxiv. Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is used by proxy.
- xxxv. Each student is required to receive his/her breakfast/ lunch/dinner from the mess personally.

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- xxxvi. Residents are not permitted to use other mode of transport other than transport facilities of college to attain college class in time. Each student is required to sign the transport register for each day.
- xxxvii. No boarder is allowed to engage a private servant or pet animals.
- xxxviii. Student suffering from infectious disease has to leave for medical treatment to proper clinic/hospital or isolated place.
- xxxix. Individual cooking is not permitted. Students are not allowed to cook anything in their rooms.
- xl. The inmates of the hostel will not leave the hostel premises on holidays for the purpose of excursion or picnic. Prior permission of the Superintendent In-charge has to be obtained for going for any picnic or excursion. However for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.
- xli. Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the institute or both by the appropriate authority.
- XLII. RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND/ OR WITHDRAWAL FROM THE HOSTEL/ COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE. THE INSTITUTE ADMINISTRATION MAY REPORT INCIDENTS OF RAGGING TO THE POLICE FOR TAKING APPROPRIATE ACTION UNDER THE LAW.**

B. Additional Rules for Girls Hostel

- i. Male visitors (visitors mean Parents / Guardians) are not permitted any time into the women's hostel. Outside relatives or cousins are not at all allowed to hostel premises.
- ii. In the case of the women's hostel, Lady Visitors are not permitted after 7.00 p.m.
- iii. All Girl students must be present in their rooms before 6.00 p.m. Girl students must take prior permission from the concerned superintendent for leaving the campus, in case of urgent necessities only. They must enter their movements in the Register provided while going out and reporting in (after obtaining permission from the concerned superintendent). Students leaving the hostel without prior permission will be viewed very seriously and will invite expulsion from the rooms and or from the institute.

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**ALL MATTERS RELATING TO ADMISSION AND DISCIPLINE, THE DECISION OF
MANAGEMENT IS FINAL.**

UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

**(Under section 26 (1) (g) of the University Grants Commission Act, 1956)
New Delhi-110002, the 17th June 2009**

F.1-16/2007 (CPP-II)

PREAMBLE.

In view of the directions of the Hon'ble Supreme court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SPL no.24295 of 2006 dated 16.5.2007 and that dated 8.5.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grant Commission to prohibit, prevent and eliminate the scourge of ragging including 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 a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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 fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority of superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the councils, brings forth this regulation.

In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely:

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CLAUSE: 3. What Constitutes Ragging: - Ragging constitutes one or more of any 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 a fresher or any other student;
- b. indulging in rowdy or indiscipline 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 fresher or 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 fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other 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 fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, 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 fresher or any other student;
- i. any act that affects the mental health and self- confidence of a fresher or 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 fresher or any other student.

CLAUSE: 9. Administrative Action in the Event of Ragging:

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereunder:

- a) The anti- Ragging committee of the institution shall take an appropriate decision in regard to punishment or otherwise, depending on the facts of each incident of ragging

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and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging squad.

b) The Anti-Ragging committee may, depending on the nature and gravity of the guilt established by the Anti- Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- i. Suspension from attending classes and academic privileges.
- ii. Withholding / withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti- Ragging committee shall lie,
- i. In case of an order of an institution, affiliated to or constituent part of a university, to the vice- chancellor of the university;
 - ii. In case of an order of a university, to its chancellor.
 - iii. In case of an institution of national importance created by an Act of parliament, to the chairman or chancellor of the institution, as the case may be.

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ANNEXURE I **AFFIDAVIT BY THE STUDENT**

I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations. 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging. 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. 4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force. 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of Deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER

KALINGA COLLEGE OF COMMERCE, BHUBANESWAR

ANNEXURE II AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of _____, (full name of student with admission/registration/enrolment number) _____, having been admitted to _____ (name of the institution) _____, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations. 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging. 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. 4) I hereby solemnly aver and undertake that

- a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force. 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at (place) _____ on this the (day) of _____ (month) _____, (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month) _____, (year) _____ after reading the contents of this affidavit.

OATH COMMISSIONER