

RVG EDUCATIONAL FOUNDATION



Rules & Regulations for behavior & Conduct of student in RVG

➤ ANTI-RAGGING POLICY

1. Ragging in any form whatsoever is strictly **BANNED**. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence.
2. Students should report any such incident immediately to Warden/ Superintendent/ Campus Administrator / Security Personnel directly at any time of the day / night.
3. You can also email on admin@rvgef.org or adminexe@rvgef.org. We will respect your privacy & anonymity.

➤ INDUCTION, ORIENTATION & PCSDC

1. Student shall attend the Induction & Orientation program conducted by the Institute & also complete the Personality & Communication Skill Development Course (PCSDC) during their first term only else corresponding deposit/fees paid for the said course will stand forfeited and also renewal of admission for the next term will be denied.
2. In some cases you may be allowed to attend Induction, Orientation & PCSDC at a later stage but at an additional cost.

➤ UPDATION OF STUDENT / PARENTS / LG RECORD

1. In case of change in address, email ID and phone number of the parents or local guardians at any point of time has to be intimated to the hostel office in writing immediately. Similarly student shall also intimate any changes in their own cell number, email ID etc. forthwith.

➤ ACCOMODATION

1. The hostel Superintendent/Warden shall provide keys of the allotted room to the respective student. The Student is personally responsible for safety of their all valuables and these should be kept in the cupboard under lock and key. The Student should not leave Mobile, Laptop, Ornaments and other valuables unguarded & in open. Student will not change lock and key without permission of the Campus Administrator. In case of loss, duplicate keys shall be made with the permission of the Campus Administrator.

2. Allotment of room is at sole discretion of the Management and no grievance in this respect shall be entertained. However application for transfer of room, if any shall be entertained by the Management at its sole discretion and same shall be binding on the student. Processing charges will be applicable for change of room.
3. Student shall not enter any other room without permission of the occupant student. Student is not allowed to enter or remain in any other room beyond 10.30 pm.

➤ In-Out / Leave Process

1. Student shall make use of Access Control System while coming in and going out of the Institution premises.
2. Student staying overnight out of hostel or going out of hostel on any leave shall give proper information in prescribed format and shall also fill & sign the Outstation Register while going out. Student shall again sign the same when returning back. Noncompliance of the process shall invite disciplinary action including fine as per the rules.
3. Student shall report at the hostel before 11.00 pm. The entrance shall be kept closed between 11.00 pm to 5.00 am. No student shall be allowed to enter the Campus premise during this period unless and until such delay is justified and authorized by the Principal (CA Firm) or the Local Guardian by way of written communication either in advance or at the time of entry in the Campus.
4. If student shall be late for the reason of office work then he/she should ensure that to inform in RVG office by sending mail through respective principal's (CA Firm) from their official id before 7.00 pm on superintendent@rvgef.org / jtsuperintendent@rvgef.org / rvgsupport@rvgef.org OR Bring letter from office & submit to the security person at entrance gate to verify & confirm your entry.

➤ Food

1. Student shall not cook anything in room. We have in-house mess facility serving pure veg & quality food. Food is precious especially for a country like India where million starve every day. Kindly take what you can eat. **DO NOT WASTE FOOD, WATER and ELECTRICITY.**
2. Student shall not bring or eat any non-vegetarian food in the Institution premises.
3. **The student needs to pay a Minimum diet Charge per month directly to mess contractor whether he/she has availed hostel / mess facility or not. The charges are as follows:**

Boys	-	Rs. 750/- (15 Diet)
Girls	-	Rs. 1350/- (25 Diet)

Against the minimum diet charge, each student will be eligible to consume food worth the charges.

➤ Visitor

1. Student shall not take any visitor in their room without prior permission from the Warden/Superintendent under any circumstances. Female visitors are strictly prohibited from visiting rooms of boys' hostel. Similarly Male visitors are strictly prohibited from visiting rooms of girls' hostel. Bonafide visitors and guests shall be received in the Reception area or Admin office only between 10.00 am to 06.00 pm with prior permission of the Warden/Superintendent.

➤ CLEANLINESS

1. Student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors. The warden / Superintendent or maintenance staff may confiscate any such clothes hung for drying on the furniture or in corridors.
2. Student shall not throw any garbage or spit anywhere in the campus. Student must maintain discipline, decorum, Pleasant, Peaceful environment of the Hostel.
3. Use dustbins provided in rooms segregate wet & dry garbage & dispose accordingly in bins provided in lobby & other area.
4. We do have housekeeping agency for your support & to ensure cleanliness & hygiene in at common areas.
5. Housekeeping agency shall dust/sweep & mop your rooms on daily basis.
6. Students have to ensure there are no cloths/books/ belongings spread on the bed / study table.
7. It is student responsibility to fold & keep the bed sheets after use.

➤ DRESS CODE

1. The students should be decently dressed when they are out of room and especially for all formal events.

➤ CODE OF CONDUCT

1. Student shall carry their identity card (UID card) issued by the Institution and produce as and when required. Without identity card, entry is prohibited in Campus.
2. Student shall inform the Warden/Superintendent of any mishap/ emergency/ health problem or any other serious matter immediately.
3. Student if suffering from any contagious disease has to inform the Warden/Superintendent immediately. Occupant shall not be allowed to stay in the hostel if a registered medical practitioner certifies that the occupant is suffering from a disease and he/she may be a potential source of communication to other occupants.
4. **Student shall participate at least once in RVG Students Mess Committee during their stay in hostel. Student shall also participate in at least one of the activities of the Hostel i.e. Academics/ Cultural/ Sports/ Festivals/ Floor Management etc.**
5. **Student should abide by the circulars and communications by SMS and/or Emails & notices displayed on the notice boards and/or uploaded on the website by the Management; from time to time.**

6. **Student shall attend all Open Houses and Coffee with RVG Alumni at least once in two months and also ensure at least 60% attendance in various other programs conducted by the Institution.**
7. No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule violation will invite action as per law of the land, in addition to expulsion from the institute.
8. The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. The student shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.
9. Student shall take utmost care while using the furniture, fixtures & electrical fittings and/or any other assets of the Institution. In case of any damage to above said properties due to any negligence or willful Act of the student, the cost of such damages will be borne by the student and may be deducted from the security deposit of the said student. Student is not allowed to bring any type of furniture inside the Institution.
10. Student is responsible for the safety of their personal & valuable belongings. The Management will not be responsible for any loss.
11. Any type of storage or possession of firearm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from the institute.

➤ **USE OF APPLIANCES**

1. Student shall conserve the electricity and water by avoiding the wastage. Student is not allowed to use any electrical appliances/gadgets (excluding laptop). Student shall switch off lights, fans, air conditioner (wherever applicable) or any other electrical gadgets while not in use/required.

➤ **PAYMENT**

1. Cash Payments are strictly disallowed. All payments should be made as per the instructions contained in notices/circular and/or as uploaded on the web-site. Non-compliance shall invite fine.
2. All payment transaction (fees, penalty etc.) should be paid by student own bank account only.

➤ **CELEBRATIONS OF BIRTHDAY / FESTIVALS ETC.**

1. Student shall not organize any party or religious activity or any other act which involves gathering of students without permission of the Warden/Superintendent.
2. Celebrating birthdays or any other occasion is strictly prohibited in the room or corridor. Warden/Superintendent can provide space for such celebration, however decency & decorum needs to be maintained so that others are not disturbed.

➤ DISCIPLINARY ACTION

1. It is the duty & responsibility of every student to follow the rules and regulations of the Institution strictly as prescribed from time to time by the Management.
2. The Warden/Superintendent can inspect any room at any time without any prior information.
3. Students should not indulge in any illegal activity and the Institution will not be responsible for any illegal act of any student either inside or outside the Institution premises.
4. Student shall not create any kind of nuisance/ disturbance inside the Institution campus. Student shall maintain peaceful & pleasant environment in the Institution.
5. Student shall not stick any poster, picture or write any slogans, literature or drawing or hang banners or distribute leaflets in room, corridor, lifts and also anywhere within the campus. Students shall not do any sports activity in the hostel/rooms except the allocated areas.
6. The student shall not bring, store, possess, consume and/or drink any alcohol/intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. Similarly consumption of narcotic substances in any form, chewing of Gutka and Pan Masala and spitting is strictly prohibited in the hostel premises. Entry of the student shall also be not allowed in the Campus if found having consumed any or all of the aforesaid. An occurrence of such behavior shall invite strict disciplinary action leading to imposing fine and/or rustication from the Institute and action as per law of land.
7. **The student shall take prior written permission of the Warden /Campus Administrator before giving any information or interview regarding Institute to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Institute.**
8. The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Student should desist from pampering stray dogs by offering food or petting them etc.
9. Student is not allowed to use the institution staff or bring outside servant for their personal work. The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind should be given to the staff of the Hostel.
10. 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 strict disciplinary action including fine and/or expulsion from the institute.
11. Students are not allowed to screen any unauthorized/unlicensed Movies/Ads/Clippings/MMS etc. in the premises of the Institution. Student should strictly refrain from indulging in any act of violating the code of internet use & cyber laws. In case of any violation, infringement, contravention of any act or any of the provisions of any act, or law of the land for time being in force, the student shall be responsible at their own peril.

12. Student who violates any rules & regulations as mentioned above is liable to strict action including suspension and/or rustication from the Institution. In case of suspension and/or rustication of any student, term fee paid shall be forfeited.

13. Violation of below set of rules & any other rule as defined from time to time shall attract fine / penalty:

Sr. No.	RULE OF VIOLATION
1	Leave Rule Violation
	Leave not entered in Register
	Leave form not Submitted (APP)
	Sign not entered in Register
2	Overstay in Hostel - Per day
3	Wastage of Electricity / Food / Water
4	Non submission of UID Card, Group Medical Insurance Card, Exit Questionnaire, Advanced Stamped Receipt, Keys of the Room along with hostel vacating form.
5	Luggage left behind in the room after vacating the Hostel room.
6	Keys misplaced / Lost
7	Tampering of Hostel property / Breakage of hostel property
8	Carrying food utensils to hostel room and or utensils found outside the rooms.
9	Any change of information submitted in the office after 3 days.
10	Celebration of Birthday against the Rules of RVG
11	Late entry at Hostel - i.e. After hostel hours 11.30pm
12	Giving bribe to any staff
13	Proxy submission of Hostel vacating form
14	Submission of Hostel vacating forms after office hours
15	Not carrying Identity Card
16	Cheque bounce / returned
17	Parcel received from E-commerce companies service charge

➤ RENEWAL OF ADMISSION

1. **Student shall renew their admissions as per the policy of the institution. All student shall be informed about the renewal process in advance i.e. before the expiring of your term. Student shall follow the Renewal Notice strictly in this regard. Renewal will not be allowed if the article-ship of the student is ending within three months from the start of the new term.**
2. The Management reserves their right to deny renewal of admission if it is of the opinion that granting renewal to a particular student can cause damage/ injury to the repute of the Institution.

➤ EXIT FORMALITIES

1. **Regular Student shall vacate the room and leave the hostel within 3 days from the date of completion of article-ship or completion of term in hostel; whichever is earlier. Extension, if any may be granted under very special and on reasonable ground by the Management. Please contact office at least a month in advance to understand the exit formalities.**

2. **If student shall leave the hostel after completion of term then he / she will not allow any grace period. The student shall vacate the hostel till the last day of the term. After that the student is liable to pay penalty for per day.**
3. **Exam basis student shall vacate the room and leave the hostel within 3 days from the date of completion of the respective exam.**
4. **Student shall receive the refund of Security deposit within 90 days subject to completion of all respective exit formalities.**

Note : Management can amend the rules/ design new rules from time to time as desired and same shall be communicated to students.

DECLARATION

I have read and understand all Rules & Regulations of the Institution. I declare that I will abide and follow all Rules & Regulation of the Institution.

I am also aware that my admission is for the current term only and renewal of the next term shall be solely at the Management's decision based on my following of Institute's Rules and Regulations.

I am also aware that the institution may change / alter /design new set of rules / amend the rules as desired & I shall abide by the same.

(Signature & Name of Student)