

RVG EDUCATIONAL FOUNDATION



Rules & Regulations for behavior & conduct of student in the Institution.

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. Students should report any such incident immediately to Warden/ Superintendent/ Campus Administrator / Security Personnel directly at any time of the day / night.

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. 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 may confiscate any such clothes hung for drying on the furniture or in corridors.
3. 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.
4. Student is responsible for the safety of their personal & valuable belongings. The Management will not be responsible for any loss.
5. 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.
6. 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.
7. Student shall not cook anything in room. 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.**
8. Student shall not bring or eat any non-vegetarian food in the Institution premises.
9. 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 2 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.

10. 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.
11. Student shall make use of Access Control System while coming in and going out of the Institution premises.
12. 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 arrives back. Noncompliance of the process shall invite disciplinary action including fine as per the rules.
13. Student shall come in 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 or the Local Guardian by way of written communication either in advance or at the time of entry in the Campus.
14. 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.
15. 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.
16. 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.
17. Student shall not create any kind of nuisance/ disturbance inside the Institution campus. Student shall maintain peaceful & pleasant environment in the Institution.
18. Student shall inform the Warden/Superintendent of any mishap/ emergency/ health problem or any other serious matter immediately.
19. 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.
20. Student shall not organize any party or religious activity or any other act which involves gathering of students without permission of the Warden/Superintendent.
21. 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.
22. 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 and refrain from throwing water/colour or any other object on one another.

23. 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 anyform, 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.
24. Student shall not throw any garbage or spit anywhere in the campus. Student must maintain discipline, decorum, Pleasant, Peaceful environment of the Hostel.
25. **Student shall renew their admissions on the declared dates before the expiry of the respective 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.**
26. **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.**
27. **Exam basis student shall vacate the room and leave the hostel within 3 days from the date of completion of the respective exam.**
28. **Age Criteria for admission: Students who have completed 18 years and are less than 25 years of age as on the commencement of term are eligible to apply for new admission / renewal of admission.**
29. **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.**
30. **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.**
31. **Student shall attend the Induction 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.**
32. **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.**
33. 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.

34. 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.
35. 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.
36. 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.
37. The students should be decently dressed when they are out of room.
38. 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.
39. 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.
40. 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.
41. 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.
42. 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.
43. 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.
44. The Warden/Superintendent can inspect any room at any time without any prior information.
45. Allotment of room is 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.

46. The Management reserves their right to deny renewal of admission if is of the opinion that granting renewal to a particular student can cause damage/ injury to the Institution.
47. The student has to be paid Minimum diet charges to the mess whether he/she has been arrived in hostel or not.

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.

(Signature & Name of Student)