

RVG EDUCATIONAL FOUNDATION

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 jointadministrator@rvgef.org or admin@rvgef.org We will respect your privacy & anonymity.

Student UID: _____

Student Signature: _____

ZERO TOLERANCE POLICY

Zero Tolerance Policy is strictly enforced towards any form of misconduct, mischief, misbehavior, or non-adherence to RVG rules, regulations, and policies. The following activities are strictly prohibited within the hostel premises:

1. **Ragging:** Any form of ragging, whether willful or as a prank.
2. **Property Damage:** Any intentional or unintentional damage to hostel property.
3. **Failure to Report Incidents:** Not reporting any damage or incidents that occur within the premises.
4. **Illegal Activities:** Sale of tickets, coupons, acts of betting, or any other illegal activities.
5. **Prohibited Substances:** Consumption of liquor, pan masala, non-vegetarian food, smoking, or any items classified as banned or illicit by law.
6. **Violation of Hostel Policies:** Any breach of hostel policies.
7. **Breach of Professional Conduct:** Any action that violates the code of conduct as per the Articleship policy or as defined by the Institute of Chartered Accountants of India (ICAI).
8. **Confidentiality Breach:** Sharing any confidential information related to work, clients, or colleagues, directly or indirectly, during your stay at RVG.
9. **Room Maintenance:** Not keeping rooms in a habitable condition.
10. **Resource Misuse:** Wastage or misuse of electricity, power, or food within the premises.
11. **Operational Disruptions:** Engaging in activities that disrupt hostel operations or hinder support staff in maintaining the hostel.
12. **Outside Food and Unauthorized Timings:** Ordering outside food or entering/exiting the hostel at unauthorized times as per hostel policy.
13. **Valuable Possessions:** Keeping cash exceeding Rs. 5000 or leaving valuables unattended.

Potential Disciplinary Actions:

1. RVG will not be responsible for the loss or theft of valuables left unattended due to student negligence. RVG

Administration will not proceed with such any such matter for enquiry, investigation.

2. Disciplinary action may be taken without prior notification to the local guardian or parents.
3. Legal action may be initiated, including filing a police complaint.
4. Student behavior may be reported to their firm.
5. Incidents may be reported to the ICAI.

All residents are strongly advised to uphold the highest standards of integrity and professionalism during their stay at RVG. Any violation of this policy will be dealt with strictly and without leniency.

Student UID: _____

Student Signature: _____

HOSTEL ENTRY AND EXIT TIMINGS

1. Entry & Exit

Entry to the hostel after 11:00 pm is strictly prohibited.

Leaving the hostel premises after 11:00 pm is also not allowed.

Violating these rules may result in suspension or rustication.

Failure to report to the hostel on time may result in denial of entry, and you will have to make your own arrangements for staying outside the hostel.

2. ID Card Requirement:

Carrying a valid RVG ID card is mandatory when entering the hostel.

Failure to present the ID card will result in denial of entry, and you will need to arrange your own accommodation.

No excuses will be accepted for not carrying the ID card.

3. Code of Conduct:

Engaging in arguments, public abuse, or public nuisance due to denial of entry or otherwise will lead to disciplinary action.

Such actions may result in severe consequences, including a possible police complaint.

Any false or misrepresentation of reasons for delay in return to hostel or leaving from hostel may result in suspension or rustication

4. Genuine Cases:

In rare cases of genuine delay in reporting to hostel, inform the duty staff immediately. Consideration will depend on the staff's judgment.

To ensure the safety and discipline of the hostel, this policy will be enforced strictly without any leniency. Your cooperation is expected and appreciated.

Student UID: _____

Student Signature: _____

DOCUMENT SUBMISSION TIME LINE

To ensure a smooth start to the term, students are required to submit all necessary documents well in advance, prior to the term's commencement.

Late Submission Policy:

If a student fails to submit the required documents on time, they must provide an undertaking to submit the documents within 25 days from the start of the term. Failure to submit documents within the stipulated timeframe will incur penalties:

- Rs. 1000/- for delays up to 10 days from the start of the term
- Rs. 5000/- for delays between 11 days to the end of the month

Consequences of Non-Compliance:

Failure to submit documents within the defined timeline may result in:

- Cancellation of admission
- Non-refund of fees

Student UID: _____

Student Signature: _____

CONSERVATION OF RESOURCES

To promote responsible resource usage and minimize energy consumption, please be advised that:

- **Hot water supply** is available during designated hours. The time shall be displayed on the notice board as it subject to change basis the season of the year.

- **Air conditioning** in rooms is timed to prevent misuse.

1. Weekdays: 7 pm - 10 am
2. Weekends: Full day
3. Public Holidays: Full day
4. Room temperature shall be preset and all rooms will have a standard temperature.

Alternate arrangements will be made for students requiring continuous access (e.g., work-from-home) at designated hostel areas.

Any misuse of resources may lead to strict disciplinary action as decided by the management.

Similarly, we do not encourage of other resources like water, electricity & Food

Student UID: _____

Student Signature: _____

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 and subject to approval from management.

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.

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.
2. Student shall **NOT** bring or eat any **NON-VEGETARIAN** food in the Institution premises.
3. **Minimum diet charges need to be paid by every student in advance for 6 months period whether he/she has availed hostel / mess facility or not. The charges are as follows:**

Boys – Rs. 945/- (15 Diet)

Girls - Rs. 1575/- (25 Diet)

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

4. Online order of food/outside food is not allowed in the RVG campus. In case student wants to eat food, he/she may go outside the campus for the appetizing needs and come to the campus before 11.00 P.M.

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.
3. In case the payment made via G pay/Paytm etc. Please write your name and the purpose of payment in details for our easy reference.

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.
4. Student shall NOT change his/her room as per convenience and without permission from the hostel management.

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.

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.

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.

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.

DISCIPLINARY ACTION

1. It is the duty & responsibility of every student to follow the rules and regulations of the institution 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 / suspension / rustication basis the gravity of the situation :

Sr. No.	RULE OF VIOLATION
1	Leave Rule Violation
	Leave not entered in Register
	Leave not entered in ERP
	Sign not entered in Register
2	Overstay in Hostel – Per day
3	Wastage of Electricity / Food / Water
4	Non submission of UID 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 11.00pm
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	Any other rule as introduced by the management

Student UID: _____

Student Signature: _____

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.
3. Parents/Relatives/LG's can send their good wishes only. Birthday cakes are not allowed on the campus.

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

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.

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 but will not be allowed to stay at the hostel.

Exam basis student shall vacate the room and leave the hostel within 3 days from the date of completion of the respective exam.

Student shall receive the refund of Security deposit within 90 days subject to completion of all respective exit formalities. If a student fails to claim their security deposit within 90 days from the date of exit, the deposit will be forfeited. No refund will be issued after this period.

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)

Note:

- 1. There are specific points in this document where the student is supposed to mention his/her UID and Sign confirming his / her agreement and adherence to the following rule / regulation / policy.**
- 2. Please mark your initials on all the pages.**