

## General Rules and Regulations of the campus

- Attendance for all the events of the University is compulsory for the student.
- Students must wear Identity Card all the times while they are in class or in the campus. Students will not be allowed to enter the class room/dining hall without his/her identity card. In case of damage or loss of the Identity Card, the student must approach the authorized person immediately.
- Students must wear Uniforms as prescribed by the University during the academic hours. Indecent clothing is strictly prohibited in the campus. After the class hours, the students should wear decent dresses like Indian traditional attire i.e. Kurta Pyjama for boys and Salwar Kurta for girls. However, students can wear appropriate sportswear/yoga dress while playing indoor/outdoor games or attending yoga sessions.
- Strict silence should be observed between 9:00 PM & 6:00 AM.
- Use of tobacco in any form and smoking is strictly prohibited in the campus.
- Gambling in any form such as playing cards (even without money at stake), consumption of non-vegetarian foods, eggs, alcohol, tobacco, drugs, and narcotics and even possession of such things are prohibited. Indulging in such activities would attract severe disciplinary action.
- The security guards are for the safety of the students. Students must behave with all security personnel amicably and with due respect. Any misbehaviour with the security personnel is punishable. Politeness under all circumstances is imperative.
- A student must furnish his/her identity card when being asked by any authority of the University.

## HOSTEL RULES AND REGULATIONS

A Student who resides in Hostel is hereby advised to adhere to the rules and regulations. These regulations are framed to ensure that the hostel property is protected; student staying in the Hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates, and the students are required to abide by these Rules and Regulations.

These rules apply to both Boy's and Girl's Hostels

### Preamble/Introduction

Swami Vivekananda Yoga Anusandhana Samsthana (S-VYASA) Deemed to be University has authorized the Wardens to manage the affairs of the hostels for both boys and girls. The Warden is assisted by a team of assistants.



The vision and mission of S-VYASA are displayed at all important and strategic points in the hostel area. This dictum silently contributes to a healthy environment of commitment and discipline among the students. The students are encouraged to develop healthy living and inculcate the spirit of tolerance, thus taking care of their psychological and emotional problems and shape themselves to be better citizens. In this spirit and sense of direction, rules and regulations are framed carefully for orderly and peaceful living and make the students Good Samaritans and leaders of tomorrow. Life in hostels always provides many pleasant and fond memories, and as such, all efforts are made to make living in hostels most memorable.

## Mandatory Accommodation

For all residential courses, hostel accommodation is mandatory. The Hostel is an extension of the University/Institute and observance of the Hostel rules and regulations is compulsory for all the students.

## Admission to Hostels

- At the time of admission, the student is required to submit the medical fitness certificate from authorized medical practitioner.
- The Warden will make the allotment of rooms to the applicants. The hostel inmates are not permitted to change their rooms once occupied, without the written approval from the Warden.
- If a student is expelled from the University for any reason, he/she should vacate the Hostel within the reasonable time of expulsion from the University. His / her continuance in the Hostel will be treated as an unauthorized behaviour.
- Address proof of the parents, the phone numbers/mobile numbers and email ids have to be attached at the time of admission in the hostel admission form and also as and when they are changed.
- Students must mention correct details in all the forms whenever and wherever required. The university administration is free to verify the details at any point & any time. In case the details are found inaccurate, strict action will be taken against the student.

## Hostel Fees

The student shall pay Hostel fees for one Semester/Year as a onetime payment and interest-free refundable caution deposit in advance at the time of admission. From the caution deposit fifty percent will be deducted for maintenance cost. From the remaining fifty percent, damages if any, will be worked out and the cost appropriate will be deducted. The fee structure will be updated time-to-time by the management and will be notified to the students



through the course heads. All the transactions with the University must be done through Demand Draft /Electronic Transfer only.

## Procedures about Hostel

- The hostel rooms are subject to inspection by the University / Hostel authorities at any time to make sure that they are kept neat and tidy and no unauthorized & illegal items are kept in the room.
- The hostel inmates are responsible for safeguarding their own belongings. The University is not liable for any theft or loss. The hostel inmates are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.
- All movements from and to the hostels should be recorded in the movement register kept with the security guard at the Hostel entrance and should be signed appropriately. No hostel inmates are permitted to stay out of the Hostel beyond stipulated time.
- The security guard has instructions to lock the gate after the stipulated time.
- The students cannot go outside the campus without prior permission/outpass from the competent authorities. On Sundays/Holidays, the students will be permitted to visit outside campus with prior permission/outpass from the authorities. All students must return to the campus before the stipulated time.
- Apart from this, whenever the students wish to leave the campus for overnight stay, they need the above-mentioned written permission along with the leave form duly signed by the student himself/herself as well as the Head of the Department/Course Coordinator properly mentioning the reason for staying and the duration of stay, finally approved by the warden. Failure to do so, invites disciplinary action.
- Whenever they leave the Hostel for vacations, they have to inform the Warden in writing about their travel plan. In addition, they have to "Check out" and "Check in" in the movement register kept with the security guard of the Hostel.
- Whenever the students need to go out of the campus, they must take the prior permission on their permission card in the hostel office. In case of an emergency, the students must approach the warden and obtain permission in writing before they leave the campus. In the absence of the warden, the person authorized by the warden has to be approached for the purpose.
- At the time of starting/ending of the semester/term, no student should lock, occupy or encroach into any room. They are entitled to occupy only the rooms, officially allotted to them. Students leaving the Hostel after the semester or discontinuing their stay, should never lock their rooms and cupboards but should handover the rooms and keys to the warden only.



- Students are permitted to keep vehicles only after prior written permission. They are not allowed to park their vehicles anywhere except in the allotted place.
- The University / Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, strict disciplinary action will be taken against him/her.
- Students cannot organize any event/meeting/lecture/gathering of any kind in the campus/hostel without prior written permission from the warden.

## Guests/Visitors/Parents

- Guests/visitors/parents coming to meet the students are allowed in the hostel office/lounge at specified time.
- Guests/visitors/parents are not permitted to stay in the hostels. Only parents registered in the application form or the closest relatives authorized by the parents will be provided accommodation in different rooms for a maximum of two nights and three days at the discretion of the warden. Their stay is chargeable as per the tariff of the time.

## Discipline in the Hostels

### Attendance (Face Reader)

All Hostel inmates need to register their attendance through Face reader provided at the Hostel entrance at the stipulated time. No student is allowed to go out of the Hostel without the prior written permission of the Warden. Going out of the Hostel without written permission will lead to disciplinary action.

### Returning to Hostel

Students shall return to the Hostel before stipulated time, after which gates will be closed. The gates will reopen at stipulated time next day. Latecomers will have to make an entry in the register kept at the gate, which will be informed to his / her mentor, institute, parents, and local guardians. Three late comings will lead to severe disciplinary action. The same shall be informed to his/her mentor, institution, parents, and local guardian.

### Use of Electronic Gadgets

- Use of mobile phones is prohibited during academic hours and prayer (Maithri Milan and Bhajan) sessions.
- If a student is found in possession of/using the mobile phone in the campus in prohibited places and time, it shall be confiscated by any authority of the University and disciplinary action will be taken.



- Illegal, pornographic, or adulterated contents in books, magazines, pictures, movies on mobiles etc., are strictly banned in the university campus. Violation shall be strictly dealt with.
- In case of suspicion, all University authorities shall check the students' laptops/mobile phones etc.

## Rooms and Furniture

- The students shall be responsible for keeping the hostel rooms, balcony, toilets, bathrooms, and nearby lobbies/gallery and the surroundings clean. All students must participate in the Karmayoga to keep their surroundings clean.
- Periodic inspection of the rooms shall be done by the hostel/ University authorities. There will be incentives/prizes awarded for the rooms that are well maintained by the inmates.
- Any act of sticking poster/picture/notice or writing words on walls of the hostels is strictly prohibited. If any student is found indulging in such activities, she/he shall be punished and disciplinary actions shall be taken.
- Rough handling of dining hall furniture, room furniture, or any furniture/property or fittings of the Hostel is strictly forbidden.
- The cost of damages will be recovered from the respective student(s) from the caution money or through monetary fine.

## About Food and Cooking

- All the students of the Hostel should have their food in the dining hall at the allotted time only.
- The timings intimated by the University are to be strictly adhered to. The kitchen/dining hall staff does not need to serve the meals outside the prescribed timings.
- Students are not allowed to take food from the mess hall. Disciplinary action will be taken against any student found in possession of/taking food from the mess hall. In case of any emergency, after permission in writing from the Warden and the mess in charge, the students may take food to their rooms.
- Students are not allowed to cook anything in their rooms/dormitories.
- Consuming Onion/Garlic is strictly prohibited on the University Campus.
- Consuming non-vegetarian food and egg is strictly prohibited.

## Behavior and Conduct in the Hostels

- 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 / she should not be a cause of nuisance, annoyance or disturbance to others.



- All inmates of hostel must attend the Prayer sessions in time as notified by the University authorities. The students are not allowed to talk or loiter around during the prayers.
- The hostel inmates shall not waste food, electricity & water.
- Possession of any illegal or lethal weapons or any instrument/contrivance, which is likely to cause physical harm to others or self, is strictly prohibited.
- Strict action will be taken against any hostel inmates found indulging in any form of instigation/intimidation/threat to any other hostel inmates. In this regard, the decision of the Chief Warden is final and binding on the individuals concerned.
- When leaving the rooms for attending classes , fans, electrical gadgets, lights and water taps etc., should be switched off. Glass windows are to be closed securely.
- When leaving the rooms for vacation, etc., fans, electrical gadgets, water taps, lights etc., should be switched off. Glass windows are to be closed securely and room keys to be handed over to the Warden.
- Walking along staircases/corridors should be silent, gentle without creating nuisance/noise to fellow hostel inmates.
- Students are not allowed to stay in the Hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission of the Warden and the Course Coordinators.
- Alarm Clocks should be switched off, when not in use.
- Water should be minimally used and not wasted.
- Absentees / Latecomers will be punished.
- For a healthy life style, all students are suggested to sleep early and wake up early. Students must stay in their own rooms/dormitory after 10 PM. Unnecessary loitering, talking, loud speaking in the hostel is considered as an offence and so is punishable.

## Arrangements at the time of vacation

- All hostel students (Boys & Girls) will vacate their rooms before semester vacations.
- A separate cloak room will be made available to keep their belongings while proceeding on vacation. Personal belongings should be placed inside locked suitcases, trunks/boxes and should bear complete details. The items kept inside the room are to be entered in the note book kept with the in-charge of the cloak room.



- Students who have kept their belongings in the cloak room during vacation, should inform one/two days before their arrival and move to their allotted rooms.

## Health Care

- Medical facilities including consultation and dispensary are available in the campus for the hostel inmates.
- Any hostel inmate, who is not well, should report to the Warden/ Mentor/Course coordinator / Resident Doctor as well as Head of Department for appropriate action.
- If any sick hostel inmate requires special diet, the individual should inform the mess supervisor through the Warden concerned, for making suitable provisions.

## Ragging

Although the word ragging is unheard in the premises of S-VYASA, Ragging in any form (making unpleasant noise, wanton act, vulgar speech/gestures, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to any student, which include teasing, abusing, playing practical jokes or causing hurt to such students or asking/demanding any student to do any unethical act) is strictly forbidden. If anyone is found guilty of ragging he/she will be expelled and also liable for prosecution. In the matter pertaining to ragging, the victim's complaint is final for taking disciplinary action.

## Acts of Indiscipline and Punitive Action

The University has a high-power Disciplinary Committee, which will look into any act of indiscipline action in campus/hostel inmates. The action taken by the Disciplinary Committee will be binding and Final.

The acts of indiscipline are categorized under the following:

### Category I:

- Ragging in any form;
- All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the University and or any act which incites or leads to violence;
- Gheraos, laying siege or staging demonstrations around the residence of any member of the University/any office of the university or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus;
- Sexual harassment of any kind



- Possession and/or consumption of any intoxicant such as tobacco in any form, alcohol, or any other narcotic substance

## Category II

- Committing forgery, tampering with the identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages of defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material. Hunger strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes or disrupting the movements of any member of the University community.
- Furnishing false certificates, or false information in any manner to the University.
- Any act of moral turpitude;
- Eve-teasing/Adam teasing or disrespectful behavior or any misbehavior with a girl student, women staff member/visitor;
- Arousing communal, caste or regional feelings or creating disharmony among students;
- Use of abusive, defamatory, derogatory or intimidatory language against any member of the University/ Community;
- Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of the University premises; including halls of residence, by any person;
- Unauthorized occupation of the hostel rooms or unauthorized acquisition and use of University furniture in one's hostel room or elsewhere;
- Indulging in acts of gambling in the University premises;
- Consuming or possessing narcotic drugs/ Ganja or other intoxicants in the University premises;
- Damaging or defacing, in any form, any property of the University or the property of any member of the University community;
- Not disclosing one's identity when asked to do so by a faculty member or employee of the University/security personnel who is authorized to ask for such identity;
- Cooking in the hostel premise/campus
- Inappropriate behavior while on tour or excursion;
- Any other offence under the law of land;
- Accommodating unauthorized guests or other persons in the hostels;



- Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus;
- Any intimidation of or insulting behavior towards a student, staff, or faculty or any other person;
- Any other act which may be an act of violation of discipline and conduct;

## Punitive Actions

The high-power disciplinary committee would decide the appropriate punishment as follows:

- Penalty
- Summoning parents and warning
- One-month suspension from the course/hostel/campus
- Six-months suspension from the course/hostel/campus
- Suspension up to two years from the course/hostel/campus
- Expulsion from the program/University with remark on the certificates

## Revision of Rules and Regulations

The hostel management reserves the right to revise the rules and regulations from time to time and duly communicated. Ignorance of rules is no excuse.

## Complaints and Suggestions

The University welcomes any complaints, suggestions or inquiries to improve the facilities provided in the hostels.

A suggestion box is available in the hostel.

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*Sridhar M.K.*

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REGISTRAR, SVYASA.

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