**Arogyadhama Procedure**

**Step 1: Accommodation Booking**
- Go to [www.svyasa.edu.in/arogyadharma](http://www.svyasa.edu.in/arogyadharma) page and use the links provided for online booking.
- Online Booking page will open. Read "Instructions" before filling the form.
- We have **Friday to Thursday** batches. Fill in the personal and accommodation details. Click on "Book" button.
- Online payment page will open. Pay through PAY-U-MONEY portal. You will get a confirmation message.
- You can pay fully or partially at the time of booking. There will be NO REFUND on cancellation. Bookings can be postponed in case of Full payment.
- Telephone Assistance for online booking is available on 080-226.99963.
- For medical enquiries please send emails to [arogyadham@gmail.com](mailto:arogyadham@gmail.com).

**Step 2: Arrival - Check in**
- Please bring your Medical reports, Medicines, Cotton cloths suitable for Yoga Practice, Torch, Umbrella (in rainy season), Towel, Soap and other daily needs. Laundry facilities are available through third party services.
- Do not bring eatables with you. Laptops/tablets are not advisable. Mobiles are not allowed during sessions.
- Arrival is at City office or directly at Campus Office as per your convenience.
- Take a prepaid taxi from airport or railway station to reach city office by 9:00 am or directly to campus by 11:00 am.
- Bus service is available to participants arriving at City office.
- Take Visiting cards from main gate and enter in Campus.
- Report to Reception. Get the token. Check for the advance booking.
- Get the keys from the Booking counter.

**Step 3: Registration**
- Register at Registration counter. Fill in the Consent form. Take Arogyadhama SMART CARDS by returning Visitor cards.
- Consult doctor for additional package of Ayurveda, Naturopathy, Physiotherapy etc.
- You can extend the stay for more weeks, by rebooking online for the available rooms/beds. You may have to change the room in such cases if existing room is already booked by others.
- Follow Ashram ethics and etiquettes. Be peaceful and enjoy the happiness with nature.
- Suggestions, Feedback, Complaints if any, can be communicated to authority through proper channel.

**Step 4: Payment**
- Know how much to pay apart from amount paid for booking. Make the payment at Accounts counter.
- Mode of the payment is in CASH at our cash counter or online payment by netbanking, debit/Credit card through PAY-U-MONEY.
- In case of partial payments on Day 1, due amount have to be paid during the week.
- Medicines, Blood tests, GDV tests and any Treatment other than Packages are chargeable. They will be added to bills along with package charges. Collect the Arogyadharma Bill copy after payment.
- Collect the AROGYADHAMA KIT containing Yoga Mat, Bag, neti pot, books etc. from sales counter by showing the Payment Receipt. Please preserve Bill copy your payment receipts for future reference.

**Step 5: Consultation**
- Proceed to respective Wards for Therapy consultations.
- Show Your Medical Reports. Discuss about your past history of illness and medications you are taking.
- Doctors will Prepare Case sheets and Treatment plans for you to be followed during the week.
- Know from doctors what is your package (Ayurveda, Naturopathy or Physiotherapy) and what treatments will be given under package.
- You can take EXTRAS treatments on your own other than package, if you wish, after consulting with Doctor. Respective extra charges as applicable.

**Step 6: Treatment Schedule**
- Ayurveda/Naturopathy/Physiotherapy Doctors will prepare the Treatment Plans for you.
- Get the Schedule copies from Ward office about common schedule and your Specific Schedule.
- Know the venues on first day to avoid last minute rush. Introduction session is conducted for your information.
- Check your Schedule, appoinment with doctors through your SMART CARDS.
- Attend all the sessions without fail. Be on time.
- Follow the instructions by doctors and therapists. Misbehavior with staff is not acceptable.
- No call emergency numbers for any urgent medical problems.
- Call maintenance numbers for Housekeeping services. We do not provide room service.

**Step 7: Discharge - Check out**
- Collect the Discharge Summary from ward office. All your reports are available on KIOSK. Please use your smart cards at kiosk.
- In case you want to extend for another week, please book for the accommodation again. Extension is subject to availability of accommodation.
- Visit the reception. Show the discharge summary signed by doctors. Make the Due payment.
- Pack the luggage. Return the Key and ID cards in reception at Booking Counter.
- Get NO DUES Bill and Clearance from Accounts department.
- You are ready to Check out by 4:00 pm. Use our bus or your own vehicle. Security will ask for Bill copy/clearance form. Please handover it to them.