

# STUDENT POLICY MANUAL



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## Index:

1. Management Message
2. Rules & Regulations inside College Campus
3. Rights and Freedoms of Students
4. Girls Hostel Rules
5. Permission letter format for students working in college after college hours
6. Permission Letter format for Study tours/extra-curricular activities (involving outstation travel) organised by college.

**Disclaimer:** This Student Policy Manual is effective from\_\_\_\_\_.

**Poornayu Management reserves the right to amend, modify or revise this policy by part or whole whenever necessary. The changes done in the policy will be communicated to all the students from time to time.**

*\*Documents are dynamic and require annual validation/updating.*

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## FOREWORD FROM THE MANAGEMENT

A Hearty Welcome to ALL STUDENTS in

पूर्णायु आयुर्वेद चिकित्सालय एवं अनुसन्धान विद्यापीठ!!!!

Dear Students,

It is our pleasure to extend a warm welcome to all the students, for joining us and becoming a part of Poornayu family. You are now part of an Institute whose vision is **“To be a premier institute where Ayurveda education and research converge to produce Vaidyas as responsible citizens of Bharat.”** Learning is an ongoing process since childhood and in every phase of our life, we learn to excel in our life. We are excited to have you join us.

Poornayu as an institute stand **To improve continually in technical learning research process by strengthening infrastructural facilities and faculty credentials. To undertake interdisciplinary research and development by engaging the faculty and students in curricular, co circular and pharma industry collaborated projects that help solve real world problems.**

With blessings of Param Pujya Acharya Shri 108 Vidyasagar Ji Maharaj, Poornayu Ayurved Chikitsalaya Evam Anusandhan Vidyapeeth, Tilwaraghat, Jabalpur is managed by Shri Digambar Jain Sanrakshani Sabha Trust having its registration No. 432, registered office Sabha Bhawan, 657, Jawahar Ganj, Jabalpur, M.P.

Poornayu Ayurved Chikitsalaya Evam Anusandhan Vidyapeeth, Girls College, Tilwaraghat, Jabalpur for UG course of BAMS is affiliated with Madhya Pradesh Medical Science University, Jabalpur by conferring section 13A under IMCC Act 1970, Ministry of AYUSH, Government of India, New Delhi is the Ayurvedic institute of Madhya Pradesh (only for Girls) that focuses on teaching, learning, research, consultancy and healthcare activity. The Institute not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal.

Ayurveda is the science of life and it is aimed at the preservation of health and prevention of disease by establishing balance and harmony through nutrition, herbs, meditation and daily regimen. Ayurvedic science provides knowledge to unfold the reality beyond the physical body and achieve harmony of Body, Mind and Spirit. Poornayu as an institute has been started with a clear vision in mind to impart best ayurvedic medical education and high-quality knowledge to our students.

As you embark on this new chapter in your academic journey, we encourage you to take advantage of all the opportunities that our, and now your college has to offer to learn Ayurveda. From engaging in extracurricular activities to participating in research projects, there are many ways to enrich your knowledge of Ayurveda and experience here and broaden your horizons.

Our faculty and staff are committed to helping you achieve your academic goals and to providing a supportive and inclusive environment where you can thrive. As you navigate your way through your courses and explore your interests, know that we are here to assist you every step of the way.

We wish you all the best as you embark on this new journey and look forward to seeing all that you will accomplish during your time here.

This Manual is for you! It has been prepared to acquaint you with the institutional policies and processes, applicable to you as a student. It will continually serve as a source of information and describe the Poornayu way of life.

Institute reserves the right to reappraise, add, delete or modify any of the part or the entire policies described in this manual without prior intimation. However, this will not be done without taking into account the comfort level and rights of students.

We again Welcome all of you and believe this Policy Manual will be informative and useful for you.

With Warm Regards

**(Management Team)**

## **Students Rules & Regulations Inside College Campus**

Homogeneity brings sense of equality. It is very essential in educational institutions because these are the places where there must not be any type of discrimination. Poornayu as a college always has a blend of pupil from various parts of India belonging to various states. Therefore, Dress Code in college campus will bring a sense of belongingness among students, positive self confidence in everybody and will make the students feel united.

Poornayu, as an educational institution, does not believe in socio-economic disparity and has a sense of responsibility not to bring same in the students.

Students are expected to maintain the highest standards of discipline and dignity inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the Indian Culture.

### **Rules & Regulations for students inside College Campus**

#### Dress Code

1. Students are expected to come to the college in neat and clean uniform. They must conform to the high standards of modesty maintained by the institutions. Casual, shabby, indecent and improper dressing will not be tolerated in College and Hospital.
2. Students are strictly not permitted to wear skirts, frocks and high tops in college campus. Students should wear uniform during academic hours. Security will deny your entry in the campus if you have not worn uniform.

#### Conduct of Discipline of Students

1. It shall be the bounden duty of every student to abide by the rules and regulation of the college, and to conduct herself with discipline and decorum in all places and under all circumstances.
2. Students shall be clean and decorous in dress, language and behavior.
3. Students are not allowed to wander in verandah, stairs, porch, lawn etc after academic hours. Sitting in the secluded places is strictly prohibited.
4. Students interested to work after college hours in library, laboratories or practice for cultural program or sports or similar curricular and extra-curricular activities, should take permission from their principal. They should show the permission letter to security, if asked.
5. Fire crackers or such material is not allowed in the college campus. Pasting of anything anywhere is strictly prohibited.

6. Students should not involve in any sort of argument with the security personnel. As per opinion of students, if security personnel are not behaving properly with them, then they should bring it to the notice of Principal, Hostel In-charge or Students Council. If security is found guilty then strict action will be taken against such guard.
7. Students can use 'suggestion box' for constructive suggestions, improvements required in any system, or queries, doubts to be cleared, by putting chits in the suggestion box. These will be addressed properly and feedback will be given to students.
8. Students should carefully use water so that there is zero wastage of precious water. Any leakage, overflow of water should be immediately brought to the notice of principal and administration department.
9. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 50/-.
10. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
11. In the college premises students should wear their identity card, well displayed. Identity badge is a public document and any teaching and non-teaching staff has the right to peruse it. Denial of that alone invites disciplinary action.
12. Security has right to check the identity cards of the students and deny the entry in the campus if students fail to show.
13. Students making use of fake identity cards, identity cards of other students, allows using one's identity card by others will be viewed seriously and is a punishable offence.
14. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of POORNAYU academic and Indian Cultural values will be referred to the discipline committee.
15. Decent behaviour is expected from everyone in Poornayu premises. Misbehaviour with students shall be reported to "Students grievance cell" / "Woman's grievance cell" and strict action will be taken as per the findings of the cell.
16. Students should not bring discredit to the college or to themselves. Insubordination and rude behaviour of any kind inside or outside the college will be severely dealt with.
17. Students should not loiter around in the parking area after parking their vehicle.
18. No equipment/ material is allowed to be taken out from college gate without the permission of LOB Head. Security will not allow you to take out the equipment/ material without permission.
19. Students should be regular and punctual in attending the classes and all activities connected with the college. No student is allowed to enter the classroom or leave the class room in between class

hours without the permission of teacher / LOB Head. They are not permitted to go outside Poornayu premises during lunch break.

20. All the students are expected to be present in the class well – within time and late coming will result in loss of attendance for the corresponding hour.
21. In the event of student seminar / presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
22. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
23. Under the emergency condition only, student shall leave the campus during class hours after getting a gate pass from the Principal / HOD and after making the entry in the Gate Register maintained by the gate keeper.
24. All leave applications (Regular & Medical) shall be submitted in time, for sanction by Academics Head/HOD. Application for medical leave shall be accompanied by valid medical certificates.
25. Students are encouraged to make use of the library, common computing facilities and to involve in any program authorized by the college beyond class hours. However, under normal circumstances students shall retreat to their hostels or residences by 6.00 PM.
26. Access to academic buildings beyond the above timing and on holidays without written permission from the College Principal will be treated as a case of indiscipline.
27. Use of indecent and inappropriate books, magazines and other materials containing sexual and obscure content will not be permitted in the college campus.
28. All lost property should be brought to the LOB Head's office.
29. It is strongly advised to refrain from activities such as scribbling or noting on walls, door (including those in toilets) or furniture which could deface the college and destroy the academic ambiance. Students are expected to take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking the furniture is a breach of discipline and will not be accepted.
30. Students who intend to represent the college in intercollegiate events / conferences / seminars shall take prior permission from the Principal and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
31. Students are forbidden from organizing any meeting in the college premises or collecting money for any purpose without the permission of the principal.

32. Students are not permitted to entertain the visitors in the college during the academic hours. They are strictly forbidden from receiving personal phone calls or letters.
33. Student are allowed to enter the Office Room, Department Room or E-Library only with permission.
34. Ragging in any form inside or outside the college campus and hostel is banned. Senior students found indulging in ragging junior students will be dismissed from the institution. Anybody involved in ragging, should be reported to “**Anti – ragging Committee**” and strict action will be taken as per the decision of the Committee.
35. According to guidelines provided by U.G.C. and Poornayu, students found guilty of participation or abetment in ragging will be subject to severe punishment ranging from cancellation of admission to stringent fine.
36. Students coming by two wheelers are instructed to wear helmet. They should possess a valid driving license. The vehicle must be parked in the allotted space only.
37. Students should suggest anything for the betterment of POORNAYU and POORNAYUans, will be thought of seriously and implemented if possible.
38. Students must abide by the rules and regulations in force as well as other rules prescribed by the college from time to time. Thus, in the interest of the students, strict discipline has become the watch word of the college.
39. Students who do not follow the college rules and regulations could be expelled from the college.



## **Rights and Freedoms of Students**

Constitutional Rights for Students – We in Poornayu understand the rights of students based on fundamental legal rights.

1. Right to Equality – Every student should be treated equally in college and should have an equal opportunity in all events / extra-curricular activities. There should not be any discrimination based on caste, creed, personal beliefs, or religion.
2. Right to Free speech and Expression – As a student of India, you can freely express your views on any topic without any fear. However, you cannot misuse this right to abuse your institution or as an excuse to defame your college, community, country, religion or government.
3. Right to Information – It is a part of Right to Speech and Expression. This basically implies that neither teacher nor any authoritative figure can deny any information to the student if they know it. However, this is subject to exceptions in case of national secrets.
4. Right to Life and Personal Liberty - It implies that “No person shall be deprived of his life and personal liberty except according to the procedure established by law”. It includes under its purview the right to live with human dignity. Every student should be able to get an education in an environment of freedom and dignity that is free from fear. Teachers are not allowed to beat or insult students in any way.

## **GIRLS HOSTEL RULE AND REGULATIONS**

“For a Healthy and Joyful life, always treat your hostel as your home and keep it neat and clean”

Students admitted to the hostel are assumed to be a prudent person, having sufficient maturity to enable them to live in an adult environment. Such living involves full respect for the rights of others, regards for self-discipline, high standard of honesty, and enviable moral conduct. These regulations have been framed not to restrict the conduct of individuals but to ensure that a multitude of students should live and work harmoniously together with the minimum of discord.

### **General:**

1. Hostel residence is mandatory for students.
2. Students shall apply separately on the prescribed form at the time of admission in college.
3. Once allotted, rooms cannot be changed by hostel residents unless permitted otherwise. Furthermore, request for room allocation with a specific location or friend cannot be assured.
4. In the mid of Academic period, any queries / demands of hostellers to change the rooms, in case of any other room vacancy, will not be entertained.
5. All the hostellers who proceed for vacation or outside Poornayu, shall deposit the key of their room with the respective Hostel Warden.
6. Hostel accommodation (if available) will be provided to the students for a period equal to the duration of the concerned course. Upgradation of the room is allowed if available and permitted, subject to clearance of difference of charges. Furthermore, this facility can be availed once in each academic year.
7. On completion of the course, those who join the internship shall shift immediately to the hostel, marked specially for Interns without fail.
8. Once in a year, all students will visit Param Puja Acharya Shri 108 Vidyasagar Ji Maharaj, Founder of Poornayu, to seek his blessings and this is mandatory for all students.
9. Mass celebration of any festival irrespective of religion will not be permitted inside Poornayu.

### **Fee:**

10. At the time of admission in Hostel, student has to pay for minimum 1<sup>st</sup> Professional year (18 months) hostel fee in advance.
11. They have to pay hostel fee for 2<sup>nd</sup> and 3<sup>rd</sup> Professional year accordingly.
12. Once paid, the hostel fee will neither be refunded nor transferable.
13. While vacating the rooms, the resident must ensure the bills of all services availed by her are duly paid for speedy settlement. Submission of “No Dues Certificate” on the prescribed form is essential from Accounts department before vacating the room.

### **Behaviour and Discipline and Safety of Residents:**

14. Each hostel resident shall be responsible for the furniture and the electrical fittings provided in her room. She should get her room checked for furniture, fittings, etc. at the time of allotment and handover the charge of same along with the room key while vacating the room to the Warden.
15. Hostel residents must show their Hostel Identity Card if so, required by any officer of Poornayu at any point of time.
16. Hostel Committee (formed by Jain Brahmacharini Didi's) will appoint one or more students 'prefect(s)' based on academic merit/conduct/discipline to maintain harmony among the residents and the warden(s).

17. Hostel residents should return to Hostel by 6:00 PM. They will be allowed to visit temple after that only with permission of warden.
18. Hostel residents should ensure to switch off the lights of room by 10:00 PM. They are allowed to use study lamps to study in night.
19. Attendance in the hostel will be recorded as per the process. Those who are found out of the room after the specified time will be marked absent. If any student is found absent during a surprise check at night, the matter will be reported to the Hostel Committee for further necessary disciplinary action, as per the hostel rules and regulations.
20. Ragging and / or harassment of any kind to other / junior students is strictly prohibited. Necessary disciplinary action shall be taken against the offenders as per the Hon'ble Supreme Court guidelines on ragging "**U.G.C. Act of Anti Ragging**".
21. Possession of books, magazines, Videos / Audio media containing sexual, offensive, indecent content, possession or consumption of drugs/alcoholic drinks/tobacco in any form / any other intoxicant or possession of any kind of ammunition / weapon of assault / fire-arm is strictly prohibited in the hostel. Those, who are found to be involved in such activities, will be expelled from the hostel and the matter will be further reported to District administration / police.
22. Association of any hostel resident with any unlawful organisation is banned by state / central government. If a hostel resident is found / reported to be involved in such activities, the concerned hostel resident will be expelled from the hostel.
23. Use of electrical appliances of any kind, tea kettle, oven, microwave, induction cooktop etc.) inside the room is not allowed. Any such item found in the room will be confiscated and strict action will be taken on the hostel resident.
24. Hostel Residents are allowed to use Induction cooktop, provided by hostel committee at a particular place in hostel, only in adverse and necessary situations.
25. Lights and fans should be switched off and water taps shut off when these are not in use.
26. The hostel residents must be dressed properly while going to the mess or present in hostel premises. They are prohibited to wear shorts / crop top / miniskirts / sleeveless / Off shoulder / skin tight cloths.
27. Poornayu actively encourages all students to wear Indian outfits instead of Western outfits.

**Security:**

28. Hostel residents are responsible for all their personal belongings and valuable items like mobile, jewellery, laptop, watch, money etc. They are advised not to keep their valuables openly in the room. Such items, if any, should be locked in their respective cupboards or any other safe place for safekeeping. POORNAYU shall bear no responsibility for the loss of such personal belongings.
29. Hostel residents are strictly instructed not to lend or borrow money from anyone outside/inside Poornayu or from other students.
30. Hostel residents are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the Hostel Authority in writing.
31. Hostel residents shall not hand over the keys of her room to anybody except the warden or Hostel Committee.
32. Poornayu reserves to open any room whenever required, during emergencies/uncertain situations, in presence of Principal / Warden / Hostel Committee only.
33. Employment of a private servant is not allowed in the hostel.
34. Offering of payment / Tips, rewards, token of appreciation or gifts in any kinds for any services rendered by any worker of hostel is not allowed.

**Mobile Usage:**

35. Use of mobile by hostel residents is prohibited from 10:00 PM to 6:00 AM. Hostel residents has to deposit their mobiles to Hostel warden at 10:00 pm and collect same from them in the morning after 6:00 AM.
36. Misuse of mobile phones in any manner including MMS, activities amounting to cybercrime and viewing of questionable websites in POORNAYU is strictly prohibited.

**Rule to Go out of Hostel/On Leave:**

37. Each hostel resident shall enter the leave details in 'Movement Register' kept in the hostel.
38. All the hostellers must take permission for leaving the hostel and before leaving the campus, the hosteller must get endorsed the out time at Security Gate otherwise will be liable for disciplinary action as per the rule of Poornayu.
39. On Working days, no permission shall be granted to leave the hostel unless the student has obtained written permission from the parent / local guardian. Movement plan is mandatory for leaving the hostel, if a student is not reporting consistently for 3 days, then the matter shall be reported by the respective warden to the Hostel committee / LOB Head of college.
40. If any hostel resident provides false information about her night stay out of the hostel, it will be considered as an act of indiscipline and will warrant penal action.
41. Hostel Residents are allowed to go out of Poornayu Hostel once in a month only, in the group of 2 or more, for a time of 11:00 AM to 6:00 PM.
42. Hostel Residents are allowed to go out 2<sup>nd</sup> time in a month only after written permission from their parents.
43. Hostel Residents are informed to share their GPS location to Hostel Warden, Hostel Committee and their parents, while going on outing.
44. On her birthday, Hostel resident (student) shall be allowed to go out with her parents / local guardians / relatives only from 7:00 AM to 6:00 PM.

**Medical Emergency:**

45. In case of emergency outside academic hours, please contact "The Warden or hostel Committee authorities" available at that point of time.
46. Hostellers are required to divulge information if they have any medical problem (s) or are allergic to any medicine, food items immediately.
47. If any hostel resident is suffering from a communicable disease or any other disease which requires constant medical attention and medical isolation, she shall vacate the hostel unconditionally and immediately on knowing the ailment / disease.
48. In case of any emergency / hospitalisation, Poornayu will contact the parents / local guardian of the hostel resident to inform them about the situation and take their advice. In the scenario where, due to any reason, the parent / local guardian could not be contacted, then the decision (s) made by Poornayu will be final and acceptable by parents / local guardian. All expenses incurred for the resident's treatment will be borne by the parents / local guardian.

**Rules for Visitors:**

- a. Parents / Local Guardians / relatives are not permitted to stay in the hostel.
- b. Parents / local guardians / relatives who wish to meet their daughter (hosteller) should send the request letter couple of days in advance to Hostel Committee. Else they will not be permitted to meet their daughter.
- c. Male relatives are not allowed to enter the hostel area.
- d. Hostel residents are permitted to meet their Parents / local guardians / relatives in the Visitor's Room of the hostel only, as per the visiting schedule decided by Hostel Committee.
- e. In the situation of attending any family function / festival, parents/local guardian/relatives have to seek prior written permission from hostel committee. It is mandatory to have Gate Pass and show to security guard before leaving the premises.

**Meals:**

49. Hostel residents should make a note that only "**Jain Vegetarian Food**" is served in POORNAYU.
50. Hostel residents are allowed to take their meals in the mess only. The timings of meals shall be strictly observed. At present the timings are as follows:
  - a. Breakfast : 8:00 AM to 9:00 AM
  - b. Lunch : 12:00 PM to 1:00 PM
  - c. Evening snacks : 4:00 PM to 5:00 PM
  - d. Dinner : 6:00 PM to 7:00 PM
51. The food in the mess will be served in buffet style. Wastage in any form should be avoided.
52. Hostel residents are not allowed to bring any outside food in their room.
53. No hostel resident is permitted to take meal(s) in the hostel premises / room(s). However, in case of illness, this may be allowed with the permission of the hostel warden / hostel committee.

**Penalty:**

54. In case of damage to the property of Poornayu, by hostel resident, the cost of repair and / replacement along with the appropriate penalty will be levied on those found to be immediately responsible.
55. Defaulting hostel residents shall be liable to fines / penalties for violation of rules as prescribed by Poornayu (below).
56. An appeal against fines / penalties / other actions lies with the Hostel committee.
57. The hostel rules are subject to change from time to time with approval of the competent authority.
58. Maintenance of discipline is a prerequisite for admission to the Poornayu hostel. The defaulting hostel residents shall be liable to the fines / penalties / any legal action as decided by the Hostel Committee.

Examples of “Violation of rules”

Sr. No.	Act of discipline
(a)	Changing of hostel room w/o permission
(b)	Damage to hostel property
(c)	Taking meal out of the mess / canteen
(d)	Unauthorised stay of any outsider in the hostel.
(e)	Use of drugs / alcohol in hostel
(f)	Misconduct – uncivilized / objectionable / unwarranted behaviour / causing disturbance to others in Hostel.
(g)	Fighting with or assault on another person in the hostel
(h)	The student w/o proper dress in hostel
(i)	Use of prohibited electrical appliances in hostel
(j)	Playing of loud music and use of loudspeaker in hostel w/o permission
(k)	Cooking in the hostel room
(l)	Going out of hostel w/o permission
(m)	Coming late from the outing or absenting from the hostel for the night
(n)	Home leave w/o information
(o)	Celebration in the hostel w/o permission and / or beyond permitted hours
(p)	Stealing / Theft
(q)	Gambling / indulging in any immoral activity
(r)	Missing classes w/o permission / loitering around in the campus / using playgrounds / sitting in the canteen during teaching hours w/o proper explanation

Signature of Student

Signature of Parent / Local Guardian

Name:

Name:

Place:

Place:

Date:

Date:

Contact No.:

Contact No.:

## Permission letter for students Studying in College after college hours

Department / Cell: \_\_\_\_\_

Degree: \_\_\_\_\_

HOD / Cell In-charge \_\_\_\_\_

Sr. No.	Name of student	Mobile No.	Roll No.	Signature	Department / Cell / Committee	Working time	Dates From – To	Purpose	HOD/ Committee Head

Remarks of HOD/Committee In-charge: : I have permitted above mentioned \_\_\_\_\_ student/s to study/practice in college as per specified timelines (along with lab in-charge, faculty etc) will keep close vigilance on them. My students will not involve in any sort of misbehaviour and/or misconduct.

Signature of HOD / Cell In-charge:   Date:	Signature of College Head:   Date:
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परमपूज्य श्री दिगम्बर जेनाचार्य 108 श्री विद्यासागर जी महाराज के आशीर्वाद एवं प्रेरणा से

## पूर्ण आयुर्वेद चिकित्सालय एवम् अनुसंधान विद्यापीठ

दयोदयतीर्थ, तिलवाराघाट, जबलपुर (म.प्र.), कार्यालय: 657, जवाहरगंज, जबलपुर (म.प्र.)  
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### PARENT / GUARDIAN CONSENT LETTER FOR STUDY TOUR / EXTRA CURRICULAR ACTIVITY ORGANISED BY COLLEGE

I..... Parent / Guardian of.....Roll  
No..... Do hereby give my consent to my daughter for study tour / for Extra-curricular activity  
to .....(Place) from.....to..... (.....days).

During journey I assure you that she will abide the rules and regulations stipulated by the Institute.

I understand that the institute authorities will not be held responsible for any untoward incidents may  
occur during the journey.

Signature of the Parent/s:.....

Name of Parent/s:.....

Contact No.:.....

Email id:.....