



# **ASHTAMGAM AYURVEDA CHIKITSALAYAM & VIDYAPEEDHAM**

**Vavanoor, Koottanad, Palakkad, Kerala**

**(Affiliated to Kerala University of Health Sciences)**

## **A. General Outlook of AACV**

1. AACV stands for high-end, output-oriented, training of the students in all aspects of Ayurveda. We envision becoming the number one Ayurveda academy in the country by 2025. We look forward to a future where in the graduates of AACV will be capable of living the life of a model Ayurvedic physician independently with self-esteem and social acceptance; be an encouragement to the new aspirants to opt for Ayurveda as their career; be regarded as the most employable candidate in healthcare sector; and ultimately be wonderful human beings with compassion and empathy as their core values.
2. AACV upholds an ideology of excellence in both theory as well as practical training. Molding of a doctor cannot be achieved by the covering of syllabus alone. It needs continuous training and familiarization of the youngsters with real-life situations in clinical practice under dedicated teachers and mentors. All are supposed to comply with this vision of Vidyapeedham.
3. Students should maintain high degree of humility and self-esteem during their student life. Unlike any other streams of medicine, Ayurveda is dealing with healthy and righteous way of routines in personal and social life. This should be a part and parcel of their formative days of learning. AACV will not tolerate any compromise in this regard. Any type of antisocial trends or behaviors will not be entertained ever. Personally and socially, the doctors coming out of AACV should be role-models for the rest of Ayurvedic institutions of the country. Top attention will be given to the character of the students inside and outside the premises of the institution. Alcohol, tobacco and/or other substances will not be allowed in the premises of AACV or its subsidiaries.

Signature of Student

Signature of Parent



4. Students are permitted to go home on essentiality basis. In unavoidable situations, the parents can approach the principal over phone to get an extra day or two. Special situations like two or more holidays coming together or the like will be addressed separately.
5. Students are not allowed to use smart phones/tabs during class hours in the campus. Our policy is to support the responsible use of technology.
6. The institute will give top priority to make the students connected with the society around to the best level possible. There will be regular opportunities to interact with personalities of repute from diverse walks of life. Each student is expected to make use of these opportunities to the best.
7. There will be different groups named as clubs functioning in the campus to make the students exposed to their extracurricular fields to the best level possible. Theatre & Photography Club, Arts Club, Sahityasamajam (Literary Club), Prithvi (Nature & Farming Club), and the like. Students are encouraged to join different clubs according to their taste and explore their potentials to the best.
8. There will be regular lessons on elective subjects. This is intended to empower the students to outgrow the limits of syllabus and to make them look beyond the conventional ways of professional diversification. All are encouraged to take the maximum benefit out of these trainings.
9. The students will get chance to come across lessons of traditional knowledge systems like Vasthusasthra, Jyothisham, Kalarippayattu, and the like. This is intended to make them familiar with these systems. Anyway these will not be made as compulsory subjects for student evaluation.
10. Library will be functioning from 8.30 am to 5 pm. Special training to the students on the proper usage of the facilities in library will be given initially.
11. Facilities for Sports, Games and Physical Fitness will be provided in the campus. There will be mandatory hours of games/physical training.
12. We, at Ashtamgam respect the freedom of individual dress sense and therefore dissent with the idea of imposing uniform for students. But the college implores the students to be as well and neatly dressed as possible to maintain the dignity of the profession and standards of the college, because being a doctor is an all-round development and not just a degree alone. The way you

Signature of Student

Signature of Parent



dress reflects your personality. With the same intention, an official dress code will be strictly enforced during class/training hours for both ladies and gentlemen.

➤ Ladies:

Churidar (low slit) or saree, Kurti (low slit) with length below knee, Leggings, jeans, pant, palazzo with length below ankle are allowed, provided the top length is below knee. Low neck tops, Short tops, high split churidars, tights, etc are not allowed. Hair should be well made. Hair should be put up in a bun when the student enters clinics, posting or lab.

➤ Gentlemen:

Full or half sleeve Shirt and pant/jeans. Inserted shirt is more preferable. Low waist, torn jeans, T-shirts, Dhoti and other casual wears not be allowed at all.

➤ On festive occasions, other dresses may allow.

13. Institutional ID badge is a must during the class/training hours.

## **B. Conduct and Discipline**

These Rules and Regulations of the Vidyapeedham are framed by the Management and the Principal to ensure a peaceful campus atmosphere.

1. It shall be the bounden duty of every student to abide by the rules and regulations of the Vidyapeedham, and to conduct himself/herself with discipline and decorum in all places and under all circumstances.
2. Every student shall attend classes regularly and punctually and shall refrain from any action that may disturb the smooth working of the Vidyapeedham.
3. Students shall be clean and decorous in dress, language and behaviour.
4. Smoking, use of alcohol and drugs are strictly prohibited in the Vidyapeedham premises; and a violation of rule in this regard will never be tolerated.



5. When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned.
6. Students who may be free during class-time shall not hang around on the Veranda or on the premises of the Vidyapeedham. During such time they are to be in the Library/Reading room.
7. Every student shall handle Vidyapeedham property with care and shall do everything in his/her power to preserve cleanliness and tidiness of the furniture, building and the premises. Students shall not disfigure the walls, doors, windows, furniture etc. with bills, engraving etc.
8. The loss or damage or disfigurement caused to the Vidyapeedham articles will be made good by levying double the loss or damages so incurred from the concerned students or through a collective fine covering all the students.
9. Except in the meeting of the various Vidyapeedham Associations, no student shall address any gathering in the Vidyapeedham premises without the special permission of the Principal.
10. Megaphones, loudspeakers, etc. should not be used in the campus without the express permission of the Principal. Posters, flags, memorial tombs, floral arches, festoons etc. should not be displayed in the campus.
11. Indecent behaviour towards the opposite sex will not be tolerated.
12. Students shall not invite or encourage outsiders to enter the campus.
13. Demonstrations/Campaigning of any type at any time during the working days of the Vidyapeedham is strictly prohibited within the campus.
14. Rioting/agitating against another group of students or against members of staff/principal/management on any reason what so ever is prohibited.
15. If a student or a group of students or the entire students have any grievance of any kind what so ever, it is to be brought initially to the attention of the principal and if required, further to the College Council.



16. Ragging/teasing/intimidating/harassing/using words of abuse etc., of any type within or outside the campus are punishable offences under Police Act and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished which amount to

- a. Imprisonment upto 2 years and
- b. A fine upto Rs. 10,000/- and
- c. Dismissal from the Vidyapeetham

#### 17. DISCIPLINARY COMMITTEE (COLLEGE COUNCIL)

In accordance with the University order College, Council has been constituted in the Vidyapeetham for to look into matters of breach of discipline like use of mobile phone.

Members of the committee

1. Principal, Chairman
2. HODs/Teachers in Charge
3. Union Chairperson
4. Administrative Officer
5. PTA President
6. Teacher's representatives (including Secretary)

18. As a rule, vehicles of any type may be brought after a written request and signed undertaking from the parents to the principal, and should be parked at respective places allotted for the purpose.

19. Political activism is strictly banned in the campus vide judgment of the Hon'ble High Court of Kerala. Students are forbidden to organize or attend meetings other than official ones. Students resorting to strike are strictly prohibited from entering the campus.



20. Students are not allowed to make mass petition to the Principal. Any complaint can be represented by a team of not more than three among representation.
21. In all matters not specified in the forgoing rules, students shall aim at conducting themselves respecting the rights of others so as to establish and maintain good tradition and reputation of the institution.
22. The authority of the Principal extends outside the campus also.
23. Any further rules and regulations framed by the Management and the Principal from time to time shall also be binding to all.

### **C. Attendance & Leave of Absence**

1. Attendance will be taken at the beginning of each period. Late comers shall enter class-rooms only with the permission of the teacher.
2. Students who leave class-rooms after roll call without the permission of the teacher are liable to punishment.
3. Impersonation at roll call will be considered as serious offence.
4. Application for leave of absence for more than 4 days due to illness should be supported by medical certificates.
5. Students absenting themselves from the Vidyapeedham for more than fifteen consecutive working days without satisfactory explanation will have their names suspended from the roll and treated as temporary removal.
6. Disciplinary action including removal from the rolls will be taken against those who repeatedly absent themselves on insufficient grounds.
7. A student sent out from the class by a teacher shall lose the attendance for the duration he/she is out.
8. A student requiring leave for a day or a part of a day should apply for it to the Principal or to the teacher authorized by him and get his counter signature and submit the form in the Vidyapeedham office. Such application should be submitted on the very day of his/her return to the Vidyapeedham.



9. The responsibility of making sure that a student has earned the required minimum percentage of attendance (80% for the year) rests entirely upon the student. The University insists on a minimum of 80% attendance during the course of instruction for permitting students to take the examination. The Vidyapeedham expects a much higher percentage of attendance than the minimum 80% required by the University. It is the responsibility of parents and guardians to find out, from the Dept. concerned, the attendance score of their wards from time to time. Condonation and shortage of attendance is not a matter of right. Principal on recommendation of the concerned teacher-in-charge of various clubs/associations may condone any shortage of attendance of any deserving student to a maximum of 10 working days. Such condonation will not be granted for more than one academic year during a course of study. No duty leave will be granted to students for Vidyapeedham Union activities.

#### **D. Form of application for leave**

1. Name of the Student
2. Class, Group & Class No.
3. Local Address of the student.
4. Date(s) and No. of days for which leave is required.
5. Reasons for leave
6. Signature of the student
7. Recommendation by Guardian
8. Recommendation by the Class Teacher.
9. Principal's Order.



**E. Undertaking regarding non-involvement in ragging**

(Each candidate and parent has to sign the undertaking given below at the time of admission (as per the provisions of anti-ragging verdict by the Hon'ble Supreme Court)

I, Mr/Ms..... of ..... course of .....Vidyapeedham do hereby undertake on this day ..... the following with respect to above subject and office order No.....

1. That I have read and understood the directives of the Hon' Supreme Court of India on anti-ragging and the measures proposed to be taken in the above references. (<http://www.ugc.ac.in/oldpdf/ragging/minuterag230409.pdf>)
2. That, I understood the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
3. That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
4. That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Government of India and the institute authorities for the purpose from time to time.

Name & Signature of Student

I hereby fully endorse the undertaking made by my child/ward

Signature of Parent or Guardian

Name and address

Witness

1

2

Place

Date

Dean Student Affairs

Signature of Student

Signature of Parent



**ASHTAMGAM AYURVEDA CHIKITSALAYAM & VIDYAPEEDHAM**  
**Vavanoor, Koottanad, Palakkad, Kerala**  
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**APPLICATION FORM FOR HOSTEL ACCOMMODATION**

1. Name of the Student (IN BLOCK LETTERS) : \_\_\_\_\_
2. Admission number in AACV: \_\_\_\_\_
3. Name and Address of PARENT (in block letters who will be responsible for remitting your Hostel fees and Address to which communication are to be sent with pincode (must)

\_\_\_\_\_  
\_\_\_\_\_

4. Relationship with the student: \_\_\_\_\_
5. Phone with STD Code: \_\_\_\_\_
6. Mobile No & E-mail ID of Parent : \_\_\_\_\_
7. Name of the Local Guardian : \_\_\_\_\_
8. Address : \_\_\_\_\_  
\_\_\_\_\_
9. Phone / Mobile No of L.G. : \_\_\_\_\_
10. Name and Relation of 2 visitors other than Parents & Local Guardian:

1. \_\_\_\_\_

2. \_\_\_\_\_

**DECLARATION BY THE STUDENT**

We agree to pay the hostel mess advance charges, the rentals and establishment charges etc. as directed by the management. We have gone through all the provisions contained in the rules and regulations thoroughly and will abide these rules and regulations. I certify that the information given above is true and correct. If my conduct, during my stay is found

Signature of Student

Signature of Parent



unsatisfactory, due to my negligence, misbehavior & indiscipline, I agree that I will abide by your decision. I hereby assure you in writing that I will not indulge or take part in any activities that is detrimental to the smooth functioning of the hostel. I will fully obey the orders of the Warden / Deputy Warden and strictly follow hostel rules and regulations. I promise not to indulge in any form of ragging. In case I am found guilty I shall be prepared to leave the hostel immediately.

Date:

Place: (SIGNATURE OF THE STUDENT) \_\_\_\_\_

### **DECLARATION BY THE PARENT**

I have permitted my son / daughter to join the hostel of the institute and I undertake full responsibility for any misbehavior and act of indiscipline of my ward for which I have no objection to remove him from the hostel without my notice. I also state that the details given by him in this application are correct. I will be personally responsible for the payment of all the hostel fees etc. payable by him on the due date and will make such payments on demand, to the PRINCIPAL, AAVC, Vavanoor, directly.

Date:

Place: (SIGNATURE OF THE PARENT)

### **FOR OFFICE USE**

1) Hostel Fees paid vide Receipt No: \_\_\_\_\_, date \_\_\_\_\_ for Rs. \_\_\_\_\_

2) Room No. Allotted : \_\_\_\_\_ Date of occupation: \_\_\_\_\_

Sign of Warden

Sign of ADMIN. OFFICER

Signature of Student

Signature of Parent



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## **Rules & Regulations of AACV Hostel**

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1. RAGGING / HARASSMENT / QUARRELS / MISBEHAVIOUR / SPEECH EMBARRASSMENT in the hostels will be viewed very SERIOUSLY. Hence it is advised to abstain from all anti-social activities. RAGGING IS STRICTLY BANNED BY ORDER OF HONOURABLE SUPREME COURT. POLICE CASE WILL BE REGISTERED AGAINST THE CULPRITS. Institute will hand over those indulged in ragging to the police after preliminary enquiry by the anti-ragging committee. Parents and Guardians will be informed the same after handing them over to police. Hence all the Parents and Guardians of students are advised to make note of it and advice their wards do not indulge in ragging in any form as classified under Anti ragging act of Govt. The Institute will not take any responsibility for any police action based on the above act within or outside the campus.
2. Students are not allowed to consume alcohol, narcotic drugs or any intoxicating substance in the campus premises.
3. All visitors to the hostel including the parents/guardian will have to make necessary entries in the visitors' book available with the deputy warden.
4. Students should not keep any unauthorized property and unauthorized guests in his/her room.
5. Girls are not allowed to enter the boy's hostel.
6. Boys are not allowed to enter the girl's hostel.
7. All students are expected to be back in the hostel by 7 PM and any change in this regard needs prior permission from the warden & mentor.
8. Students are responsible for the safekeeping of their valuables.
9. Students are not allowed to arrange any group religious activities in their room.
10. Students are not allowed to take common room's newspapers to their room at any time.

Signature of Student

Signature of Parent



11. Students should handle hostel equipment, furniture, mess property carefully and not abuse or tamper with it. If so then applicable fine will be charged by the management.
12. Students have to use water and electricity judiciously. If fan, tubelight, etc., are found to be ON in the absence of the students at their rooms, fine will be charged by hostel authorities.
13. Garbage and wastage should only be put at garbage box available nearby hostel premises
14. Students during their stay in the hostel will be governed by the hostel management rules.
15. No student shall use the service of a hostel housekeeping person for personal work.
16. Students will not enter rooms of other students without permission of the inmates.
17. Every case of illness and accident must be reported immediately to the Deputy Warden or Principal.
18. No function or celebration shall be organized at hostel premises except with the permission of the Warden.
19. Allotment of room furniture etc. will be entirely at the discretion of the Warden and no complaint in this regard will be entertained.
20. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel management.
21. Any complaint from the neighbours/society will result in strict action.
22. Hostel accommodation (room) can be changed by the management if they found it necessary at any point of time.
23. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute.

Signature of Student

Signature of Parent



24. Playing music/record player etc. loud enough to cause disturbance to his/her neighbour(s) is prohibited. Defaulters will be punished accordingly.
25. Students suffering from contagious disease will not be allowed to stay at hostel. Decision of the Warden in this regard will be final and binding.
26. There will be reading room facility in the hostels with one Malayalam and one English news paper. Additional news papers or journals may be subscribed by the students on their own, on a shared expense basis.
27. Television with cable connection will be provided as a common facility in the hostels. But its use will be restricted as to allow it only during free hours.
28. One teacher will be in charge of the hostel, separate for boys and girls, as the Warden. There will be separate Deputy Wardens to look after the daily administration and discipline of the hostels.
29. A movement register for students will be kept at the Security Gate. Students should mark their movements outside the hostel premises in this register. This is a compulsory exercise.
30. Security will be provided in the hostel campuses round the clock. Inmates should comply with the standard security routines without fail during their stay in the premises.
31. The hostel mess will be run by the management with utmost care and dedication in quality and time-sense. Only vegetarian food will be supplied in the mess. Non vegetarian food is not allowed in the mess as well as in the hostel.
32. It is compulsory for all the students in the hostel to have their meals in the dining hall itself and no food should be taken into the rooms.
33. Hostel students are not permitted to bring their personal items like pickle, chutney and other eatables to the dining hall. Students are expected to have their meals between the prescribed hours only. No late comers will be entertained. The hostellers shall practice good behavior, come in proper dress to the dining room and maintain the decorum of decent dress code at all the times.



34. Hours of Meal: Break-fast - 7.30 a.m. to 8.00 a.m.  
Lunch - 1.00 p.m. to 1.45 p.m.  
Tea – 4.00 p.m. to 4.30 p.m.  
Dinner - 7.30 p.m. to 8.30 p.m.
35. The approximate mess bill will be around Rs.3,000/-p.m. It will change according to the actual expenses.
36. Reduction of mess charges will not be permitted for less than 3 days and advance intimation of 3 days will be necessary for allowing such rebate in mess charges
37. Facility to wash and dry the clothes will be provided in the hostel premises. .
38. Parents are permitted to see their wards during holidays with prior consent from the Warden or Mentor. Visitors other than parents are not entertained, generally. If such persons are authorised by the parents, they can meet the students. But this should be communicated to the Warden or Mentor in advance. Without the consent of parents, such visits are not permitted. Visitors can meet the students in the visitors' room between 8 am and 6 pm. Visitors are not permitted into the hostel room. Guests or visitors cannot stay in the hostel room. If the guests stay back to dine that should be informed in the kitchen in advance.
39. Tampering with electrical wiring or fixing any electrical lightings or other fittings in rooms and common areas will be viewed very seriously and those involved will be levied for their action.
40. Students are not permitted to use any other electrical equipment other than the ones provided by the management
41. As a rule, Car or Bike is not permitted in the college/hostel. For specific reasons, bike may be permitted on a written request and signed undertaking from the parents.
42. Students are not permitted to stick posters/ formula/pictures of any type (including God and Goddess) / painting / drawing or writing on the hostel walls.
43. Students are not permitted to break open their room lock or cupboard and cause damage for the hostel property. Only maintenance staffs are permitted to take remedial



measures in case of loss of key or otherwise. In such case, students should inform deputy warden / staff in-charge to initiate action.

44. Since the rooms in the hostel are of sharing type students are to switch off their room lights after 10.00 p.m. till 4.30 a.m. in the morning. Incase if a student requires light for extra preparation he/ she may use the common corridor light. This is done to avoid misunderstanding among the inmates of the same room.

Signature of Student

Signature of Parent