Procedure & Policy of

Maharishi Mahesh Yogi Vedic Vishwavidyalaya

University has established system and procedures for maintaining and utilizing physical, academic and support facilities of laboratory, library, sports complex, and computers. Rules and Regulations of maintaining and utilizing are as follows:

1) Laboratory:

- 1. Students should know the location of safety equipments and how to use it: fire extinguisher, fire blanket, first aid kit, eyewash and fire alarm. 2. Student must display their student card while in the laboratory
- 3. Student must be in proper attire according to the university dress code. 4. Keep area organized and clean.

2) Library:

- 1. Every student must possess his/her Library Card.
- 2. Always be quite and made silence in the library.
- 3. Students are allowed to bring in bags, but they must be placed on the rack provided in the library.
- 4. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously and liable to compensate for damage.
- 5. If in any condition books are lost, then the borrower shall replace the books of the same edition or pay cost of the book after getting permission from the library.

3) Sports complex:

- 1. Student should not eat the food in the play area.
- 2. Using the alcohol and drugs is prohibited.
- 3. Discrimination is not allowed in sports.
- 4. Equipments should be used according to the game rules. 5. Proper dress/Sports-kit should be there while playing games.

4) Computer Lab/class:

- 1. Enter quietly while coming to the class.
- 2. Eating and drinking in computer rooms are prohibited.
- 3. You must inform the Lab In charge if any problem arises while using computer.

5) Class:

- 1. Writing on walls, pillars, bath rooms, furniture or black boards is strictly prohibited.
- 2. Furniture in the class rooms should not be moved or displaced. 3. Students are not permitted to possess or use mobile phone inside the class room. 4. Eating snacks taking lunch inside the class rooms or along corridors are not permitted.
- 5. The cost of any damage, if accused to university property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.