

# SWAMI VIVEKANANDA COLLEGE

Malolo, Nadi

Regn. No: 3004

Estd: 1949

P. O. Box 716 Nadi

**Managing Authority:**  
Ramakrishna Mission, Fiji

Ph: 6700340/8987125 email: svcfiji@gmail.com



**Arise, Awake and stop not till the goal is reached!**

## **Rules and Regulations for Students**

### **AIMS OF SWAMI VIVEKANANDA COLLEGE**

1. To develop all-rounded personality and noble character of the students for their own well-being and for the good of their fellow beings.
2. To implement the “Man-making, Character-building” ideals of our patron Saint Swami Vivekananda by emphasising harmonious development of the physical, moral, ethical, emotional, intellectual and spiritual dimensions of human personality.
3. To prepare citizens for a harmonious society by imparting the universal principles of religion as exemplified in the lives of Sri Ramakrishna and Swami Vivekananda.

In order to achieve the above, the following College rules and regulations have been formulated which are binding on all students of the College. These rules are to be retained by the students and referred to constantly. Other rules and decisions may be enforced by the College Administration as and when need arises.

You are expected to follow these rules in a positive spirit with the aim to develop yourselves and bring out the best that is in you. **Your attitude and conduct should always reflect the high ideals and values of SVC. Remember, self-discipline is the best discipline.**

To encourage and recognise the efforts of students to imbibe noble qualities and develop an all rounded personality, the **Vivekananda Human Excellence Award** scheme has been instituted wherein a boy and a girl student from each form will receive an award.

## A. **ATTIRE**

Your school uniform confirms your attendance at Swami Vivekananda College and is a symbol of uniformity within the school community. It minimises distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform.

### UNIFORM

---

- While in uniform, students should be clean and tidy in appearance.
- Shirts should be tucked in and girls are to wear belts at all times.
- Uniform specification are as follows:

BOYS	GIRLS
<ul style="list-style-type: none"><li>White short – sleeved shirt.</li><li>White V-vest.</li><li>White shorts with black belts (neither too long nor too short) or White 'sulu.'</li></ul> Round-necked T-shirts, Printed or College PE vests/ shorts are not to be worn with uniform.	White dress <ul style="list-style-type: none"><li>6 parts, full open with white front buttons.</li><li>Length: 2 inches below the knee.</li><li>The belt must be stitched at the back of the dress and dress should not be too tight.</li><li>Allow 1½ inches hem at the bottom so that length can be increased if needed.</li></ul>
School monogram must be stitched on the shirt or dress.	

### HAIR, MAKE-UP AND JEWELLERY

---

- Fine chains are permitted but must be worn inside the uniform.
- Ear-studs allowed to girls only – must be small and with plain studs! (one only)
- Friendship bands, rosary or other coloured chords/strings are prohibited.
- Students will be solely responsible for the safety of their own items.
- All forms of make-up and nail polish are strictly prohibited. No excessive 'GEL' or sticky/greasy hair oils and hair-do's.
- Hair style for girls – Strictly as explained by the teachers during the gender meetings. Coloured hair and henna are not permitted.
- Boy's hair length should be above the shirt collar and short side burns. Mushroom and bald cuts, ponytails, elaborate hair styles, moustache/ beards are prohibited (bald cuts permitted for bereavement reasons only.)
- Body art (tattoo, mehendi, etc) is not permitted.

### FOOTWEAR

---

- Only black sandals/shoes and plain white socks are permitted. Girls must wear flat soled sandals only. Flip flops and canvas shoes are not permitted unless approved by the Principal.
- No student shall come to the College bare footed.

## B **MOVEMENT IN COLLEGE PREMISES**

### CHANGING OF CLASSROOM AND DURING BREAKS

---

- Move around the premises quietly and in a dignified way.
- Always walk in single file and on the right-hand side of the corridor.
- Class teacher or prefect shall accompany students while changing classes.
- Corridors are to be used during rainy days.
- Grouping on the corridors, on the stairs or near the toilets is no permitted.

- f. Playful behaviour on the corridors is strictly forbidden.

## MOVEMENT TO AND FROM ASSEMBLY

---

- a. Move in a single file in an orderly manner, led by the class prefects.
- b. While in the Auditorium, students are to sit together in their allocated sections and maintain discipline. Students must always display appropriate behaviour, be prompt and display a sense of pride for the College.
- c. On rainy days girls will move out first and assemble on the corridor. Boys will follow.

## RESTRICTED AREAS

---

- a. Senior and Junior students will refrain from going to each other's blocks.
- b. Without appropriate authorization special rooms like staff room, offices, laboratories and workshops are strictly out of bounds for students.
- c. The area at the back of the College (near pine plantation and the slopes and thereabouts/and others identified ones) are out of bounds.

## C. BEHAVIOUR

### DISCIPLINE CODE FOR STUDENT CONDUCT

---

Discipline is necessary for effective education to occur. Its purpose is to help students develop self-control, self-respect and respect for others. In addition to behavioural consequences, discipline includes positive reinforcement including friendly, tactful extolling reminders which shape acceptable behaviours. Students are to abide by the rules of good conduct listed below.

- a. The general conduct of all pupils should be in harmony with the high and noble ideals of the College and Swami Vivekananda.
- b. Be patient, self-controlled and dignified at all times.
- c. At all times students MUST be polite and show RESPECT to everyone - Teachers, Guests, Ancillary Staff, Prefects and fellow students.
- d. On meeting superiors and elders, students shall greet them.
- e. When in their classroom students must be at their respective seats.
- f. Eating is NOT allowed during lessons in the classroom; the Library, Laboratory OR any other specialist rooms.
- g. Chewing gum is NOT permitted on campus.
- h. Any form of bullying or assault is strictly prohibited. No student shall swear or use abusive language or behave in a rowdy/rude/unruly manner.
- i. Always use the front gate to enter and exit the College premises.
- j. Stealing is strictly prohibited. Stern action will be taken if anyone is proven guilty stealing.
- k. Name-calling, profanity, language that is threatening or intimidating is prohibited.

### CARE OF COLLEGE PROPERTY

---

- a. Students shall take utmost care while using common facilities such as Toilets, Specialist Rooms, Classrooms, Canteen, Library and Auditorium.
- b. Each pupil will be responsible for furniture and other College property. All damages are to be reported to the form teachers or teachers' in-charge. The person responsible for it will be charged for repairs. **Any wilful damage of property would incur further disciplinary action.**
- c. Writing on desks, walls, windows and doors is strictly forbidden.
- d. Students indulging in graffiti or vandalism will be disciplined by the administrators.

### RECESS/LUNCH BREAKS

---

- a. Students shall **NOT** play in the classroom.
- b. The whiteboard and the interactive board is a teaching aid exclusively for the teachers.
- c. Students shall not use the board during **Recess/Lunch** breaks without the permission of the teachers.
- d. Students **MUST** dispose food wrappers in the garbage bins provided.
- e. Sporting activities are not permitted during recess and lunch breaks unless authorized by the Principal.

- f. Students are not permitted to enter into any other classroom.

## ON THE SPORTS FIELD

---

- a. **PE classes are compulsory.** Students must change to appropriate sports uniform.
- b. Always display sportsmanship on the play field.
- c. Students identified by teachers would be required to join sports teams, practice and represent the College; likewise, for other co-curricular activities.
- d. The College gives opportunity to all students to actively participate in the organized activities but would not entertain any unruly behaviour. In the case of accidents, while every care will be taken to provide first-aid to the injured student, the College shall not be held responsible for such injuries. All co-curricular activities & sports are to be undertaken only under the supervision of the teachers.

Teachers will discipline students directly for abuse of the above Rules of Conduct. When rules are repeatedly disobeyed, parents will be called. If behaviour does not improve, the Principal will be notified. A meeting will be held involving the Principal, teacher, parents and student.

## LANGUAGE OF COMMUNICATION AND INSTRUCTION

---

English Language is the official medium of instruction and communication.

## ACCESS TO CLASSROOMS

---

- a. No student may enter a classroom other than his/her own unless with or under the directive of a member of staff or prefect.
- b. Except in wet weather, stay out of classrooms during recess and lunch breaks. Teachers may give special permission for students to remain in the room to study.

## ACCESS TO TECHNICAL BLOCK, SPECIALIST ROOMS & LABS

---

- a. These rooms are out of bounds at all times to students except when attending classes or when a teacher is present.
- b. Areas that have been fenced or blocked are declared out-of-bounds.

## BEHAVIOUR IN BUS, PUBLIC PLACES AND ROADS

---

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students must show a disciplined and safety-conscious attitude at all times on the bus.

- a. Bus prefects and senior students will be responsible for discipline of students on the buses. Students should obey the driver and bus prefects at all times.
- b. Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in jeopardy.
- c. Any reports of misbehaviour in buses will be dealt with strictly.
- d. Students must walk in a single file or in pairs at the right-hand side of the road when coming to College or when returning home. Always use pedestrian crossings where provided.
- e. Good behaviour is expected while you are in town.

## D. POLICIES

### ACADEMIC POLICY

---

Swami Vivekananda College expects students to perform to the best of their abilities. Teachers will evaluate their progress on a regular basis through formative and summative assessments. Students' academic progress will be communicated to the parents and guardians on a regular basis.

- a. All students will be required to sit for Term 1 End Examination, Term 2 End Examination and Annual Examination (for Year 10, 12 and 13) and MOE Standard Examination (for Year 9 and 11).
- b. In addition, students in Year 10, 12 and 13 will be required to sit for one Trial Examination in Term 3.

- c. Year 12 and 13 students will be required to do internal assessments in the TEST subjects (40%) and English (20%).
- d. Students' exercise books must be neatly covered and notes must be up to date.
- e. Exercise books will be marked regularly by the subject teachers and feedback given to the students on a regular basis.

## TEXTBOOK AND LIBRARY BOOK HIRE POLICY

---

All books must be properly covered. Each student is responsible for keeping his/her books safely and in good condition. **If a book is lost or damaged, the school will charge the concerned student the cost of replacement.**

- a. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil the College requires that:
  - i. The pupil's name is placed in the space provided in each book.
  - ii. The teacher makes a record of the number of the book and the condition of the book in the textbook register.
  - iii. Before annual examination all books will be collected.
  - iv. Students will put a clean cover on each textbook received.
  - v. At the time of returning the books, extra materials and covers are to be removed and teachers will evaluate the return condition.
- b. **SUPPLEMENTARY BOOKS (CLASS SETS):** When books are handed out to the student for use during a specific period within the classroom, they will be collected after they have been used. If the book is to remain with the student for any length of time, his/her name must appear in the book and the teacher should record this in the textbook register.
- c. **LIBRARY FICTION BOOKS:** Books may be borrowed for two weeks. Books are issued to the student so that he/she will have the experience of signing out a library book and abiding by due dates.
- d. All lost books must be paid for so that the school can purchase a replacement copy.
- e. If the book is found and returned, the student may apply for a refund.

## ABSENTEEISM, EARLY LEAVE AND LATE ARRIVAL POLICY

---

- a. **Legal Absence:** A student is considered legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are illegal. When a student is absent, parents are required to phone the College office (6700340 or 7990125) by 8:00 am. When the student comes to school next day, an absence note must be given to the teacher. The note should have the student's name, date of absence, class, reason for absence and the signature of a parent or guardian. Absence notes are always required in addition to the phone call.
- b. **Appointments:** Doctor or dental appointments should be scheduled for after school or on Saturdays. If it is necessary for a student to be released during the school day, the school must be informed in writing ahead of time, and the parent/guardian must sign out the student in the office in the log book.
- c. A medical certificate is required for prolonged absences due to ill-health. Parents must inform the College if their child is absent for more than 2 days.
- d. **Release of Students (During School time):** No students may leave the College compound at any time during the College day without permission from the Principal. Leave shall be granted to students who are ill or would like to attend special functions. Students will be allowed to leave College premises only if their parent or guardian comes to collect them. The school has a sign-out book located in the office. When a student is released to a parent or guardian during school hours, that adult must sign the book.
- e. Students must complete the 'Leave Form' before they leave the College premises. A copy of the leave form should also be kept by the student.
- f. Parent/guardian will be called in cases of regular absenteeism, chronic lateness and truancy.
- g. Students MUST report to College and classes no later than **8.15am**. Departure time is **3.25pm**.
- h. Late arrival: Student arriving school after 08:30am must report to the Assistant Principal to receive the late arrival slip before entering the classroom.
- i. Parents/guardians will be called to school for discussion for chronic late arrival cases.
- j. The subject teacher will counter sign late arrival slips and keep the same in the student's file.
- k. Students arriving late without genuine reasons will be counselled.

## HOME WORK POLICY

---

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

Years 9 and 10	20 minutes per subject
Years 11, 12 & 13	30 minutes per subject

Students are required to complete all homework and it is expected that parents or guardians check their work.

## EXTRACURRICULAR ACTIVITY POLICY

---

- Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege.
- In order to participate in extracurricular activities, students must perform well in academic subjects and model acceptable behaviour both during the school day and during the selected activity.
- Failure to meet academic or behavioural requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent.
- Attendance will be taken at each activity to determine a student's participation.
- In individual cases regarding participation in extracurricular activities, the Principal holds the final decision.

## EXCURSION POLICY

---

Excursions must serve an educational purpose and their value should be an integral part of the College's instructional program. They broaden the students' educational experiences. Excursions are privileges given to students; no student has an absolute right to an excursion.

- Excursions are designed to correlate with teaching units and to achieve curricular goals.
- Excursions vary on each form level.
- Excursions are permissible when advanced planning, location and the experience ensure a successful learning opportunity.
- Excursions will be organised once approval is given by the Ministry of Education.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any excursion due to, but not limited to, poor conduct.
- A written official permission slip, signed by the parent, is required before a student will be permitted for an excursion. Verbal permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

## COMPUTER USAGE POLICY

---

The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. Each computer user at the College must follow the following rules and code of ethics:

- Must not use computer resources for non-academic purposes.
- Software is protected by copyright laws; therefore, making unauthorized copies is illegal. No one will give, lend, or sell copies of software to others. No one must bring software applications, games, or CD-ROMS from home to be used on school equipment without approval of appropriate school personnel.
- Respect and protect other's privacy by not trying to know their password or copy, change, read, or use files from another user without prior permission from that user. Attempting to gain unauthorized access to system programs or using computer systems to disturb or harass other computer users will lead to suspension from computer usage.
- Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computer resources must comply with the appropriate rules for that network or resource.
- One must not reveal personal information, home address or personal phone number or those of students, teachers or other staff members.

- f. Transmission of any material in violation of the state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted.
- g. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or College disciplinary action. **The College reserves the right to seek financial restitution for any damage caused by a student or other user.** The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

## DRUG AND SUBSTANCE ABUSE POLICY

In recognition of the seriousness of drug and alcohol problems to which the students are exposed, the College will follow the policy as stated below:

- a. If a teacher suspects that a student is under the influence of either drug, alcohol or volatile substance, the matter will be referred to the Principal immediately.
- b. The Principal will verify teacher's observation and will notify parents.
- c. In case of marijuana or any other hard drugs, the matter will be reported to the Police.
- d. Should it be determined that the suspicion is correct, parents will be expected to follow the recommendations of the school Principal if the student is to continue in the school.
- e. Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in a questionable condition will be barred from attending or participating in any College functions. Parents will be notified and appropriate action will be taken.
- f. Ministry of Education prohibits smoking in a school building and on school premises. Smoking, yaqona drinking and alcohol are prohibited at all times in the College premises, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

## BEHAVIORAL MANAGEMENT POLICY

The following policies of the Ministry of Education will be strictly enforced. The decision of the Principal shall be final and binding in all cases involving the interpretation of the College rules.

Offence	Clarification	Action	Comments
Illegal substances	Possession or use	Immediate suspension for 3 days	The substances referred to in this category are those deemed illegal under the Criminal Code such as marijuana and other hard drugs.
	Intent to supply		
Substance Abuse/Misuse	Possession or use	Immediate suspension for 2 days	Incidents involving substances that are not illegal but threaten the good order and proper management of the College. Substances such as cigarettes, alcohol and misuse of prescribed medicines are covered by this category.
	Intent to supply	Immediate suspension for 5 days	
Verbal Abuse or Harassment	of students	Immediate suspension for 2 days	Verbal abuse or harassment of staff including offences such as stalking, sexual harassment, sexual innuendo and manipulation.
	of staff	Immediate suspension for 3 days	

Offence	Clarification	Action	Comments
Physical assault or Intimidation	of students	Immediate suspension for 3 days	Physical intimidation refers to any physically threatening behaviour.
	of staff	Immediate suspension for 3 days	
Sexual assault		Immediate suspension for 5 days	
Inciting mass disobedience or revolt		Immediate suspension for 5 days	
Wilful damage of property		Immediate suspension for 3 days	A wilful offence occurs when there is intent to deface or cause damage to property.

## CHILD PROTECTION POLICY

This policy confirms the Ministry of Education's zero tolerance of abuse, neglect and exploitation of students. It also provides a framework for the protection, identification, managing and reporting incidents of student abuse in schools, religious establishments, social centres and wherever organized educational programmes are conducted so that delivery of MoE mission is realized.

- a. Under the law, school officials are responsible for reporting any suspected cases of student abuse or neglect to the proper agency.
- b. Harassment regulations are grounded in the belief that all persons have a right to be treated with dignity. All demeaning behaviour is prohibited.
- c. Swami Vivekananda College provides a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously.
- d. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated.
- e. The Principal investigates all complaints of harassment. Students involved in harassing behaviour are subject to detention or suspension and, where appropriate, will be referred for counselling services.
- f. Taking photos in school uniform and posting on social media without permission from the administrators is strictly prohibited.

## SECURITY POLICY

To assure the security of the building and the safety of each student, Swami Vivekananda College strongly enforces its policy of requiring all visitors, even parents, to report to the main office. No one may enter a classroom without permission of the Principal.

### E. PROHIBITED MATERIALS

Students found either in the possession of or intoxication by the following items will face immediate suspension along with recommendations to the Ministry of Education for expulsion from the College.

- a. **Mobile phones and Electronic Devices** - students are **NOT ALLOWED** to bring mobile phones and electronic devices such as beepers, hand-held and other personnel electronic devices to school. If found in possession, these items will be confiscated and kept in the office for collection at the end of the year. **The College will not take any responsibility for the loss or damage of the confiscated items.** In case of emergency, request help from teachers, administration or the College Office.
- b. Possession, consumption, promotion, distribution or sale of tobacco, alcohol and inhalants and other hard drug such as cocaine, marijuana, heroin etc. is illegal.
- c. Pornographic materials and potentially harmful objects such as penknives, toy guns, firecrackers etc are prohibited.



- d. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed.
- e. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all.
- f. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

#### **F. BREACH OF SCHOOL RULES**

- a. Appropriate disciplinary action will be taken by the College administration for any breach of the stipulated College rules. Disciplinary action may range from counselling, detention or suspension.
- b. Each case will be dealt with separately and the disciplinary action will be taken in consultation with the parents in accordance to the Ministry of Education's Policies.

#### **G. EXPECTATIONS AND RESPONSIBILITIES FOR STUDENTS**

Swami Vivekananda College expects students to fully develop their God-given talents and abilities. To accomplish this, students are asked to:

- a. Treat all members of the school community (i.e. teachers, staff, parents and students) with respect.
- b. Refrain from cheating, including plagiarism, whether from books, the internet or another person.
- c. Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behaviour.
- d. Develop personal standards of conduct that reflect Vivekananda morals and behaviour, and refrain from use of inappropriate language, verbal threats, and sexual behaviour (including touching, gestures, writing, and immodest or inappropriate dress).
- e. Speak in a well-modulated tone of voice.
- f. Observe the school dress code, including standards on no-uniform days.
- g. Help care for school property and keep the school free from damage and defacement.

#### **H. EXPECTATIONS AND RESPONSIBILITIES FOR PARENTS**

Parents are asked to take an active role in their child's education by:

- a. Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- b. Explaining and reviewing periodically the school behaviour code with their child. Parents should discuss school disciplinary episodes in relation to the school behaviour code.
- c. Recognizing their child's talents and interests so they may be developed in cooperation with the teachers.
- d. Enforcing the dress code, including the sports uniform, and insisting that they dress decently.
- e. Insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- f. Supporting all school programmes and activities.
- g. Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behaviour, or viewing of such in videos, movies, song lyrics, and on the Internet.
- h. Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- i. Arranging for a time and place for students to complete homework assignments.
- j. Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counselling.
- k. Attending all Parent-Teacher Conferences and PTFA meetings.
- l. Always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal or physical harassment may result in your child being asked to withdraw from the school immediately or not being allowed to continue in the following year.

## I. **GENERAL**

- a. The College prayer will be recited in the class every morning.
- b. College Prayer and the National Anthem will be observed in assemblies. Teachers have complete authority at all times and no disobedience shall be tolerated.
- c. College Prefects and Form Captains have special duties. Disobedience to them shall be viewed as a serious infringement.
- d. Students are not to receive any personal mail at the College address.
- e. "KEEP SVC CLEAN" – is one of our Golden Rules! Students shall keep the College premises neat and tidy. **Littering is strictly prohibited.** Use litter bins provided.
- f. During wet weather students on outdoor duty shall remain in their classrooms.
- g. Duties are compulsory for all students.
- h. **Change of Address:** The office must be informed immediately if there is a change of home address or telephone number for purposes of mailing and/or emergency.

## J. **CLEARANCE FROM COLLEGE**

- a. The official clearance will be given to students only after they return all the College resources issued to them and all dues are settled.
- b. Students will replace or pay for lost items taken by them.

## K. **MEDITATION**

All knowledge depends upon calmness of mind and its power of concentration. A concentrated mind is a powerful searchlight that dispels ignorance and reveals knowledge. Meditation is a well-known for developing control and concentration of mind and harnessing the higher creative energies potential within all of us. It is important to learn the practice of meditation at an early age to provide a solid foundation for full development of our potentials.

With the above objectives, the College teaches a universal and non-religious meditation technique to all students, irrespective of their race, religion, faith, etc. to develop concentration of mind and to assist them in their academic and personal lives. Therefore, all students are required to earnestly practice techniques of meditation.

## L. **COLLEGE'S RIGHT TO AMEND**

Swami Vivekananda College reserves the right to amend these rules. Notice of amendments will be sent as necessary.

## M. **SUMMARY STATEMENT**

Once students have met the necessary admission requirements and have been accepted in Swami Vivekananda College, the school warmly welcomes these students for the coming school year and will strive to provide them with a sound spiritual and academic education in a supportive learning environment. Admission to and continued enrolment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school. By the student's attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this rules and agree to be bound by the terms of this rules.

By their acceptance of enrolment, students, parents and guardians agree to and accept the school's rules and policies that students, parents and guardians may not bring any civil action in any local or state court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this rules. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this rules may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this rules. This includes any decision relating to a student's enrolment at the school or termination of that enrolment.

## **COLLEGE PRAYER**

Om Asato Maa Sad Gamaya  
Tamaso Maa Jyotir Gamaya  
Mrityor Maa Amritam Gamaya  
Om Shanti Shanti Shanti  
Hari Om Tat Sat

O Lord, Lead Us From Untruth To Truth  
Lead Us From The Darkness Of Ignorance  
To The Light Of Knowledge  
Lead Us From Death To Everlasting Life Of  
Divine Peace And Bliss  
May There Be Peace Within Ourselves  
May There Be Peace At Home And Around  
May There Be Peace Everywhere,  
In The Hearts Of All Beings

## **AWAKENING THE LION WITHIN**

### **DAILY INVOCATION**

Let every man and woman and child, without respect of caste or birth, weakness or strength, hear and learn that behind the strong and the weak, behind the high and the low, behind every one, there is that infinite soul, assuring the infinite possibility and the infinite capacity of all to become great and good. Let us proclaim to every soul: arise, awake and stop not till the goal is reached. Arise, awake! Awake from the hypnotism of weakness.

None is really weak; the soul is infinite, omnipotent and omniscient. Stand up, assert yourself, proclaim the god within you, do not deny him! De-hypnotise yourselves. The way to do that is found in your own sacred books. Teach yourselves, teach everyone his real nature, call upon the sleeping soul and see how it awakes. Power will come, glory will come, goodness will come, purity will come and everything that is excellent will come when this sleeping soul is roused to self-conscious activity.