



Sri Sathya Sai Institute of Higher Learning

(Deemed to be University)

SSSIHL CODE OF CONDUCT FOR STAFF MEMBERS

Preamble: FOUNDER CHANCELLOR'S VISION

"My Sankalpa (plan of action) is to provide the youth with an education which, while cultivating their intelligence, will also purify their impulses and emotions and equip them with the physical and mental disciplines needed for drawing upon the springs of calmness and joy that lie in their own hearts. Their higher natures will have to be fostered and encouraged to blossom, by means of study, prayer and sadhana, exposure to the sages, saints and spiritual heroes and heroines of their land. The teaching of the university curricula is only the means employed for the end, namely, spiritual uplift, self-discovery and social service through love and detachment.

The main purpose is

- To help students to cultivate self-knowledge and self-confidence, so that each one can learn self-sacrifice and earn self-realisation.
- To impart true, ideal education, and mould thousands of students as ideal citizens for the service of the country and
- To equip them for the role of future leaders of India, as persons of integrity and character, as embodiments of Truth, Justice (righteousness), Peace and Love.
- To be an ideal educational institution for others. It must be distinct from the rest and attain a unique status.

ATTESTED

REGISTRAR

Sri Sathya Sai Institute of Higher Learning
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Vidyagiri, PRASANTHI NILAYAM
Anantapur Dt. A.P. - 515 134.



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- To blossom as true representatives of Bharateeya Samskriti spreading tolerance, charity and brotherhood throughout the World.

The sankalpa of Sathya Sai is to offer, for serving humanity, heroes of action and heroes of self-sacrifice. I have established the Sathya Sai Educational Institutions only with a view to inculcate love and teach good qualities to the students. They learn here humility, discipline and faith. Education should confer humility.

Our hope is that by their lives they will be shining examples of spiritual awareness, and its beneficial consequences for the individual and society." Bhagawan Baba

CODE OF CONDUCT FOR SSSIHL STAFF MEMBERS (Based on the Founder Chancellor's Vision)

GENERAL GUIDELINES

"My entire property consists of My students," says Bhagawan Baba. Imbibing the same spirit, the staff member, both teaching and non-teaching staff, must consider the students as their Prema putras. (Children born out of Love.)

Each staff member dedicates himself /herself to a great sadhana, when he/she enters this Institute. They must be examples of sincerity, simplicity and mutual cooperation and love. Respect from students and other members must be commanded by personal example rather than demanded.

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Staff of the Institute have a sacred duty. They must dedicate their wisdom and efforts to the great task of uplifting pupils to higher levels of knowledge and action. They must shape them into useful, patriotic and worthy citizens, reflecting the culture and traditions of the country.

Some programmes in the Institute are designed to instill faith and spiritual discipline. Staff members too must evince interest in prayers, service activities and other items of special importance.

In this Institute the medium (of instruction) is discipline. Staff members should do what is good for the Institute (Shreyas) rather than what is liked by the members (Preys). But it should be coupled with love and care.

Staff members should not cultivate divisive traits. Along with discharge of their daily duties, they should turn inward and acquire spiritual knowledge. Only then they can achieve unity and harmony.

Staff members should avoid politics while in service.

Avoid bad habits that are injurious to health. Welcome good thoughts, good feelings and good habits.

The members of staff must move among themselves as brothers and sisters. Of course, differences of opinion in the discharge of daily duties are inevitable and may even be useful. But they should not pollute mutual relations, hinder the progress of the institution and affect adversely the processes of teaching and learning.

Be punctual and regular for all designated activities in the department, campus and Institute.

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Staff members should not discriminate other members of the Institute based on caste, gender, language, region, religion or nationality.

Professional Duties:

Each staff member should diligently discharge his/her assigned duties with Shraddha and Bhakthi. The spirit that Work is Worship should inspire all our endeavors.

"Talent is God," says Bhagawan Baba. Each staff member will strive to enhance his/her knowledge and skills as appropriate for the assigned duties to be an effective instrument in the attainment of the Institute's aspirations.

Timeliness in the discharge of duties is to be cultivated.

Confidentiality of information and documents that are in one's custody in the regular discharge of duties must be maintained.

All assets of the Institute that are in one's custody must be carefully preserved and maintained and used for promoting institutional interests.

Every staff member shall at all times uphold the honour and dignity of the Institute as per Institute Rules.

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2019-2020

SRI SATHYA SAI HOSTEL FOR SENIOR STUDENTS

Prasanthi Nilayam – 515134; Anantapur Dist (A.P.)

Phone: 08555-286702 (Warden) / 08555-286701 (Office); Email: hostelofficepsn@gmail.com

CODE OF CONDUCT & DISCIPLINARY REGULATIONS

In this University, the medium of instruction is Discipline. The first, second and third languages are Love, Service and Sadhana - Sri Sathya Sai Baba

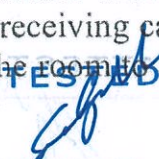
Every student of Swami's University is expected to be disciplined wherever he is. Training is given in the Hostel for shaping each boy into an **exemplary student**. In the matter of discipline, every student is expected to follow the rules and regulations and strive earnestly to **put them into practice** in everyday life. A **booklet called "Code of Conduct"** will be circulated to every room after the new academic session starts. All students should read the same and acclimatize themselves with the way of life (all facets) which would be expected of them during their stay at the Hostel.

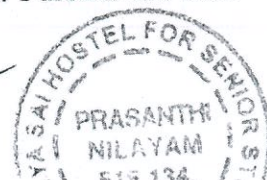
1. **Humility** is the firm foundation for a strong character. **Obedience** to elders and teachers is to be practiced sincerely.
2. Students should show mutual courtesy and gentlemanly behaviour and promote harmony. They should cultivate decent and **unostentatious dress habits** and have short, neat and well-groomed hair. They are not expected to **sport moustache, beard or long side-burns**. **They are also not expected to shave their head whenever they want**. If for medical reasons, they need to cut their hair very short or shave their head, this should be done with the explicit permission of the Warden.
3. Students should not indulge in loud and idle talk. **Silence** is to be maintained in the Dining hall, in the Mandir and during study hours in their rooms.
4. **Punctuality and regular attendance** at classes, prayers, tests, examinations and all co-curricular programmes in the College, Hostel and Mandir is compulsory. In case the student is not able to attend classes or any of the other programmes, on account of illness, he is required to seek **prior permission / leave** from the Warden or his Room Teacher.
5. **Going out of the Hostel premises** without written permission, for any reason other than going to the University Campus and Sai Kulwant Hall (Mandir) during specified timings, will be considered as **breach of discipline**.
6. **Overnight stay outside the Hostel is strictly forbidden.**

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7. Students are not permitted to get freshly prepared food (from home or hotels) into the Hostel.
8. The students are not expected to possess cell phones, mp3 players, mp4 players, laptops, hard disks, camera or any such electronic gadgets. Only memory sticks (USB drives) are permitted. Ebook readers will be permitted only for PG students and strictly for academic use. These must be registered with the respective Room Teachers. Room Teachers / Floor Teacher must be consulted regarding specifications of the device.
9. Students can go home only during the vacation. They will NOT be sent home for festivals, marriage engagements, weddings of cousins etc. They **will only be permitted** to attend wedding ceremonies of their **own brothers and sisters** depending on the available leave. Students should ensure that they should have 85% attendance (both in Hostel and College) for being eligible to write the end semester examinations.
10. Students requiring to go home during the semester on **valid grounds** (details mentioned in the **"Code of Conduct"** document, which would be displayed on the Main Notice Board at PSN Hostel and also would be circulated to each room after the academic session begins on June 1st 2019) should furnish the following to the Warden:
 - a) The request letter or email from the parent.
 - b) The parent should call the Room Teacher and inform him about the same and the Room Teacher should communicate this to the Warden.
 - c) Approval letter from concerned HOD/Director.
 The Warden will then decide granting of leave at his discretion. The student should **positively return to the Hostel within or on the stipulated date and time.**
11. Visitors are not allowed to enter the Hostel premises without permission. Parents or guardians are requested to visit their wards **at the Hostel**, preferably only on Sundays between 10.00 a.m. (or after Mandir program) and 3.30 p.m. In case of any urgent situation they may meet their wards after evening bhajans **at the Hostel on weekdays between 6.30 p.m. to 7.15 p.m.**, without disturbing any scheduled activities of the Hostel or College. In such a case, they should positively leave the Hostel premises at 7.15 PM.
12. **Parents/guardians who are stationed at Prasanthi Nilayam SHOULD NOT indulge in coming to the Hostel every day in the evenings and giving mobile phones and food etc to their wards.** This dilutes the system of Integral Education envisioned and institutionalized by Bhagawan Baba and hence is strictly forbidden.
13. As envisioned by Bhagawan, access of phones to students is regulated to keep them away from unnecessary distractions. Parents may speak to their wards on their respective room telephones at specified timings and schedule their telephone calls accordingly. The total time given to any student for making or receiving calls from parents etc is fixed per day (30 mins). This is to enable all students in the room to make and receive calls. Parents are also


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hereby notified that the Hostel phone exchange system maintains a log of all calls made or received. These logs may be used at the discretion of the Warden, if and when necessary.

14. Possession of cell phone by students in the Hostel is strictly prohibited. If anyone is found possessing a cell phone (either on person or inside his cupboard), strict disciplinary action will be taken against him. In case the student has a cell phone during the journey from home, he is expected to deposit the same with the Room Teacher immediately after his arrival at the Hostel. This is for his own safety. Parents/Guardians are expected not to encourage usage of mobile phones for browsing social media sites, watching movies etc by their wards while visiting them at Hostel or Mandir premises.
15. THERE IS NO COMPROMISE ON DISCIPLINE. BREACH OF RULES MENTIONED ABOVE WILL BE SERIOUSLY DEALT WITH, WHICH CAN INCLUDE EXPULSION FROM THE HOSTEL. EXPULSION FROM THE HOSTEL WILL ALSO RESULT IN EXPULSION FROM THE UNIVERSITY.

REGULAR SCHEDULE IN THE HOSTEL

5.00 A.M.	WAKE UP BELL
5.25 A.M.	GAYATRI CHANTING
5.30 A.M.	SUPRABHATAM & VEDAM CHANTING
6.10 A.M.	JOGGING AND GAMES
7.30 A.M.	BREAKFAST
8.55 A.M. TO 11.50 A.M.	FORENOON SESSION IN THE INSTITUTE
12.10 PM	LUNCH
1.15 P.M. TO 3.45 P.M.	AFTERNOON SESSION IN THE INSTITUTE
4.10 P.M.	TEA BREAK
4.45 P.M. TO 6.15 P.M.	DARSHAN & BHAJANS AT THE MANDIR / CLASSWISE COMPULSORY GAMES
7.10 P.M.	DINNER
8.00 P.M. TO 9.40 P.M.	STUDY HOURS
9.40 P.M.	MILK BREAK
10.15 P.M.	NIGHT PRAYER
10.30 P.M.	RETIRING TO BED

The End of Education is Character

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