



VEENA VENU ART FOUNDATION

RULES AND REGULATIONS

Submission of Online registration form, reading and accepting rules and regulations of the foundation and sending revert mail of the acceptance is compulsory before first class of student.

FEE RULES:

- **Registration fee and Course fee are non-refundable.**Fees to be paid by cash/online payment/Card.
- **Receipt should be collected by student, foundation will not remind any student to collect receipt or run after student to collect receipt.**
- **Even if student doesn't get/collect fee receipt he/she may need to pay according to the foundation's record**
- Fees should be paid before first class . Payment will be considered late if not received by the 7th of each month and a late fee of 500INR will be charged. Foundation shall give 3 reminders till the 7th of each month if fee is not received by 7th, Foundation shall give the student/s time till 10th of the month but their classes won't be conducted till 10th or even later if fee payment is not done. Fee should be paid according to the Foundation's fee structure.(All instalment should be paid on given date only).For quarterly and six monthly fee payment it is compulsory to pay fee one month advance for next quarter or six month, foundation has the right to stop allowing student to come class if fee not paid according to the rules of foundation .
- If paid by card or Google pay/Phone Pay and because of any technological /Technical mistake fee payment is done more than one time, return of fee is not possible; fee will be kept as yearly or two-three term payment. Also if pay by card, tax will be applicable.
- In case of early fee payment foundation may give two extra class or some as per their decision. Or may give some kind of discount but it's not compulsory, and fee will not get refunded at any case or extended. Decision

shall be completely theirs and if wanted they may also not give any such things.

- If you are getting transferred in higher/Advance batches or you are taking individual classes you need to pay fee accordingly.
- If because of any confusion foundation collects fee before your fee date foundation may give you extra class may extend you fee for coming months, but return of fee is not possible in any case. The decision is completely of Foundation and management.
- Fee is non-transferable, non-refundable, non-extendable in any case.
- If a student leaves the foundation and takes a break from the foundation, their registration will remain valid for 30 days from the date of last attendance. Thus, if the student rejoins within 30 days he or she need not pay the admission fee again. However, if not joined within 30 days a rejoining fee of INR 1000 will be applicable. Also she/he will have to take admission for the course he left and have to complete it from the beginning. If he/she wants to take admission for advance level he/she has to give exams before admission.
- Fee Will increase after one year and after one level cross or if foundation needs/wants to increase.
- Even if the student/s is/are going for holiday/s in particular month and not able to attend few class ,he/she need to pay fee according to the rules of foundation and fee date, if fails he/she may need to pay registration charges 1000 INR again before rejoining .
- Be prepared for possible extra lessons and rehearsals when preparing for musical recitals. For extra session/s every student has to pay extra fee. If teacher feels extra lesson is necessary for particular student then it is mandatory for that student.
- The fee for extra lessons relating to musical events such as recitals will charge 250 INR Per session ,session limit will be 1 hour or max 2 hours as per teacher's wish. The fee per extra session may change depending upon Foundation, Management, and Teacher's decision.
- Those who want/s to buy Vichitra Veena or has already purchased Vichitra Veena need to pay Fee for 2 years in advance.
- Those who are not having Vichitra veena and learning are Vichitra Veena & Other rare instruments need to pay one year fee for the course in advance. However foundation may allow to pay in six monthly basis. The decision is again of foundation and management.
- If student/parent has any query, doubt related to fee they need to send a mail at info@veenavenuartfoundation.com. Doubts related to fee payment or

anything else related to fee payment won't be entertained on any other social platform. i.e.: Whatsapp, google classroom.

- SADHNA STUDENTS NEED TO PAY 1 YEAR FEE FROM NOW ONWARDS.
- NO STUDENT/PARENT ARE/IS ALLOWED TO DISCUSS FEE MATTER IN FRONT OF OTHER STUDENT/S,WHILE CLASS IS GOING,BEFORE AND AFTER CLASS OR DIRECTLY WITH DIRETOR OR ANY STAFF OF VEENA VENU ART FOUNDATION WITHOUT MANAGEMENT'S PERMISION(Not even on other social platforms except Mail) ,EVEN IF ADMISSION IS TAKEN DIRECTLY BY DIRECTOR.IF ANY STUDENT FOUND DOING THIS ,FOUNDATION MAY TERMINATE HIM/HER IMMEDIATLY WITHOUT ANY NOTICE OR FEE REFUND.
- Fees even if taken session wise shall be still counted month wise. (This point is excluded for flute and pakhawaj classes)

LEAVE & CLASS RESCHEDULING RULES :

- In case a student cancels or misses a lesson or more, the student/s will be marked absent. However, if the lesson is cancelled due to absence of the trainer, then the foundation will reschedule the lesson.
- No classes would be rescheduled only for one student if all or most of the students agree for the time and date then the class may be rescheduled. Also if someone wants to reschedule a class they need to inform 12 hours prior either on Google classroom or mail to management. The decision of whether to reschedule or not will be of Foundation and Management. No class compensation will be given for shaadi /party/birthday or any such reason.
- CHANGE IN TIME TABLE IS NOT POSSIBLE IN ANY CASE,HOWEVER FOUNDATION MAY THINK ON SPECIAL REQUESTS.
- **Foundation is not bound to compensate any class . Even if student misses 8 classes or more it's his/her fault and foundation has right to not provide any compensation. IF MORE THAN 2 LEAVES TAKEN WITHIN MONTH THEN 20 MARKS WILL BE DEDUCTED FROM FINAL RESULT. Foundation may compensate 2 leaves if there is a medical reason and medical certificate is**

provided. From now on foundation won't compensate any leaves.(This point is excluded for flute and pakhawaj classes).

- **Students cannot share their number, address, or social profile details and cannot get the details from staff /teacher of Veena Venu Art Foundation ,they can only share it with front office manager or Director Dr.Radhika.**
- Students are expected to be on time for lessons (Even for online classes, if students are late for more than 15 minutes they would be removed from meeting. If there are any technical issues the student should reach out to us and inform immediately.) Students who arrive late for lessons will not be given extra time beyond the scheduled lesson time.
- Holidays declared by foundation will not get compensated for any reason for any student.
- **IF FOR ANY UNAVOIDABLE REASON (GOVERNMENT'S ORDER, UNEXPECTED NATURAL CALAMITY, UNEXPECTED PROBLEMS OR ANYTHING SIMILAR) FOUNDATION IS NOT BOUND TO RETURN FEE, TAKE CLASSES.**

ATTENDANCE RULES :

- Students should attend the classes regularly. Student/s who will be irregular or who will be absent frequently and for long period without prior intimation; would not get certificate or will be eligible to perform in any concert organised by foundation. The Director and management reserves the right to terminate the student any time, if their work or discipline is found to be unsatisfactory. (There will be no fee refund in this extreme case also. Foundation can also cut the Marks from final result if found absent many times. Class will not get extended in any case.)
- **MINIMUM 85% ATTENDANCE IS COMPULSORY TO BE ABLE TO GIVE FOUNDATION/OUTSIDE EXAM AND TO GET CERTIFICATE.**(The rule mentioned above and this rule is also applicable for online classes).

CELL PHONE RULES:

- Cell Phone should be on Silent mode in Foundation. No student is allowed to use their phone in foundation for any reason .For emergency cases student can give foundation's number to their family members to contact. If any student found using cell phone he/she may need to pay INR 100 as penalty.CHILDREN (2 to 10 years) ARE NOT ALLOWED TO CARRY CELL PHONE AT FOUNDATION.(Phone is only allowed for tanpura or recording during online classes. If found being used for other reasons a penalty needs to be paid.)

BEHAVIOUR RULES :

- Veena Venu Art foundation is a gurugrih (Guru Home) for all students ,Here students get homely andspiritual environment, So students are expected to be respectful to themselves, fellow Students and his/her trainer and towards the director and management of Veena Venu Art Foundation. Any kind of misbehaviour will not be tolerated and will result in expulsion from the foundation immediately without the opportunity to return. If studentuses abusive language, shows arrogance or his/her misbehave causes trouble to trainer or director of foundation can immediately terminate the student and can take action against that student.
- Every student has to follow all the rules and decision made by the foundation, director and management and they shall be bound by the decision.
- As we had mentioned in a circular that was given out in August. Messages on Whatsapp to the director Dr.Radhika Veena Sadhika shall not be entertained. We request Students/Parents to not to message on Whatsapp (for emergency cases or form informing that you have sent mail and all only whatsapp messages should be sent). Messages to only be sent on Google Classroom or should be mailed(if said by director or any member of Veena Venu Art Foundation.
- As all our Student/s and parents know that Veena venu art foundation is a gurugrih it is compulsory refer the staff members as sir and ma'am. Also the student/s and parents should refer to any person in the Music department (Flute teacher, vocal teacher etc) as guru, Ma'am, or Sir. If not found doing so foundation will not take the student's one class.

PARTICIPATION RULES:

- Active Participation (as per the director and management's decision) is mandatory in every concert, workshop, projects monthly baithak and all events of Veena Venu Art Foundation.
- Students who fail to participate in event, workshops, projects will not get any certificate from foundation also may not get any lecture/lesson/class until they submit their project and show active participation.
- Final certificate and results are based on performance in last two exams, overall performance, regularity, time to time fee payment, behaviour, Presentation and regularity in events, projects, etc.
- IF THERE IS AN EVENT, PROJECT, WORKSHOP OR ANYTHING WHICH REQUIRES STUDENTS EXTRA TIME AND PARTICIPATION, EVERY STUDENT HAS TO WORK COMPULSORILY IT IS NOT OPTIONAL.
- IF THERE IS AN EVENT, WORKSHOP, BAITHAK OR OTEHRS ON THE DAY OF CLASSES. THAT DAY CLASSES WILL NOT BE TAKEN AND SHALL NOT BE COMPENSATED LATER AS THEY ARE FOR STUDENTS ONLY.

UNIFORM RULES:

- UNIFORM FOR FEMALE: Saree, Salwar kurta, long skirt, and formals are allowed. Jeans, shorts, small t shirts are not allowed on any day in any case.
- UNIFORM FOR MALES: Formals/ trousers, shirts, t shirt are allowed. Jeans and shorts are not allowed on any day or in any case,
- UNIFORM FOR GIRLS [KIDS]: Only frocks, kurtas , shirt and leggings, or long skirts. shorts and jeans are not allowed.
- UNIFORM FOR BOYS [KIDS]: Trouser and tshirt, kurta pyjama is allowed. No shorts in any case.

NOTE: THESE UNIFORM RULES NEEDED TO BE FOLLOWED EVEN DURING ONLINE CLASSES.

HAIR RULES:

- Should be oiled and comb properly .MOHAWAK, SPIKES are not allowed for boys/men.
- For girls/women hair should be tied properly.

NOTE: THESE HAIR RULES NEEDED TO BE FOLLOWED EVEN DURING ONLINE CLASSES.

STUDY MATERIAL RULES:

- STUDENTS NEED TO CARRY BOTH TEXTBOOK AND NOTEBOOK IN EVERY CLASS .SHARING BOOKS IS NOT ALLOWED. ALSO THEY NEED TO CARRY PEN AND PENCILS .IF STUDENT FAILS TO BRING TEXT BOOK HE/SHE NEED TO PAY INR 10 AS PENALTY.
- IF STUDENTS LOSES BOOKS THEY NEED TO BUY IT AGAIN.
- AS PER THE NEED OF COURSE STUDENT NEED TO BUY EXTRA BOOKS/MATERIAL FROM THE FOUNDATION IF NEEDED.
- For online classes students need to keep a phone beside them for tanpura, a notebook, and a pen/pencil.

INSTRUMENT RULES :

- INSTRUMENT IS GOD/GODESS ,STUDENT/S NEED TO PICK IT IN PROPER MANNER
- THEY NEED TO CLEAN IT BEFORE STARTING TO PLAY
- THEY NEED TO TUNE IT BEFORE USE
- THEY NEED TO KEEP ON PLACE AFTER USE
- THOSE WHO USE FOUNDATION'S MATERIAL TO PLAY INSTRUMENTS NEED TO KEEP THEM ON PROPER PLACE, SHOULD RETURN IT TO TEACHER, AND IF FOUNDATION FOUND ANY LOSS OF INSTRUMENT'S MATERIAL STUDENT NEED TO PAY IT.
- IF STUDENT DOESN'T KEEPS HIS/HER INSTRUMENT IN PROPER PLACE AFTER HIS/HER CLASS, 100 RUPEES PENALTY WILL BE COMPULSORY AFTER ATTENDING NEXT CLASSES.

- Damage of instrument or any kind of damage due to inappropriate use will result in a replacement fee of the instrument.

OTHER RULES:

- To encourage and promote students, certain music performed by students will be recorded by the foundation and posted on YouTube and the Super leads websites. And by students cannot claim any royalty or remuneration for the same, also cannot take any objection about the broadcast /podcast of the same any time.
- CARRYING WATER BOTTLE IN FOUNDATION IS COMPULSORY FOR ALL STUDENTS.
- IF STUDENT LEAVE ANY BELONGINGS IN FOUNDATION, FOUNDATION WILL NOT BE RESPONSIBLE FOR THE LOSS.
- IF STUDENT DRINKS WATER IN FOUNDATION'S GLASS, THEY NEED TO WASH GLASS AND KEEP IT ON PLACE.
- Students are not allowed to use footwear, tobacco or any harmful and negative things in Foundation premises.
- EVERY ONCE IN THREE MONTHS THERE WILL BE STUDENT-TEACHER MEETING HELD, AND EACH STUDENT NEEDS TO COME OR ELSE THEY WONT BE ABLE TO KNOW THE GROWTH REPORT. TIME AND DAY WILL BE DECIDED BY VVAF ONLY.
- STUDENTS WILL GET BONUS 20 MARKS IF THEY SEND A 30 MINS VIDEO OF THEIR RIYAZ EACH WEEK.
- The time to call or message to the foundation or to the director is morning 11:00 am to evening 9:00 pm between Wednesday To Saturday and Sunday between 11:00 am to 6:00 pm before and after call or messages will not get entertained.
- Students are not allowed to stand outside and chitchat after the class.
- Students need to understand and agree to follow syllabus made by Veena venu art foundation. Foundation will not teach any student according to their wish and need, if student wants to learn anything else other then given syllabus ,Student need to take appointment ,meet director and need to come for extra classes as suggested by management or director.
- FOR MEDITATION(students),MUSIC THERAPY(patients) AND OTHER SUBJECT(students) IT IS COMPULSORY TO FOLLOW ALL RULES

AND REGULATION, FEE STRUCTURE, TIME TABLE, SIGN CONSENT FORM AND COOPERATE WITH DIRECTOR AND MANAGEMENT OF THE FOUNDATION.

WASHROOM RULES:

- FLUSH EVERYTIME AFTER USE
- WASH FEET AND HANDS WITH SOAP
- KEEP WASHROOM CLEAN

RULES FOR PARENTS:

- DIRECT WALK IN AND ASKING ANY QUESTION TO DIRECTOR/TEACHER/STAFF OR COMMUNICATING WITH OTHER STUDENTS INSIDE/OUTSIDE OF FOUNDATION PREMISES IS NOT ALLOWED FOR PARENTS/STUDENTS.(Direct communication with teacher be it in front of someone else or not is not allowed if not have sent mail).
- In case of minor students if parents have any questions, particularly relating to child's progress, they are requested to send a mail on info@veenavenuartfoundation.com or take an appointment from front desk to meet the teacher.
- If the Student is under the age of 8 ,Parents are not allowed to seat in the foundation to attend kid's class.(Possible Only by director's permission).
- Parents need to pay the charges for activities, projects, programmes /picnics for which their ward has been selected.
- EVERY ONCE IN THREE MONTHS THERE WILL BE STUDENT-PARENT-TEACHER MEETING HELD, AND EACH STUDENT AND PARENT NEED TO COME OR ELSE THEY WONT BE ABLE TO KNOW THE GROWTH REPORT TIME AND DAY WILL BE DECIDED BY VVAF ONLY.
- Parents are not allowed to ask teacher about their about ward's progress before and after and while class is going for this they have to attend PTM or should take appointment on prior basis.
- ParentS need to understand and agree to follow syllabus made by Veena venu art foundation. Foundation will not teach any student

according to their wish and need, if student want to learn anything else other then given syllabus ,parents need to take appointment ,meet director and need to send their ward for extra classes as suggested by management or director.

- PARENTS NEED TO ASSEMBLE 10 MINS PRIOR CLASS ENDING TIME.
- If the child is below 15 ,and he/she need to come to foundation or go back alone to home , Parents need to send an email to the foundation at info@veenavenuartfoundation.com and cc : veenavenufoundation@gmail.com with their full address.
- Children's security is not only foundation's responsibility and if child goes alone after class foundation will not be responsible for ANY consequences.
- Parents need to email and whatsapp full name ,photo and relation with the person who is going to drop and pick their ward at foundation's email and whatsapp number, If parents fail to do so Foundation has full right to make their ward seat back at foundation until parents come.
- If child or parents forces teacher to send them alone without mail ,foundation may allow but will not be responsible for consequences
- PARENTS ARE NOT ALLOWED TO COME INSIDE CLASS DURING AND AFTER THEIR KIDS CLASS.
- Parents are not allowed to watch their ward's class outside foundation in any case.

CLASS FORMAT RULES:

- **Every student need to be sharp on time**
- **Student need to keep their belongings to a corner before class is started .**

- **STUDENTS NEED TO WASH THEIR HANDS AND FEET AND PRAY GODDESS SARASWATI AND THEN ONLY SEAT FOR CLASS.**

- Before every class (Both offline and Online) The student's need to sing or say a saraswati vandana(Compulsory for all in order to maintain discipline.). If saying or singing Sarswati vandana takes some time. i.e.: 5 minutes to 7 minutes, That much of time won't be extended for the students as saying /singing the vandana is also a part of music and discipline.
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- **Students are strictly not allowed to speak or chit chat in class time.**
- **Total class time will be 55 minutes**
- **TEACHER'S LECTURE WILL ONLY BE FOR 40 MINS.**
- A five minute meditation is mandatory for all students before lesson begin. Even in online classes.
- **LAST 10 MINS OF CLASS ARE KEPT ONLY FOR QUERIES AND DOUBTS.**
- **Entry after 20 (for online classes if student is 15 minutes late he/she shall be removed from meeting if not informed earlier the cause of being late . Exception: Technical issues.)Minutes of class time will be consider as absent from the class and marks may cut from final result.**

SOCIAL MEDIA POLICY

- Anything that foundation or management has asked you to share on social media needs to be shared on the student's individual social media platforms. i.e.: Events, baithaks, programs news.
- As per our social media policy Student should post and has to post about our Event and workshops suggested by us. Student/s and Parents are not allowed to post Anything on any social media platform without our information or Something which can harm foundation's image (If anything like this Happens foundation can take action).

In all matters, decisions of the Director & management shall be final and irrevocable. Foundation can change/modify rules and regulations, syllabus, timetable according to Its wish.

FOR ONLINE CLASSES ALSO ALL THE RULES WILL BE SAME .

ALSO NOTE THAT FOUNDATION HAS THE RIGHT TO CHANGE ANY STAFF MEMBER AND STUDENT DOES NOT HAVE THE RIGHT TO SAY ANYTHING IN THIS AS WHATEVER DONE BY FOUNDATION IS FOR THE BETTERMENT OF THE STUDENT/S ONLY.

WE BELIEVE THAT YOU HAVE READ AND UNDERSTOOD ALL THE RULES AND REGULATIONS AND BY JOINING CLASS AT VEENA VENU ART FOUNDATION YOU ARE ABIDE TO ALL THE RULES AND REGULATIONS OF THE FOUNDATION.

Director and management

Veena venu art foundation