

INSTITUTE RULES AND REGULATIONS

A. Conduct:

Institute fosters an environment of professional conduct from our students at all times. Students should be dressed in decent formal attire whenever present in Institute premises.

RAGGING IS STRICTLY PROHIBITED. IF ANY ONE FOUND RAGGING HE/SHE WILL BE DISCHARGED FROM THE INSTITUTE AS WELL AS FROM THE HOSTEL AND AN FIR WILL BE FILED AGAINST HIM/HER WITH THE POLICE.

Involvement in any in-disciplinary activities inside or outside the institute will lead to strict disciplinary action from the Institute.

NOTE : In case of change of address, telephone No. by parents/student immediately inform the Institute to have the updated record.

B. Attendance rules and regulations:

1.The Institute expects the students to attend 100% classes on working days. As per NCHMCT rules, every student MUST MAINTAIN MINIMUM 75% ATTENDANCE. Defaulters will not be allowed to appear for the final exams, However, Principal may condone maximum of 5% on merit of individual cases.

2. Institute will conduct Mid Term Examination and on the basis of marks obtained, the In-course Assessment marks will be forwarded to the National Council for Hotel Management Noida, which has 30% weightage in the final semester examination.

3.Class Mentors are assigned for all courses. Students may approach Class Mentors for any issues pertaining to academics.

4. Monthly attendance record will be available with Class Mentors.

5. The Institute will conduct one Parent Teacher meeting per semester for interaction with parents regarding student's academic progress .

6.If a student is found absent in the class/hostel continuously for five working days without prior permission from competent authority, his/her name will be struck off

Parent Signature_____

Student Signature_____

from the rolls. The Institute reserves the right to grant re-admission on payment of Re-admission fee subject to fulfilling other conditions.

7. Lunch will be provided to only those students, attending all the classes' right since morning.

8. The Institute gates will be opened only during Lunch hours.

C. FEE:-

The Fee including Institutional and Hostel as applicable, must be paid on joining the Institute failing which a student will not be allowed to join the Hostel or the class.

ANY REVISION IN FEE BY NATIONAL COUNCIL WILL BE INTIMATED IMMEDIATELY AND THE STUDENTS ARE LIABLE TO PAY THE REVISED FEE AS AND WHEN THE REVISION TAKES PLACE.

D. Uniform

All admitted students are supposed to wear the uniform prescribed by the Institute for respective departments for the practical classes. For theory and workshop sessions ,they should wear FORMAL DRESS ONLY.

NOTE: JEANS, T-SHIRTS, SNEAKERS etc. ARE STRICTLY PROHIBITED INSIDE THE CAMPUS & CLASSROOMS.

Every students must carry **I card** at all times, failing which entry in to the Institute can be prohibited.

E. Outdoor Catering:

NO Student can undertake any outdoor party or attend any outdoor catering without prior permission from the Competent Authority. On non-compliance, a student is liable to face strict disciplinary action including suspension from Institute.

Parent Signature_____

Student Signature_____

UNDERTAKING

I..... have read and understood the above mentioned rules prescribed by the Institute and I hereby undertake to follow the above mentioned rules

I am also liable to follow any other instructions issued to me/students by the Institute, from time to time during the course of my course of study in the Institute or hostel.

Signature of the Parent/ Guardian

Signature of the student.

UNDERTAKING

I.....S/o,D/o.....

declare that I shall not be short of 75% of attendance in the academic years in individual subjects and aggregate & will also maintain 100% attendance failing which I will have No Objection if I am detained from appearing the final/semester examination.

Signature of Parent

Signature of Student

Name.....

Name.....

.....

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Date:.....

Parent Signature_____

Student Signature_____