

## INSTITUTE RULES AND REGULATIONS

- All students should converse in English only as it helps the student to improvise in communication.
- Students, if found indulging in antinational activities contrary to the provisions of the Acts & Laws enforced by Government will be liable to be expelled from the Institute without any notice by the Principal.
- Ragging of students in any form within or outside the Institute/Hostel is prohibited. Defaulters will be dealt with strictly as per Govt. instructions in this matter.
- Smoking, drinking (alcohol) and use of 'Drugs' is strictly prohibited in the premises of the Institute.
- Vehicle should be parked only in areas provided for the purpose. The Institute accepts no responsibility for their safe custody. Vehicles lodged elsewhere may be confiscated.
- Any change in the address of the student must be intimated by him / her in writing to the institute office immediately.
- Student must use uniforms of prescribed pattern while working in the Laboratories, class –room and in the hotels during their training.
- Students must carry Identity card and produce the same whenever asked by the Institute authorities. Without Identity card, students may not be allowed to enter the Institute premises. Identity cards should not be used for any other place/purpose other than at the institute.
- Student is expected to read the notices put up on the notice board of the institute. The institute accepts no responsibility for loss of any advantage by student due to his failure to read the notice in time.
- In case, a student requires to remain absent for some reasons, he/she will be required to take the prior permission of the Principal. However the Institute discourages anyone to remain absent for whatever reason unless it is an emergency.
- If any of the statement made in application form or any information supplied by the student in connection with his / her admission is latter on, at any time found to be false or incorrect, his /her admission will be cancelled, fees forfeited and he / she will be expelled from the Institute and prosecuted by Govt., if deemed necessary.
- Any damage to the Institute's property, apparatus, furniture, equipment, library books, building etc. must be paid for immediately by the student.
- Student will be bound by the rules and regulations framed by the University and institute from time to time.
- Students will not be allowed to appear for the Examination unless he / she has paid all his / her dues and completed his / her journals and has satisfactory attendance.
- Student are expected to behave properly, decently and with the decorum to see that they do not cause any inconvenience to others & obey the rules & regulations of the Institute in all respects
- Loud talking, loitering, or congregating in the premises and disturbing the laboratory and classes should be totally avoided.
- The Principal may remove any student from the roll of the institute for his / her continued absence, misconduct or misbehavior or unsatisfactory progress etc.
- A student having not brought the required equipment, journals etc. may be refused admission to lectures and laboratory and may be marked absent for the day.
- Students must attend theory classes, practicals of the institute and must visit catering establishments and take part in indoor and outdoor activities arranged by the institute

- A minimum of 75% attendance in each subject (theory / practicals) is required. If the student does not have the minimum of attendance he will not be allowed to appear for the examination.
  - Students should be regular in attending classes, practical, tutorials and submissions of the assignments in various subjects. These will account for college assessment.
  - Term shall not be granted to any student if the progress, conduct and attendance is not satisfactory.
  - It will entirely be the responsibility of parents / guardian to keep themselves closely in touch with the progress of their son / daughter / ward.
  - Students are expected to observe cleanliness in the premises at all times
  - Lunch, from the food production practicals, given in the Institute is not statutory obligation on the part of the Institute. Students are required to accept what is offered as training food.
  - Students will be sent to established hotels for training/outdoor catering (ODC) during the tenure of their study in this institute. No private Outdoor Catering Activity or Food service orders will be taken by student without permission from the Principal. The Principal may take action against students who indulge in this practice.
  - All students must appear for the examination, tests and must not absent themselves for any curricular and extracurricular activities. Such absence without leave may lead to loss of term work, since to keep a term, a student has to complete, the course of study prescribed
  - Smoking, use of mobile phones, consumption of tobacco, alcoholic drinks and drugs are strictly prohibited.
  - Students should conform to the prescribed decorum & always be in Institute's uniform.
  - Students should keep themselves abreast of the day-to-day activities of the College & abide by all the communication put up on the notice boards.
  - Misbehavior, late coming, disobedience, absenteeism, consumption of drugs & alcohol, malpractice, cheating in exams shall attract disciplinary action.
  - The College Principal & Directors are empowered to impose fine for misconduct of student as and when warranted & justified.
  - The College has a placement assistance cell which assists its students to find suitable jobs within the scope of their education. The student however cannot be given any assurance about the placement, the employer firm/ company, location of the job or the compensation package.
  - The College authorities cannot hold themselves responsible or liable for any loss of belongings of the students.
  - Any form of misbehavior or misconducts towards women will be dealt with strictly through the women's grievance cell.
  - The student should not participate in any political or antisocial activities, otherwise the student will be liable to be expelled from the college.
  - Ragging is strictly prohibited and shall attract penal action as defined by the Government / College rules.
  - In case of disputes, the decision of the College head shall be treated as final. All litigation's are subject to Pune jurisdiction only.
  - I have read, understood and accepted all the codes for discipline, academic standards, rules & regulations & mandatory information as mentioned in the admission prospectus, website, undertaking of the college & I shall take note of all communication put from time to time.
  - I am aware that ragging is strictly prohibited in all Educational Institutes as per the Supreme Court Order & Govt. rules & I will not indulge myself in ragging and activities of similar nature, failing which I shall be liable for punishment / disciplinary action.
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- I have read & understood details about the course for which I have taken admission & I have signed the undertaking after consulting my parents / guardian & after reading all rules & Regulations pertaining to the course for which I have taken admission.
- I hereby declare that the above given information is correct and true to the best of my knowledge and belief.
- I assure that I shall submit the medical certificate before commencement of the course.
- I assure that I shall submit the anti-ragging form before commencement of the course.

Sign & Name of Student: \_\_\_\_\_

Sign and name of the parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_