

Guidelines for Conduct on Campus

Attendance Requirement

All candidates admitted to the course will be required to put in a minimum of 75% attendance during the academic session . Students falling to secure 75% attendance during the academic session . Students falling to secure 75% attendance shall be debarred from appearing in the annual examinations conducted by National Council . The principal of the institute is empowered to condone up to 10% of absence on medical grounds . Such request should , however , be accompanied by medical certificates issued by any registered medical practitioner .

Assessment Parameters:

Candidates admitted to the course are required to appear all the Examinations conducted during all the Semester . During the course candidates are also required to undergo Industrial Training of 20 weeks duration which is a part of the curriculum . The students generally undergo Industrial Training in the key operational areas of hotel and spend nearly five weeks dedicated to each such department for hands on Practical Experience .

In course Assessment / IGNOU Assignment & Term end Semester Examination :

All internal examination are held by the institute for in course assessment . The Term End Semester Examination is held by the national Council for Hotel management and Catering Technologies , Noida at the end of the each course and Semester . The insource assessment and including in the aggregate of the semester shall denote on performance of the candidate in Term End Semester Examination held at Institute level and it shall be reckoned as one consolidate mark under the separate head of in course assessment and including in the aggregate of the Semester . To pass the each Semester a candidate shall be required to obtain 40% marks in theory and 50% marks in practical each subject inclusive of in course assessment . The weight age of in course assessment in 30% and Term End Examination is 70 % . All B.Sc. students are also required to complete the assignment for IGNOU component in lieu of in course assessment .

For Detained and Failed Candidates :

Detained candidates will be re-admitted to the subsequent academic session as repeaters on payment of full fees . Candidates who fail in the annual examinations will have the discretion to appear therein as external candidate on payment of the examination fees only .

Discipline :

Students are required to maintain strict discipline in the campus . Smoking is prohibited . Consumption of alcohol or drug during the course of study is an offence . Ignorance of rules shall not be entertained as plea for violating any rules . Violation of the rules , unsatisfactory progress, irregular attendance , irregular clearance of Institute fee/dues, showing discourtesy to the Principal , faculty and staff member in any form etc. are some of the offences which may make students liable for disciplinary action , suspension and even expulsion from the Institute . Students must attend the classes in proper uniform and must possess proper practical tools , text box , journal etc. as mentioned in the prospectus , syllabus or as directed by the authority.

Industrial Training & Placement :

Institute makes arrangements with reputed Hotels for campus interview . Based on merit and suitability the students are offered gainful employment by the respective establishment . Institute also arranges Industrial Training in various reputed hotels of the country .

Awards :

After successful completion of the prescribed course of study and industrial training , the student will be awarded “B.Sc. in Hospitality and Hotel Administration”, “Diploma in respective Trade”, or “Craft Certificate” by the National Council and IGNOU , New Delhi as per their enrollment in the course .

Uniforms :

General Class room Uniforms for boys :

- i) Black Suit (Coat single breast & trouser)
- ii) White full sleeve(narrow)
- iii) 2 pairs of Black Socks
- iv) 2 pairs of Black leather shoes (with laces)
- v) Black leather belt .

For Girls :

- i) Black Suit (Coat single breast & trouser)
- ii) Black Skirt (Below knee level , body fitting , midi type)
- iii) White full sleeve blouse with collar
- iv) Black bow tie (to be made with black thin ribbon)
- v) Black stockings
- vi) Black leather ladies shoes (no high heels)

Lab Uniform & Practical tools (for boys & Girls)

i) Food Proction :

Black thin checkered Trouser , White Chef Coat & Chef Cap and checkered neck scarf (1st year yellow , 2nd year – Blue , 3rd Year –Green and Diploma – Red), white Apron and glass cloth (4pcs), Professional Kitchen Chef set consisting of meat cleaver , Vegetable knife , Peeling knife , Potato Peeler , Scoop, Pallet knife , Ballon Whisk & Piping Bag with Nozzale .

ii) F&B Service :

Black Bow Tie (thin) 1Pc. White Demask Napkin (size 30"x20" each) , 2 pairs Cotton Gloves , Bottle Opener , Wine Opener.

iii) Front Office :

Calculator , Note Pad , Pen Pencil , Colour Chart Paper , Stapler , James Clip , Graph Paper etc.

iv) House Keeping :-

Girls : White salwar Kameez , white full apron . Boys: white pant white shirt white full apron .

Teaching Aids :

Each candidates on admission must equip himself /herself with the prescribed text books , journals, uniform, practical gear etc. after consultation with concerned faculty member.