

# **Rizvi College of Arts, Science & Commerce**

## **(Hospitality Studies)**

### **Code of Conduct**

The college follows a code of conduct, which is strictly enforced in order to instill professionalism in our students. Read the rules carefully and sign on each of the pages and at the end of the booklet. Please hand over the signed booklet to your counselor.

1. **Attendance** – The industry expects 100% attendance from its employees, we set the same standards. Students are expected to be responsible adults and attend classes unless they have a valid reason.
  - a. The minimum attendance required for eligibility to the semester examination is 75%.
  - b. Students below the 75% attendance will be informed through the black list put up on the notice board every month.
  - c. Students should enter the college by 8.15 am beyond which they will be late. The first lecture starts at 8.30 am. The last college lecture ends at 4.45pm.
  - d. Students will not be allowed to enter college beyond 1 hour of their scheduled class time.
  - e. Students entering any class later than 15 minutes will be marked absent for that hour. Students are not permitted to enter late for Food Production practical / Bakery.
  - f. Students asked to leave the class due to disciplinary reasons will be marked absent for that hour.
  - g. Parents / Guardians are requested to check the notice board for to-date attendance of their wards. This list will be updated monthly.**
  - h. Parents may also communicate with counselor for feedback of their wards performance.**
  
2. **Leave** –
  - a. A student should fill his / her leave record in the Leave Card – LR2 kept with the counselor within 3 working days.
  - b. Leave of 3 or more days require parental note. Abstaining due to sickness will require a medical certificate.
  - c. Pre-sanctioned leave for personal reasons, should be applied for, 3 working days prior to the beginning of the leave period.
  - d. A student may not be allowed in class if he has taken leave that isn't notified.
  - e. A student who has been granted official leave should get their leave cards filled and leave sanctioned by the approving faculty within three working days of the leave taken.
  - f. Students will be penalized for not filling their leave cards.**

### 3. Administration –

- a. Students should not enter the admin office without permission.
- b. Fees are to be paid between 9.00 am and 12.00 noon on any working day.
- c. Fees are collected in the office and a receipt is issued. No fees are collected without a valid receipt being issued.
- d. Students unable to pay their dues on time have to intimate the principal in writing.
- e. Parents should follow-up with their wards about timely payment of fees. If in doubt they can call and confirm the fee amount with the admin office staff.
- f. Railway concessions are offered to all our students from the railway station nearest their residence to Bandra Station.
- g. Students should adhere strictly to the time set by the admin office for collection of applications and disbursements of ‘Concession Forms’.

### 4. Grooming –

- a. All students will wear the college uniform when in campus. **Even those on training will come to college only in uniforms.**
- b. Male students have to shave every day. Not shaving is only allowed for Sikh students. However they have to groom as per standards set by college.
- c. **Students not shaving due to skin infections or religious obligations will not be allowed to attend college.**
- d. Uniforms should be clean and ironed. Cut or torn trousers will not be permitted. Students are not allowed to alter college uniforms to suit their styles.
- e. Hair and nails should be short and well kept. Styling of hair and fancy hair cuts are not permitted in the college.
- f. Neat and clean uniform should be worn for practical. In case of untidy or incomplete uniform the students may be asked to leave the class and/ or marked absent.
- g. No graffiti, designs or motifs should be made on the uniforms.
- h. They shouldn't wear expensive jewelry or carry large amounts of cash to the college. No fancy wrist watch or spectacle frames.
- i. Footwear provided by the college is permitted in the campus. Students are not allowed to walk in with chappals, sandals, slip on' or floaters.
- j. Colouring hair and use of mehendi is prohibited.
- k. I – cards have to be worn by the students at all times in the college except in FP pracs.

### 5. General Rules –

- a. Action will be taken against students damaging or writing on institute property.
- b. Mobiles should be switched off (in silent/ discreet mode) in the campus.
- c. Mobiles can be used only inside the canteen premises during break times.
- d. Students are responsible for the safe keep of their mobiles and valuables. The college is not responsible for their loss.

- e. Visitors are not allowed to attend classes or be entertained at the institute.
- f. Students should not litter the classroom.
- g. No eatables or beverages are to be consumed in the college classrooms or labs except food cooked during Food Production practical, with consent of the faculty.
- h. Students are not allowed to smoke or consume alcohol in and around the college. Students smoking and drinking will be strictly dealt with.
- i. Lost I-card is to be reported immediately; new card issued **@ Rs. 150/-**.
- j. Students who are given a locker should not keep expensive valuables in them. Students should bring their own locks.
- k. Guest lectures and demonstrations **whenever held are compulsory**.
- l. No fees are charged for sports **and subject related competitions**.
- m. **The college organizes a study tour once a year**. The college also organizes paid workshops on a variety of topics. Participation is encouraged **but not compulsory**. Cost charged to the student is informed in advance.
- n. Students should change their uniforms or clothes only in the depository of the college.
- o. Students are not permitted to use the elevators.
- p. Students should not enter the staff room without permission.
- q. Conservation of resources is vital and important and hence all electrical appliances should be switched off when not required. Students should not waste food or water.
- r. Students should take care to avoid accidents due to cuts, burns and falls.
- s. Vandalism, theft and use of abusive language will be severely penalized.

## 6. Evaluation Procedures –

- a. Marks of regular tests conducted appear in the final mark sheet as in-course assessment.
- b. All subject norms are compulsory and the minimum passing grade is 40%.
- c. The norms for passing the year will be as per the standards set by the university.
- d. Any student failing in the internal tests **will have to give a retest at a cost. Failing which an assignment will need to be submitted. The students are responsible for submitting the assignments on time.**
- e. **If a student fails the internal tests/assignments then he/she will not get a pass mark sheet for that semester.**
- f. BSc students will have a semester pattern of examination. Exams are held twice in a year – October/November and April.
- g. Degree along with the final mark sheet is awarded only if student clears all the semesters.
- h. **On evaluating answer papers instructors will advice students on areas of improvement.**

- i. **A student below 75% attendance will not be allowed to sit for the exam and will have to be readmitted to the college the following year.**
  - j. **Any student failing the year due to attendance will join back the following year after paying the readmission fees.**
  - k. **Any student failing the year due to academics will have to clear the ATKT exams before joining back the following year.**
7. **Training** – Students are placed for training, as it is an integral part of the curriculum. While training, students get to practice what has been learnt at the college. Besides learning, the student also displays his/her skills, attitude and character to potential employers.
- a) The trainee report at the appointed date and time in the establishment of his/her training. If the trainee has made his/her own arrangement for training then they should report accordingly and apply for a NOC from the college.
  - b) Changing establishment during training is not allowed without prior permission from the institute.
  - c) The trainee is deputed to a specific department to work in. He/she cannot change the area of work without prior permission (in writing) from the concerned authority.
  - d) Considering the trainee's lack of experience, the establishment allocates tasks deemed fit by them. The trainee should learn from observing the skilled senior staff.
  - e) The establishment allocates duties and timing and would address work related issues.
  - f) The trainee will respect establishment staff and refrain from being rude and violent.
  - g) The trainee shall not wear valuables or carry excess money to work.
  - h) The trainee should wear his/her own uniform while training, unless provided by the establishment.
  - i) The trainee has to abide by all the rules and regulations of the establishment.
  - j) On completion of training, trainees will be issued a certificate by the establishment.
  - k) In case of major problems, the trainees shall inform the college and not try to solve the problem on their own. They shouldn't take any outsider to the hotel for a confrontation.
  - l) Outstation trainees have to present their training certificates within a week of resuming.
  - m) Misbehaviour of the trainees would be entered into the trainees' confidential file at the college and would mar his/her job opportunities.
  - n) **Strict action will be taken against those students who are in disciplined and have been asked to discontinue their training by the hotel.**
  - o) The student has to complete his/her logbook with experiences and observation during the training, the same has to be submitted on rejoining the college.
  - p) Students wishing to make their own arrangement for training have to submit an application to the training coordinator. These students will be issued with a NOC

and will not be placed for training.

- q) Failure to complete the stipulated weeks of training will automatically detain the student.
- r) The students have to submit a training report according to the guidelines provided within a month of their training. These reports are evaluated. Students are also marked on hotel-evaluated appraisals.
- s) Training will have to be repeated if the attendance falls below 75%.

## 8. **Placements**

- a. The college makes arrangements for placements of the students in the industry.
- b. Those interested in placements have to submit their bio-data before the stipulated date.
- c. Students have to be present at the interview on time and well groomed.
- d. Missing interviews without intimation disqualifies the student from further interviews.
- e. The college announces shortlist of selected candidates.
- f. The candidates who have received offer letters, have to confirm that they would be joining the hotel or not within the stipulated time.
- g. Those placed for a job through the college have to intimate us before quitting. In case they do not intimate, then they will not be assisted for placement any further.
- h. Students are not placed for training or jobs if:
  - I. Attendance is less than 75%
  - II. Have failed in 50% or more of the subjects
  - III. Personal records show many incidences of indiscipline
  - IV. Student wishes to apply for the job on his/her own

## 9. **Any student with attendance less than 75% will not be allowed to**

- a. Appear for Campus Recruitment**
- b. Take part in sports activities**
- c. Take part in any cultural activity**
- d. Be in the student council or any responsible student position**
- e. Take part in any ancillary teams like décor, cultural, literary, sports, etc.**
- f. Go on organized Study Tours or Picnics even when payments are made.**
- g. Represent college in any competitions**
- h. Apply for reference letters for further studies from the college**