

Discipline, Rules & Regulations for Students

Dear Students,

Having joined the course you are now a part of the hospitality industry.
Hospitality commands you to adhere to norms & etiquettes for success in any competing role.

Professionalism, can-do attitude & grooming will lay your path to achieving your success!!!

Below is a general list of norms & etiquettes to be adhered for self development

1. Students are expected to be in the college by 7.45 am. College gates close at 8 am
2. For 2nd Shift: Students are expected to be in the college by 8.45 am.
College gates close at 9 am

During monsoon a 10 minute buffer will be allowed for students travelling by local trains

Punctuality is a life skill & always do your best to report on time for lectures & practical's alike

3. Your grooming will be checked by the appropriate grooming committee Rep at the entrance daily; as per grooming standards stipulated below. Non-compliance will be reported
4. Identity cards to be worn for all theory classes are mandatory.
5. Mobile phones can only be used in the Amphi-Theatre and Car-Park.
They may be confiscated if used without prior permission for emergencies.
6. Students are prohibited from playing any music, games and sports in the college premises or entrance.
7. Students must regularly update themselves with college activities and updates via the **Notice board and College Website.**
8. Loss/Damage/Theft of personal valuables, cash, gadgets or any other property is the OWNERS responsibility. The institution cannot be held liable under any circumstances for claims and further consequential loss.
9. Smoking, consuming alcohol, tobacco &/or drugs are strictly prohibited within the college premise and 500 meters outside.
10. NO CHEWING OF GUM while in the college premises
11. Practical's to be attended in complete designated uniforms availed from the college and appropriate practical kit. Uniforms must be clean, tidy and ironed.
12. No rings, bracelets and bands to be worn. Watches must be subtle and formal
13. English is the only medium of communication. Your behavioural conduct should reflect courtesy and respect to all. Behaviour in the immediate vicinity and on external visits' should preserve the **Decorum** of AISSMS as an institution.

14. Medical conditions should be highlighted with a health certificate/dermatologist & appropriate letter from the parents/guardian. The college and/or co-ordinators may verified if the need be.
15. Students will be awarded **Smiley's** for their performance in following areas:
- Attendance
 - Grooming
 - Exceptional performance/work including ODC's
 - Giving back to the society (also via NSS)
 - Best reader awarded by Librarian

Grooming Standards to be adhered

Females

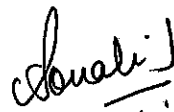
- Hair** to be tied in a bun with net or a well-tied shoulder length pony-tail
Colouring or highlighting can be subtle.
- Nail** paint & Henna/visible **tattoos** are prohibited. Well-trimmed & clean nails at all times
- Single pair of **Studs'** are permitted
- Polished, plain, black- leather, round tip **Shoes**. Preferable with heels for better posture.
- Plain black **Stockings**
- Appropriate light **Make-up** is permitted.

Males

- Hair** to be well groomed; greased or gelled & trimmed.
Side-burns half-way to earlobe and length up to the collar is permitted.
Simple, neat yet dynamic to suit individual personality and within college rules.
Colouring or highlighting can be subtle.
- Henna/visible **tattoos** are prohibited. Short, well-trimmed and clean **Nails** at all times
- No **Ear** wear permitted
- Polished, black-leather Oxford/Brogues, lace-up, round tips **Shoes**.
No patterns or pointed tips permitted
- Plain black full-length **Socks and** black **Belt** with simple buckle
- Face should be cleaned **Shaved** or may have a well-trimmed **Moustache**.

*These rules are not exhaustive & may be subject to change
without notice as directed by the principal*

Modified on: 3rd July 2019


Dr. Sonali Jadhav
Principal