



AISSMS

COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY

NEW BEGINNINGS, ENDLESS POSSIBILITIES



Approved by AICTE, New Delhi
Recognized by the Govt. of Maharashtra and Affiliated to Savitribai Phule Pune University.
Accredited by NAAC with 'A' Grade | NBA Accredited for BHMCT from 2017-2018 to 2021-2022
AISHE Code - C41490

SHRI MALOJIRAJE CHHATRAPATI
Honorary Secretary

Dr. SONALI JADHAV
Principal

Ref NO! HMCT/ADMIN/2019-20/3336

- 3 JUN 2019

CODE OF CONDUCT

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1.1 Code of conduct for students

1. Students are expected to be in the college by 7.45 am. College gates close at 8 am.
2. During monsoon a 10 minute buffer will be allowed including students travelling by local trains
3. Punctuality is a life skill hence always do your best to report on time for lectures and practicals alike
4. Your grooming will be checked by the appropriate grooming committee representative at the entrance daily.
5. An identity card to be worn throughout theory classes is mandatory.
6. Mobile phones can only be used in the Amphi-Theatre and Car-Park.
7. They may be confiscated if used otherwise unless an emergency with prior permission
8. Students are prohibited from playing any music, games and sports in the college premises or entrance.
9. Students must regularly update themselves with college activities and updates via Notice board and College Website.
10. Loss/Damage/Theft of personal valuables, cash, gadgets or any other property is the OWNERS responsibility
11. The institution cannot be held liable under any circumstances for claims and further consequential loss
12. Smoking, consuming alcohol and tobacco are strictly prohibited within the college premise and 500 metres outside.
13. NO CHEWING OF GUM while in the college premises
14. Practical to be attended in complete designated uniforms availed from the college and appropriate kit.



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- 15 Uniforms must be clean, tidy and ironed.
 - 16 No rings, bracelets and bands to be worn. Watches must be subtle and formal
 - 17 English is the only medium of communication. Your behavioural conduct should reflect courtesy and respect to all.
 - 18 Behaviour in the immediate vicinity and on external visits should preserve the Decorum of your institution.
 - 19 Medical conditions should be highlighted with a health certificate and appropriate letter from the parents/guardian.
 - 20 The college and/or co-ordinators may verify the same if the need.
 - 21 Students will be awarded Smileys for their performance in areas: a) Attendance b) Grooming c) Exceptional work including ODC's d) Giving back to the society (also via NSS)
 - 22 Grooming Standards for Females to be adhered to:
 - a. Hair to be tied in a bun with net OR Well-tied shoulder length Pony-tail. Colouring or highlighting is not allowed
 - b. Nail paint and Hena/visible tattoos are prohibited. Well-trimmed and clean nails at all times
 - c. Single pair of Studs is permitted. Polished, plain, black- leather, round tip Shoes. Preferable with heels for better posture
 - d. Plain black Stockings
 - e. Appropriate light Make-up is permitted
 - 23 Grooming Standards for Males to be adhered to:



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- a. **Hair** to be well groomed/gelled & trimmed. Side-burns half-way to earlobe and length up to the collar is permitted. Simple yet dynamic to suit individual personality and within college rules. Colouring or highlighting is not allowed
 - b. **Nail** paint and Hena/visible tattoos are prohibited. Short, well-trimmed and clean **Nails** at all times. No **Ear** wear permitted
 - c. Polished, black-leather Oxford/Brogues, lace-up, round tip **Shoes**. No patterns or pointed tips permitted. Plain black full-length **Socks and** black **Belt** with simple buckle.
 - d. Face should be cleaned **Shaved** or may have a well-trimmed **Moustache**.
- 24 The student should meet the requirement of 75% attendance per course per semester for granting the term as per the rules of Savitribai Phule Pune University.
- 25 Students should park their vehicles in the student parking space only.
- 26 Students should return all library books and clear all the dues at the end of each semester
- 27 Students must appear for all the examination like test , assignments, presentation , role plays term end examination etc. conducted by the institute as apart of concurrent evaluation



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1.2 Code of conduct for staff

1. Every employee shall, at all times, maintain absolute integrity to duty and do nothing which is unbecoming of an employee of an educational institutions.
2. Every employee shall abide by and comply with the rules and regulations of the institute and all orders and directions of his/her superior authorities, under whose superintendence or control he/she is placed.
3. Every employee shall extend utmost courteously to all persons with whom he/she deals with in the course of his/her duties.
4. Every employee shall endeavour to promote the interest of the institute and shall not act in any manner prejudicial there to.
5. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
6. An employee of the institute shall abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
7. Obligations to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the institute affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the institute staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.



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1.3 Code of conduct for Administrator

Director of an institute is a well-respected leader and has far reaching influence on the students and teachers of the institute. The Head of the Institute is held to high ethical standards and is required to adhere to a strict code of conduct.

a) Make Ethical Decision:

- Head of the Institute should make all their decisions based on the best interest of the students.
- Head of the Institute should never put their interests above the greater good of the college by serve.
- Be fair in their disciplinary actions for both staff and students.
- Follow due process and respect the rights of all human beings.

b) Honor Commitment:

- Head of the institute must stand by their word
- They need to honor all aspects of their employment contract.

c) Maintains Professional Boundaries:

- Head of the institute must refrain from inappropriate conduct and relationships with students and staff

d) Objective Leadership:

- Head of the institute should empower all staff members and student to reach their maximum potential. This is done by allowing teachers to practice reasonable educational freedom without interference. This also means allowing students to be creative in their educational pursuits by honoring their commitments to their own culture and heritage.

e) Honesty

- Head of the institute must apply active and passive honesty.
- He/she must never withhold vital information that should be made public.
- Head of the Institute must also timely report acts of alleged abuse to the proper authorities.



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1.4 Social media guidelines for students

1. For all the activities that need to be highlighted on the official social media pages of the colleges, student can/shall send the content in the standard form to the social media co- coordinators of the college. Upon preliminary moderation, the senior co- coordinators can selectively take a call to publish the posts on the official channels. This will ensure that all the important events, initiatives; student accomplishments can be entirely covered.
2. The students and individuals associated to AISSMS College through any of its institute needs to understand that they are perceived as the person of knowledge or expert about the organization. Any idea or comment passed on by the students will certainly have a direct or indirect effect on college's reputation. Be thoughtful before you post.
3. Pages other than the official pages shall avoid the use of the college online assets such as college website, logo or photographs of prominent personalities as their cover pages, background images etc.
4. On the internet have a respectful tone for your colleagues, faculties and your staff.
5. Remember that social media is not the place to post about any mismanagement or any dispute that you may have with any of the faculty, department or a rule. One needs to find the right point of contact offline or the person responsible for the same and avoid a straight post on social media.
6. Do not post anything that will come back to haunt you. Remember, that the employers might go through the college profiles and your personal profiles before selecting you for the interview or for the placement. Having inappropriate functioning of your social media accounts can lead to intangible effect on you and the organization.



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7. Do not post offensive statements, pictures or videos on the web. A small joke by you could be someone's bullying or harassment. Any cases of such incidences will be acted upon by utter seriousness by the disciplinary committee of the organization.
8. For the matters pertaining to education or pertaining to the college or the organization, you will be solely responsible to the created content in any form. Be mindful here.
9. Using Fake Accounts & Names – Modern advanced tracking tools can quickly find out the source of the content. Being in the assumption that none will find you and hold you accountable for the posts creating hatred will land the individual in a serious legal engagement.
10. Spreading Rumors/Disrespect on the web – Remember that the social media pages are on a constant watch by the co-coordinators, senior co-coordinators, the management and at times the government law regulatory bodies. Avoid Rumors and messages of violence and hate through the organizational pages and groups and through your personal profiles.
11. Use of Logo – The logo stands for the college identity & misuse of it can have serious implications. Do no use logo of the college in any of the unofficial communication or unless approved and moderated by the social media co-coordinators.
12. Do not make any offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age.
13. Do not engage in online conflicts through or topics related to the organization online.



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1.5 Social media guidelines for staff

1. Faculty and staff shall actively participate in promoting the initiatives that college undertakes and highlights on its social media pages.
2. Faculty and staff understand that they are an integral part of the college and all the actions by them on/off social media are perceived as the college activities and of college culture.
3. Responsibility and Accountability: By being an integral part of the organization, your personal profile and your personal comments on your individual page can also have a direct or indirect effect on the reputation of the college/event. Be thoughtful of what you post.
4. Activities pertaining to thought leadership of the institute needs to be encouraged by writing and blogs, sharing research papers, industry articles (if required) etc.



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1.6 Code of Professions ethics

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The Profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

a) Teacher should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, Seminar, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organization and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and the college examinations, including supervision, invigilation and evaluation.



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- Participate in extension, co-curricular and extra-curricular activities including community service.

b) Teachers and students :

- Respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, Social and physical characteristic.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration reward.
- Aide student to develop an understanding of our national heritage and national goals and imbibe ethics, human values and scene of social responsibilities among students.
- Refrain from inciting students against other student, colleagues or administration.

c) Teachers and colleagues:

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.



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- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
 - Refrain from allowing considerations of caste, creed, religion, race or sex in the professional endeavor.
- d) Teachers and Non-Teaching staff:**
- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution.
 - Teachers should help in function of joint staff councils covering both teachers and the non-teaching staff.
- e) Teachers and Guardians:**
- Try to see through teacher's bodies and organization's that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
- f) Teachers and Society:**
- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
 - Work to improve education in the community and strengthen the community's moral and intellectual life.
 - Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
 - Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.



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- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

g) Teachers and Authorities:

Teacher should:

- Discharge their responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating their steps through their own institutional bodies and /or professional organizations for change of any such rule detrimental of the professional interest.
- Refrain from undertaking and other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various office orders and discharge responsibilities which such offices may demand.
- Cooperate through their organizations in the formulation of policies of the other institutions and accept office orders.
- Cooperate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the conditions of contract.
- Give and expect due notice before a change of position is made.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable responsibilities of academic schedule.



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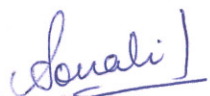
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1.7 Human Values

Values are important in life because: Moral values reflect an individual's character and Spirituality. They help in building in good relationships in personal as well as professional lives. They can help in eradicating problems like dishonesty, violence, cheating and jealousy from one's life. It would serve society well if the following seven moral values are followed.

- Unconditional Love and kindness
- Honesty
- Hard work
- Respect of others
- Co operation
- Compassion
- Forgiveness


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