



Sai Shiva Educational Trust's

## **Arun Muchhala International College of Hotel Management**

*(Affiliated to University of Mumbai)*

Saibaba Vihar Complex, Thane Ghodbunder Road, Thane (W) 400 615, Maharashtra.

### ***Second Year Admission form for Academic Year 2019-2020***

Name of the Course: B.Sc. Hospitality Studies

Application No. :

#### **PERSONAL INFORMATION**

Candidate Name as per Marksheet Mr./ Ms. \_\_\_\_\_

Affix Your Passport Size  
Photograph

Date of Birth : \_\_\_\_\_ Sex : M/F \_\_\_\_\_ Blood Group : \_\_\_\_\_

Student Contact No : \_\_\_\_\_ Religion : \_\_\_\_\_

Parents Contact No. (Father & Mother) \_\_\_\_\_ / \_\_\_\_\_

Student e-Mail ID : \_\_\_\_\_

Address: \_\_\_\_\_

**Whom to contact in case of emergency ( to be filled in by parents only)**

Sr. No	Name	Relation	Mobile No.
01			
02			

#### **EDUCATION DETAILS**

Please Provide copy of Marksheets supporting the information given below.

Name of the Examination	Month & Year of Passing	Credits Earned	Grade	Results
FY-B.Sc. HS ( Sem-I)				
FY-B.Sc. HS ( Sem-II)				

Contd.....2

# Rules of the College

## General Instructions

- 1) Students are allowed entry into campus from 9.00 a.m. to 5.00 p.m. only, unless granted permission by an authorized person from the college.
- 2) Students must always wear ID card with photograph fixed and present it for inspection at all times during college hours.
- 3) Students are expected to maintain highest standards of grooming at all times and personal hygiene to look clean, neat, smart and presentable. Please refer to the rules of grooming standards.
- 4) Students are answerable to the college not only for their behavior in college but also outside.
- 5) Students are expected to take proper care of the college and help to keep it neat and tidy.
- 6) Students should inform their parents regarding any extended classes / function / social or cultural activity; they may be attending either in or outside the college as part of training which is compulsory.
- 7) Students are NOT PERMITTED TO:
  - Form a union or take part in current politics
  - Address a gathering or invite an outside person to do so.
  - Conduct a debate, meeting, party or function in the college without prior permission from the Principal.
  - Communicate any information or write about matters dealing with the college's administration to the press.
  - Possess or circulate drugs, immoral books, obscene periodicals or pictures.
  - Carry Walkman, videogames or personal stereos. (MP3, I pods, mobile phones etc.)
  - Make noise in the corridors and labs.
  - Sit on desks, table and window sills or parapet walls of staircase landing.
  - Enter the faculty room or administrative office without permission.
- 8) Incoming calls to the Administrative Office will be allowed and messages forwarded **only in case of emergency**.
- 9) Visitors are not allowed to roam in the premises or in any of the lecture rooms or labs other than the canteen.
- 10) The Management is not responsible for:
  - Any accident that may be caused to any students during his/her work in the college. Students can go in for personal accident insurance if they find it necessary.
  - Any loss, theft or damage to personal property of student or including lockers.
- 11) Food provided in the cafeteria is training food and should be consumed in that spirit.
- 12) Students must display impeccable behavior in relation with the Management, Faculty, Administrative staff, Attendants as well as with their fellow students.
- 13) Elevator can be used by students only in special circumstances as sanctioned by the Class Councilor (format can be collected from the Administration Office).

## **RULES:**

1) **MISCONDUCT & ANTI SOCIAL BEHAVIOUR** - Smoking, drinking, using obscene or violent language, rowdy behavior, ragging, harassment of fellow students, theft, cheating, vandalism, groupism, destruction of college property threat to self or others, and any other conduct found unfit by the Institution.

### **CONSEQUENCE**

Written warning about suspension, fine, will be given and put into Administrative file. Three such warnings means student can be expelled on the spot. Police Complaint will be filed depending on the severity of the behavior or issue.

### **2) USE OF A MOBILE PHONE**

Mobile Phones should be switched "OFF" And out of sight in college premises except in the canteen/ changing room only for messaging , not to talk on.

### **CONSEQUENCE**

If a student is found using/talking/messaging on the mobile phone it will immediately be Confiscated and a fine Rs.500/- will be levied, for the return of such phone.

NOTE: Any change in Residence/Mobile Nos. need to be notified to the Administration Office in writing and acknowledgement to be obtained.

### **3) INDISCIPLINE IN CLASS**

1) Indiscipline in the class room will not be tolerated. Total focus and respect will be required by each student for the duration of the class/lab.

Students are expected to be 15 minutes before time for any class or function organized in the college.

2) Students should return to class as soon as the break time is over.

3) During class hours, students should not loiter or be found in the corridors, library, computer room, common room, canteen or anywhere else in the campus.

4) Students coming late to class would be allowed to enter only if the instructor permits him/ her.

5) Any clarification during the lecture should be directed to the lecturer & not to friends.

6) No student may leave the class without prior permission of the instructor.

7) Students should never make any personal derogatory remarks to anyone.

8) Writing of graffiti on benches, desks, walls & black boards will be dealt with severely.

9) Playing & shouting in the class is prohibited in the absence of any instructor.

10) Students should not attend or enter any class other than their own without permission of the instructor.

### **CONSEQUENCE**

Dismissal from class and Parents will be informed about the same and depending on the issue action will be taken in consultation and discussion with parent. Written document of the same action will be maintained in administrative file of college.

### **4) CLOSED GATE POLICY**

Students are not allowed to leave the college premises once they enter until the last class is over.

NOTE : For genuine reasons / emergency permission from the Class teacher or proper authority is required

### **5) ATTENDENCE**

100 percent attendance is required. Legitimate reasons may keep a student away from a minimum of 75 percent attendance required.(includes non attendance for sickness, urgent work and any other emergencies).

### **6) SANCTION OF LEAVE:**

Any leave required must be requested by the parent/guardian

- a) Leave required for programmes planned well in advance need to be pre-sanctioned by your counselor. (e.g. weddings, pooja, doctor's appointment)
- b) Leave for genuine reasons can be post- Sanctioned provided the necessary documents are submitted e.g. Medical Certificate, within three working days of resuming college/classes.
- c) Official leave e.g. interviews, competitions etc. will be sanctioned by Faculty-in-charge but student should make sure proper records are maintained.

### **7) WEARING VALUABLE ORNAMENTS:**

Valuable ornaments like gold chains, bracelets, rings etc. are not allowed.

### **CONSEQUENCE**

Confiscated & returnable on payment of Rs. 1000/-

GROOMING STANDARDS for BOYS and Girls (As Applicable)

BATH - daily.

- TEETH- brushed daily. Teeth must be clean and stain free with no foul breath. Use a mouthwash or mint.
- NO CHEWING GUM or PAAN or PAAN MASALA or TOBACCO.
- SHAVE-Clean shaven-everyday. No shadows allowed.
- HAIR-clean, short, clear off the ears, lynch off the rim of the collar, sidelocks-1/2inch only. (No spiked, no gelled, no coloured hair, no mousse or excessively oiled hair)
- Moustache- Properly Trimmed, or shaped

- NAILS — short, clean and stain-free, No nail polish allowed
- UNIFORMS -clean well-ironed-everyday.  
TROUSERS-formal, worn at the waist not drooping, worn with a black belt, clean hem not frayed.
- NO jeans allowed at any time. Except as part of uniform for Housekeeping Practical's.
- SHIRT- long white sleeve shirt, which is to be buttoned up to the top, cuffs buttoned at the wrist or sleeves neatly folded, not hanging without being buttoned up. With a clean white vest.
- NO - T-shirts allowed at any time. Except as part of uniform for Housekeeping Practical's, issued by the college.
- FOOTWEAR-black closed uniform shoes and black socks at all times. (Floaters for travel only, not in college) No keds, no sneakers, no floaters, no rubber-chappals, no kholapuri chappals to be used during college hours.
- JEWELLERY- no chains, no rings, no bracelets, no piercing of any kind.
- AFTER SHAVE-mild DEODORANT-is a must, but must be non perfumed and mild.
- HAIR -clean and tied back in a bun with a black elastic band and black clips.(No flyways, no bangs, no drop curls, no mousse or excessively oiled hair) Facial hair must be taken care of.
- NAILS-short, clean, stain-free and clear no nail polish of any kind allowed.
- NO MEHENDI ALLOWED on palms, hands or feet or staining of any kind.
- UNIFORMS - clean well-ironed-everyday.
- TROUSERS - formal, uniform black trousers worn at the waist with a clean hem.

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**Declaration:**

I/We are aware of the Anti Ragging Act. and I/ We state that I/ We will abide by the rules and regulations of the said Act. I/We hereby declare that the information given in this form is exact and complete. I/ We acknowledge having read and understood this document, as well as the payment Terms & Conditions. If at any stage it is found that I/ We do not satisfy the admission criteria or the information furnished by us in this application is incorrect, our application for admission to the course will stand cancelled. I agree to pay the full Fees of Second Year & Third Year if my ward cancel the admission once the academic year begins.

In the event of securing admission for our ward, **I/ We agree to abide by all relevant Rules and Regulation of the College.**

Candidate Sign:\_\_\_\_\_

Parent/Guardian Sign:\_\_\_\_\_

Place: Thane

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

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**SCRUTINY FORM**

**OFFICE USE ONLY**

Sr. No	Copies of Marksheets	Scrutiny Remarks
01.	I, II Sem.	Yes
02.	Anti ragging affidavit	Yes

Name of Clerk

Date:

Sign:

College Seal

