

# GENERAL RULE BOOK FOR STUDENTS OF IHM&CT SILVASSA

## 1. Entry & Exit

i)

Enter and exit the institute premises only through the prescribed gate only.

ii)

Each student has to compulsorily mark their attendance in biometric machine as per their time table.

iii)

The classes will commence from 9:00 a.m. Students are expected to be in their respective class rooms 05 minutes before the stipulated time. Any late comers will not be entertained.

iv)

Students having production/bakery practical classes should report 15 minutes earlier than the scheduled time with proper uniform, practical kit, completed journal etc.,

v)

Students can leave the institute premises only during Lunch break. Students are not allowed to leave the premises during working hours. If they have to do so, a written permission has to be obtained from the Class Teacher.

vi)

No Students are allowed to roam in the academic block in Casual dresses on working days (Monday-Friday), 9:00a.m to 5:30p.m.

## 2. Uniform and Grooming

Grooming is an integral part of the hospitality industry. Students should always look well groomed.

### 2.1 Boys:

i)

Short Hair cut, clean shaven, nails trimmed, clean uniform and no jewellery will be a good practice.  
No fancy hair cut/colour is allowed.

ii)

The boys has to wear full sleeved White formal shirt, Black formal trouser, plain black formal shoes with lace, black socks, necktie, and black belt with non-designer formal buckle.

iii)

Anything worn should be neat and tidy. No trendy dresses are allowed inside the premises. Any deviation will be seriously dealt with.

### **2.2 Girls:**

i)

Girl students are expected to have their long hair neatly tied-up in a bun covered with net. No loose hair is permitted. No fancy hair cut/colour is allowed.

ii)

Use of jewellery and strong scented perfume is not permitted. Use of nail polish & applying Mehandi is prohibited. Nails should be neatly trimmed.

iii)

The girl students has to wear full sleeved White formal shirt, Black formal trouser with formal belt, formal black shoes with no heel with black socks/stockings.

### **IHM Silvassa Rules & Regulations**

i)

Students should attend classes in appropriate and clean uniform. They will not be allowed inside the classes otherwise.

ii)

Checking of grooming will be done at anytime, anywhere inside the college and any student found not properly groomed, will be asked to leave the college premises.

iii)

Students are expected to wear the prescribed uniforms as specified below for the practical sessions.

iv)

Production/Bakery: Chef Coat & trousers, apron, chef cap, rubber sole shoes & socks, and required kitchen dusters, knives, and peeler.

v)

Restaurant practical: As per the faculty's instruction

vi)

Housekeeping: As per the faculty's instruction

vii)

Front office practical:

Boys: Regular class room uniform for 1<sup>st</sup> year, 2<sup>nd</sup> year Regular class room uniform with different coloured tie decided by the faculty, 3<sup>rd</sup> year Blazer decided by the faculty.

Girls: All girls have to wear Saree in Indian formal attire.

### **Behaviour and Discipline**

i)

Student should understand that this is a hotel management institute and people from the industry and elsewhere will be visiting often. Hence, while in the premises, they are expected to maintain a perfect decorum.

ii)

On seeing someone in the corridor or any public place student should greet him/her according to the time of the day with a pleasant smile.

iii)

The faculty and the other staff members will monitor closely on the behaviour and discipline of the students.

iv) Student should restrict their noise level even when the faculty member is not in the class. Usage of foul language inside the institute will not be tolerated. Strict and stringent action will be taken against those who violate any rules.

iv)

Students are advised not to indulge in any activity like consuming intoxicants, chewing of gutkha, tobacco and smoking. Student found in an inebriated condition will be suspended with immediate effect, and the action may lead to termination from the institute.

v) As Hotel Industry requires good communicative professionals, The Language of Conversation between the students should be only English in the Premises of IHM&CT Silvassa.

vi) Students are not allowed to carry their Mobile phones in Classroom/Labs. If found with the Mobile Phone ringing during the lectures. Heavy Penalty and Disciplinary action will be taken.

  
Principal & Member Secretary  
IHM&CT SILVASSA.