

CODE OF CONDUCT FOR STUDENTS

1. The students will not disturb the scholastic vibes of the campus by noisy or uncalled for behaviour.
2. The students will always carry with them college identity card and will humbly produce it whenever asked by the authority to prove their legitimacy.
3. The students will not have loose walk entry into any office, department, library, principal's and director's office etc. They must first seek the permission before entering.
4. College uniform is an integral part of the code of conduct without which entry inside the college premises shall tantamount to an illegitimate one. Formal shoes & ties are must for boys & girls.
5. The students must demonstrate manners, etiquettes, professional body language while conducting transactions with the teachers and staff of the college.
6. Our language is a mirror image of our culture, upbringing and character. Students will absolutely refrain from abusive, critical or arrogant language while talking to anybody.
7. The students will report to the classroom before the start of the class and will not leave any class while the session is going on without explicit permission from the concerned lecturer. Any late coming will be viewed seriously & latecomers may be marked absent.

8. Discipline inside the classroom is a pivotal around which the academic excellence revolves. Students will not behave in any such odd manner that will disturb the tone of classroom teaching and will entail academic loss to other students.

9. Students will maintain absolute discipline during practical's. The students shall cause no direct or indirect damage to any equipment.

10. Chewing of tobacco, betel, smoking, or using any narcotic or alcohol is strictly disallowed in the campus. Students are not allowed in the campus under intoxication of any kind.

11. Students will not demonstrate directly or indirectly any cast, creed, racial and gender bias towards anybody; any such bias will result into the severest action against the perpetrators of such vicious thoughts or actions.

12. Students will refrain from psychological, physiological, sexual harassment of peer students. Infringement of this will result into sever action as propounded by Indian Penal Code (IPC).

13. Any attempt to rag anybody in any form, no matter howsoever mild or harsh it may be, will attract the strictest punishment as per IPC.

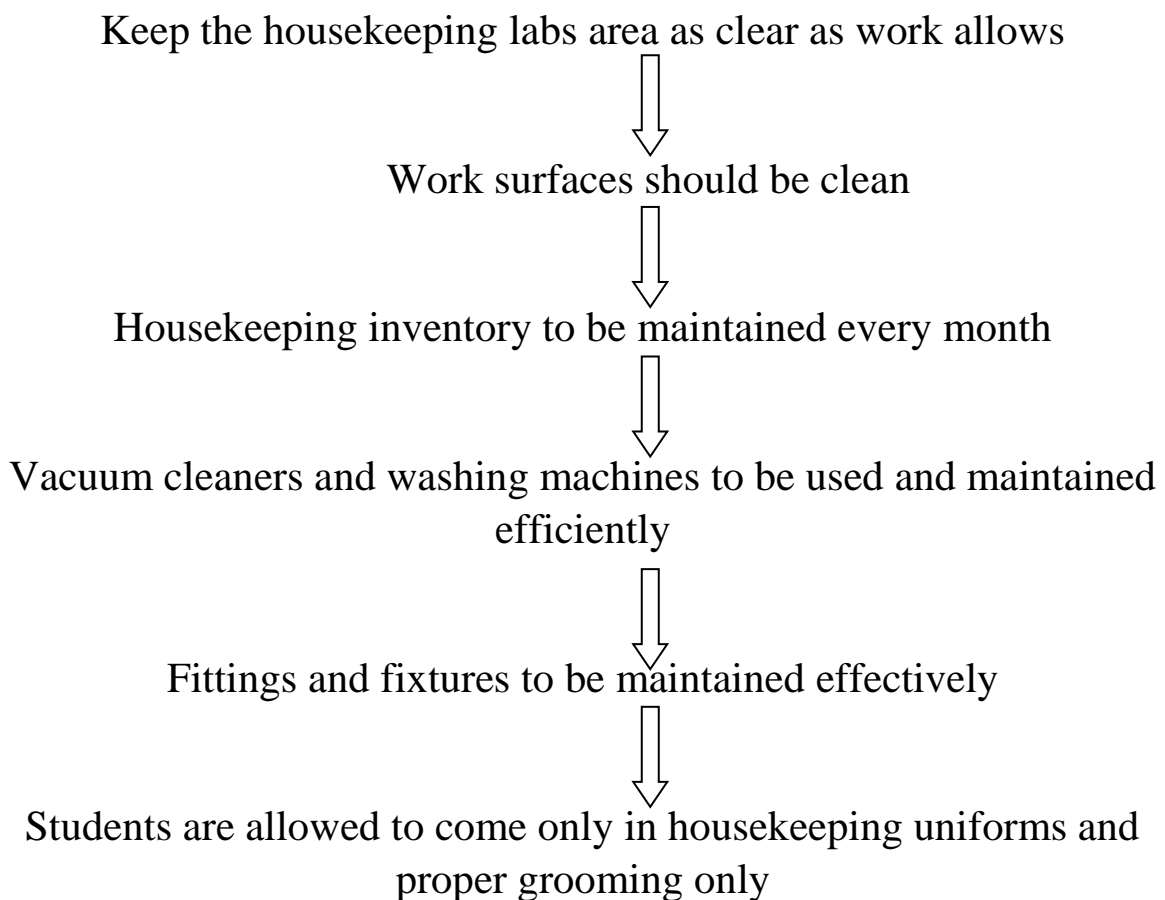
14. Students will not fall prey to any negative propaganda and vicious campaigning. They will always uphold the spirit of education and brotherhood with each other.

15. Students will refrain from any act of violence or verbal face off of nasty nature.

16. Smoking and consumption of alcohol is strictly prohibited in the campus.

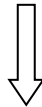
17. While attending college functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the institution.

SOP'S FOR HOUSEKEEPING LAB

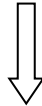


SOP'S FOR FRONT OFFICE LAB

Cleaning of the lab to be done everyday



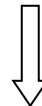
All the equipment's are to be cleaned daily compulsory



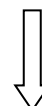
Students to enter only on permission and in the given practical timings only



Equipment's are to be kept and maintained properly by the students



Turn on/off the lights and fans whenever required



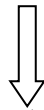
Grooming is important while entering the lab in proper uniforms
(Saree + Polished Bellies for girls & Blazer, Trousers + Formal
Polished Shoes for boys)

SOP'S FOR FOOD & BEVERAGE LAB

Students must enter the lab only with permission



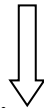
Students should be well groomed , in proper uniform and bringing F&B journals is mandatory



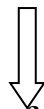
Bar and food service equipment inventory to be taken ever5y month



Breakages to be specified in proper registers



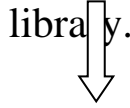
Pre-practical briefing and post-practical clearance to be done by the students I presence of the lab incharge



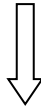
Personal hygiene and cleanliness of lab is of utmost important

SOP'S FOR LIBRARY

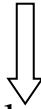
Students and teachers must sanitize his/her hands when entering library.



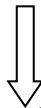
Students must obtain book ticket for issuing book(s)



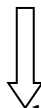
Inventory of the books can be done twice a year.



Smoking / eating / drinking is strictly prohibited in the library premise



Use of mobile phones to be avoided in library



Thorough cleaning of library and table tops to be done on everyday basis

SOP'S FOR KITCHEN / BAKERY

PRE-PRACTICAL

Students must wear correct/clean uniforms and safety clothes with heat resistant/ non slippery shoes in the cooking labs



Students should be well versed with menu, method of making and plan of work at the time of briefing



It is mandatory to follow the safety procedures at all times



Assemble all the appropriate ingredients on advance



Students are not allowed to wear jewellery, make-up and nail polish in the kitchen



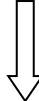
Treat and cover all the cuts and wounds properly

POST-PRACTICAL

Cleaning of utensils, table tops and sinks everyday



Place all the remaining ingredients or items in the store



Waste disposal of the garbage to be done properly as per the the dry & wet standards



Check for proper closure of the gas range knobs



Stack the cutler & crockery safely and sanitize all the chopping boards, knives & tables.



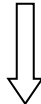
Apply Last in First Out/ First in First Out principle as and when applied



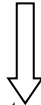
Monthly inventory to be taken meticulously

SOP'S FOR WASHROOM CLEANING

Both Ladies/Gents toilets are to be cleaned thrice daily



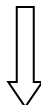
Circulation area to be swept & mopped once daily



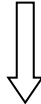
Cleaning of pathways to be done once daily

SOP'S FOR STORES

Daily sweeping & mopping to be done meticulously



Thorough cleaning of the stores to be done every 15 days



Monthly cleaning of containers is mandatory



Label all boxes & cupboards neatly & clearly