



: FOUNDER :
Dr. PATANGRAO KADAM



BHARATI VIDYAPEETH
COLLEGE OF HOTEL AND TOURISM MANAGEMENT STUDIES
(Affiliated to University of Mumbai)

CODE OF CONDUCT FOR STUDENTS

SN	PARTUCULARS
1.1	Code of Conduct for Students and Grooming Standards
1.2	Social media guidelines for students
1.3	Guidelines for In-House Waiting/Duty Rota
1.4	Guidelines for Outdoor Catering (ODC)
1.5	Guidelines to use the Library
1.6	Guidelines to use the Computer Laboratory
1.7	Guidelines to use the Locker Room
1.8	Guidelines to use the Elevator
1.9	Exam Instructions
1.10	Human Values



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1.1 Code of Conduct for Students

1. Students are expected to be in the college by 8.40 am. Classes should commence by 9 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 outside the college campus. They may be confiscated if used otherwise unless an emergency with prior permission
7. Students are prohibited from playing any music, games and sports in the college premises or entrance.
8. Students must regularly update themselves with college activities and updates via Notice board and College Website.
9. Loss/Damage/Theft of personal valuables, cash, gadgets or any other property is the OWNERS responsibility
10. The institution cannot be held liable under any circumstances for claims and further consequential loss
11. Smoking, consuming alcohol and tobacco are strictly prohibited within the college premise and 500 metres outside.
12. NO CHEWING OF GUM while in the college premises.
13. Practical to be attended in complete designated uniforms availed from the college and appropriate kit.
14. Uniforms must be clean, tidy and ironed.
15. No rings, bracelets and bands to be worn. Watches must be subtle.
16. Formal English is the only medium of communication.
17. 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. The college and/or co-ordinators may verify the same if the need.



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20. Students will be awarded with Performance Certificates for their performance in areas:
a).Attendance b)Grooming c) Exceptional work including OD's d) Giving back to the society

21. 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.
- c. Well-trimmed and clean nails at all times
- d. Single pair of Studs is permitted.
- e. Polished, plain, black- leather, round tip Shoes. Preferable with heels for better posture
- f. Plain black Stockings
- g. Appropriate light Make-up is permitted

22. Grooming Standards for Males to be adhered to:

- a. Hair to be well groomed/gelled & trimmed. Side-burns half-way to earlobe and length up to the collar is permitted.
- b. Simple yet dynamic to suit individual personality and within college rules. Colouring or highlighting is not allowed
- c. Nail paint and Hena/visible tattoos are prohibited. Short, well-trimmed and clean Nails at all times.
- d. No Ear wear permitted
- e. 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.
- f. Face should be cleaned Shaved or may have a well-trimmed Moustache.

23. The student should meet the requirement of 75% attendance per course per semester for granting the term as per the rules of University of Mumbai.

24. Students should park their vehicles in the student parking space only.

25. Students should return all library books and clear all the dues at the end of each semester.

26. 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 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 BVCHTMS 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.
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.



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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 not 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.

1.3 Guidelines for In- House Waiting/Duty Rota

- Students should report to in- house staff waiting as & when required by the F & B instructor. A proper notice will be issued in this case.
- The waiting dairy must be signed on all waiting days (for in-house waiting on the same day)
- Students absent due to personal reasons should: a) inform their Class Academic Coordinator as well as the F & B instructor- in-charge of the waiting, b) make arrangements for his/her substitute to do the waiting
- Students should ensure that the service is as efficient as possible.

Things to carry: 2 Serviettes, bottle opener, pen & scribble pad, match box/ lighter & 1 duster.

1.4 Guidelines for Outdoor Catering (ODC)

- Students are required to enroll to outdoor caterings as per the rota and assigned lists. Absenteeism by students will not be tolerated under any circumstances.
- Misconduct at outdoor catering is a serious offence.

Consequence - Written warning or designated extra ODC's will be given to the student. Further any misconduct will be met with suspension or rustication.



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OUTDOOR CATERING INSTRUCTIONS

- Students should report half an hour before time to the site, as specified in the waiting list.
- Students should inform parents/ guardians about the site & also the time he/she should be expected back home
- Absenteeism should be informed in advance to the Training & Placement coordinator & proper arrangements should be made for a substitute.
- No student should leave or abscond from the waiting without informing the Group Leader.
- The Group Leader should brief the instructor about the waiting the very next day & hand over the extra copy of the waiting list duly signed by the concerned person at the outdoor waiting.
- The Group Leader will receive 3 copies of the waiting list, a) one should be handed over to the outdoor waiting person in charge, b) one should be kept with the Group Leader c) one should be duly signed & returned to the Training & Placement coordinator.
- Student's behavior should be in accordance with the rules & regulations of the hotel.
- Carrying of mobile phones is strictly not allowed or as per policy of the hotel.
- Do not carry valuables.
- Waiting card must be updated the very next day.
- Consumption of food & alcohol is strictly prohibited.

NOTE: ODC is NOT COMPULSORY for Girls

1.5 Guidelines to use the Library

- Working Hours: 09.00 a.m. to 04.30 p.m. on all working days except on Sundays and Gazette holidays.
- These hours may be extended or curtailed under special circumstances
- Students are required to maintain SILENCE in the library and observe library rules strictly.
- Talking loudly, shouting, quarrelling or any act of indiscipline shall be liable to punishment.
- All baggage (including water bottles, folders & plastic bags) should be kept aside before entering the library. Library staff will not be responsible for the same.
- **The following is strictly prohibited in the library:**
 - Writing or marking, cutting or tearing pages or photos from books or Magazines.
 - Food & beverages.
 - Musical instruments.

Sector No. 8, C.B.D. Navi Mumbai - 400 614

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- Students should show their I-card when asked for by the Librarian / Library staff.
- Library cards issued to students are non-transferable.
- Any book/magazine / newspaper/reference book taken for use in the library itself, must be entered in the respective register.
- Any student who is found guilty of taking a book outside the library without authorization shall be liable to withdrawal of the library privileges or fine.
- Newspapers should be returned in order and properly folded, without detaching the supplements.
- The Librarian can recall any book on loan, if it is required in the Library Urgently even if it is not due to be returned.
- If any book or periodical is lost by the borrower, he/she will be liable to replace it or pay its cost.
- Librarian should be informed immediately if the book is lost. Otherwise, late Fee Plus the cost of the book will be charged till it is notified.
- If a volume from a multivolume set is lost or damaged, either the current price of the complete set to be charged or the set should be replaced by latest edition. If lost volume(s) of a set is/are available in the market, the borrower may be allowed to replace the volume(s) of the same edition.

1.6 Guidelines to use Computer Laboratory

- Maintain silence once you enter the room.
- Eatables, soft drinks, tea, coffee, and snacks are not allowed in the room.
- Always login according to the terminals given & then accordingly logout after working.
- Students are not permitted to open any other files apart from the ones they are working on.
- The server should not be operated by anyone.
- Rearrange the chairs & put them back in place when you leave the computer room.
- No pen drives to be used. If required, only do so after permission is granted.

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1.7 Guidelines to use Locker Rooms

- Students should use the locker rooms only for changing purpose. All lockers to be registered with the respective class counselor & labeled.
- Safety of lockers is not the responsibility of the college.
- Strict action will be taken against students found damaging the lockers & a fine will be charged.
- Students are not allowed to change anywhere else, except locker rooms.
- Locker rooms are not meant for resting, reading etc.
- Lockers cannot be broken without prior permission of the respective class counselor
- In case of causing any damage to the locker or in case of the loss of key, the student is liable to pay fine.

Timings of the Locker Room Morning

8:45 am to 9:05 am Afternoon

12:30 noon to 2:00 pm Evening

4:45 am to 5:10 pm

1.8 Guidelines to use Elevator

- Students are not allowed to use the elevator at any time of the day.
- If students have to carry heavy equipment e.g. chaffing dishes, Chairs, Tables, Store indent, etc. they can use the elevator with prior permission only.

1.9 EXAM INSTRUCTIONS

- Exam Forms will be available in the examination cell before semester exams students need to check the notice board of the exam section and do the needful according to the examination cell.
- Filling the exam forms before the due date is mandatory or else student will not be able to appear for the semester end exam.
- Admission and the Exam forms are two different applications, so students are requested to fill up the forms carefully

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1.10 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.

1. Unconditional Love and kindness
2. Honesty
3. Hard work
4. Respect of others
5. Co operation
6. Compassion
7. Forgiveness

Dr. Wilson Lukose
Principal
BVCHTMS

