
	<b>BUNTS SANGHA'S RAMANATH PAYYADE COLLEGE OF HOSPITALITY MANAGEMENT STUDIES (RPH)</b>	
<b>SR. NO.</b>	<b>ACADEMIC MANUAL FOR OPERATIONS</b>	<b>PAGE NO.</b>
<b>TABLE OF CONTENTS</b>		
<b>Chapter No.</b>	<b>Contents</b>	
	<b>PREFACE</b>	
<b>Chapter 1</b>	Introduction- About Bunts Sangha's Ramanath Payyade College Of Hospitality Management Studies (RPH)	
<b>Chapter 2</b>	<b>PRELIMINARY</b> 2.1 Short Title And Commencement 2.2 Objective and Scope 2.3 Scope and Applicability 2.4 Power To Amend and Relaxation 2.5 Control and Distribution	
<b>Chapter 3</b>	<b>VISION, MISSION, AND CORE VALUE</b>	
<b>Chapter 4</b>	<b>ADMINISTRATION STRUCTURE</b> 4.1: Organogram 4.2: Constitution 4.2.1: Management ( Bunts Sangha's Higher Education Committee) 4.2.2: Academic and Administrative Team / Effectuating Body 4.2.2 A: Principal 4.2.2 B : Chief Administrative Officer 4.2.2 C : Faculties 4.2.2 D : Administrative staff	
<b>Chapter 5</b>	<b>ORGANIZATIONAL PROCESSSS</b> 5.1: Important Festivals / Functions 5.2: Accounts and Audit 5.3: Attendance / Staff records (Maintained in HR Department) 5.4: Etiquette & Manners (Part of HR policy) 5.5: Recommendation letter issue procedures for faculties	
<b>Chapter 6</b>	<b>INFRASTRUCTURE</b> 6.1: Front Office Laboratory 6.2: Housekeeping Laboratory 6.3: Guest rooms	

	6.4: Training restaurant	
	6.5: Training bar	
	6.6: Board room	
	6.7: Basic training kitchen ( BTK)	
	6.8: Quantity training kitchen (QTK)	
	6.9: La Patisserie	
	6.10: The Garde manger	
	6.11: Learning resource center	
	6.12: Computer laboratory	
	6.13: Auditorium	
	6.14: Hostel facility	
<b>Chapter 7</b>	<b>ADMISSION, FEES, TRANSFERS AND CANCELLATIONS</b>	
	7.1: Application and documents required	
	7.2: Attestation of certificates.	
	7.3: Selection	
	7.4: Procedure for admission	
	7.5: Quota	
	7.6: Fees	
	7.7: Caution money	
	7.8: If the Candidate has already applied for admission to other Institute simultaneously	
	7.9: Provisional admission shall be offered only after payment of fees & confirmed	
	7.10: Transfer of student	
	7.11: Cancellation of admission:	
	7.12: Rules regarding refund of fees;	
	7.13: Returning of school leaving certificate:	
	7.14: Conduct and discipline	
	7.15: Disorders	
<b>Chapter 8</b>	<b>COURSES OFFERED</b>	
	<b><u>B.SC. (HOSPITALITY STUDIES)</u></b>	
	Courses Details:	
	Semester I- B.Sc. ( Hospitality Studies)	
	Semester II- B.Sc. ( Hospitality Studies)	
	Semester III/IV - B.Sc. ( Hospitality Studies)	
	Semester V - B.Sc. ( Hospitality Studies)	
	Semester VI- B.Sc. ( Hospitality Studies)	
<b>Chapter 9</b>	<b>RULES AND REGULATIONS (Students Conduct Rules)</b>	
<b>Chapter 10</b>	<b>UNIFORM / SAFETY GEARS AND GROOMING</b>	
	10.1: Food production	
	10.2: Food service	
	10.3: Front office	
	10.4: House keeping	
	10.5: General grooming standard for Boys/Girls:	

	10.5.1: Uniform	
	10.5.2: Shoes	
	10.5.3: Hair	
	10.5.4: Appearance	
	10.5.5: Body Odor	
<b>Chapter 11</b>	<b>TEACHING – LEARNING PROCEDURES</b>	
	11.1: Teaching – Learning Procedures	
	11.2: Lab Management Procedures	
	11.3: Library Management Procedures	
	<b>11.1: Teaching- Learning Procedure</b>	
	11.1.1: Teaching methodology	
	11.1.2: Guest Lectures	
	11.1.3: Seminars	
	11.1.4: Student Assignments	
	11.1.5: Communication Skills & Personality Development	
	11.1.6: Project Work	
	11.1.7: Industrial Tours & Educational Tours	
	11.1.8: Student Counseling /Mentoring	
	<b>11.2: Laboratory Management Procedures</b>	
	11.2.1: Laboratory Methodology	
	11.2.2: Laboratory administrative mechanism	
	11.2.3: Laboratory Attendance	
	11.2.4: Day-to-Day Lab Evaluation Process	
	11.2.5: Laboratory Management	
	<b>11.3: Library Management</b>	
	11.3.1: Sufficiency of Number of Text Books	
	11.3.2: Focus on reference and general books	
	11.3.3: Journals & Periodicals	
	11.3.4: Periodicals	
	11.3.5: News Papers	
	11.3.6: CD Library	
	11.3.7: Digital Library	
	11.3.8: Competitive Examination Section	
	11.3.9: Computerized Library	
	11.3.10: Display System	
	11.3.11: Suggestions	
	11.3.12: Library Register Maintenance	
	11.3.13: Library Utilization Report	
	11.3.14: Ambience	
<b>Chapter 12</b>	<b>SCHEME OF EXAMINATIONS AND STANDARD OF PASSING:</b>	
<b>Chapter 13</b>	<b>TRAINING AND PLACEMENTS</b>	
	13.1: Industrial Training	
	13.2: Placements at RPH	
	13.3: Employment Placement	
	13.4: Our Placements Partners	

<b>Chapter 14</b>	<b>EXTRACURRICULAR / EVENTS</b>	
	14.1: Fresher's party	
	14.2: Annual Sports for the students	
	14.3: Theme Diners	
	14.4: Annual Valedictory Eve	
	14.5: Participate in various Management and cultural Competitions at both college and intercollegiate levels	
<b>Chapter 15</b>	<b>STATUTORY AND ANCILLARY COMMITTEES:</b>	
	<b>15.1 College Development Committee</b>	
	<b>15.2 Other Committees</b>	
	(Coordinators / Chairpersons / Committees : Constitution & Functions)	
	15.2.1 Examination committee	
	15.2.2 Unfair Means Inquiry Committee (UMIC)/ coordinator	
	15.2.3 Admission Committee / Marketing Committee	
	15.2.4 Internal Complaint Cell (ICC)/WDC	
	15.2.5 Web-Site committee	
	15.2.6 Time Table committee	
	15.2.7 Magazine & News Letter committee	
	15.2.8: Staff Meetings & Staff Welfare activities Committee	
	15.2.9 College Cafeteria committee	
	15.2.10 Student Counselors/Mentors	
	15.2.11 Bus committee	
	15.2.12 Student Affairs & Activities committee (Anti Ragging & Disciplinary)	
	15.2.13 Committee for Training & Placement Activities	
	a. Training	
	b. Placement	
	15.2.14 Attendance committee	
	15.2.15 Students' Grievances Redressal Committee	
	15.2.16 Gymkhana committee	
	15.2.17 Library activities committee	
	15.2.18 Events / Cultural Activities committee	
<b>Chapter 16</b>	<b>FACULTY RELATED PROCEDURES</b>	
	( Refer- Operations Manual Part II HR)	
	16.1: Recruitment Procedure	
	16.2; Duties and responsibilities of the faculty members:	
	16.3: Teaching and Research Related Activities	
	16.4: Responsibility Allocation Procedure	
	16.5: Contact Hours	
	16.6: Pay Fixation Procedures	
	16.7: Fixed Pay	
	16.8: Incentive Pay	
	16.9: Fixed Pay Scales:	
	16.10: Design of the Salary structure & Allowance.	
	16.11: Seminar Grant	

	16.12; Medi-claim ( Refer- Operations Manual Part II HR Manual)	
	16.13: Performance Appraisal Procedure	
	16.14: Training Procedures	
	16.15: Meeting Procedures	
	a. Meeting with Heads of Departments	
	b. Intra Departmental Meeting	
	c. Faculty Meeting.	
	d. Coordinators Meeting	
	16.16: Report on Meetings	
	16.17: Timings	
	16.18: Holidays	
	16.19: Vacation	
	16.20: Norms for Utilizing Leaves	
	16.21: Categories of ( Refer- Operations Manual Part II HR Manual)	
	16.22: Lean on employment ( Refer- Operations Manual Part II HR Manual)	
	16.23: Reprisal	
	16.24: Travel Allowance	
	16.25: Daily Allowance	
	16.26: Faculty Development	
<b>Chapter 17</b>	<b>MARKETING</b>	
<b>Chapter 18</b>	<b>INFRASTRUCTURE MAINTENANCE &amp; MANAGEMENT SYSTEM ( REFER OPERATIONS MANUAL )</b>	
	18.1 Introduction	
	18.2 Purpose of this policy	
	18.3 Maintenance of Physical Facility	
	18.4 Maintenance of classroom, Furniture & Laboratories	
	18.5 Maintenance & Utilization of Library & Library resources	
	18.6 Maintenance & Utilization of Seminar Halls & Auditorium	
	18.7 Maintenance of ICT Facilities	
	18.8 Maintenance of Lab Equipment	
	18.9 Maintenance of Sports & Games Facility	
	18.10 Maintenance of campus cleanliness	
	18.11 Maintenance of Other amenities	
	18.12 Annual stock checking	
	18.13 Replacements of Equipment/ Electronics/ Computers	
	18.14 Day to day Emergency Maintenance	
<b>Chapter 19</b>	<b>SAFETY &amp; SECURITY( MANAGEMENT ( REFER OPERATIONS MANUAL )</b>	
	19.1 Work place Visitors Policy	
	19.2 The following rules apply for all kinds of visitors	
	19.3 Employees Personal Visitors	
	19.4 Contractors & Service Vendors	
	19.5 Other kinds of Visitors	
	19.6 Solicitation	
	19.7 Delivery	

	19.8 Dangerous or Restricted Areas	
	19.9 Unauthorized Visitors	
	19.10 Disciplinary Actions	
	19.11 Security Policy	
	19.12 Physical Access Control & Workplace Security Policy	
<b>Chapter 20</b>	<b>RESIGNATION PROCEDURE</b>	
	*DISCLAIMER*	

**BUNTS SANGHA'S**  
**RAMANATH PAYYADE COLLEGE OF HOSPITALITY**  
**MANAGEMENT STUDIES (RPH)**

---

**ACADEMIC MANUAL FOR OPERATIONS**

**PREFACE**

**Bunts Sangha's Higher Education Institutions:** Bunts Sangha Mumbai (Trust) which came in to existence in the year 1927 is socio-cultural Organization of Bunts Community of Mumbai. It is a pioneer in the field of education and its foray extends back to over five decade.

As part of its objective is to promote education and cultural needs of the Society in general and bunts community in particular. A Community dedicated to the welfare not only of its own people but also the society at large. The Bunts Sangha Mumbai is a pioneer in the field of education and its foray extends back to over the decades. The Sangha established two night schools for needy children as early as 1950. These night schools have produced thousands of excellent students and some of them have gone on to become distinguished industrialist, banker, lawyers, doctors and chartered accountants.

The Trust's SM Shetty School and Junior College established in 1998 Powai. The institution has now expanded tremendously and imparts world class education in various streams to almost 9000 students every year in various fields. Now imparts education to almost 9000 students every year.

The Bunts Sangha aptly realized the need and importance of Higher Education. Accordingly, in its Platinum Jubilee Celebrations in 2003 the Sangha initiated to establish its dream project - Higher Education Institutions for the needy students of Mumbai. Bunts Sangha's Higher Educational Institution's at Shashi Manmohan Shetty Complex, Kurla East, Mumbai: 400070 has launched colleges for almost every field of studies from Commerce to Information Technology, from Mass Media to BMS to Hospitality Management as also for Post-Graduation courses such as M.Com and MBA and the Junior college for Science and Commerce.

Today the Trust -Bunts Sangha Mumbai has established renowned higher education institutions housed at Shashi Manmohan Shetty Higher Education Complex at Kurla East viz.

- (i) Bunts Sangha's Anna Leela College of Commerce & Economics and Shobha Jayaram Shetty College for BMS – ALSJ,
- (ii) Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies - RPH,
- (iii) Bunts Sangha's Uma Krishna Institute of Management Studies & Research- UKS, and
- (iv) Bunts Sangha's Aarathi Shashikiran Shetty Junior College-ALJC with about 2600 students.

With its state of the art infrastructure facilities, quality education is provided to students by the professionally qualified and experienced faculty. All its colleges with their respective team of dedicated staff and faculties geared up to serve the student community as per the changing educational environment globally.

## CHAPTER 1: INTRODUCTION

### About Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies (RPH):

The Hospitality Industry has grown manifold in India over the last decade and is facing a severe crunch of qualified, trained and skilled personnel. There is a constant feedback from the hotel industry that Hotel Management Colleges restrict learning to prescribed curriculum and are not up to date with the latest trends and happenings in the Industry. Therefore, the Bunts Sangha backed by the **Bunts** Community with their immense and invaluable experience and contribution to the Hotel Industry all over India, have made a bold foray into Hospitality Education with initiation of Ramanath Payyade College of Hospitality Management Studies at Kurla ( East), opposite Buntara Bhavan, Mumbai 400070

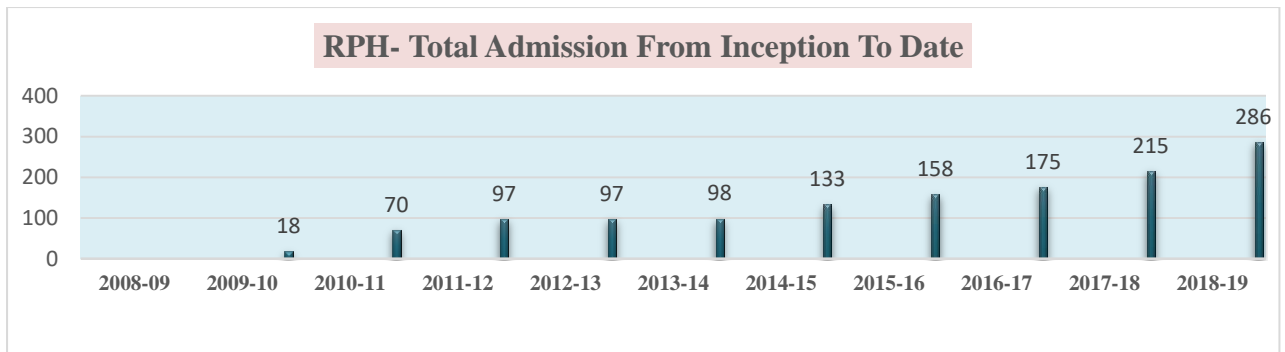
The College currently offers a three year Degree Programme, Bachelor of Science (Hospitality Studies), Affiliated to University of Mumbai

This Educational Programme would give our students the cutting edge that will go a long way in assisting them to make a mark for themselves in the hospitality industry whilst accomplishing their dreams and career ambitions

We welcome students to embark on a voyage of Hospitality learning at Bunts Sangha's Ramanath Payyade college of Hospitality Management Studies, which will equip them for life and work in an information – rich and technology – driven world.

<b>Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies and Research</b>											
<b>Admission From Inception To Date</b>											
CLASS	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
FYB.Sc.(HS)		6	34	29	15	40	67	66	71	102	132
FYADCA		7	6	16	-	-	-	-	-	-	
FYADHM		5	15	0	-	-	-	-	-	-	
F.Y.B.Sc.(HS & CS)		-	-	-	13	10	0	0	-	-	
SYB.Sc.(HS)		-	5	29	25	13	30	53	51	66	93
SYADCA		-	6	8	16	-	-	-	-	-	
SYADHM		-	4	10	-	-	-	-	-	-	
S.Y.B.Sc.(HS)		-	-	-	-	12	11	0	-	-	
TYB.Sc.(HS)		-	-	5	28	23	14	28	53	46	61
T.Y.B.Sc.(HS & CS)		-	-	-	-	-	11	11	-	-	
<b>TOTAL</b>	<b>0</b>	<b>18</b>	<b>70</b>	<b>97</b>	<b>97</b>	<b>98</b>	<b>133</b>	<b>158</b>	<b>175</b>	<b>214</b>	<b>286</b>





One additional division with intake of 60 students will be inducted from academic year 2019-20. (Approval from Mumbai University awaited).

Looking at the growing needs of the institution, the management of Bunts Sangha's Higher Education Committee realized the need to make its policy driven to the extent possible by operation by creating a meticulously designed & comprehensive;

- i. **Operations Manual** comprising of the policies relating to (i) General Administration, (ii) Human Resources Management And (iii) Budgeting, Finance, Accounting and Procurement policies, Reporting Systems etc. applicable to all its institutions and
- ii. **Academic Manual** separately for each of its institutions consisting of relevant policies & procedures developed in accordance with the University / Regulatory Authorities administrative regulations (institution covering- brief history, affiliations, mandatory requirements, accreditations, various committees, courses and syllabus etc.) for day to day management.

## CHAPTER 2 PRELIMINARY

### 2.1 Short Title And Commencement:

- a. This manual shall be call “ Bunts Sangha’s Ramanath Payyade College Hospitaity Management “Academic Manual of Operations” hereinafter referred to as “ RPH-AMO”.
- b. This shall come into force from April 01, 2019 after due approval by Bunts Sangha Mumbai herein after referred to as “ Trust” and Higher Education Committee hereinafter referred to as “ Management”.

### 2.2 Objective and Scope & Applicability:

- a. Is to present academic/administrative systems, policies and procedures in outline form and to table the operating procedures in the Academic/Administrative Sector of RPH College by summarizing the provisions of laws, rules, and institutional policies and procedures relating to academic/administrative functions and services involving the management of human resources, records, procurement, supply and property; general services, security.
- b. To create an ambience while achieving excellence and sustain the same with autonomy and accountability. To help improve the standard of education and provide:
  - i. Service to community and economy through effective networking.
  - ii. Ways and means to cater to needs of Hospitality Industry
  - iii. Trained manpower working towards enhancement of the country's economic growth
  - iv. Leadership though curriculum planning, laboratory development and examination systems.
  - v. Motivation to self-learning ,creativity and Entrepreneurship
- c. To serve as guide to enhance a smoothly functioning academic/administrative structure and further aims:
  - i. To improve organizational effectiveness and productivity through the proper implementation of applicable policies and procedures.
  - ii. To orient applicants on the basic guidelines for human resource development.
  - iii. To provide a guide for speedy and fair resolution of complaints and grievances.
  - iv. To provide a framework for personnel discipline
  - v. To identify general systems and procedures frequently asked by Institute personnel.

### 2.3 Scope and Applicability:

- a. This manual shall apply to all category of students and Staff who are enrolled in any academic program or course and employees of RPH along with relevant policies and guidelines of Operations Manual designed and approved by the Trust.
- b. This manual contains operational guidelines on how the different offices/units comprising the Academic/Administrative Services perform their respective functions and how they facilitate implementation of laws, rules, and policies. It also provides guidance on the activities that offices do together with some legal basis or justifications.

- c. It enumerates the operational instructions that describe the detailed steps in the performance of routine activities.
- d. The manual shall refer to established mechanisms or systems that contain the policies and procedures that are cited.

#### **2.4 Power to Amend and Relaxation**

The manual is designed so that the contents can be updated and revised on an ongoing basis. A revised manual shall be re-issued when there are new major provisions of regulatory bodies, policies or procedures, including changes in the organizational structure, functional descriptions, or changes

- a. Approved by the HEC, Bunts Sangha, Shashi Manmohan Shetty Higher Education Complex, Kurla (East), Mumbai- 400 070.
- b. Service providers are advised to refer to updates or advisories and to keep track of adjustments in amounts of monetary benefits cited in the manual.

#### **2.5 Control and Distribution:**

- a. **Control:** The Manual shall be maintained in the Centralized Administrative Department (CAD). The Chief Administrative Officer of the ( CAD) shall serve as Manual Controller and shall have overall responsibility in updating the provisions therein.
- b. **Distribution:** The Manual is strictly for the use of RPH.

## **CHAPTER 3: MISSION, VISION AND CORE VALUES**

### **3.1: Vision:**

To inculcate enthusiasm to serve

### **3.2: Mission:**

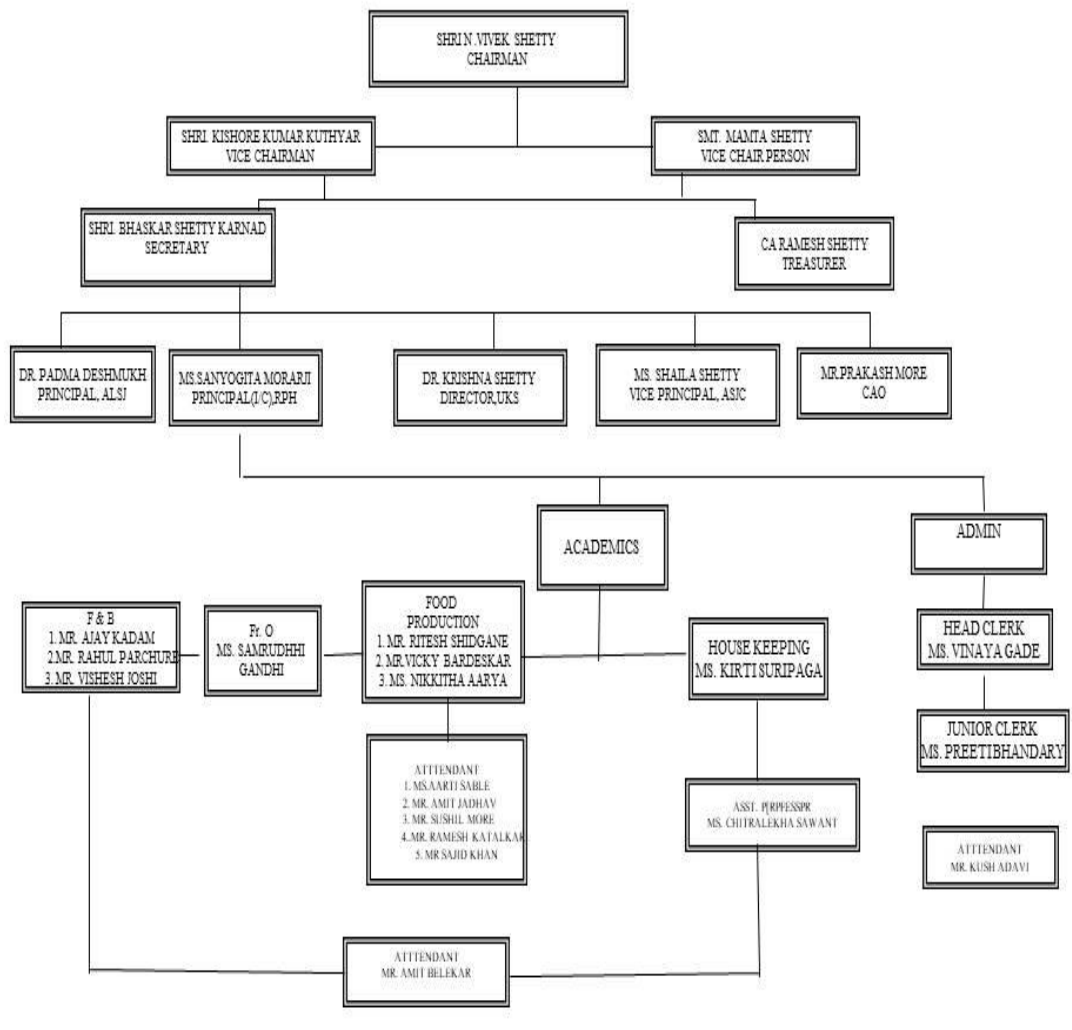
- a. To ensure well - trained, self-driven Professional Work Force that goes beyond the prescribed curriculum.
- b. To facilitate learning of various facets of Hospitality.
- c. To instill a habit of lifelong learning with a sense of pride & purpose coupled with lateral thinking & communication skills that equip Hospitality professionals

## CHAPTER 4: ORGANIZATIONAL STRUCTURE

### 4.1 Organogram:

#### ORGANISATION CHART- DECEMBER 2018

#### RAMANATH PAYYADE COLLEGE OF HOSPITALITY MANAGEMENT STUDIES RPH



## 4.2 Constitution:

4.2.1 **Management (Governing Body)** :Bunts Sangha's Higher Education Committee hereinafter referred to as " Management" is decided and appointed by the Bunts Sangha Mumbai hereinafter referred to as " Trust" in accordance with Bunts Sangha's Plans & Policies, the period of office of which are co-terminates with the Managing Council of the Trust. The Management consists of a Chairman, Vice-Chairman / Vice-Chairpersons, Secretary, Treasurer of Bunts Sangha's Higher Education Committee. This Management is empowered to take all the decisions related to the development of the Institutions, based upon the vision, mission and values of the Bunts Sangha Mumbai.

Managing Committee meets regularly (weekly) to review the functioning of the Institution and suggests corrective measures and all the committee members of the Higher Education Committee along with President, Vice President, Secretary & Treasurer of Bunts Sangha meets monthly basis to assess the activities of the Higher Education Institutions.

(The Functions and Responsibilities of the Management - Refer to Operations Manual)

4.2.2 **Academic Management (Effectuating Body)**: The Academic Management consists of;

- a. 4.2.2 A: Principal ( Appointment Procedure / Responsibilities)
- b. 4.2.2 B: Chief Administrative Officer ( Refer to Operations Manual )
- c. 4.2.2 C: Faculties : (Appointment Procedure and Responsibilities)
- d. 4.2.2 D: Administrative Staff

## CHAPTER 5: ORGANIZATIONAL PROCESS

Organizing, like planning, must be a carefully worked out and applied process. This process involves determining what work is needed to accomplish the goal, assigning those tasks to individuals, and arranging those individuals in a decision-making framework

The purpose of Organizational Process Definition (OPD) is to establish and maintain a usable set of organizational process assets and work environment standards.

OPD helps in the process improvement by continuous improvement of the Processes and other Process Assets by providing the raw material to implementations (in the form of templates, checklists and guidelines) and then storing the output from these team in the form of proposals, estimations, project plans, measurement data, quality check reports, risk database, lessons learnt, review reports, defects log and reports etc. across the organization.

Organizing is a process of maintaining the flow of work and information and grouping of activities, identification of authority and responsibility of employees in the organization. Various steps of organizing process are as follows:

- i. **Determination of objectives:** In the first step of organizing process, the objective of the enterprises is to be determined. This determination of objective is the basic of organizing a process of the enterprise. Without determining objectives, an organizational process will not proceed and organizing function will become meaningless. Virtually, the organization structure is so designed which could help to accomplish the objectives. Thus, organization should have clear objective to achieve its goal.
- ii. **Identification of activities:** The next step in organizing is to identify and determine the activities to be performed in order to achieve the goals. The activities should be identified considering the present and changing environment. The total work of the organization is systematically divided into various activities and sub-activities. It facilitates the assignment of duties and delegation of authority.
- iii. **Grouping Activities:** After identifying the necessary activities, closely related and similar activities are grouped into division and departments. The act of grouping of activities is called departmentation. Activities may be grouped on different bases. For example; Functions, product, territories, customers, etc.
- iv. **Allocation of duties and responsibility:** Now the fourth step in the organizing process, is the assignment of the duties and the responsibilities. This assignment of job should be based as per the ability and capacity of the person to be assigned. Organizing has to allocate the duties and responsibilities of the person very carefully so as to achieve the departmental as well as organizational goals.
- v. **Delegation of authority:** Delegation of authority is the most important device to ensure about the attainment of goals. Under the organizing process, the top level management should delegate authority to lower level management. While delegating authority, the responsibility should be delegated too otherwise, it will be meaningless. So, the authority and responsibility should be balanced.

vi. **Coordination:** In the last step of organizing process, coordination is given a due emphasis. For the successful operation of any organization, there should be proper and effective coordination between the activities and efforts of various departments.

**Activities include:**

- i. Festivals/Functions Procedures
- ii. Branding Procedures
- iii. Procurement & Purchase Procedures
- iv. Office Management Procedures

**5.1 Important Festivals / Functions**

The festivals / functions namely Independence Day, Republic Day, Teachers day, Orientation program, Fresher's day and Annual day are celebrated with all pomp and glory.

- i. The Independence Day and Republic Day – These are celebrated in the customary way by hoisting of the national flag where in the participants express themselves about the patriotism and solidarity.
- ii. The Teachers day - The management organizes a get-together for teaching staff and rewards the entire faculty for their contribution in furtherance of quality education in the institute.
- iii. Orientation Programme – In this programme the newly admitted students are welcomed along with their parents and given an exposure to do's and don'ts to be followed during the course at the institute and maximum information is provided to the parents about the institute and its function through interaction.
- iv. Annual day/ Fest - Every year during December/January Annual Fest of the college is celebrated. This is an occasion for the college to inform the society at large and parents in particular about the commitments and achievements of the college. The college magazine is released. In this connection sports competitions are conducted earlier. Cultural & Co- curricular activities are conducted and prizes are awarded to the winners.

**5.2 Accounts and Audit (Refer to Operations Manual)**

- i. The college shall maintain systematic computerized accounts through its accountant and AO.
- ii. The methodology of accounts shall be approved by the Auditor and Chief Accounts Officer.
- iii. Regular audit shall be conducted at the college level (monthly) and the report shall be sent to the management.



### **5.3 Attendance / Staff records (To be maintained by HR Department)**

### **5.4 Etiquette & Manners (Part of HR policy)**

All staff should always exhibit good etiquette and polite behavior even under testing conditions and shall not use derogatory and insulting language.

### **5.5 Recommendation letter issue procedures.**

The college shall use a recommendation letter designed for the purpose. The college shall collect Rs. 250 in the form of DD/Cash for dispatching the recommendation letter to the concerned Institute/University where the student is seeking the admission.

## CHAPTER 6: INFRASTRUCTURE

The College is well placed equidistantly, between Kurla and Chunabhatti station. The College is spread over an elaborate expanse of over 30,000 sq. ft. Over two floors

### **6.1: Front Office Laboratory:**

The Front Office Laboratory is designed to replicate the lobby of a Five Star Hotel. Students are trained to take guest check-ins, check-outs and face several mock situations which they might need to handle as Managers in years to come

### **6.2: Housekeeping Laboratory:**

The mock Housekeeping Laboratory and laundry resembles the Housekeeping department of a 5-star hotel with the latest washing machines, dryers, jet spray cleaners etc. to give our students a firsthand experience of the housekeeping standards of a 5-star hotel. It is also a place to enhance creative instincts such as flower arrangements and interior arrangements

### **6.3: Guest rooms:**

Resembling guest rooms of Five Star Hotel. Here students learn the art of bed making, upkeep of the room and general cleanliness along with placing of guest amenities

Uniform, Laundry & Linen Room:

This provides students training regarding storing, maintenance and issuing of uniforms and allied activities

### **6.4: Training restaurant:**

Well equipped with silverware, glassware, tableware, gueridon trolley and other sophisticated equipment required for quality service, it operates daily during the lunch hours with students learning the finer nuances of Silver Service, functioning as Managers, Captains and Servers. The training restaurant is also a venue for small Conferences, Luncheons, Dinner meetings, Presentations and Interviews which are managed by the students

### **6.5: Training bar:**

It is a well detailed and equipped bar with a display of an array of alcoholic (mock) and non -alcoholic beverages. It is complimented with the latest accessories and equipment's wherein a student is able to learn the creative and innovative skill of mixing, Cocktail making and Flair bartending and juggling

### **6.6: Board room:**

A well designed board room which can seat 12 dignitaries for a formal board meeting helps us teach our students the finer art of providing service without being obstructive

**6.7: Basic training kitchen (BTK):**

A sophisticated, well equipped Basic training kitchen where first year students are introduced to the world of culinary art

**6.8: Quantity training kitchen (QTK):**

Heavy duty, high end bulk cooking equipment facilitate the second year students to cater to approximately over two hundred and fifty students and staff on a daily basis. The kitchen is equipped to handle 500 covers

**6.9: La Patisserie:**

Our budding pastry chefs develop the skill of baking and making confectionary along with various types of icings and presentation skills

**6.10: The Garde manger:**

A special cold room, for preparing cold cuts and salads usually part of the third year syllabus

**6.11: Learning resource center:**

We have one of the best Hospitality management Libraries which would provide up to date information about the hospitality and food Service Industry

**6.12: Computer laboratory:**

Equipped with latest technology based workstations that are connected to state of the art servers with LAN; it teaches our students Generic software and Hotel management software used in the hotels today

**6.13: Auditorium:**

A state of the art, elegant auditorium with latest hi – tech gadgets and equipment which can seat 1000 people

**6.14: Hostel facility:**

Separate hostel facility is available for boys and girls across the College.

## **CHAPTER 7: ADMISSION, FEES, TRANSFERS AND CANCELLATIONS**

### **7.1. Application and documents required**

No application shall be considered for the admission unless it is accompanied with the attested copies of the following documents:

- Statement of marks of the qualifying examination H.S.C. (Std. XII) or equivalent examination (for all candidates).
- School / College Leaving Certificate (after qualifying examination, for all candidates).
- Statement of Marks of the S. S. C. (Std. X) & passing Certificate.
- Caste Certificate (if the candidate belongs to reserved category).
- Documents required for sons and daughters of Defence Service Personnel.
- Gap Certificate in case of gap in Studies.
- Provisional statement of eligibility obtained from University of Mumbai in case student passed qualifying examination from other than Maharashtra Board.
- Transfer Certificate.
- Migration Certificate in case of students coming from other Board / College.
- No Objection Certificate for students coming from other College.
- Domicile Certificate
- Aadhar card.

### **7.2. Attestation of certificates**

Copies of certificate attached to the application form should be attested by the Principal of the School / Institute or a Gazette Officer or Special Executive Magistrate. Original Certificates required to be submitted at the time of scrutiny of application prior to admission and it will remain in the college till he / she finishes his / her program.

#### **Application for admission will not be considered unless it is:**

- a. Properly and correctly filled in.
- b. Accompanied by attested copies of the required certificates in support of the claims made in the application.
- c. Received in the office on or before the last date & time prescribed. Else it will not be entertained under any circumstances

### **7.3. Selection**

- a. A candidate for being eligible for admission to the Degree Course Bachelor of Science (Hospitality Studies) shall have passed XII Standard Examination in any discipline/ stream of any state Board for Higher Secondary Education or its equivalent from India or abroad and secured not less than 45% marks in aggregate. (44.5% to 44.99% may be rounded of to 45%). In case of Reserved Category 40% marks in aggregate. ( 39.5% to 39.99% may be rounded off to 40%).
- b. Candidates will be selected on the basis of merit in Written Examination, Group discussion and Personal Interview conducted by the college.

### **7.4. Procedure for admission**

After considering the options and following the procedure mentioned above, a final merit list shall be exhibited. The admission Centre shall also display a schedule for respective rounds of admission.

### **7.5. Quota**

- a. 50% seats are reserved for the linguistics minority students from the state of Karnataka.
- b. Reservations as per prescribed and amended by the Government of Maharashtra from time to time applicable.

### **7.6. Fees**

Tuition fees and other fees per year (To be prescribed from time to time) and such other fees as laid down by the institute for Uniform, Toolkit, Study Tour etc.

### **7.7. Caution money**

- a. Caution Money deposits received from students in the Educational Institution will laps if they are not claimed I writing.
- b. Within one complete year after the students actually leave the Institution or
- c. Within one complete accounting year after the date of successful completion of the course, whichever is earlier.

**7.8.** If the Candidate has already applied for admission to other Institute simultaneously, this fact must be stated in the application form for being considered for refund of fees, deposit if any, from the office of the institute concerned immediately on admission

**7.9.** Provisional admission shall be offered only after payment of fees & confirmed after verification of certificates by the University of Mumbai.

### **7.10. Transfer of student:**

- a. A candidate once admitted in the first year of semester of a course shall not be transferred during the same year or semester to any other institution.

- b. If a candidate gets admission as per his / her merit or any course in any other institution anywhere within the area or outside the area of admissions his admission the concerned institution shall be treated as cancelled.
- c. The Rule shall be applicable for transfer of candidates from and among the unaided Institutions, provided both the institution agree, in writing, for the respective transfer, and the examination authority agrees thereto. Such transfers shall be permitted, subject to approval of the Concerned University or Board.

**7.11. Cancellation of admission:**

- a. If an admitted candidate cancels the admission by submitting an application in writing, for any reason, whatsoever, including getting admission in any other institution or program other than those which are within the admission purview of the concerned Admission Officer, he/ she shall forfeit his candidature for reconsideration unless provided under the Rules.
- b. If during the course of studies a candidate desires to discontinue his/ her studies for any reason whatsoever, he/ she shall be allowed to do so by submitting an application in writing. He/ she shall be issued a leaving certificate as provided in the Rules.

**7.12. Rules regarding refund of fees;**

- a. 50% of the Total Fees paid are refundable if the student leaves the Institute within two months approx.
- b. The whole amount of the fees paid by the student is forfeited to the Institute if he / she leaves after the aforesaid date. Registration fee for admission at the Institute is not refundable under any circumstance.

**7.13. Returning of school leaving certificate:**

- a. If the admission is cancelled within 90 days from the start of admission program, the original school leaving certificate on the strength of which a candidate is admitted shall be returned to him/her.
- b. If the admission is cancelled after the 90th day from the start of admission program, he/ she shall be issued the leaving certificate from the institution where he/ she was finally admitted. A true copy of the original school leaving certificate retained by the Admission Officer or the Institute may be issued if requested thereby the candidate, with attestation by the Admission Officer or the Head of the Institute.
- c. After confirmation of admission, the original school leaving certificate on the strength of which the candidate is admitted shall not be handed over to the candidate unless as per the provisions of these Rules

**7.14. Conduct and discipline**

Action against ragging: Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May, 1999 has the following provision for Action against Ragging:

Prohibition of ragging: Ragging within or outside of any educational institution is prohibited

### **7.15. Disorders**

Candidates with skin disorders of any kind will not be admitted in the Institute. The Institute reserves the right to have any student examined by the Medical Practitioner approved by the Institute

Students are required to read all the rules and regulations before they apply

## CHAPTER 8: COURSES OFFERED

### B.SC. (HOSPITALITY STUDIES)

#### Duration

- The duration of the programme shall be three years (Six Semesters). However, if a learner doesn't earn 120 credits in a period of three years, degree will be awarded only when he/she earns 120 credits in a maximum period of six years from the year of admission.
- Minimum Instructional Hours: 5 days / 34 hours per week.
- Intake capacity: 60 students per division.( Two divisions)
- Practical batch size (20-30 students)

#### COURSE DETAILS

### Semester 1 - B.Sc.(Hospitality Studies)

Course Code	Subject	Class Room Instruction Face to Face									Notional			Credits				
		Per Week			Per Sem			Per Sem Hrs			Total	L	P	T	Total			
		L	P	T	L	P	T	L	P	T								
USHO101	Food Production & Patisserie I	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO102	Food & Beverage Service I	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO103	Front Office I (pg 19)	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO104	Housekeeping I	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO105	Rooms Division Mgt (Practicals)-I (pg 27)	-	4	-	-	60	-	-	60	-	-	10	-	70	-	2	-	2
USHO106	Communication Skill I (English & French)	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO107	Information Technology	1	2	-	15	30	-	15	30	-	20	5	-	70	2	-	-	2
USHO108	Food Safety & Nutrition	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
	<b>Total</b>	<b>19</b>	<b>14</b>	<b>-</b>	<b>285</b>	<b>210</b>	<b>-</b>	<b>285</b>	<b>210</b>	<b>-</b>	<b>170</b>	<b>35</b>	<b>-</b>	<b>700</b>	<b>14</b>	<b>6</b>	<b>-</b>	<b>20</b>

L one lecture / period of 60 minutes (1 hr.) P Practical T Tutorial

Notional includes time spent in library / home / other institutions for preparation and writing of assignments, quizzes, open book test, journal, case studies, project, practical, field work, excursion, etc.

Information Technology will be single head of passing.



## Semester II - B.Sc. Hospitality Studies

Course Code	Subject	Class Room Instruction Face to Face									Notional			Credits				
		Per Week			Per Sem			Per Sem Hrs										
		L	P	T	L	P	T	L	P	T	L	P	T	Total	L	P	T	Total
USHO201	Food Production & Patisserie II	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO202	Food & Beverage Service II	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO203	Front Office II	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO204	Housekeeping II	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO205	Rooms Division Management(Practicals) II	-	4	-	-	60	-	-	60	-	-	10	-	70	-	2	-	2
USHO206	Communication Skill II (English & French)	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO207	Principles of Hotel Accountancy	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO208	Principles of Management	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
	<b>Total</b>	<b>21</b>	<b>12</b>	<b>-</b>	<b>315</b>	<b>180</b>	<b>-</b>	<b>315</b>	<b>180</b>	<b>-</b>	<b>175</b>	<b>30</b>	<b>-</b>	<b>700</b>	<b>14</b>	<b>6</b>	<b>-</b>	<b>20</b>

**L** one lecture / period of 60 minutes (1 hr.) **P** Practical **T** Tutorial

Notional includes time spent in library / home / other institutions for preparation and writing of assignments, quizzes, open book test, journal, case studies, project, practical, field work, excursion, etc.

## Semester III/IV - B.Sc. Hospitality Studies

Course Code	Subject	Class Room Instruction Face to Face									Notional			Credits				
		Per Week			Per Sem			Per Sem Hrs			Total	L	P	T	Total			
		L	P	T	L	P	T	L	P	T						L	P	T
USHO301	Food Production & Patisserie III	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO302	Food & Beverage Service III	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO303	Front Office III	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO304	Housekeeping III	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO305	Rooms Division Management(Practicals)-III	-	4	-	-	60	-	-	60	-	-	10	-	70	-	2	-	2
USHO306	Hotel Accountancy & Cost Control	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO307	Hospitality Law & Human Resource Management	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO308	Management Information System in Hospitality Industry	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
	<b>Total</b>	<b>21</b>	<b>12</b>	<b>-</b>	<b>315</b>	<b>180</b>	<b>-</b>	<b>315</b>	<b>180</b>	<b>-</b>	<b>175</b>	<b>30</b>	<b>-</b>	<b>700</b>	<b>14</b>	<b>6</b>	<b>-</b>	<b>20</b>
<b>L</b> one lecture / period of 60 minutes (1 hr.) <b>P</b> Practical <b>T</b> Tutorial																		
Notional includes time spent in library / home / other institutions for preparation and writing of assignments,																		

### Semester V - B. Sc. (Hospitality Studies)

Course Code	Course	Class Room Instruction									Total	Total Marks		Credits			Total
		Per Week			Per Semester			Per Semester Hrs				TH	PR	L	P	T	
		L	P	T	L	P	T	L	P	T							
USHO501	Food Production & Patisserie	3	4	-	45	60	-	45	60	-	105	100	100	2	2	-	4
USHO502	Food & Beverage Operations Management	3	4	-	45	60	-	45	60	-	105	100	100	2	2	-	4
USHO503	Front Office (16)	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO504	Housekeeping	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO505	Rooms Division Management(Practical)(pg 24)	-	4	-	-	60	-	-	60	-	60		100	-	2	-	2
USHO506	Corporate English	3	3	-	45	45	-	45	45	-	90	100	100	2	2	-	4
USHO507	Environmental & Sustainable Tourism	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
Total		18	15	-	270	225	-	270	225	-	495	600	400	12	8	-	20
<b>L</b> one lecture / period of 60 minutes (1 hr.) <b>P</b> Practical <b>T</b> Tutorial																	

### Semester VI - B. Sc. (Hospitality Studies)

Course Code	Subject	Class Room Instruction									Total	Total Marks		Credits			Total
		Per Week			Per Semester			Per Semester Hrs				TH	PR	L	P	T	
		L	P	T	L	P	T	L	P	T							
USHO601	Organizational Behaviour	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO602	Strategic Management	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO603	Event Planning, Marketing & Management	-	4	-	-	60	-	-	60	-	60		100	-	2	-	2
USHO604	Core Elective (Any TWO)	6	16	-	90	240	-	90	240	-	330	200	400	4	8	-	12
USHO604A	Advanced Food Production	3	8	-	45	120	-	45	120	-	165	100	200	2	4	-	6
USHO604B	Advanced Food & Beverage Operations Management	3	8	-	45	120	-	45	120	-	165	100	200	2	4	-	6
USHO604C	Advanced Housekeeping	3	8	-	45	120	-	45	120	-	165	100	200	2	4	-	6
USHO604D	Advanced Front Office(pg 29)	3	8	-	45	120	-	45	120	-	165	100	200	2	4	-	6
USHO604E	Advanced Bakery & Confectionery	3	8	-	45	120	-	45	120	-	165	100	200	2	4	-	6
USHO605	Allied Elective (Any ONE)	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO605A	Revenue Management	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO605B	Foreign Language (French)	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO605C	Services Marketing	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO605D	Financial Management	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO605E	Strategic Human Resource Management	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
Total		15	16	-	225	240	-	225	240	-	525	500	500	10	10	-	20
L one lecture / period of 60 minutes (1 hr.) P Practical T Tutorial																	

## CHAPTER 9: RULES AND REGULATIONS (Student Conduct Rules)

1. Which will be supplied by the office. The students must always carry the identity card / Smart card and display it on their uniform whenever they are in the institute premises.
2. Student must not attend classes other than their own without the special permission of the Lecturer concerned.
3. Students must be present in their respective classrooms before commencement of a lecture. The first bell is meant for the students to change their uniforms, collect their materials and go to classes. Before the second bell rings all the students must be in their respective classrooms or else their presence will not be taken into consideration for the purpose of attendance,
4. Students are required to conform to the grooming standards of the institute such as appropriate clothing, correct uniforms, and short hair for boys and well combed and neatly tied hair for girls etc.
5. Students are required to attend Theory Classes, Practical Demonstrations and Functions even after their normal Institutes hours or outside Institute premises as part of their training, which is compulsory.
6. The conduct of the student in their classes and on the premises of the Institute shall be disciplined and shall not cause any disturbance to the fellow students of other classes. The principal has the authority to expel a student whose work or conduct is not satisfactory and the entire fees paid shall be forfeited.
7. Students must not loiter in the Institute premises while the classes are in progress.
8. Smoking or using any Tobacco Products are strictly prohibited in the classrooms or the Institutes Premises.
9. Students should not bring anything inside the institute that will in any way interfere with its orderly administration and discipline. This includes mobile phones, pagers, personal music systems, video games etc.
10. No Society or Union shall be formed in the Institute and no person would be invited to address a meeting without the prior permission of the Principal.
11. Debates and other meetings arranged in the institute, should be presided by a responsible person approved by the Principal and the subject of the debates must be previously approved by the Principal.
12. No students should communicate any information or write about matter regarding with the Institute's administration to the press.
13. Students are expected to take proper care of the Institute Property and help to keep it neat and tidy. All damages done to the property of the Institute by disfiguring walls, door fittings or breaking furniture etc. is a breach of

discipline. Those responsible for the same shall be duly punished and the cost of the damages will be covered from the students.

14. If for any reason, the continuance of the student, in the opinion of the Principal, is detrimental to the interest of the Institute, the Principal must ask such a student to leave the Institute. This decision of the Principal shall be final and binding on the student.
15. Students, when free, should make use of the Institute Library and must not loiter in and around the Institute.
16. Any Property of the Institute damaged due to negligence on the part of the students will have to be replaced or paid for by them. Sitting on parapet walls is strictly forbidden.
17. Non – compliance with rules of the Institute can also be dealt with by means of suitable fines and appropriate disciplinary action.
18. Students shall not do outdoor catering orders/ waiting's during the tenure of their study in this Institute without the written permission from the Principal. The principal may take strict action against students who indulge in this practice.
19. Lunch given in the Institute is not statutory obligation on the part of the Institute. Students are required to accept what is offered as training food.
20. Students will be encouraged to make maximum use of the Institute Library. Students shall abide by its rules.
  - a. For every student member two Library cards will be issued one for Lending and one for reference.
  - b. Students should use their own cards for issuing books.
  - c. Any misuse of the library facilities by the student will be dealt with strongly.
  - d. Students should carry their College Identity Cards to the Library.
  - e. Lending Facilities will start only after one month of commencement of Classes.
  - f. Before the Final Examination, a clearance certificate should be secured from the Librarian.
21. Students must attend classes, practical of the Institute and must visit catering establishment and participate in indoor and outdoor catering parties arranged by the Institute as part of their course.

22. All the students must appear for the Examination / Tests and must not be absent for any curricular and extra-curricular activities without prior permission of the Principal. Such absence without leave may lead to loss of term.
23. Students must be regular and punctual at classes, practical and in submission of teamwork in the various subjects. Terms will not be granted and a student will not be certified for the University / Board examination if his / her progress including the performance at the internal examination, regularity, conduct and attendance are not to the satisfaction of the principal , who has right to detain the student.
24. Failure to appear for the internal examination i.e. Terminal, Preliminary, even on Medical Grounds, will not be accepted an excuse and such students will not be allowed to appear for the University / Board Examination.
25. Absence without leave is considered, as a breach of discipline. Leave without permission is liable to fines. No leave will be granted except in case of illness or emergency. Prior permission must be obtained from the principal who will consider the application of leave on individual merit.
26. Absence due to ill health should be notified as soon as possible and a doctor's certificate should be produced on return to college.
27. No student can leave the institute during the working hours without a written permission from the principal. The breach of this rule is liable to suspension.
28. The management will not be responsible for any accident that maybe caused to any student during his/her work in the Institute.
29. Matters not covered in the existing rules will rest at the absolute discretion of the principal.
30. Penalty for ragging:

Whoever directly or indirectly commits, participates in , abets or propagates ragging within or outside any educational Institution shall , on conviction will be punished with an imprisonment for a term which may extend up to 2 years and shall also be liable to a fine which may extend up to Rs. 10,000/-.

31. Dismissal of student:

Any student convicted of an offence under section IV of Maharashtra prohibition of ragging act 1999 shall be dismissed from the institute and such student shall not be admitted in any other educational institutions for a period of 5 years from the date of order of such dismissal.

32. Suspension of student:

Whenever any student or , as a case may be, a parent or a guardian or a teacher of an educational institution complains in writing of ragging to the Head of the Educational Institution, the Head of that Educational Institution

shall without prejudice to the forgoing provisions, within seven days of the receipt of the complaint enquire the matter mentioned in the complaint and if, prima facie, found true, suspend the student who is accused of the offence and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action.

The decision of the Head of the Institution that the student has indulged in ragging :

- a. Shall be final.
  - b. Head of the Institutions may verify the antecedents of the candidate through the appropriate police authority.
33. Students while studying in any Institute if found indulging in antinational activities contrary to the provisions of acts and laws enforced by the government shall be expelled from the Institute without any notice by the Principal.
  34. Candidate applying for the admissions against the seats reserved for the backward class mentioned in these Rules should note that only those candidates who actually belong to the cast and communities shall be eligible for the concessions.
  35. If any of the statements made in application form or any information supplied by the candidate in connection with his/ her admission at any time , found to be false or incorrect such candidates shall not be considered for admission and if already admitted his / her admission shall be cancelled , fees forfeited and he/she may be expelled from the institute by the Principal.
  36. The candidates on admission shall be governed by all the rules of the institute for the students



## **CHAPTER 10: UNIFORM / SAFETY GEAR AND GROOMING**

Admittance to classes will be conditional upon the students being groomed for the same

### **Food production**

Students will be required to provide themselves with the prescribed uniforms for various practical classes.

<b>Year</b>	<b>Boys/Girls</b>
First year	Full sleeved double chef coat
Second year	Chequered chef trousers, apron (up to knee)
Third year	Chef cap, necktie (scarf), closed safety shoes and socks.

### **Food service**

<b>Year</b>	<b>Boys</b>	<b>Girls</b>
First year	Black trouser, white shirt, black shoes, black bow.	Attire & footwear as prescribed by the head of the department.
Second year		
Third year		

### **Front office**

<b>Boys</b>	<b>Girls</b>
Plain light coloured shirt with tie, dark coloured trousers	Saree (Plain coloured or Plain with a border)

### **House keeping**

<b>Boys</b>	<b>Girls</b>
Black Trousers, White Shirt, Lab coat & Cap	Black Trousers, White Shirt, Lab coat & Cap

### **General grooming standard for Boys:**

<b>Aspects</b>	<b>Acceptable</b>	<b>Not-acceptable</b>
<b><u>Uniform</u></b>	<ul style="list-style-type: none"> <li>• Must be neat and well ironed.</li> <li>• Clean and spotless.</li> <li>• Well maintained and no patches or tears.</li> <li>• Pens to be placed in the pockets inside the blazer or in the trouser pockets.</li> <li>• Shirts must be buttoned up.</li> <li>• Only plain white inner garments must be worn under the shirts.</li> <li>• Trousers must be of the correct</li> </ul>	<ul style="list-style-type: none"> <li>• Crumpled uniforms.</li> <li>• Parts of uniform missing or amended.</li> <li>• Stain and ink marks.</li> <li>• Incorrect size.</li> <li>• Combs and key chains sticking out of trousers.</li> <li>• Stuffed bulky pockets.</li> <li>• Patterned coloured or see through socks.</li> <li>• Sleeves rolled up.</li> </ul>

	<p>length.</p> <ul style="list-style-type: none"> <li>• Plain black socks.</li> <li>• Ties must be in good condition with conservative design tip of the tie must end at the base of the belt buckle.</li> <li>• Bow ties must be in good condition at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid bright coloured ties.</li> <li>• Tattoos.</li> </ul>
<b><u>Shoes</u></b>	<ul style="list-style-type: none"> <li>• Black colored shoes only.</li> <li>• Covered, low heeled, men's shoes.</li> <li>• Must be closed in, lace up shoes.</li> <li>• Must be clean, in good condition and polished on a daily basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Shoes other than black.</li> <li>• Fancy design shoes and boots with added ornamentation.</li> <li>• Dress boots that stick out of trousers</li> <li>• Platforms and elevated shoes and boots</li> <li>• Dirty, broken and unpolished shoes</li> </ul>

<b>Aspects</b>	<b>Acceptable</b>	<b>Non-Acceptable</b>
<b><u>Hair</u></b>	<ul style="list-style-type: none"> <li>• Clean, professional looking, freshly styled hair</li> <li>• All Sikh students should wear black turbans only.</li> <li>• Short and well combed with the back hairline above the collar</li> <li>• Sides should not cover ears</li> <li>• Sideburns not longer than the mid-ear section.</li> <li>• Conservative use of gels, mousses and hair sprays</li> <li>• A fresh , clean, non-oily appearance</li> </ul>	<ul style="list-style-type: none"> <li>• Hair falling over forehead and face</li> <li>• Long hair or shaved heads</li> <li>• Glamorous cuts, spiky hair and other punk hairstyles.</li> <li>• Vibrant coloured hair</li> <li>• Hairstyles with tails, and back of hair touching collars</li> </ul>
<b><u>Appearance</u></b>	<ul style="list-style-type: none"> <li>• Clean shave daily, beards are not permitted.</li> <li>• Mustaches must be extremely neat, freshly trimmed, and should not exceed past the corner of the mouth or cover your lips</li> <li>• Finger nails must be kept clean, well clipped, filed and shaped at all times.</li> <li>• Moisturizers should be used for dry skins, as per requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• Long sideburns, goatee and unshaven stubble</li> <li>• Long, dirty finger nails.</li> <li>• Unwashed, dirty face and un kept general appearance</li> </ul>

<b><u>Body Odor</u></b>	<ul style="list-style-type: none"> <li>• Regular use of mild deodorant or anti-per spirant is encouraged</li> <li>• Shower daily to prevent body odor and keep the body clean and dry.</li> <li>• Usage of mouth fresher in order to avoid any kind of mouth odor</li> </ul>	<ul style="list-style-type: none"> <li>• Chewing of gum and pan masala</li> <li>• Strong perfumes</li> </ul>
<b><u>Accessories</u></b>	<ul style="list-style-type: none"> <li>• A watch of a co0nservative design may be worn, with a plain simple face and fitted band</li> <li>• No rings except wedding ring in case the student is married</li> <li>• Tie clips and belts must be black and of a plain conservative style</li> </ul>	<ul style="list-style-type: none"> <li>• Fancy looking watches, belts, tie clips, cufflinks and pens</li> <li>• Divers watch and other bulky watches or watches with gold straps</li> <li>• Bracelets, necklaces, earrings and lobe clips</li> <li>• Pierced studs on any visible part of the body</li> <li>• Religious thread</li> <li>• Bracelet.</li> </ul>

### General grooming standard for Girls:

<b>Aspects</b>	<b>Acceptable</b>	<b>Not- Acceptable</b>
<b>Uniform</b>	<ul style="list-style-type: none"> <li>• Must be neat and well ironed</li> <li>• Clean and spotless.</li> <li>• Well maintained, no patches or tears</li> <li>• Buttoned up and hooked as designed</li> <li>• Jackets must be worn at all times in public areas , and kept buttoned up,</li> <li>• Shirts and blouse must be buttoned up at all times.</li> <li>• Only plain white or flesh colored undergarments must be worn under white blouses.</li> <li>• Hosiery must be worn at all times and must be in perfect condition.</li> <li>• Natural coloured panty</li> </ul>	<ul style="list-style-type: none"> <li>• Crumpled Uniforms</li> <li>• Parts of uniform, missing or amended.</li> <li>• Stains and ink marks on any area of the uniform.</li> <li>• Incorrect size of uniforms</li> <li>• Pockets stuffed with bulky and visible miscellaneous items.</li> <li>• Bright colored innerwear that show through uniforms.</li> <li>• The following are not acceptable- denim jeans, tensile jeans, tights, leggings , culottes.</li> <li>• Patterned or colored stockings.</li> <li>• Long sleeved shirts and blouses must not be worn with sleeves rolled up</li> </ul>

	<p>hose only.</p> <ul style="list-style-type: none"> <li>• In case of sarees: Pallu should fall in between the knee and ankle</li> </ul>	<p>except when working in back-area , E.g.; Bar set-up,</p> <ul style="list-style-type: none"> <li>• Tattoos.</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• Covered, heeled, ladies court shoes or specified according to uniform</li> <li>• Minimum 2cm heels, black in color or as specified according to height.</li> <li>• Must be closed-in shoes and made of polish able leather.</li> <li>• Must be clean, in good condition and polished on a daily basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Shoes other than black, court shoes, or according to uniform.</li> <li>• Fancy design shoes and boots with added ornamentation.</li> <li>• Dress boots that stick out of trousers.</li> <li>• Platforms and elevated shoes and boots.</li> <li>• Dirty broken and unpolished shoes.</li> </ul>

<b>Aspects</b>	<b>Acceptable</b>	<b>Not- Acceptable</b>
<b>Hair</b>	<ul style="list-style-type: none"> <li>• Clean professional looking, freshly styled hair.</li> <li>• May be colored with a shade that compliments the skin. (No blonde shade)</li> <li>• Short hair must be styled away from the face and kept off the shoulders at all times.</li> <li>• Hair longer than shoulder length must be tied up neatly in a bun, or a style that looks professional and does not cover the face.</li> <li>• Fringes must be neat and just above the eye brows.</li> <li>• Conservative use of gels, mousses and hair sprays.</li> <li>• A fresh, clean, non-oily appearance.</li> </ul>	<ul style="list-style-type: none"> <li>• Hair falling over the forehead and face, long loose hair.</li> <li>• Very short hair or shaved heads.</li> <li>• Trendy cuts, spiky hair and other punk hairstyles.</li> <li>• Untrimmed , frizzy hair.</li> <li>• Pony tails, braids and plaits.</li> <li>• Vibrant colored hair.</li> <li>• Hair tied with ordinary rubber bands.</li> <li>• Wet and greasy looking hairstyles.</li> <li>• Large, ostentatious hair accessories of fancy design, ornamentation and non-black color.</li> <li>• Hair which is longer than shoulder length</li> </ul>

		should not be left untied.
<b>Appear &amp; Makeup.</b>	<ul style="list-style-type: none"> <li>• Basic make up, complementing your uniform, face and skin tone.</li> <li>• Subtle shades to be used on the eyes and cheeks and tastefully applied.</li> <li>• Clean, fresh looking , non-oily appearance.</li> <li>• Nail polish and lipstick or REYLON iced mocha ‘shad should be used . The same shade in a different branch is permitted.</li> <li>• Finger nails must be kept clean, we clipped and shaped at all times.</li> <li>• Nails must be clean, we manicured and not more than 0.5cm length from tip to finger,</li> <li>• Moisturizers should be used for dry skins, as per requirement.</li> <li>• Hands and legs to be waxed regularly.</li> </ul>	
<b>Body Odor</b>	<ul style="list-style-type: none"> <li>• Regular use of a deodorant or anti-perspirant is encouraged.</li> <li>• A light fragrance may be used.</li> <li>• Shower daily to prevent body odor and keep the body clean and dry.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong perfumes.</li> </ul>

## Chapter 11: Teaching – Learning procedures

### 11.1. Teaching – Learning Procedures

### 11.2. Lab Management Procedures

### 11.3. Library Management Procedures

#### 11.1. Teaching- Learning:

The Whole Teaching Learning Process has three sub-processes

- a. Planning and Execution
- b. Monitoring and Control
- c. Procedure of Uploading Course Material on Intranet (ERP/Dedicated Server)

#### a. **Planning and Execution**

The Teaching Learning process begins the moment a course has been allotted to a faculty. HOD should allocate subject usually 15 days before the start of the new semester so as to enable the faculty to design the course well.

The Course Description consists of:

1. **Title, TLP structure, Course pre-requisites**
2. **Objective:** The objective is to be spelt out at the inception such that the students understand that they would learn the process in designing, building, testing etc. with the selection of appropriate technology.
  - i. **Learning Outcomes:** The Learning outcome of the course is what the student should know in order to meet course objective. It identifies broadly the topics, the techniques, the tools on which the student should have knowledge, understanding and awareness.
  - ii. **Topic Layout:** This spells out the number of lectures, tutorials and practical sessions to be devoted to each topic in the course. Care is taken not to waste any contact hour.
  - iii. **Lesson Plan:** The lesson plan is built on a weekly basis for the whole semester. It identifies the lecture contents to be covered in the week, the tutorial works to be carried out and the practical work that would be based on the material that has been covered in the previous week. The lesson plan thus identifies the flow of work and strengthens lecture material by appropriate problem-solving sessions.
  - iv. **Methodology:** This identifies the nature of interaction between the teacher and the student, whether formal, case based and so on. Additionally, the expectations from students are spelt out here so that there shall be a project, self-learning exercises; term papers etc. could be prepared accordingly.
  - v. **Evaluation:** the instruments of evaluation are articulated here. These may be quizzes, open book tests, closed book choice-less test etc. The break-up of marks is also given here.
  - vi. **Books and reference Material:** This is a list of material relevant to the course and available in the Library.

#### **Order Material for the Library**

The titles, author, publisher etc. must be made available as soon as the course description is finalized.

### **Some guidelines for conducting Classes (Do's and Don'ts)**

- a. Learning is a cycle consisting of three steps, formulating a learning goal, raising questions, and answering the questions by exploring knowledge sources. The TL process must clearly spell out the learning goal of each class and formulate appropriate questions. The teacher is, of course, a great source of knowledge but student-student interaction also goes a long way in facilitating learning. Sufficient time must be set aside for other students to comment, for example, by encouraging small debates on points requiring clarification, calling for the class to discuss peer student's point of view, commenting on student's solutions to exercises etc.
- b. When a student actively participates in the TL Process, then and only then does true learning happen. It is for the students to learn and put in the effort to learn. Indeed, whether the students work individually, with the teacher, or in groups, it is essential to make the student active. This is where the approach of 'Learning by doing' is so effective. A student tries to do, fails to do and then learns to do. While trying, the student is active. When failure occurs then the worst situation arises as inactivity sets in. This is where (a) the teacher helps by leading to an atmosphere of learning being created and (b) encourages finding knowledge sources.
- c. The attention span of any audience is about 15 minutes. The student becomes passive and goes into mental hibernation. It is necessary to bring the student back to class. This can be done by setting a small question or exercise, related to the material covered in the last 15 minutes. Students immediately wake up to 'do' the task. This gives the student an insight into other possible solutions, how to evaluate solutions correctly, and also make the teacher aware of the extent of the learning that has occurred.
- d. To increase student-teacher interaction, we use electronic media. Complete lecture-wise notes, Assignments and Tutorial sheets are prepared at the start of semester by Faculty. The HOD or his/her representative (Sr. Professor) shall review the quality of lecture notes, assignments and tutorials. Collection of above mentioned items are to be kept in course file.
- e. Teachers should make sure that classes, tutorials and laboratories are not left unattended. Timely delivery of the lecture, tutorial and practical should be ensured. No class should be left early.
- f. Each Faculty has to upload the Lesson Plan, Question Bank, Assignment and Tutorial Schedule and Power Point Presentation on internet at his/her domain name. Faculty must ensure that solution of tutorials should be uploaded after its commencing in class. Similarly, all dates of issuing of assignment, submission date and examination dates are to be kept on intranet.
- g. Mark the attendance in the register and fill absentee report daily and submit it at designated place (HOD/Dean/Director's office).

### **Procedure for Uploading Course Material on Intranet**

The faculty members are required to upload all teaching-learning material on intranet in approximate area designated for this purpose (Please contact HOD for details of these areas). Teaching-learning material includes all transparencies or PPT or computer based techniques, tutorial worksheets, laboratory worksheets, assignments & projects. Normally this uploading should be done at least one week before the material is taken up for teaching and latest by one week after the material is taught.

### **Quality Assessment of Course Material**

Quality Assessment of course material is important, as RPH believes in quality management. Assessment of course material will be done by Sr. Professors/Course Coordinator. This assessment is meant purely for quality improvements and better teaching. All teachers are expected to maintain the Course File and get teaching material ready before the 1st Sessional Examination of the Semester. Chief Coordinator with HOD will announce the schedule of reviewing the course material before Ist Sessional Examination.

#### **11. A.**

##### **1. Teaching methodology**

All the faculty members will use interactive audiovisual teaching aids such as LCD, OHP apart from conventional chalk and board.

Each of the class will be divided into several groups consisting of 5-6 students. The distribution of students will be done in such a way that the group will consist of good – average and below average students. Each group will have a group leader. These groups will be active and will participate in guest lectures and presentation and other such academic activities.

##### **2. Guest Lectures/Visiting Faculty**

The teaching / learning will involve a good portion of guest lecture. Presentations / lectures are conducted by inviting eminent personalities from industry/academics to boost their skills.

Wherever full time teaching faculty is not appointed, the subjects may be taught by Visiting Faculty. While appointing Visiting Faculty, their specialization and experience should be taken into account. Also remuneration for the same may be fixed based on the experience and expertise of the Visiting faculty.

##### **3. Seminars**

Student shall be asked to give seminars on latest happenings and developments in the relevant field. Each student shall present at least one seminar in a semester. During seminars, each student is given 15 minutes for presentations followed by 5 minutes for interaction.

##### **4. Student Assignments**

Students shall be given assignments as an additional feature in those syllabus-based topics under remedial measures taken to help students.

##### **5. Communication Skills & Personality Development**

The college should conduct regular Group discussions, mock interviews, workshops and simulations to improve student skills. The college should enter into MOUs with organizations to improve personality development of the students. The sessions should be conducted by professional trained personnel.

##### **6. Project Work**

Each student will be doing projects in his/her third-year final year semester as a part of their syllabus in some of the courses as required. For each project, one internal examiner will be guiding the student from the college and the same will be evaluated as per University of Mumbai requirements.



## **7. Industrial Tours & Educational Tours**

The college will organize industrial and educational tours for students in the final year. The industrial visit is completely financed by students.

## **8. Student Counseling /Mentoring**

The faculty shall counsel students at regular intervals. Each faculty member will be attached to a group of students. The faculty maintains the academic records/remedial measures taken if any, as well as the counseling process records of his/her group of students. Progress of the students is monitored. The faculty should try to motivate the students continuously and guide them to achieve their targets.

Maintaining the Teacher's Diary on a daily basis and getting it verified by the respective Coordinator/Head and the Chief Coordinator should be a regular process.

## **11. 2: Laboratory Management Procedures**

State of art computer laboratories are provided. Each faculty will handle 30 students in each laboratory. Faculty is assisted by the laboratory programmers/laboratory assistants.

### **1. Laboratory Methodology**

The faculty prepares manuals for each subject / laboratory which is followed strictly.

### **2. Laboratory administrative mechanism**

Each laboratory is maintained by laboratory -in-charge and laboratory -assistant. The assistants have to maintain registers like login register, service log register, stock register, issue register, and any other register as required. The stock verification will be carried out at the end of each academic year by the faculty deputed by the Principal.

### **3. Attendance**

It is mandatory for all the students to attend their laboratory sessions. Students should follow the dress code and rules to attend the laboratory sessions. Laboratory records should be submitted in the next laboratory session. The students shall sign in the login register whenever they enter the laboratory.

### **4. Day-to-Day Lab Evaluation Process**

It is mandatory for all the faculty members to evaluate the student performance in each laboratory. The evaluation process is given in the laboratory lab attendance register.

### **5. Laboratory Management**

All the computer laboratories are provided with UPS. In computer laboratory the server shall have a minimum of two-hour battery backup and all the nodes having a minimum of half an hour back-up capability.

## **11. 3: Library Management**

Special emphasis is laid on the library management procedures and developing the library with world class literature and competent enough to match the premier educational institutions. Library will be taken-up as a strategic instrument to leverage learning and knowledge-oriented culture in the college. The library will have all the possible literature that can create highly competent and committed engineers.

### **1. Sufficiency of Number of Text Books**

The college has sufficient number of text books so as to serve the basic needs of the students, which should be upgraded from time to time so as to serve the requirements

### **2. Focus on reference and general books**

The library focuses on having large number of reference and general books.

#### **The reference section will consist of**

- i. Advanced titles on various subjects that are needed towards the curriculum.
- ii. Titles which are suited for technical/competitive examinations.
- iii. Titles which will usher research orientation among students.
- iv. Hand Books and manuals.

#### **The general books section shall consist of**

- i. Biographies of famous scientists, technocrats, and entrepreneurs.
- ii. Books on business stories, company profiles.
- iii. Books on communication skills, presentation skills, personality development.
- iv. English literature books essentially focusing on imbining a soft, cultured orientation among students.
- v. Popular and general reading.

### **3. Journals & Periodicals**

The Library contributes to a minimum of 6 national and 6 international journals for each department in case of Commerce & management, 3 national and 1 international journals in case of.

### **4. Periodicals**

- i. To have periodicals such as the week, India Today, Associate Professors digest, Discover India, Business Today, Business World.
- ii. Subject oriented periodicals like Harvard Business Review, HRM Review, Data Quest, Computers Today, and Network Computing, Electronics today, IIM periodicals, IEEE Periodicals, IT Com.
- iii. Competitive Examination oriented periodicals like competition success review, competition master, employment news, Chronicle Review.
- iv. Added with back volumes of Journals and periodicals.

## **5. News Papers**

College subscribes to leading newspapers such as, Times of India, Economic Times, Loksatta, Udayavani, Karnataka Malla, The Hindu, Hindustan Times, Maharashtra Times

## **6. CD Library**

The library needs to have a good collection of digital text books, ELT CD ROM's, Slide presentations, Lectures, Profiles, Training Programmes, Tutorials and Software tools.

## **7. Digital Library**

A State of Art digital library needs to be established with good number of digital books & articles in various formats.

## **8. Competitive Examination Section**

The college library should have a competitive examination section with all the study material for CA/CS/ICWA / Civil services or any such other examination.

## **9. Computerized Library**

The college has a computerized library management system which includes book and Journals search, checkout and check-in, retrieval through Library Automation system.

## **10. Display System**

Library follows a good display system of new arrivals, notifications, or any other information to be shared with the students and staff.

## **11. Suggestions**

Faculty/Students can suggest book titles or journals through Online Public Access Catalogue System or through a letter to Librarian.

## **12. Library Register Maintenance**

Library should have student log book, staff log book to understand the frequency of usage of library. Apart from this, the library shall maintain accession register, stock register; purchase register, magazine and journal entry register, library issue register.

## **13. Library Utilization Report**

The library should conduct regular library auditing on student and staff usage of books, journals and magazines and prepares an annual library utilization report.

## **14. Ambience**

An excellent ambience is created in the library consisting of display stands and boards, newspaper stands, magazine rack, new arrival rack, etc. along with reprographic facilities.

## Chapter 12: SCHEME OF EXAMINATION & STANDARD OF PASSING

### ATTENDANCE

#### University notification/Preparation & Display of Defaulter's lists/ Undertaking from Students & Parents/ATR

##### (University Ordinances 0. 6086 relating to the attendance for learners)

- The office is responsible for maintaining the attendance and staff records as per norms and a quarterly audit will be conducted by the Principal
- Every Bona-fide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfills at least seventy five percent (75%) of the attendance taken as average of the total number of lectures, practicals, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s.
- Further it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75%. . The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular/co-curricular activity/competition/camp/ workshop/convention/symposium/seminar etc. where the said learner officially representing the college/ University/ District/ State/ Country with the permission of the Principal /Director/ Head of the College/ Institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in above, shall be deemed to have been attended by the said learner .
- To get promoted to the next academic year/ semester the student has to put in a minimum 75% attendance. The shortage of attendance of the students can be condoned on medical grounds provided his/her attendance is 50 % and above. Student falling sick should submit a medical certificate immediately on attending the college. Student will not be given attendance for the laboratory hour unless he/she submits practical records in the next ensuing lab session. Students with less than 50 % attendance will be detained.

#### Preparation & Display of Defaulter's lists

- Monthly compilation of attendance is to be done and a list of defaulting students should be prepared and displayed on the notice board by the 7<sup>th</sup> of every month.

## Student Attendance – information to their parents

- The college undertakes to communicate the students' information regarding their attendance and marks (both internal and external) regularly to their parents through Parent Teachers meetings.

## ATR (Action Taken Report for Defaulter Students)

A student will be denied bus / train scholarship and participation in college events if his/her attendance fails below 75%. Also, parents are informed about the students not being allowed to be a part of extra coaching & evaluations processes that are organized for students.

## SCHEME OF EXAMINATION

The performance of the learners shall be evaluated into two components. The learner's Performance shall be assessed by Internal Assessment with 25% marks in the first component by conducting the Semester End Examination with 75% marks in the second component. The allocation of marks for the internal Assessment and Semester End Examination as shown below:-

Internal Assessment – 25% 25 marks

Theory

Sr. No	Evaluation type	Marks
--------	-----------------	-------

1	One class test*20	
---	-------------------	--

2	Active participation in routine class instructional deliveries, Overall conduct as a responsible student, manners, skill in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	
---	---	--

Semester End Examination–Undergraduate Programmes of F.Y.B.Sc. and S.Y.B.Sc.

Semester End Theory Assessment – 75% 75Marks

1. Duration – These examinations shall be of 2.5 hours duration.

2. Theory question paper pattern :-

There shall be five questions.

On each unit there will be one question & fifth question will be based on entire syllabus.

Question number 1 (objective based question), 2, 3, 4 be of 15 marks each (30 marks with internal options), while Question 5 will be of 15 marks (20 marks with internal options).

All questions shall be compulsory with internal choice within the questions.

Questions may be sub divided into sub questions as a, b, c, d & e, etc. & the allocation of marks depends on the weightage of the topic.

Undergraduate Programmes of T.Y.B.Sc. Semester End Theory Assessment – 75% 75 marks

1. Duration - These examinations shall be of 2.5 hours duration.

2. Theory question paper pattern :-

There shall be five questions each of 15 marks (30marks with internal options).

On each unit there will be one question & fifth question will be based on entire syllabus.

All questions shall be compulsory with internal choice within the questions.

Questions may be sub divided into sub questions as a, b, c, d & e, etc. & the allocation of marks depends on the weightage of the topic.

Passing Standard:

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 out of 75) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment Semester End Examination together.

Question Paper Patterns for Periodical Class Test for Courses at UG Programmes written Class Test

(20 Marks)

- 1 Match the Column / Fill in the Blanks / Multiple Choice Questions (1/2 marks each) 05 Marks
- 2 Answer in One or Two Lines (Concept based Questions) (1Mark each) 05 Marks
- 3 Answer in Brief (Attempt Any Two of the Three) (5 Marks each) 10 Marks

\*Note:

As per previous ordinance there will not be any internal examination for practicals. Note it is noted that the amended regulation 8435 is to be implemented to all Semester i.e. Semester I to Semester VI to all Undergraduate programs, simultaneously, under faculty of Arts, Commerce and Science from the academic year 2014 – 2015.

### **Performance Grading**

The performance grading of a student shall be on the ten point ranking system as under.

% of Marks Obtained	Grade Point	Grade	Performance
80 & Above	10	O	Outstanding
70-79.99	9	A+	Excellent
60-69.99	8	A	Very Good
55-59.99	7	B+	Good
50-54.99	6	B	Above Average
45-49.99	5	C	Average
40-44.99	5	D	Pass
Less than 40	0	F	Fail

The performance grading shall be based on the aggregate performance of Internal Assessment and Semester End Examination.

Grade “D” : means minimum grade in the ten-point scale denoting ‘Pass’.

“Pass” : means minimum grade ‘D’ or above in 10-point scale.

“Fail” : means grade ‘F’ in 10-point scale.

The learners shall have to obtain a minimum of 40% marks in each of Internal Assessment and Semester End Examination. This means 10 out of 25 in the Internal Assessment and 30 out of 75 in Semester End Examination separately.

**ALLOWED TO KEEP TERMS (ATKT):**

A learner shall be allowed to keep term for Semester II irrespective of grades obtained in each course of Semester I.

A learner shall be allowed to keep term for Semester III if he/she passes ( grade 'E' or above in each course) each of Semester I and Semester II.

OR

He / she fails in not more than three courses, in each of Semester I and Semester II. (For all subjects, carrying 900 or more marks ).

He / She fails in not more than three courses with not more than total 200 marks, in each of Semester I and Semester II. (For all subjects carrying less than 900 marks.)

A learner shall be allowed to keep term for Semester IV irrespective of grades obtained in each course of Semester III.

A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV.

OR

He/she has passed Semester I and Semester II and fails in not more than three courses in each of Semester III and Semester IV. (For all Science Programs, carrying total 900 or more marks).

He/she has passed Semester I and Semester II and fails in not more than three courses with not more than total 200 marks, in each of Semester III and Semester IV. (For all Science Programs, carrying less than total 900 marks.)

A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained to each course of Semester V.

The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

\* Note : Subject to revision / changes as per the norms of University of Mumbai

Eligibility for admission to Semester V (Third year) of UG programs (aided and non-aided) in Faculty of Science is amended as follows, Learner shall have passed Semester I, II, III and IV in full

OR

Learner shall have passed Semester I and Semester II in full and secured ATKT in Second Year by failing in, For programs with 900 and above marks in not more than Three Courses in each of Semester III and IV

For programs with less than 900 marks in not more than Three Courses with not more than total 200 marks in each of Semester III & IV

OR

Learner shall have passed Semester III and Semester IV in full and secured ATKT in First Year by failing in, For programs with 900 and above marks in not more than Three Courses in each of Semester I and II

For programs with less than 900 marks in not more than Three Courses with not more than total 200 marks in each of Semester I & II.

R. 8917 :- Eligibility to Appear for Additional Semester End Examinations :-

A learner who does not appear in some or all the courses on medical grounds or for

representing the College / University in Sports, Cultural activities, activities of N.S.S., N.C.C. or Sports Training Camps conducted by recognized bodies / competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the institution is eligible to appear for additional examination.

The additional Semester end Examination shall be of two and half hours duration and of 75 marks per course. The learner shall appear for the Semester END Examination of the course for which he / she was absent for the reason as stated above. Learner who is punished under O.5050 shall not be eligible to appear for this, additional examination.

It is not the right of the learner, who has failed or has remained absent to appear for the additional examination without fulfilling the norms prescribes by the Head of the institution / Department / Principal of the College / University and that the same has been brought into force with effect from the academic year 2015 - 2016.



## **CHAPTER 13: TRAINING & PLACEMENTS**

### **13.1. Industrial Training**

- Every student needs to go through minimum 20 weeks of training either during the III or IV Semester as per the convenience of Industry/Institute. This is taken care by the training and placement cell which does placements for training in various hotels & Resorts.

### **13.2. Placements at RPH**

- Apart from imparting the best professional Knowledge The best career opportunities are also offered to our students. We invite various hoteliers from all over India to come to our college and select the right hospitality professional for their organizations. We have a very strong National and International placement cell. One of the functions of the placement cell is to provide equal opportunities to all the students to showcase their knowledge, skills and talent to the industry.
- The college has a strong network with 5-Star hotels, Airlines, Cruise line, Management consultancy firms, Multinational companies, Standalone Restaurants and they are invited to the college for conducting campus interviews.

### **13.3. Employment Placement**

- Career opportunities are provided when the industry personnel and students are brought together for campus interviews so that the industry can scan them on the basis of questionnaires, group discussions and personal interviews and select the right candidate with the right Professional Knowledge and the right professional attitude.

### **13.4. Our Placements Partners**

- Hotel Four Seasons Mumbai
- Trident Bandra Kurla
- The Oberoi Mumbai
- ITC Maratha
- Novotel
- Taj Lands End
- JW Marriott Sahar
- JW Marriott Juhu
- Courtyard Marriott Pune ( Chakan )
- St. Regis

- Sahara Star
- Oberoi Flight Services
- Mumbai Airport Lounge Services
- KA Hospitality
- Pizza Express
- K Hospitality
- Bombay Canteen

## CHAPTER 14: EXTRACURRICULAR

The main aim of Ramanath Payyade College of Hospitality Management Studies is to provide holistic education which would develop the overall personality of the students, hence along with academics it is very essential to encourage the students to extra curricula activities.

### **14.1. Freshers' Party:**

The academic year would begin with a Fresher's party. This will be followed by Theme Lunches cum cultural programme organized by the students themselves, where they would actually learn the tricks of the trade by personally laying their hands on it. They will celebrate various festivals in a very creative manner and would be showcasing their skill and talent to the big wigs of Hospitality sector as well as the esteemed manner of the board.

### **14.2. Annual Sports:**

All work and no play make Jack a Dull boy; our college firmly believes in this philosophy ; hence we would be conducting Annual Sports for the students. To give a breather to our students from the regular routine we also plan to have Annual Study tours , not only national but also international , which would give them a first-hand feel of hospitality and tourism.

### **14.3. Theme Dinner:**

Theme Dinners which would cater to the dignitaries from the Hospitality Industry, Tourism Promoters, Members of the Government and Education would be a major attraction of the year which will be done on a very large scale. Herein the students will be conceptualizing a thought provoking theme related to the tourism industry. It will help the students in developing their managerial & entrepreneurial skills.

Tryon Edwards says ' To waken interest and kindle enthusiasm is the sure way to teach easily and successfully.

### **14.4. Annual Valedictory Eve :**

Thus, every year to facilitate students who would achieve excellence in academic & co-curricular activities, an elaborate Annual Valedictory Eve would be held.

**14.5. Participation in Various Management and Cultural Competitions at both college and intercollegiate levels:** The students will also be encouraged to participate in various Management and cultural Competitions at both college and intercollegiate levels. Various National and International Seminars & Training Sessions conducted by the experts from the Hospitality Industry and several Exhibitions and Workshops that will add to the knowledge bank of the students and staff will also be conducted.

## **CHAPTER 15: STATUTORY AND ANCILLARY COMMITTEES:**

### **15.1. College Development Committee (CDC)**

#### **15.1.1. Constitution:**

The College Development Committee of Bunts Sangha's Anna Leela College of Commerce and Economics and Shobha Jayaram Shetty College of BMS consists of:

- Chairman, HEC
- Secretary, HEC
- One Head of a Department
- Teacher's Representative
- Teacher's Representative
- Teacher's Representative(Female)
- Non-Teaching Representative
- Local Member Representative(Research)
- Local Member Representative(Social Work)
- Local Member Representative(Industry)
- Local Member Representative(Alumni)
- IQAC Coordinator
- Principal, Member Secretary
- Student Council Chairperson, Member
- Student Council General Secretary, Member

The CDC should meet at least twice in a year.

#### **15.1.2. Functions:**

- i. To monitor the academic, student, faculty development and other related activities of the college.
- ii. To approve the recommendations of the Staff Selection Committee.
- iii. To consider for implementation the important communications, policy decisions received from the University, Government, etc.
- iv. To consider the recommendations of the IQAC of the college for implementation.
- v. To prepare and approve the annual budget of the college.

### **15.2 Other Committees:**

Committees like student welfare, sports, canteen, counselors, examination cell, disciplinary & anti-ragging, library, placements and other curricular and extra-curricular activities will be headed by the coordinator/ Chairperson. They will operate within the defined charter of duties and responsibilities set by the institution

### **15.2.1: Examination committee**

The committee is constituted as per University guidelines and consists of 5-8 members with a

Chairman and Co-chairman from amongst them. The committee has tenure of 03 years unless a faculty leaves the college. The committee being mandatory plays a major role in the smooth conduct of examinations, documentation of records and all activities concerned with the evaluation system.

Responsibilities include

- a. To coordinate the conduct of various examinations.
- b. To inform the Principal regarding the scheduling, material requirement, procedures, invigilation status well in advance.
- c. To coordinate with the administrative staff regarding stationery, printing and other material required for the conduct of examinations.
- d. To maintain total confidentiality and ethics in the conduct of the examinations.
- e. To maintain all the records and information pertaining to the examinations.
- f. To conduct regular results analysis with the help of administrative staff and inform the Director.
- g. To prepare a monthly, quarterly, half yearly and annual report and submit to the Principal.
- h. To coordinate with the University for Examination related issues

### **15.2.2: Unfair Means Inquiry Committee (UMIC)**

The statutory committee is constituted as per University Statutes and is maintained confidential.

The committee is an extension of the examination committee and deals with the cases of use of unfair means in examinations at college level.

Responsibilities include

- a. To call for meeting at the end of every examination session to discuss and decide cases of use of unfair means in examination
- b. To make students aware of the repercussions of the use of Unfair means in examinations
- c. To instruct staff/ Invigilators on the process of monitoring the use of Unfair means during examinations
- d. To maintain confidentiality in the process
- e. Communications to be sent to Students who have been implicated
- f. Meetings of implicated students to be called for giving an opportunity of hearing as per natural justice.
- g. Recommending appropriate punishments as per University statutes to the Principal for action.

### **15.2.3: Admission Committee**

Committee is constituted with Senior Teaching faculties along with the junior colleagues. The committee prepares a schedule for the admission process. The committee works towards ensuring that the entire admission process is conducted smoothly. The committee also is represented by senior most Non-teaching faculty from the Administration department.

### **15.2.4: Internal Complaint Cell (ICC)/WDC**

As per guidelines issued by the University /UGC and as per requirement Internal Complaints Committee (ICC) IS formed under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, of 2013 (POSH Act). The ICC forms the most important part of this legislation whereby the punishment befitting the harassment is left to this body. At least, half of the members of an ICC are required to be women. Any ‘aggrieved woman’ who has suffered harassment at the workplace can approach the ICC. Such a woman can be an employee, someone visiting a workplace or a student.

Constitution of the ICC

- a. A woman presiding officer.
- b. At least two members from amongst the employees (preferably committed to the cause of women or who have had experience in social work or have legal knowledge).
- c. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment

A complaint should normally be made within three months of the incident, but the time-period is kept flexible in cases where ICC members feel that such circumstances existed which prevented the filing of the complaint. The complaint has to be in writing, and the ‘aggrieved woman’ can seek the assistance of the ICC for the same. The POSH Act protects the contents of such applications, the identity and address of the aggrieved woman, respondent and witness from the public view (through the RTI Act). Information related to the proceedings of the ICC are also protected from public purview.

### **15.2.5: Web-Site Committee**

Committee is constituted with members who are technically qualified and headed by a senior teacher.

Responsibilities include

- a. To update the web site periodically on various issues such as: faculty & student data, library details, results and performances, new affiliations / tie-ups / MOUs Signed / accreditations, awards / rewards, news and events of the institute.
- b. To constantly update the web-site by incorporating improvements.
- c. To monitor the security of web-site periodically and take necessary measures.

### **15.2.6: Time Table Committee**

Committee is constituted with representative teachers from all streams headed by a senior teacher

Duties include

- a. To prepare timetables well in advance before commencement of class work in coordination with all departmental heads and submit to the Principal.
- b. To distribute the work load in terms of lectures and practical sessions equally among the faculty.
- c. To circulate the timetables to all concerned faculties, HODs, students, examination cell in time.

### **15.2.7: Magazine & News Letter Committee**

Magazine committee consists of faculties proficient in languages. Editorial committee is formed along with student representatives.

They are responsible to

- a. To motivate students to contribute articles, sketches, clippings from newspapers or magazines.
- b. To select articles for display i.e. puzzles, quizzes, word games, etc. at least once a week and distribute prizes to the winners.
- c. To change articles once or twice a week depending on the importance of the article.
- d. To maintain a report of the exhibits.

News Letter

- a. To keep a record of events and collect data regarding departmental activities.
- b. To collect photographs of all college events.
- c. To write reports on all events.
- d. To motivate students to write and collect articles.
- e. To inform students about careers, higher studies, etc.
- f. To coordinate publishing of newsletter.

### **15.2.8: Staff Meetings & Staff Welfare activities Committee**

A staff secretary along with a Joint secretary is appointed. Their role is to ensure that various staff related activities are conducted smoothly.

#### Staff Meetings

- a. To organize the staff meetings once in two months and also emergency meetings as and when required.
- b. To see that the entire faculty are intimated about the meetings through a circular.
- c. To prepare, circulate and maintain a record of the minutes of the meeting.

#### Staff Welfare

- a. To organize collection of subscriptions from the employees towards the staff welfare fund
- b. through salary deduction and carry out the fund management according to the rules set for the purpose.
- c. To organize the birthday celebrations of the staff.
- d. To coordinate faculty picnics and retreats.
- e. To coordinate the presentations / gifts to the faculty on occasions such as marriage.
- f. To prepare a monthly, quarterly, half yearly and annual report of all the above activities and submit to the Principal.

### **15.2.9: College Cafeteria Committee:**

Canteen committee consisting of 2-3 members is appointed to look into matters concerned with functioning of canteen.

Their role is

- a. To visit the canteen at regular intervals and check the hygiene of food, utensils, cleanliness of the kitchen and surroundings.
- b. To advise the canteen supervisor to maintain quality and see that the rates are under control.
- c. To get periodic feedback from the students and staff about the services at the canteen.
- d. To interact with the canteen supervisor regarding the complaints and bring it to the notice of Principal.



### **15.2.10: Students Counselors/Mentors**

A teacher is appointed for managing student council activities. Counselors / Mentors are appointed for specified number of students. The mentors are responsible

- a. To maintain the student's academic record in the prescribed format.
- b. To conduct counseling periodically.
- c. To guide the students in improving their academic standards and to create a positive attitude among them.
- d. To create awareness among students about ragging and its implications.
- e. To advise do's and don'ts to students in general, girls in particular.
- f. To contact with the parents in case of student's irregularity and personal problems if any.
- g. To bring any serious matter to the notice of HOD/Principal.

#### **Mentor mentee system**

In any educational setup, particularly in technical institutions, it is necessary to have cordial and strong interaction among the teachers and students so as to ensure a healthy and congenial atmosphere for the growth of students in totality. The following shall be observed to develop and sustain a good and close interaction between the teachers and students.

- a. Each teacher should be an advisor/mentor to at least 30 students. He shall maintain a register with the details of the students (Name, Date of Birth, Family status, parent's profession, parent's mobile number, college performance etc.)
- b. Students and teachers should organize picnics .
- c. Sports competition between teachers and students may be organized.
- d. Students doing well should be encouraged by the Mentor and their good performance should also be duly recognized.
- e. Students not doing well should be advised to follow strategies for improvement of their performance.
- f. Teachers (Mentors) shall communicate with parents on phone once in a fortnight and shall enter the conversation on portal and Mentor Mentee Register for record.
- g. Mentor shall regularly interact with all his Mentees.

### **15.2.11: Bus Committee:**

A teacher is appointed to oversee the bus facility provided by the college,

- a. To check and ensure the regularity of the buses at different stages and to ensure that sufficient seats are available for the commuters.
- b. To study and suggest regulation of the routes of the buses to avoid overcrowding and long routing.
- c. To coordinate the payment of bus fares by the commuters with the help of bus in charges
- d. To bring to the notice of the principal any irregularities and grievances of the commuters in connection with the transportation.

### **15.2.12: Student Affairs & Activities coordinator (Anti Ragging & Disciplinary)**

Discipline committee and Anti-Ragging committee consist of teachers who are entrusted with the role

- a. To monitor the discipline of the students.
- b. To prepare a record of different categories of students like pro-ragging, notorious, mischievous, problematic, irregular and lazy from the concerned faculty to keep a close watch on them.
- c. To suggest corrective actions to be taken to curb indiscipline causing harm to the institutional reputation. Towards this end, the coordinator along with his team submits recommendations to the Principal. The Principal reviews the recommendations and issues an order which will be executed by the coordinator.
- d. To maintain and coordinate the data of the students requiring psychological counseling or medical attention.
- e. The coordinator in conjunction with the coordinators of all other committees (specifically with the cultural and sports committee coordinators) carries out management of all events.
- f. To gather information about student grievances through a suggestion box and inform the Principal.
- g. To conduct awareness program among the students by displaying anti-ragging posters issued listing all the actionable Laws and their consequences and to keep a close watch on all such activities.
- h. To advise the girl students to be in continuous communication with the Principal and the faculty with regard to any sort of ragging.

### **15.2.13: Committee for Training & Placement Activities**

With the ever-expanding energy needs of today it's important for the industry to work in close association with academia to develop the appropriate expertise.

Training and Placement Cell is to guide students to choose right career and to give knowledge, skill, and aptitude and meet the manpower requirements of the Industry.

Placement committee constituted with 2-3 teachers are responsible for

- i. Training
- ii. Placement and
- iii. Alumni.

## **Motive**

- a. To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions
- b. Maintaining and regularly updating the database of students. Maintaining database of companies and establishing strategic links for campus recruitments.
- c. Gathering information about job fairs and all relevant recruitment advertisements.
- d. Coordinating with companies to learn about their requirements and recruitment procedures
- e. Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
- f. Organizing pre-placement training/workshops/seminars for students.
- g. Arranging periodic meetings with Human Resources Department of companies and Training Program Officers to promote recruitments.
- h. To assist students for industrial training at the end of the fourth and sixth semester.
- i. To provide resources and activities to facilitate the career planning process.
- j. To act as a link between students, alumni, and the employment community.
- k. To assist students in obtaining placement in reputed companies.

## **Career Guidance:**

- a. Highlighting articles on departmental notice boards regarding Competitive & Industrial Career Opportunities.
- b. Inform students about the available job opportunities in government sectors and off campus drives.
- c. Arranging Motivational Talks.
- d. Conducting Psychometric Test.
- e. Conducting Expectation Management Workshops.

## **Training & Development:**

### **i. Training**

- a. To create an awareness among the students about the requirements of various recruiting organizations.
- b. To create awareness and train the students in communication skills.

Keeping in view the industry requirements, the training curriculum is designed for preparing the students for entry-level Graduate Engineer Trainees in.

- a. Personality Development
- b. Communication Skills & Vocabulary
- c. Resume Preparation & Email Writing
- d. Group Discussion
- e. Interview Skills
- f. Aptitude Training & Practice Tests
- g. Foreign Languages

ii. **Placement:**

The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, a good academic background, fast learners, open to learning even at work and more importantly, good communication skills.

This activity focuses on the personality development to make the students reliable, with a positive attitude and right decision making.

- a. Guiding for preparation.
- b. Arranging mock Interviews.
- c. Conducting weekly Aptitude tests
- d. Communicating with Alumni for available openings.
- e. Communicating with industry for campus interviews.
- f. To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.
- g. To coordinate with the HOD's, Exam branch, and the Principal to procure a list of the eligible students for jobs, projects, further studies and desirous of becoming entrepreneurs and guide them in the respective areas.
- h. To organize regular mock interviews and group discussions in association with the language faculty.
- i. To intimate the students about the placement campaign in various major cities in the country.
- j. To correspond with various prospective employers with respect to Project Works, Seminars,
- k. Industry Visits and Job recruitment
- l. To gather the information about further studies of various universities and display the same for higher studies.
- m. To procure and organize all the brochures, question papers and other information related to advanced courses such as GRE / TOFEL / GMAT / GATE etc. in coordination with library committee.

**The Broad Activities Undertaken by the Placement Cell are:**

- a. Formation of Students' Placement Committees for final placement and also for getting industrial training and industry linked project work for students.
- b. Preparation of Placement Brochure for final placement.
- c. Pre-placement visits (PPV) to the companies.
- d. Communication, networking and relationship building with the potential recruiters
- e. Invitation to potential recruiters to visit the Institute.
- f. Continuation of placement activities after the stipulated period, till all the students are placed.
- g. Grooming and training of the candidates for the placements so that their chances of selection increase.
- h. General follow-up, joining formalities and other administrative activities.

- i. Maintain database of top National/ International companies, with their addresses, contact numbers and their expectations from the students. This information is divulged to the students on regular basis.
- j. The students may take help from the placement officer while preparing their profiles and resumes.
- k. The placement cell will prepare the album of the outgoing students with their profiles and photographs, which helps the alumni activity in addition to the placements.
- l. To prepare a monthly, quarterly, half yearly and annual report of trainings given, workshops organized, seminars conducted, guest faculty invited to campus, companies visiting the campus, list of students selected, alumni contacted and number of leads generated in the month, and finally submit a copy to the Principal, and maintain a record of the same for Accreditation etc.

### iii. Alumni

- a. To educate the present outgoing batch of students about the alumni association and its relevance for the betterment of the students after their graduation.
- b. To coordinate the filling up of the alumni proforma by the outgoing students.
- c. To maintain an alumni database and conduct an alumni get together at least once in a year.
- d. To send greetings or letters of appreciation to the alumni.

### 15.2.14: Attendance Committee

Attendance committee is constituted as per University Directives

(University Ordinances 0. 6086 relating to the attendance for learners)

Committee works

- a. To create awareness among the students about the rules and regulations related to attendance especially at the induction time and at the beginning of the semester.
- b. To maintain database of students with addresses and phone numbers.
- c. To coordinate the display of attendance information on the attendance notice board at least by fifth of every month.
- d. To provide a copy of attendance to the Principal, HOD and maintain a record of attendance.
- e. To keep the parents informed about the shortage of attendance of their wards and post the monthly attendance of all students on the college website.
- f. To monitor the attendance of those students who fall below the 75% and counsel them.
- g. To have separate record of the students who participate in the college events, programs and also record of the students who informed about their illness.
- h. To have the record of students who inform the college about the illness.

Tips for improvement of students' attendance (For Faculty Members)

- a. Teacher should know the level of students. The past academic record should be noted from college database.
- b. Prepare the lectures well (sufficient time should be spent for the preparation of each 1 hour lecture). While starting the academic semester, please see that your first 5-6 lectures are most impressive so that the students get attracted to your lectures and attend your lectures regularly (it always pays to deliver the first few lectures on the topics where you are the best).
- c. Make the lecture understandable and interesting. Develop the lecture material on the black board as far as possible, instead of writing on the board from your notes.
- d. Clarification of concepts and fundamentals and providing critical analysis, interpretation and application need to be emphasized.
- e. Interact with students frequently.
- f. Encourage students to visit your office for clearing their doubts.
- g. Meet the students not attending your classes and find out why they do not attend your classes & introspect yourself.
- h. Motivate students to work hard by setting yourself as an example.
- i. Interact with the students by visiting their hostel and inviting them to your home.
- j. Motivate students towards self-study. Advise students to make habit of writing and delivering lectures.
- k. Reduce PPT based classroom teaching to the barest essential.
- l. Adequate use of Charts, Cut Sections, and animated Java tabs while explaining the principle/working of a device.
- m. Small numerical make the teaching and learning both interesting.

### **15.2.15: Students' Grievances Redressal Committee**

There shall be Students Grievance Redressal Cell at the University and each college and recognized institutions to resolve the Grievances of Students and to suggest to the higher authorities different ways and means to minimize and prevent such grievances. The functional mechanism of working of Students Grievance Redressal Cell shall be as per SC (Grievance Redressal) Regulations, 2012, or any other regulations for the time being in force.

Senior faculty, Heads of Departments, senior female faculty from each department constitute the Grievances Redressal cell.

## **Functions**

- a. To enquire into the complaints received from the aggrieved students/staff about any incident, including ragging.
- b. To recommend to the Principal, the penalty to be imposed, action to be taken and corrective measures to be formulated.

The Principal upon receipt of the report from the council shall, after giving an opportunity of being heard to the person complained against, submit the case with the council's recommendations to the governing body (CDC) of the college.

The governing body (CDC) shall confirm with or without modification the penalty recommended after duly following the prescribed procedure.

### **15.2.16: Gymkhana/ Games / Sports Committee**

Gymkhana committee headed by a sports coordinator ensures that sports component of the college is taken care of. Coordinator along with his committee works

- a. To ensure the availability of sufficient quantity of sports equipment through purchase as and when required by following the established purchase procedures.
- b. To coordinate the maintenance of records of the purchase i.e. quotation, purchase order, bills and stock register.
- c. Any issue deemed fit must be brought to the notice of the Principal.
- d. To motivate students for participation in sports at various competitions
- e. To update Principal about various sports related activities of the University
- f. To make the college proficient in sports and achieve University Ranking

### **15.2.17: Library activities committee**

Library committee is responsible

- a. To inform all the users the rules and regulations of the Library in terms of issue, renewal, the Do's and the Don'ts in the Library.
  - b. To organize library audit once in every year
  - c. To have book reviews and reading sessions by the students in the Library.
  - d. To coordinate among student and staff and understand the library needs and inform the library about this.
  - e. To organize various functions and activities such as library week, or to install clubs such as reading club essentially to develop a very interactive and vibrant reading and library usage culture among the student and staff.
- a. To recommend the required volumes, titles of books, Journals, Magazines, Newspapers, Audio video CD's and infrastructure as per University norms.
  - b. To check the correctness in the stock register/ Accession register and prepare a monthly, quarterly, half yearly and annual report and submit to the Principal.
  - c. To bring to the notice of the Principal any complaints / suggestions from the students / staff.

## 15.2.18: Events / Cultural Committee

Cultural committee of the college is responsible

- a. To coordinate all the events and festivals of the college as per schedule and procedures.
- b. To prepare a database of highly talented students in different activities and motivate them to participate in the events within and outside the college.
- c. To organize the cultural events with the help of other staff members.
- d. To mobilize the resources like audio-visual equipment, stage management material, costumes, presentation materials, stage decoration items etc.
- e. To maintain the photo album, video and audio recording of all the events organized at the college.
- f. To maintain all the files, bills, reports, records and documents pertaining to every event
- g. organized in the college and submit to the Principal.
- h. To identify cultural and technical event in charges.
- i. The coordinator if he so desires may form subcommittees as mentioned below for the event management.
  1. Stage In-charge - audio-visual equipment, stage management material, etc.
  2. Finance in-charge – maintain all the files, bills, reports, records and documentation pertaining to every event organized by the college.
  3. Audio & Video in-charge –maintain the photo album, video and audio recording of all the events organized in the college.
  4. Hospitality in-charge for transportation, refreshments, reception, presentations and gifts.



## **CHAPTER 16: FACULTY RELATED PROCEDURES (REFER TO OPERATIONS MANUAL- HR MANAGEMENT)**

1. Categorization & eligibility procedures
2. Recruitment procedures
3. Compliance requirements of the employee at the time of joining
4. Induction Procedures
5. Duties and responsibilities
6. Teaching and Research related activities
7. Responsibility allocation procedures
8. Contact hours
9. Pay fixation procedures
10. Performance appraisal procedures
11. Training procedures
12. Faculty development Procedures
13. Grievance redressal
14. College meeting procedures
15. College timings & holiday procedures
16. Leave procedures
17. Allowance accrual procedures
18. Conduct & Disciplinary procedures
19. Resignation procedures

NOTE:

General Norms for Experience

- a. The teaching experience in the degree colleges, post-graduation in the relevant subject only will be considered.
- b. Teaching experience in schools, junior colleges and private coaching centers, training centers will not be considered.

### **16.1 Recruitment Procedure**

Staff is recruited as per University/UGC guidelines (For teaching) and as per Staffing pattern (For non-teaching)

All the fresh appointees are introduced through a one-day induction programme which consists of

- a. Creating awareness about the culture, norms, standards and expectations of ALSJC.
- b. To make the new appointee acquainted with the existing faculty of ALSJC and in particular with the respective department.
- c. Facilitating the individual conversant with the syllabi, scheduling of sessions and other related matters.

## **16.2 Duties and responsibilities of the faculty members:**

- a. Comply with college guidelines.
- b. Be on time to the institution and be present during all working hours.
- c. Be present in front of the class room at least 5 minutes before the commencement of class and engage the whole session.
- d. Follow college and departmental policies and procedures. The faculties are required to prepare teaching schedule and lecture notes in tune with the academic calendar.
- e. Be courteous towards fellow faculty members, other staff, students and visitors.
- f. Maintain pleasant working environment which fosters collegiality and teamwork.
- g. Be at work place when required. This includes the vacation period or holidays whenever his/her presence is required.
- h. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities.
- i. Maintain the confidentiality of the information.
- j. The management has the right to terminate the services of the employee or the employee can leave ALSJC with one month's notice or one month's salary in lieu thereof during probation period and three months in case of permanent employee

## **16.3 Teaching and Research Related Activities**

- a. The faculty members should continuously strive to achieve good feedback from the students and colleagues.
- b. Adopt effective teaching methodologies.
- c. Present extension lectures / invited lectures outside the ALSJC and especially in reputed educational and technical institutions.
- d. Writing Text Books with reputed national and international publications.
- e. Receive grants for teaching and research, lab equipment, and development of laboratory experiments and design projects.
- f. Writing original supplementary notes / reading material, manuals, etc.
- g. Advice and guide students in their learning process.
- h. Publish articles in recognized technical journals or proceedings of conferences in national and international conferences.
- i. Involve in research activities.
- j. Guide undergraduate and graduate projects and supervise Ph.D. programme.
- k. Attend workshops, , national and international companies / institutions.
- l. Participate in consultancy and advisory services to companies / institutions.
- m. Edit professional journals, technical monographs and proceedings of conferences.

## 16.4 Responsibility Allocation Procedures

Work load of a teacher should not be less than 40 hours a week, of which teaching contact hours should be as follow (As per UGC/University Directives)

S.No

Activity	Professors/HOD	Assoc. Professors	Asst. Professors
Hours per week			
• Contact Hours (Instruction)	8	16	20
• Preparation, Assessment, Evaluation	6	10	10
• Administration, Research, Guidance and Counseling Developmental Activities etc.	26	14	10
Total	40	40	40

The faculty should put in 40 hours of effective work per week. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

## 16.5 Contact Hours

The teaching is reckoned in terms of contact hours. The contact hours are sum of lecture, tutorial and practical hours.

## 16.6 Pay Fixation Procedures (As per HR Policy)

The basic compensation at ASLJC includes fixed pay, Incentive pay and all other pay benefits. The following are the details:

### 16.7 Fixed Pay (As per HR Policy)

### 16.8 Incentive Pay (As per HR Policy)

### 16.9 Fixed Pay Scales: (As per HR Policy)

1. Professor : 37400-67000+AGP 10000
2. Associate Professor: 15600-39100+AGP 8000
3. Assistant Professor: 15600-39100+AGP 6000

Note: 50% of DA is merged with basic pay and D.A., H.R.A and C.C.A. will be calculated on merged pay. DA, HRA and CCA will be paid as per Government Norms.

## **16.10 Design of the Salary structure & Allowance (As per HR Policy)**

### **16.11 Seminar Grant**

- a. There is a provision for grant of an amount for attending the seminar once in a year in case of faculty who has put in six months of service. In case of the faculty leaving the institution within three months after attending the seminar the amount granted for the seminar has to be returned by the faculty.
- b. The sanction for seminar grant could be obtained by applying in a prescribed format. Immediately on return, the employee should submit a detailed report of the proceedings of the seminar and the particulars of expenditure to the Director through proper channel.

### **16.12 Medi-claim** ( Refer- Operations Manual Part II HR Manual)

### **16.13 Performance Appraisal Procedure**

A Performance Appraisal scheme may be instituted. In this scheme, the performance of the faculty will be analyzed through a feedback from the students, colleagues, seniors, the HOD and the Principal. The faculty is also entitled for a self-appraisal. For this purpose, there are two formats namely student feedback and self-appraisal.

### **16.14 Training Procedures**

Training needs of the faculty are continuously assessed by HODs. The consolidated list is sent to the placement cell through the Principal. Based on this, placement officer organizes the training program in consultation with the Principal. This is organized during winter and summer vacation and also the staff are deputed to attend various programs conducted by other reputed institutions. The identified training areas in general are

- a. Presentation & Communication Skills
- b. Teaching Methodology
- c. R & D Procedures
- d. Personality Development Programme
- e. Continuing Education

## **16.15 Meeting Procedures**

The following meetings are conducted at regular intervals under the chairmanship of the Principal.

### **a. Meeting with Heads of Departments**

Meeting with Heads of Departments is conducted once in a week to brief them about the latest developments in the college and also to get feedback from them regarding fulfillment of various targets set including the academic schedule. Minutes of the meeting shall be recorded and circulated among all the HOD's. Emergency meetings are organized whenever required.

### **b. Intra Departmental Meeting**

Each department conducts meetings once in a week and maintains the minutes of the meeting. These meetings are conducted to monitor and take corrective action for effective functioning of the department.

### **c. Faculty Meeting**

Total faculty meeting is conducted once in two months. The agenda of the meeting is circulated among the faculty in advance to enable the participants to come prepared for a fruit full discussion without loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for whenever required.

### **d. Coordinators Meeting**

The coordinators of various committees will meet once in a fortnight and discuss the progress of various targets set by themselves and record the minutes of the meeting.

## **16.16 Report on Meetings**

A brief and consolidated report of the meetings is kept as record.

## **16.17 Timings (As per the norms)**

## **16.18 Holidays**

The college observes all the holidays for the calendar year as per the University/Government GR

## **16.19 Vacation**

The faculty who have completed one year of service can avail summer vacation/ Diwali vacation as per University GR. Others can avail proportionately. Vacation is sanctioned by the Principal subject to University approvals.

## **16.20 Norms for Utilizing Leaves** ( Refer- Operations Manual Part II HR Manual)

## **16.21 Categories of Leaves** ( Refer- Operations Manual Part II HR Manual)

## **16.22 Lean on employment** ( Refer- Operations Manual Part II HR Manual)

## **16.23 Reprisal**

Leave taken / availed against the normal procedure is considered as unauthorized absence and attract disciplinary action.

## **16.24 Travel Allowance** ( Refer- Operations Manual Part II HR Manual)

## **16.25 Daily Allowance** ( Refer- Operations Manual Part II HR Manual)

## **16.26: Faculty Development**

Induction of high quality faculty in technical institutions is essential to sustain and enhance excellence of technical education. The following are essential for high quality faculty development.

- a. Recruit potentially bright and qualified faculty.
- b. Faculty should keep pace with the cutting-edge technology.
- c. Faculty should be encouraged to publish papers in good journals and participate in National and International Conferences.
- d. Management should have a plan to send 10 to 15% of their faculty for higher studies to reputed institutions periodically if necessary, so that all faculties should ultimately hold a Ph.D. degree.
- e. Post-doctoral experience should be encouraged.
- f. Capsule courses by reputed faculty in weak areas must be arranged.
- g. Seminars by distinguished experts from Industry and Academia must be arranged periodically.
- h. Each faculty must deliver a seminar at least once in each semester in his area of specialization.
- i. Improved utilization of institutional resources.
- j. Designing and developing learning resources.
- k. Up gradation of competence in knowledge and skills in specified area(s) for better teaching at UG/PG levels.

- l. Undertaking research for creation of new knowledge resources and new technologies and undertaking consultancy projects for industry and community.
- m. Peer review and feedback from students.
- n. Procurement of learning resources such as video films, multimedia and CAI packages.
- o. Building up infrastructure and resources for research.
- p. Teachers should
- q. Incentives to teachers for participating in continuing education programs, consulting services, services to community and economy.
- r. Establish a system to recognize merit and outstanding performance of teacher.
- s. Offer service package that would attract and retain good quality teachers.

## CHAPTER 17: MARKETING

- Hoardings and signage's to be put across at the strategic locations across the city.
- Advertisements to be released in the regional languages newspapers during the admission period.
- Flier inserts in the newspapers during the admission period.
- Career guidance seminars to be organized which includes workshops, demonstrations, various activities for the Hospitality aspirants.
- Bus backs promotions.
- Social media and search engine optimization



## **CHAPTER 18 :      INFRASTRUCTURE MAINTENANCE & MANAGEMENT SYSTEM ( REFER OPERATIONS MANUAL )**

18.1 Introduction

18.2 Purpose of this policy

18.3 Maintenance of Physical Facility

18.4 Maintenance of classroom, Furniture & Laboratories

18.5 Maintenance & Utilization of Library & Library resources

18.6 Maintenance & Utilization of Seminar Halls & Auditorium

18.7 Maintenance of ICT Facilities

18.8 Maintenance of Lab Equipment

18.9 Maintenance of Sports & Games Facility

18.10 Maintenance of campus cleanliness

18.11 Maintenance of Other amenities

18.12 Annual stock checking

18.13 Replacements of Equipment/ Electronics/ Computers

18.14 Day to day Emergency Maintenance

## **CHAPTER 19: SAFETY & SECURITY MANAGEMENT (REFER OPERATIONS MANUAL)**

19.1 Work place Visitors Policy

19.2 The following rules apply for all kinds of visitors

19.3 Employees Personal Visitors

19.4 Contractors & Service Vendors

19.5 Other kinds of Visitors

19.6 Solicitation

19.7 Delivery

19.8 Dangerous or Restricted Areas

19.9 Unauthorized Visitors

19.10 Disciplinary Actions

19.11 Security Policy

19.12 Physical Access Control & Workplace Security Policy

## CHAPTER 20: RESIGNATION PROCEDURES

A resigned should follow the underlined procedure.

- a. No faculty will submit resignation in the middle of the academic year. They should give one-month notice or refund one month pay in lieu thereof to resign from the Institute that too only at the end of academic year.
- b. The letter of resignation has to be forwarded through proper channel.
- c. During the notice period no leaves will be sanctioned. If he/she is absent from the duties during the notice period, the notice period is extended.
- d. The faculty should submit a No-Due Certificate in the appropriate proforma.
- e. The college issues a “relieving letter” along with “service certificate” and returns the certificates and documents pertaining to the faculty.

---

### Disclaimer:

- This Academic Manual of Operations includes policies and procedures, including personnel policies and procedures that affect day-to-day operations of the college. No part of the Manual constitutes an express or implied contract nor may any part of the Manual be construed as terms or conditions of a contract with the college. Although many policies and procedures contain mandatory phrases or terms, such as "shall" or "will" or "must," the use of those or similar terms or phrases does not indicate any intent that the policies or procedures constitute an express or implied contract or a contractual term or condition.
  - While the statements contained in this Academic Manual of Operations include general policies and procedures, it is impossible for policies and procedures to address every specific circumstance. The Management of Higher Education Institutions reserves the right to modify, discontinue or add policies and procedures as it deems appropriate at any time and without notice.
- 

This Academic Manual is Prepared By:

(RPH Principal I/C Ms. Sanyogita Morarji & Team)

in coordination with:

Office Bearers of Bunts Sangha's Higher Education Committee consisting of:

Shri. N. Vivek Shetty- Chairman

Shri. Kishore Kumar Kuthyar- Vice Chairman

Smt. Mamata M. Shetty- Vice Chairperson

Shri. Bhaskar Shetty Karnad- Secretary

CA Ramesh Shetty- Treasurer.

&

Chief Administration Officer of HEI - Shri. Prakash More.

(Submitted to Bunts Sangha Mumbai for perusal and approval)