

RULES AND REGULATIONS OF THE INSTITUTE

A) ACADEMIC RULES:

- Students are supposed to follow the rules laid down by the institute failing which they would have to face disciplinary actions in the form of cash fines, warnings termination or dismissal as per the decisions by the management.
- 90% attendance is a compulsory criterion to appear for the final examination failing which the student has to repeat the year/ semester by remitting the complete fees as proposed by the management. Failure for the maintenance of satisfactory attendance may cause termination from the semester.
- The students' attendance throughout the day in the institute is a must. Anyone failing to attend even a single lecture would be marked absent for the day and would have to face action with regard.
- Attendance for all the practicals is a must. The students should carry along appropriate kits required and should be completely well dressed, in appropriate uniform.
- Late reporting after vacations to the class, misconduct, indiscipline has cash fines.
- Students are supposed to maintain proper books and records separately for different subjects, which should be duly certified and presented on demand for scrutiny. Incomplete records will not be entertained.
- Students will make maximum utilization of the library facility. Books deposited late or damaged would attract fine of Rs. 5/- per day or the cost of the book as applicable to the discretion of the Librarian. Students can take a library book for the reference for a period of 7 days. Can be renewed for a further period of 7 days. Book should be returned on the 15th day, failing there by a penalty of Rs.5/- per day will be levied.
- Students would be required to represent the Institute for various events at different venues and occasions. These events stand compulsory for all the students and failing to comply which will attract a strict disciplinary action.
- The institute will organize training programs in the form of Out Door Catering (ODC) for all the students with different catering establishments. The conveyance for which will be totally borne by the students. The students should be ready to work late on such occasions without giving any offbeat reasons thus keeping a professional approach to the industry. Failing this the students may face strict actions to the extent of dismissal from the institute. All students will forward Rs. 10/- from their ODC payments towards Students Welfare Fund.
- Students are supposed to inform their parents with regards to their late working hours however should remember that the timely attendance in the institute the next day is a must without any reasons what so ever. Resident students should inform the same matter to the Hostels Warden with a note from the Principal to regard.
- Students should always apply for leave in writing with applications duly signed by the parents. Resident students should apply well in advance with applications signed by their parents. Half days if required should be taken with a prior permission with a written application for the same.
- Students should always be well dressed in an appropriate uniform to suit the purpose as provided by the institute failing which they are liable for cash fines. Kitchen uniforms are meant for use only in the kitchen and should not be worn elsewhere otherwise for any purpose. Chef uniforms either covered or uncovered should not be used outside the college campus or when commuting.
- I- cards issued to the students are non-exchangeable and non-transferable. Identity cards provided should always be worn at a well to see position. Any loss or damage of identity cards should be immediately reported and a new I -card will be issued on the payment of Rs. 250/- . Students without I- cards will not be permitted to attend the academics.
- Students should not hand over their I-cards to anyone except for any of the authorized staff members. Misuse can attract a severe stern action by the institute. The authority may ask for the surrender of I- cards for a justified purpose.
- Students should hold a valid passport for higher studies/ training/ placements.

B) RULES OF CONDUCT:

- Behavior and conduct of the students in the classes as well as in the institute premises and elsewhere should be strictly in accordance with the academic pursuit. The rules are meant to be followed-to without any time limits. The decision of the faculty will be treated as right in case of any case of conduct or misconduct.
- Students should make it a point to wish the staff members' everyday and respect them hence follow the etiquette and professionalism of the industry.
- Students should take proper care of the institutes' property and keep the premises neat and clean. Cost of any damage to any of the property would be duly recovered in cash from the concerned student(s).
- Smoking, drinking, gambling, consuming or supplying drugs, ragging, eve teasing, using abusive language would be subject to cash fines/ warning/ suspension/ termination.
- Change of address/ telephone numbers should be intimated with urgency in writing to the institute only by the concerned parents/ guardians. Communications to such faulty addresses would be considered genuine and college actions will be initiated without any further notice. No verbal communications with regards will be accepted.
- Students are supposed to maintain a proper academic environment in the institute campus without causing any nuisance or misconduct thus upkeeping the quite and serene spirit of the club.
- Students should abide by the instructions given by the institutes staff/ employees irrespective of their posts and ranking whether teaching or non-teaching.
- Students are permitted to utilize only specific areas during the college hours. Students not effecting the above instruction will attract disciplinary action. Students found misusing the college property would be treated with cash fines and restrictions may be imposed.
- The medium of conversation in the campus would be English only. Non compliance of this rule during the course would attract fines/warnings.
- Students should always remember the civil independence of every individual and should respect it. Students found guilty in such case would face stern actions. The institute follows a zero tolerance policy in such instances.

DECLARATION BY CANDIDATE AND PARENTS

I have understood all the above information and accept and assure to abide by the rules and regulations. I have understood that the institution has the right to alter, improve, modify, change along with the increase in the fees of the affiliation, course and curriculum. I understand that I could be suspended or terminated for Indiscipline activities. I agree to pay cash fines relating to any breach of the institutes rules. I have understood the fee structure and agree to pay all fees on time without any letters of reminder. I solely understand & agree that the institute bears the right to operate its campus in either of its campus in Pune or Mumbai.

Name of Student

Name of Parents / Guardian

Signature of Student*

Signature of Parents / Guardian*

Date:

Date :

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NOTE: SIGNATURE OF CANDIDATE AND / OR PARENT / GUARDIAN AT ALL PLACES MARKED AS '*' IS COMPULSORY



APPLICATION NO. _____

ROLL NO. _____

**Metropolitan Education Trust's
Institutes & Colleges**

Metropolitan Institute of Hotel Management & Catering Technology	<input type="checkbox"/>	Pune	Mumbai
Metropolitan College of Arts, Commerce & Science	<input type="checkbox"/>		
Institute of Hospitality & Tourism Management	<input type="checkbox"/>		
Metropolitan College of Food Processing	<input type="checkbox"/>		
Metropolitan College of Training Education (B.Ed.)	<input type="checkbox"/>		
Metropolitan College of Nursing	<input type="checkbox"/>		

Please staple 8 recent passport size photographs with name and application form number written at the back of the photograph

Please ensure that the enrollment form is filled in all aspects ONLY IN CAPITAL LETTERS

Admissions are based on First come First serve basis as seats are limited. Please tick in appropriate box and leave blank where not applicable

APPLICATION FOR ADMISSION

COURSE APPLIED FOR : _____

DURATION : _____ BATCH : 20 - 20

NAME : MR/MS.

SURNAME	FIRST NAME	MIDDLE NAME

DATE OF BIRTH	RELIGION	CASTE	NATIONALITY

BLOOD GROUP	HEIGHT	WEIGHT

PERMANENT ADDRESS

ADDRESS FOR CORRESPONDENCE

_____	_____
_____	_____
_____	_____
_____	_____
TEL.: (R) () (M)	TEL.: (R) () (M)

FATHER'S / GUARDIAN'S NAME & PROFESSION

RELATIONSHIP OF GUARDIAN _____

AVERAGE INCOME PER YEAR _____

WHETHER HOSTEL ACCOMMODATION NEEDED YES NO

SIGNATURE OF PARENT / GUARDIAN*

SIGNATURE OF STUDENT*

NOTE: SIGNATURE OF CANDIDATE AND / OR PARENT / GUARDIAN AT ALL PLACES MARKED AS '*' IS COMPULSORY

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STATE THE PURPOSE OF DOING THIS COURSE _____

WHAT LANGUAGES CAN YOU

READ	WRITE	SPEAK

EDUCATIONAL QUALIFICATIONS

EXAM PASSED	BOARD/UNIVERSITY	YEAR OF PASSING	SUBJECTS	% OF MARKS & DIVISION
S. S. C.				
H. S. C.				
GRADUATION/DIP.				
ADDL. QUALIFICATIONS				

NAME & ADDRESS OF 10TH SCHOOL _____ NAME & ADDRESS OF 12TH COLLEGE _____

NAME & ADDRESS OF TWO REFERENCES WITH PHONE NUMBERS

1	2

NAME OF THE NEWSPAPER WHICH INFORMED YOU ABOUT METROPOLITAN-HMCT AND ANY OTHER SOURCE OF INFORMATION _____

DECLARATION

I am _____ son / daughter of _____ hereby solemnly declare that the particulars furnished in this application form are true to my knowledge and I shall abide by the rules & regulations of this Institute now in force and as amended or altered from time to time during the term of the course, I shall agree to attend the classes regularly and undergo Internship later.

I have studied the fees structures and the payment schedule and shall abide the same.

I hereby choose to pay my course fees in Full or Installments

I hereby, also agree to pay the installment charges levied by the institute for choosing the mode of payment in installments.

I agree to the above terms and conditions.

Parent / Guardian's Signature*

TERMS & CONDITIONS

- The course fee / library / caution / hostel fee / any other charges are not transferable / returnable in case of cancellation or termination of admission.
- This declaration is subject to my final admission as a student at the Institute.
- The right of admission is reserved with management of the Institute.
- Change of course once the form is submitted is not allowed under any circumstances.

Signature of the candidate*

Signature of Parent / Guardian*

Date :

Place :

NOTE

All Payments should be made as per the choice of Institute/College Programme for Pune. For Mumbai payment should be made in favour of Metropolitan Institute of Hotel Management.

FOR OFFICE USE ONLY

Roll No. : _____

Interviewed On : _____ Admitted On : _____

NAME OF COURSE

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Documents to be attached with application form:

- S.S.C. / H.S.C. / Graduation Marksheet Xerox Copy Original
- 8 Passport sized colour photos
- School Leaving Certificate Xerox Copy Original
- Residential Proof Xerox Copy Original
- Ration Card Xerox Copy Original

If any of the above documents are not attached the same has to be submitted on the 1st day of the college reporting

Authorised Signatory- _____

Date : _____