

Current Address

Aadhar Card/Nagrika Card

Pan Card

Email Id

Alternate Contact number Relation

Documents Required - Self attested copies of

- 10th Marksheet
- 12th Marksheet
- Adhaar Card
- Pan card
- Passport Copy
- Medical fitness certificate
- 5 Passport size photograph in uniform

Section B- Educational Qualifications

Examination	Board/ University	Year of Passing	% Marks	Subjects
10TH (SSC)				
10 + 2 (HSSC)				
Graduation				
Post Graduation				
Any Other				

Section C- Payment information

Mode of Payment CASH CHEQUE DD BANK TRANSFER

Paid Amount in Cash

PDC/DD Details

Payment Detail	Bank Name	Branch	DD/Cheque number	Date	Amount
1st Instalment					
2nd Instalment					

Bank Details

Bank Name: Axis Bank
Account Name: Enviroskills Academy Pvt Ltd
Account Number: 919020064060315
IFSC Code: UTIB0000097



Signature of Student

Signature of Parent / Guardian

Signature of Counsellor

Name:

Name:

Name:

Date:

Fee Refund Process:-

1. Registration amount is non refundable and is exclusive of the course fee.
2. If a student withdraws from the course within 7 days of joining, 25% of the total course fee will be deducted. The remaining amount will be refunded within 7–10 working days.* This applies only to the total course fee and excludes the registration fee and any scholarship amount irrespective of amount paid.
3. If the student leaves between 8th-10th days 50% of the total course fee will be deducted. The remaining amount if paid will be refunded within 15-20 working days.* This applies only to the total course fee and excludes the registration fee and any scholarship amount irrespective of amount paid.
4. In case the student wants to quit after 10 days there will be no refund in the course fee

The Student can be Rusticated in case of the underlying reasons:

1. In case of no payment of the instalment within the scheduled time period
2. In case of Physical/verbal Abuse
3. In case of absconding/ leaving the internship without any Prior intimation & approval from the institute and hotel
4. In case of constant complains from the hotel/ Institute
5. Misbehaviour with the Institute staff or hotel staff or students under any circumstances
6. In case the hotel/ Institute is not happy with the learning or performance of your ward
7. If students gives any feedback in negative against college without any relevant proof, legal action will be imitated.
8. Any other offence as seen fit by the institute

PARENTS / GUARDIAN'S CERTIFICATE

I, Mr./Ms. _____ certify that my son/ daughter/ ward is applying for the course of _____ at the Campus _____ with my permission and undertake that I will be responsible for his/ her good behaviour during his/her education tenure at the Campus and will accept all decision of the Campus authorities in matters of admission and discipline. I further undertake that he/ she who has furnished the above undertaking shall comply with it in case he/ she violates the same, he/ she shall face punishment under the Campus Regulations.

Signature of Parent / Guardian

Signature of Applicant

Contract Details:

This is a contract between ESA & Student/Guardian - of understanding all the below stated points and once signed it would be deemed to be followed as per the process.

Enviroskills Academy Institute of Hotel Management

Thank You for registering with Enviroskills Academy Institute of Hotel Management Program. Hereby, we confirm that we have received your Registration form for the Hotel Management Program. All Enviroskills Academy Internship Programs provide Single Internship Opportunity with basic stay and shift wise food. T&C Apply.

This includes:

Enviroskills Academy Certificate for the selected course, exposure, and an internship completion certificate issued by the company where the internship is completed.

The enrolment of the students/student to any programs designed, provided, supervised, undertaken, marketed, distributed by Enviroskills Academy (further referred to as ESA) shall make the students, end consumer, subscribers or the applicants subject to the following terms and conditions which are effective from the enrolment, participation or application of the students to any program of ESA which are stated as below,

1. The students are bound to send the correct and true information in the application form and updated resume to ESA as the student's best of the knowledge and belief. If any information is found to be false or incorrect, the student's program will be terminated immediately on such discovery by ESA, in addition to which, a penalty may also be attracted for misrepresentation to ESA.
2. ESA shall specify the country / city names where the students will be offered the internship but is not bound to specify the company names and other details to the students till the commencement of the internship program.
3. The students are expected, from the time of their arrival in India, UAE, or any other countries, -till their departure to the native country, to abide-by the laws of the country
4. This would also require them to adhere to the guidelines provided by their embassy. ESA shall not be responsible for any consequences arising out of the violation of any law or regulation by the student. ESA shall reserve the right to immediately terminate the program of any student who violates the laws.
5. The students are expected to arrive at the specified airport of the destination on the specific date provided to them as per the schedule of the program The student, on failing to do So, shall be responsible for their own transfers and accommodation till the date of the program. In case, the students arrive later than on the day specified by ESA, the students shall be responsible for their own

transfers but ESA shall not be held responsible if- the internship program is terminated by the Company.

6. ESA shall brief students on the details of the program and other guidelines at the commencement of the program. The students are expected to follow the guidelines and abide by the regulations set by ESA for the common benefit of the student.
7. ESA shall not be responsible for the conduct of the students during the internship tenure. If any student displays any kind of misconduct or misbehaviour, ESA has the right to terminate the program and expel the student.
8. In a case of termination of any student, for whatever reasons, the student will not be entitled to any experience certificate, transfer, accommodation or any services from ESA.
9. ESA assumes no responsibility if any student fails to follow the internship program schedule provided to them. The students are expected to arrive before the program on a specified date and depart immediately on the completion of the program. ESA will not take any responsibility for the consequences arising out of any stay, travel or activity carried out by the students anywhere in the country apart from the program provided by ESA.
10. As per the performance exhibited during the course, screening and the Interviews, it will be ESA's prerogative to assign Internship department to the student and also to change the department in case required.
11. ESA shall not be responsible in case of any injury caused to the student due to non- observance of the safety guidelines or otherwise or the instructions of ESA or supervisor, if any, provided to the students in any company. If the student is found not complying with the rules of the assigned internship company, the company may terminate the internship and-as a consequence, program shall stand terminated by ESA. In such a circumstance, the student will be required to leave ESA accommodation immediately (if applicable) and also no refund will be granted to the student by ESA.
12. ESA shall not be responsible for changes or cancellations to the Program in the circumstances of war or threat of war, terrorism, fire, environmental or climate concerns, government or local authority action, or any event which amounts to a force majeure and no refund or compensation for any loss will be given to the students by ESA
13. ESA shall not be responsible if the students face any injury or damage due to an accident, natural calamity, criminal acts, force majeure, riots and other acts of a threat to personal safety.
14. ESA shall not be responsible towards the students once the students complete their program as per ESA schedule
15. The students are bound to write the feedback on the services of ESA on the completion of their respective programs before their departure from the country of their internship. If students gives any feedback in negative against college without any relevant proof, legal action will be initiated.

16. ESA does not take any responsibility for any illegal activity of the students or any activity outside the scope of the program. The students hereby agree that they shall not indulge in illegal activities or any conduct prohibited by the country laws.
17. In case of activities objectionable from the Internship Hotel Property/ Country Laws/ESA laws ESA will have the full authority to expel/rusticate/banish the student with immediate effect.
18. The students shall carry valid passports, travel documents, currency, adequate insurance cover and other belongings at their own risk. ESA is not responsible if any student loses any of the above documents under any circumstances.
19. Placement locations, including country and property, will be assigned, and student preferences will not be accommodated.
20. ESA reserves the right to use students' photographs, media, and video recordings for promotional, marketing, and communication purposes.
21. Uniforms and other required attire/tool kits must be purchased separately and are not included in the course fee.

PARENT'S GUARDIAN Acceptance & Authorization

I, Mr./Ms. _____ certify that my son/ daughter/ ward is applying for the course of _____ at the Campus _____. with my permission and I undertake that I will be responsible for his/ her good behaviour during his/her education tenure at the Campus and will accept all decision of the Campus authorities in matters of admission and discipline. I further undertake that he/she who has furnished the above undertaking shall comply with it in case he/ she violates the same, he/ she shall face punishment under the Campus Regulations.

I also authorize ESA to take the command and start its operational duties relevant for this program and support the student to set up the best possible future of my ward.

Signature of Parent's Guardian

Signature of the Applicant



SELF-DECLARATION FORM

Date:

This is to certify that I will be solely responsible for the below mentioned prohibited activities:

1. Consumption of any Prohibited Drugs/Narcotics as per Law of the Land.
2. Not dealing with any possession or sale of Prohibited Drugs/Narcotics as per the law of the land.
3. Smoking in Hostel is prohibited. If found, I will pay a fine of Rs.2500/-
4. Consumption of alcohol during my stay in the College Hostel or Hotel Accommodation provided during Internship. If found, I will pay a fine of Rs.5000/-
5. I affirm that I will not engage in any act of self-harm or any behavior that poses a risk to my personal safety.
6. If I am caught second time I will be suspended from the institute.

The suspension will be revoked only after the completion of the suspension period, upon the arrival of the parents to institute and payment of a penalty of ₹15,000.

If the student fails to comply with these conditions within the given timeframe, the suspension will automatically convert to rustication.

Any student whose suspension was revoked or any student who has paid fine has to pay a deposit of Rs.30000/- (refundable) before leaving for internship. The deposit will refund on completion of the course/internship.

Rejoining cases, if considered, will be evaluated on a case-to-case basis and the student has to pay a readmission amount of ₹50,000.

A refundable caution deposit of ₹5,000 must be paid at the time of hostel admission and will be returned upon vacating the hostel, subject to necessary deductions.

If I am found involved in any above-mentioned activities the College will have all the rights to rusticate me and I will not be liable for any fee refund or any further commitments from the College or the Hotel.

Student Name:

Parents Sign:

Permanent Address:

Parents Mobile number:

Mobile number:

Signature:

HOSTEL AVAILING FORM

*Affix Student's
Photograph Here

Student's Name _____

Mobile Number

Father's Name _____

Mobile Number

Mother's Name _____

Mobile Number

Residential Address: _____

Student ID _____

{AADHAR/PASSPORT/DL/EPIC CARD}

Course _____

Student Email id _____

Guardian's Name _____

Mobile Number

Address _____

HOSTEL ALLOTTED _____

ROOM NUMBER _____

BED NUMBER _____

HOSTEL DEPOSIT _____

Verified by
(Head BD)

Approved by
(Head Accounts)

Hostel Incharge

Signature
Name

Signature
Name

Signature
Name

Acknowledgement: -

UNDERTAKING BY THE STUDENT

I..... D/O-S/O,
Mr./Mrs..... staying in ESA Hostel has read the Rules and Regulations of hostel and I undertake that I will abide by all the mentioned rules and regulations of ESA, I not leave the hostel premise after 9:00 PM (unless exempted) failing which I shall be liable for censure/fine/disciplinary action.

Name of the Student:

Name of the Institute.....

Course

Signature of the Student

Date

For the Parents: -

- Parents are advised not to enter the hostel premise without prior permission from the administrative department / Hostel In charge.
- In case of hostel visits, the parents should be only talking to their ward and not the other students.
- Any food item if delivered at the hostel should be informed to the administrative department / Hostel In charge.
- Hostel drop is only for students, no additional members will be allowed in official drop off.

Acknowledgement: -

UNDERTAKING BY THE PARENT

I..... F/O - /M/O Ms. /Mr..... who is studying in..... and residing in ESA Hostel, has read and understood the above Rules and Regulations and I undertake that I will cooperate with the Hostel Authorities and I will also provide all the medical information, if any, of my ward to the Hostel Authorities and will be available on call and promise to visit and take care of my ward, as and when required. My Contact Details are:

I hereby undertake that my ward and me are responsible for any incidents, whatsoever, and ensure that my ward shall follow the norms of Enviroskills Academy International Institute of Hotel Management, code of conduct while he/she is inside or outside the hostel.

Name of the Parent:..... Signature..... Date:

I hereby acknowledge that I have read all the above written rules and regulation and will abide by them under all given circumstances.

HOSTEL RULES & REGULATIONS

For the Student: -

Room allotment shall be done by the authorities. Students shall not interchange the room/ hostel without prior written permission from the Warden/Faculty. The Warden/Faculty has the right to shift the students from one hostel to another hostel. Hostel is the property of the college and hence shuffling will be part to it at regular intervals. **Negligence of Hostel Code of Conduct/ Rules will lead to hostel expulsion and in certain cases, pay the due fines.**

1. All hostellers are required to maintain the highest standards of behavior and discipline expected from the students of a prestigious institution of national repute. They will behave courteously and fairly with everyone inside and outside the institute campus
2. The rooms, common areas and surroundings of the hostel will be kept clean and hygienic. Notices will not be pasted on walls and walls will not be scribbled on. No student will litter in the hostel, or its complex. All wrappers, disposable plates & cups, bottles and leftover food will be disposed of only in the dustbins or as has been prescribed. Student to work collectively to ensure the upkeep and cleanliness of the premise.
3. Students are advised against storing valuables and large amounts of cash in the hostel premises. All personal belongings should be securely stored locked when the student is away from the room. **Please note that the hostel administration cannot be held accountable for any loss of valuables or cash incurred by the student. The student is responsible for safety of their valuables.**
4. Any theft, emergency, loss or mis happenings should be brought to the notice of hostel authorities immediately.
5. Hostellers are not allowed to stay in the hostel during academic hours
6. Hostellers who are confined to their rooms due to a medical condition are required to visit the local Clinic at the designated time, for a medical evaluation. Students need to submit a medical report for not reporting for class
7. **All hostellers are granted the opportunity for outings after class hours. However, it is mandatory for them to return to the institute hostel before 9:00 PM on the same day. After which entry is prohibited. If found, fine will be implemented and if repeated he/she will no longer be eligible for hostel. Additionally, they may avail themselves of a long outing twice a month, with prior approval from the relevant authority, allowing them to visit either their homes or the residences of local guardians.**
8. Leaving the hostel without prior permission is strictly prohibited and any Student violating the rule will be punished suitably and fined accordingly.
9. All the hostellers must be present in their respective rooms and keep the rooms open as per stipulated time to enable hostel captain to record the attendance at night. **No student will be permitted to leave their respective rooms after night attendance.**
10. **Silent Hours of the hostel are from 10:30 PM to 6:00 AM.** Strict silence shall be maintained during

these hours. Care must always be taken to ensure that music/loud talking is **NOT** audible outside the premise.

11. No form of celebrations or noisy activities that may disturb other residents in the premises will be permitted. Additionally, hostellers are prohibited from organizing any group activities in their rooms. Birthday can be celebrated only in common room with prior permission.
12. Students must refrain from pasting any kind of posters, banners or decorations in the room.
13. Littering in the Hostel Premises and also within the society compound is prohibited, in case found, the student will be punished/fined.
14. Safety while in the kitchen or in the premises is the responsibility of student or each individual.
15. Hostellers are **not** permitted to allow any guests / relatives / visitors or day scholars in the room / premises. Any breach will be liable to expulsion.
16. Any theft/ damage to Hostel Assets will be recovered from all the occupants of the Hostel.
17. The students will be required to pay double the original cost if any item is found damaged or missing from their hostel. If the actual culprit is identified, they will be responsible for the payment. If the culprit cannot be identified, the cost will be equally debited among all occupants of the affected hostel.
18. Students are expected to **use water responsibly**, avoiding any wastage in washrooms or at drinking points. where provided, RO water is designated for drinking purposes only; therefore, washing hands, brushing teeth, or cleaning clothes with RO water is strictly prohibited. Any student found misusing RO water will face penalties.
19. Laundry is compulsory especially undergarments, handkerchiefs and socks. Please ensure these are regularly washed and worn clean.
20. **Consumption of Alcohol /Tobacco/ Narcotics and Smoking is strictly prohibited. Any student found violating the rules will be penalized Rs.2500/- per student for smoking and Rs.5000/- for drinking Alcohol. The act being reported twice; the student will be dismissed from the hostel with immediate effect for ever.**
21. Being a silent spectator and not reporting / stopping others indulging in an offence will invite similar disciplinary action
22. Student will not be allowed to travel to their home without prior written Permission/ Approval from the College Authorities.
23. When leaving the rooms for attending classes' or otherwise, fans, electric gadgets, lights etc. should be switched off. windows and doors will be securely closed. In any room where the switches are ON and the students are not in the room, the occupants of that room will be liable to pay penalty.
24. **Using a bed sheet is mandatory for all students. Hostellers are advised to use a bed sheet over their mattress and a separate to cover up and pillow covers in any colour.**
25. **Ragging of any kind is severely punishable under Prohibition of Ragging in Educational Institutions Act, 2010. If any student is found involved or held guilty of ragging and/or abetting ragging, actively or passively or being part of conspiracy to promote ragging in any form or found involved in any other type**

of in disciplinary activities, he/she shall be liable to be penalized depending upon the nature and gravity of the offence, as established

26. Hostellers will not participate in any anti-national, antisocial or undesirable activity in or out of the campus
27. Any fine being imposed on the students must be cleared within the deadlines else it may lead to further punishments.
28. All the parents/guardians of hostel residents should refrain from interfering in any administrative issue of hostel management
29. If a student is suspended / expelled from the institute for any reason, he/she will immediately vacate the hostel on the same day. His/her continuance in the hostel will be treated as an unauthorized occupation.
30. The institute/hostel authorities retain the right to perform periodic / surprise inspections of hostel rooms without prior notification to uphold cleanliness and orderliness standards. These inspections aim to enforce regulations and prevent unauthorized items from being stored in the rooms.
31. Each hostel will be provided dry Rations such as Atta, Rice, Dal, and few masalas as a courtesy to facilitate preparation of meals. A gas cylinder and Gas range with utensils and Refrigerator is also provided. Any additional groceries will have to be purchased separately and meals prepared as per requirements of the hostellers.
32. If any hosteller is found indulging in any form of instigation/intimidation/ threat to any other hostellers, he/she will be penalized accordingly. No hostellers will quarrel or fight within hostel/campus, under any circumstances. In case any such incidence takes place, it should be intimated to the In-charge immediately. Physical violence will result in suspension. Any fights with the other students will be a punishable offence and can lead to involvement of Police.
33. Collection of any kind of donation (religious/otherwise) is strictly prohibited.
34. The hosteller shall not remove any fittings from any other room or common area and get them fitted in his/her room.
35. Access to the girls' hostel is strictly limited to female students, and access to the boys' hostel is strictly limited to male students.
36. **Students union is strictly banned in the institute/Hostel**
37. Students applying for hostel accommodation and their guardians are strongly encouraged to provide genuine medical fitness certificates. It is essential for students to **disclose any serious medical conditions at the time of hostel admission**. The institute management or hostel administration cannot be held responsible for any consequences arising from undisclosed medical conditions.
38. no engaging in any act of self-harm or any behavior that poses a risk to personal safety.
39. Once a student is allotted a hostel, they are not permitted to visit any other hostel under any circumstances, nor are they allowed to shift or move any belongings.
40. No visitors are permitted in the hostel premises under any circumstances, including parents or guardians.

Disciplinary Measures

The administration has a strict policy regarding discipline. Any hosteller who is found to be violating the rules and regulations, indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any rules will be liable to the following:-

- (a) Expulsion/Suspension from hostel.
- (b) Suspension from the institute and academic privileges.
- (c) Debarring from Training/Placement process
- (d) Debarring from appearing in any test/examination or other evaluation process
- (e) With holding of hostel rations
- (f) The cost of damage shall be fully recovered from him/her togetherwith penalty.
- (g) He/she shall be fined commensurate with the offence committed.
- (h) Any other punishment, deemed fit, by the institute.

Any hosteller found hosting / harboring an offender will also be liable to the punishments mentioned

Any breach of the Conduct rules or any act of indiscipline will invite an enquiry that will be conducted by Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel. Once the decision is taken it shall be final and irrevocable. All correspondence shall be made with the student, parents/guardian of the hostellers simultaneously.

The management reserves the right to periodically review and update the afore mentioned regulations. Any concerns or objections from students, parents, or guardians regarding these revisions will not be considered.

Below is a list of the processes that must be followed while you are in the Institute/Hostel. The details of each process, along with the procedures to be followed in the event of non-compliance, are outlined. Fines for breaking rules and misconduct not explicitly mentioned below will be applicable as per the severity of the violation and the discretion of the concerned authorities.

PROCESS FOR FINE & PENALTIES

S.No.	Type of Offense	Reasons/Explanation	Process for Fine & Penalties	1st Time Offender	2nd Time Offender	Repeated Offender	Remarks
1	HOSTEL FINES	SMOKING IN & AROUND HOSTEL	Smoking is prohibited in and around the hostel premises.	Fine of ₹2500 and apology Letter	Fine of ₹5000 or Suspension of hostel privileges for one week or Both	Fine of ₹15000 and Expulsion from hostel	Zero tolerance policy for smoking; escalate if repeated.
2	HOSTEL FINES	CONSUMPTION OF ALCOHOL IN & AROUND HOSTEL	Alcohol consumption is strictly prohibited within the hostel premises.	Fine of ₹5000 and apology Letter	Fine of ₹10000 or Suspension Of Hostel Privileges for 1 week or Both with warning letter	Fine of ₹15000 and Expulsion from hostel	Strong action to be taken due to safety concerns.
3	HOSTEL FINES	CAUGHT OUT OF HOSTEL AFTER 9PM	Hostel rules dictate curfew timings for safety.	Fine of ₹1000 with warning Letter and Apology letter	Fine of ₹2500 or Suspension for 1 week or Both with warning letter	Fine of ₹5000 and Hostel privileges revoked for 1 month	Repeated offenses may lead to a temporary suspension.
4	HOSTEL FINES	STAYING OUT OF HOSTEL WITHOUT INFORMING	Students must inform hostel authorities before staying out overnight.	Fine of ₹5000 with warning letter	Fine of ₹15000 and Suspension for 1 month with warning letter	Suspension of hostel privileges	Emphasize on maintaining communication with the hostel.
5	HOSTEL FINES	UNTIDY/UNKEPT HOSTEL PREMISES	Students are required to maintain cleanliness in the hostel room and premises.	Fine of ₹200	Fine of ₹500	Suspension of hostel privileges	Hygiene violations affect overall hostel environment.
6	ACADEMIC FINES	ATTENDANCE BELOW 80%	Students are required to maintain minimum attendance to meet academic requirements.	Fine of ₹2000 and Warning letter issued to the student if attendance is less than 80% and more than 60% and for less than 60% re-admission fee of ₹30000 and reallocation to new batch.	Fine of ₹10000 and Warning letter issued to the student if attendance is less than 80% and more than 60% and for less than 60% re-admission fee of ₹30000, and reallocation to new batch.	NA	Strict adherence to attendance rules is critical.
7	ACADEMIC FINES	LOSS OF BOOKS	Books must be returned to the library in good condition.	Fine of ₹500 per book lost/ damaged	NA	NA	Encourage timely return of library resources.
8	ACADEMIC FINES	GROOMING OFFENSE (Monthly Tracking)	Students must maintain proper grooming standards (clean uniform, haircut, etc.).	Apology Letter	COD, with Apology Letter	Fine of ₹500, Possible suspension or counseling	Grooming standards are essential for professionalism.
9	ACADEMIC FINES	EXTENSION OF LEAVE (UNAPPROVED)	Leave must be formally approved in advance. Unapproved extensions may affect academic performance.	Fine of ₹200 per day and warning letter after 3 days Leave without Approval	Fine of ₹500 per day and warning letter after 3 days Leave without Approval	Suspension	Approval must be obtained before taking leave.

Student Acceptance | Mr./ Ms./ Mrs. _____ of _____ course, acknowledge and accept the processes for fines and penalties outlined in the above-mentioned document. I am fully aware of the expectations and will adhere to them. I understand that any failure from my end to comply may result in penalties deemed appropriate by the Institute.

Students Signature

CODE OF CONDUCT

CLASS TIMINGS

Students to be in the class at 10.00 am SHARP. Attendance will be taken at 10:10am those who report after 10:10am will be marked absent. (no excuses will be entertained)

UNIFORMS

All students should be in prescribed uniform.

MONDAY – FRIDAY Black trousers - classic length, with white long sleeve formal shirt. + Black Tie With a conservative belt.

SATURDAY - Red uniform ESA T-shirt, Jeans. Sneakers or sports shoes.

The shirt should be tucked in. The sleeves of a full sleeve shirt should never be rolled up.

Decent conservative black belt to be worn, in good condition.

On days of Kitchen Practical's: Chef Coat is mandatory with complete chef kit.

On days of Front Office Practical's: Black Blazer mandatory for Degree students only

Footwear for Boys: **Black Oxford shoes** and **Black Full socks** (no printed socks, no ankle or invisible socks will be allowed)

Footwear for Girls: **Plain Black Ballerinas** or **court shoes** for girls are permitted.

(To be worn with black socks\ stockings- on skirt)

Shoes to be polished every day and to be in good condition (no torn shoes)

Uniforms should be clean, neat, well ironed.

ID cards to be worn at all times while in campus

When entering the Institute on days outside of classes, please ensure to be decently dressed (uniforms / civil clothes) - Torn Jeans/ banyan, shorts is not allowed even if there is no class.

GROOMING

1. No bangles, bracelets or finger rings permitted
2. **Finger nails must be trimmed short and must be clean**
3. No caps/ hats allowed in college.
4. **No mobile phones during class.** These are to be kept on the teachers table switched off. **If found on self or ringing will be confiscated.**
5. **Student has to be present in the class room on time before the teacher comes. A 5min break between classes will be granted to refresh yourself.**

6. No foul Language / engaging in any forms of arguing/ fighting / harassment will be tolerated in campus.
7. No back answering / arguing with teachers or staff will be entertained.
8. After joining in the first week, please submit all your required documents to your respective counsellor/ Class Teacher.

A student can be Punished or Suspended with or without Fines FOR:

9. Not attending the exams without prior information.
10. In case of no payment of the instalment within the scheduled time period.
11. In case of constant complains from the Hotel/Institute.
12. Misbehaviour with the institute staff or hotel staff under any circumstances
13. In case of Hotel/Institute is not happy with the learning or performance of your ward
14. In case of absconding/leaving the internship without any prior intimation & approval from the institute and hotel.
15. **Internship will be held back until a student successfully complete the sem1 & sem2 exams**
16. Not attending the classes as per the instruction – if 2 or more classes are not attended un-informed, the student will be issued a Verbal warning and subsequently **FIRST** warning letter. Any **SECOND** warning letter will lead to suspension. In case of suspension the **student will not be allowed to stay in the hostel or not allowed to continue training with the hotel property or may even be rusticated if no improvement.**
17. If student found medically unfit during course tenure, necessary action will be taken

GIRLS

- Hair that is below shoulder length, should be neatly tied in a bun, with hair net. And loose strands neatly tucked away with hair pins. Short length hair may be styled professionally.
- **Hair not to be left open in campus, on casual day hair may be tied in pony tail etc.**
- No mixed hair colours are permitted.
- Hair colour should be consistent and of a natural appearance.
- Nail paint for girls in neutral shades permitted.
- Only a single set of earrings are permitted. Recommended studs. Hoops/ loops and dangles are not permitted.
- Light makeup in neutral tones is recommended as this sets the tone for professional setting in the industry. (no bright reds)

BOYS

- Boys to have a neat clean short haircut. side locks to not cross mid ear length, and back **not to touch collar**
- No spikes hairstyle allowed.
- Hair to be neatly set using hair product in a conservative professional manner.
- Boys to come Clean Shaven at all times - Daily morning shaving is mandatory. Moustache may be allowed has to be neatly trimmed and in good fashion.
- No stubble, no French beards, no goatee
- No jewellery, ear rings, ear studs, finger rings, bangles and bracelets are allowed.
- A fresh pair of socks should be used daily.(Full length and no prints)
- It is recommended to wear socks made of a cotton/moisture absorbing fabric.
- Use talcum powder between the toes in order to prevent unhygienic conditions and odour.
- Avoid sharing of socks.

Failure to comply with the established SOP for grooming, including dress code, hygiene, and appearance standards, will result in appropriate disciplinary action

ATTENDANCE POLICY

Attendance is compulsory from day 1.

1. Cumulative **attendance of 80% is mandatory** in order to be eligible to answer exams / Interviews / I T Training. Those students having less than 80% attendance will not be allowed for exams or for internship.
2. If necessary the student will have to put in extra hours (as decided by respective faculty) to brush up the skills in that particular department they want to do internship or answer placement interview
3. A Medical certificate has to be produced from a Govt recognised health centre / clinic / MBBS Doctor, for absence due to illness **within 2 days of reporting to college**. To be submitted to your respective class teacher. (upto a 10% percentage hike will be entitled)
4. If student needs to stay absent from class a **leave permission form** needs to be filled (forms available with your class teacher or at the office reception) this needs to be taken during attendance time before 1st lecture 2 days prior to the date leave required and approved by your class teacher and then only can you book your travel. Leave will be granted as per your eligibility based on attendance / class performance etc.
5. Leave permission granted does not mean you are given attendance. In the Attendance register you will be considered as absent.
6. Attendance is compulsory for all lectures. In case of emergency permission may be taken from class teacher for half day leave.

7. If a student needs to leave the institute early due to emergency, then permission needs to be taken from the respective faculty whose class the student will miss. (a written application needs to be submitted for this to the teacher)
8. Students have to compulsorily clear all exams before Internship.
9. It is highly recommended for students to start conversing in English. Make efforts to self-improve.
10. Library books will be issued to Diploma Program students. These are to be returned after your course so take care of the books and do not write on the books. If books are damaged or lost the owner will be liable for fine.

KITS TO BE PURCHASED (on own)

1. Uniform (white Shirt and black trousers 3sets)
2. Oxford Shoes / Ballerina
3. Plain Black full length socks
4. Text Books -4 numbers (for Degree Program)
5. Journal – 4numbers (for Degree Program students)
6. Blazer in Black colour – (for Degree Program Students)
7. note pad/tick tock pen/lighter/bottle opener
8. Journal - 1number (for Diploma program students)

KITS TO BE PURCHASED (purchased from ESA)

9. Chef Coat Kit (includes Coat/Apron/Cap)
10. ESA Tie
11. Kitchen – checks duster2
12. F&B - waiters' cloth 2
13. House-Keeping - cleaning duster 2 no.
14. ESA T Shirt

KEEP YOUR CAMPUS "CLEAN & GREEN"

1. The consumption of pan-masala, tobacco, alcohol or smoking etc. is strictly prohibited.
2. Always use dustbins for waste paper, peel-offs, etc.
3. Keep your campus garden clean and keep away from plucking of flowers and leaves etc.
4. Avoid walking on the green-lawns without any reason.
5. Spitting on campus is not permitted at any cost.

PLACEMENT & TRAINING

A student is eligible for Internship placement after completing the course, provided all required documentation is submitted. Internship placement eligibility for interviews will be based on the student's aptitude and knowledge in the relevant department.

1. All required documents (Passport, Aadhar, 10th & 12th and Passport Photo) must be submitted within 1 months of admission
2. A student needs to Complete at least 3 ODCs without any disciplinary issues
3. **Attendance and Leave Norms once due for Internship:** In case of absence without informing the Institute more than two times, the student needs to pay fine of Rs. 1000 per day of absence.
4. **Responsibility Disclaimer:** In case of termination of Internship due to disciplinary issues/mis conduct by the student then the Institute will not be responsible for further Internship placement.
5. **International Interviews:** After three consecutive rejections in international interviews, a 6-month domestic internship may be required, followed by reassessment. If cleared the reassessment, the student will get 2 more interviews. Failure to clear these two interviews, the Institute will not be responsible for further internship placement. Final decision to provide further chance of Interviews will be of Management
6. Students must have no criminal record, either prior to or during their tenure with ESA.
7. **ESA reserves the right to provide Internship placement to all eligible students who meet all required criteria.**

The Institute has ZERO tolerance to ragging.

Ragging is any act which violates the dignity of the individual student or is perceived to violate his/her dignity

Ragging is banned: A Social Evil and a Criminal Offence

Ragging is prohibited as per the directions of Hon'ble Supreme Court of India and as per the guidelines issued time to time, by UGC & All India Council for Technical Education and Govt. of India. It is also prohibited and is punishable under AP Anti-Ragging Act, 1997. Thus, if any student is found involved or guilty of ragging and or abetting ragging, actively or passively or being part of conspiracy to promote ragging in any form, or found involved in any other type of indiscipline activity he/she shall be liable to be penalized depending upon the nature and gravity of the offence, as established.

"Welcome to a place of growth, exploration, and endless opportunities. We are excited to see you develop, achieve your goals, and make lifelong memories. Embrace every challenge, cherish every moment, and know that we are here to support you every step of the way."

MEDICAL FITNESS CERTIFICATE

(To be completed and signed by a registered Medical Practitioner as per Govt. of India guidelines and presented by the candidate at the time of Admission)

Name of Candidate: _____ Age: _____ Sex: _____

General Examination:

Weight: _____

Height: _____

Pulse Rate: _____

Blood Pressure: _____

Eye Sight:

Acuity: _____ Good / Fair / Poor

Color Vision: _____ Good / Fair / Poor

Hearing:

Right Ear: _____ Good / Fair / Poor

Left Ear: _____ Good / Fair / Poor

I also certify that after examination I find that Mr./Miss _____

have no any infectious skin disease and no communicable disease and is fit to perform all practical classes as mentioned below and to undergo course of study in Hospitality and Hotel Administration.

- Cutting/Chopping of all vegetables
- Cooking in kitchen
- All work in bakery and confectionary
- Service of Food and Beverages
- Floor mopping, handling of vacuum cleaner
- Computer operation

(Signature of Registered Medical Practitioner)

Seal: _____

Registration No.: _____

UNIFORM MEASUREMENT FOR CHEF COAT

(please select size)

S	M	L	XL	XXL	XXXL

NOTES



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ACADEMY