



# BARISTA HOSPITALITY AND COMMERCIAL COLLEGE

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## RULES AND REGULATIONS

Students must observe rules and regulations framed from time to time.

1. The College reporting time is 8:30 am and classes commences at 9:30am not unless otherwise. Failure to which, the student will be required to wait and explain to the administration the cause of being late.
2. All students are expected to dress appropriately at all times; during class and any other school activities.
3. All the candidates seeking admission must read declaration in the admission form carefully and sign it.
4. The application forms must be signed by the student and guardian to counter sign.
5. Absentism is prohibited not unless clearly stated or under unforeseen circumstances. Students absenting themselves from any class will be punished depending on the administration decision.
6. On request, half fee concession may be granted to student but must be cleared in one month time. Failure to which, the student will not be allowed to sit examination.
7. Fine will be imposed by the college administration on students mishandling or breaking equipment accidentally or knowingly, shall be required to pay for the damage caused.
8. The continuous assessment test will influence the main examination grading/performance.
9. Any gross misconduct by the student e.g. Theft, Refusing to perform duty or exchange by the administration will attract a two week suspension.
10. The intake of the college is monthly so students are therefore required to pay their fees and other dues to the school bank account and submit the receipt on the admission date.
11. The students will be required to pay their fees and dues according to the schedule notified from time to time.
12. Students should not indulge themselves in politics within the College premises.
13. All students are expected to act with dignity and self respect regardless of gender, religion and race should be ;
  - a. Honest and considerate.
  - b. Well behaved and courteous during the whole training period.
14. Any student noticed to be toxic on any kind of substance will be expelled.
15. All the students must carry the college Identity card and produce it on demand.
16. All students are required to wear the college uniform every Friday and during any other College official function.
17. Cheating during examination or any assignment is not allowed .This will/may lead to suspension from the College.
18. No student is allowed to leave the College without prior permission of the administration.
19. Every faculty member has full authority to enforce the above mentioned rules and regulations against any defaulter as deemed fit by the administration.

I.....hereby agree that I have read and understood rules and regulations of Barista Hospitality and commercial college.

Sign.....

**CONSENT;**

I.....holder of Id No. .... | Pass No.....  
a .....National/citizen of sound mind, hereby gives consent to the school/college (B.H.C.C)  
the right to use my image/video or any other subject in relation to my persona strictly for school  
advertisement/marketing and information purposes without any restrictions/objections whatsoever

Sign:.....Date:.....

