

RULES AND REGULATIONS

1. Perfect discipline must be maintained in the Institute & Training centers.
2. Students will be responsible for any damage or loss of items entrusted with them.
3. Candidates not securing 80% of attendance will not be permitted to appear for the examination.
4. Absence for 15 days without any valid reason will lead to the removal of the candidate from the rolls.
5. Decision of the management will be final in all matters.
6. Students removed from the rolls for any misdemeanor will not have any claim of any kind from the Institute.
7. The management has got the right to reschedule the class timings
8. Institute Uniform is strict in the campus. The student must consider this as a symbol of status, dignity and pride of themselves as well as to the Institute.
9. All applicants seeking admission to the Institute shall be well aware of the rules and regulations of the Institute and shall fully accept those by voluntarily submitting the declaration provided in the application for admission to the Institute, which forms an integral part of the prospectus. In confirmation of the above, the qualifying certificates in original are to be deposited at the Institute for verification.
10. Students are advised not to involve in any financial transactions among themselves and or with any staff of the institution. If anyone is doing so, it will be at their own risk and the management will not be responsible and will not interfere in disputes arising out of it nor even entertain any such complaint. This is applicable for the exchange and lending of personal items including electrical and electronic gadgets etc. also.
11. The decision of the Governing Body shall be final and binding on all matters pertaining to the Institute
12. For legal matters pertaining to the Institute, the Jurisdiction will be Kochi city only.
13. Following Documents shall be produced at the time of Admission
 - a) Original Certificate and ID card should be produced at the time of Admission
 - b) Color Passport Size Photograph – Hardcopy 06 nos. in white background, Soft Copy not below 2MB*
 - c) Two copies of certificate attested by Gazetted Officer (10th / +2 Mark Sheet & certificate)
 - d) Conduct Certificate
 - e) Xerox Copy of Bank Pass Book Front Page
 - f) Address Id Proof (Aadhaar / Election ID)
 - g) Medical Fitness Certificate
 - h) Police Clearance Certificate
14. Xerox copy of Original Certificate and ID card should be produced at the time of admission

*Boys should be clean shave and in navy haircut and girls hair should be tied in bun shape while taking photograph

DECLARATION

I have carefully read and understood the details regarding the admission to the program and rules and regulations of the institute and participating hotel. I fully accept the above rules and regulations without the insistence or force from any one. I hereby express my intention to study at **FKHA Institute of Hotel Management**. I declare that the information given over leaf is true and correct. In all matter regarding the admission decision of the Management of Institute is final and binding on me. I agree to the rules and regulations that may be framed by the Institute from time to time. I am also well aware that any request for refund of cash paid for study material and uniform once paid, either in full or in part will not be entertained / refunded under any circumstances.

Place:

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Signature of Applicant
with Name

Signature of Parent / Guardian
with Name

Date:

FOR OFFICE USE

1. SELECTED/NOT SELECTED
2. CENTRE :
3. ROLL NO. 4. RESERVATION (If applicable).....
5. REMARKS.....
