

**INSTRUCTIONS TO NEWLY ADMITTED STUDENTS IN
B.SC. HOSPITALITY & HOTEL ADMINISTRATION IN THE SESSION 2018-21**

Dear Student,

Congratulations on your success in JEE 2018. Team IHM-Hamirpur welcomes you.

Please note the following carefully:-

- 1. Commencement of Classes:** - The classes of 1st semester will commence from 25.07.2018 as mentioned in your allotment letter.
- 2. Attendance:-** Full attendance is mandatory for all students; parents are seriously advised to check the attendance of their ward regularly in order to avoid detentions from term end examinations.
- 3. Training Food:-** Training food will be provided to only those students who reports in their first lecture and continue to attend all lectures in the day as also who are well groomed.
- 4. Grooming Standards:-** Grooming is very important aspect of hospitality industry; hence there shouldn't be any lapse in following grooming standards. In case any student is not found well groomed, he/she is liable to strict disciplinary action.
- 5. Behavior:-** Behavior of students in classes and in the campus should be polite and decent, strict actions will be taken against those who will display unwanted behavior. A student must also behave himself/herself on the campus as well as outside in such manner so as to bring credit to him/her and to the institution. He/she should not commit any act which may blemish the name of the institution.
- 6. Use of mobiles:** - Use of mobiles is strictly prohibited inside the Class Room and if any students found using phone the punishment can range from a fine of Rs. 500/- upto confiscation of mobile.
Parents are also requested not to call their ward during teaching hours.
- 7. Student's entrance and exit:-** Student's entrance and exit is strictly from student's entry gate and in no case, main lobby should be used by the students.
- 8. Drinking Alcohol and smoking:-** Drinking Alcohol and smoking is strictly prohibited in and around the institute or hostel premises. Strict action will be taken against the students found involved in it. Action may range from a heavy fine to rustication of the students from hostel or institute or both.

9. **Hostel Allotment:-** In case you have been allotted hostel, you are required to submit hostel & mess charges by demand draft Rs. 60,000/- in favour of “**Principal Institute of Hotel Management Hamirpur**” payable at Hamirpur and you should report in the institute one day before the start of classes, for occupying the hostel. Please also go through the Hostel Rules available at institute website and institute office.
10. **Respect Nature:** - This is a nature friendly building and we are seriously concerned about preserving nature. Students are required not to litter here and there. Also do not pluck flowers and leaves of the ornamental plants etc.
11. Switch-off lights and fans of the classrooms when not required and consider it as your moral responsibility towards the institute and nation as a whole.
12. Students will be personally and/or collectively responsible for any loss or damage to the property institute, must handle equipment carefully and not abuse or tamper with it. Damage to any property will result into a fine of Rs. 1000/- alongwith the actual cost of damage, whichever is higher.
13. Students are advised to brief their parents regarding the course and intimate them for their results/attendance etc. Parents are also advised to regularly check the performance of their ward from the record of the institute and concerned faculty.
14. **Required documents:-** You will have to carry with you following in original at the time of physical reporting alongwith a set of photocopies:-
 - a) Provisional Admission letter issued by NCHMCT in original.
 - b) Matriculation Certificate OR Certificate of equivalent qualification
 - c) 10+2 Qualification Certificate.
 - d) Character certificate in Original.
 - e) School Leaving / Migration Certificate in Original.
 - f) Medical Certificate in Original.
 - g) 4 Passport Size photographs. (in white shirt only)
 - h) Anti-ragging affidavit by the candidate*

****The draft of anti-ragging affidavit is available on the institute website.***

15. Uniform: - Institute does not subscribe any shop or tailor for the uniform or other Tool Kit required, though you will be given a list of uniform and same may be procured in two weeks time. However following items are mandatory from first day.

- 1) Black terecot trouser with two plate and 16" bottom. **Flat front and low waist is not allowed.** (2 pair)
- 2) White plain full sleeves terecot shirt with one pocket (2 pair)
- 3) Black shoes oxford model and black socks.

Looking forward to welcome you at IHM, Hamirpur.