

INSTITUTE OF HOTEL MANAGEMENT - HAMIRPUR

“HOMELY HOSTEL” That is how we define our dwelling place at **IHM** campus. Our **“home away from home”** is well built & emphasized on cleanliness. It is in the vicinity of Dhauladhar Mountain ranges covered with snow. The climate is pleasant & much conducive for better standard of living. The Institute of Hotel Management, Hamirpur (H.P.) is in peaceful, clean & aesthetic environment.

- Institute has 42 seater boys' hostel and 24 seater girls' hostel.
- Students (boys & girls) will be admitted on triple sharing basis (3 students in one room).
- For the allocation of the room in the hostel, decision of the warden will be final and binding for all the hostlers.
- Boys' hostel facility will be extended only in 1st and 2nd semester.
- The girls' hostel facility will be available till the completion of the course (On request subject to availability).
- Mess facility for hostel students will be started-with dinner service from 23rd July 2018.

CODE OF CONDUCT AND DISCIPLINE FOR HOSTEL RESIDENTS

1) Hostel Admission, Re-admission, Exit :-

Students will apply for hostel seat at the time of physical reporting at the institute between **16th July to 21st July 2018**. Final list of allotment of hostel will be declared by the NCHMCT on **23rd July 2018**.

(The allotment of hostel will be done by NCHMCT purely on the basis of rank obtained in JEE 2018.)

Hostel Fees for Academic Session 2018-19 (Fee is subject to change)

Advance for Mess Charges	= Rs. 37,000/-
Room Rent	= Rs. 8,500/-
Hostel admission fee	= Rs. 1000/-
Electricity & Water charges	= Rs. 8,500/-
Security (Refundable)	= Rs. 5000/-
Total	= Rs.60, 000/-

Hostel admission fee is to be deposited by the allottee(s) immediately after allotment is made by the NCHMCT & not later than 3 days of allotment of seat by NCHMCT. Hostel fee can be deposited by ATM (Debit/Credit Card) & also by demand draft of Rs. 60,000/- favouring **“Principal Institute of Hotel Management Hamirpur”** payable at Hamirpur.

Note:-

- i) Hostel fee once paid will not be refundable (except security money)
- ii) Each boarder will have to vacate his/her room within 24 hours of the termination of the examination. A fine of Rs.100/- per day per student if required, will be taken for overstay as a disciplinary action. Boys students will only be allowed to stay for one academic session in hostel.
- iii) While leaving the hostel for winter vacation and on the completion of the term, hostellers are required to get their rooms inspected by hostel warden and obtain (No Dues Certificate)

2) Hostel Rules:-

The following rules will be followed by all male / female students residing in the hostel. Violation of these rules will make students liable for disciplinary action including expulsion from the hostel. These rules shall apply to all the male/female students:-

- i. A student must remember that the hostel is the home of the students on the campus. He/she should behave himself/herself on the campus as well as outside in such manner 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 and shall maintain discipline & peaceful atmosphere in the hostel.
- ii. **RAGGING** in the hostel is strictly prohibited and if any matter is reported /noticed, suitable action against the violator will be initiated.
- iii. Residents will carry their identity card all the time and produce the same whenever demanded by the authorities.
- iv. Residents must not misbehave or be disrespectful towards any employee/warden of the hostel/institute. He / She must maintain harmonious relations with employees & others in the hostel. The dealing of students must be courteous.
- v. Hostelites must not tease or otherwise harass other students and also not to commit any violence, pass hurtful remarks against others irrespective of religion, gender, caste, etc.
- vi. Residents are not allowed to keep any prohibited articles, literature, software, gadgets etc. in their rooms. The students should not view objectionable videos, must not write on walls, stick posters, distribute any unauthorized materials or notices.
- vii. Residents must not arrange any religious activity without prior consent of the Warden.
- viii. Residents by virtue of their numerical strength are sometimes involved in cases of physical violence, nuisance, or any other undesirable activity at public places outside/inside the college campus. In all such cases the college is not legally bound to defend any student. If the necessity arises, the institute authorities may inform the guardian/parents of the residents involved in such incidents. Parents are especially requested to guide their wards so that they don't indulge in any such incidents.
- ix. **Hostelites should not disturb or create nuisance to the others residing in campus in any manner. The use of audio system or any other electronic device, which may cause inconvenience to other occupants/ nearby residents is not allowed.**
- x. Hostelites should be decently dressed while roaming around campus.
- xi. Residents should use water and electricity judiciously.
- xii. Residents must switch off all the electrical appliances and close all taps while going out of the rooms.
- xiii. Residents are directed not to tamper with electrical & sanitary installations. The cost of repair to any damage done to them will be realized from the residents.
- xiv. Residents will be personally and collectively responsible for any loss or damage to the hostel furniture, equipments or other fittings in all the rooms and common places in the hostel, must handle hostel equipment carefully and not abuse or tamper with it.
- xv. Damage to any property of hostel will result into a fine upto Rs. 1000/- alongwith the actual cost of damage.
- xvi. Consumption of alcohol, use of tobacco (in any form) and use of illegal drugs (any intoxicating substance) are strictly prohibited in the hostel. Residents should not come to hostel after consuming alcohol and /or drugs from outside. Residents found indulging in consumption of alcohol, drugs, smoking & gambling in hostels shall be punished with a fine of Rs. up to 5000/- or expulsion from hostel or both
- xvii. Residents found with any kind of weapon(s) in their possession other than those used for their prescribed training **will be asked to vacate the hostel immediately and no fee will be refunded.**

- xviii. Television in mess can be watched from 5:30 p.m. till 9:00 p.m. (However on Saturday, Sunday and holiday's television watching during day will be allowed)
Television will remain closed during class tests, and semester ending examination.
- xix. **Cooking in any part of the hostel is not allowed.**
- xx. No one should use the belongings of other students without their consent.
- xxi. Hosteller himself/herself is responsible to ensure full attendance in classes.
- xxii. **The hostel would remain closed from 09.00 a.m. to 05.30 p.m. during the working days of the college. No student should stay back in the hostel during these hours. Permission would be granted by the warden only in case of an emergency. In case anybody is found in the hostel without permission, a fine up to Rs.500/- would be imposed.**
- xxiii. Complaints or grievances should be given in writing to the Hostel Warden.
- xxiv. The Warden or a member(s)/staff of institute nominated by the Principal can inspect the room of any student at any time.
- xxv. All rooms shall be opened for inspection of Warden at any time during day/night.
- xxvi. Silence should be maintained between 09.30 pm to 6.00 am.

IMPORTANT: Student can be fined or expelled from the hostel by institute authorities for not following the rules and regulations. In case the expulsion from the hostel, he/she shall not be entitled for any refund of fee including mess charges for the year.

Students are advised to utilize their free time in completing their homework, assignments and revise or prepare for the next day classes.

3) Leave, Vacation, ODC and Hostel Timings:-

- i. Permission to go to home would be granted by the warden only. (*Absence from hostel without permission will be viewed seriously*).
- ii. In case the Hostel inmates is/are allowed at his/her own request to go on leaves, night outs and participation in Industrial exposure opportunity in form of Outdoor Catering, activities the institute will not be responsible for any unfortunate incident or mishap during the course of travel or at any time during the event.
- iii. Students are not allowed to be outside the hostel after prescribed time for any reason without prior approval of Warden & without making entries in the register. On weekends & other holidays students can go to city. The students who are to go to local guardians must mention details on the register like their address, phone number, date & time of departure, relation with guardian with prior approval of Warden.
- iv. All residents should be back in the hostel as per prescribed timing, resident must inform about his absence to the warden in case of emergency.
- v. Girls are not allowed to stay overnight out of the hostel. In case of urgency written permission from warden is required.
- vi. **Gates of boys' and girls' hostel will close at 08:00 pm & opened at 05:30 am in summer and in winter it will be closed at 07:30 pm & opened at 06:00 am.**
- vii. Roll call of resident names shall be taken every night at (8:00pm in summer) and (7:30pm in winter)

Note: - After the roll call hostel residents are not allowed to leave the Hostel premises.

(Summers : - April till October)

(Winters : - November till March)

4) Rooms/Facilities

- i. Each Hosteller is required to bring his/ her own mattress, bedding, bucket and mug with themselves at the time of joining the hostel. Each hosteller will be provided with one bed, one study chair, one table and one lockable cupboard.
- ii. Every student should stay in the accommodation allotted to him/her by the Warden concerned. He / She will not be allowed to change the accommodation once allotted.
- iii. A student once admitted in the hostel continues to be a hostel inmate throughout the academic session. **No amount will be refunded if the inmate decides to leave the hostel mid-session.**
- iv. A student should check the fittings in his/her room at the time of occupation. If there is any discrepancy or inadequacy, it should be brought to the notice of the hostel staff. He/she shall be responsible for the fittings and shall see to it that they are in order at the time of handing over the charge of the room when he/she leaves the hostel.
- v. Students are not allowed to use electrical equipments that draws high current e.g. heaters, iron etc. Heaters /geysers /immersion rod / iron (ISI Mark) may be allowed in winters **with prior written permission of the warden. In case anyone found using these items without permission, same would be confiscated from the student and suitable fine will be imposed.**

5) Visitors:-

- i. Only parents/brother (sibling) may enter the Boys' Hostel and mother/sister (sibling) may enter the Girl's Hostel (prior permission must be obtained from the Hostel Warden) **No male visitor is allowed in girls' hostel.**
- ii. No parent / friend / relatives will be allowed to stay in the hostel under any circumstances.
- iii. **Day scholar are not allowed in the hostel, if any hosteller is found entertaining day scholar in his / her room, strict action will be taken against him / her and also it can lead to expulsion from the hostel.**
- iv. Non – hostelites and outsiders are not permitted into the Hostel premises.

6) Safety & Security:-

- i. Students must not keep valuables in their rooms.
- ii. A student himself/herself is responsible for custody of all of his/her belongings. **The Institute will not be held responsible for any loss incurred due to his/her negligence or any other reason whatsoever.**
- iii. A student shall not hand over the keys to his/her room to any other student / person
- iv. He / She not to make duplicate keys to Hostel rooms or any Hostel property therein.

7) Hygiene & Sanitation:-

- i. Cleanliness of the room/ washroom is to be maintained by the student himself/herself.
- ii. Hosttlers are required to keep their room and surroundings neat clean and do sweeping in the room. Also keep dust bin outside their room, and not throw garbage out of the window. In case anybody's room found dirty **a fine up to Rs.500/- would be imposed.**
- iii. Only plastic bottles are allowed to keep water in the room.
- iv. He / She must maintain high standard of decorum in IHM premises.

8) Medical Cases:-

- i. All cases of illness, injury and accident must be reported to the Hostel Warden immediately.
- ii. Hostelites suffering from infectious diseases shall, under medical advice, be: allowed to leave the hostel, isolated in the hostel, or admitted to hospital according to nature of the disease.
- iii. In case of any ill health/ medical emergency the taxi and hospitalization charges including medical bills will have to be borne by the student himself/ herself.

9) Hostel Mess:-

- i. The hostel has facility for all 3 meals on the day of holidays and only Breakfast and Dinner for working days. Residents will not go into the cooking area while the food is being prepared.
- ii. **Meals will not be served after the fixed hours except in case of illness with prior consent of the Warden. All the boys are required to wear proper clothes to go to mess, under no circumstances boys in Bermuda/sleeveless clothes etc. will be allowed to dine in the mess or walk in the campus.**
- iii. The mess will remain closed during vacation. Dates for closure will be decided by warden.
- iv. All complaints, which require immediate attention of warden, should be made in writing.
- v. Mess workers will be under the control of Warden.

Note:-The hostel mess will formally close on the day of the last examination of Second Semester for all the hostel residents.

Mess timings are as follows:

Breakfast	-	07:45 to 08:15a.m.
Lunch	-	01:30 to 02:00p.m.
Evening tea	-	05:45 to 06:15p.m.
Dinner	-	08:00 to 08:30p.m.

(On weekends and holidays, breakfast will be served from 9:00a.m. to 9:30a.m.)

Note: - The rules and timings are subject to change by authorities without prior notice.

Hostel Warden