

INSTITUTE OF HOTEL MANAGEMENT - SHIMLA

All students are expected to conduct themselves in a manner that upholds and enhances the prestige and reputation of the Institute, both within and outside the campus. Courtesy is an essential quality of hospitality professionals. It is therefore imperative that the students possess a pleasant disposition and that they deal with staff, guests and colleagues in an extremely polite manner. Greeting people and talking in soft tones should become a habit.

- **Boys Hostel**

For 1st Year B.Sc H&HA, hostel accommodation of 120 seats are available on JEE Merit basis.

- Hostel accommodation is on sharing basis.
- Boys' hostel facility will be extended only in 1st and 2nd semester.

Girls Hostel

Girl students admitted to the Institute will be provided accommodation in the girl's hostel.

Total capacity is of 70 seats on sharing basis.

- For the allocation of the room in the hostel, decision of the warden will be final and binding for all the hostlers.
- The girls' hostel facility will be available till the completion of the course (On request subject to availability).
- Mess facility for hostel students will start tentatively from 17th July with dinner service.

Hostel Warden: - MANOJ RANA (Assistant Lecturer)

Team of 13 Home guard personnels to maintain discipline and decorum in the institute premises.

Home guards will report to Hostel Warden from 05:30 pm onwards.

Hostel Rules

1) Hostel Admission, Re-admission, Exit.

Students will apply for hostel seat at the time of physical reporting at the institute from **11th July till 14th July 2016**, final list of allotment of hostel will be declared by NCHMCT on **15th July 2016**.

(The allotment of hostel will be done by NCHMCT purely on the basis of rank obtained in JEE 2016.)

Hostel Fees (Fee is subject to change)

Advance for Mess Charges	= Rs. 33,000/-
Room Rent	= Rs. 8000/-
Hostel admission fee	= Rs. 1000/-
Electricity & Water charges	= Rs. 8000/-
Security (Refundable)	= Rs. 5000/- (for 1st semester students only)
Total	= Rs.55, 000/-

Hostel admission will be done on submission of fee by allottees immediately after allotment is done, within 3 days of allotment of seat by NCHMCT. Hostel fee to be submitted, by demand draft Rs. 55,000/- in the favour of "**Principal Institute of Hotel Management Shimla**" payable at Shimla.

Note: Hostel fee once paid will not be refundable except caution money

- i. 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. Student will be allowed to stay for one academic session in hostel.
- ii. **While leaving the hostel for winter vacation and on the completion of the term, hostellers are required to get their room inspected by hostel warden and obtain No Dues Certificate.**

2) Code of Conduct & Discipline

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. The same rules shall apply to all the female students with modifications as indicated.

- i. **RAGGING** in the hostel is strictly prohibited and any matter reported, suitable action including FIR may be initiated.
- ii. 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, should not commit any act which may blemish the name of the institution and shall maintain discipline & peaceful atmosphere in the hostel.

- iii. 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.
- iv. Hostelites must not be teasing or otherwise harassing other students and/or use of violence, pass hurtful remarks against others irrespective of religion, gender, caste, etc. Instigating others to commit acts of indiscipline.
- v. Residents must not write on walls, stick posters, and distribute any unauthorized handbills or notices.
- vi. Residents must not arrange any religious activity without prior consent of the Warden.
- vii. Residents by virtue of their numerical strength are sometimes involved in cases of physical violence or nuisance 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.
- viii. Hostelites should not disturb or be a nuisance to the others residing on campus in any manner.
- ix. Hostelites should be decently dressed while roaming around campus.
- x. Residents will carry their identity card all the time and produce the same whenever demanded by the authorities.
- xi. Residents must switch off all the electrical appliances and close all taps while going out of the rooms. Residents are allowed to use their own electrical appliances such as heaters during winters but only with prior written approval of the warden. **In case anyone found using the same would be confiscated from the student and suitable fine will be imposed.**
- xii. Residents should use water and electricity judiciously.
- xiii. Residents are 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 or other fittings in all the common facilities and places in the hostel, must handle hostel equipment carefully and not abuse or tamper with it.
- xv. **Students will be held responsible for the damage to the room they occupy and any items supplied to them. In all such cases, the student will have to pay such damages as are fixed by the Institute authorities otherwise their hostel security would not be returned.**
- xvi. **Damage to any property of hostel will result into a fine up to Rs. 1000/- along with the actual cost of damage.**
- xvii. 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**
- xviii. Residents found with weapons (any kind) in their possession in the hostel. Other than those used for their prescribed training **will be asked to vacate the hostel immediately and no fee will be refunded.**
- 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. **Each hosteller is responsible to maintain 75% 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 only by the warden only in case of an emergency.**
- xxiii. Complaints or grievances should be given in writing to the Hostel Warden.
- xxiv. The Warden or a member(s) of institute staff nominated by the Principal of the Institute 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. Permission to go home would be granted by the warden only. (*Absence from hostel without permission will be viewed seriously*).
- xxvii. *Each student must obtain a Hostel Clearance Certificate signed by the Hostel Warden and hand it over to the watchman on duty at the main gate before he/she vacates the Hostel. Students must get the Hostel Clearance Certificate signed well in time during working hours of the Institute to avoid last minute rush.*
- xxviii. *Rooms must be vacated immediately after the Institute closes for vacation. Students cannot claim to stay in the Hostel during the vacation period. Permission may be given for such a stay in special and unavoidable cases by the Principal on the written application of the student submitted through the Hostel Warden.*
- xxix. *Expulsion from hostel. Under following conditions student can be expelled from the hostel. The expelled student will have no right to claim for the refund of hostel fee.*
- Misbehavior with Warden, Staff, Faculty of Institute.*
 - Failure in more than 3 subjects in any semester*
 - Personal problems amongst students will not be the responsibility of the Institute administration.*
 - Indulging in Drug, Smoking, alcohol drinking etc.,*

Student will 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.

3. Recreation activities timing:

T.V. may be viewed by Hostel students in the Recreation Hall within the timings announced by the authorities. Timing for TV viewing:

Working days :

Girls:- Morning: 8:00 am to 9:00 am (in the girl's Hostel)

Evening: 7:30 pm till 10:00 pm (in the girl's Hostel)

Boys - Morning: 8:00 am to 9:00 am (in Recreation Hall)

Evening: 7:30 pm till 10:00 pm (in Recreation Hall)

Holidays: 8: 00 am to 10:00 pm for all

Note: After dinner timings, the girls can view the television in their hostel only, as mentioned above.

Students can play indoor games like Table Tennis, Badminton, volleyball, Carom board and Chess till 10:00 pm.

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

- xxx. Hostel inmates are allowed to go on out of station leaves, night outs and participation in Industrial exposure opportunity in form of Outdoor Catering Activities **as per his/her request**, institute is not responsible for any unfortunate event or mishap during the course of travel or at any time during the event

- xxxi. 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 going 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.
- xxxii. Applications to go out for the usual week – ends and week days must be submitted in advance, in person, to the warden. Approval/permission will be granted only if the parents give their approval for the same to the warden. This is for the safety of the students.
- xxxiii. 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.
- xxxiv. Girls are not allowed to stay overnight out of the hostel. In urgency written permission from warden is required.
- xxxv. **Gates of boys' hostel will close at 09:30 pm & opened at 05:30 am for summers and close at 09:00 pm & opened at 06:00 am for Winters.**
- xxxvi. **Gates of Girls' hostel will be close at 08:30 pm & opened at 05:30 am for summers and close at 08:15 pm & opened at 06:00 am for winters.**
- xxxvii. Roll call of resident names shall be taken every night at (09:30pm in summers) and (09:00 pm in winters)
Note :- After the roll call hostel residents are not allowed to leave the Hostel premises.

Summers : - April till October. Winters : - November till March.

5) Rooms/Facilities

- i. Each student will be supplied with a wooden cot, wooden study table & chair, cupboard and mattress for the safety of which he/she will be answerable and responsible. No student should use a bulb of more than 60 watts power in his/her room.
- ii. Students are advised to bring the following articles in addition to their clothing etc.:
 - a) Pillow and blanket/quilt.
 - b) Sets of bed linen, table-cloths, curtains and towels according to their requirement and taste.
 - c) A raincoat or umbrella.
 - d) Mug – Tea/Coffee, Glass, Plate and Spoon.
 - e) Good quality locks for wardrobe and main door -at least 6-lever lock for the room door.
- iii. Every student should stay in the accommodation allotted to him/her by the Warden/Matron concerned. He / She will not be allowed to change the accommodation once allotted.
- iv. 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.**
- v. A student should check the fittings in his/her room at the time of occupation. If there is any deficiency 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 charge of the room when he/she leaves the hostel.
- vi. **Students are not allowed to use electrical equipments that draw high current e.g. heaters, blowers, iron etc. Heaters /geysers /immersion rod (ISI Mark) may be allowed in winters with prior written permission of the warden.**

6) 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.**
Visiting hours for parents/Guardians (Girls & Boys hostels):-
8:00 am - 8:30 am

12:50 pm - 1:50 pm

5:30 pm - 7 pm

- ii. No parent / friend / relatives will be allowed to stay in the hostel.
- 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 leading to expulsion from the hostel.**
- iv. Non – hostelites and outsiders are not permitted into the Hostel premises.

7) 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.

8) Hygiene & Sanitation:-

- i. Cleanliness of the room/ washroom is to be maintained by the student himself/herself.
- ii. Hostlers are required to keep their room and surroundings clean and do sweeping in the room and keep dust and garbage in the dust bins present on each floor. Residents should 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 will be allowed to keep water in the room.
- iv. He / She must maintain high standard of decorum in IHM premises.

9) Medical Cases:-

- i. All cases of illness, injury and accident must be reported to the Hostel Warden immediately.
- ii. A first Aid box is available with the Warden. In case of an emergency, first aid will be rendered. In case of serious illness, or infectious diseases, student may be asked to leave the Hostel and go to his/her parents or guardian.
- iii. 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.
- iv. In case of any ill health/ medical emergency the taxi and hospitalization charges/medical bills will have to be borne by the student himself/ herself.

10) Hostel Mess:-

- i. The hostel has facility for all 3 meals of the day on 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 mess, under no circumstances boys in Bermuda/sleeveless clothes etc. will be allowed to dine in the mess or walk in the campus.**
- iii. **No one is allowed to take the food outside the Mess Hall (except in the case of illness reported to the Warden and with the written permission of the Hostel Warden)**
- iv. **Hostel wardens will supervise in the dining area during Hostel meal times.**
- v. The mess will remain closed during vacation. Dates for closure will be decided by warden.
- vi. All complaints, which require immediate attention of warden, should be made in writing.

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 am to 8:15 am (Girls)

08:15 am to 08:45 am (Boys)

Tea Time:- 06:00 pm to 06:20 pm.

Dinner - 07:45 pm to 8:15 pm (Girls)

08:15 pm to 08:50 pm (Boys)

(On weekends and holidays, breakfast will be served from 09:00 a.m. to 09:45 a.m. and lunch will be served from 01:15 pm to 02:00 pm.)

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

Principal / Hostel Warden

Persons to contact:-

Mr. Manoj Rana

(Boys Hostel Warden)

☎:- 0177-2735991

Mobile:- 08261834026

Mr. Sant Ram Verma,

(Administrative Officer)

☎:- 0177-2648197

Ms. Priya Sharma

(Lecturer)

Academics In-charge

☎:- 0177-2735984

Dr. Manoj Sharma, Additional Director Tourism (H.P.)

-cum-

Principal-in-Charge

IHM Kufri Shimla

☎:- 0177-2648208, Tele Fax: 0177-2648197

[E-mail: ihmkufri@yahoo.com](mailto:ihmkufri@yahoo.com)

UNDERTAKING

I have carefully gone through and understood the Rules and Regulations of the Institute Hostel, and I hereby agree to abide by the same.

Signature

Name of student.....

Date:

Parent's Signature.....

Local Guardian Name:-

Address:.....

.....

Tel/Mobile No.....

E-mail No.....

Guardian's Signature.....

APPLICATION FORM FOR THE HOSTEL ACCOMMODATION

Form No. :

Dated:

To

The Principal,
IHM, Kufri,
Shimla.

Respected Sir,

I, Mr./Ms. Class year
..... would like to apply for Hostel accommodation on the Institute's premises during the
academic year

Permanent Home Address:-

.....
.....
.....

Pin Code: Res. Tel. No.

E-mail

Father's Name:

Occupation:

Designation:

Official Address:

(Father's Name):

.....
.....

Mother's Name:

Official Address.....

We, the undersigned do hereby undertake complete responsibility for my ward Mr./Ms.
..... while he/she is a hostelite. We further undertake to pay by way
of fine or make good any loss caused by him/her on the Institute's premises by way of recovery in case of
damage accidentally or

otherwise caused by him/her to the property of the Institute or the property belonging to other Hostelites.

We agree that in the interest of maintaining discipline and decorum the decision take by the College authorities will be binding on us and my ward without any questioning whatever. We have gone through the hostel rules and understand the same and hereby promise that my son/my ward will obey and abide by all the rules and regulations of the hostel.

.....

Signature of Father

.....

(Signature of Local Guardian)

Date :

Date:

.....

Signature of Mother

(In case of change in local guardian the same will be intimated to the College authorities immediately)

I am aware of all the rules and regulations of the hostel and I agree to abide by the same in case of failure on my part to abide the rules you are at liberty to take any disciplinary action against me including expulsion from the hostel without any notice.

I understand that I have to vacate the hostel immediately in case I fail in my 1st /2nd year National Council Annual Examination.

(NO REAPPEARS WILL BE GIVEN HOSTEL ACCOMMODATION)

I will be highly obliged if you could consider my application favourably and allot me accommodation in the hostel.

Place:

Signature of Applicant:

Date:

Name of Applicant:

Application forms duly filled in should reach the Superintendent/Warden on or before Forms received late will not be considered. Forms should be handed over in person or sent by Registered Post with acknowledgment due on or before the last date.

**Institute of Hotel Management, Catering and Nutrition, Kufri,
Shimla – 171 012.**

MEDICAL REPORT

The following medical details may be furnished about your ward, in order to facilitate medical care for them while in the hostel.

Name of the student:

Year:

Does your ward have:

1. Any chronic health problems like:
2. Asthma:.....
3. Bronchitis:
4. Acidity:
5. Ulcer:
6. Cardiac Problems/Hypertension
7. Diabetes:
8. Any others:

2. Is he/she currently under any medication for the above?

Yes ()

No ()

If yes, state the medicines: (Particulars)

.....

3. Has he/she had any surgery so far?

Yes ()

No ()

If yes, kindly elaborate:

4. Is he/she known to be allergic to any particular drugs?

Yes ()

No ()

If yes, kindly specify:

.....

GENERAL HEALTH DETAILS:

Height: Blood Group:

Weight B.P.

P.S.: A General Blood Test Report has to be attached.

(SIGNATURE OF PARENT)

Date:

.....

SIGNATURE, NAME & SEAL OF DOCTOR (RMP)

UNDERTAKING BY THE LOCAL GUARDIAN

I, do hereby undertake complete responsibility for my ward Mr./Ms. while he/she is a hostelite of the Institute of Hotel Management, Catering and Nutrition, Kufri, Shimla – 12.

I further undertake to pay by way of fine or make good any loss caused by him/her on the Institute's premises by way of recovery in case of damage accidentally or otherwise caused by him to the property of the Institute or the property belonging to other hostelites.

I have also read the rules and regulations applicable to hostel accommodation and agree that in the interest of maintaining discipline and decorum the decision taken by the college authorities will be binding on me and my work without any questioning whatsoever.

Dated this day of

(SIGNATURE OF LOCAL GUARDIAN)

Relationship :

Name :

Address :

Tel. No. :

FINAL CLEARANCE FORM

(To be submitted to the office for the refund of Caution Deposit, etc.)

Name :

Class :

Room No. :

Remarks (Reason for leaving the hostel):

.....

.....

.....

Whether Parent's consent has been obtained:

Details of recoveries to be made:

1)

2)

3)

4)

Total Rs.

Date:

Signature of student

(SIGNATURE OF WARDEN)