

INSTITUTE OF HOTEL MANAGEMENT - SHIMLA

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

Boys Hostel Warden: -Mr. MANOJ RANA (Assistant Lecturer)

Assistant Hostel Warden:- Mr. Amit Ranjan (LDC)

Staff Nurse: - Mrs. KAVINDER KAUR

Security In Charge along with 14 Home guard personnel’s to maintain discipline and decorum in the institute premises. Home guards will report to Hostel Wardens from 05:30 pm onwards.

Hostel Rules

1) 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 or any 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 resident 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 heating 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 the room and other places in the hostel. Residents must handle hostel equipments carefully and not abuse or tamper with them
 - xv. Damage to any property of hostel will result into a fine upto Rs. 2000/- or the actual cost of damage whichever is less.
 - xvi. Consumption of alcohol, use of tobacco (in any form) and use of illegal drugs (any intoxicating substance) are strictly prohibited in and around the hostel and institute premises. Residents would not be allowed to enter institute's premises if they have consumed alcohol or any other intoxicating material from outside the campus. 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 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.
 - xviii. Television in recreation hall can be viewed from 5:30 p.m. till 9:00 p.m. (However on Saturday, Sunday and holiday's television viewing during day will be allowed) (Girls can watch TV till 08:15 pm only) *Television will remain closed during class tests, and semester ending examinations.*
 - xix. Cooking in any part of the hostel is not allowed except tea, coffee and Maggie only.
 - xx. Residents will not bring food from mess to hostel in any case except only in the case when resident is sick and cannot come to mess. In this case his/her friend can bring food to hostel after taking permission from warden in writing.
 - xxi. No one should use the belongings of other students without their consent.
 - xxii. Each hosteller is responsible to maintain 75% attendance in classes.
 - xxiii. The hostel would remain closed from 09.00 a.m. to 04.30 p.m. during the working days of the college. No student will stay back in the hostel during these hours. If student is sick and cannot attend class then permission would be granted only by the warden before 08:30 am. In case student is not feeling well in the class or after 09:00 am and student wants to rest in the hostel then student will have to take permission from concern class teacher or Academic In charge in writing only then hostel gate will be opened.
 - xxiv. Hostel will be opened during lunch time.. After that all residents will go back for their classes.
 - xxv. After attendance all hostel residents should be in their allotted rooms.
 - xxvi. Loud Music system or loudspeaker in any kind is not allowed in the room or anywhere in the campus. If anyone found playing music loudly without permission then his/her music system will be withheld and fine will be imposed.
 - xxvii. Complaints or grievances should be given in writing to the Hostel Warden.
 - xxviii. 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.
 - xxix. Checking of students may be done at any time by the warden.

xxx. All rooms shall be opened for inspection by Warden at any time during day/night.

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.

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

- i. 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 (only in holidays) 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. For this purpose students needs to take out pass from warden with stamp.
- ii. If the students are going outside the hostel for day only i.e. going in the morning and will come back till evening on stipulated time then they do not need to take out pass from the warden. In this case they must mention details on the register at main gate like their name and room number, phone number, date & time of departure, area of visit, relation with guardian and signature.
- 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.
- iv. The students who are going to local guardians for night must mention details on the register like their address, phone number, date & time of departure, relation with guardian with prior approval of Warden.
- v. 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.
- vi. Girls are not allowed to stay overnight out of the hostel. In urgency written permission from warden is required. Warden to make sure that same has been intimated to the parents of girl. If parents do not allow then warden would not allow.
- vii. Gates of boys' hostel will close after attendance & will be open at 05:00 am.
- viii. Gates of Girls' hostel will be close after attendance & will open at 06:00 am.
- ix. Roll call will be taken daily by warden on stipulated time i.e. 09:10 pm for boys and 08:15 pm for girls. Apart from these timings roll call may be taken at any time by the warden or Home guard on duty.
Note : - After the roll call hostel residents are not allowed to leave the Hostel premises.
- x. After outing in holidays or weekends students should come back to hostel till 05:00 pm.
- xi. In working days last entry at main gate is following.

In Summers till 06:30 pm i.e. (from April till October).

In Winters till 06:00 pm i.e. (from November till March).

3) Rooms/Facilities

- i. Each Hosteller is required to bring his/ her daily need items like bedding, bucket and mug with themselves at the time of joining the hostel. **Because each hosteller will be provided with one bed, one study chair, one table and one lockable cupboard only.**
- ii. 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.
- 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 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 working order at the time of handing over 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 (ISI Mark) may be allowed in winters **with prior written permission of the warden.**

5) Visitors:-

- i. Only Father/brother and (male siblings) may enter the Boys' Hostel and mother/sister and (female siblings) may enter the Girl's Hostel (prior permission must be obtained from the Hostel Wardens). **No male visitor is allowed in girls' hostel. If there is an emergency and male entry is required then lady security guard or girl's hostel warden or both will go along with that male.**
- ii. **No female visitor is allowed in boy's hostel. If there is an emergency and female entry is required (for e.g. In case of medical emergency staff nurse needs to enter boys hostel) then male security guard or Boys hostel warden or both will go along with that female.**
- iii. No parent / friend / relatives will be allowed to stay in the hostel.
- iv. **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.**
- v. Non – hostelites and outsiders are not permitted into the Hostel premises.
- vi. Non – hostelites and outsiders are not allowed to enter institute premises after office timing and in holidays, vacations, weekends and 4azette holidays.

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 of his/her room to any other student / person
- iv. He / She not to make duplicate keys of Hostel rooms or any Hostel property therein.

7) Hygiene & Sanitation:-

- i. Cleanliness of the room 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 bin outside their room, 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. He / She must maintain high standard of decorum in IHM premises.

8) **Medical Cases:-**

FOR ANY KIND OF MEDICAL EMERGENCY, MEDICAL ASSISTANCE OR FOR FIRST AID RESIDENTS MAY CONTACT TO Mrs. KAVINDER KAUR (STAFF NURSE).

- i. All cases of illness, injury and accident must be reported to the staff nurse immediately.
- ii. If injury or illness is serious then staff nurse will call ambulance.
- iii. If ambulance service is late or they say that they will come late and illness is serious then staff nurse will arrange taxi for transport.
- iv. For the safety of students one guard (lady for girls and male for boys) along with staff nurse will go in ambulance or taxi to hospital.
- v. 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.
- vi. 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.

9) **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. 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.

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

10) BADMINTON PLAYING TIMING

All Hostel students can play badminton in Auditorium at following timings

GIRLS: - 07:00 am – 08:00 am

05:30 pm – 06:15 pm

BOYS: - 06:00 am – 07:00 am

06:15 pm – 07:15 pm

NOTE: - Auditorium will be closed for badminton when there is placement going on or any official work in which auditorium is required.

All other games will be played after 05:30 pm.

11) Maintenance Issues :

**FOR ANY KIND OF MAINTENANCE/ELECTRIC AND PLUMBING
WORK CALL**

MR. JASWINDER SINGH

(JASSI)

9805777485

12) GUIDELINES FOR HOME GUARD

1) Be on duty on following points 24 hours.

MAIN GATE OFFICE GATE BOYS HOSTEL GIRLS HOSTEL

2) Open Recreation hall at 07:00 am and close after breakfast at 09:00 am daily on working days.

3) In evening again open recreation hall at 05:30 pm and close at 09:00 pm daily on working days.

4) In holidays open Recreation hall at 07:00 am and close at 09:00 pm.

5) Switch on all street lights at 06:00 pm in winters.

6) Switch off all street lights 07:00 am in winters.

7) Switch on all street lights at 07:00 pm in summers.

8) Switch off all street lights 06:00 am in summers.

9) During meal time all hostel duty home guard will be at dining hall.

10) In working days outsiders/non hosteller should not be in the campus before 08:00 am and after 05:30 pm.

11) In holidays/weekends/ outsider or non hostellers are not allowed in the campus.

12) In the absence of wardens if any student wants to go out for night or wants to take leave then out pass will be given by Mr. Surinder Singh (Assistant Lecturer) and Mrs. Kavinder Kaur (Staff Nurse).

13) If all are absent (Wardens, Staff Nurse and Mr. Surinder Singh) then security In charge will do the above formalities.

14) Follow the last entry rules for student at main gate

SUMMERS: - Till 06:30 pm (APRIL TO OCTOBER).

WINTERS: - Till 06:00 pm (NOVEMBER TO MARCH).

This timing is for working days

15) Non hostellers and outsiders are not allowed in the hostel.

16) Proper checking at main gate when student comes from outside.

Note: - Girls checking will be done by lady home guard inside the guard room at main gate.

17) Home guard can check any student if it seems doubtful at any time.

18) During activity time like Badminton, Table Tennis, Volleyball, Gym and other activities in the recreation hall take regular rounds to maintain discipline.

19) Last Whistle at 10 pm daily.

20) Whistle at 08:50 am then lock the hostel at 09:00 am after checking all rooms personally on working days.

21) If any student is not going to college due to any reason then student should have a written permission with stamp from warden.

22) Open and close Gym according to Gym time table.

23) Check Hostellers Identity card at main gate.

24) Make sure no item or furniture is moved or misused in recreation hall.

25) Make sure no student is wandering around after dusk.

26) Open hostel gates in lunch in your presence. Be there and then close hostel gates when lunch is over after evacuating all students from the hostel

(Note: - Check Hostel Identity-Card properly

Non hosteller should not enter the hostel)

27) Hostel gates will remain close from 09:00 am to 04:30 pm except lunch timing.

28) Make sure no boy is sitting in front of girls hostel gate.

29) Check out timing and check in timing of students at main gate register will be checked by home guard on duty on daily basis. If any students come late or do not come on time then inform concern warden.

30) If any student is sick and ambulance/car has been called to take that student to hospital then one home guard will go along with that student. Lady home guard for female student and Male home guard for male student.

13) GYM TIMING

GYM TIMING

MORNING

(05:00 am to 08:00 am)

BATCH-1 BOYS 05:00 AM TO 06:00 AM	BATCH-1 GIRLS 06:00 AM TO 07:00 AM	BATCH-2 BOYS 07:00 AM TO 08:00 AM
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EVENING

(05:30 pm to 08:30 pm)

BATCH-2 GIRLS 05:30 PM TO 06:30 PM	BATCH-3 BOYS 06:30 PM TO 07:30 PM	BATCH-4 BOYS 07:30 PM TO 08:30 PM
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GYM WILL REMAIN CLOSE ON SUNDAY

14) OUT PASS TIMING

If any student wants to go out for a night then he/she is required to take out pass from concern wardens. This will also be communicated to parents by wardens through SMS/call.

TIMING

06:00 pm – 07:00 pm

Follow this timing strictly, No out pass will be issued if you did not come in above mentioned timing.

15) STAYING IN HOSTEL

If any student is not in the position to attend classes because of sickness or any other valid reason and want to stay back in hostel then he/she is required to have a written permission from warden before **08:30 am.**

Teachers will come for hostel rounds between **09:00 am to 09:30 am**. If any student is found in hostel without permission then a strict action will be taken against him/her.

After 09:00 am when class would be started and if any student feels uncomfortable in the class and wants to rest in hostel then a written permission would be required signed by the concern class teacher, only then hostel gate will be opened.

16) LAUNDRY

Washing linens/cloths is not allowed in the hostel other than undergarments. As it will result in water shortage and blockage in the hostel washrooms.

Use laundry services for this purpose provided by the institute.

If any student is found not following above instructions strict action will be taken against him/her.

Mess timings are as follows:

Breakfast - 07:45 to 08:10a.m. (GIRLS)
08:10 am to 08:45 am (Boys)

Lunch - 01:15 to 02:00 p.m.
Evening tea 06:00 to 06:20 p.m.

Dinner 07:45 to 08:15 p.m. (GIRLS)
08:15 pm to 09:00 pm (Boys)

(On weekends and holidays, breakfast will be served from 08:00 a.m. to 9:00a.m.)

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

Principal / Hostel Warden

Persons to contact:-

Mr. Manoj Rana (Assistant Lecturer & Boys Hostel Warden) ☎:- 8261834026

Mr. Amit Ranjan (LDC & Assistant/ Deputy Boys Hostel Warden) ☎:-86990-07552

Mrs. Kavinder Kaur (Staff Nurse) ☎ 9459116258

Mr. Deepak Parmar (Administrative Officer) ☎:-94180 78393

Mr. Sanjeev Kumar Puri (HOD & Academics In-charge ☎:-98160-25575

**Sh. Mukul Dimri
Principal**

**IHM, Kufri- Shimla:- 0177-2735901, Fax: 0177-
2735903, 98160 41671**

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