

## INSTITUTE OF HOTEL MANAGEMENT BHOPAL

### HOSTEL RULES AND REGULATIONS:

We provide a safe and a healthy environment to students within our premises, and in return, students are expected to maintain and respect the modesty and the reputation of the Institute, for which he/she needs to follow certain laid down set of rules. They are:

- All students are supposed dress decently.
- All students have to ensure that they talk respectfully with other hostel residents, cleaning staff, security staff, dining hall staff and Hostel Warden/Hostel In Charge.
- Students have to compulsorily make their entries in movement registers and other hostel registers every time they leave hostel premises and come back.
- Students are expected to assist the housekeeping staff by keeping their rooms, corridors, staircases and bathrooms clean and tidy
- Students are expected to segregate and dispose the waste in designated dustbins labeled and kept in corridors and dining hall area.
- **RAGGING IS STRICTLY PROHIBITED. IF ANYONE FOUND RAGGING HE/SHE WILL BE DISCHARGED FROM THE HOSTEL AS WELL AS FROM THE INSTITUTE**
- Admitted students leaving the hostel to stay with their local guardians or home (outside the city), must take prior written permission of Hostel Warden. Failing which, strict action will be taken against the student
- **Hostel Rent and Mess charges are payable in advance. A copy of the receipt must be handed over to the Hostel Warden/Hostel In Charge.**

Parent Signature\_\_\_\_\_

Student Signature\_\_\_\_\_

- All hostel students are supposed to be present in the Hostel for the following period:
- GIRLS HOSTEL – 7:00 PM TO 8:00 AM
- BOYS HOSTEL – 10:00 PM TO 8:00 AM
- The hostel will serve the breakfast, evening snacks and dinner in Dining Hall in the hostel premises on working days. Lunch will be provided to students on all weekends and gazetted holidays.
- All students are supposed to be present for breakfast and Dinner time within ½ hour of service, else that particular meal shall not be served to them.
- Hostel facility is granted to the student of second and third year is subject to the attendance in the Institute and if any student is found attending less than 75% of classes his/her hostel facility will be withdrawn
- **SMOKING and CONSUMING ALCOHOL IS STRICTLY PROHIBITED IN THE INSTITUTE AND IN THE HOSTEL PREMISES**
- Mobiles could be kept by the students AT THEIR OWN RISK
- In case of any complaints, students should inform the Hostel Wardens/In Charge immediately .
- Electronic appliances like kettle, induction etc are strictly NOT ALLOWED in the hostel premises for the safety of the residents.
- Students are permitted to keep air coolers in the hostel for their comfort and convenience, subject to payment of an additional charge.
- Girl students staying out later than 6:30 PM will have to obtain a special permission from the Hostel Warden after due validation by their parents through written communication from their registered mobile number/email ID

Parent Signature\_\_\_\_\_

Student Signature\_\_\_\_\_

- Application form for going out for weekend , visiting hometown, visiting to Registered Local Guardian must be submitted at least two days in advance in person to the HOSTEL WARDEN duly validated by students parents through written message from their registered mobile number/email ID
- Boy students should not visit Girls Hostel & vice versa
- All students must be in their respective Room from 9:30 PM onwards
- Strict silence should be maintained between 10:00 PM to 6:00 AM
- No visitors will be allowed to pay a visit to the hostels without the permission of the hostel warden or hostel caretaker
- Students should not sit on the parapet walls on the terrace or corridor as it can lead to accidents.
- The student should only keep any valuable articles or cash with them in the locker/ cupboard with proper locks.
- The institute will NOT be held responsible for any losses if they are not locking their cupboards.
- In case hostel facility is withdrawn for Indiscipline or other reasons the hostel rent & mess fees are **NON-REFUNDABLE**.
- Any breakages made by the students pertaining to furniture, fixtures, fittings, electrical equipment and any other properties of the Institute will be charged from the students with a fine.
- Powers to get the Hostel vacated in case of indiscipline is delegated to Hostel Warden / Hostel Caretaker/HOD

Parent Signature\_\_\_\_\_

Student Signature\_\_\_\_\_