

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 shall be decently dressed and adhere to proper conduct inside hostel premises.
- 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 labelled 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

- Students enrolled in hostel must inform the Hostel Warden through written request from parents email address or written application for overnight stay with their registered local guardians or hometown visit failing which a strict disciplinary 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.**
- All hostel students should be present in the Hostel for the following period and register their biometric attendance:
- **GIRLS HOSTEL – 7:00 PM TO 8:00 AM**

Parent Signature _____

Student Signature_____

- BOYS HOSTEL – 10:00 PM TO 8:00 AM
- Breakfast, evening snacks and Dinner will be served in Dining Hall in the hostel premises on specific meal timings on working days. Lunch will be provided to hostel students on all weekends and gazetted holidays.

BREAKFAST : 8:00 AM-9:00 AM

LUNCH (weekends, holidays) : 1:30 PM-2:30 PM

DINNER : 8:00 PM-9:00 PM

No meal will be served beyond the meal timing.

- Hostel facility is granted to the students of second and third year subjected to the attendance in the Institute (if any student is found attending less than 75% of classes his/her hostel facility will be withdrawn.)
- **CONSUMPTION OF ANY TYPE OF INTOXICANTS IS STRICTLY PROHIBITED IN THE INSTITUTE AND INSIDE THE HOSTEL PREMISES**
- Mobile phones and valuable belongings could be kept by the students AT THEIR OWN RISK
- In case of any complaints, students should inform the Hostel Wardens/ In Charge immediately.
- Any kind of electronic appliances 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 7:00 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.
- 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

Parent Signature _____

Student Signature_____

- All students must maintain minimum noise level in hostel premises 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 In-charge.
- Any accident or damage caused to hostel furniture, fixtures, walls etc due to student negligence will lead to a strict disciplinary and monetary action against the student.
- The Institute shall NOT be held responsible for any losses, theft, medical responsibility due to negligence of students.
- In case hostel facility is withdrawn due to involvement in indiscipline or other personal reasons the hostel rent & mess fees are **NON-REFUNDABLE**.
- I hereby acknowledge that any violation or non-compliance with the prescribed hostel rules and regulations may render me liable to strict disciplinary action, including financial penalties, as per the Institute's rules and the decision of the competent authority.

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Signature of the Parent /Guardian

Name.....

Date:.....

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Signature of the student.

Name.....

Parent Signature _____

Student Signature_____