


**INSTITUTE OF HOTEL MANAGEMENT  
CATERING TECHNOLOGY & APPLIED NUTRITION  
P-16, TARATALA ROAD, KOLKATA- 700088**

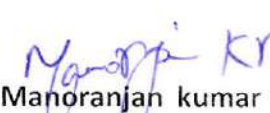
**HOSTEL RULES AND REGUALTION**

IHM Kolkata offers hostel facility for the students in campus only. Hostel Seats are allotted by the hostel committee. Meals are provided in the hostel on chargeable basis. Hostel has gym (chargeable), sports facilities and many activities are organised by the hostellers. In house doctor is also available on alternate days.

**OFFICIAL FORMALITIES**

1. While occupying in the hostel room students must carry:-
  - a. Receipt of the payment for hostel fee
  - b. 2 recent passport size colour photos
  - c. Copy of address proof (govt. Provided)
  - d. Copy of Photo ID (Govt. Provided)
  - e. Copy of Parents/Guardians address proof
  - f. Copy of Parents/guardians Photo ID
2. Hostel room allotment will be done by hostel management only. Request about selection of room will not be accepted.
3. While vacating, hostel authority will thoroughly check for any kind of damage of rooms, furniture, fixtures or common areas. If defacement or breakages are found then students has to compensate the cost incurred for repairing/replacement.
4. If student leaves the room without clearing his/her dues then caution money will be forfeited and character/migration certificate/mark sheet etc. will not be released.
5. **All the meals including outside food has to be eaten in dining hall only. No food should be taken to the room to avoid pest infestation.**
6. Parents/guardian are advised to register their contact number and E-mail id in hostel forms. The registered phone number/ mail id will be used by the hostel authorities for communicating regarding night-out, late night out permissions and other official communications. No other Phone number and E-mail id will be entertained for official communication.
7. **Hostel seats are allotted semester wise to the individuals semester wise based on their application and depending upon the conduct, academic performance, participation in extracurricular activities and attendance records of the incumbent.**
8. Student once expelled from the hostel on disciplinary ground will not be eligible for hostel seat allotment in future.
9. If a student is expelled from the hostel on disciplinary ground, all amount paid by him/her as hostel fees will be forfeited.

  
Ashok Kumar Prasad  
Principal /C

  
Manoranjan Kumar  
Hostel Warden

### GENERAL RULES:-

1. It is desirable that students staying in hostel has 100% attendance, hostel warden/superintendent will be notified in advance if the student is not attending class for any particular reason (medical/personal). **If attendance is less than 80% then hostel will not be allotted in next semester.** Students will not be allowed in the hostel in pre and post lunch session.
2. After academic hours students can go out from the campus after duly signing the IN-OUT Register.
3. **Students are allowed to go out from campus from 4:00pm and come back to the institute campus by 7:30pm on all academic days. On weekend & holidays they can go as per time mentioned in their night-out form.**
4. **All hostellers must give their attendance at 7:30pm sharp; missing this will be treated as a serious violation of discipline.**
5. Hostel gate will be locked at 10.15pm. After that students cannot go out from the hostel building.
6. Night-time will be observed from– 2300 hrs. to 0530 hrs. During this time all hostellers must be silent & to be in their respective rooms.
7. **Each student is responsible to maintain his/her own valuables, they themselves will be responsible for loss, damage and inappropriate use of own belongings.**
8. Meals will be served in student dining hall only, meal timing will be notified by mess committee time to time.
9. If any hostellers want to go for a “Night-out” on weekends or holidays a night-out form to be duly filled to obtain the permission from authority. (for self-night out authority holders) **Night out on weekdays not permitted.**
10. All the parents need to fill self-night out permission while taking allotment. For a student who does not have self – night out authority, must ask their parents/ local guardian to send a sms from the registered mobile number to the hostel warden/superintendent, and then fill in the night-out forms.
11. Our in house gym facilities can be availed by taking the gym membership by paying the gym membership fee at the institute cash counter . Those found using gym facilities without paying the fee of the respective month fee will be imposed a fine of Rs500/- .
12. Local guardian address & phone no. is mandatory for any emergency. In case of change of Local Guardian or change of contact details/ address of Local Guardian/ Parents, the Hostel Warden should be informed in writing by the student.
13. **Hostel authorities are responsible for the safety and security of the students inside the campus only. Students will be responsible for their conduct outside the campus.**
14. It is advised that if anybody is going for night out, the same has to be informed to mess committee to avoid wastage of food.
15. If anybody is ordering food from outside for lunch and dinner, mess committee must be informed at least two hours prior to the service, to avoid wastage of food.
16. Any hostel occupants desired to vacate the hostel in middle of the year hostel fees will not be refunded.

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Principal I/C

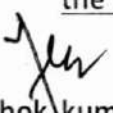
Manoranjan kumar  
Hostel Warden

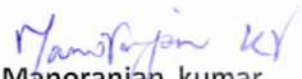
### CIVIC AND SAFETY RULES

1. Hostellers are responsible to keep their rooms clean. Unhygienic room conditions will not be tolerated, and concerned student can be punished and asked to pay fine or can be even ask to vacate the hostel.
2. IHM KOLKATA campus is a "Plastic Free" zone so students are instructed to discard polythene which does not comply with local regulatory standards or dispose it off in the plastic bins at the entry point.
3. All the hostellers need to arrange a small DRY WASTE BIN in their room, which needs to be cleared every day to the floor's main dustbin.
4. While mopping and sweeping of the room floor will be done by the institute housekeeping staffs, students are requested to cooperate with them by being present in the room.
5. Any maintenance defect in the room or floor (electrical, plumbing, carpentry) must be reported to hostel authority immediately to solve the problem; students should not try to solve any kind of maintenance problem by themselves. Without the permission of the hostel warden, neither furniture will move from one place to another nor will extra furniture be accommodated in the room.
6. All valuables must be kept under lock and key with the responsibilities of the concerned, hostel authority will not take any responsibilities in case of loss or damage of it.
7. While not in room students must lock the room and cupboard properly and should ensure that no electrical equipment are kept on unnecessarily. Violation of this rule will be treated as punishable offence.
8. Students given cupboard keys at the time of hostel allotment have to return the keys while vacating the hostel room, students failing to do so will be imposed a fine of Rs500/-
9. Electrical gadgets like Irons, immersion heaters are not allowed inside the room. Plug points can be used for mobile phone, laptop or mosquito repellents.
10. Music systems/entertainment channels may be used with ear-plugs only.

### DISCIPLINARY ISSUES

1. RAGGING is a punishable offence by the verdict of Hon'ble Supreme Court of India, Institute has a 'ZERO TOLERANCE' policy about it. Any reported case of ragging (among senior, junior or batch-mates) will be dealt seriously as per the order and guideline given by Hon'ble Supreme Court.
2. Possession/consumption of alcohol/drugs/tobacco are strictly prohibited. Any student found under influence of alcohol/narcotics will be dealt seriously.
3. For the above cases expulsion/suspension/rustication from both hostel and institute may happen.
4. Students are advised to report such events immediately to the authority otherwise all the fellow room-mates will also be charged as accomplice.

  
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Manoranjan Kumar  
Hostel Warden

5. Smoking is prohibited in the hostel. Smoking is permissible only in smoking room, students found smoking anywhere other than smoking room will be punished accordingly.
6. Damaging of hostel or institute's property is a serious crime, which can be dealt with fine/expulsion/rustication from institute and hostel both, may lead to heavy monetary fine.
7. As a hospitality student it is expected the person should have etiquettes and manners towards all his fellow students, seniors, faculty members and staffs. No seniors are allowed to go to junior's room and vice versa. Discourteous behaviour and abusive language or taunts or physical assault will be treated as indiscipline and serious action can be taken, it may lead to expulsion from hostel.
8. No visitors including day-scholar/classmates will be allowed in the hostel.
9. All outdoor sports must be played in designated area/court –


**Timings for sports:**

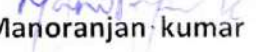
- Weekday's 1800 hrs to 2000 hrs.
- Weekends 1000hrs to 1300 hrs & 1700 hrs to 2000 hrs.

**PROCEDURE TO HANDLE MISCONDUCTS IN HOSTEL**

In order to maintain discipline in hostel, institute has decided following under mentioned guidelines will be implied. This guidelines are extremely important to grow general awareness among the students, and will help them to realize importance of disciplined life style to create a successful professional life in future.


Late entry to institute after scheduled time	<ul style="list-style-type: none"> <li>• On first occasion a fine of Rs.500/- will be imposed and their parents/guardians will be informed about that.</li> <li>• Second time a fine of Rs.1000/- will be imposed and their parents/guardians will be called to the institute.</li> <li>• Next time the student will be expelled from hostel</li> </ul>
Staying back in hostel room during class hours without permission	<ul style="list-style-type: none"> <li>• On first occasion a fine of Rs.500/- will be imposed and their parents will be informed about that.</li> <li>• Second time a fine of Rs.1000/- will be imposed and their parents/guardians will be called to the institute.</li> <li>• Next time the student will be expelled from hostel</li> </ul>
Unhygienic room condition	<ul style="list-style-type: none"> <li>• A fine of Rs.300/- will be imposed to each room mates.</li> </ul>
Dirty public place in hostel	<ul style="list-style-type: none"> <li>• Hostellers are request to keep the area clean with the help of authority and their fellow mates. Such incidents should be reported immediately to the authorities</li> <li>• For Dirty corridors and washrooms all the member of the floor will be fine Rs. 100/ -</li> <li>• Rs.50/- will be the fine amount for dirty staircase to all the residents of that building</li> </ul>


  
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Using unauthorised electric gadgets	<ul style="list-style-type: none"> <li>• On first occasion a fine of Rs.500/- will be imposed.</li> <li>• Next time the student will be expelled from hostel</li> </ul>
Smoking in hostel and campus (except notified area)	<ul style="list-style-type: none"> <li>• On first occasion a fine of Rs.500/- will be imposed and their parents/guardian will be informed about that.</li> <li>• Next time the student will be expelled from hostel</li> </ul>
Drinking or keeping alcohol and drugs	<ul style="list-style-type: none"> <li>• Student will be expelled from hostel</li> </ul>
Ragging	<ul style="list-style-type: none"> <li>• Student will be rusticated from the institute and Police complaints will be lodged.</li> </ul>
Misbehaving/abusing seniors and staffs	<ul style="list-style-type: none"> <li>• Student will be expelled from hostel</li> </ul>
Misbehaving/abusing fellow batch mates	<ul style="list-style-type: none"> <li>• Student will be expelled from hostel</li> </ul>
Dress code in hostel and campus after class hours	<ul style="list-style-type: none"> <li>• It is expected that students will be wearing decent dresses while they are inside the campus.</li> <li>• However vest, gym vest and shorts (above knee length) is not allowed outside of the hostel.</li> </ul>
Not picking up the portion or wastage of food	<ul style="list-style-type: none"> <li>• A fine of Rs.100/- will be imposed</li> </ul>

Institute has the complete authority to take final decisions on such misconducts, which may vary from the above mentioned table after considering the seriousness and effect of the incident.

  
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