

Dear Student,

Our hearty congratulations on being admitted to this Institute. From this moment on, you have become a member of a family of committed professionals in the hospitality industry. The hospitality industry includes hotels, motels, restaurants, airline catering, ship catering, railway catering, hospital catering, industrial canteens, educational catering, welfare catering and many more. Many of our alumni are now holding key positions in the Hospitality Industry. The probability of such success is high for you in view of the credibility set by this Institute and its alumni.

However, the journey has just begun. The period that you will spend at the Institute will be the foundation years that will prepare you for careers in the Industry. It is, therefore, imperative to develop knowledge, skills, attitudes and habits that are essential for this Industry. The rules and regulations are designed to develop such attitudes and habits essential for the Industry. Some of these qualities are self-discipline, physical grooming, personal hygiene, orderliness, etiquette, manners, self-confidence etc.

We believe that while knowledge and skills develop in the classrooms and laboratories, the personality develops outside its realm. We thus have several co-curricular activities that encourage students to test out their own potentials and talents. We have known many students “discovering” themselves in the period with us.

Our Institute has acquired a leadership in the country. This is only possible with the concerted effort of all faculty, staff and students. We must all do our bit to bring further glory to our Institute.

On behalf of the faculty and staff I welcome you to the Institute and look forward to a mutually beneficial association.

Principal

FEATURES

Established	:	Year 1994. Shifted to its new Campus in the year 2002.
Location	:	IHM Gurdaspur enjoys a prime site location on the Grand Trunk Road, Amritsar Pathankot National Highway.
Railway Station	:	4 kms. (approx.)
Bus Stand	:	6 kms. (approx.)
Pathankot	:	30 kms.
Amritsar	:	70 kms.
Nearest Bank	:	State Bank of India-Extension branch in campus on every Tuesday & Friday.
Languages Spoken	:	Hindi, Punjabi & English.
Altitude	:	312 meters above the Sea Level.
Campus & Building	:	Total Area approximate 13 Acres Covered Area approximate 15,000 sq mtrs.

GENERAL INSTRUCTIONS

AWARDS

Some of the awards presented on annual day for outstanding performance are indicated below:-

- 1 Inder Sharma Foundation (Best outgoing student) Rs. 20000/- + Gold Medal.

Eligibility Criteria:

- a) Attendance 80% minimum and 70% marks in all the semester of B.Sc. In Hospitality & Hotel Administration (B.Sc. H & HA)
- b) Participation in co-curricular and extra co-curricular activities

- 2 Talera Group of Hotels-excellence Rs. 1000/- +Certificate

Eligibility Criteria:

Excellence in the subject of Front office and House Keeping in 2nd year

- 3 Everest culinary awards for excellence in Food Production in :

3rd Year	-	Rs. 4000/-+ Certificate + Trophy
2nd Year	-	Rs. 3000/-+ Certificate+ Trophy
1st Year	-	Rs. 2000/-+ Certificate+ Trophy

- 4 Best in Attendance - Certificate + Trophy

- 5 Best in Academic - Certificate + Trophy

MERIT SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Central Sector Scholarship Scheme of "Top Class Education for SC Students" : This scholarship is awarded by Ministry of Social Justice & Empowerment to eligible SC Students. The detail guidelines are available on National Scholarship portal i.e. www.scholarships.gov.in.

"Central Sector Scholarship Scheme of "Top Class Education for ST Students":- This scholarship is awarded by Ministry of Tribal Affairs to eligible SC Students. The detail guidelines are available on National Scholarship portal i.e. www.scholarships.gov.in.

Note: All Scholarships/ Assistance are subject to revision and is credited only to the Aadhaar linked Bank Account of the beneficiary.

ATTENDANCE

In order to be eligible to appear in the Council's Examinations, a candidate must have attended not less than 75% of the aggregate of all lectures .

Absence without leave will be considered as a breach of discipline. Apart from losing attendance for the day, the student may be awarded punishment as deemed fit by the Principal.

BADGES

It is mandatory to wear Name badge during the institute working hours. Students found not wearing badges are liable to be prohibited from attending classes.

CAUTION MONEY

Caution money (i.e. Institute and hostel Mess) is refundable after completion of the course. Any fine recovered from caution money must be replenished before the beginning of next semester.

CASHIER

All fees/ payments must be paid through online mode and details to be submitted to the Cashier only. The timings are from 10:00 am to 12:00 noon and 2:00 p.m. to 4:00 p.m. on working days.

CONDUCT

As part of our attempt to develop attitudes and habits essential for career in the Hospitality Industry there is a certain code of conduct expected from students:

1. The front entrance to the building is only meant for the staff and guests of the Institute. All students of the Institute may enter only from the rear entrance of the building.
2. Students should converse in soft tone during the institute hours, especially in the vicinity of Administrative area and Principal's office. The entry to Principal Office is limited to prior appointments only.
3. Students must demonstrate professional demeanor during their interactions with teachers/ Staff while wishing them as per the time of the day.

FEES

Students must follow the web site and notice board of the institute periodically to adhere to the schedule and mode of fee payment from time to time.

Hostel, Mess fees etc. is subjected to revision by IGNOU/NCHM/Competent Authority of the Institute/statutory regulation etc.

Loan/Financial Assistance (if any) taken by student will be dealt directly by the Bank/Organization (Loaner) and student (Loanee).

DAMAGE TO INSTITUTE PROPERTY

Students should develop an attitude of ownership and respect for the property of the Institute while keeping it clean and contemporary.

Any student indulging in vandalism will be liable to high fines, cost of replacement or even expulsion from the Institute depending upon the seriousness of the offence.

FIRST AID

First aid facility is available at the House Keeping Laboratory, Hostels etc to deal with minor injuries and ailments.

GROOMING

Grooming is a very vital aspect of the hospitality business similar in nature to show business. It is therefore of importance to have a consciousness and flair for being well groomed.

Students are required to wear prescribed uniform for classes. The grooming standards set by the institute is final and binding for all the students, without any compromise.

IDENTITY CARDS

The identity card issued by the institute to the student should be available with him/her whenever, required to be produced. Entry to the Hostel is subject to possession of Hostel Identity card.

LOCKERS

Day scholars are assigned locker on sharing or single basis depending upon the availability. Since, students are custodian/responsible of the lockers issued to them, they are advised not to keep valuables, intoxicant, flammable materials and arms of any kind. Institute shall not be responsible for any loss or theft of any kind. Hence, Students shall be responsible for any use and misuse of the lockers. The right to opening of any locker, if situation so arises.

LIBRARY

The library is well stocked with sufficient number of books, e-journals etc relevant to the Hospitality Industry. Students are enrolled and issued with library admit cards. Certain rules must be followed as given below:

WORKING HOURS

The library shall remain open to bonafide users between 9:15 a.m. to 5:15 p.m. on all working days.

- (i) These library timing and rules can be changed, if any necessity arises, with the prior permission of the Principal.
- (ii) The issuing counter will be closed half an hour before the closing hours.
- (iii) Readers shall vacate their seats, if the Librarian/Authorised Representative desires so.

ADMISSION TO THE LIBRARY

- (i) All persons eligible for membership may be allowed admission to the library, provided that the librarian may at his discretion refuse admission, if he considers a person either of unsound mind or inappropriately dressed.
- (ii) Every person who enters the library shall sign the gate register.
- (iii) The Librarian is authorized to examine every article that passes into and goes out of the library.
- (iv) No student will be allowed admission to the Library unless he/she produces a Library Card.

ISSUE OF BOOKS

- (i) One book on one borrower's ticket will be issued to the student.
- (ii) The member shall not sub-lend the library books issued to them.
- (iii) The books may be renewed if the same are not in demand or not reserved by other readers. The renewal will be done generally on the physical presentation of the books.
- (iv) Reference books, rare books, unbound periodicals and other costly books may not be issued.
- (v) In case any book is lost or damaged by the member, the member shall replace the book. If a book is one of the Volumes of a set, the reader may be asked to replace the whole set.
- (vi) The librarian may refuse the issue of a book to any member or he may recall any book without assigning any reason therefore, if he considers that it is in the interest of the Institution to do so.
- (vii) The loss of library ticket should be reported to the librarian immediately in writing. Duplicate borrower ticket would be issued on payment of Rs. 50/- after expiry of two weeks from the date of reporting the loss of the library ticket.
- (viii) The defaulting borrowers will not be allowed to borrow books for a period of one week for each default. In case the books are not returned by the due date a fine of one Rupee per day shall be levied subject to a maximum of Rs. 50/-.

GENERAL RULES OF THE LIBRARY

- (i) Readers shall maintain perfect order and silence in the library.
- (ii) Making noise, spitting, smoking etc. is strictly prohibited.
- (iii) A reader responsible for any damage caused to the reading materials or to any other property of the library, shall be required to replace the reading materials or pay for the property besides the penalty imposed upon him by the Principal/Librarian.
- (iv) Members are requested to check the books thoroughly before getting them issued. If book, issued to a member are found mutilated at the time of return he/she shall have to replace or the price thereof.
- (v) Any infringement of the library rules will render a member's privilege of admission to the library, facility of borrowing books are liable to be suspended.

NARCOTICS

Any consumption of narcotics or other intoxicants are strictly prohibited. Students caught are liable to be fined and may even be expelled from the Institute. Institute is a strictly 'No Smoking Zone'.

ORDERLINESS

The Institute gives high importance to orderliness as this is required in Industry as well. Students are advised not to litter the campus and to ensure that things are kept in their proper places.

GAME & GYMNASIUM

Institute provides various indoor and outdoor facilities which include basketball, badminton, table tennis, Chess, Carom, volley ball court, etc. Use of Gymnasium is restricted for hostellers only.

CANTEEN

Students may enjoy the canteen facilities against payment. Since, the canteen facility is run by an outsource agency, the institute is not liable for any dispute arising due to canteen services.

POWER BACK UP

Institute enjoys 24 hours power backup through its state of art Generators.

CLASS TEACHERS

Notified Class teacher will act as a Nodal Officer for all interfaces of activities in the College for their particular year. In case of absence of the concerned class teacher, the students may approach any other class teacher.

The rules may be altered or amended and new rules may be added to the existing ones by the Principal/ Authorised representative from time to time without notice to the students and these rules or any alteration or amendments to them shall be effective and binding on all concerned. A copy of rules may be made available to all when requested for.

GENERAL RULES

1. The uniforms and protective clothing have to be purchased by all B.Sc. in H&HA students. The sample uniforms of approved colour and material are displayed in housekeeping department of the Institute.
2. Students can purchase uniforms from any source subject to the approval of colour, design and specifications.
3. All students are required to come in proper uniform in the Institute for practical classes.
4. All students during the Institute hours must wear the name badge.
5. All students must carry shoulder bags & I/Card while coming to the Institute. Polythene bags are not permitted.
6. Mobile phones with camera are strictly prohibited in the campus and are liable to be confiscated. Students may keep mobile phones without camera which must remain switched off during working hours of the college.
7. Male students shall have properly trimmed hair, whereas students wearing turbans should tie their beard with fixo or gel (net preferred). All girl students must tie a bun and those keeping their hair short, hair band is a must.
8. All the students are expected to be inside the campus by 8:45 am on every working day. The timings of the Institute are 9:00 am to 5:40 pm (Monday to Friday).
9. Academic Session for first semester will commence w.e.f. 24-07-2019.
10. Lunch will be provided to all the students on the working days. Timing is 12:50 pm to 1:50 pm.
11. The student should always carry the Identity card & present it, when asked for.
12. Photocopy of valid driving license must be submitted to the Academic office before keeping/driving a vehicle. Helmet is compulsory. Hostellers are not allowed to keep their vehicles in the campus.
13. Students are required to take proper care of the Institute's property & keep the premises neat & tidy in order to inculcate right attitude towards the profession.
14. During the institute hours, it would be advisable to communicate in English language.
15. Please contact the Class teacher / hostel warden /any other faculty member for any issue of dispute or problem.
16. Please ensure that, in order to maintain discipline of the institute no outside involvement will be encouraged.
17. Institute is a no smoking zone. Anyone found smoking will be penalized.
18. Use of college canteen is permitted only in break time or non working hours of Institute.
19. Student must refer to relevant Notice boards for any update on academics, placement, training etc including students related or relevant matters.

20. All students must record their entry and exit in the designated register at the main gate of the institute premises, failing which it shall attract disciplinary action by the college authority.
21. All students whether day scholar or residential are to abide by Rules & Regulations framed by the college authorities from time to time. For any violation of the Rules & Regulations of the college (inside or outside of college premises) the student shall be susceptible to disciplinary action as deemed fit by the college authorities.
22. Students must behave in a disciplined and respectful way in their general conduct, while interacting with each other and staffs. Indisciplined, disrespectful conduct shall attract disciplinary action.
23. No student will indulge/ participate in any individual or group leading to a brawl/ fight within the college premises in what-so-ever circumstances/ situation. Students involved in such cases are liable for strict disciplinary action and may be recommended for expulsion from institute and/or hostel (for hostellers), in that event the decision of the Principal of the Institute shall be considered as final and the students who are found indulged in any such undesirable activities shall be bound by the orders of the Principal.
24. Principal reserves the right to frame or amend rules, regulations and guidelines in part or full at any point of time and it shall be binding for all.
25. Ragging of students admitted to the Institute is totally banned.

UNIFORMS

The hospitality Industry is a uniformed world. It is essential therefore to set the trend within the Institute. Students are required to arrange for prescribed uniforms for all departments on their own. For Specification and details of the uniform students are advised to check from the In-charge of Housekeeping Department/ Class Teacher.

Prescribed uniform (& make up for girls) is to be worn and the tool kit has to be carried for respective practical and formal dress in the theory classes. It may take a few weeks to get the uniforms ready. Sample uniforms of approved colour and material are displayed at housekeeping department of the Institute.

For theory classes the students must be in formal dress i.e. white shirt, black trouser, black blazer (in winters).

Black oxford leather shoes with black socks are mandatory for both theory and practical classes. However, for girls, black ballerina is to be worn in Front Office Practical Class.

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|----|---|---|
| 1) | <u>FOOD PRODUCTION PRACTICAL</u>
Chef coat white (with logo)
Apron (Terricot with logo)
Neck Scarf (Check blue & white)
(Green & White)
(Black & White) | Check Trouser (Black & white)
Chef Cap
1st & 2nd Sem.
3rd & 4th Sem.
5th & 6th Sem. |
| 2) | <u>FOOD & BEV: SERVICE PRACTICAL</u>
White shirt (Terricot)
Waiter's cloth | Black Bow
Table Napkins (Damask) |
| 3) | <u>HOUSEKEEPING PRACTICAL</u>
White shirt
Lab Coat (Beige colour)
Hand Mop | Black Trouser
Duster & Rubber Gloves
Buffing cloth |
| 4) | <u>FRONT OFFICE PRACTICAL</u>
Sky-blue Shirt
Saree for Girls | Black Tie (with monogram)
Black Trousers |

AADHAR CARD

As mandated by Govt. of India all scholarships given by central /state govt. will be disbursed directly to the Aadhar enabled bank account of the beneficiary. Students are therefore advised to submit an attested copy of their Aadhar enabled bank account to avail scholarship.

RAGGING

Ragging is strictly banned by supreme court of India and is a punishable offence under law.

ABSTRACT OF NCHMCT REGULATIONS ON CURBING THE MENACE OF RAGGING IN HOSPITALITY EDUCATION INSTITUTES AFFILIATED TO IT

(Under Clause (a) of Section 30 of the Memorandum of Association and Rules & regulations of the National Council for Hotel Management and Catering Technology)

Clause 3, What constitutes Ragging.-

Ragging constitutes one or more of any of the following acts:

- (a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student ;
- (j) with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- (k) First amendment made on 14th June 2016 (44th Board of Governors meeting of NCHMCT) "Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background".

Clause 7, Action to be taken by the Head of the institution.-

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;

- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the Council. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities/Council and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

Clause 9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- (a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- (b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - i. Suspension from attending classes and academic privileges.
 - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - iii. Debarring from appearing in any test/ examination or other evaluation process.
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the institution for period ranging from one to four semesters.
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- (c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
 - i. in case of an order of an institution, to the Chief Executive Officer of the Council;
 - ii. in case of an order of CEO of the Council, to its Chairman.

Note: Students are advised to visit NCHMCT/Institute website for complete regulations framed by NCHMCT.

HOSTEL RULES

- 1. Hostel shall be allotted to the regular students 2nd & 3rd year strictly on the basis of merit of the previous year examinations & conduct. For first semester students, hostel rooms are normally allotted by NCHMCT.

2. Separate undertakings in the form of affidavit must be given by the student and his/her parent/guardian as stipulated in the college website before the allotment of Hostel.
3. Hostel inmate is required to maintain a minimum of 70% physical attendance at any point of the session, failing which he/she is liable to lose right to stay in the hostel and may have to vacate the hostel on 24 hours notice.
4. Before seeking a leave, the parent should inform the college by sending a Fax/email to warden duly signed by them/sent from the email id declared at the time of admission, after which the leave will be sanctioned. The Signature of the parent will be cross checked with the original taken at the time of the Admission.
5. Each room is to be occupied by the number of students it is meant for.
6. On allotment of a room to a student/group of students, they should check up all the room fittings, electrical fittings, fixtures and the furniture in the room. They should sign a receipt for the fittings/fixtures & furniture in the room in the record register.
7. Every boarder is provided with a chair, a table and a cot. He will be responsible for the items given to him/her. Furniture is not to be moved from one room to another.
8. Every boarder is to see that no damage is done to the Hostel property. Common Hostel furniture or fixtures must not be moved without the permission of the Warden.
9. If any individual or group is identified to have caused damage to the property of Institute, double the cost of damage will be recovered from him/her/group.
10. If damage is done in any of the hostel rooms and the hosteller(s) is/are not identified, then double the cost of damage will be liable to be recovered from the room-mates collectively.
11. If a damage is done outside the rooms, i.e., in common places like corridors, bathrooms, etc., and the hosteller(s) is/are not identified, then double the cost will be liable to be recovered, floor wise or block wise or on the whole as the case may be.
12. Hostel Inmates found guilty of causing repetitive damage to Hostel property will be liable to strict disciplinary action, which even includes expulsion from the Hostel.
13. Each student shall stay in the room allotted to him/her and shall not change without the permission of the warden.
14. Any resident desiring to go out of station (weekends & holidays) or stay outside overnight must take the written permission of the warden during the Institute hours. For weekday leaves approval of Principal/Authorized Representative is required along with Class Teacher & Hostel Warden. Both weekday & weekend leaves should be approved by the parents. Every leave must be recorded in the leave register and an entry must be made in the register available in the office of the Hostel Warden before leaving the hostel.
Students absenting themselves from the hostel beyond specified hours without prior permission from Warden will be considered as a case of indiscipline & unauthorized absence & liable to strict disciplinary action.
15. A boarder may be expelled from the Hostel by the Principal, if the boarder is in the habit of staying away without the permission or found guilty of misconduct or indiscipline.
16. The hostel can be got vacated at any time by the Principal of the Institute without assigning any reason. The Principal or the authorized representative reserves the right to modify, alter or add to the rules at any time at his discretion & without notice.
17. No boarder should see the Principal for ordinary matters. Class Teacher/Hostel warden is the right person for such matter.
18. Warden shall act as the disciplinary authority on all general matters relating to Hostel on behalf of the Principal. Only in exceptional cases, if any, the matter shall be referred to the Principal.
19. Entry/ exit of Boy Hostel Boarders at College Main Gate will be restricted as under 05:00 A.M. to 08:30 P.M. Beyond these timings, entry/exit at the Main Gate will be with the permission of the Warden.

20. Entry/ exit of Girl Hostel Boarders at College Main Gate will be restricted as under 06:00 A.M. to 07:00 P.M. adjustable to the weather conditions and as decided by the Warden of the Girl's Hostel. Beyond these timings, entry/exit at the College Main Gate will be with the permission of the Warden.
21. For Hostel entry/exit timings the time to time notification by the Warden shall be binding for all Hostellers.
22. Late comers seeking entry in the Hostel after the time as notified by Warden will be subjected to heavy fine/ disciplinary action.
23. All students while entering/ exiting the hostel, will make relevant entries in the Entry/Exit Register kept at the respective Hostel Security Posts. Else it will be considered as an act of indiscipline and liable for disciplinary action.
24. Attendance in hostel is mandatory. The responsibility of giving attendance at night will always be that of the students.
25. Wrong entry, improper/ lack of entry in Entry/Exit Register/Biometric deception/ impersonation in any form, tampering with the entries, proxy attendance and misguiding the staff in any manner shall be punishable.
26. Any meeting (parties or social gatherings) to be held in the hostel premises should have the prior approval of the Principal/Hostel Warden. Students holding unauthorized meetings will be expelled from the Hostel.
27. Nobody other than the bona fide occupant of that particular room should be present in that room after 10:00 P.M.
28. The common room will ordinarily open at 7-00 a.m. and shall be closed at 10.00 p.m. For any deviation, the permission should be sought from the warden.
29. Hostel will observe 'silent hours' between 11:00 p.m. to 06:00 a.m. on all days. Every resident must retire to his/her room by 11:00 p.m. This is to give all residents an opportunity for self-study. Residents are forbidden to play music, sing aloud, resort to shouting or to make any other kind of noise likely to distract the attention of those who may be studying. Additional silent hours may be effected on a required basis.
30. Visit to hostellers is permitted from 09:00 A.M. to 06:00 P.M.
No visitor including Day Scholars is allowed in Hostels without Warden's permission. In case any unauthorized occupant is found in any Hostel room, the bonafide inmates of the room shall be liable for disciplinary action.
Entry of male members is not allowed in the Girl's Hostel premises beyond the Girl's Hostel Security Post. Special reasons should be approved by the Warden.
31. Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reasons. In such cases a permission to be obtained from the concerned warden & class teacher.
32. No electric appliances other than laptops & the standard fittings duly prescribed, are permitted to be used in the room(s). If found the appliance will be confiscated & fined as deemed appropriate by the authority.
33. Possession / distribution /Consumption of Alcohol, Tobacco, Gutka is strictly prohibited. Anyone found doing the same will be fined.
34. The residents of the hostel are not permitted to keep any inflammable material, fire arms or any other objectionable material in their rooms.
35. Residents of the hostels are not permitted to write, draw or paste on the walls of rooms, corridors and bathrooms. Such actions will be fined as deemed fit by Warden.
36. All cases of illness should be reported to the hostel warden immediately.
37. In case of any unacceptable behavior by the room-mate, the other roommate must report it to college authorities.
38. Vandalism is a very serious offence. Hostellers found guilty can be evicted from the hostel.
39. Room not to be left open and unattended when going out of the room. The college bears no responsibility of any of your belongings missing from the hostel. It is advised not to keep more than Rs. 1000/- cash in hand at any point of time.
40. The cleanliness of the rooms is the duty of the occupants.

41. The common facilities are i.e. the Common Rooms, Corridors; Bathrooms etc. are to be kept clean and hygienic all the time.
42. No debris is to be thrown in the corridors or out of the balcony/ windows. Debris is to be thrown only in the dustbins provided in the hostels.
43. Drying of cloths outside designated area and stacking dirty clothes in the room is not allowed.
44. All lights and fans to be switched off when leaving the room. Any violation shall be fined as deemed fit by the Warden.
45. After every use of toilet proper flushing is to be done.
46. Water should be carefully used and not wasted.
47. No playing in the corridors is allowed.
48. Loud singing and playing music system and musical instruments in the room(s) are forbidden.
49. All wards should enter the mess only the decent dress. The dress code deemed fit by the Warden is final & binding to all Hostellers.
50. No Diner should waste food and shall interact with mess staff in a courteous manner. After eating the food in the Dining Hall, the hoteliers shall leave the utensil at its designated place/ bins.
51. Mess Timing

Timing	From	To
Breakfast	07.30 AM	08.30 AM
Lunch(weekends & holidays)	01.15 PM	02.15 PM
Dinner	07.30 PM	08.30 PM

No one is allowed to dine in the room unless in the case of sickness. The dirty plates should not to be kept without washing.
52. In case of opting out/ expulsion of the Hosteller during the semester, the refund would be as follows:-
 - i) Hostel Charges- No refund for the remaining period.
 - ii) Mess Charges- Refund is admissible month wise only, not on day basis.
53. These rules are also available on Institute website ["www.ihm-gsp.ac.in"](http://www.ihm-gsp.ac.in) under student section.
54. Principal reserves the right to frame/amend rules in part or full, at any point of time and such rules/amendments shall be binding for both hostellers & the warden.

COMPLAINTS AND SUGGESTION

Any complaints, suggestions or enquiries are always welcome. It should be dropped in the suggestion box located near the main gate.

A feedback system for students is also provided in THIMS portal.

It is advised that Parents/Guardians obtain the THIMS ID & Password of their respective wards to check and monitor their attendance and academic progress.