

**Instructions to newly admitted students in
B.Sc. Hospitality & Hotel Administration
Session 2025-26**

Warm welcome to IHM Hamirpur! 🎉 Congratulations on your admission! The IHM Hamirpur team is excited to have you on board. Wishing you a great academic journey ahead!

Mark your calendars! 📅

- 1) Orientation Session: July 28, 2025, to August 1, 2025 (mandatory for all students)**
 - ❖ *Uniform/Dress code (for students) for Orientation session is black trousers and white shirt.*
- 2) Commencement of Classes: August 4, 2025 (for 1st-semester students)**

Please note the following carefully:-

1. Attendance:-

- Minimum 75 % attendance is mandatory for students to be eligible for appearing in Term End Exams.
- Parents are requested to regularly check their ward's attendance to avoid detention from term-end examinations.

Stay on top of attendance to ensure academic progress and in order to avoid detention from term end examinations.

2. Training Food:- Students will be provided training food during the lunch hour for the duration of their course. To be eligible for training food, students must:-

- Attend their first lecture.
- Continue attending all lectures throughout the day.
- Be well-groomed.

Meeting these conditions is necessary to receive training food.

3. Grooming Standards:- In the hospitality industry, grooming is crucial. Students are expected to maintain high grooming standards at all times. Failure to do so may result in strict disciplinary action.

Being well-groomed is essential for a successful hospitality career!

4. Code of Conduct:

- Students are expected to maintain polite and decent behavior in classes and on campus.
- Students should conduct themselves in a manner that reflects positively on themselves and the institution, both on and off campus.
- Any actions that tarnish the institution's reputation will not be tolerated.
- Unwanted behavior will attract strict disciplinary action.

Let's maintain a respectful and professional atmosphere!

5. Use of mobiles: -Mobile Phone Policy:

- Mobile use is strictly prohibited inside classrooms.
- Students found using phones inside classes will face punishment, including: Fine of ₹500 and/or Confiscation of mobile.
- Parents are advised to avoid calling their ward during teaching hours.

Let's maintain a distraction-free learning environment!

6. Student's Entry and Exit Protocol:

- Students must use the designated "Student's Entry Gate" for entry and exit.
- Using the main lobby is strictly prohibited for students.

Let's follow the rules for a smooth and organized campus life!

7. Prohibition of Alcohol and Smoking: Strict No-Alcohol and No-Smoking Policy

- Consumption of alcohol and smoking are strictly prohibited within the institute and hostel premises, as well as in the surrounding areas.
- Any student found in violation of this policy will be subject to strict disciplinary action, which may include:
 - ✓ Imposition of heavy fines
 - ✓ Rustication from the hostel, the institute, or both

Let's maintain a safe and healthy environment!

8. Hostel Allotment:-Hostel & Mess Charges Payment Details:

Hostel Fee is ₹65,000/- for the whole Academic Year and the payment modes are as under:

- i. Demand Draft (in favor of "Principal Institute of Hotel Management Hamirpur", payable at Hamirpur)
- ii. Debit / Credit Card / UPI

Note: Cash payment will not be accepted.

- You can move in immediately after paying the hostel charges.
- Review Hostel Rules on the institute website or office.

Please settle your hostel and mess charges accordingly!

9. Going Green:

- Keep the campus litter-free.
- Refrain from plucking flowers and leaves from ornamental plants.
- Switch off lights and fans when not in use.

Let's do our part in preserving nature and conserving resources – it's our responsibility to the institute and the nation!

10. Care and Responsibility for Institute Property

- Students are expected to handle all institute property and equipments with utmost care.
- Any loss or damage caused to the property, whether intentional or due to negligence, will be the responsibility of the student concerned.
- Tampering with or mishandling equipment is strictly prohibited.
- In case of damage, a penalty of ₹1000 along with the actual cost of repairs or replacement will be charged.
- The decision of the Principal in such matters shall be final and binding.

Let's take good care of our institute's assets!

11. Parent-Student Communication:

- Students need to keep their parents updated about:
 - ✓ Course details
 - ✓ Results
 - ✓ Attendance
- Parents too, kindly:
 - ✓ Regularly check your ward's performance
 - ✓ Reach out to class counsellor and concerned faculty for updates on your ward's performance, attendance, and other important information!

Let's work together to ensure student success!

12. Documents to bring:

The following documents, in original along with photocopies, must be submitted at the time of physical reporting:-

- a) Provisional Admission letter/ Seat Allotment Letter issued by NCHMCT
- b) Matriculation Certificate OR Certificate of equivalent qualification
- c) 10+2 Qualification Certificate
- d) Character certificate from the last attended school/ Institute **in Original**.
- e) School Leaving / Migration Certificate **in Original**.
- f) Medical Certificate **in Original**.
- g) Category Certificate (if applicable).
- h) 4 Passport Size photographs. (in white shirt only)

Apart from above online Anti-ragging affidavits are to be filled by Students, Parents/Guardians available at www.antiragging.in and www.amanmovement.org.

13. Uniform and Tool Kit:

- List of required uniform and tool kit items can be seen on the website of IHM Hamirpur. www.ihmhamirpur.in
- Procure them within two weeks.
- ❖ *Note that the institute doesn't recommend specific shops or tailors.*
- ❖ *Uniform/Dress code (for students) for Orientation session is black trousers and white shirt.*

14. Important Notice: Food Production Option

The institute offers an **ONLY VEG** option for students who prefer not to handle non-vegetarian items in Food Production/Bakery practical classes.

Note that:

- Theory classes and exams are the same for all students.
- Students who prefer the ONLY VEG option must specify their choice at the time of taking option

This option ensures that students' dietary preferences and comfort levels are respected in the culinary training process.



Punishment for Participation in/or Abetment of Ragging

1. Criminal proceedings under the applicable Act shall be initiated.
2. Cancellation of admission.
3. Suspension/Expulsion from the Institute/Hostel.
4. Debarring from appearing in any test/ examination or other evaluation process.
5. Withholding/ withdrawing scholarship/ fellowship and other benefits
6. Withholding results.