

# Institute of Hotel Management Hamirpur

## HOSTEL RULES, DISCIPLINE & RESIDENT GUIDELINES

### *"HOMELY HOSTEL" – A Safe, Disciplined & Professional Living Environment*

"HOMELY HOSTEL" is how we proudly define the residential environment at the IHM Hamirpur campus — a "Home Away From Home" designed to provide students with a safe, disciplined, hygienic, comfortable, and academically conducive atmosphere. Surrounded by the scenic Dhauladhar ranges, the hostel aims to promote professional values, responsible living, mutual respect, and personal growth among students pursuing hospitality education.

The Institute believes that hostel life plays a vital role in developing discipline, teamwork, time management, leadership qualities, and professional etiquette expected from future hospitality professionals. Students are therefore expected to maintain the dignity, culture, and standards of the Institute at all times.

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### HOSTEL ACCOMMODATION DETAILS

- The Institute has a **42-seater Boys' Hostel** and a **24-seater Girls' Hostel**.
- Hostel accommodation shall be provided on a **triple-sharing basis** (3 students per room).
- Room allocation shall be done by the Hostel Warden/Hostel In-charge, and the decision shall be final and binding on all hostel residents.
- Boys' hostel facility shall ordinarily be available for 1st and 2nd Semester students and may be extended further subject to availability and approval.
- Girls' hostel facility may be provided till completion of the course, subject to availability and satisfactory conduct.
- Hostel accommodation shall be confirmed only after payment of the prescribed hostel fee and submission of required documents.

#### The Institute Hostel is designed to provide:

- Safe and secure accommodation
- Better discipline and academic monitoring
- Healthy and hygienic food facilities
- Structured student support system
- Professional environment conducive for hospitality education
- Supervision by Wardens and Institute authorities
- Better safety and accountability as compared to private-PG accommodations

Students and parents are advised to prefer Institute Hostel facilities for ensuring discipline, safety, academic focus, and professional development.

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### 1. HOSTEL ADMISSION, RE-ADMISSION & EXIT

Students shall apply for hostel accommodation at the time of physical reporting to the Institute. Hostel allotment shall be strictly based on merit, availability, and guidelines issued by NCHMCT/Institute authorities.

#### **Hostel Fees for Academic Session 2026–27 (Fee subject to revision by competent authorities)**

| Particulars                   | Amount           |
|-------------------------------|------------------|
| Advance Mess Charges          | ₹42,000/-        |
| Room Rent                     | ₹9,000/-         |
| Hostel Admission Fee          | ₹1,000/-         |
| Electricity & Water Charges   | ₹10,000/-        |
| Security Deposit (Refundable) | ₹3,000/-         |
| <b>Total</b>                  | <b>₹65,000/-</b> |

### Important Instructions:

- i. Hostel fees must be deposited within the prescribed period after allotment. The hostel accommodation, once allotted, shall ordinarily remain valid for the entire academic session. In the event that a student choose to discontinue or vacate the hostel during the session, he/she shall remain liable to pay the hostel fee for the entire session. Hostel fee once deposited shall ordinarily not be refundable except refundable security deposit as per Institute norms.
- ii. Students must vacate hostel rooms within 24 hours after completion of examinations or as notified by the Institute.
- iii. Unauthorized overstay shall attract disciplinary action and penalty/fine as decided by the Institute.
- iv. Before vacating the room, students must obtain room clearance from the Hostel Warden/Inspection Committee and return all hostel property in proper condition.

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## 2. HOSTEL RULES & DISCIPLINE

The following rules shall apply to all hostel residents. Violation of hostel rules may lead to warning, fine, suspension, expulsion from hostel, or any other disciplinary action deemed appropriate by the Institute.

- i. Every hostel resident shall maintain discipline, dignity, professionalism, and responsible conduct both inside and outside the campus so as to uphold the reputation of the Institute.
- ii. **Ragging in any form is strictly prohibited. Any student found involved directly or indirectly in ragging shall be dealt with strictly as per Government and Anti-Ragging regulations.**
- iii. Students must carry their Institute Identity Card at all times and produce it whenever demanded by Institute/Hostel authorities.
- iv. Students shall maintain respectful, polite, and professional behaviour with wardens, faculty members, staff, security personnel, fellow students, and visitors.
- v. **Any form of harassment, bullying, violence, discrimination, abusive language, threatening behaviour, or misconduct based on religion, caste, gender, region, or personal background shall be strictly prohibited.**
- vi. Possession or circulation of objectionable material, prohibited items, unauthorized electrical gadgets, offensive content, or illegal software is strictly prohibited. Writing on walls, damaging property, or displaying unauthorized posters/notices is not permitted.
- vii. Students shall not organize gatherings, celebrations, or religious/political activities inside hostel premises without prior permission from the Hostel Warden/Institute authorities.
- viii. Hostel residents must maintain peaceful and harmonious hostel culture and shall not indulge in any activity that disturbs other residents or affects the academic environment of the Institute.
- ix. Loud music, shouting, use of speakers, or any activity causing inconvenience to others shall not be permitted.
- x. Students shall remain properly dressed and maintain professional decorum while moving within campus and hostel premises.
- xi. Water, electricity, furniture, equipment, and hostel resources must be used responsibly. Wastage of utilities shall be viewed seriously.
- xii. Students must switch off lights, fans, electrical appliances, and water taps before leaving rooms.
- xiii. Tampering with electrical, sanitary, safety, internet, or hostel installations is strictly prohibited and shall attract penalty along with recovery of damages.
- xiv. Students shall be individually and collectively responsible for hostel property and cleanliness of common areas.
- xv. **Damage to Institute/Hostel property shall result in recovery of actual damages along with disciplinary penalty/fine.**

- xvi. Consumption, possession, storage, or influence of alcohol, smoking, tobacco, narcotics, drugs, gambling, or any intoxicating substance inside hostel/campus is strictly prohibited. Violation may result in expulsion from hostel/Institute and disciplinary action.
- xvii. Possession of weapons or dangerous articles is strictly prohibited.
- xviii. Cooking inside hostel rooms or unauthorized areas is not permitted.
- xix. Students must respect the privacy and belongings of fellow residents. Use of another student's belongings without permission is prohibited.
- xx. Hostel residents are responsible for maintaining minimum attendance and regularity in classes. Hostel accommodation shall not be considered a substitute for academic responsibility.
- xxi. Hostel shall ordinarily remain closed during academic hours. Students shall not remain in hostel rooms during class hours without prior permission of Warden except medical/emergency cases.
- xxii. Complaints or grievances must be submitted politely in writing to the Hostel Warden/Hostel Committee.
- xxiii. Hostel rooms may be inspected by the Warden/authorized Institute officials at any time for safety, maintenance, hygiene, or disciplinary purposes.
- xxiv. Students shall cooperate during inspections and maintain hostel rooms in clean and orderly condition at all times.
- xxv. Strict silence and study atmosphere shall be maintained during prescribed quiet hours to support academic learning and peaceful hostel environment.

### 3. LEAVE, OUTING & HOSTEL TIMINGS

- i. Permission for leave/outstation visits shall be granted only by the Hostel Warden/authorized authority.
- ii. Students leaving hostel premises must make proper entries in the movement register and follow all prescribed procedures.
- iii. During outings, industrial exposure, ODC assignments, educational visits, or leave periods, students shall maintain discipline, safety, and professional conduct.
- iv. Students must return to hostel within prescribed timings and immediately inform the Warden in case of emergency or unavoidable delay.
- v. Students shall not stay outside overnight without prior written permission and verified approval from parents/guardians.
- vi. **Gates of boys' and girls' hostel will close at 08:00 pm & opened at 05:30 am for summer and in winter it will be closed at 07:30 pm & opened at 06:00 am.**
- vii. Roll call/attendance shall be conducted daily and all residents must remain present as per schedule.

### 4. ROOMS & HOSTEL FACILITIES

- i. Each student shall bring personal bedding, mattress, bucket, mug, lock, and other daily-use essentials.
- ii. Every resident shall stay only in the room allotted by the Warden and room change without approval shall not be permitted.
- iii. Hostel accommodation once allotted shall ordinarily continue for the academic session subject to satisfactory conduct and payment of dues.
- iv. A student should check the fittings in his/her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the hostel staff. He/she shall be responsible for the fittings and shall see to it that they are in order at the time of handing over charge of the room when he/she leaves the hostel.
- v. Unauthorized use of high-power electrical appliances is prohibited. Appliances may be permitted only with prior approval and safety compliance.

## 5. VISITORS POLICY

- i. Visitors shall be permitted only as per Institute rules and with prior approval of Hostel Warden.
- ii. No outsider/guest/relative shall be allowed to stay in hostel rooms under any circumstances.
- iii. Day scholars and unauthorized persons are strictly prohibited from entering hostel rooms.
- iv. Students shall be personally responsible for conduct of their visitors.

## 6. SAFETY & SECURITY

- i. Students are advised not to keep valuables or excessive cash in hostel rooms.
- ii. Students shall be personally responsible for safety of their belongings.
- iii. Hostel room keys shall not be handed over to unauthorized persons.
- iv. Duplicate keys or tampering with locks/security systems is strictly prohibited.
- v. Students must immediately report suspicious activity, safety concerns, or security issues to hostel authorities.

## 7. HYGIENE, CLEANLINESS & PROFESSIONAL LIVING

- i. Students shall maintain cleanliness, hygiene, and proper upkeep of rooms, washrooms, corridors, and surrounding areas.
- ii. Rooms found dirty, unhygienic, or improperly maintained may attract penalty and disciplinary action.
- iii. Garbage disposal shall be done only at designated places. Throwing waste from windows or corridors is strictly prohibited.
- iv. Students shall maintain personal grooming, cleanliness, and professional hospitality standards expected from hospitality students.
- v. Hostel residents shall contribute towards maintaining a healthy, disciplined, respectful, and positive hostel culture.

## 8. MEDICAL & EMERGENCY CASES

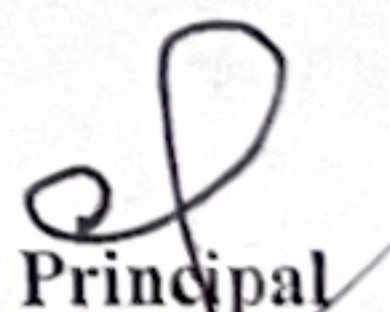
- i. All illness, injury, accident, or medical emergency cases must be immediately reported to the Hostel Warden.
- ii. Students suffering from contagious/infectious diseases shall follow medical advice and Institute instructions.
- iii. Medical expenses, transportation, hospitalization, and related charges shall ordinarily be borne by the student/parent/guardian.

## 9. HOSTEL MESS RULES

- i. The hostel has facility for all 3 meals of the day on holidays and only Breakfast and Dinner for working days.
- ii. Students shall maintain discipline, cleanliness, and proper dress code in mess areas.
- iii. Food shall not ordinarily be served beyond notified timings except approved medical/emergency cases.
- iv. Entry into kitchen/service areas without authorization is prohibited.
- v. Mess complaints/suggestions should be submitted respectfully to the Warden/Mess Committee.

## IMPORTANT NOTE

- i. Students violating hostel rules may face warning, fine, suspension, expulsion from hostel, or other disciplinary action.
- ii. In case of expulsion due to misconduct, hostel/mess fee shall ordinarily not be refunded.
- iii. Hostel rules and timings are subject to revision by Institute authorities whenever required in the interest of discipline, safety, administration, and student welfare.

  
Principal

Institute of Hotel Management, Hamirpur