

# Student's Guidebook

(For internal circulation only)

Institute of Hotel Management Catering Technology and Applied Nutrition

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Rajbagh, Srinagar - 190008 (J&K)

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## **From the desk of Principal**

Institute of Hotel Management Catering Technology & Applied Nutrition (IHM) is a prestigious learning and training center of Hospitality in J&K state. IHM aims to provide the best hospitality education and training to the students.

The IHM endeavors to inculcate analytical skills and techniques that are essential in international hospitality and tourism industry.

IHM expects that during the academic session all efforts will be made to maintain international standards of this fast developing service industry.

Commitments towards innovative knowledge sharing, transparencies, practical orientation, and entrepreneur skills have been the basis of our curriculum designed to develop effective hospitality and tourism personnel. Students/trainees enrolled in this professional programme are required to comply with IHM's rules and regulations including the standards that apply to your course of study.

From the first day onwards in the IHM campus, students are expected to conduct themselves in a professional and respectable manner with all teachers, staff and fellow students.

Students should accept the responsibility for their learning and training by adhering to the deadlines for submission of projects and arrangements with particular individuals and groups in the class.

The Guidebook will definitely answer questions that students have about the functioning of the IHM and its various academic, research and training programmes.

The rules and regulations as mentioned in the booklet are essential for the development of skills and professional attitude in students as a person.

You are expected to read this guidebook thoroughly and keep it handy for the entire duration of the programme/course and strictly adhere to and follow the guidelines all the times.

I wish you all a wonderful stay in IHM – Srinagar Campus and bright success in your career.

**Qazi Shabir Ahmad**  
**Principal-IHM Srinagar**

# Introduction

We have the pleasure of introducing IHM- Srinagar, a professional and excellent academic center established by Government of India, Ministry of Tourism in the year 1982 with a vision to promote hospitality education, development of human resources and training to under privileged for social welfare and rural development of J&K State in particular.

By providing you this guide we attempts to answer all queries and questions that you might have about the functioning of the IHM- Srinagar and its objectives.

We expect you to follow the followings for making IHM SRINAGAR a centre of excellence in field of hospitality education

- Strictly comply with the NCHMCT & IHM- Srinagar's rules and regulations, including the standards that apply to the course of study / programme.
- Conduct yourself in a professional and respectable manner in your transactions with your family, guests, faculty, staff members and fellow students.
- Respect and preserve the environment and resources of IHM- Srinagar.
- Follow all deadlines regarding filling up examination forms etc.
- Maintaining your attendance as per NCHMCT norms.
- Accept responsibility for your learning by adhering to deadlines for submission of projects and assignments and by participating in individual and group activities in class and other academic activities as well.

Each one of you must adhere to the guidelines at all times, failing which you are liable for disciplinary action as deem fit. The rules and regulations as mentioned in this handbook are utmost necessary for the development of skills and a healthy professional attitude as required by the hospitality & tourism industry. You are expected to keep this handbook with you during the tenure of the course.

# 1. Academics

## 1.1 Attendance & Punctuality

It is compulsory for you to attend all lectures and practical classes. As per the norms, you have to have 100% attendance in individual subjects, both practical and theory. Shortage of attendance may disqualify you from appearing in the end-term examinations. However, relaxation of 15% may be granted to deserving student as per rule, In case of medical leave, It will only be considered if a fitness certificate is provided by competent authority under the rules. Total **85% attendance is mandatory** in individual subjects (Theory and practical separately).

## 1.2 Procedure for Leave

Students desirous of availing leave on genuine grounds should apply in writing and get the same approved by the Principal. After taking the approval, the leave application should be handed over to the student coordinator. If a student is unable to attend classes due to an emergency, he/she should intimate the student coordinator by telephone and get the leave approved by the Principal when he/she resumes class.

If a student wishes to avail short leave, he/she must inform the concerned lecturers and get leave sanctioned by HOD and submit the same to student coordinator.

## 1.3 Dress Code

The hospitality industry lays extra emphasis on the uniform and personal hygiene of trainees. Therefore, students must adhere to the set of uniform prescribed during the college hours, practical classes and in the campus. Students wearing casual dresses such as jeans, T-shirt, sneakers, etc. will not be allowed in the Institute. Failure to comply with the dress code of IHM- Srinagar will lead to disciplinary action.

### 1.3.1 Food Production Practical

- ❖ White chef coat
- ❖ Black & White check pants
- ❖ White apron
- ❖ Scarf
- ❖ Chef cap
- ❖ Two dusters
- ❖ Black shoes
- ❖ Black socks
- ❖ Set of knives (all purpose knives, vegetable knife and a peeler).

## 1.3.2 Food and Beverage Service Practical

### BOYS

- ❖ White shirt, well ironed
- ❖ Black trousers, well ironed
- ❖ Black Oxford shoes, polished & presentable
- ❖ Black socks, firm fitting
- ❖ Black belt with presentable buckle
- ❖ Waist coat (black), clean and well ironed
- ❖ Formal Tie
- ❖ One waiter's cloth
- ❖ One duster
- ❖ Waiter's friends – notepad, matchbox/cigarette lighter, ball point tick – tock pen.

### GIRLS

- ❖ White shirt, well ironed
- ❖ Black trouser or skirt, well ironed
- ❖ Black closed –toe, lace-less presentable shoes
- ❖ Black socks/stockings, firm fitting
- ❖ Black bow-tie
- ❖ One waiter's cloth
- ❖ One duster
- ❖ Waiter's friends – notepad, matchbox/cigarette lighter, ball point tick – tock pen.

## 1.3.3 Housekeeping Practical (Boys & Girls)

- ❖ Black trousers
- ❖ Light colored shirt, well ironed
- ❖ Apron
- ❖ Black Oxford shoes, polished & presentable
- ❖ Black socks, firm fitting

## 1.3.4 Theory Classes & Formal Occasion

### Boys

- ❖ **In Winter** – Black Suite/combo or coats/blazers with light colored formal shirts, formal trousers & tie, formal shoes and socks.

- ❖ **In summer** – Light colored formal shirts & trousers, formal shoes & socks. Tie on all formal occasions (as per list to be issued).
- ❖ Boys will not have long & colored hair, ear rings and rings on lips etc.
- ❖ All except Sikh students will shave daily and all will have properly cut nails.
- ❖ Jeans, T- Shirts, Jacket or Sneakers are not allowed.
- ❖ Except for Sikh students who use turbans, others will not use any headgear.
- ❖ No tattoos on any visible part of body are allowed.
- ❖ All the students should be wearing the Identity Card with IHM Strap.

## Girls

- ❖ **In Winter** – Formal shirts with formal trousers with coat/ white salwar suite. Ladies can also wear formal business suits during winters.
- ❖ **In summer** – For ladies the summer business dress is a full sleeve blouse with long skirt or trousers/ white salwar suite.
- ❖ Jeans, T-Shirts, Skirts, Sleeveless dresses are not allowed.
- ❖ No tattoos on any visible part of body is allowed.
- ❖ During Institutes working hours no jewelry is allowed except small tops in ear lobes.
- ❖ All the students should be wearing the Identity Card with IHM Strap.

## 1.4 Grooming and Hygiene

### 1.4.1 Hair

#### BOYS

- ❖ Clean, neatly – appropriate styled hair
- ❖ Short and well – combed
- ❖ Sides not covering the ears
- ❖ No long sideburns
- ❖ Non-oily appearance
- ❖ Use of hair gels not permitted
- ❖ Use of hair color, bleached hair not permitted
- ❖ Sikh students should take proper care of their hair beard and wear a turban at all times.

#### GIRLS

- ❖ Clean, neatly – appropriate styled hair
- ❖ Short hair must be styled away from the face and kept off the shoulders
- ❖ Long hair should be tied in a bun, pony tail or plait



- ❖ Pins, ribbons and hair bands used to keep the hair in place must be conservative and black in color
- ❖ Non-oily appearance, use of hair color, bleached hair not permitted.

## 1.4.2 Nails

All students should have neatly – trimmed nails ladies using nail polish must maintain it properly, it should not be chipped or unclean.

## 1.4.3 Accessories

### Don'ts

#### BOYS

- ❖ Expensive and showy watches
- ❖ Piercing of the earlobes
- ❖ Visible tattoo marks
- ❖ Use of rings
- ❖ Wearing chains and bracelets
- ❖ Carrying and usage of mobile phone in the campus

#### GIRLS

- ❖ Expensive and showy watches
- ❖ Flashy Earring and nose pins
- ❖ Visible tattoo marks
- ❖ Use of Henna not permitted
- ❖ Too much use of jewelry & strong perfumes
- ❖ Carrying and usage of mobile phone in the campus

## 1.5 Personal Hygiene

The nature of work involved requires a lot of physical activity. Thus, it is essential that all the students should take extra care of their health and hygiene. Personal hygiene is essential part of personality and personal appearance.

- ❖ Take bath at least once a day.
- ❖ It is advisable to bath twice a day during summer months.
- ❖ Use a mild deodorant to prevent body odours.
- ❖ Do not use dirty undergarments and socks to prevent yourself from any kind of skin disease
- ❖ Male students should shave everyday for clean appearance.
- ❖ No goatees of French beards shall be permitted.

- ❖ Sikh students should maintain to cover their beard with a net.
- ❖ Take proper prevention of bad breath.

## 1.6 Library

Library is the greatest treasure for the students' fraternity. You all are expected to follow rule and regulations of library for convenience of your colleagues.

- ❖ You are required to maintain decorum and absolute silence at all times in the library.
- ❖ All students will be issued Library Cards against which books will be issued.
- ❖ Any tampering, markings, scribbling, tearing of pages amount to misconduct and will attract disciplinary action as deemed fit.
- ❖ Books issued should be returned within the stipulated period for which they are issued.
- ❖ Students will be required to pay fine as applicable per day after the expiry of the date of return of books.
- ❖ If there are any queries or requisitions, students shall contact the Library in-charge.
- ❖ No eatables and mobile phones are allowed inside the library.

## 1.7 Computer Lab

Knowledge of computers is a must in today's environment. Keeping in mind the student's interest, the Institute has a computer lab with Internet access.

- ❖ You will be required to use the computer lab for completion of assigned projects and other assignments.
- ❖ Silence shall be maintained at all times in the computer lab.
- ❖ If there is any query, contact lab in-charge or the concerned faculty members in the lab class.
- ❖ No eatables and mobile phones shall be allowed inside the computer lab.
- ❖ Students shall be given Login Id to access data and Internet.
- ❖ Playing games, viewing obscene sites, chatting etc. will lead to expulsion from the computer lab and call for strict disciplinary action.

## 1.8 Identity Card

An identity card will be issued to all students at the time of joining. This card will be valid for the entire duration of the course. You must be in possession of this identity card at all times while you are in the premises of the campus. The I-

card must be produced to the guard at the time of entering campus and demanded at other times, failing which it will attract disciplinary action. Loss of I-card should be immediately brought to the notice of the student coordinator. A duplicate I-card will be issued upon the payment of Rs. 100/- (One hundred only).

## 1.9 Notices and Information

Notice boards for general information about recreational activities, shows and sporting events will be provided for students in the academic building. Students should immediately inform the IHM- Srinagar of any change in their address in writing to keep their records updated for better communication with guardians. All information related to vacations, time table, examination schedule, attendance percentage and examination performance etc on our website. For any other information parents may contact student coordinator during Institute working hours on working days between 9.30 to 5pm.

## 2. Examinations

Examinations are a method to evaluate the level of understanding of the subjects that have been taught to students at the IHM for practical exposure.

### 2.1 The examinations are divided into two components:

- ❖ Internal examinations
- ❖ Term-end examinations

#### 2.1.1 Internal examinations

The programme involves imparting professional skills to student through well-designed classroom based training modules and continuous assessment. Every academic year will have one theory and one practical examinations which carry weightage in the final assessment.

#### 2.1.1 Internal examinations can be conducted in one or more of the following ways.

- i. Written tests
- ii. Laboratory tests
- iii. Field visits

- iv. Project work and presentation
- v. Project work and viva-voce
- vi. Case studies

### **2.1.2 Term-end Examination**

At the end of each academic year students are required to appear for the final examination which includes both theory and practical examinations. Theory and practical examinations conducted at each term end examination will carry weightage in the final assessment.

As per NCHMCT norms minimum 40 percent of marks are required in each theory subject to pass the exams and 50 percent marks are required in each practical exam.

## **3. Schedule of Payment of Term Fee**

Every year the term fee must be paid well in time as per the dates notified by the office on notice board and website. In case of default Rs. 50/- will be charged per day as late fee charge. There will be no extension of dates and no repeat or individual notice will be issued for payment of fee.

## **4. Clearance**

All students are required to obtain No due certificate (N.O.C.) from the IHM-Srinagar before appearing for the term-end examination, which is mandatory to get admit cards.

### **4.1 N.O.C. Includes:**

- 1) Depositing the library books and library cards to the library incharge
- 2) Paying all outstanding dues if any
- 3) Paying any fines for breakages, indiscipline etc.
- 4) Obtaining the Log-book (as required for industrial exposure)
- 5) Vacating the lockers (If applicable)

## **5. General Guidelines**

### **5.1 Noise/Activity**

The teaching hours are scheduled in a manner that students will get very little time for leisure during the college hours. It is essential to maintain absolute silence during class hours, between change of classes, in the library and rest rooms and in the corridors/Public area. Any student violating aforesaid norms will be termed indiscipline and punished accordingly.

### **5.2 Visitors**

The students may be required to call their parents to meet the faculty and Principal to discuss their performance from time-to-time during the tenure of the course.

### **5.3 Institute Property**

The Institute belongs to the students and its maintenance and upkeep should be their top priority. Any attempt to disfigure or damage the college property will be considered a serious offence and may result in paying fines and call for strict disciplinary action. Absolute cleanliness must be maintained while working in the designated operational areas during practical classes including Food lab, F&B Service lab, Front Office lab, Housekeeping lab and Computer lab and the entire campus. Graffiti (writing on walls), disfiguring or damaging walls in the lecture rooms, labs, toilets, public area etc. of the Institute and hostel will be considered an act of serious misconduct, leading to strict disciplinary action besides fine.

### **5.4 Loss of Property Valuables**

Students are discouraged from bringing valuable items including jewellery, expensive watches, shoes and mobile phones to the campus. It is the responsibility of the students to safeguard all their belongings and secure them in their allotted lockers. The Institute will not be responsible for any loss or damage caused to student's property or belongings.

## 5.5 Use of Mobile Phones

Use of mobile phones is strictly prohibited during the working hours of the Institute. The Institute does not allow students to bring mobile phones in the lecture halls, labs, computer lab and library. If found using, mobile will be confiscated immediately without any explanation.

## 6. Disciplinary Action

Violations of good conduct and ethical behavior in the Institute have been divided in 3 parts, depending on seriousness of the offence. Punishments for them will also be on a graded scale starting from severe in case of major offences and light for minor offences.

### 6.1 Major Offences

The Major offences in student's conduct are:

- Ragging of junior students.
- Consumption of alcohol /drugs.
- Criminal assault on any other person inside or outside the Institute, which is serious enough to warrant a police report (whether lodged or not).
- Molestation of another person (student, staff or any other person)
- Attempt to molest or sexual harassment in the form of indecent remarks,
- Indecently attempting to touch a student or person of the same or opposite sex.
- Attempts either individually or in a group to bully someone.
- Going out of the campus without permission or returning from leave / night out later than the prescribed time, for unduly long periods.
- Smoking as it is prohibited for students inside the entire campus.
- Misuse of Institute email network by sending junk mail, offensive, harassing or illegal communications to other students, faculty or outsiders.
- Cheating or plagiarism in the presentations, evaluation tests and examinations.
- Causing serious injuries to another person in a deliberate manner.

Any of the above or other which the Institute may notify as a major offence may lead to immediate suspension. Parents/guardians will be notified with a request to come to the Institute. An inquiry will be conducted on the incident and the punishment may include rustication/ dismissal of the student if found guilty.

## 6.2 Minor offences

- Ringing of cell phone during class hours, in the academic block and other areas where it is prohibited.
- Using gadgets in the hostels, which are not permitted?
- Making loud and disturbing noises by voice or instruments, particularly in the hostel, or not stopping when requested to do so outside the campus staying rooms.
- Theft or serious damage to property of another student or person of the institute. This will include electronic password, information in the network which is confidential for someone else or the institute etc.
- Not reporting to duty or activity which has been assigned to the student.
- Using abusive language unbecoming of a person in the institute.
- Shouting at / or blatant disobeying of instructions of faculty and other authorities in the institute.
- Causing minor injuries to another person in a deliberate manner.
- Going out of campus without permission or not returning back within prescribed time, for violations of small time periods.
- Coming out in attire or appearance which is in violation of rules and applied to the students.
- Disobeying any rules or code of conduct as prescribed in this handbook.
- Any other misconduct or wrongful act unbecoming of a student of the institute of hospitality management.

Punishment to minor offences will be warnings, suspension etc. leading to more severe punishment and fines on repeated offences. If a student repeatedly involving himself/herself in minor offence and not improving than without warning principal may impose punishment of major offence.

## 7. Sports & Entertainment

A TV and a DVD player is provided in dining room for viewing. However, the wardens will regulate the timings of viewing.

The Sports Coordinator will manage the sports center inside the Institute campus. The Institute will arrange to have basic sports facilities including:

- Basket ball court
- Volley ball and throw ball court
- Indoor games including table tennis, carom board, chess and board games.

Institute will not arrange for sports consumables like shuttle corks, table tennis balls, etc. for student's use. Students are encouraged to take part in these activities bring their

own consumables. Students will have to adhere to the norms for shoes, clothes, timings, cleaning etc. as prescribed by the person in charge in consultation with hostel warden.

## **8. Student Files**

The Institute maintains a file for all the students, containing the student's records, copies of communication between the Institute and the student, record of disciplinary action, transcripts of academic evaluation, and other documents the institute deems relevant to keep in the file. The file is confidential. Access to the file is as per the norms given below:

### **8.1 Access by a student**

Students have the right to view information in their individual student file. A student who wishes to examine his/ her student file must submit a request in writing to the Principal. A written response will be made within five working days following receipt of the written request. An institute staff member will be present when the student examines his/her file. The student may request one photocopy of each document contained in his/here file on payment of Rs. 50/- per page.

However, all documents related to the admission of the student including the evaluation of the entrance test, the interview evaluation form and other related documents may not be shown to the student.

The institute has the right to send all information about the student, his/her conduct, any action taken against him, his academic information, etc to his /her parents.

A student has the right to challenge any information in his/her file, which he/she feels is incorrect. Requests for correction should be submitted in writing to the Principal. The Administration shall respond to this request within a reasonable period of time (normally within five working days).

The institute may not keep evaluation materials on file for more than 1 year after the student has left the institute.

### **8.2 Access by Institute Staff**

Only those institute staff member who need to access a student's records for the purpose of performing their legitimate duties as determined in their job description will have access to the relevant portions of the student's file.



## 8.3 Access by third parties

Access to a student's file shall be granted to those parties, which the institute deems important for the welfare of the student, or in the interest of the institute or under legal obligations. Exceptions may occur when the student provide written permission to grant the access.

## 9 Accommodations

### 9.1 Student Accommodation

IHM – Srinagar provides accommodation for students in either the gentlemen's or the ladies hostel. Students shall be allotted a double room in the hostel. The charges for the room and the surcharge will be notified from time to time.

On their first arrival in the 1<sup>st</sup> session, students will be allowed to choose a room partner for double occupancy rooms. Normally a room partner can be changed within the first 5 days with the permission of the warden. But it can also be done subsequently on satisfaction of the warden. On occupation of a room, all students will be asked to sign on an inventory list for the room, an undertaking to keep the room and the items in it in good condition and to pay the requisite charges for any damage. For a double occupancy room, the charges will be equally apportioned between the two students if individual responsibility cannot be fixed. Students will be given charge of the inventory items as per the list and they will be required to hand them over. Rooms will have locks, which will also be there on the cupboard and the table drawer. All the keys must be returned at the time of handing over or the cost of the locks will be charged to the student. A student must leave the hostel within 48 hours of the close of the academic session unless the stay is extended with permission and in case of rustication / dismissal / suspension etc within 12 hrs.

### 9.2 Cleaning and Tidiness of Hostel Rooms

The hostel room has to be cleaned properly once a week and bed linen must be cleaned twice a week or as required. As part of the housekeeping training, students will be required to clean their rooms in all respects. All corridors and common areas in the hostels as also in the academic block will be cleaned by the Institute housekeeping staff.

### 9.3 Waste and Rubbish

All waste and rubbish must be placed in bags, which when full are to be tied and deposited in the containers in the designated places. Under no circumstances should waste and rubbish be placed in the corridors. Students are asked not to throw anything out of the windows or to store anything on the outside window ledge.

## 9.5 Storage of Luggage

Students may bring their personal belongings in suitcases and bags. These will have to be emptied except a small bag and all the personal items will be kept in the cupboards and bed drawers. Students will be required to take away all their personal belongings and suitcases at the end of each session or in case of rustication etc.

## 9.6 Bed Linen

The Institute will not provide bed linen. Students may bring their own bed linen, pillows, towels and toiletries. All clothes and other items of the students should be marked with black indelible ink with name and room number. This will be compulsory and no item can be kept in the room without such marking. This will assist in minimizing misplacements and disputes.

## 9.7 Electrical Gadgets

No TV or electrical gadgets are allowed in the hostel rooms except a laptop, music system and a heater in the winter months.

## 9.8 Breakage

Students are welcome to bring mugs, flask, water gadgets etc. of their choice. Lighting of candles (except when the lights go off) or sticks of incense is a fire hazard and is strictly forbidden.

## 9.9 Conduct in Hostels

Students will have to be inside the campus before 2000hrs (8Pm) and in their rooms before 10.00 P.M. every night Sunday to Friday nights. No TV viewing or games will be allowed in the common areas after this time. Students may have a night out on Saturday. However, this will still be with permission of the hostel warden. Permission to go out during the weeknights including Sunday night will be given only in exceptional circumstances under the discretion of the Principal/Warden.

Students should avoid making loud noises, through talking or music etc. so that other students are not disturbed. Students will have to abide to any request by a fellow student or staff member on account of excessive noise. Students should ensure that noise in the accommodation buildings and on the Institute campus in general is kept to

a minimum at all times, and particularly between 10.00 P.M. and 07.00 A.M. Students coming back after 10.00 P.M. (When on ODC) are asked to do so quietly.

## **10. Facilities and Services**

### **10.1 Use of and Respect for Facilities- General**

The institute lobby is used as a reception area and should be kept clear of any personal belongings (briefcases, laptops computers, etc.). This is required for both decorum and security reasons.

Lost and Found property must be handed in immediately to the Housekeeping incharge or the hostel wardens (if they are found in the hostel)

Students must take care of all furniture and equipments made available to them. In case of any damage, all repairs will be charged to the responsible students.

Poor upkeep of hostels, damaged furniture, graffiti on the walls etc is the common phenomena in the hostels of many institutions. This shows poor conduct and character on the part of the student community. As IHM Sgr. lays a lot of emphasis on the building of character, personality and responsible civic conduct, we will be very strict on this aspect of the student's behavior.

All areas and rooms should be used for the purposes for which they are meant. It is prohibited to carry food, including bottles of water to the classrooms, library and computer room.

## **11. Security/ Accidents**

Evacuation plans in case of fire and action plans in case of emergency, accident or illness have been drawn up.

In case of an accident or an illness, students are required to contact the hostel warden immediately and if he/she is not available, then anyone in the management. There will be fire safety and life saving training and drills for all students and staff. In case of serious emergency, they can also contact the principal directly and use his /her home/mobile telephone number. For the reason of security, accident, illness, urgent communication from home, all students must give their mobile number to the administration in the basic fact sheet submitted by them upon joining and any changes must be reported promptly. Such mobile numbers including those of parents of students must be kept by the warden /principal in their personal custody (and not just in the office files).

## **12. Food**

Students are entitled to have all four meals (breakfast, lunch, evening tea and dinner) on Saturday, Sunday and on holidays during the academic term in the mess. During weekdays breakfast and dinner will be provided in hostel mess. Morning tea, lunch and evening tea will be provided to all students (including hostellers) in the Institute. There

are no charges for the same. Timings for the meal will be notified and must be adhered to.

### **13. Family Members and Visitors**

The institute encourages parents and family members to visit the Institute. However, they will be requested to adhere to certain timings to meet the students to avoid interference with the academic schedule. Parents and family members are welcome to eat in the mess on fixed charges. However, prior information for this may be given to the mess manager, as far as possible. Parents and family members can visit the students in the hostel also but entry in the room will only be with the permission from the warden and on his/her absence from the principal.

### **14. Laundry**

Institute makes arrangements for the student's uniforms as well as personal laundry. Students may give their cloths for laundry and dry cleaning to the institute laundry and charges will be prescribed for it. Students will have to use their own detergents if they want to wash themselves. Students can give their cloths for ironing to the institute laundry. Small pieces of clothing may be hand washed in the bathrooms and be hanged in their own room. Students are forbidden from hanging clothes on the window ledges or in common areas.

### **15. Medical Assistance**

Institute makes arrangements for minor ailments like cold, headaches, etc. For any major treatment parents will be informed to do needful.

Institute may alter or change above guidelines as per the need of hour, which will be binding on all the students.

### **16. Refund of Hostel Fees**

Hostel fee is non-refundable after occupation of the hostel except caution money.

# Gate Pass

(For Hostel Students)

Mr. / Ms. ....of 1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> is allowed to go out of campus from .....am/pm to .....am/pm on dated..... to market / local guardian/ doctor/travelling/ place of worship/ .....His/ Her contact mobile number is .....

He/ She will be themselves responsible for their conduct and events takes place outside of campus.

Signature of Student

Name of Student

Date

Time

Place

O.....

Signature of Hostel Warden

Date

Time

Place

**Student copy**

# Gate Pass

(For Hostel Students)

Mr. / Ms. ....of 1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> is allowed to go out of campus from .....am/pm to .....am/pm on dated..... to market / local guardian/ doctor/travelling/ place of worship/ .....His/ Her contact mobile number is .....

He/ She will be themselves responsible for their conduct and events takes place outside of campus.

Signature of Student

Name of Student

Date

Time

Place

Signature of Hostel Warden

Date

Time

Place