INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY AND APPLIED NUTRITION, JAIPUR

HOSTEL RULES AND REGULATIONS

(Applicable to Boys' and Girls' Hostels)

PREAMBLE

The hostel is an extension of the academic environment of the Institute and is intended to provide students with a safe, secure, disciplined and conducive atmosphere for learning and personal growth. Every resident is expected to maintain high standards of conduct, hygiene, mutual respect and professional behaviour befitting a hospitality student.

Hostel accommodation is a privilege extended by the Institute and not a matter of right. The Institute reserves the right to withdraw hostel facilities from any student whose conduct is found unsatisfactory.

The IHMCT Boys & Girls Hostels called "The residence" are situated in two separate blocks in the campus of IHM Jaipur at Sikar Road, Banipark, Jaipur-302016

1. ELIGIBILITY AND ALLOTMENT

Hostel accommodation shall be allotted subject to availability of seats.

Hostel allotment for First Year students shall be made as per the admission and allotment guidelines issued by NCHMCT and the Institute from time to time.

Continuation of hostel accommodation for Second and Third-Year students shall not be automatic and shall be based upon:

a. Good conduct and discipline.
b. Satisfactory academic performance.
c. Minimum prescribed attendance.
d. Payment of all dues.
e. No record of misconduct or disciplinary action.

The Principal reserves the right to refuse or cancel hostel allotment in the interest of maintaining discipline and safety.

Room allotment shall be done exclusively by the Hostel Administration. Requests for particular rooms or roommates shall ordinarily not be entertained.

Exchange of rooms or shifting to another room without prior written permission of the Warden is strictly prohibited.

2. HOSTEL ADMISSION FORMALITIES

At the time of admission, every hosteller shall submit:

• Hostel admission form.
• Recent passport size photographs.
• Copy of Aadhaar Card or Government Identity Card.
• Parent and Local Guardian details.
• Medical fitness certificate.
• Anti Ragging Undertaking.
• Undertaking regarding hostel rules and regulations.

• Emergency contact details.

Any change in address, phone number or local guardian details shall be intimated immediately to the Hostel Office.

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3. ATTENDANCE AND TIMINGS

- Hostel gates shall close at 09:30PM/10.00 PM unless otherwise notified.
- In/Out timings shall be prescribed by the respective Hostel Wardens
- Attendance of all hostellers shall be taken daily at 7 PM or as prescribed by the warden
- Every resident must be present in the hostel during attendance hours unless prior permission for absence has been granted.
- **Quiet hours** shall be observed between 10.30 PM and 5.30 AM. During this period, residents shall refrain from making noise or disturbing fellow students. Lights to be switched off as well.
- Students leaving the campus shall make proper entries in the In and Out Register.
- No student shall leave the station without prior permission of both the Mentor and Warden.
- Students shall not remain in the hostel during class hours except in cases of illness or other valid reasons approved by the Warden.

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4. NIGHT OUT AND LATE ENTRY

- Night out and late entry shall be permitted only with prior approval of the Warden.
- Permission shall ordinarily be granted only after parent or local guardian consent.
- Students failing to return at the approved time shall be liable for disciplinary action.
- Habitual late entry may result in cancellation of hostel accommodation.

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5. VISITORS AND GUESTS

- Day scholars and unauthorized persons are not permitted to stay in the hostel.
- Visitors shall be allowed only during notified visiting hours and only in designated areas.
- Parents and guardians shall not enter hostel rooms without prior permission.
- Entry of students into the hostel of the opposite gender is strictly prohibited.
- Residents shall be responsible for the conduct of their authorized visitors.

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6. CONDUCT AND DISCIPLINE

Every hosteller shall:
• Treat fellow students, faculty members and staff with dignity and respect.
• Maintain a professional code of conduct.
• Avoid behaviour likely to disturb the peace and harmony of the hostel.

The following acts constitute serious misconduct:
• Ragging in any form.
• Physical assault.
• Bullying or intimidation.
• Sexual harassment.
• Discrimination.

• Use of abusive language.
• Threatening behaviour.
• Organizing unauthorized gatherings.
• Gambling.
• Possession of weapons.
• Any activity bringing disrepute to the Institute.

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7. ANTI RAGGING POLICY

The Institute follows a **Zero Tolerance Policy** towards ragging.
Any student found directly or indirectly involved in ragging shall be liable for:
• Immediate suspension from hostel.
• Expulsion from hostel.
• Suspension or rustication from the Institute.
• Filing of police complaint as per Government of India guidelines.

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8. ALCOHOL, TOBACCO AND DRUGS

Possession, consumption, storage or distribution of:
• Alcohol.
• Tobacco products.
• E cigarettes or vaping devices.
• Narcotic substances.
• Any prohibited substance.

is strictly prohibited within the hostel and campus. Students found under the influence of such substances shall be liable for monetary fine along with immediate disciplinary action including expulsion from hostel.

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9. ROOM MAINTENANCE AND HOUSEKEEPING

- Students shall keep their rooms and common areas clean and hygienic.
- Rooms shall be inspected periodically.
- Unhygienic conditions may invite warnings, fines or disciplinary action.
- Students shall not write upon, paint, damage or deface hostel property.
- Damages caused to hostel property shall be recovered from the concerned student.
- In case responsibility cannot be fixed upon any individual, collective recovery may be imposed.

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10. ELECTRICAL AND FIRE SAFETY

The following are prohibited:
• Induction cookers.
• Immersion rods.
• Electric heaters.
• Hot plates.
• Gas stoves.
• Extension wiring without permission.
• Candles or inflammable material.

All electrical appliances shall be switched off when rooms are unoccupied.
Tampering with electrical fittings, fire safety equipment or CCTV systems shall be treated as a major offence.

11. VALUABLES AND PERSONAL BELONGINGS

- Students are advised not to keep large amounts of cash or expensive valuables in the hostel.
- The Institute shall not be responsible for loss, theft or damage to personal belongings.
- Students shall keep their rooms and cupboards properly locked.

12. MESS RULES

- Hostel residents shall abide by the rules of the Mess Committee.
- Wastage of food is a social and ethical offence and shall be discouraged.
- Meals shall be consumed only in designated dining areas.
- Carrying food to rooms may be restricted to avoid unhygienic conditions and pest infestation.
- Students shall maintain proper decorum and dress in the dining hall.
- Complaints regarding food quality shall be submitted to the Mess Committee or Warden.

13. SOCIAL MEDIA AND CYBER CONDUCT

Students shall refrain from:
• Cyberbullying.
• Circulation of objectionable material.
• Recording videos without consent.
• Defaming the Institute, its staff or fellow students through social media.

Grievances shall first be brought to the notice of the Hostel Warden or Principal through proper institutional channels.

14. MEDICAL EMERGENCIES

- Students shall immediately report illness, accidents or emergencies to the Warden.
- Parents and local guardians shall be informed in case of serious illness or hospitalization.

15. SUMMER TRAINING AND INDUSTRIAL TRAINING

- Students proceeding for industrial training shall vacate the hostel as per the schedule notified by the Institute unless specific permission for retention of accommodation is granted.

16. VACATING THE HOSTEL

- Students shall vacate hostel rooms within forty-eight hours of completion of examinations unless otherwise notified.
- Room clearance shall be obtained from the Hostel Office.
- Damages and outstanding dues shall be settled before departure.
- Caution money shall be refunded as per Institute rules after adjustment of dues.

17. PENALTIES

Depending upon the nature and gravity of the offence, any one or more of the following penalties may be imposed:

- Warning.
- Written apology.
- Monetary fine.
- Withdrawal of privileges.
- Suspension from hostel.
- Expulsion from hostel.
- Debarring from future hostel allotment.
- Disciplinary action by the Institute.
- Police complaint wherever applicable.

The decision of the principal shall be final and binding.

DECLARATION

I have read and understood the Hostel Rules and Regulations and undertake to abide by the same. I understand that violation of any rule may result in disciplinary action including cancellation of hostel accommodation.

Signature of Student

Signature of Parent/Guardian

Date