

Instructions to newly admitted students in B.Sc. Hospitality & Hotel Administration Session 2023-24

Dear Student,

Congratulations on your admission @ IHM Hamirpur. Team IHM-Hamirpur welcomes you.

Please note the following carefully:-

1. **Commencement of Classes:-** The session of 1st semester will commence w.e.f 07.08.2023. However mandatory Induction in Institute will be conducted on 4th of August 2023.
2. **Attendance:-** Attendance is mandatory for all students; parents are requested to kindly check the attendance of their ward regularly in order to avoid detentions from term end examinations.
3. **Training Food:-** Training food will be provided to only those students who report in their first lecture and continue to attend all lectures in the day as also who are well groomed.
4. **Grooming Standards:-** Grooming is very important aspect of hospitality industry; hence there shouldn't be any lapse in following grooming standards. In case any student is not found well groomed, he/she is liable to strict disciplinary action.
5. **Behavior:-** Behavior of students in classes and in the campus should be polite and decent, strict actions will be taken against those who will show unwanted behavior. A student must also behave himself/herself on the campus as well as outside in such manner so as to bring credit to him/her and to the institution. He/she should not commit any act which may blemish the name of the institution.
6. **Use of mobiles:-** Use of mobiles is strictly prohibited inside the Class Room and if any student found using phone will be punished and the punishment can range from a fine of Rs. 500/- to confiscation of mobile.

Parents are also requested not to call their ward during teaching hours.

7. **Student's entrance and exit:-** Student's entrance and exit is strictly from 'Student's Entry Gate' and in no case main lobby should be used by the students.
8. **Drinking Alcohol and Smoking:-** Drinking Alcohol and smoking is strictly prohibited in and around the institute or hostel premises. Strict action will be taken against the students found involved in it. Action may range from a heavy fine to rustication of the students from hostel or institute or both.
9. **Hostel Allotment:-** In case you have been allotted hostel, you are required to submit hostel & mess charges of Rs. 60,000/-. The payment can be made through any of the following modes:-
 - I. Demand Draft in favour of "Principal Institute of Hotel Management Hamirpur" payable at Hamirpur.
 - II. Debit/Credit Card.
 - III. UPI

Note:-Cash payment will not be accepted.

The food will be provided from Dinner of **06th August, 2023.** Please also go through the Hostel Rules available at institute website and institute office.

10. **Respect Nature:** - This is a nature friendly building and we are seriously concerned about preserving nature. Students are required not to litter here and there. Also do not pluck flowers and leaves of the ornamental plants etc. Switch-off lights and fans when not required and consider it as your moral responsibility towards the institute and nation as a whole.
11. Students will be personally and/or collectively responsible for any loss or damage to the Institute property, must handle equipment carefully and not abuse or tamper with it. Damage to any property will result into a fine of Rs. 1000/- along with the actual cost of damage, whichever is higher.

13. Required documents:- You will have to carry with you following in original at the time of physical reporting along with a set of photocopies:-

- a) Provisional Admission letter issued by NCHMCT/ Institute in original.
- b) Matriculation Certificate OR Certificate of equivalent qualification
- c) 10+2 Qualification Certificate.
- d) Character certificate 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)
- i) Online Anti-ragging affidavits to be filled by Students, Parents/Guardians available at www.antiragging.in and www.amanmovement.org.

15. Uniform: - Institute does not advise any shop or tailor for the uniform or other Tool Kit required, though you will be given a list of uniform and same may be procured in two weeks time. However following items are mandatory from first day.

<u>Black Trouser with two plates and 16" bottom (Flat front and low waist is not allowed)</u> • Colour- Black • Material-Terecot • Cloth Make-Gwalior Mills Ltd.	2 Nos.
<u>Full sleeves shirt with one pocket</u> • Colour- White • Material-Cotton/ Terecot • Cloth Make-Gwalior Mills Ltd.	2 Nos.
<u>Black Leather Shoes oxford model (Anti Skid) and black socks</u>	1 pair each
<u>Full sleeves 'V Neck' pullover is required for winter season</u> • Colour- Black • Material-Woolen,	1 No.