

# **INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION, MUMBAI**

**Veer Sawarkar Marg, Dadar West, Mumbai 400 028. Telephone No. 022-24457241/42**

## **HOSTEL RULES AND REGULATION**

IHM Mumbai offers hostel facility for the students in campus only. Hostel Seats are allotted by the hostel MANAGEMENT. Hostel is allotted as per semester basis. Meals are provided in the hostel on chargeable basis.

### **A. OFFICIAL FORMALITIES WHILE TAKING HOSTEL ADMISSION**

1. While occupying the hostel room students must carry:
  - a. Receipt of the payment for hostel fee
  - b. 2 recent passport size colour photos
  - c. Copy of permanent address proof (Govt. Provided)
  - d. Copy of Photo ID (Govt. Provided)
  - e. Copy of Parents and Guardians address proof
  - f. Copy of Parents and guardians Photo ID
  - g. Medical fitness Certificate and proof of valid medical insurance
  - h. Undertaking for anti-ragging/substance
2. Hostel room allotment will be done by hostel management only. Request about selection of room will not be accepted.
3. While vacating, hostel authority will thoroughly check for any kind of damage of rooms, furniture, fixtures or any kind of damage in common areas. If defacement or breakages are found then student has to compensate the cost incurred for repairing/replacement.
4. If student leaves the room without clearing his/her dues then caution money will be forfeited and character/migration certificate/mark sheet etc. will not be released.
5. There is a mess committee of students which monitors day to day operations of mess under supervision of warden. Each hosteller is advised to follow the rules made by the committee for smooth operation.
6. All the meals including outside food has to be eaten in dining hall only. No food should be taken to the room to avoid pest infestation.
7. If student is not eating food without informing mess committee in advance (except only on doctor's advice) then he/she will be fined Rs. 100/- per meal for wastage of food.
8. Parents/guardians are advised to register their contact number and E-mail id in hostel forms. The registered phone number/ mail id will be used by the hostel authorities for communicating regarding night-out, late night out permissions and other official communications. No other Phone number and E-mail id will be entertained for official communication.
9. Parents can fill a self night out/ late night permission form at the time of hostel admission to allow their ward permission for the same without any mails or messages from parents.
10. Hostel seats are allotted to the individual semester wise based on their application and depending upon the conduct, academic performance, participation in extracurricular activities and attendance records of the incumbent.
11. Student once expelled from the hostel on disciplinary ground will not be eligible for hostel seat allotment in future.
12. If a student is expelled from the hostel on disciplinary ground, all amount paid by him/her as hostel fees will be forfeited.

## **B. HOSTEL FEES:**

1. Hostel charges will be charged on per month basis as per the following rates. Charges will be paid for full semester.

Accommodation	Rs. 5000 /-	Per head per month
Food	Rs. 7000 /-	Per head per month
Institutional Charges	Rs. 500/-	Per semester
Caution Money (Refundable)	Rs. 4500/-	At the time of Initial allotment

## **C. GENERAL RULES DURING STAY IN HOSTEL:**

1. It is desirable that students staying in hostel have 100% attendance, hostel warden/superintendent will be notified in advance if the student is not attending class for any particular reason (medical/personal). **If attendance is less than 80% then hostel will not be allotted in next semester.** Students will not be allowed in the hostel in pre and post lunch session.
2. After academic hours students can go out from the campus, after duly signing the IN-OUT Register.
3. Students are allowed to go out from campus from 5:30pm and have to come back to the Institute campus by stipulated time i.e. 10:00 PM on all academic days.
4. Hostel gate will be locked at 10.00 pm. After that students cannot go out from the hostel building.
5. All hostellers must give their attendance at 10:15 pm sharp; missing this will be treated as a serious violation of discipline.
6. Night-time will be observed from-2200 hrs to 0530 hrs. During this time all hostellers must be silent & be in their respective rooms.
7. Each student is responsible to maintain his/her own valuables, they themselves will be responsible for loss, damage and inappropriate use of own belongings.
8. Meals will be served in student dining hall only, meal timing will be notified by mess committee from time to time.
9. If any hostellers want to go for a "Night-out"/ Late night on weekends or holidays the night-out card is to be duly filled to obtain the permission from authority (for self night out/ Late night authority holders).
10. All the parents need to fill self night out/ Late night permission while taking allotment. For a student who does not have self -night out authority, must ask their parents/ local guardian to send a SMS/Whatsapp message from the registered mobile number to the hostel warden/superintendent, and then fill in the night-out card to obtain the permission from authority.
11. Local guardian's address & phone no. is mandatory for any emergency. In case of change of Local Guardian or change of contact details/ address of Local Guardian/ Parents, the Hostel Warden should be informed in writing by the student.
12. Hostel authorities are responsible for the safety and security of the students inside the campus only. Students will be responsible for their conduct outside the campus.
13. It is advised that if anybody is going for night out, the same has to be informed to mess committee to avoid wastage of food.
14. If anybody is ordering food from outside for lunch and dinner, mess committee must be informed at least four hours prior to the service, to avoid wastage of food.
15. Students are not allowed to change/ interchange his/her room with another student or shift into a vacant room without prior written permission of the Superintendent/Warden.
16. For any hostel occupants desiring to vacate the hostel in middle of the year, hostel fees will not be refunded.
17. After the semester examination, students must vacate the hostel within 48 hours from the last examination and must take clearance from the warden/superintendent.

## **CIVIC AND SAFETY RULES**

1. Hostellers are responsible to keep their rooms clean. Unhygienic room conditions will not be tolerated and concerned student can be punished and asked to pay fine or can be even asked to vacate the hostel.
2. IHM MUMBAI campus is a "Plastic Free" zone so students are instructed to discard polythene which does not comply with local regulatory standards or dispose it off in the plastic bins at the entry point.
3. All the hostellers need to arrange a small DRY WASTE BIN in their room, which needs to be cleared every day to the floor's main dustbin.
4. While mopping and sweeping of the common area and bathroom will be done by the institute housekeeping staff, students are requested to clean their own room and keep it tidy at all times. Students are also advised to maintain basic hygiene standards in the common area and bathroom.
5. Any maintenance defect in the room or floor (electrical, plumbing, carpentry) must be reported to hostel authority immediately to solve the problem; students should not try to solve any kind of maintenance problem by themselves. Without the permission of the hostel warden, neither furniture will move from one place to another nor will extra furniture be accommodated in the room.
6. All valuables must be kept under lock and key with the responsibilities of the concerned, hostel authority will not take any responsibilities in case of loss or damage of it.
7. While not in room students must lock the room and cupboard properly and should ensure that no electrical equipment are kept on unnecessarily. Violation of this rule will be treated as punishable offence.
8. Electrical gadgets like irons, immersion heaters, induction plate, electrical kettle etc are not allowed inside the room. Plug points can be used for mobile phone, laptop or mosquito repellents.
9. There is a proctorial board of students (in girl's hostel) which monitors the issue and upkeep of iron and iron board under supervision of warden. Each hosteller is advised to follow the rules made by the board for smooth operation.
10. Music systems/entertainment channels may be used with ear-plugs only.

## **DISCIPLINARY ISSUES**

1. RAGGING is a punishable offence by the verdict of Hon'ble Supreme Court of India. Institute has a 'ZERO TOLERANCE' policy about it. Any reported case of ragging (among Senior, junior or batch-mates) will be dealt seriously as per the order and guideline given by Hon'ble Supreme Court.
2. Possession/consumption of alcohol/drugs/tobacco are strictly prohibited. Any student found under influence of alcohol/narcotics will be dealt with strictly.
3. Holding unauthorised meetings and demonstrations are strictly prohibited. Any student found organising or participating in any such activity will be dealt with strictly.
4. Any form of gambling in hostel/college premises is strictly prohibited. Any student found organising or participating in any such activity will be dealt with strictly.
5. For the above cases expulsion/suspension/rustication from both hostel and institute may happen.
6. Students are advised to report such events immediately to the authority otherwise all the fellow room-mates will also be charged as accomplice.
7. Smoking is prohibited in the hostel. Smoking is permissible only in smoking room. Students found smoking anywhere other than smoking room will be punished accordingly.
8. Damaging of hostel or institute's property is a serious crime, which can be dealt with fine/expulsion/rustication from institute and hostel both.
9. Hostel premises, walls, doors, furniture and fixtures should not be disfigured by writing or scratching. This may lead to heavy monetary fine.
10. As a hospitality student it is expected the person should have etiquettes and manners towards all his fellow students, seniors, faculty members and staffs. No seniors are allowed to go to junior's room and vice versa. Discourteous behaviour and abusive language or taunts or harassment or physical assault will be treated as indiscipline and serious action will be taken, it may lead to expulsion from hostel.
11. No visitors including day-scholar/classmates will be allowed in the hostel.

12. Male students are not permitted in Girl's hostel and vice versa.
13. Private waiting or duties pertaining to out-door catering (ODC) are strictly prohibited. Anyone caught doing any such duties will face expulsion from hostel, unless sent from the institute.
14. All outdoor sports must be played in designated area/court.

Timings for sports:

- Weekday's 1800 hrs to 2000 hrs
- Weekends 1000hrs to 1300 hrs& 1700 hrs to 2000 hrs

**NOTE: FOR ALL THE CASES OF BREACH OF HOSTEL RULES, PRINCIPAL'S DECISION WOULD BE FINAL.**

I, \_\_\_\_\_, mother/father of \_\_\_\_\_ acknowledge that I have read through the hostel rules and regulations and agree that my ward will abide by them.

I, \_\_\_\_\_, daughter/ son of \_\_\_\_\_ acknowledge that I have read through the hostel rules and regulations and agree that I will abide by them.

Signature of Parent: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Mobile No.:

Mobile No.:

\_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Email address: \_\_\_\_\_