

## 1. General Information

Institute of Hotel Management, Pusa- provides hostel accommodation to all eligible female students and limited number of male students of 1<sup>st</sup> Year of B.Sc. (HHA) only.

## 2. Admission

- a. Students seeking admission in the hostel must apply online and contact to the concerned Hostel Warden.
- b. Foreign students are required to submit the application for hostel accommodation through the Foreign Students Advisor duly forwarded by the respective Embassy.
- c. Admission to the hostels is exclusively on the basis of merit.

## 3. Code of Conduct

1. On arrival a student will report to the Warden and after completing necessary medical and other formalities, student will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
2. At the end of each semester, the students shall vacate his/ her room within three days after the final examination of the course is over and hand over the charge of the room, including all items, on the inventory to the Care-taker or any other official of the hostel authorized by the Warden.
3. The following acts/ items are forbidden inside the hostel premises:
  1. Ragging in any form
  2. Any act of intimidation or violence
  3. Wilful damage to the property
  4. Drinker or riotous behaviour
  5. Use or consumption of narcotics or alcoholic beverages
  6. Gambling
  7. Smoking
  8. Use of unauthorized electrical gadgets
  9. Cooking/ Making tea etc.
  10. Pasting of posters, writing on walls or defacing the hostel in any form.
  11. Shouting, calling out, whistling or singing aloud
  12. Firearms, daggers, cycle chains, rods or any kind of weapons
  13. Any immoral/ unethical activity diminishing Institute's reputation.
4. Use of audio equipments is not permissible, however ear phone or head phones are allowed.
5. Day scholars and guests are not allowed in the hostel.
6. The hostel dues shall be paid as per the directives of the Management.
7. Students are not allowed to be outside the hostel before 06:00 AM & after 09:00 PM without prior permission from the Warden.

8. Hostlers are responsible for keeping their rooms and the common areas in the hostel clean and tidy at all times. Hostel furniture must not be moved without permission of the Warden.
9. All fans, lights and other electrical appliances must be switched off when not in use.
10. Hostel Management reserves the right to make spot checks of the rooms and the common area without giving prior notice to the students.
11. Hostlers are advised to lock all doors at all times for security reasons. The hostel management is not responsible for any loss of private property.
12. Hostlers are not permitted to change their rooms or sleep anywhere else other than in their own room.
13. Hostel Management reserves the right to change the rooms of the students if so required.
14. Pets are not allowed in the hostel premises.
15. Hostlers are not allowed to keep any vehicles other than bicycles.
16. Hostlers are not allowed to undertake any part-time or full time job or join part time courses without the approval of the Hostel Warden.
17. Hostlers have to maintain 75% attendance in the classes. In case the monthly attendance in class falls below 75%, the students may be asked to vacate the hostel immediately.
18. In case of prolong illness, injury or accident, the local guardian shall be responsible to take care of the ward and take him/ her temporarily from the hostel. In case the local guardian fails to take the responsibility of the ward within stipulated time, the management will not be responsible for the well being of the student.
19. 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.
20. Any assignments/ duties as assigned by the Hostel Warden must be completed as instructed.
21. Students must adhere to the timings and **uniform code of the dining room**.
22. Carrying food or beverage outside the dining hall is not permitted.
23. The hostel management reserves the right to revise “The Code of Conduct” from time to time and the changes will be informed in form of notice on the website or hostel notice boards. Ignorance of rules will not be accepted.
24. Night time will be observed from– 2200 hrs to 0530 hrs. During this time all hostellers have to be silent & to be in their respective rooms.
25. To follow guidelines regarding COVID 19 as per government instructions.
26. All outdoor sports must be played in designated area/court –

Timings for sports:

- Week day’s 1800 hrs to 2000 hrs.
- Weekends 1000hrs to 1300 hrs & 1700 hrs to 2000 hrs.

#### 4. Punishment

Ignorance of rules will not be accepted. Depending upon the nature and gravity of the offence as established by the Committee of the institution, the possible punishments for those found guilty of violating any code of conduct shall be any one or any combination of the following:

1. Suspension/ Expulsion from the hostel
2. Cancellation of admission
3. Rustication from the institution
4. Debarring from admission in the hostel in future
5. Fine ranging between ₹1000/- to ₹10000/-
6. Collective punishment: When the persons committing or abetting the act against *code of conduct* are not identified, the institution shall resort to collective punishment.

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Signature of Student

Signature of Local Guardian

Signature of Parent