

# INSTITUTE OF HOTEL MANAGEMENT – SHRI SHAKTI

## HOSTEL RULES & REGULATIONS

1. Possession, distribution and consumption of alcoholic beverages, prohibited drugs, Chewable Tobacco & smoking in the hostel is strictly prohibited and any student found indulging in the same will be severely dealt with.
2. All students must maintain a cordial relation with all the boarders, and should respect and obey their seniors. In case of any complaint, they should report to the hostel warden but in no case they would take law in their hands.
3. Students must not leave the hostel without prior permission from the authorities.
4. Hostelites must return to the hostel by 8 pm everyday and are not allowed to leave the hostel before 6 am.
5. Meals Timings will be strictly follows as.
  - Breakfast - 8:00 Hrs. to 8:45 Hrs.
  - Lunch - 13.00 Hrs. to 14.00 Hrs.
  - Dinner - 20:00 Hrs. to 20.30 Hrs.Hostel Warden is not responsible for food for late comers.
6. Students willing to go out with proper information must make entries in the "IN and OUT REGISTER" kept at the security gate.
7. Students are strictly prohibited from assaulting /fighting with any other student/ outsider physically or inflicting injury in any manner. Using abusive language, shouting and disorderly behaviour is prohibited.
8. RAGGING is a cognizable offence and will be dealt as per order and guideline of Hon'ble Supreme Court of India.
9. Students must keep their rooms (including furniture and fixtures) and surrounding area clean. Lockers will be provided subject to the availability.
10. Hostel premises, walls, furniture and other installations should not be disfigured by writing or scratching.
11. Students will meet their guests in the LITTLE INDIA only after obtaining permission from the authorities.
12. Visitors including parents are allowed only into the visitor's area of the hostel during the visiting hours as follows:-
  - Weekdays: (Monday-Friday) - 5:00 pm to 8:00 pm & 7:30 am to 8:30 am
  - Weekend (Saturday, Sunday) and holidays- 7:30 am to 8:00 pm
13. Students are not permitted to use iron or electrical equipments consuming high electricity. However, students are allowed to use their laptop in the room.
14. Attendance in classes is compulsory. If a student wishes to be absent from class due to sickness, the student must obtain prior permission from the hostel authorities. Unnecessary staying in hostel room on normal class days without permission from the concerned authority is a serious offence. Student absenting classes and staying back in their rooms due to sickness will not be allowed to leave hostel premises except for visiting the doctor. In such case doctor's prescription has to be produced to warden/ authority.
15. LATE NIGHT and NIGHT OUT requests application are to be given to Warden. ALL NIGHT OUT applications are to be made by the Parents/ Local Guardian of the ward by the Fax, containing full address, the fax telephone number and the local telephone number. In case of extreme emergency either of the parents of the ward should call up the Warden/ Hostel Administrator. All applications should email to the Principal on or before 4P.M. of the last working day of the week. Applications reaching after the deadline will not be entertained" except on emergency.
16. Students who are going to "ODC" must inform the Warden and take the prior permission from authorities.

17. Students are not allowed to play their audio system after dinner.
18. Day scholars or any other person are not allowed in the hostel room without prior permission from the Hostel Warden. If any day scholar or other guest is found in any room, all inmate/inmates of that room will be responsible and has to face disciplinary action.
19. In case a hostelite leaves the hostel in the middle of the session, the hostel fees for the remaining session will not be refunded. However, in such cases caution money may be refunded.
20. There will be no refund if a student is expelled on disciplinary grounds.
21. Students must keep their belongings and valuables in their safe custody only. In case of any loss, damage or theft of any item, the Institute's authorities will not be responsible.
22. Students must vacate the hostel within 48 hours after their Semester. II, IV & VI Term End Examinations.
23. Breach of any of these rules will lead to punishment including eviction from the hostel.
24. In case of any interpretation of these rules, Principal's decision will be final.
25. Hostelites are required to pay their rental in advance & details can be obtained from accounts department. Late payment fine of Rs 100/- per day will be charged.
26. Students who are proceedings for Industrial training have to pay the hostel fee in advance to reserve the bed.
27. Hostel fees paid, will not be refunded under any circumstances.
28. The hostel management reserves the right to increase the rental by giving one month's notice.
29. Any type of cooking is not allowed in the hostel. Outside food except Fruits and Snacks not permitted.
30. The Hostel Management reserves the right to make spot checks on the hostel and rooms without having prior notice to the students. (Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the accommodation officer. However, every effort will be made to respect the privacy and dignity of the hostelites).

#### **EMERGENCY**

1. In case of any emergency, please contact the security guards at the guard house or call hostel/college authorities. Important telephone numbers are provided with these guidelines?
2. Parents are advised to take Medi-claim policy for their ward staying in the hostel.

#### **REVISION OF RULES AND REGULATIONS**

The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hostelite informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

#### **COMPLAINTS AND SUGGESTIONS**

Any complaints, suggestions or enquiries are always welcome.

By Order  
(Anita Chandran)  
Principal

\_\_\_\_\_  
(Signature of the Student)

\_\_\_\_\_  
(Signature of Local Guardian)

\_\_\_\_\_  
(Signature of Parent/Guardian)

Name of the Student (in Capital Letters): \_\_\_\_\_

Year: 1st/2nd/3rd (Put Tick in the relevant one)

Date: \_\_\_\_\_