

**INSTRUCTIONS TO NEWLY ADMITTED STUDENTS IN
B.SC. HOSPITALITY & HOTEL ADMINISTRATION IN THE SESSION 2021-22**

Dear Student,

Congratulations on your success in JEE 2021. Team IHM-Hamirpur welcomes you.

Please note the following carefully:-

- 1. Commencement of Classes:** - The classes of 1st semester will commence from 18.10.2021 as mentioned in your allotment letter.
- 2. Attendance:-** Full attendance is mandatory for all students; in order to avoid detentions from term end examinations.
- 3. Training Food:-** Training food will be provided to only those students who reports 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 behave in unwanted manner. A student must also behave himself/herself in the campus and 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 he/she will be punished and can range from a fine of Rs. 500/- upto confiscation of mobile.
- 7. Student's entrance and exit:-** Student strictly follow the gate meant for their entry and exit. 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 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, worth Rs.60,000/- by demand draft in favour of "**Principal Institute of Hotel Management Hamirpur**" payable at Hamirpur and report in the institute one day before the

start of classes, for occupying the hostel. 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.
11. Switch-off lights and fans when not required and consider it as your moral responsibility towards the institute and nation as a whole.
12. Students will be personally or collectively responsible for any loss or damage caused by them to the property of institute, must handle equipment carefully and not abuse or tamper with it. Damage to any property will result into a fine of Rs. 1000/- or the actual cost of damaged property, whichever is higher.
13. Students are advised to brief their parents about the course and intimate them for their results/attendance etc.
14. **Required documents:-** You will have to carry with you following in original at the time of physical reporting alongwith a set of photocopies:-
 - a) Provisional Admission letter issued by NCHMCT 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) 4 Passport Size photographs. (in white shirt only)
 - h) Anti-ragging affidavit by the candidate*
 - i) Anti-ragging affidavit by the parents/guardian*

****The draft of anti-ragging affidavit is available on the institute website.***

15. Uniform: - Institute does not suggest name of 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.

- 1) Black terecot trouser with two plate and 16" bottom. **Flat front and low waist is not allowed.** (2 pair)
- 2) White plain full sleeves terecot shirt with one pocket (2 pair)
- 3) Black shoes oxford model and black socks.

Note:- All candidates are also directed to follow all COVID-19 preventive measures and guidelines which are available on the Institute website.

Looking forward to welcome you at IHM, Hamirpur.