



**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION,
HAJIPUR (An Autonomous Body under Ministry of Tourism, Govt. of India)**

होटल प्रबंधन खान-पान प्रौद्योगिकी एवं अनुप्रयुक्त पोषाहार संस्थान। हाजीपुर (पर्यटन मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी निकाय)

(Affiliated to National Council for Hotel Management & Catering Technology, NOIDA) NEAR RAMASHISH CHOWK, HAJIPUR,
VAISHALI, BIHAR-844102, PH-06224-275354, 274937, Fax-06224-276486

Website:- www.ihmhajipur.net, Email-hajipurihm@gmail.com

IHM:Acad : (1.25):2022- 1454

Date: 16/08/2022

IMPORTANT DATES (महत्वपूर्ण तिथियाँ)

Physical Reporting dates	26/08/2022(Friday)to28/08/2022(Sunday)
Induction Classes	01/09/2022 (Thursday)
Commencement of Classes(Offline)	01/09/2022 (Induction Classes)
Fee to be Deposited by (Institutional Fee)	18/08/2022 to 22/08/2022 (Rs. 35960/-)
Hostel Fee to be Deposited by(Hostel Fee)	29/08/2022 to 31/08/2022 (Rs. 39675/-) (After confirmation of Hostel Allotment)
Mode of Payment	Online (From Institute's Website, on www.ihmhajipur.net >Online Fee payment
Reporting Time	Between 10.00 AM to 4.00 PM only
Break Time	01:00 PM to 02:00 PM
Hostel Allotment Notified	29/08/2022 by 11:00 AM

Documents to be carried along with:

1. Duly filled in Physical Reporting Form of the Institute (To be downloaded from the Website)
2. Duly filled in Undertakings of the Institute (To be downloaded from the Website)
 - a. General Rules and Regulations Undertaking
 - b. Attendance rules Undertaking
 - c. Anti-Ragging Undertaking
 - d. Affidavit for Student to be fill and download from anti ragging website online (Rs.20/- or more stamp paper) <https://www.antiragging.in/>
 - e. Affidavit for Parent to be fill and download from anti ragging website online (Rs.20/- or more stamp paper) <https://www.antiragging.in/>
3. 10th Board Mark sheet and Passing Certificate (Original for verification and One Photo copy for submission)
4. 12th Board Mark Sheet and Passing Certificate (Original for verification and One Photo copy for submission)
5. Character Certificate (Original for verification and One Photo copy for submission)
6. NCHMCT Admission Allotment Letter (Original for verification and One Photo copy for submission)
7. Fee Receipt of NCHMCT (Rs.20,000/-) {Original for verification and one Photo copy for submission }
8. Receipt of online payment made for Tuition Fees, Medical Insurance & Misc.(Rs.35,960/-) (Original for verification and one Photo copy for submission)

9. School Leaving Certificate / Transfer Certificate (Original for submission)

10. Undertaking for any Compartment Subject (If Any, to be filled at the Institute)

Documents required in support of Claim for Reservation under SC/ST, EWS, PWD & OBC Category. You are advised to produce your latest OBC Certificate as per the NCHMCT/GOI format in original. The certificate must be issued after April – 2021. Caste Certificate for SC/ST Candidate should be in ENGLISH/HINDI format. (ALL ABOVE MENTIONED CERTIFICATES TO BE CARRIED IN ORIGINAL AND PHOTOCOPIES)

11. Photographs

- Passport Size Photographs – 6 nos.
- Father & Mother Passport Size Photographs - 2 nos. (each)

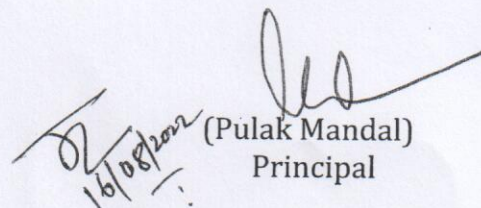
Note: These photographs must be clicked in Formal Dress only. Grooming is to be maintained.
For Boys– Formal Dress is Formal Shirt, Trouser and Tie,
For Girls – Formal Dress is Sari or Western Formals.

12. **Adhar Card** Copy of Student and Father and Mother (Original for verification and One Xerox copy for submission). It is mandatory for the Candidate to report with at least one Parent/Guardian.

Note: ALL THE CANDIDATES ARE ADVISED TO REPORT FOR THE INDUCTION PROGRAM ON 01st September, 2022 AT 9.00 AM IN THE ABOVE MENTIONED UNIFORM ONLY.

1. Annexure-I : Physical Reporting Form
2. Annexure – II : Undertaking for Attendance
3. Annexure – III : Undertaking for Ragging
4. Annexure –IV: Undertaking for Rule Regulations of the Institute
5. Annexure – V : Medical Certificate Format
6. Annexure - VI : Affidavit format to be fill and download from anti ragging website online – Student
7. Annexure – VII : Affidavit format to be fill and download from anti ragging website Online - Parent

Cc: Admin, Accounts, Academic, Website, Notice Board.


(Pulak Mandal)
Principal

Opposite State Government Circuit House, Near Ramashish Chowk, Hajipur, Vaishali-844102, Bihar.

Physical Reporting Form

No :

Date:

Name of the Candidate:.....

JEE Roll Number:..... All India Rank:.....Category:.....

IGNOU Control No. :

Date of Birth : Day..... MonthYear

Educational Qualification: 10+2/ Equivalent Exam Passed.....(Yes/No) Marks obtained.....

Father's Name:..... Mother's Name:.....

Residential Address:.....

.....PIN.....

Mobile No. (Parent):..... E-mail address:.....

Whats App Active Mobile No.(Candidate).....

 Student's
Photograph

Hostel required (Y / N) : Gender: Male/Female :

Signature of the Parent / Guardian

Signature of Candidate

DOCUMENTS REQUIRED FOR PHYSICAL REPORTING

Sl. No.	PARTICULARS (Checked with original)	Yes/No						REMARKS
1	Allotment Letter							
2	10 th Mark Sheet							
3	12 th Mark Sheet							
4	Proof of Age(10 th or Secondary Certificate)							
5	Institutional Fees payment Slip (Rs. 35960/-)							
6	Category Certificate (Tick in Box)	SC	ST	EW	OB	KM	PH	
7	SLC/CLC							
8	Admission with undertaking	Y/N						
9	Photograph	12						
10	Medical Certificate							
11	Police Verification / Character certificate							

RECEIVED COPY OF RULES AND UNDERTAKING CERTIFICATE

I HEREBY DECLARE THAT ALL THE INFORMATION SUBMITTED IN THIS ABOVE FORMAT IS TRUE TO THE BEST OF MY KNOWLEDGE AND IF FOUND INCORRECT, I WILL BE LIABLE FOR ANY ACTION TAKEN BY THE INSTITUTE.

VERIFIED BY:

SIGNATURE OF CANDIDATE:

SIGNATURE OF FATHER:

SIGNATURE OF MOTHER

 Father's
Photograph

 Mother's
Photograph

NB: The entire above document shall be verified by the Institute with original document at the time of Physical Reporting of candidates.

Checked By

Signature of the Principal

Annexure -II



INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION, HAJIPUR

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(होटल प्रबंधन खान-पान प्रौद्योगिकी एवं अनुप्रयुक्त पोषाहार संस्थान। हाजीपुर)

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ATTENDANCE UNDERTAKING

I Mr./Mrs./Ms. _____ undertake
that my ward/son/daughter Mr./Ms. _____ will
maintain minimum overall 75% of attendance during his/her semester
session, failing which he/she will be debarred from appearing the Term
End Exam of NCHM.

Parent's Name: _____

Parent's Signature: _____

Student's Name: _____

Student's Signature: _____

Date: _____

Place: _____

Countersigned by Academic In - Charge: _____



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ANTI RAGGING 2022-23 UNDERTAKING

I Mr./Mrs./Ms. _____
undertake that if my ward/son/daughter Mr./Ms. _____ is
found in any kind of Ragging activities in any form inside or outside the
Institute Campus will be penalized as per Hon'ble Supreme court law.
To erase ragging from educational institutions, Hon'ble Supreme court
has sent a chilling signal to rowdy seniors, warning of dire
consequences if they indulge in ragging, even if for the first time.
Once a student is found prima facie involved in ragging would be
immediately suspended & the matter be reported to the police.

Parent's Name: _____

Parent's Signature: _____

Student's Name: _____

Student's Signature: _____

Date: _____

Place: _____

Countersigned by Academic In - Charge: _____

MEDICAL FITNESS CERTIFICATE

(To be completed and signed by a registered MBBS Doctor and presented by the candidate at the time of Admission)

NAME of candidate:
Age: Sex:

General Examination :-

Weight :
Height :
Pulse rate :
Blood Pressure :
EYE SIGHT : Acuity Good/ Fair / Poor
Color vision Good/ Fair / Poor
HEARING: Right Ear Good/ Fair / Poor
Left Ear Good/ Fair / Poor

I also certify that after examination I find that Mr. Miss hav
e no
any infectious skin disease and is fit to perform all practical classes as mentioned below and to
undergocourse of study in Hospitality and Hotel Administration.

- Cutting/ Chopping of all vegetables ;
- Cooking in kitchen;
- All work in bakery and Confectionary;
- Service of Food and Beverages;
- Floor moping, handling of vacuum cleaner;
- Computer operation;

(Signature of Registered Medical Practitioner)

Seal _____

Registration No: _____



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RULE & REGULATIONS UNDERTAKING

I Mr./Ms. _____
have been explained the General Rules & Regulations to be followed during institute hours during the Induction program. If found violating any rules & regulations of the institute, I will be penalized as per the Rules & Regulation for Indiscipline Act. The penalty may be severe in financial terms and may even lead to termination from the institute. ?

Student's Name: _____

Student's Signature: _____

Date: _____

Place: _____

Countersigned by Academic In – Charge: _____

?



INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION, HAJIPUR
VAISHALI BIHAR-844102

RULES AND REGULATION

Attendance:

01. A student is expected to attend 100% of the classes held in a professional course. However, the institute, in accordance with the NCHMCT rules, may take consideration to various exigencies and allow 75% attendance as a minimum qualifying percentage. Under no circumstances, a student achieving less than 75% attendance shall be eligible to appear in Term End examinations nor shall be allowed to take part in any extracurricular activities conducted for the benefit of the institute. In case of a medical emergency, the student may get the leave sanctioned with prior intimation to concerned H.O.D. and after producing relevant document and application on the day of joining but the same cannot be claimed as a privilege or right nor shall it enhance the lack of percentage due to absenteeism.
02. It is mandatory for the students to attend the classes on the last working days before the vacation and on the first day after the opening. Serious disciplinary action will be taken against the violators of the rule.
03. If a student is absent for more than three consecutive days, even due to medical ground, the concerned H.O.D. or his/her office must be informed about the same either in writing or through e-mail or Fax.
04. The concession in attendance, mentioned above, is the maximum and no request above the limit will be entertained even for medical reasons or any other reasons.
05. An official letter will be issued to the guardian requesting his/her presence along with his/her ward. If a student is absent abruptly. The guardian must meet the competent authority on the specified date and time. If no date and time is specified, then the guardian and his/her ward will meet the competent authority within 15 days of issuance of the letter after obtaining an appointment.
06. Under no circumstance any representative of the guardian will be accepted.
07. If the guardian fails to meet the deadline, a final letter will be issued to the student and the guardian, mentioning that his/her ward may lose the bona fide status as a student of the institute.
08. At the time of filling up the examination form, the actual attendance percentage of the student will be sent to the council for their perusal. If the student is denied admit card by the relevant authority, the institute will not be responsible whatsoever for the same.
09. In case of extension of leave on medical/emergency ground, the student must inform the competent authority in writing or through e-mail or Fax and while joining must submit necessary document to justify the extension of leave.
10. If a student is suffering from any kind of contagious disease, the guardian has to temporarily remove the student from the college for proper medical attention and treatment.
11. Smoking in any form is absolutely prohibited in the institute campus as well as in the Hostel.
12. Chewing Tobacco in any form is absolutely prohibited in the institute campus as well as in the Hostel.
13. Drinking or being in drunken state or being under the influence of any narcotics is absolutely prohibited in the institute campus as well as in the Hostel.

1. Certified that I have gone through the above rules & regulation of IHM, Hajipur

Name of the Guardian:
Signature of the Guardian:

Name of the Student:
Signature of the Student:

Grooming & Personal Appearance:

01. All the students of the institute must come to the institute in proper uniform as prescribed by the institute.
02. The student must wear clean and well pressed uniforms and well polished shoes.
03. Every student is expected to take care of their personal hygiene and wear clean undergarments everyday including the socks.
04. The female students shall wear same prescribed uniform round the year along with shoes.
05. Hotel Management students of the institute require wearing the uniform according to the practical/theory classes they have.
06. All the students must attend campus interviews in "Business Suits".
07. a) Male Students must shave properly, everyday, before attending the college. They can maintain a well trimmed moustache. Except for the Sikh students, no one shall be allowed to grow beard.
b) Male students must have regular haircuts, and should not keep their hair more than three inches long at the front. The hair should not touch the collar of the shirt. The side lock should not be more than two inches long.
c) Male students are not allowed to wear any ornament that is exposed out.
d) If a student temporarily can not shave for unfortunate demise of someone in the family or on medical ground, he must obtain a permission letter from the concerned H.O.D., after producing sufficient proof. During the period he must keep the permission letter in person and be ready to produce it as and when required.
08. a) Female students must tie the hair into a neat air hostess type bun, if it is maintained long.
b) Female student can use a light makeup, but no heavy makeup is permitted. Use of bright red coloured lipstick is recommended.
c) Female student can wear a pair of small earrings and a small nose stud. They can also wear a pair of light bangles (without glitter and mica) and a light chain on the neck. No ornaments, other than those mentioned here, will be permitted.
d) The girl students, who maintain a short hair, must get the hair trimmed on a regular basis.
09. The nails should be regularly trimmed. No one shall be allowed to keep long hair and apply nail polish. However the girl student may use transparent nail gloss.
10. All the student must take care of their own personal hygiene. Students are advised to use mild deodorant
11. Even if there is no class and the student has come for some other purpose other than attending class. He /She must come to the institute in proper uniform.
12. Rule (10) shall not be applicable, if the students, in general, have been allowed to attend a special function in a dress other than the uniform. However, on such occasions, students will be permitted to wear decent formal dresses.

General Discipline:

All the student of the institute are expected to maintain discipline and order inside and outside the institute premises as any responsible Indian Citizen. They must strictly adhere to the following rules.

01. All the bona fide students of the institute will be issued an "Identity Card" after fulfillment of all the requisite formalities. Every student of the institute is required to carry the Identity card in person and must be in position to produce the same for inspection if asked by a competent authority. If the institute Identity card is lost, the

2. Certified that I have gone through the above rules & regulation of IHM, Hajipur

Name of the Guardian

Signature of the Guardian

Name of the Student:

Signature of the Student:

affected student must lodge a F.I.R. to the nearest Police Station, where the card has been lost. Then he/she should apply in writing to the competent authority with a photocopy of the F.I.R requesting issuance of a new identity Card. Fresh Identity Card will be issued in replacement of the lost identity Card at a fee.

02. Every student must come to the institute well groomed in neat & clean, well pressed proper prescribed uniform. Please refer the section on Grooming & Personal Appearance for further detail.

03. No unruly behavior inside or outside the class/Practical rooms will be tolerated.

04. Damaging and/or defacing of institute property will be treated as a serious offence. Apart from making good for the loss, the erring student(s) may have to face grave disciplinary action.

05. Use of offensive/foul language, picking up quarrel and fight with others or disturbing peace in any manner whatsoever will be treated as a very serious offence.

06. Disorderly assemblage, loitering and/or creating nuisance, mongering rumor in the classroom/hallway/lobby/inside or outside the premises will be considered as serious breach of discipline and invite strict disciplinary measure against the errant student.

07. The student should be careful not to cause any kind of disturbance whatsoever in nature in the neighborhood.

08. All students must attend their respective classes during the scheduled hours. No student is permitted to engage in any kind of activity when the regular class is going on unless there is a written permission from the H.O.D.

09. Use of mobile phones inside the class room or the institute building is strictly prohibited. If the student is found to be using a cell phone inside the institute building the phone will be confiscated and the guardian will be called.

10. Unwanted phone calls, sending the messages to the fellow student and/or to the faculty will be treated as very serious offence. Taking of photograph of the fellow students or the faculty or the staff, without taking consent, will invite stern disciplinary action against the offender.

11. Any kind of Intoxication, addictions strictly prohibited inside and outside the institute premises.

12. While leaving a classroom for another or at the end of the day. Class Representative is responsible for switching off lights and fans of the room.

13. Physical and/or mental ragging of a junior or a fellow student, directly or indirectly, will be treated as a very serious offence and will be dealt with as per the Council rules and the law of the country. Failure to report any incident of ragging inside or outside the college premises by a student, even if he/she is not directly involved, will tantamount to supporting incident of ragging and will be treated as a similar kind of offence.

14. As and when regular assembly of the student is to take place at the institute premises, before commencement of the classes, every student is required to attend the same on time. No pretext to avoid the assembly will be tolerated.

15. Student is responsible for maintaining cleanliness and hygienic conditions of the class rooms and the entire institute premises they use. Littering, Spitting Writing or Sketching or Engraving on the tables, benches, walls etc will be treated as a punishable act.

16. When there is no teacher inside the class room, students are not allowed to lock the room from inside.

17. Students are responsible for safekeeping to their own personal belongings; the institute authority will be not responsible for a theft or loss of articles to a student in any manner whatsoever. The students are advised to carry their personal belongings wherever they move.

6 Certified that I have gone through the above rules & regulation of IHM, Hajipur

Name of the Guardian
Signature of the Guardian

Name of the Student:
Signature of the Student:

Academics:

01. It is the prerogative of the concerned H.O.D to appoint two class Representatives at the beginning of a session for each section of a batch.
The class representative will be responsible for the following to ensure smooth functioning of the academic activities of the college.

- At the end of every class, they will fill up the Study Register at the appropriate slot, mentioning the topics and sub topics taught during the class. Finally they will get the signature of the concerned teacher on the appropriate column of the register and one of them will put his /her own signature as an acknowledgement of the fact that the lesson has been taught to the satisfaction of the students.
- Before the Lunch recess, they will submit both the register to the departmental office and collect the same immediately after the same. Finally, at the end of the day they will submit both the Study and Attendance Register to the office.
- Class Representative will be answerable to any kind of tempering of facts on both the register or mutilation of the same.
- The Class Representative will on a regular basis inform the concerned H.O.D regarding the actual and timely academic progress in order to facilitate timely intervention in case of unsatisfactory progress.
- It will be the responsibility of the class Representative to convey any message or information or instruction from any functionary of the college to their fellow students of the class.
- The Class Representative is responsible for any type of nuisances that occurs inside or outside the class room by the students and must report the same to the H.O.D for the line of action.

02. Class routine will be published on the institute notice board, students are responsible to make a note of the same and present themselves in the class room as per the schedule.

03. While attending the classes, the student must ensure that they carry all the requisite tools and accessories to the class room, If the student fails to comply with the directive, the concerned teacher has the right to deny the errant student access to the class.

04. All the students are required to complete their homework and submit the same to the class room on time. The same rule is applicable in case of submitting Project Work.

Violation of any of the above mentioned rules will initiate in-house investigation by the institute Disciplinary Committee and the guilty student will be liable for disciplinary action such as debarring from college activities; stoppage of Industrial Training; disqualifying from appearing from the examination; imposing of financial penalties to make good of the losses or rustication from the Institute or any other action deemed necessary.

INTERNAL ASSESSMENT:

The NCHMCT has a system of internal assessment wherein a student's academic performance is evaluated in the Mid Term & Term End Exam conducted by NCHMCT, 30% weight age is given for the Mid Term Exam conducted by the Institute. Details of in course assessment for each semester of course are indicated in the examination scheme.

N.B. For any clarification, students are advised to access institute's website: www.ihmhajipur.net

Counseling & Redress of Problems of the students:

The Institute believes in transparency while dealing with the students.

A student is encouraged to come forward with his/her genuine problem to the higher authority for redress on a four tier system, starting in an ascending order with the Mentor, Sr.Lecturer followed by concerned H.O.D, then Principal.

Each student is assured of a fair hearing and speedy action from the management according to the situation.

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Name of the Guardian

Signature of the Guardian

Name of the Student:

Signature of the Student:

General Discipline & Code of Conduct for Boarders:

01. This being within the institute campus, the boarder should be careful not to cause any kind of disturbance whatsoever to the neighbors.
02. Misbehavior with Office Employees by the boarders will be treated as a serious offence. It will invite immediate suspension from all the institute activities and the hostel, the matter will be referred to the Disciplinary Committee of the institute, who will call the accuse boarder and his/her guardian on a specific date and time to facilitate a fair and impartial hearing. On the basis of the hearing, if found to be guilty, the Disciplinary committee will initiate appropriate punitive action against the guilty student such as debarring from staying at the hostel; stoppage of Industrial training; disqualifying from appearing in the examination; imposing of financial penalties to make good of the losses or rustication from the institute or any other action deemed necessary.
03. Damaging or Defacing of hostel property will be considered as a punishable offence. It will invite immediate suspension from all the institute activities and the hostel, the matter will be referred to the Disciplinary Committee of the institute, who will call the accuse boarder and his/her guardian on a specific date and time to facilitate a fair and impartial hearing. On the basis of the hearing, if found to be guilty, the Disciplinary committee will initiate appropriate punitive action against the guilty student such as debarring from staying at the hostel; stoppage of Industrial training; disqualifying from appearing in the examination; imposing of financial penalties to make good of the losses or rustication from the institute or any other action deemed necessary.
04. Use of offensive/foul language, picking up quarrel and fight with others or disturbing peace in any manner whatsoever will be treated as a very serious offence. The matter will be referred to the hostel committee of the institute and on the basis of seriousness of the offence; the committee may either take direct disciplinary action against the errant boarder or may refer the matter to the Disciplinary Committee of the institute.
05. Boarders are not allowed to play their music system after 7:30 p.m. in the evening. Even during the permitted hours, music is to be played softly, without causing disturbances to others.
06. Boarders are not allowed to use electric iron/heater/immersion rod/high capacity electrical equipment of any kind in the hostel. In case of the violation, the equipment will be confiscated and a financial penalty, as decided by hostel committee, will be levied on the offender.
07. Loitering and/or creating nuisance in the hallway/lobby /premises; disorderly assemblage in the rooms are prohibited.
08. After 11 p.m., every evening the lights are to be switched off and the boarders must go to bed. After 11 p.m. no boarder is allowed to visit rooms of the other boarders.
09. Any kind of intoxication, addiction is strictly prohibited inside or outside the hostel premises. Any violation of this rule will invite immediate suspension from all the college activities and the hostel, the matter will be referred to the Disciplinary Committee of the institute, who will call the accuse boarder and his/her guardian on a specific date and time to facilitate a fair and impartial hearing. On the basis of the hearing, if found to be guilty, the Disciplinary committee will initiate appropriate punitive action against the guilty student such as debarring from staying at the hostel; stoppage of Industrial training; disqualifying from appearing in the examination; imposing of financial penalties to make good of the losses or rustication from the institute or any other action deemed necessary.
10. Boarders are encouraged to play outdoor and indoor games, as per the facilities offered in the hostel campus but playing any kind of card game is strictly prohibited.
11. Boarders are not allowed to stay back at the hostel during the institute class hours, unless the boarder is genuinely sick or for some reason their classes are off. In case of sickness, the boarder must see a doctor

5 | Certified that I have gone through the above rules & regulation of IHM, Hajipur

Name of the Guardian

Name of the Student:

Signature of the Guardian

Signature of the Student:

and produce the prescription as a proof of his/her sickness. Any boarders, taking medicine without consulting a bona fide medical practitioner will be responsible for his/her own action.

12. Boarders must compulsorily study between 7.30 p.m. and 9:00 p.m. every evening. If anyone found involved in any other activities during that specified time, will be punished.

Violation of any of the above mentioned rules will initiate in-house investigation by the institute Disciplinary Committee and the guilty student will be liable for disciplinary action such as debarring from institute activities; stoppage of Industrial Training; disqualifying from appearing from the examination; imposing of financial penalties to make good of the losses or rustication from the Institute or any other action deemed necessary.

Outing:

01. Boarders may go out of the hostel after institute hours in the evening on weekdays after signing "Time In-Out" register, available in the hostel Office. However the boarders must come back to the hostel on or before prescribed time. and on return must sign the "Time In-Out" register again. Little relaxation may be given on specific cases for genuine reasons on the basis of prior approval from hostel administrator/Supervisor.
02. On Sunday and holidays, a boarder may go out between 9:00 a.m. and 01:00 p.m. and also between 2 p.m. and 7:00 p.m. after signing "Time In-Out" register. However, relaxation rule will not be applicable on such days.

Leave:

01. Boarders seeking leave for genuine reason must obtain prior written permission from the hostel Administrator. In case of emergency, this rule may be relaxed, but no student is permitted to leave the station without informing the Hostel Administrator.
02. Boarders on leave must sign the "Night Out" register before proceeding for leave. The same rule applies for the boarders, not leaving the station but staying the night out with prior permission at the local guardian's/relatives house.
03. No leave will be extended except for medical/emergency grounds. For extension of leave, the Boarder must inform the Hostel Administrator through telephone/fax and while joining must submit necessary documents to justify extension of leave.

Sickness:

Any Boarder falling sick during his/her stay at the hostel will be assisted to get proper medical treatment including hospitalization. If a boarder is suffering from any kind of contagious disease, the guardian has to temporarily remove the Boarder from the hostel for proper medical attention and treatment.

Hygiene and Safety:

01. It is the responsibility of the Boarder to maintain a clean and peaceful atmosphere at the Hostel premises. They are also responsible for the maintenance and cleanliness of all furniture and fittings in and around their room.
02. Boarders are required to keep their valuables under lock and key. They may request the hostel Administrator for temporary safe keeping excess cash. Under no circumstances, the management will be responsible for theft/loss of valuables of the boarders, which has occurred due to their own negligence.
03. Offences like spitting in the premises, writing graffiti on the walls, misuse of hostel property will be dealt severely.

6 | Certified that I have gone through the above rules & regulation of IHM, Hajipur

Name of the Guardian
Signature of the Guardian

Name of the Student:
Signature of the Student:

04. Boarders are requested to conserve power, electricity and water.
05. After washing, student must hang their clothes in the specified area of the drying.
06. No boarder is allowed to paste posters/pictures on the wall.
07. No boarder is permitted to fix nails on the walls for whatever the reason may be.
08. Though the rooms will be cleaned once in a day, the boarders will be required to keep their rooms neat and tidy.
09. Smoking in any form is absolutely prohibited in the college campus as well as in the hostel.
10. Chewing tobacco in any form is absolutely prohibited in the college campus as well as in the hostel.
11. Drinking or being in drunken state or being under the influence of any narcotics is absolutely prohibited in the college campus as well as in the hostel.

DECLARATION BY THE PARENT/ GUARDIAN

I,, father/ mother/brother/maternal uncle/Paternal uncle/local guardian of, hereby declare that I have read and understood all the rules and regulation of IHM Hajipur laid down at page no. 01 to 06 and agree that my ward will abide by them during his/her tenure in the institute for the entire academic session. In case of violation of any of the rules and regulation of IHM Hajipur by my ward, I will have no objection on the decision/actions taken by the Management of the Institute on my ward including his/her dismissal from the institute.

Date:

Signature of the parent/Guardian

DECLARATION BY THE STUDENT

I, S/o/D/o

Hereby declare that I have read and understood all the rules and regulations of IHM Hajipur laid down at page no. 01 to 06 and agree that I shall abide by them during my tenure in the institute for the entire academic session. In case of violation of any of the rules and regulation of the IHM Hajipur by me, the Management of the Institute can take any kind of action against me as they think appropriate including my dismissal from the Institute.

Date:

Signature of the student

7

Certified that I have gone through the above rules & regulation of IHM Hajipur.

Name of the Guardian

Signature of the Guardian

Name of the Student:

Signature of the Student: