

**Institute of Hotel Management Catering and Tourism,  
Udaipur Hostel Admission Form**

Name of the Student \_\_\_\_\_

Gender \_\_\_\_\_

Roll No. \_\_\_\_\_

Course \_\_\_\_\_

BloodGroup \_\_\_\_\_ DOB \_\_\_\_\_ MobileNumber \_\_\_\_\_

Father's/Guardian's Name: \_\_\_\_\_

MobileNumber \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_

Pin \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address for Correspondence \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_

Pin \_\_\_\_\_ Telephone Number \_\_\_\_\_

Name of the local Guardian \_\_\_\_\_

Relationship \_\_\_\_\_ Address \_\_\_\_\_

Pin \_\_\_\_\_ Mobile and Telephone Number \_\_\_\_\_

**Declaration**

We have read all the rules and regulations mentioned by the Institute. These are acceptable to us and will be strictly followed.

Date \_\_\_\_\_

Place \_\_\_\_\_

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

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

**FOR OFFICE USE ONLY**

Hostel Name \_\_\_\_\_ Room Number \_\_\_\_\_

Receipt Number \_\_\_\_\_ Amount \_\_\_\_\_

Allotment Date \_\_\_\_\_

**Hostel Rector**

**AO**

## **RULES AND REGULATIONS**

- 1) Admission to hostel will be confirmed only after the student has paid the hostel and mess charges in full.
- 2) Residing in the Institute's hostel and opting mess facility is not compulsory, but once admitted / opted will have to continue for The Required period. The charges will not be refunded if the student leaves the hostel / mess earlier or is expelled from the hostel / mess for whatever reason.
- 3) Students are required to share room.
- 4) Hostel rooms allotted at the time of admission shall not be changed / exchanged during the academic year.
- 5) Occupant is not allowed to do any repairs, unnecessary nailing and pasting pictures / posters on the wall.
- 6) The rooms will be handed over to the occupant in a good condition. Any breakage / damage of hostel furniture thereafter will be borne by the occupant.
- 7) Use of premises shall be subject to the rules and regulations and standing orders of **IHMC, Udaipur**.
- 8) Students are responsible for cleanliness of room and furniture. No rubbish will be thrown around the hostel premises.
- 9) Student will be smartly dressed at all times.
- 10) Room inventory will be signed by the occupants and handed over to the warden / rector and clearance will be obtained before proceeding on leave. Dues if any will be paid out.
- 11) During semester end vacations, hostels will remain closed for the renovation process and no student shall remain in the hostel.
- 12) Cooking is strictly prohibited in hostel rooms.
- 13) Food will not be served in the room except in case of sickness.
- 14) Students will strictly follow the mess timings, menu and no request except in case of illness will be entertained for special personal menu.
- 15) Food, crockery, cutlery from the mess shall not be taken to the living/hostel room/dormitory.
- 16) Penalty as deemed fit will be levied on students if utensils from the mess are taken in the room/ found missing
- 17) Visitors will be entertained only with prior permission obtained in writing from IHM, Udaipur office. 2 Photographs with address of guardian / visitors of students to be submitted by the parents to the warden / rector /IHM, Udaipur office. Visitors will enter their names in the visitor's book and will be permitted to meet the student only after the warden / rector endorses it. However they will not stay for what so ever reason in the hostel during night and students request for the same will not be entertained.
- 18) Visiting days will be 1st and 3rd Sunday of the month.  
Visiting hours: - Sunday **09:30 AM to 05:00 PM** . \_\_\_\_\_
- 19) Parents / Relatives / Friends are not permitted to visit the student during working hours of **IHM, Udaipur** when classes are in progress.

- 20) Students remaining in the hostel during Institute timings for whatsoever reason without permission are liable to be expelled from the hostel and in such cases the student is not entitled for any kind of refund. Rejoining the hostel will be treated as fresh admission.
- 21) Discipline and Punctuality will be maintained at all times. Institute and hostel rules will be strictly adhered. Lapses in the rules may lead to disciplinary action against defaulters.
- 22) Lights / fans must be switched off when not in use. Water taps should be closed after use. Economical use of electricity and water is mandatory.
- 23) Use of hostel telephone for outgoing calls is not permitted.
- 24) Chewing of pan / tobacco, smoking, consumption of hard drinks/wine is strictly prohibited.
- 25) Unnecessary / unwanted / group discussions / gossip / meetings / abusing / quarrelling in the rooms/hostel premises/outside are prohibited round the clock.
- 26) Warden / rector shall visit the rooms whenever need arises. Strict action shall be taken against students found violating any rules.
- 27) Students are advised for their safety, not to play/fiddle with any electrical switches / plugs / fitments etc.
- 28) Students are not allowed to use electrical appliances viz. heaters, stoves etc. in the rooms.
- 29) Any repair/damage/malfunctioning of any electrical appliances is to be reported to the warden/rector. The cost for the same shall be borne by the occupant(s).
- 30) Every student shall be in his hostel by 08.00 p.m. If he has to stay out after the said timing owing to any special reason, he must obtain prior permission from the Director (Admin) / Rector. The application for leave of absence from the hostel shall be made in writing thru dean to the Director (Admin) and his permission shall be obtained. Late entry without prior permission will invite penalty / rustication.
- 31) Students are admitted to the hostel taking into consideration they are medically fit, in case any communicable / fatal disease is brought to notice then the student(s) has to leave the hostel and will be allowed to rejoin only when a doctor's certificate that he/she is medically fit, is produced.
- 32) If any student falls sick, he will report to the warden. In case of hospitalisation, a student will be detailed to stay in the hospital for a day after which parents / guardians will stay with student or make necessary arrangements.
- 33) In case of emergency parents can meet Principal/academic incharge of **IHM, Udaipur**.
- 34) Students are responsible to the security of their money and valuables. They are advised not to keep jewellery/expensive items and excessive cash in their room/on person. Complaint regarding damage/loss of such valuables will not be entertained.
- 35) Students seeking leave are to fill in their application forms at least two days in advance. Urgent/immediate applications for leave will not be entertained except in case of sickness/untoward incident and such similar cases. Students will leave the Institute/hostel only if the leave is sanctioned and after reporting to the warden/rector. It's mandatory for the student's to show the sanctioned leave applications to the warden/rector.

- 36) In case need arises to extend the sanctioned leave, student(s)/parent(s)/guardian(s) are to phone and inform the same to the concerned authorities/fax an appropriate handwritten application duly signed at IHM, Udaipur office.
- 37) Students remaining out of the hostels / going to their native place / local guardians / relatives / friends house / place without permission shall attract a penalty of Rs 100/- per day. Students will be warned to follow the hostel / mess rules. Subsequent violation of the rules will lead to cancellation of admission from the hostel / mess facility and in such cases the student is not entitled for any kind of refund.
- 38) Student leaving from the hostel after reporting time through illegal ways and means without intimation, for whatsoever reason is liable for disciplinary action or expelled from the hostel or mess or both without any refund.
- 39) No students / parents / guardians / friends / visitors / outsiders will enter the hostel campus/stay in the hostel without prior permission in writing from the IHM, Udaipur office.
- 40) Guests are not permitted to stay in the hostel. Students of opposite sex are not permitted to enter the hostel premises.
- 41) All the rules and regulations are made / prepared for the convenience, betterment and safety of the students. Violating any of the rule(s) will lead to disciplinary action as per respective rules. Institute / hostel will not be responsible/entertain in case of theft of any sort/FIR launched against any student(s) or any mishap caused/happened with the student(s) due to violation of any of the rule(s) of the Institute/hostel.
- 42) Students shall abide by the rules and regulations formed / altered from time to time.
- 43) Parents/guardians are advised to motivate and guide their ward(s) to abide by and follow all the rules and regulations of the Institute/hostel/mess.
- 44) No student holds the right to abuse / quarrel with other student(s) / people associated with the hostel and mess. Any kind of complaint regarding hostel / mess, its cleanliness etc is to be made in the IHM, Udaipur office in writing.
- 45) Any matter of dispute regarding the hostel/mess or the persons associated with it is to be brought to the notice of the management of IHM, Udaipur on occurrence.
- 46) IHMC-U reserves its right to cancel admission of undeserving students without giving any reason. and will not responsible for any mishap.
- 47) IHMC-U reserves its right to increase the hostel fee, if necessary.
- 48) All the facilities including additional facilities like T.V, Magazines, News paper, Internet etc., misused, shall be discontinued without given any notice and disciplinary action will be taken against the students involved.

We have read all the rules and regulations mentioned by the Institute and are acceptable to us and will abide by them.

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

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

Place: \_\_\_\_\_

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