



STATE INSTITUTE OF HOSPITALITY MANAGEMENT, KOZHIKODE

Hostel Rules & Regulations

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1. SIHM -K HOSTEL

The Hostel Facility has been established to provide a clean, safe and healthy environment for all residents. The conduct of all residents will be monitored closely to ensure the highest possible standards, and the authority of the supervisory staff is final on all issues.

2. HOSTEL MANAGEMENT

- 2.1 The following officers constitute the Hostel Management:
 - a) Principal
 - b) Lecturer - Warden
 - c) Office Superintendent-cum-Accountant
- 2.2 Each residential facility is managed by the Principal in collaboration with the warden and the office superintendent.
- 2.3 The students should approach any of the above officers for help, guidance and grievance redress. Representations to the Principal must be forwarded through proper channel.

3. ELIGIBILITY FOR ADMISSION IN THE HOSTEL

The Applicant:

- 3.1 Should be a bonafide student of the Institution
- 3.2 Must be willing to obey all the rules and regulations of the hostel as prescribed from time to time
- 3.3 If parents are not resident in, or close to Kozhikode a local guardian should be nominated for emergency contact
- 3.4 Preference for Hostel accommodation will be given to the first year students who are not from Kozhikode.
- 3.5 Hostel accommodation for second and third year will be considered based on their academic performance and the attendance percentage in the previous semester, provided the accommodation is available

4. DOCUMENTS TO BE SUBMITTED

(At the time of admission)

- 4.1 Completed "Application Form"
- 4.2 Passport size photo(s) of the student, student's parents/local guardian and visitors (if any).
- 4.3 Correspondence addresses of parents, local guardians and two contacts telephone numbers.

- 4.4 Photocopy of the “Hostel Admission Fees” receipt.
- 4.5 “Hostel Undertaking Form” duly signed by student and parents. (Annexure-1)

The student shall be allotted a hostel seat (as per availability) by the appropriate authority and the student shall become a hosteller from the date he occupies the room.

5. CODE OF CONDUCT

- 5.1 Notices shall not be pasted on the walls and the walls shall not be scribbled on.
- 5.2 All residents are expected to be in the hostel before 7.30 p.m. If any student wishes to be away from the hostel during the weekend, holidays or any other time, he must take prior permission from the Warden.
- 5.3 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose.
- 5.4 Hostel administration will prepares an inventory for each room. All the residents should sign the completed inventory form in the presence of Hostel Administration.
- 5.5 In case of damage to or loss of hostel property the cost will be recovered from the students responsible if identified, or from all the students of the hostel, as decided by the Hostel Management.
- 5.6 The Residents shall not move any furniture/fittings from its proper allotted place.
- 5.7 No gambling of any type will be permitted
- 5.8 Any mental or physical torture to any students by any other students in any form in the name of “ragging” will result not only in police/legal action, but also removal of the student from SIHM -Kozhikode Institution within 48 hours of the incident.
- 5.9 Smoking, use of tobacco gutka, pan masala, alcohol, drugs etc will not be permitted in the entire campus. Any student violating these norms will not only be removed from the Hostel, but will also be expelled from the campus immediately. Students who do not wish to comply with the norms need not join. Parents/wards of the students are requested to kindly note that no explanation, excuse, influence will be accepted in case any student is found violating these norms and rules noted here;
- 5.10 Activities of any nature like playing loud music which may cause disturbance to the roommates or neighbors should not be carried out in the hostel rooms
- 5.11 All students are expected to be properly dressed before moving out from the hostel premises. Decent and dignified dressing will reflect your personality and is a mark of respect to this august place of learning. Any violation will be considered as an act of indiscipline
- 5.12 Residents are advised in their own interest not to keep money or other valuables in their rooms. They may deposit all such money etc., which is not immediately required by

them in the local branch of any bank or lockers. The Hostel authorities do not hold themselves responsible for any loss of private property belonging to residents

6 UPKEEP OF THE HOSTEL

- 6.1 Rooms are allotted to each student on his/her personal responsibility. Residents should maintain the upkeep of the allotted room, hostel and its environment.
- 6.2 All fans, lights and electrical appliances must be switched off when the resident is not in the room/respective area. A penalty will be imposed for failure to comply.
- 6.3 Cooking is strictly banned inside the Hostel premises. A penalty will be imposed on residents found cooking in the hostel.
- 6.4 The Hostel Management reserves the right to make spot checks on the hostel units and the bedrooms without prior notice to the students.
- 6.5 Any staff of SIHM or authorized by the Hostel Management may enter rooms as and when necessary in the course of their duty under the directive of the Hostel Management. However every effort will be made to respect the privacy and dignity of the residents.
- 6.6 Attendance will be closely monitored

7 VISITORS/GUESTS

- 7.1 All visitors to the hostel including the parents/guardians must make necessary entries in the Visitor's Book available at the hostel entrance with the security guard. (Please note: guardians should register their identity with the institutional authorities during admission with the consent of the ward's parent)
- 7.2 Visitors are allowed only during the Visiting hours
Saturdays, Sundays, and Holidays: 10 am to 5 pm
Working Days : 5.30 pm to 6.30 pm
- 7.3 It is the duty of the resident to inform visitor(s) of the visiting hours. Residents found in the company of their visitor/s, including family members, relatives, friends and/or any non-resident in the respective hostel outside the visiting hours in any part of the hostel complex without the prior consent of the Hostel warden will be penalized.
- 7.4 No visitors will be permitted to stay overnight in the hostel premises.

8 USE OF APPLIANCES

- 8.1 The use of electrical appliances such as immersion heaters, electric stoves/room heaters/electric iron are banned in any of the rooms. Such appliances, if found will be confiscated and a minimum fine of Rs.500/- will be imposed
- 8.2 The uses of audio systems like TV, VCR and VCD/DVD which may cause inconvenience to other occupants are not allowed.

9. COLLECTIVE RESPONSIBILITIES

- 9.1 Residents are duty bound to report to the Warden any unwanted incident or undesirable activity going on in the hostel.
- 9.2 Students should not arrange any functions or meeting within the hostel or outside without specific permission of the concerned authorities.
- 9.3 Students should not arrange for any picnic outside without specific permission of the Warden.
- 9.4 Any case of theft should be reported promptly to the Warden.
- 9.5 The jurisdiction of SIHM, Kozhikode is confined to the campus. If students create law and order problems outside the campus, SIHM, Kozhikode is NOT answerable to the police or other any other authority. Students are solely responsible for their behaviour.
- 9.6 SIHM, Kozhikode will do its utmost to protect students as long as they are on the right side of the law. Do not overstep your legal limits. Help us to help you.

10. HOSTEL

The cost of accommodation may vary from time to time as per the prevailing rates. The hostel fee details can be obtained from the hostel administration. The fees are confined to a single person and cover the whole academic year. Hostel bill cannot be raised on a daily basis. All damage and breakages shall be at the expense of the student and separate payment will be required.

11. MESS RULES

- 11.1 Once a student joins the hostel he is deemed to have become a member of the mess until he vacates the hostel officially.
- 11.2 The mess provides hygienic food.
- 11.3 Strict discipline should be maintained in the dining hall.
- 11.4 Menu will be displayed on the notice board.
- 11.5 Day scholars cannot be entertained as guests in the mess.
- 11.6 Residents may entertain their parents as guests on a PAYMENT BASIS WITH prior information to the warden.
- 11.7 A system of self service will be followed in the mess.
- 11.8 Food will not be served in rooms and residents are not allowed to take food to their rooms. If a resident is ill, the warden will make suitable arrangements.
- 11.9. Food will be served only during the dining hours.

11.10 Residents should not enter the kitchen.

11.10 Students should not waste food. Waste such as this is not socially conscious behaviour and is not acceptable.

Students proceeding on medical leave from the campus should produce the
11.11 Medical

Certificate.

12 Lunch will not be served during Institute working hours

Food will be served at the following timings –

Breakfast	07.30 am to 08.30 am
Lunch	1.00 pm to 2.00 pm (holidays)
Tea	05.30 pm to 06.00 pm
Dinner	07.30 pm to 08.30 pm

The mess timings are subjected to change as per the season and class timings.

13 SECURITY AND SAFETY

13.1 Residents are solely responsible for the safety of their own valuables.

13.2 The Warden shall not under any circumstances be responsible for any damage, loss or theft of any property, money and other items belonging to the residents and/or their visitors or any personal injuries suffered by the residents or their visitors/guests however caused.

13.3. Day scholars are strictly not permitted. Any hosteller entertaining the day scholar will be penalized.

13.4 Student staying back in the hostel during working days due to illness, must inform the warden and the class teacher.

13.3 Residents are not permitted to change rooms or sleep anywhere other than in their own bedroom without the consent of the Warden. Residents found violating the rule will be evicted

13.6. Lockers will be issued to the students on sharing basis. Locker key will be issued by the

Hostel Management. Lockers should be emptied and handed over to the Hostel management at the time of vacating the hostel. Any damage to the lockers will be recovered from the users.

- 13.4 Any resident who finds his/her roommate(s) missing for more than 24 hours must report to the Hostel Warden immediately. This is to enable the Warden to take immediate action if any untoward incident had taken place. Your cooperation is required to ensure the safety and security of all, and any unexplained absence must be reported.

14 EMERGENCIES

In case of emergency outside office hours, please contact:

- (i) The Hostel Warden
- (ii) Hostel attendant
- (ii) The Security Guards.

Emergency numbers for the wardens will be displayed on the Hostel Notice Board

15 RIGHTS OF HOSTEL MANAGEMENT

- 15.1 The Hostel Management reserves the right to revise the Rules and Regulations from time to time and will keep the residents informed of any changes on the Notice Boards.
- 15.2 Violation of any of the above mentioned code of conduct/rule will invite an enquiry that will be conducted by the disciplinary committee formed by the Principal. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Management reserves the right to take direct disciplinary action, including immediate expulsion from the hostel.

“KEEP OUR CAMPUS CLEAN AND GREEN”



STATE INSTITUTE OF HOSPITALITY MANAGEMENT, KOZHIKODE

APPLICATION FOR HOSTEL ACCOMMODATION

1. Name of the Student : _____

2. Father's Name : _____

3. Date of Birth : _____

4. Course : _____ Year : _____

5. Address of Parent (In block letters) _____
Who will be responsible for
Remitting the hostel fees and _____

Address to which communication _____
to be sent with Pin code (must)

6. Parent's email id and Mobile No. _____

7. Applicant's email id and Mobile No. _____

8. Name of the Local Guardian _____

9. Address of the Local Guardian _____

10. Contact Mobile no. and email Id
of the local guardian _____

UNDERTAKING

Name : _____

Enrollment No : _____

Course /Branch : _____

Year : _____

I _____ (Full Name) S/o _____, student of
SIHM -K in the _____

confirms that I have read the Rules and Regulations of the Hostel and acknowledge that I agree to abide by these Hostel Rules and Regulations. I fully understand and agree that disciplinary action can be taken against me if I fail to observe the rules and regulations both expressed and implied.

Signature of the student

Signature of Parent/Guardian

Date:

DECLARATION BY THE PARENT/LOCAL GUARDIAN

I undertake full responsibility for any misbehavior and act of indiscipline of my ward or which I have no objection if he is removed from the hostel without a notice to me.

Date:

Signature of the parent/local guardian

