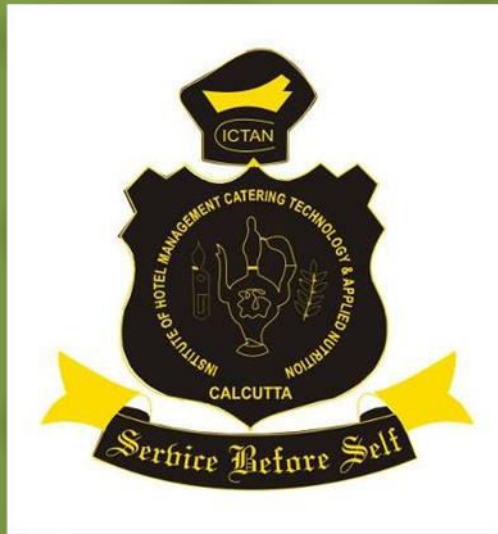


IHM, KOLKATA



**LET US JOIN HANDS FOR NEW BEGINNING**

IHM, KOLKATA



# INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY AND APPLIED NUTRITION

*An autonomous body under Ministry of Tourism, Government of India*

P-16, TARATALA ROAD

KOLKATA 700 088

HANDBOOK FOR READY REFERENCE

## MESSAGE FROM PRINCIPAL

Our motto “Service before self” is the heart of everything what every day we do at this Institute. We aim to not just impart knowledge to the students, but also to inculcate in them – wisdom, compassion and a humanitarian spirit. We have a multi- cultural student population, hence we teach children the importance of tolerance and respecting each other’s culture. Discipline, values and integrity are the very foundation of this Institute. This hand book is the initiative on the basis of the foretold background and I request you all to read this important document thoroughly and help us to help you for achieving your dream in the world of Hospitality. We are committed to produce conscientious, smart and confident citizens of India who will go out into the world and make us proud!!

## OUR VISION

The vision of IHM, KOLKATA is to be a major education and training provider in hospitality services through innovative academic programs, cutting-edge research and strong industry and community partnerships that ensures access to lifelong learning opportunities for all who have a passion for the hospitality and tourism industries.

## OUR MISSION

To provide instruction and training in all crafts and skills, all the branches of knowledge both theoretical and applied, and all the organizational and management techniques which are required for efficient functioning of hospitality establishments of all kinds as well

as institutional feeding programs in schools, industrial establishments and similar organization.

## VALUES

IHM, KOLKATA is “Socially responsible for character building among the youth by installing professionalism through adult learning techniques.”

## OUR SERVICE PROMISE

- We practice what we teach: Service before self
- We are Hospitality Management and thus, we are friendly, helpful and courteous.
- We pursue excellence in all of our operations.
- Students are our most cherished resource and we treat them as we would like to be treated ourselves.

## OUR BELIEF

Engage:	To create interest
Explore & Explain:	To impart Knowledge
Extend & Evaluate:	To apply competency, advocate mindset and analyze to provide considered feedback for the growth and development.

PART I

As you are joining IHM Kolkata Family, so you are expected to:

## **RULES & REGULATIONS**

- Comply with the rules and regulation of NCHMCT & IHM- Kolkata which is issued or will be issued time to time.
- Conduct yourself in a congenial and respectable manner in your transactions with your faculty, staff members and fellow students.
- Protect and preserve the environment and resources of IHM-Kolkata.
- Accept responsibility for the jobs assigned to you during the process of learning.
- Participation in academic and extracurricular activities either in individual capacity or group will always be appreciated and rewarded in IHM Kolkata

The rules and regulations as mentioned in this handbook are utmost necessary for creating cohesive environment & development of personality, skills and positive professional attitude towards the chosen profession which is hospitality and service sector.

## **ATTENDANCE, PUNCTUALITY, TIMING & LEAVE PROCEDURE**

- Academic time of the college is 9 A.M to 5.30P.M including a lunch break of one hour from 1P.M to 2 P.M.
- You are expected to report 15 minutes prior (8.45A.M) to academic time to prepare and settle down for the class. Institute gate will shut down at 8.55 A.M on all working days for students.
- Late coming is not appreciated and may lead to punishment including sending home back from the college.

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- Students will not be allowed to attend classes if they are late for the class. So you are advised to reach class early, before commencement of academic activity.
- Attendance in lectures, practical and tutorials classes shall be counted from the date of commencement of session as per Council's calendar.
- You are expected to attend 100% classes to become a perfect professional for the chosen sector to achieve professional goal.
- Relaxation of 25% in total attendance is considered in case of unforeseen emergency situations to make you eligible for NCHMCT term end examination. 75% of total attendance in each semester is mandatory for appearing NCHMCT term end examination. Failing which you will be detained for the same semester as per the NCHMCT rule. (Detailed NCHMCT Examination rulebook is available on [nchm.nic.in](http://nchm.nic.in) or [www.ihmkolkata.org](http://www.ihmkolkata.org) ).
- For unforeseen situation as mentioned above guardian or student with proof may apply to the principal for emergency leave. Days of leave/absence will not be counted for attendance/academic purpose.
- Students are not allowed to go outside the campus till their classes are not completely over for the day. In case of emergency students must obtain permission from Disciplinary committee head after showing proper reason and proof.

### **PERSONAL APPEARANCE AND SELF PRESENTATION**

To create uniformity, disciplined environment and maintain a professional interface with the industry, a dress code and grooming guidelines are listed below.

It is mandatory for all students to wear the prescribed uniform in their respective practical and theory classes. For the remaining time in the Institute all students are advised to strictly follow dress code as mentioned below:

## DO'S & DON'TS

### For Boys:

- General Uniform (Black Trousers, White Shirt Full Sleeves and Uniform Tie). No other dress will be allowed.
- Entering Institute with Jeans & T shirts is not allowed even if there is no class.
- The shirt should be tucked in. The sleeves of a full sleeve shirt should never be rolled up.
- Formal shoes (Oxford black) and black socks.
- No visible painting and tattoos.
- No ornament e.g. Ear rings, bangles except for religious purpose are allowed in the Institute.
- Any kind of hair dye and spike hair style is strictly prohibited.
- In winter black coat (final year) and black pullover for 1st and 2nd year (V neck and without any design).
- Wearing of Name plate is mandatory for all students during college hours.

### For Girls:

- General Uniform (Black Trousers, White Shirt Full Sleeves and Black Scarf). No other dress will be allowed.
- **Entering Institute with Jeans & T shirts is not allowed even if there is no class.**
- The shirt should be tucked in. The sleeves of shirt should never be rolled up.
- Formal Oxford black shoes with ankle high socks for Food production and Ballerina shoes and black ankle high socks for rest of the classes.
- **No visible painting including mehendi and tattoos.**
- Only one ear ring/top is allowed during class.

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- In winter black coat (final year) and black cardigan without collar (with sari and black pullover with V neck and without any design with general uniform) for 1st and 2nd year.
- Any kind of hair dye is strictly prohibited. Hair should be tied in Bun shape during college hours.

***Observing the dress/grooming code is mandatory for all students even during their visit to Institute on vacation/IT/debarred for any official work, failing which strict disciplinary steps would be initiated. For any clarification on the above points, students can meet the HODs or Principal.***

### GROOMING & HYGIENE

	BOYS	GIRLS
Hair	<ul style="list-style-type: none"><li>• Clean, neatly – appropriate styled hair</li><li>• Short and well – combed</li><li>• Sides not covering the ears</li><li>• No long sideburns</li><li>• Non-oily appearance</li><li>• Use of hair gels not permitted</li><li>• Use of hair color, bleached hair not permitted</li><li>• Sikh students should take proper care of their hair beard and wear a turban at</li></ul>	<ul style="list-style-type: none"><li>• Clean, neatly – styled hair</li><li>• Short hair must be styled away from the face and kept off the shoulders</li><li>• Long hair should be tied in a bun, pony tail or plait</li><li>• Pins, ribbons and hair bands used to keep the hair in place must be conservative and black in color</li><li>• Non-oily appearance, use of hair color, bleached hair not permitted.</li></ul>



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	all times.	
Nails	<ul style="list-style-type: none"> <li>All students should have neatly – trimmed nails.</li> </ul>	<ul style="list-style-type: none"> <li>All students should have neatly – trimmed nails</li> <li>ladies using nail polish must maintain it properly, it should not be chipped or unclean</li> <li>But use of nail polish in food production class is prohibited.</li> </ul>
Accessories Don'ts	<ul style="list-style-type: none"> <li>Expensive and showy watches</li> <li>Piercing of the earlobes</li> <li>Visible tattoo marks</li> <li>Use of rings</li> <li>Wearing chains and bracelets</li> <li>Carrying and usage of mobile phone in the campus</li> </ul>	<ul style="list-style-type: none"> <li>Expensive and showy watches</li> <li>Flashy Earring and nose pins</li> <li>Visible tattoo marks</li> <li>Use of Henna not permitted</li> <li>Too much use of jewelry &amp; strong perfumes</li> <li>Carrying and usage of mobile phone in the campus</li> </ul>

## PERSONAL HYGIENE

### DO'S & DON'TS

The nature of work involved requires a lot of physical activity. Thus, it is essential that all the students should take extra care of their health and hygiene. Personal hygiene is essential part of personality and personal appearance.

Since we are food handlers so personal and area hygiene is of utmost importance.

Parents are advised to extra care of their ward for the health benefits:

- Take a bath at least once a day.
- It is advisable to bath twice a day during summer months.
- Take precautions to prevent any kind of body, mouth, socks or sweat odour.
- Male students should shave every day for clean appearance.No goatees or French beards shall be permitted.
- If it is mandatory to keep beard due to religious purpose it should be well maintained.

## LIBRARY AND INTERNET

Library is the greatest treasure for the students' fraternity. You all are expected to follow rule and regulations of library for convenience of your colleagues.

1. Library card is issued to students after joining institute, which is valid for six semesters. Library card is must to enter the library and of course for issuing books.
2. Before the final exit examination library card must be returned to the institute to get the final clearance.
3. In case of loss of library book it will be issued again by submitting Police diary and fine amount as applicable.

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4. Library operates from 9 am – 5 pm on working days (Lunch Break 1pm – 2pm)
5. Student can issue reference books only for reading inside the library.
6. Books can be borrowed from library for a stipulated time by showing the library card.
7. Books issued should be returned within the stipulated period for which they are issued.
8. Students will be required to pay fine as applicable per day after the expiry of the date of return of books.
9. In case of loss of book, the concerned student needs to pay the price (the present market price) of the book plus fine as applicable.
10. Any tampering, markings, scribbling, tearing of pages amount to misconduct and will attract disciplinary action as deemed fit.
11. Rare, costly & single copy book will not be issued to students. They may be used for reference in the library reading room.
12. Internet facility is available in library for the students which can be used during library period or off period only.
13. Previous year question paper of NCHMCT should be returned on the same day within the stipulated time or else fine of Rs. 50/- (rupees fifty) will be charged per day.
14. Photocopy facility is available from the library on payment of re 1/- (rupee one) per copy.
15. You are required to maintain decorum and absolute silence at all times in the library.
16. No eatables and mobile phones are allowed inside the library
17. Discipline must be maintained in & around the library gossiping, loitering is strictly prohibited.
18. If there are any queries or requisitions, students shall contact the library in-charge.
19. Students are advised to follow library notice board for new amendments and fine amounts.

## COMPUTER LAB

Keeping in mind the student interest the institute has provided internet facilities in library.

1. Silence shall be maintained at all times in the computer lab.
2. If there is any query, contact lab in-charge or the concerned faculty member in the lab class.
3. No eatables and mobile phones shall be allowed inside the computer lab.

**Students shall be given Login Id to access data and Internet.**

4. Playing games, viewing obscene sites, chatting etc. will lead to expulsion from the computer lab and call for strict disciplinary action.

## IDENTITY CARD

An identity card will be issued to all students at the time of joining. This card will be valid for the entire duration of the course. You must be in possession of this identity card at all times while you are in the premises of the campus. I-card must be produced to the guard at the time of entering campus and demanded at other times, failing which it will attract disciplinary action. Loss of I-card should be immediately brought to the notice of the institute as well as to the local police authority immediately. A duplicate I-card will be issued upon the presenting the police diary and fine amount as applicable.

## NOTICE & INFORMATION

- For the benefit of the students notice boards are placed in different location of the campus to provide latest information about academics, examinations, training and placement, holidays, extra-curricular activities etc.
- We have both digital and hard Notice boards for circulating above information to students regularly.
- Students are advised to refer the notice board once daily as per their convenience for updated information.
- Institute also informs guardians about conduct, attendance, disciplinary issues, achievements of their ward through mail, e-mail and over phone hence guardians need to register their contact details in college database during admission.
- Students should immediately inform the IHM- Kolkata of any change in their address in writing to keep their records updated for better communication with guardians.
- All information related to vacations, time table, examination schedule, attendance percentage and examination performance etcare also published in our website.
- For any other information parents may contact authority on working days between 10 AM to 4 PM
- In case of any emergency institute may call the parents and ask them to come beyond that scheduled time also.
- Parents can also access the result and attendance of their ward by entering NCHMCT roll number of their ward through our website.

### **Examinations**

- Examinations are method to evaluate the level understanding, grasping and observing subjects, products and adopting ethics of the chosen field.

**The process of examinations is divided into two components:**

- Internal examinations
- Term-end examinations (NCHMCT EXAMINATION)

### Internal examinations

1. Since internal examination is a continuous process hence it can be conducted in more than one ways which are listed below
2. Written tests
3. Practical/Laboratory tests

Course wise assignments

### Term-end Examination

- At the end of each academic semester eligible students are required to appear for the term end examination which includes both theory and practical examinations.
- Theory and practical examinations conducted at the end of each semester will carry weightage in the final result.
- As per NCHMCT norms minimum 40 percent of marks are required in each of theory subject to pass the exams and minimum 50 percent marks are required in each practical exam.

***For further clarification students and guardians are requested to check NCHMCT Exam Guide available in websites of IHM Kolkata and NCHMCT ([www.ihmkolkata.org](http://www.ihmkolkata.org), [nchm.nic.in](http://nchm.nic.in))***

### SCHEDULE OF PAYMENT OF TERM FEES

Fee need to be paid before commencement of semester. All fees are payable through online Banking facility, both digested & non-digested (paid by auto generated e-chalan through Demand Draft), as available at the Institute's website [www.ihmkolkata.org](http://www.ihmkolkata.org).

Every year the term fee must be paid well in time as per the dates notified by the office on notice board and website. In case of default penalty will be charged per day as late fee charge.

If the fee is not paid by the due date then name of the students will be struck off from the class register.

Student has to pay readmission charges of Rs. 5000/- to get his/her enrollment revived on and above the permissible fees.

## CLEARANCE (N.O.C)

All students are required to obtain No due certificate (N.O.C.) from the IHM- Kolkata before appearing for the term-end examination, which is mandatory to get admit cards.

### **N.O.C. Includes:**

1. Depositing the library books and library cards to the library in charge to obtain NOC from library
2. Paying all outstanding dues if any.
3. Paying any fine levied during the course of practical for breakages, mishandling equipment's
4. Obtaining the Log-book (as required for industrial exposure)
5. Vacating the locker.
6. Any fine for indiscipline which is explained in next topic under Heading of Major and Minor offences.

## GENERAL GUIDELINES

**Working Hours:** The working hours of the institute are 9 a.m. To 5.30 p.m. for five days a week.

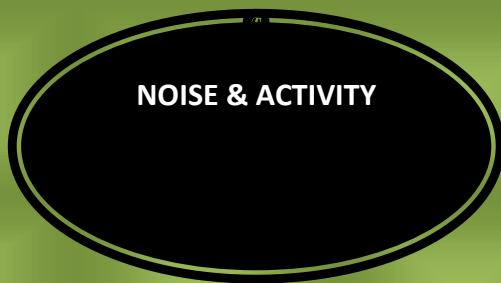
### **Institute Regulations:**

- Every Student must always carry his/her identity card which will be supplied by the Institute office on payment.
- The students must not absent themselves from any Institute activity without the prior permission of the Principal.

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- The Institute may take disciplinary action against a student whose conduct is not satisfactory and the fees paid will be forfeited.
- Smoking & Drinking is strictly prohibited in all areas of the Institute.
- No student should communicate any information or write about matters dealing with Institute administration in the press.
- Absence without leave is considered a breach of discipline.
- The Institute authorities cannot accept any liability in respect of any accident caused to a student while engaged in practical work or due to any other causes
- Any change of address should be immediately notified for Institute's records.

Matters not covered by the existing rules will rest at the absolute discretion of the inst



The teaching hours are scheduled in a manner that students will get very little time for leisure during the college hours. It is essential to maintain absolute silence during class hours between change of classes, in the library and rest rooms and in the corridors/Public area. Any student violating aforesaid norms will be termed indiscipline and punished accordingly.



The Institute belongs to the students and its maintenance and upkeep should be their top priority. Any attempt to disfigure or damage the college property will be considered a serious offence and may result in paying fines and call for strict disciplinary action. Absolute cleanliness must be maintained while working in the designated operational areas during practical classes including Food lab, F&BService lab, Front Office lab, Housekeeping lab and Computer lab and the entire campus. Graffiti (writing on walls),



disfiguring or damaging walls in the lecture rooms, labs, toilets, public area etc. of the Institute and hostel will be considered an act of serious misconduct, leading to strict disciplinary action besides fine

**LOCKER ROOMS  
& TOILETS**

Lockers are allotted to students and are not permitted to share lockers for security reasons. Graffiti (writing on walls), tampering with the lockers in the locker room, damaging walls in the lecture rooms, labs, toilets, public area etc. will be considered an act of serious misconduct, leading to strict disciplinary action besides fine.

**LOSS OF PROPERTY  
VALUABLES**

Students are discouraged from bringing valuable items including jewellery, expensive watches, shoes and mobile phones to the campus. It is the responsibility of the students to safeguard all their belongings and secure them in their allotted lockers. The Institute will not be responsible for any loss or damage caused to student's property or belongings.

**USE OF MOBILE  
PHONES**

Use of mobile phones is strictly prohibited during the working hours of the Institute. The Institute does not allow students to bring mobile phones in the lecture halls, labs, computer lab and library. If found using, mobile will be confiscated immediately without any explanation.

## DISCIPLINARY ACTION

Violations of good conduct and ethical behaviour in the Institute have been divided in 3 parts, depending on seriousness of the offence. Punishments starting from severe in case of major offences and light for minor offence

## MAJOR OFFENCES

- Ragging of junior students.
- Consumption of alcohol /drugs.
- Criminal assault on any other person inside or outside the Institute, which is serious enough to warrant a police report (whether lodged or not).
- Molestation of another person (student, staff or any other person)
- Attempt to molest or sexual harassment in the form of indecent remarks,
- Indecently attempting to touch a student or person of the same or opposite sex
- Attempts either individually or in a group to bully someone.
- Going out of the campus without permission or returning from leave / night out later than the prescribed time, for unduly long periods.
- Smoking as it is prohibited for students inside the entire campus.
- Misuse of Institute email network by sending junk mail, offensive, harassing or illegal communications to other students, faculty or outsiders.
- Cheating or plagiarism in the presentations, evaluation tests and examinations.
- Causing serious injuries to another person in a deliberate manner.
- Theft or serious damage to property of another student or person of the institute. This will include electronic password, information in the network which is confidential for someone else or the institute etc.

***Any of the above or other which the Institute may notify as a major offence may lead to immediate suspension. Parents/guardians will be***

***notified with a request to come to the Institute. An inquiry will be conducted on the incident and the punishment may include rustication/ dismissal of the student if found guilty.***

## **MINOR OFFENCES**

- .Not reporting to duty or activity which has been assigned to the student.
- Using abusive language unbecoming of a person in the institute.
- Shouting at / or blatant disobeying of instructions of faculty and other authorities in the institute.
- Causing minor injuries to another person in a deliberate manner.
- Going out of the campus without permission or not returning back within prescribed time, for violations of small time periods.
- Coming out in attire or appearance which is in violation of rules and applied to the students.
- Disobeying any rules or code of conduct as prescribed in this handbook.
- Any other misconduct or wrongful act unbecoming of a student of the institute of hospitalitymanagement

***Punishment to minor offences will be warnings, suspension, fine or calling guardians etc. leading to more severe punishment and fines on repeated offences. If a student repeatedly involving himself/ herself in minor offence and not improving than without warning principal may impose punishment of major offence.***

## SPORTS & ENTERTAINMENT

- A TV is provided in dining room of hostel for viewing. However, the wardens will regulate the timings of viewing.
- The Sports Coordinator will manage the sports centre inside the Institute campus.
- The Institute will arrange to have basic sports facilities including:
  - Volley ball
  - Gym
  - Indoor games including table tennis, carom board, chess and board games.
  - Cricket and football
- Institute will not arrange for sports consumables like shuttle corks, table tennis balls, etc. for student's use. Students are encouraged to take part in these activities with their own accessory. Students will have to adhere to the norms for shoes, clothes, timings, cleaning etc. as prescribed by the person in charge.

## ACCOMMODATIONS

**Student Accommodation:** IHM – Kolkata provides accommodation for students in either the gentlemen's or the ladies hostel. The charges for the room and the surcharge will be notified from time to time.

**Cleaning and Tidiness of Hostel Rooms:** The hostel room has to be cleaned properly once a week and bed linen must be cleaned twice a week or as required. As part of the

housekeeping training, students will be required to clean their rooms in all respects. All corridors and common areas in the hostels as also in the academic block will be cleaned by the Institute housekeeping staff.

**Waste and Rubbish:** All waste and rubbish must be placed in bags, which when full are to be tied and deposited in the containers in the designated places. Under no circumstances should waste and rubbish be placed in the corridors. Students are asked not to throw anything out of the windows or to store anything on the outside window edge.

**Storage of Luggage:** Students may bring their personal belongings in suitcases and bags. These will have to be emptied except a small bag and all the personal items will be kept in the cupboards and bed drawers. Students will be required to take away all their personal belongings and suitcases at the end of each session or in case of rustication etc.

**Bed Linen:** The Institute will not provide bed linen. Students may bring their own bed linen, pillows, towels and toiletries. All clothes and other items of the students should be marked with black indelible ink with name and room number. This will be compulsory and no item can be kept in the room without such marking. This will assist in minimizing misplacements and disputes.

**Electrical Gadgets:** No TV or electrical gadgets are allowed in the hostel rooms except a laptop, music system and a heater in the winter months.

**Breakage:** Students are welcome to bring mugs, flask, water gadgets etc. of their choice.

## REMEMBER

- Students will have to be inside the campus before (8Pm) and in their rooms before 10.00 P.M. every night (Sunday to Friday). No TV viewing or games will be allowed in the common areas after this time. Students may have a night out on Saturday. However, this will still be with permission of the hostel warden. Permission to go out during the weeknights including Sunday night will be given only in exceptional circumstances under the discretion of the Principal/Warden.
- Students should avoid making loud noises, through talking or music etc. so that other students are not disturbed. Students will have to abide to any request by a fellow student or staff member on account of excessive noise. Students should

ensure that noise in the accommodation buildings and on the Institute campus in general is kept to a minimum at all times, and particularly between 10.00 P.M. and 07.00 A.M. Students coming back after 10.00 P.M. (When on ODC) are asked to do so quietly.



## FOOD

Hosteller Students are entitled to have all four meals (breakfast, lunch, evening tea and dinner) on Saturday, Sunday and on holidays during the academic term in the mess. During weekdays breakfast and dinner will be provided in hostel mess. Lunch will be provided to all students (including hostellers.) in the Institute. There are no charges for the same. Timings for the meal will be notified and must be adhered to.



## FAMILY MEMBERS & VISITORS

The institute encourages parents and family members to visit the Institute. However, they will be requested to adhere to certain timings to meet the students to avoid interference with the academic schedule. Parents and family members are welcome to eat in the mess on fixed charges. However, prior information for this may be given to the mess manager,

as far as possible. Parents and family members can visit the students in the hostel also but entry in the room will only be with the permission from the warden and on his/her absence from the Principal.

***Medical Assistance: Institute makes arrangements for minor ailments like cold, headaches, etc. For any major treatment parents will be informed to do needful.***

Institute may alter or change above guidelines as per the need of hour, which will be binding on all the students.

**Refund of Hostel Fees:** Hostel fee is non-refundable after occupation of the hostel except caution money.

## PART II

### HOSTEL RULES

1. Eligible students for hostel (As per the NCHMCT list) should clear all the fees related to hostel as per the guideline given by IHMCTAN, Kolkata.
2. While taking allotment for the hostel room students must carry
  - a. College allotment certificate
  - b. Hostel allotment certificate
  - c. 2 recent passport size colour photos
  - d. Copy of address proof (govt. Provided)
  - e. Copy of Photo ID (Govt. Provided)
  - f. Copy of Parents/Guardians address proof
  - g. Copy of Parents/guardians Photo ID
3. Hostel room allotment can be done by hostel authorities only; student's or guardian's request about selection of room cannot be accepted.

4. While releasing hostel room (after the end of even semester), room will be thoroughly checked by hostel authority. Any kind of damages of room, furniture and fixtures needs to be compensated by the concerned hosteller only.
5. Parents/guardian are advised to register their contact number and e-mail id to hostel forms. That registered phone number/ mail id should be used for communicating to hostel authorities regarding night-out, late night out permissions and other official communications. Except those Phone number and e-mail id no other phone number or e-mail id will be entertained for official communication related to their ward.
6. **Hostel seats are allotted to the individuals semesterwise depending upon the conduct, academic and attendance performance of the incumbent.**
7. Student once expelled from the hostel on disciplinary ground will not be eligible for hostel seat allotment further.
8. Allotment list of hostel seat for each semester will be published in college website and institute notice board 7 days prior to commencement of session.

## GENERAL RULES

1. Students must reach college for their classes as per the time table. While going for classes students must sign hostel attendance register.
2. During lunch hours students may come back to hostel for changing uniforms, and again they need to sign the register while going for the second half classes
3. After college hours students can go out from the campus after signing the IN-OUT Register duly.
4. **Students must ensure that they come back to the college campus by following stipulated time i.e for Boys 8 PM, Girls 7PM.**
5. **All hostellers must give their attendance at 8 pm sharp; missing this will be treated as a serious violation of discipline.**
6. **Hostel gate will be locked at 10pm. After that students cannot go out from the hostel building**
7. Common TV and activity room will be closed at 11 pm sharp.



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8. It is strictly not allowed to go to other fellow hostel-mate rooms after 11.30pm till 6am in morning.
9. Students will be served with the meals at a stipulated time from hostel dining hall only, beyond this period hostel authority will not allow service of food from the dining hall
  - a. Breakfast – 8.20 am to 8.45am
  - b. Lunch (for weekend/holiday/exam week) – 1pm to 2pm
  - c. Snacks – 5.45 pm to 6.30 pm
  - d. Dinner – 9pm to 10 pm
10. Hostellers are not allowed to stay in the room between 8.45 am to 01.00pm and 1.55 pm to 5.30 pm on college working days (As per the college time table) however if any hostellers not attending college due to illness must report to warden/Hostel AO before 8.45 am through a written application, and seek proper permission. If the concerned hosteller cannot attend college for consecutive two days a medical report must be submitted to the hostel on second day by 8pm. However hostel authority will surely help the student to get proper basic medication.
11. If any hostellers want to go for a “Night-out” on weekends or holidays an night-out form to be dully filled to obtain the permission from authority. (for self-night out authority holders)
12. For a student who does not have self – night out authority, must ask their parents/guardian to send an SMS from the registered mobile number to the hostel warden, and then fill in the night-out forms.
13. However for nigh-out on working days all the hosteller should ask their parents/guardian to send an SMS from the registered mobile number to the hostel warden, and then fill in the night-out forms.
14. Night out forms for weekdays can be signed till 5pm, and students are informed to request their parents to send the SMS by 4.30 pm, otherwise it will not processed on the same day
15. For weekends and holidays the entire process of night-out should be completed by 2 pm only on that day.
16. Hostel authority advices students not to leave for night out after 9.30 pm till 5 am, however in case of a lately scheduled train/flight/bus, a copy of ticket and SMS from parents are required.
17. During industrial training hostellers must maintain another register daily while going out or coming back to the campus.

18. On off-days during industrial training hostellers must give attendance at 8pm sharp, like other students.
19. In case of night duty during industrial training, students must inform the hostel authority in advance (through a format), otherwise it will be treated as serious offence.
20. In case a hosteller leaves hostel in mid of the year hostel fees will not be refunded, however caution money can be refunded.
21. If a hosteller expelled from the hostel he/she will not eligible for any refunds.
22. After the even semester examination, students must vacate the hostel within 48 hours from the last examination.
23. Once the hostel room clearance formalities are over students must vacate the room immediately.

## **CIVIC & SAFETY RULES**

1. Hostellers are responsible to keep their room clean. Unhygienic room conditions will not be tolerated, and concerned member can be punished in the mean of fine or even rustication from hostel.
2. IHM KOLKATA campus is a “Plastic Free” zone so students are instructed to discard polythene which is not compliable to local regulatory standard to the plastic bin at the entry point.
3. All the hostellers need to arrange a small DRY WASTE BIN in their room, which needs to cleared every day to the floor’s main dustbin.
4. While mopping and sweeping of the room floor will be done by the college housekeeping staff students are requested to cooperate with them by being present in the room.
5. Any maintenance defect in the room or floor (electrical, plumbing, carpentry) must be reported to hostel authority immediately to solve the problem; students should not try to solve any kind of maintenance problem by themselves.
6. All valuables must be kept under lock and key with the responsibilities of the concerned, hostel authority will not take any responsibilities in case of loss or damage of it

7. While not in room students must lock the room and cupboard properly and should ensure that no electrical equipments are on unnecessarily. Violation of this rule will be treated as punishable offence.
8. Electrical gadgets like Irons, immersion heaters are not allowed inside the room. Plug points can be used for mobile phone, laptop or mosquito repellents.
9. Music systems, TV are not allowed in the room. Students can listen music using ear-plugs only.

## DISCIPLINARY ISSUES

1. RAGGING is a cognizable offence by the verdict of Hon'ble Supreme Court of India; College has a 'ZERO TOLERANCE' policy about it. Any reported case of ragging (among senior, junior or batch-mates) will dealt seriously as per the order and guideline given by Hon'ble Supreme Court.
2. Possession/consumption of alcohol/narcotics is strictly prohibited. Any student found in drunken state or under influence of narcotics will be dealt seriously.
3. For the above cases expulsion/suspension/rustication from both hostel and college may happen.
4. Students are advised to report such events immediately to the authority otherwise all the fellow room-mates will also be accused with the same charge.
5. Smoking is strictly prohibited in public area and corridors.
6. Damaging of hostel or institute's property is a serious crime, which can be dealt with fine/expulsion/rustication from college and hostel both.
7. Hostel premises, walls, furniture and fixtures should not be disfigured by writing or scratching, this may lead to heavy monetary fine.
8. Any type of misbehavior with fellow students, staffs will not be tolerated.
9. Any visitors are not allowed in hostel rooms. Students can meet their visitors in common areas like dining room/activity area.

## UNIFORM SPECIFICATION

*As per the guidelines of IHM, kolkata, all the students will arrange their specific uniforms by themselves as per the specifications mentioned in the images. Any queries in this regard may be clarified from the respective class teachers in due course of the time.*

*It will be appreciated if the uniforms are ready by the specified date announced by the Institute authority in the official website and also Students' notice board.*

*The Institute authority has no role to play with any vendor in related to supply of uniforms, rates and the fitting of the same except monitoring that all the students are in uniform from the specified date.*



**Institute Of Hotel Management, Kolkata**

Catering Technology & Applied Nutrition  
An Autonomous Body Under  
Ministry Of Tourism, Government Of India

**GENERAL UNIFORM FOR ALL THE STUDENTS**

**White full sleeves shirt (Polyester and cotton mixed) Regular cut**

Classic or Semi cutaway spread with collar spread 4-5 c.m.



**Black trousers**

Regular fit with belt loop (no low waist) with standard side pockets and back pocket without flap. Straight cut



**Belt**

Simple black leather with simple buckle



**Tie**

Satin, Plain Black ( For Boys) with college logo



**Scarf for girls**

Silk, Plain Black



**Shoes (Oxford style with lace), Black for Boys**

No pattern, no buckle, with standard heels



**Socks**

Full Plain black (no pattern no logo)



**Shoes (Ballerina style), Black for Girls**

No pattern, no buckle, with standard heels (1 1/2 inches.) No pencil heels



**FOR FOOD AND BEVERAGE SERVICE ALONG WITH GENERAL UNIFORM For 1st year students**

**F & B Service practical apron**

Black, half apron up to knee height with a front pocket ( 5" x 8")



**Bow tie (For boys and girls)**  
Black standard



**CHEFS UNIFORM FOR ALL THE STUDENTS**

**Chefs Jacket**

02 Nos., White, Cotton, double breasted with black buttons, 3/4th sleeves with turn back cuffs and inbuilt checker collar. Only one pocket on left sleeve, no pocket in apron.

Checker collar for 1st year students: Red and white check.



**Kitchen apron**

02 Nos, White, cotton, half apron up to 8" below the knee height.



**Chef's head gear**

02 nos, White cotton



**ADDITIONAL HOUSE KEEPING PRACTICAL CLASS UNIFORM**

**Apron (full)**

Cotton full length checker with a pocket at the front.



**NOTE :**


- The saree for 1st year girls for front office classes are to be notified.
- All students will wear general uniform in theory classes.
- Toolkit for kitchen classes will be notified.
- Concerned Faculty members will inform about the dress code in the respective classes.

## KITCHEN TOOL KIT

As per the guidelines of IHM, KOLKATA, the following tools are mandatory for the food production practice classes and entry level students will arrange all these from the open market as per the specifications. Any queries in this context may be clarified through the respective class teachers.

<u>Sr.no</u>	<u>Description</u>	<u>Images</u>
1	chef Knife	
2	Vegetable Knife (S)	
3	Paring Knife (Rena)	
4	Slime line spatula (Pallet knife,SS9K)	
5	Rubber Spatula (SR25)	
6	Potato Peeler (Mina)	
7	Wire Whisk	

## IHM, KOLKATA

8	S/S Measuring Spoon( 4 pc set) (MSP6)	
9	Plastic Comb of Scraper (Comb 4 size- Big, Medium & Small Triangle)	
10	Piping Bag Small	
11	2 Small Nozzles S/S  2 Big Nozzles S/S	
12	Spoon (S.S)	
13	Fork (S.S)	
14	Wooden Spoon	
15	Scooper	
17	Knife Shaping Rod - 10"	
18	Tool Kit Bag ( Single zip )	

## CONTACT POINTS

- Examinations : Mr Amitava Kumar Sen
- Training & placement : Mr Amitava Kr Sen
- Academics : Mr Bonophool Banerjee
- Admission : Mr Bonophool Banerjee
- Hostel ( Boys) : Mr SubhadipSaha
- Hostel ( Girls) : Ms Srijani Chatterjee
- Discipline & related issues: Ms Rita Mitra
- Students' Activity : Mr Ashok Kr Prasad

**VERY IMPORTANT  
AND MANDATORY**

It has been made mandatory by the Hon'ble Supreme Court that each student is to provide an affidavit on a Non-Judicial Stamp Paper of Rs.10/- duly attested by oath commissioner (in the notary in their own home town) to the effect that he would not indulge in any ragging activities (Format 1). It has also been made mandatory for the parents to give a similar affidavit on a NonJudicial Stamp Paper of Rs.10/- duly attested by Oath Commissioner saying that their wards would not indulge in any such ragging activities (Format 2). Separate formats have been designed for both the students and parents and submit the affidavits in original to the office(students dealing section) latest by 31<sup>st</sup> August 2018.



The format may be downloaded from the Institute's official website  
(Students/ Rule book / Anti ragging rules)

**HAPPY LEARNING**