



INSTITUTE OF HOTEL MANAGEMENT
BODHGAYA

STUDENTS HAND BOOK



Opposite Magadh University Campus, Gaya–Dobhi
Road, Bodh-Gaya, Gaya - 824231



0631–2200158



0631–2200156



8987276070

ABOUT THE INSTITUTE

The Institute of Hotel Management Bodhgaya is one of the premier Institute in Bihar as well as in India providing training in Hospitality and Hotel Industry. Department of Tourism, Government of Bihar in Collaboration with Ministry of Tourism, Government of India has started "INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY AND APPLIED NUTRITION AT BODHGAYA" in Gaya, Bihar in the Year 2009. For the training of Senior & Mid level executives in the catering & Hospitality Sector. The Institute is Affiliated to National Council for hotel Management & Catering Technology, Under Ministry of Tourism Government of India.

Keeping in view the advancements in the ever evolving hospitality industry, the Institute has been equipped with modern labs to effectively train prospective students in the various aspects of Hotel Operations. The Institute also provides hostel accommodation for both boys and girls.

A team of qualified faculty members promises to ensure that a student not only learns the intricacies of hotel operations but is also offered a career through a proactive placement cell.



OFFICERS IN-CHARGE OF OTHER ACTIVITIES

Admission Enquiry	Mr. Vaibhav Kumar Chauhan	Mobile. No: 8340506814	Mail-ID: vkchauhan_ihm2207@yahoo.com
Students Activities	Mr. Himanshu Kumar	Mobile. No: 9892322805	Mail-ID: kumarhimanshu507@gmail.com
Training & Placement	Mr. Dhiman Banerjee & Rabi Shankar	Mobile. No: 9608271879 9931184597	Mail-ID: Princi-ihmbodhgaya@gov.in Shankarmayur@gmail.com
Boys Hostel		Mobile. No:	Mail-ID:

PERSONAL MEMORANDUM

Name of the student.....

Trade.....

Father's name.....

Mother's name.....

Communication address.....

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Ph. No..... Mob. No.....

E-mail address.....

Blood group.....

Permanent address.....

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Ph. No..... Mob. No.....

E-mail address.....

Blood group.....



INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION BODHGAYA

(A joint venture of Ministry of Tourism, Govt. of India and Dept. of tourism, Govt. of Bihar)

Affiliated to NCHMCT, Ministry of Tourism, Govt. of India

E-mail: princi-ihmbodhgaya@gmail.com, website: www.ihmbodhgaya.com

Ph. no. 06652-230729, 230730, 230731, Mob. 9437030720

STUDENTS HAND BOOK

Dear students welcome to IHM, Bodhgaya family

It will be our sincere endeavour to fulfil your learning objectives in the Institute. We believe in providing you with a free and fair environment in the campus, congenial to the development of your mental and physical abilities.

The purpose of the student handbook is to guide you to the various services of the institute and provide with you information on various “do's” and “don'ts” on your part as a student of this Institute.

This book is also meant to help answering many of your questions or finding the right people who can answer them for you.

The image of an Institute is built predominantly on the image that its students project both internally and externally to the society at large. We expect every student to contribute in building a positive image of his/her Institute not only through good performance in curricular and extra-curricular activities, but also through the practice of a model code of conduct and behaviour.

We would like you to be aware of this responsibility and be alert in making the best use of your tenure as one of our precious and promising experience.

With Best Wishes,

INTRODUCTION

Institute of Hotel Management, Bodhgaya generally refer to the entire educational management organization operated by the IHM society. The college located in Bodhgaya operating under the IHM society, the college is governed by the governing body and the Principal/Secretary of the college is its executive head. This hand book is applicable to the current and future students' of IHM, Bodhgaya.

ADMISSION/REGISTRATION

- 1.1. Acceptance of a student by IHM, Bodhgaya into any of its courses is referred to as “admission” or “registration”.
- 1.2. For being considered for admission to a course at IHM, Bodhgaya candidates are required to meet specific eligibility criteria and selection norms concerning the course, whose details are available at the Front Office. Fulfilment of the minimum eligibility criteria is necessary but not sufficient for admission.

In case and applicant for admission is found to have indulged in ragging in the past or if it is notice later that he/she indulged in ragging, admission may be refused or cancelled at any stage.

If a candidate is offered registration on the basis of the assumption that he/she will qualify in some eligibility examination(s) for which results are yet to be announced, such registration will automatically remain a provisional registration till the candidate actually qualified in the said eligibility examination(s). (Class 10th, 10+2, Graduation etc), as applicable are some of the

examples of such eligibility examination for the concerned courses.

It will remain the responsibility of the candidate to produce the evidence of having qualified in such eligibility examination(s) as soon as the result are announced or before the course commencement (as the case may be), failing which the admission will stand automatically cancelled.

THE MERE FACT THAT THE CANDIDATE WAS ALLOWED TO ATTEND SOME CLASSES WILL NOT MAKE HIM/HER ELIGIBLE TO CONTINUE

- 1.3 Normally selection letter will be issued to candidate both for normal registration and for provisional registration as above. Candidates who do not pay the registration fees and/or other fees by the date mentioned in this letter will lose their right to admission and seats may offer to wait listed candidates.
- 1.4 If an existing student of IHM, Bodhgaya campus wishes to pursue a higher programme with the institute, he/she will not be entitled to any fee waivers, and the student will have to go through the process of registration and other rules pertaining to registration will be applicable.
- 1.5 Where there is a regulatory requirement for a student to be registered or otherwise accepted by the concerned university/other affiliating body/bodies, the registration of the student with IHM, Bodhgaya campus will become confirmed only on such registration or acceptance being affected by the University/ affiliating body. The student will be entitled to the status of confirmed registration in IHM, Bodhgaya campus

automatically upon such registration acceptance by the University/Affiliating body.

- 1.6 Admission/Registration, as mentioned here, refers to the first year/semester, a formal enrolment will be necessary, subject to the student acquiring the eligibility for the same. Clearance of all dues will be requirement for such enrolment to a higher year/semester.
- 1.7 Admission/Registration to a particular course is not transferable to another course.
- 1.8 Admission/Registration in a particular year/session is not transferable to another year/session.
- 1.9 Admission/Registration of a particular individual is not transferable to another individual.

ACADEMICS

- 2.1 The medium of instruction for all courses will be English unless specifically mentioned otherwise.
- 2.2 In his/her interest academic interest, a student of IHM, Bodhgaya campus has to clearly understand that, as applicable to respective course, all theoretical/practical classes are to be attendant. The entire duration of all training like Industrial Training etc are to be completed along with prescribed deliverable. All assignment, project etc. are to be submitted within due date in order to get full benefit of the programme. Any relaxation by way of a minimum attendance requirement (SEE 3.2 below) is provided for only to take care of unforeseen and unavoidable exigency like illness.
- 2.3 This spirit of adherence to the academic plan will

be an essential part of the active learning partnership between the student and the institute where in the student have the responsibility to take the participated and continual interest in education and the allied process, including all assignments and other deliverable, in order develop his/her intellectual, cultural and professional abilities.

- 2.4 To establish/ project himself/herself as a responsible citizen and an emulative member of the society, every student of the institute is required to hold and demonstrate an exemplary moral and ethical value. In this context, cases of malpractice, plagiarism etc. may attract strict disciplinary action including suspension, debarment & expulsion.
- 2.5 The class routine (schedule) for every batch will be noticed at the beginning of course/semester normally through a notice. Subsequent amendments as may be necessary to this will also be notified through the Notice Board.
- 2.6 Student must come fully prepared for their session. Completion of laboratory journals/ note book etc. as applicable is an example of such preparatory work.
- 2.7 For using equipment in the laboratory or elsewhere, student must adhere to the interaction from the concerned instructions.
- 2.8 IHM, Bodhgaya reserve the right to reschedule batches/classes even at short notice, if the situation so warrants.
- 2.9 IHM, Bodhgaya may offer certain complemented studies (value added programme/life style management

programme) that leads to a holistic development of student. Wherever offered, different component of such complemented study will be part and parcel of the respective courses as offered by the Institute. The Institute, at its discretion, will decide upon the sequence and timing of their delivery, keeping in mind the overall interest of its student.

- 2.10 IHM, Bodhgaya may provide in select course, certain value added student accessories like Desktop, LCD projector etc. student may be required to use such item during the entire course and must use them only for bonafide academic purpose (vide 21.2) and take due care of the item & do return to concerned head after use.
- 2.11 Every student's encouraged to utilize the opportunity of formal feedback sessions by expressing himself/herself clearly and constructively to enable the faculty and the Institute to review the progress and take such measures as may be necessary to facilitate student learning and development.

ATTENDANCE & PUNCTUALITY

- 3.1 A student is expected to have an attendance of 100% in scheduled class-theoretical as well as practical, on the job etc. and complete all assignment, projects etc. within the due dates. Defaults from this norm may get penalized by way of deduction of internal marks or otherwise.
- 3.2 The minimum attendance requirement of a course will be 75% each for academic sessions(including projects) and complemented study sessions, unless the concerned

University/affiliating body prescribes a more stringent requirement, in which case the higher attendance requirement will prevail. It is to be clearly understood that the minimum attendance requirement is set below 100% only to provide for unavoidable absences like for illness etc. for which the student must submit a written leave application to the class teacher for recommending approval by the Principal. Failure to attain the prescribed minimum requirement will disqualify student from appearing in the year end exam/end semester examination. The Institute may prescribe stricter minimum attendance requirements from time to time and/or prescribe both overall as well as subject-wise minimum attendance requirements in the interest of the students study and development.

- 3.3 In order to make up for any unavoidable absence due to illness etc., the student must discuss the implications with the class teacher, work-out a corrective action plan, and be responsible to implement it.
- 3.4 Even if the Institute may follow at certain points of time, a practice of alerting its students or their parents/guardians regarding short attendance, responsibility of keeping a track of his/her own attendance lies with the student himself/herself.
- 3.5 For the purpose of attendance record, data from the Institute's manual or automatic attendance tracking system will be treated as final.
- 3.6 It is compulsory for the student to be present on the last working day before a vacation and the

first working day after a vacation. On violation of this, the student will not be allowed to resume classes unless specially approved by the Principal of the college.

- 3.7 Punctuality is an integral part of regularity of attendance and a student who is not punctual may be denied attendance in a class or an activity.

PAYMENT OF FEE

- 4.1 The total amount payable to the Institute by a student for the complete course has the following components, as applicable to respective courses.
 - 4.1.1 Registration/Admission Fee (to be paid one time for registration to the complete course, including the academic programme and any value added programme which are incidental and ancillary to the main programme and hence an integral part of the total course).
 - 4.1.2 Tuition Fee (payable for Diploma/ Craftsmanship Certificate course which covers the cost of a total course including the main academic programme, and any value-added programme, lifestyle management programme etc.(as applicable), all of which are integral parts of the total course as explained above.

The tuition fee also covers the following:

 - 4.1.2.1 Fee/payment collected by the Institute on behalf of other bodies/agencies e.g.
 - 4.1.2.1.1 University fee (payable by the Institute to University/affiliating body, but does not include registration fee, examination fee, development fee, courseware fee etc. which have to be paid

by the student separately as per the requirement of such bodies).

4.1.2.1.2 Payment for the value-added student accessories (as applicable to select courses);

4.2 Once the student makes his/her one-time choice of the payment plan (viz. down payment, instalment etc. out of the alternatives as may be available for a particular course, all payments will be deemed to fall due, according to the set plan. The down payment or the payment of the first instalment of fee is to be made within a specified number of days from the date of registration (normally within 15 days or before commencement of the course, whichever is earlier). All subsequent instalments are to be paid on or before the first day of the month in which it is due as per the payment plan chosen by the candidate.

No subsequent change in the payment plan can be allowed.

4.3 Apart from registration fees, examination fees, course fees etc payable by the student to the University/other affiliating body will also be payable additionally by the student directly to the institute within the respective due dates. The Institute facilitates the collection of fees from its student for forwarding the same to the University/affiliating body in a lump/sump, the student will be required to deposit such fees additionally within the due dates.

4.4 Any taxes statutory fee, etc which may be levied by the government or any other statutory or regulatory body during the continuation of the course, will be payable by the student

additionally within the respective due dates.

4.5 All payments to the Institute are to be made by/on behalf of the student only at the designated receipt counter against the sign and receipt, during the designated time and day of the week.

4.6 Wherever summer/industrial training or internship is involved, all fee which may fall due any time during such training period must be cleared in full before proceeding for the training. Wherever necessary the student may advise the Bank in advance to disburse the loan instalment accordingly.

4.7 Fees may be paid by cash or through a bank draft, banker's cheque/cheque (either under local clearing or payable at par only) in favour of the Principal, IHM, Bodhgaya.

4.8 In case a student fails to clear the year or semester examination he/she will be required to pay the requisite fees for reappearance in examination. However, he/she will not be required to attend further classes.

LATE FEE

5.1 In order not to attract 'defaulter' status, the student must clear all fee strictly within the following time schedule applicable depending on his/her payment plan:

5.1.1 Fee become due for payment on the first day of the month in which it is payable (payment month). It has to be cleared on or before this date without attracting late fee.

5.1.2 After the first day of the payment month, fee may be paid along with a late fine of Rs.500/- up

to the 10th of the payment month.

- 5.1.3 Between 11th and 20th, the late fine is Rs.1,000/-
- 5.1.4 Between 21st and the last date of the month, the late fine is Rs.1,500/-.
- 5.2 In case fee are not paid by the date of the payment month along with the applicable late fee, a student becomes a 'permanent defaulter' and is not entitled to any academic and other services unless reinstated at the sole discretion of the Institute and on payment of a reinstatement fee for Rs.2,500/- in addition to the late fine of Rs.1,500/-.

RULES ON FEE REFUND

- 6.1 As a general rule, fee is not refundable except in certain cases as mentioned below in (6.2) (relevant guidelines, if any, of any affiliating/regulatory body will be final in this regard).
- 6.2 Registration fee (4.1.1) are payable at the time of taking admission into a course. Once paid, registration fee are not refundable. The only exception to this rule is the case where a student has obtained provisional registration before the publication of the result of some eligibility examination essential for admission to the course, but is declared 'failed' when the actual result is announced. Proof of this will be required to be submitted with the application for refund to the head of the Institution & after his due permission refund will be made.
- 6.3 The original receipt will need to be surrendered at the time of withdrawal of any permitted refund amount.

- 6.4 When the student chooses a down payment or yearly payment option, calculation of year/semester tuition fee will be on prorata basis on actual fees paid.
- 6.5 If the student is required to make any caution money deposit (for laboratory, library, hostel etc), this will be retained by the institute as a non interest bearing deposit and will be refunded on the completion/discontinuation of the course (or when the student is permitted to discontinue on production of the original receipt). Refund amount is, however, subject to deduction of dues to the institute.
- 6.8 Wherever applicable, any refund may be made by the institute not to the student but directly to a bank etc.

COURSE MATERIAL

- 7.1 Any course material which the institute may provide to its students is for their use only in connection with the course. The institute will retain the intellectual property rights in all such material.
- 7.2 No part of such materials may be reproduced, stored in a retrieval system or transmitted in any form by any means, electronic mechanical, photocopy, recording, scanning or otherwise, expecting as may be specifically provided under the terms of the copy write applicable.
- 7.3 Similar restrictions will be applicable also in respect of copy righted materials of a university/other affiliating body that may be made available to the student.

EVALUATION

Evaluation will be in accordance with the prescribed norms of individual courses. Wherever applicable to the evaluation of a student's performance in a course, it may be consist of internal assessment, end-semester examination, and performance evaluation in industrial training, project reports, presentation, seminar etc.

- 8.1 An internal evaluation (or internal assessment) of the student during the course will enable the student to know his/her areas of strengths and weaknesses.
- 8.2 The student's end-semester examination will be governed by the examination rules of the respective courses. Wherever applicable, examination rules of the concerned university/affiliating body would be followed.

RULES OF INDUSTRIAL TRAINING OR INTERNSHIP & FINAL PLACEMENT

- 9.1 Industrial Training or Internship
 - 9.1.1 Training may be conducted as a full semester or a specific period activity or as a periodic activity as per the curriculum requirements. Students must compulsorily attend such training, wherever applicable, as an integral part of the respective courses. Even when a specific declaration/consent is not obtained from the parent/guardian, they will be deemed to have no objection to their child/ward attending such training and undertaking local/outstation tours or tours abroad in this connection (vide item 13).
 - 9.1.2 The decision of the Institute regarding the

assignment of its students for training at different organizations (site organization) will be final. Under special circumstances the Institute will have the authority to withdraw a trainee from some particular site organization even during the course of training, and assign him/her to another site organization.

- 9.1.3 The students should maintain their daily activity records for the entire period in their log book and get it countersigned by the guide/mentor, wherever applicable.
- 9.1.4 Any irregularity in attendance/punctuality etc. during Industrial Training or Internship may adversely affect the evaluation.
- 9.1.5 For any short leave during training, prior sanction may be taken from the concerned site organization, as per their applicable rules. Long periods of leave will not be permitted during training.
- 9.1.6 Students will have to exhibit high moral character in the place where he/she is deputed for training any violation of the discipline of the site organization may lead to disciplinary action including expulsion. Any abrupt and unscheduled exit by a student from the training without an explicit permission by the Institute may result in cancellation of training.
- 9.1.7 The student should report back to the Institute immediately on completion of industrial training or internship.
- 9.1.8 The evaluation of industrial training or internship will normally be based on certification by the designated person in the site organization, project report, presentation and viva/voce as

the case may be. The student should collect his/her training certificate from the site organization of his/her training and submit a copy of the same to the Institute.

- 9.1.9 The institute will not be responsible for either the provision of or non receipt of stipends, or any remuneration, and such matters will subject to the sole discretion of the site organization.

9.2 FINAL PLACEMENT

- 9.2.1 On passing out at the end of a relevant course at the Institute, students of IHM, Bodhgaya will receive assistance/guidance from the Institute, according the student's choice, broadly in one of the following future occupation areas:

- (a) Taking up a job in an organization
- (b) Higher education, e.g. for pursuing higher degree after completing a course from the Institute.
- (c) As a prospective entrepreneur.

- 9.2.2 IHM, Bodhgaya will facilitate job placement of its students of relevant courses who have registered themselves for that purpose, by providing a placement opportunity. However providing job is not guaranteed and the sole responsibility will be of the students concerned.

- 9.2.3 To be eligible for the placement assistance in the final semester.

- ❖ A student has to clear
 - (a) All subjects including backlogs till the preceding semester, as applicable, and obtain requisite grade score as regulated by the concerned examination authority,

and

- (b) The evaluation in respect of complemented studies (value added programmes).

- ❖ A student has to pay all fees due to the Institute till the time of placement assistance.
- ❖ A student must not have been debarred due to the any reason whatsoever for the placement assistance.

- 9.2.4 Once placement is obtained, no subsequent interview opportunity to a student will be offered by the Institute.

IDENTITY CARD

- 10.1 Each student of IHM, Bodhgaya campus will be issued an identity card on admission to the college. For this, they will be required to provide relevant data including their blood group and submit requisite number of colour photographs. Students' are advised to check up the correctness of all details as soon as the identity card is issued and bring it to the notice of the issuing authority in case of any discrepancy. The Institute will relay on the data submitted by the student and will not be responsible in any manner for incorrect data furnished by the letter.

- 10.2 An identity card is valid only if it contains the student's name, registration number, duration of course, blood group, expiry date, a recent photograph of the students and is duly stamped/signed by an authorized signatory of IHM, Bodhgaya campus.

- 10.3 An identity card is valid only at the campus where it is issued. Student must wear identity

cards when in the campus/student transport etc. and may be asked to produce it on demand by any official authorized by the Institute. Normally student will be required to produce the identity card for entry to IHM, Bodhgaya campus premises, and issue of equipment/books and any other material for any other purpose as specified by the concerned authority at campus.

- 10.4 In case of loss of identity a duplicate identity card will be issued on a written request (along with a copy of diary to concerned police station) subject to the approval of the appropriate authority and on payment of duplicate document charge of Rs.100/-.
- 10.5 Students should hand over their identity cards on completion of the respective course.

UNIFORM AND DRESS-CODE

- 11.1 The Institute has the discretion to introduce uniform for the students of some or all of its courses in campus. Wherever introduced, uniform must be worn on all days, including Fridays and Saturdays.
- 11.2 Wherever necessary separate and/or special purpose uniform may be introduced for sessions of different kinds, e.g. practical sessions pertaining to a particular profession.
- 11.3 Wherever such uniforms are introduced, all student of the concerned course must mandatorily wear the same in the campus as well as when formal visit to an outside location.
- 11.4 In order to maintain uniformity, students may be required to produce the uniform at his/her cost

from designated suppliers directly, or wherever possible, through the facilitation of the Institute.

- 11.5 On special occasions like fest, cultural function etc. students may be specifically exempted from wearing uniform/formal dress.
- 11.6 Under all circumstances students must follow a dress code which is in keeping with the environment of an academic institution.

In case of any difference of the views in this regard, the decision of the Head of the campus will be final.

SAFETY & SECURITY

- 12.1 Security and/or administrative officials at IHM, Bodhgaya campus will have the authority to take appropriate measures and action in order to ensure security and safety of people property and data. Observance of directions and guidance of security officials/other officials of the Institute will be mandatory in the general interest of all.
- 12.2 Directions and guidance in the matter of security and safety may extend to movement and parking of vehicles, placing of bags and others belongings, frisking, searching of belongings, use of equipment, electricity, burners etc. Entry as well as presence within the campus after working hours and on weekends/holidays may be subjected to addition strictness like prior approval in writing etc.
- 12.3 The Institute would generally be appreciative of its students taking a supportive role in maintaining safety and security in the campus.

Students will be required to get familiarized with exact locations of fire exits of different buildings, use of fire extinguishers, “do’s” and “don’t” in case of a fire/earthquake etc.

- 12.4 Students will be expected to conduct themselves in such a manner that their actions do not in any way pose a threat to the security and safety of themselves/others or to any property, data etc.

TOUR, STAY & GENERAL RULES

- 13.1 For local/outstation tours or tours abroad in connection with any training/project/internship of the student, all expenses (viz. Travel, local conveyance, food, lodging etc.) will be borne by the student, except in those cases where the Institute might have specifically undertaken to bear some part of an expense.
- 13.2 Arrangements for such travel/stay will also be the responsibility of the student himself/herself. The Institute might only provide the usual support or guidance wherever possible.
- 14.1 In order to uphold and project the right image of themselves and their Institute, students of IHM, Bodhgaya must abide by a strict code of discipline and decorum both within the campus and outside.
- 14.2 The rules pertaining to student discipline and decorum thus extend beyond the campus e.g. wherever applicable to, students in hostels/student's in bus/trans- port, site of industrial training and may even extend to public place in so far as the conduct of the student in such a place may have an effect on general image of her/his Institute and of its

students.

During industrial training at the premises of another organization all administrative/disciplinary rules of such site organization will be automatically binding on the student during the period of his/her training.

- 14.3 Any act of violating the academic or administrative discipline of the college is a serious offence. Use of mobile phones/mp3 players/camera etc. in the class or other sessions, laboratory, library etc is strictly prohibited. The entire campus is a NO SMOKING ZONE.
- 14.4 None wearing of uniform, wherever applicable, or violation of dress-code will be considered an act of indiscipline which may preclude a student from being allowed entry to campus/class etc.
- 14.5 Any act of misbehaviour, misconduct, unfair means etc. on the part of a student will be construed as serious violation of the discipline of the Institute.
- The term misbehaviour includes that with any other student, member of staff, agency personnel and visitors of any third party including the people at the site organization for industrial training.
- 14.6 Taking recourse to unfair means during examination/assessment etc. may invite disciplinary measure over and above what may be prescribed by the concerned university/affiliated body.
- 14.7 The “principal & designated staff members at IHM, Bodhgaya campus will have the authority

to investigate into all matters concerning student's indiscipline and recommend appropriate action. The Principal of the college is the disciplinary authority. The decision of the disciplinary authority is binding upon all students.

14.8 Punishment on account of any act of behaviour tantamount may include anyone or more of the following and may also be in the form of other punishment as been appropriated by the competent disciplinary authority.

- ❖ Debarring from the representation in events.
- ❖ Suspension from classes of the campus for a limited period.
- ❖ Suspension from hostel for limited period.
- ❖ Suspension from availing of certain services for a limited period.
- ❖ Imposition of fine.
- ❖ Obtaining a public apology.
- ❖ Withholding of results.
- ❖ Expulsion from hostel.
- ❖ Expulsion from the Institute.

RAGGING

"Ragging is an disorderly conduct, whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activity, which causes or is likely to annoyance, hardship or physiological harm or to raise fear or apprehension there in a fresher or in a junior student or asking the students to do any act or perform something witch such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or

embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student" {supreme court write petition (civil)no.656 of 1998}.

Punishable ingredients of ragging:

- ❖ Abetment/instigation to ragging.
- ❖ Criminal conspiracy to rag.
- ❖ Unlawful assembly and rioting while ragging.
- ❖ Public nuance created during ragging.
- ❖ Violation of decency and morals through ragging.
- ❖ Injury to body, causing hurt/mental trauma or grievous hurt.
- ❖ Wrongful restraint.
- ❖ Wrongful confinement.
- ❖ Use of criminal force.
- ❖ Assault as well as sexual offences or on natural offences.
- ❖ Extortion.
- ❖ Criminal trespass.
- ❖ Offence against property.
- ❖ Criminal intimidation.
- ❖ Attempt to commit any or all of the above mentioned offences against the victim.
- ❖ Physical or physiological humiliation.
- ❖ Any act/abuse by spoken words, email, snail mails blogs, Whatsapp messages, public insults etc.
- ❖ Any act that prevent, disrupts or disturbs the regular academic activity of a student.

- ❖ All other offences following from the definition of “ragging”.

15.2 Ragging is banned in IHM, Bodhgaya campus, and its hostels/transports, whenever such facilities are available. Any one resorting to or indulging in ragging in the past will be liable to be punished appropriately. (In case an applicant for admission is found to have indulged ragging in the past or if it is noticed later that he/she has indulged ragging, admission may be refused or cancelled).

15.3 PUNISHMENT AGAINST RAGGING

Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the institute shall be liable for the punishment. Depending upon the nature and gravity of the offence as established by anti-ragging committee of the institute, the possible punishments for those found guilty of ragging at the institute shall be any one or any combination of the following:

- ❖ Suspension from attending classes and academic privileges.
- ❖ Withholding/withdrawing certificates, stipends and other benefits.
- ❖ Forfeiting placement opportunities /recommendation.
- ❖ Debarring from appearing in any test/examination or other evaluation process.
- ❖ Withholding of results.
- ❖ Debarring from representing the institute in any regional, national or international meet, tournament, youth festival etc.

- ❖ Suspension/expulsion from the hostel
- ❖ Cancellation of admission
- ❖ Rustication from the institute for a limited period of time.
- ❖ Expulsion from the institute and consequent debarring from admission to any other institute for a specific period (**BLACK LISTED**).
- ❖ Imposition of a monetary fine.
- ❖ Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institute may resort collective punishment as a deterrent to ensure community pressure on the potential raggers.

In respect of every single incident of ragging the institute has also been given the responsibility and authority to file a first information report (F.I.R) with the local police authorities by the order of the supreme court of India. The possible punishment includes rigorous imprisonment.

- 15.4 In line with the above, in matters of ragging the Institute or coming to its notice otherwise, the Institute may report the same to the Police/any other authority as required under the provisions of law or as felt necessary by the Institute, without any reference to students concerned and/or their parents/guardians.
- 15.5 Every student will be required to give a specific undertaking as provided for at the end of this handbook, as regards ragging and to follow the same in latter and spirit.

LIBRARY RULES & REGULATIONS

The Students library in SIHM campus does have

its specific rules and regulations, which will be binding on all.

- 16.1 The library would operate according to its opening and closing hours and on off day & holidays, if required.
- 16.2 In addition to the student identity card, a separate library membership card may have to be procured and produced for access to library and its facilities.
- 16.3 Personal belongings will not be allowed be taken inside the library and must be deposited at the designated library property counter.
- 16.4 In case of delay or default in returning borrowed items from the library, access further services may be denied till such time the prescribed compensation or fine paid.
- 16.5 Marking, defacing etc. of any book or other material are strictly forbidden. Any damage to library property in this manner or otherwise may invite denial of services and or imposition of fines. As a general rule, in case of loss of a book/other material, a student will at the minimum be required to either replace the item or pay its current market price.
- 16.6 Under no circumstances, eatables or drinks may be taken inside the library, including chewing gums.
- 16.7 Mobile phones should be either switched off or kept in silent mode inside the Library Hall. Calls, messages photography, use of social media cannot be made or received when inside the library.
- 16.8 Wherever online access facility is available, a

student must use his/her own LOGIN ID only and will be responsible for the use of one's own password.

- 16.9 Silence and discipline must be maintained at all time anywhere in the library.
 - 16.1.1 In case of lost book/library card it should be reported immediately in writing to the librarian.
 - 16.1.2 When books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the librarian before leaving the counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
 - 16.1.3 Strict discipline must be maintained in the library. Indiscipline may lead to disciplinary action and the library privileges may be withdrawn.
 - 16.1.4 One book will be issued against one Reader' Ticket for specific number of days only.
 - 16.1.5 Reference material should not be taken outside the library.
 - 16.1.6 Book for overnight reading will be issued at specific time as decided by the librarian and the same must be returned before 11.00 A.M next day.
 - 16.1.7 Newspapers and periodicals are issued against library cards for reading in the library. Journals will be issued for current reading in the library only.
 - 16.1.8 The college leaving certificate or transfer certificate will be issued to student only after he/she has returned all the library books and

cleared all library dues.

16.1.9 In case a reader loses a book he/she should replace the book. In case the book cannot be replaced, the current price of the book will be paid by the borrower.

16.2.1 Outsiders are not allowed to use the library.

16.2.2 The fine charged will be as follows:-

(a) First week after the due date Rs.10/- per day.

(b) For second week after the due date Rs.20/- per day.

NOTE:- Violation of these rules will call for punitive action against the erring student.

COMPUTER LAB RULES

17.1 The computer centre would operate according to its opening and closing hours and on off days/holidays, if required.

17.2 A valid identity card may have to be produced for access to computer centre and its facilities.

17.3 Personal belongings will not be allowed to be taken inside the computer centre and must be deposited at the designated baggage counter. Students may be required to take off shoes for entering the computer centre.

17.4 All care must be taken and prescribed disciplines followed so as to keep the computers free from virus attacks.

17.5 No floppy disk/CD/DVD/pen drive/detachable hard disk etc. may be brought in or used without explicit permission from the computer centre authorities.

17.6 Any restrictions on website access as may be

prescribed by the computer centre authorities will need to be followed strictly. It is strictly prohibited to load/use/communicate any kind of objectionable matter or send any hate mail/spam/threat mail etc.

17.7 Under no circumstances, eatables or drinks may be taken inside the computer centre including chewing gums.

17.8 Mobile phones should be either in switched off mode or kept in silent mode inside the computer centre. Calls, messages, photography, use of social media cannot be made or received when inside the computer centre.

HOSTEL RULES

Hostel facilities will be governed by the rules and regulations as given bellow.

18.1 Unless otherwise provided for, hostel seats will be allotted on "first come first serve basis".

18.2 In the matter of allotment of rooms/seats, the decision of the hostel authorities need to be followed. No change of rooms/seats or shifting of furniture/other items should be made without prior consent of the hostel authority.

18.3 hostel and food charges are to be paid according to the respective payment schedule and modes.

18.4 All boarders will be required to follow the rules of the respective hostels with regards to entry/exit timings.

RECORDING OF ENTRY/EXIT

Obtaining of prior permission from appropriate authorities for staying out/ leaving the hostel, etc

for which the hostel authorities may insist upon a letter from the parent/ guardian etc.

- 18.5 Smoking / chewing of tobacco & pan- masala / consumption of alcohol or any other intoxicants are strictly forbidden anywhere inside the hostel.
- 18.6 The general academic atmosphere in student's hostel must be maintained; especially in recognition of the fact that the students of different courses may have different examination schedules.
- 18.7 Personal stereo (i.e. iPod etc) with earphone/ headphone may be used by a student without disturbing others in the hostel/room.
- 18.8 Damage to hostel property in whatever form will need to be compensated for by the students as per the decision of the hostel authorities.
- 18.9 Water, electricity and any other facility provided at the hostel should be used with care and without waste.
- 18.10 Maintaining general cleanliness of a student's room will be the responsibility of the students himself/ herself.
- 18.11 Visitors may be allowed to meet a boarder only during designated hours and in the designated visitors place in the hotel. Under no circumstances visitors must be taken into or allowed to enter the student's room.
- 18.12 Students may not be allowed inside the hostel premises during their class hours, excluding lunch break, unless they have obtained prior permission from the warden.
- 18.13 Day scholars are not allowed to stay back in hostel premises overnight without prior

permission in writing from the designated hostel authority.

- 18.14 Under no circumstances will boys be allowed into the girl's hostel and vice versa.
- 18.15 Ragging in whatever form is banned in hostel (vide item 15).

CANTEEN CAFETERIA RULES

- 19.1 Whenever canteen/cafeteria facilities are available to student, utilization of such services will be subject to the rules prescribed by the concerned authority. All students will require abiding by such rules in letter and spirit. Maintenance of disciplining and a proper ambience in the canteen /cafeteria will be part of general campus discipline.

TRANSPORTATION RULES

- 20.1 Whenever applicable, bus or any other transportation service arranged by the Institute for its students will be subject to the rules prescribed by the concerned authority. All students must abide by such rules including payment of charges for the service(if any), wearing of identity cards/ special identification cards, maintenance of timing and discipline, any special care to be taken for safety of self and others, etc.
- 20.2 Some time transportation service may or may not be available, provision of the service may be based on feasibility and other considerations and its introduction, continuance and discontinuance will be at the sole discretion of the Institute. Also, if deemed necessary, the service may be available only for certain section

of students; it may be temporarily or permanently withdrawn at short notice etc.

PROTECTION OF PROPERTY

Every student should be careful about all the properties they are using or handling in any manner while they are in campus/ hostel/ transport etc. Such properties may be personal to themselves or other students or may be Institute's property or properties of third parties like hiring agency.

21.1 STUDENT PROPERTY

Every student must take care of their own property. It is generally advisable to the students that no student should bring in valuable items to the campus/ hostel beyond what is required in connection with their courses.

Under no circumstances shall the Institute bear any responsibility for loss or damage of personal items.

21.2 VALUE ADDED ACCESSORY ITEMS

A value added accessory like Laptop, Desktop, Projectors etc may be handed over to the student for his/her use. The terms and conditions of this arrangement entrusts the student, inter alia, with the following responsibilities.

- ❖ The student will take all necessary care of the items and arrange as well as pay for all its maintenance besides and beyond the warranty terms and period.
- ❖ The student will ensure safe-keeping of the item and in case of any loss, will, at minimum be required to either replace the item or pay its current market price.

- ❖ At all points of time, the student will own the complete responsibility of the use of the items/its accessories/any other associated software and facilities etc. It has to be clearly understood that the Institute has provided the item to him/her purely for the purpose of his/her studies as assigned by the Institute and any other illegal or otherwise objectionable use of the item may attract appropriate disciplinary and/or legal action without making the Institute liable in any manner. The student, to whom a particular item has been provided under such arrangement, will keep the Institute inform in this regard at all points of time.

21.3 OTHER INSTITUTE PROPERTY

Other Institute property may constitute of building, furniture & fixtures, vehicles, books & journals, stationary and other items, equipment, etc. wherever any such item is made available for students, these are for their bona fide use only with the clear understanding that students will be responsible to exercise care and caution and protect such property from damage as may be caused by misuse, carelessness or mishandling by student(s), will need to be compensated for by the letter as per the decision of the competent authority.

21.4 THIRD PARTY PROPERTY

All third party properties are to be handled with similar care as in 21.3 above. In addition to the compensation determined by the Institute authorities, the student will be liable to settle the claims of any loss, damage etc.

HOLIDAYS

22.1 Holidays will be governed as per the campus list of holidays, normally announced as the beginning of a calendar year, and any modifications that may be announced from time to time.

GENERAL

23.1 RIGHT TO FRAME AND CHANGE RULES

23.1.1 IHM, Bodhgaya campus reserve the right to frame rules for its students and change any or all rules laid down for its students on this handbook and elsewhere, e.g. in the delivery of academic, value added or lifestyle management programmes, conducting internal evaluation/end-semester/examination etc. And operations of library, computer centre, hostels, cafeteria, transportation etc. to which reference, is made in this handbook. Such rules/changed rules apply automatically to all students of IHM, Bodhgaya campus availing of the respective services.

23.1.2 For any issue not specified in the handbook, the Institute authorities will have the right to frame and follow the respective rules and regulations and will be within their rights to take decisions on the merits of specific case(s) and such decisions will be binding upon the student(s).

23.1.3 On any change being made in an existing rule, normally the students will be informed through a notice displayed in the notice board. The corresponding earlier rules will automatically be replaced by the new rules and the later will come into effect for all students from the respective dates of effect.

DECLARATION BY THE STUDENT

IHM, BODHGAYA CAMPUS

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This is to confirm that I have received and read the IHM, BODHGAYA CAMPUS: Student Handbook: Version: 1.A.16 and fully understood it.

I shall strictly abide by the rules and regulations as contained therein along with amendments; if any, as may be made from time to time.

I hereby declare that I will make available, my copy of this handbook, to my parents/guardian also.

Date:

Place:

Signature

Name of the Student:

Registration No.:

College:

Course:

Postal address of the student:

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Mobile No. of the Student:

Email Address of the Student:

Name of the parent/Local Guardian:

Relationship with the Student:

Postal Address of the Guardian:

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Mobile No. of the Guardian:

Email Address of the Guardian:

Undertaking from the student as per the provisions of anti-ragging Verdict by the Honorable Supreme court of India.

I, Mr/Ms:

Registration No.:

Course/Programme:

College:

A student of Institute of Hotel Management, BODHGAYA campus do hereby undertake on this Day of (Month) (Year) as follows with respect to the above subject and with reference to the Institute, as contained in IHM, Bodhgaya Campus STUDENT HANDBOOK: VERSION: 1.A.16.

1. That I have read and understood the Institute regulations on curbing the menace of ragging, as per the directives of the Honourable Supreme Court of India (vide its dated) on anti-ragging and the measures proposed to be taken in the above reference.
2. That I understand the meaning of ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
3. That I have not been found or charged for any involvement in any kind ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute of the above statement is found to be untrue or the facts are concealed, at any stage in future.

4. That I shall not resort to ragging in any format at any place and shall abide by the rules/law prescribed by the courts, Government of India and the Institute authorities for the purpose from time to time.

Date:

Place:

Signature

I hereby fully endorse the undertaking made by my child/ward. Signature of Mother/Father or Guardian:

Witness :

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