



HOSTEL RULES (BOYS & GIRLS)

1. Introduction

The hostels of IHM Shimla are our “**Home away from Home,**” built in a peaceful and clean environment conducive to study, discipline, and healthy living. Hostel life aims at developing a sense of responsibility, cooperation and mutual respect among students. All residents are expected to uphold the reputation of the Institute both inside and outside the campus.

2. Code of Conduct & Discipline

The following Rules will be followed by all students residing in the Hostels of the Institute. Any violation of these Rules will make students liable for disciplinary action including expulsion from the hostel.

- i. RAGGING in the hostel is strictly prohibited as per Rules & Regulations established by University Grants Commission (UGC). Any student reported to have indulged in any sort of ragging even in the name of introduction will be expelled from the hostel besides other disciplinary action (including FIR) and such student (students) shall have no right for refund of any dues. The student can report any matter of ragging to Wardens, Institute’s Administration or to any members of Anti – Ragging Committee, the detail of which has been displayed on the Hostel Students’ Notice Board.
- ii. A student must remember that the hostel is the home of the students on the campus, they should behave in the campus as well as outside in such a manner as to bring credit to them and to the Institute, should not commit any act which may blemish the name of the Institute and shall maintain discipline & peaceful atmosphere in the hostel.
- iii. A student must not misbehave or be disrespectful towards Wardens, Security Staff in the hostel or any employee of the Institute. They must maintain harmonious relations with them. The dealing of students must be courteous.



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- iv. A student must not be teasing or otherwise harassing other students and/or use of violence, pass hurtful remarks against others irrespective of religion, gender, caste, etc. instigating others to commit acts of indiscipline.
- v. Student is not permitted to graffiti (write) draw or paste on walls, stick posters and distribute any unauthorized handbills or notices.
- vi. Students must not arrange any religious activity or any function without prior consent of the Wardens.
- vii. Students by virtue of their numerical strength are sometimes involved in cases of physical violence or nuisance at public places outside/inside the college campus. In all such cases, the Institute is not legally bound to defend any student. If the necessity arises, the Institute authorities may inform the guardian/parents of the student involved in such incidents. Parents are especially requested to guide their wards so that they don't indulge in any such incidents.
- viii. A student should not disturb or be a nuisance to the others residing in the hostel in any manner.
- ix. A student should be decently dressed while in the Hostel or roaming around the campus of the Institute.
- x. All students will carry their college ID card all the time and produce the same whenever demanded by the authorities.
- xi. All students must switch off all the electrical appliances and close all taps while going out of their rooms. Students are not allowed to use heaters, blowers etc. in their rooms. In case anyone found using the same, it will be confiscated and suitable fine will be imposed. Cooking in any part of the hostel is not allowed except Tea, Coffee and Maggie only.
- xii. A student should use water and electricity judiciously.
- xiii. A student is strictly informed not to tamper with electrical & sanitary installations. The cost of repair to any damage done will be realized from the concerned student/ students.
- xiv. Students will be personally and collectively responsible for any loss or damage to the hostel furniture or other fittings in the room and other places in the hostel. Students must handle hostel equipment carefully and not abuse or tamper with them.
- xv. Damage to any property of hostel will result into a fine up to Rs. 2000/- (Rupees Two Thousand) or the actual cost of damage whichever is less.



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- xvi. Consumption of alcohol, use of tobacco (in any form) and use of illegal drugs (any intoxicating substance) are strictly prohibited in and around the hostel and on the Institute's campus. Students would not be allowed to enter the hostel if they have consumed alcohol or any other intoxicating material from outside the campus. Students found indulging in consumption of alcohol, drugs, smoking & gambling in hostel shall be punished with a fine up to Rs. 5000/- (Rupees Five Thousand) or expulsion from hostel or both.
- xvii. Students found with weapons (any kind) in their possession in the hostel other than those used for their prescribed training will be asked to vacate the hostel immediately and no fee will be refunded.
- xviii. A Television is placed in the Recreation Hall of the Institute for the students. Watching hours are restricted between 5:30 PM to 8:30 PM only. However, on Saturdays/Sundays/Gazetted Holidays, students can watch TV during day also. Watching television is not allowed during class tests and semester ending examinations.
- xix. Students will not bring food from Mess to hostel except only in the case when student is sick and cannot come to Mess. In this case, their roommate can bring food to hostel after taking permission from Wardens in writing. Format for the same is available with the Security Personnel in the hostel.
- xx. No one should use the belongings of other students without their consent.
- xxi. Student is responsible to maintain 75% attendance in classes.
- xxii. The hostel would remain closed from 09:00 AM to 04:00 PM during the working days of Institute. No student will stay back in the hostel during these hours. If student is sick and cannot attend class, then permission would be granted only by the Wardens between 08:00 am to 08:20 am only. In case student is not feeling well in the class or after 09:00 AM and student wants to rest in the hostel then student will have to take permission from class teacher/Academic In-charge in writing. Only then hostel gate will be opened. However, the student would have to produce prescription slip of doctor for the same to the Warden at the earliest. Sick student can go for check-up at Primary Health Centre (PHC) and Private Clinic in Kufri or any hospital. The prescription slip would be shared with their parents.
- xxiii. Students are required to have their own plates, glasses, cutlery etc. for meals. They are strictly informed not to leave their utensils/



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- belongings etc. in Mess Dining Hall/ Recreation Hall or anywhere else outside the hostel. If found, the same may be treated as unclaimed and would be discarded due to safety reasons. The Institute will not be held responsible for the same.
- xxiv. Hostel will be opened during lunch time only between 01:00 PM to 02:00 PM. After that, students will go back for their classes.
- xxv. After 10:00 PM, students are strictly informed to be in their allotted rooms. Nighttime will be observed from 10:00 PM to 05:00 AM. During this time, all students must be silent and to be in their respective rooms.
- xxvi. Playing loud Music System, loudspeaker, musical instruments etc. is forbidden in the room or anywhere in the hostel. If anyone wants to celebrate his/her birthday/ any occasion etc., they need to take permission from Wardens in writing. Timing & duration of celebration would be fixed by Wardens keeping in view clause XXV above. If anyone found playing music loudly without permission, then their music system/ instrument etc. will be confiscated and will not be returned.
- xxvii. Complaints or grievances should be given in writing to the Hostel Wardens.
- xxviii. The Wardens or any member/ members of Institute's staff nominated by the Principal of the Institute can inspect the room of any student at any time without giving prior notice to the students.
- xxix. All the rooms of the hostel are equipped with latest technology of Variable Refrigerant Volumes (VRVs) / Heating Systems to be used in winters/ cold weather only. Students are informed not to try to connect these VRVs through their phones as this will cause malfunctioning in the software of these systems causing complete shut-down. The student / students responsible for the same would be fined accordingly.
- xxx. Student must maintain high standard of decorum in the premises.
- xxxi. Male student is not allowed inside the girl hostel, and female student is not allowed inside boy's hostel.
- xxxii. Students are not permitted to keep any inflammable material, firearms or any other objectionable material in their room.
- xxxiii. No student should see the principal for ordinary matters. Hostel Wardens are the right persons for such matters.



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- xxxiv. Change of address of parents/ guardians of student should be notified immediately to the Wardens.
- xxxv. The hostel can be got vacated at any time by the Principal of the Institute without assigning any reason as per recommendation given by the Hostel Committee. The principal reserves the right to modify, alter or add to the rules at any time at his discretion. Notice in this regard will be published on the Institutes' website.
- xxxvi. Any meeting to be held in the hostel premises should have the prior approval of the Wardens. Students holding unauthorized meetings will be expelled from the hostel besides disciplinary action.
- xxxvii. Pets are not allowed in the hostel.
- xxxviii. Any assignments/ duties as assigned by the Hostel Warden must be completed as instructed.
- xxxix. The Principal reserves all the rights to reject and reserve the right of admission to the hostel.

3. Hostel Timings & Attendance

- Hostel gates remain closed **9:00 AM – 4:00 PM** on working days. Sick students may stay back only with written permission from Warden between 8:00 AM to 8:20 AM (In working hours if student not feeling well and want to rest in hostel then class teacher/Academic In-charge will give permission).
- **Roll call/attendance:**
 - Boys – 9:00 PM
 - Girls – 08:20 PM
- After roll call, no one can leave hostel premises.
- **Hostel gate timings:**
 - Boys' Hostel: Closes after attendance, opens at 5:00 AM.
 - Girls' Hostel: Closes after attendance, opens at 5:00 AM.
- **Last entry at Institute's Main Gate:**
 - Summers (Apr–Oct): 6:30 PM
 - Winters (Nov–Mar): 6:00 PM
- Silence hours: **10:00 PM – 5:30 AM.**



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4. Leave, Out-Pass & Vacations

- Out-pass required for **night-out/long leave**: issued by Wardens, with parent confirmation via WhatsApp/email/phone (from registered number).
- Day outings (back before evening) require only entry in gate register.
- Day outing in working days is not allowed.
- Students must fill details (name, room, phone, destination, guardian relation, time) in register before leaving.
- Unauthorized absence: Fine of ₹500 and parents informed.
- The Institute is **not responsible for mishaps** during outings or ODC (Outdoor Catering).

5. Rooms & Facilities

- Each hosteller will be provided: **bed, study chair, table, cupboard with lock facility**. Students must bring bedding, bucket, mug, and daily-use items.
- Students should stay in the room allotted to them by the Wardens concerned. Students are not permitted to change their room or sleep anywhere else other than in their own room.
- Furniture cannot be shifted/altered. Damage fine up to ₹2000 or actual repair cost.
- VRV/Heating systems, geysers, and sanitary fittings must not be tampered with.
- Students are personally responsible for fittings, furniture, and keys. Duplicate keys not allowed.
- Electrical appliances (heater/iron/immersion rod) are not allowed.
- A student once admitted in the hostel continues to be a hostel inmate throughout the Academic Session in force. **Hostel fee amount deposited by the student will not be refunded if the student decides to leave the hostel mid-session.**
- A student should check the fittings in his/her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the Wardens. Student shall be responsible for the fittings and shall ensure that they are in working condition at the time of allotment of room or when they leave the hostel.



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- Hostel premises are equipped with VRV Systems, CCTV cameras, Wi-fi connectivity, RO water purifier systems, Geysers etc.
- Washrooms & corridors are cleaned by the housekeeping staff of the Institute on daily basis.
- Cleaning of rooms should be done by student only.
- Dustbins are placed at each floor of the hostel for garbage disposal.
- Although the Institute never faces any water shortage / scarcity except in summer season, the students are advised to keep a bucket full of water and bottles of drinking water in their room.

6. Visitors

- **Boys' Hostel:** Father, brother, or male siblings may visit (with permission).
- **Girls' Hostel:** Mother, sister, or female siblings may visit (with permission).
- No parent/relative/friend may stay overnight.
- No day scholars or outsiders allowed in hostels; violation leads to expulsion/fine.
- In emergencies, opposite-gender entry allowed only with Warden/security escort.

7. Safety & Security

- Students are responsible for their belongings. Avoid keeping valuables.
- Lock rooms properly; do not hand keys to others.
- Outsiders and non-hostellers are prohibited in hostel/campus after hours.

8. Hygiene & Sanitation

- Students must maintain cleanliness of their rooms and surroundings.
- Garbage should be disposed in dustbins (not thrown outside windows).
- Unclean rooms: Fine up to ₹500.



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- Washing of clothes inside hostel not allowed (except undergarments). Laundry services must be used. (Fine up to ₹500).

9. Medical Cases

- All cases of illness, injury and accident must be reported to the Wardens immediately.
- If injury or illness is of serious nature, ambulance will be called.
- If ambulance service is late or about to come late, taxi will be arranged on student's cost.
- For the safety of ill student, security guard will accompany the student to the hospital.
- Parents of the student will be informed telephonically, through e-mail and through WhatsApp by the Wardens in this regard.
- Student found suffering from infectious disease shall be allowed to leave the hostel/ isolated in the hostel/ admitted to the hospital according to the nature of the disease.
- Taxi and hospitalization charges/medical bills will be borne by the student concerned.
- In case of prolong illness, injury or accident, the parents/ guardians shall be responsible to take care of the students and take them temporarily from the hostel. In case the parents/ guardians fail to take the responsibility of the student, the management will not be responsible for the wellbeing of the student.

10. Hostel Mess Timings

- The hostel mess will provide breakfast and dinner on working days and breakfast, lunch and dinner on Saturdays/ Sundays/ Gazetted holidays (as per approved menu) as per timing mentioned below: –

| Meal | Girls | Boys |
|-------------------|----------------------|--------------------|
| Morning Breakfast | 7:45 AM to 8:15 AM | 8:15 AM to 8:45 AM |
| Evening Snack | 6:00 PM to 6:20 PM | |
| Dinner | 07:45 PM to 08:15 PM | 8:15 PM to 8:45 PM |
| Weekend Lunch | 1:00 PM to 2:00 PM | |



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- Students are not allowed to go in Mess Kitchen Area either to collect food or to communicate any grievances regarding food with the kitchen staff.
- Meal will not be served after the above-mentioned fixed timings except in case of illness with prior consent of the Wardens.
- Students going for meals are required to wear proper/ appropriate/ acceptable clothes.
- The mess will remain closed during summer and winter vacations. Dates of closure will be informed by the Wardens.
- All complaints, which require immediate attention of Hostel Mess in-charge should be made in writing.
- Rules, timings are subject to change by Institute's authority.
- The students are expected to maintain proper decorum in the Dining Hall. Shouting and sitting on the Tables in the Mess Dining Hall is strictly prohibited.

11. Recreation & Sports

- **Television:**
 - Boys: 5:30–08:45 PM
 - Girls: 5:30–8:15 PM
 - No television during exams.
- **Badminton:**
 - Girls: 7:00–8:00 AM & 5:30–6:15 PM
 - Boys: 6:00–7:00 AM & 6:15–8:00 PM
- **Gym:**
 - Morning: 5:00–8:00 AM (different slots for boys/girls)
 - Evening: 5:30–8:30 PM (different slots for boys/girls)
 - Closed on Sundays.

12. Maintenance

- Electrical/plumbing/Maintenance issues must be reported to

Mr. Jaswinder Singh (Jassi)

Mr. Hari Singh



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13. General Provisions

- Pets are not allowed.
- Any duties/assignments given by Warden must be completed.
- The Principal/Hostel Committee may modify rules at any time.
- Violation of rules may result in fines, expulsion, or both. No fees refunded in case of expulsion.

14. Fines & Penalties

| Offence | Fine / Action |
|---|--|
| Loud Music | ₹100 + Music system withheld |
| Found in Hostel after 09:00 AM in working days | ₹100 |
| Found in Shorts or slippers in premises | ₹100 |
| Linens washed in hostel | ₹500 |
| Without Night Out Pass | ₹500 |
| Drugs / Intoxicated material | ₹5000 |
| Nuisance / Fight | ₹500 |
| Late comers from outing | ₹100 |
| Tampering with Institute's property | ₹2000 or actual cost |
| Room not cleaned | ₹500 |
| Found in other's room after 10 PM | ₹100 |
| Day scholar in your room | ₹500 |
| Cooking other than tea/coffee/Maggi (Only electrical kettle is allowed) | ₹500 |
| Bringing Mess food in Room | ₹500 |
| Found with unauthorized heater/iron/rod | ₹500 |
| Miscellaneous Fine | As per situation and Warden recommendation |



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NOTE

Students will be fined or expelled from the hostel by Institute authorities for not following the rules and regulations. In case the expulsion from the hostel, there would be no refund of hostel fee.

15. Contact Persons

| Name | Designation | Phone Numbers |
|-----------------------------|---|--|
| Mr. Manoj Rana | Boys' Hostel Warden (Officiating Lecturer) | ☎ 8261834026 ☎ 8261834026 ✉ ihmshimlahostel84@gmail.com |
| Mr. Sukhwinder Singh | Deputy Boys' Hostel Warden (in absence of Mr. Manoj Rana, Hostel Warden) (Upper Division Clerk) | ☎ 9816142755 ☎ 0177-2990526 ☎ 9816142755 ✉ ihmshimlahostel84@gmail.com |
| Ms. Pushpa Thakur | Girls' Hostel Warden (Upper Division Clerk) | ☎ 98160 64243 ☎ 0177-2990526 ☎ 98160 64243 ✉ ihmshimlahostel84@gmail.com |
| Ms. Akanksha Sharma | Girls' Hostel Warden (On Outsourced Basis) | ☎ 86280 92932 ☎ 86280 92932 ✉ ihmshimlahostel84@gmail.com |



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Higher Authorities

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|--|--|
| Dr. Mukul Dimri, Principal | ☎ 98160 41671 ☎ 0177-2735950, 2735901 ☎ 98160 41671 ✉ ihmkufri@yahoo.com |
| Sh. Deepak Parmar, Administrative – cum – Accounts Officer | ☎ 94180 78393 ☎ 0177-2735903 ☎ 94180 78393 ✉ ihmkufri@yahoo.com |