

Kind Attention: All students of IEDHM - Lucknow

The following rules are strictly adhered to when you are a part of IEDHM - LUCKNOW

1. Entry & Exit

- 1.1 Enter and exit the institute premises only through the prescribed gate only.
- 1.2 Each student will be provided with an identity card which he / she will have to wear while in the premises for security reasons.
- 1.3 The classes will commence from 9:00 a.m. Students are expected to be in their respective class rooms 10 minutes before the stipulated time. Any late coming will not be entertained.
- 1.4 Students having production/bakery practical classes should report 30 minutes earlier than the scheduled time with proper uniform, practical kit, completed journal etc.,
- 1.5 Students can leave the institute premises only during Tea & lunch break. Students are not allowed to leave the premises during working hours. If they have to do so, a written permission has to be obtained from the Class Teacher.

2. Uniform and Grooming

2.1 Grooming is an integral part of the hospitality industry. Students should always look well groomed.

2.1.1 Boys:

2.1.1.1 Hair cut short, clean shaven, nails trimmed, clean uniform and no jewelry will be a good practice. **No fancy haircut.**

2.1.1.2 Till the uniforms are delivered, students should wear full sleeved formal shirt, formal trouser, plain black formal shoes with lace, black socks, necktie, and black belt with non-designer simple buckle.

2.1.1.3 Anything worn should be neat and tidy. No trendy dresses are allowed inside the premises. Any deviation will be seriously dealt with.

2.1.2 Girls:

2.1.2.1 Girl students are expected to have their long hair neatly tied-up in a bun covered with net or plaited or pony tail. **No loose hair is permitted.**

2.1.1.2 Use of jewelry and strong scented perfume is not permitted. Use of nail polish is prohibited. Nails should be neatly trimmed.

2.1.1.3 Till the uniforms are made available, the girl students are required to wear formal western attire or formal churidar suit with duppatta, closed black shoes with one inch heel with black socks/stockings.

- 2.2 Best groomed student will be awarded certificates at the annual day function.
- 2.3 Students should attend classes in appropriate and clean uniform. They will not be allowed inside the classes otherwise.
- 2.4 Checking of grooming will be done at anytime, anywhere inside the college and any student found not properly groomed, will be asked to leave the college premises.
- 2.5 Students are expected to wear the prescribed uniforms as specified below for the practical sessions.
 - 2.5.1 Production/Bakery: Chef Coat & trousers, apron, chef cap, black shoes & socks, and required kitchen dusters, knives, and peeler.
 - 2.5.2 Restaurant practical:
 - Boys: Black Pant, sky blue full sleeve shirt, Waist coat, Black bow tie, black shoes & socks and waiter's kit.
 - Girls: Black Pant, sky blue full sleeve shirt, Waist coat, ribbon bow, black closed shoes, black stockings/socks, waiter's kit.
 - 2.5.3 Housekeeping: As per the faculty's instruction
 - 2.5.4 Front office practical:
 - Boys: Regular class room uniform with Blazer
 - Girls: Regular class room uniform with Blazer & Cravat
- 2.6 For class room sessions from Monday through Friday student should wear the regular prescribed classroom uniform.

3. Visitors/Phone calls

- 3.1 Visitors with valid reason may visit students only during the break time. Students are discouraged from having friends/relatives visiting them when they are in the class room.
- 3.2 Except for emergency, students are not allowed to receive any personal phone calls during the class hours. Should there be any need to make personal phone calls; student can do so only during the break time.
- 3.3 Students are advised to keep their mobile phones in **switch off/silent** mode while they are inside the institute premises. Students are strictly not allowed to use the mobile phones inside the premises even during break times. Any student found violating the rule, his/her mobile will be confiscated and will be returned only at the end of the semester. Faculty members and even administrative/office/security staff are authorized to confiscate.

4. Bringing personal belongings to the institute

- 4.1 Students are advised not to bring expensive articles or excess cash to the institute, for the loss of which the institute will not be held responsible.

5. Liability

- 5.1 Students are personally liable for any damage to their class rooms, public areas, and to their hostel rooms.
- 5.2 Damage done deliberately to institute or hostel property will be charged to the student responsible. If the individual student cannot be found then all students will have to pay the equal part of the cost and the cost of such damages should be paid immediately.

6. Behavior and Discipline

- 6.1 Student should understand that this is a hotel management institute and people from the industry and elsewhere will be visiting often. Hence, while in the premises, they are expected to maintain a perfect decorum.
- 6.2 On seeing someone in the corridor or any public place student should greet him/her according to the time of the day with a pleasant smile.
- 6.3 The faculty and the other staff members will monitor closely on the behavior and discipline of the students. Well behaved, well-disciplined student will be awarded during the annual function.
- 6.4 Student should restrict their noise level even when the faculty member is not in the class. Usage of foul language inside the institute will not be tolerated. Strict and stringent action will be taken against those who violate any rules.
- 6.5 Students are advised not to indulge in any activity like consuming intoxicants, chewing of gutkha, tobacco and smoking. Student found in an inebriated condition will be suspended with immediate effect, and the action may lead to termination from the institute.

7. Disturbing Activities

Students must adhere to the following strictly

- 7.1 mobile phones must be switched off or kept in silent mode while inside the institute premises
- 7.2 Keep your classroom clean by not throwing waste papers or other articles inside the classroom.
- 7.3 Use the dust bins to throw any waste material. Do not litter the institute premises.

8. Disobedience

- 8.1 Disobedience whether alone or in combination with other students to the rules of the institute or with any faculty/staff will be severely dealt with. The following are considered as disobedience:
 - 8.1.1 Causing disturbance to other students / teacher while the class is in progress.
 - 8.1.2 Wearing any badge, ribbon or token, or distributing handbills, pamphlets, or posters not supplied by the Management.
 - 8.1.3 Staging demonstration inside or outside the premises.

- 8.1.4 Any other which is considered as unfair or an act of disobedience in the opinion of the faculty, HOD, Principal, or any other authority of the institute.

9 Other cases of misconduct (liable to disciplinary action):

- 9.1 Engage in fights or use of filthy language with anyone within the institute/hostel.
 9.2 Indulging in inflammatory speeches instigating violence against anyone within the institute premises or hostel.
 9.3 Carrying anything which threatens the life and property of individual and the institute at large.
 9.4 Misusing or damaging or stealing institute's property.
 9.5 Coming to the institute or to the hostel in a inebriated condition

The authority of the institute might go to the extent of canceling one's candidature, if found guilty of the above mentioned misconducts.

10 Anti-discrimination policy

- 10.1 IEDHM - Lucknow respects and values everyone equally with diverse background and experience. Hence no one is allowed to discriminate against anyone on the pretext of caste, creed, gender, religion, age, ethnic origin, economic and social background. Such activities are considered punishable offence in the eyes of the institute.

11 Language for communication

- 11.1 As English is the universal language in the hospitality industry, the official language of communication inside the institute premises will be only English.
 11.2 Students are advised not to use their vernacular languages while they are at the institute.
 11.3 Student should try and converse in English even with their classmates. Only with regular practice of hearing and speaking one can master the language. This will be closely monitored by the faculty members.

12 Absenteeism from classes and tests

- 12.1 As this is a professional course and every class is of utmost importance, students are not expected to absent themselves from classroom sessions and practical classes. If they are to take leave, an intimation letter has to be sent to the class teacher, prior to taking leave, with proper reasons.
 12.2 A minimum attendance of 75% in each subject (both theory and practical) has to be maintained to sit for the final examinations, failing which student will not be allowed to take the examinations. The student may have to continue the semester again to compensate the loss of attendance by paying the fee yet again.

- 12.3 Any long absenteeism without any intimation to the institute will automatically make the student ineligible to continue the education. He/she may rejoin and continue the education in the same semester from the next intake only.

13 Tests & Examinations

- 13.1 Students' evaluation for award of degree comprises of continuous evaluation based on class tests, assignments & attendance, and the end semester examination conducted by the AKTU.
- 13.2 Regular class tests, after every unit, will be conducted to find out the progress of the students. Students are requested to take these tests seriously because these tests will help one to score better in the final examinations.
- 13.3 Students are advised to comply with submission of various assignments and projects, which will be given to them as part of their course. Failure to adhere will invite stringent disciplinary action.
- 13.4 In order to be eligible to appear for the examinations, the student is required to have a minimum attendance of 75%.
- 13.5 Students are required to settle all their dues well before the date of annual examination. The admit cards will be issued to students only on producing the no-due certificate from all departments.
- 13.6 All rules and regulations of the AKTU pertaining to the final examinations to be strictly followed. Any violation, the AKTU has the right to debar a student.
- 13.7 Mobile, pagers, electronic calculators or any other electronic gadgets are not allowed inside the exam hall.
- 13.8 The result of the final examinations will be declared by the AKTU. The institute is not responsible for any delay in the declaration of results from the AKTU.
- 13.9 Students should submit the examination form for both AKTU component subjects within the due date as per the calendar along with the prescribed examination fee.
- 13.10 Mere submission of examination fee/form does not confer any right on students to appear for the said exams unless otherwise they qualify for the same.
- 13.11 Students are advised to see AKTU websites regularly regarding the examination communications.

14 Action against mal practice found during internal examination

A candidate found involved in any mal practice or adopting unfair means during conduct of any IEDHM - LUCKNOW internal examinations shall be liable for the following disciplinary action as may be decided by the Examination committee of the campus.

Disciplinary Actions (DA)

1. Warning
2. Detention for 15 minutes
3. Cancellation of paper
4. Suspension from entire examination
5. Deduction of marks (10-15)(all parties involved)
6. Rustication from the institute
7. Cancellation of paper of all parties involved
8. Cancellation and repeat examinations

S.No	Nature of Malpractice	DA
1.	Possession of copying material	1
2.	Actual copying from the copying material	3
3.	Possession of another students answer paper	7
4.	Mutual or mass copying	8
5.	Smuggling out or smuggling in answer book as copying material	3
6.	Smuggling in of written answer book based on the question paper set at the examination	3
7.	Smuggling in of written answer book forging the signature of the invigilator on the answer book or supplement	4
8.	Attempt to forge the signature of the invigilator on the answer book or supplement	4
9.	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations	4
10	Using obscene language/violence/threat at the examination centre by a candidate at the invigilators/centre-in-charge or examiners	4
11	Impersonation at the examination	4
12	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the examination	3
13	Found having written on palms or on the body , or on the clothes, pencil box, scale while in the examination	3
14	Staring, talking to other student, copying from another examinee's paper	5
15	Physical assault on invigilator or any other official	6
16	All other malpractices not covered in the aforesaid categories, discretion of the Academic head of the institute.	---

These actions pertaining only to the IEDHM internal examinations, AKTU reserves the right to take any action if found guilty of malpractice during end semester/yearly examinations conducted by the AKTU.

15 Ragging

- 15.1 Ragging in any form inside or outside the institute or in the hostel is illegal and banned as per an act of Govt. of India. As ragging is a non bailable offense

Students are advised not to indulge in any form of ragging and if found guilty they will attract severe punishment, which may include registration of case against them with the police and immediate rustication from the institute.

16 Library

- 16.1 Each student will be provided with individual library card for taking books from the library.
- 16.2 A student cannot transfer the usage of library facilities granted to him/her to anyone else.
- 16.3 The student is responsible for the book taken on his/her library card.
- 16.4 Book will be issued for maximum of three days at a stretch on producing the library card.
- 16.5 If a student wishes to retain the book for further three days, he may do so by requesting the librarian to re-issue the same. But for this he/she will have to bring the book back to the library and get it re-issued.
- 16.6 In case of failure to return the book on the due date, a fine of Rs.10/- (Rupees ten only) per day will be levied on the student. If the book is not returned even after seven days after the due date a consolidated sum as fine, as decided by the management will be charged.
- 16.7 In case of library card being lost, student has to apply for the new card paying the prescribed fee. If the old card is being found later the same has to be deposited with the library immediately.
- 16.8 If a student loses a book He / She will have to pay the total cost of the book with a fine of 50% of the cost of the book or will have to replace with new one with a fine of 50% of the cost of the book. No books will be issued to the student till the issue is solved.
- 16.9 In case of any damage to the book, either by mutilating pages, or by writing on the pages of the book, the student will either pay the total cost of the book with a fine of 30% of the cost or will have to replace with new one with a fine of 30% of the cost of the book. No books will be issued to the student till the issue is solved.
- 16.10 Any student failing to return the book or pay the prescribed amount in lieu, the institute may take any other action as decided by the management time to time.
- 16.11 Issuing of the book will be stopped one week before the commencement of the examination. Books borrowed before the examination should be returned back to the library to facilitate the issue of admit card. No books will be issued during examination and during vacation.

17 Other rules of Library

- 17.1 Working hours of the library are from Monday through Friday from 9 a.m. to 5 p.m., or as specified by the Management with lunch break between 1 p.m. and 2 p.m.
- 17.2 Bags & baggage are prohibited inside the library.
- 17.3 Silence should be observed in the Library. In case of any such violation, the librarian is entitled to suspend a student from using the facilities of the library.

17.4 Food and beverage are not allowed in the library.

18 Research Project

- 18.1 During the commencement of the 7th semester, students are required select a Faculty guide/ Project coordinator (list of guide/coordinator will be put up on the notice board) and register the topic for the research project with the guide/ project coordinator.
- 18.2 Further guidelines on the research project can be obtained from Faculty guide/ Project coordinator
- 18.3 Maximum of two students can do a project on similar/same topic.
- 18.4 Project submission norms should be strictly adhered to by all students concerned.
- 18.5 Student has to present his/her research project by way of a power point presentation respective guide/coordinator in front of select audience.
- 18.6 A viva voce will also be conducted by an external examiner.

19 Training & Placement

- 19.1 During the Sixth/Seventh semester, student has to undergo training in a star hotel, is mandatory. The institute will help students in placing. However, if a student is willing to fix their own training, they can do so after obtaining permission.
- 19.2 The institute's training and placement coordinator will be the sole person responsible for arranging the Industrial training in an appropriate organization. His/her decision will be binding on the student. No request from the student or the guardian for change in organization will be entertained.
- 19.3 Once the institute assigns a hotel to a student, the student is expected to complete the training with the same hotel. No change of hotel would be entertained.
- 19.4 If a student discontinues from the training midway, IEDHM - LUCKNOW will not arrange for any alternate training.
- 19.5 100 percent attendance is expected from every student during training. Student should strictly abide by the rules and regulations of the hotel in which they are training.
- 19.6 Every student should compulsorily undergo minimum number of days as prescribed by AKTU norms to qualify for the III/IV semester examination as the case may be.
- 19.7 The institute will closely monitor training. Remember that you are the representative of the institute while training. Any irregularities will be seriously dealt with. Even a minor complaint from the Training or HR department may result in expulsion from the institute.
- 19.8 Student is expected to maintain a daily log book during the training period to enter his daily activities in the department he/she is training. The student should obtain the signature of the supervisor of the department after completing the log.
- 19.9 On successful completion of the training the student is required to submit a copy of the certificate, WTO sheets along with the completed log book to the institute's training coordinator.

- 19.10 Student is expected to submit a detailed report on his/her training in duplicate and present the same during the presentation and viva examination.
- 19.11 IEDHM - LUCKNOW will not entertain any training certificate other than that issued by the organization with which the training has been arranged. In such a case, the student training will be treated as cancelled. Production of false training certificate, if attempted, will lead to immediate expulsion of the student from the institute.
- 19.12 The institute will organize various placement orientation programs for the BHMCT, Seventh & the final semester students, targeted towards grooming the student for placement interview. Attendance in these programs is compulsory for all students.
- 19.13 All final year students will be subjected to a series of pre-campus assessments, on the basis of which they may be graded into categories to be allowed to participate for specific organizations for interviews. Decision of placement coordinator in this regard will be final.

20 Training report

- 20.1 A report in duplicate, along with a power point presentation CD, based on the Industrial Exposure training should be submitted to the concerned faculty on or before the date specified.
- 20.2 The student has to present the project to the committee of faculty members.
- 20.3 A viva voce will also be conducted based on the training by an external examiner.
- 20.4 The best student based on the project, presentation, and viva voce will be given a certificate of appreciation.

21 Hostel

- 21.1 Hostel accommodation is available for students strictly based on merit.
- 21.2 The institute will provide full boarding to the students staying in the hostel.
- 21.3 Once student is admitted to the hostel, he/she expected to stay for the full academic year. Students are discouraged to leave the hostel in between the academic year.
- 21.4 While staying in the hostel, student should strictly follow the rules and regulations laid by the Management. Please refer to the hostel rules provided to you at the time of admission.

22 Fee

- 22.1 The last dates for all kind of fee are given at the time of admission.
- 22.2 The students are advised to pay the prescribed fee as per the schedule. Failure to pay the fee within the stipulated time will attract fine. Note that there is last date without fine and last date with fine of Rs.20/- per day. Payment of fees after this last date will attract a fine of Rs.2000/-.

- 22.3 Concerned default students name will be struck off from the rolls and he/she will not be permitted to attend classes till the payment of fee made. This will ultimately result in shortage of attendance to appear for AKTU exams.
- 22.4 Nonpayment of fee would result in ineligibility to attend the examinations.

23 Alumni Association

The institute aims to develop a long lasting relationship between students and the industry at large. Alumni association will act as a medium for offering guidance, and career tips through our news letter.

All students are expected to maintain discipline and maintain decorum that will keep the dignity of the institution and their own self. The students of IEDHM are expected to be most sought after in the hospitality industry. If the management feels that anyone found causing any damage to the reputation, they will be dealt with severely.