

**Guidelines for proposed committees, clubs and  
cells w.e.f. commencement of new session 23-24  
(IQAC Initiative)**



**Uttaranchal Institute of Hospitality Management and Tourism,  
(UIHMT)**

**Affiliated to Sri Dev Suman Uttarakhand Govt. University, Approved**

**By UGC Ministry of HRD, Govt. of India**

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## **A Qualitative Assurance**

This document contains detailed Guidelines for the functioning of all major Cells, Committees and Clubs UIHMT.

**THE INSPIRATION TO FORM THESE COMMITTEES, CELLS AND CLUBS CAME FROM IQAC FORMATION, WHICH IS MANDATORY REQUIREMENT TO ESTABLISH QUALITY IN THE INSTITUTION AS PROPAGATED BY NAAC.**

**IQAC AT UIHMT DECIDED TO DIVIDE THE WHOLE INSTITUTE INTO SEGMENTS AND SUB SEGMENTS WHICH ARE TO BE CONTROLLED BY THESE CELLS, COMMITTEES AND CLUBS. THIS WAY ALL THE SEGMENTS AND SUB SEGMENTS WILL BECOME QUALITATIVE AND AS A MATTER OF FACT THE WHOLE INSTITUTION WILL REFLECT QUALITY WHICH IS THE ULTIMATE AIM.**

Meetings of the Committees and Clubs are held as per the requirements of the functions, events and activities. The meeting requires all of the committee members for quorum. Student representatives are co-opted whenever and where ever required.

IQAC at UIHMT is dedicated to NAAC for initialization of quality.

*S.d/-*

**Prof. Gurdev Singh  
IQAC Coordinator**

**IQAC IS THE THINK TANK OF UIHMT**

## THIS UIHMT - A QUALITATIVE ASSURANCE.

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## **Admissions Committee**

1. A specially constituted Admissions Guidance Cell to be functional from first week of June every year to guide students regarding availability and choice of suitable courses, as well as for clarification of doubts or queries regarding admissions and registrations.

### **2. Eligibility for Admission to the Undergraduate courses**

- i. All students having passed 10+2 at school are eligible for admission into UG courses.
- ii. Admissions and allocation of subjects will be made on the basis of merit taking into consideration the marks obtained by the candidate in the last eligibility examination and a personal interview. The college would abide by the rules and norms of the Sri Dev Suman Uttarakhand University.
- iii. All applicants for Honours courses must have secured a minimum percentage of marks in their 10+2 exams as informed by University.
- iv. Age limit of students will be as per norms of Sri Dev Suman Uttarakhand University.

### **3. Reserved Categories**

- i. Reservation policy of the Government of Uttarakhand will be followed. Seats are reserved for various categories that are specified in the University guidelines.
- ii. Besides SC, ST and OBC. Reserved category will also include sports.
- iii. If candidates of reserved category are not available till the last date of admission then the reserved seats will be made available to the candidates of the general category.
- iv. Catholic students must furnish a certificate from the Parish priest.
- v. Admissions open for Semester I of all UG.

### **4. How to Apply**

**Step 1:** To fill and submit an Online Admission form on the college portal and upload all required documents. At the end of the process the student will be able to generate a confirmation receipt.

**Step 2:** Submit generated receipt to the college office along with a registration fee.

**Step 3:** Check college notice board / website for merit based list of names of eligible applicants and counseling dates & timings.

**Step 4:** Meet the counsellors on the stipulated dates and timings in the college, to confirm admissions, accompanied by parent / guardian. Students need to appear for a personal interview with the Admission Head on the same day.

**Step 5:** Submit the fee online immediately after confirmation, to register as a student and to confirm admission.

**Step 6:** Attend regular classes.

## **5. Instructional Guidelines**

- Many of the courses having limited number of seats hence advising students to confirm their admissions as early as possible. A second list may be displayed, depending on the vacancies.
- Candidates who have been offered admission and do not register on or before the last date of fee payment will not be eligible for admission at a later date.

## **6. Documents to be uploaded with the form**

- A photocopy of the mark sheet of Class X and Class XII.
- Candidates seeking admission in reserved categories must attach photocopies of relevant documents.

## **7. Documents needed during Payment of Fees**

- Original Transfer Certificate
- Character Certificate

## **8. Documents required for registration and enrolment**

- Photocopy of Class XII mark sheet.
- Migration Certificate – original – for CBSE and out of state candidates.
- Adhaar Card

\* Admissions are made offline also. Students come directly and get registered for admissions to different courses. Admissions is made on the basis of merit and submission of all of above given documents.

## **Student Orientation Committee**

1. The committee shall organize such sessions with the objective to reduce anxieties of the new entrants and to familiarize them with various aspects of the institute.
2. To orient and welcome new students at the beginning of the academic year.
3. Familiarize students with the rules and policies of the institute.
4. To facilitate the incoming students to have an interaction with the staff.
5. To expose students to campus life, history and culture.
6. To draw their attention to some of the key facilities and amenities at the campus.
7. To give information about student clubs, organizations, events, and activities.
8. To give information about library and I Cards and about the use of the student handbook.
9. To expose students to the range of library services and other resources available in the college for them.
10. To receive a feedback on the support and promptness of services available right from applying for admission to their induction stage in the college.

## **Discipline Committee**

1. To realize the objective of achieving 'Freedom with Responsibility' and giving students an environment of comfort, safety, freedom and growth the Institution shall annually constitute a Discipline Committee to look after the student's welfare along with the institutional interest.
2. The committee to remain active throughout the year and shall function with student volunteers to ensure that the students maintain and propagate discipline at all levels.
3. Every student shall follow the College Code of Conduct
  - Every student ought to observe all the rules & regulations of the college.
  - Students should not loiter in the compound, basement or canteen during the class timings.
  - Students must comply with a minimum 75% attendance, CCE & project requirements.
  - Students should be decently dressed.
  - Students should enter the campus well before the commencement of classes.
  - Students should conduct themselves with decency, decorum and dignity.
  - No collection of cash or kind should be made in the college without the explicit permission of the Principal.
  - Smoking and chewing of tobacco is strictly prohibited.
  - All students are required to carry their Identity Cards
  - Use of mobile phones is strictly prohibited in the college building.
  - Students are prohibited from inviting outsiders into the college.
  - Students are required to keep the college premises neat & clean.
  - The students are required not to destroy damage or break any college property, furniture or fixture.
  - The students should not arrange any welcome parties, picnics, outings or other programmes outside the college in the name of the institution without the permission of the principal.
  - If any student does not observe these rules & regulations, serious action can be taken against the breach of conduct.

4. The discipline cases to be handled in immediately, as soon as matter is reported.
5. The concerned teachers shall take corrective measures in case of minor misconduct.
6. Letters of apology to be obtained from the students
7. Serious cases to be referred to the discipline committee and the committee to make necessary enquiries.
8. The students to be counseled and if necessary, their parents to be called. An undertaking to be received from the parents and the ward.
9. Warning letters, Suspension letters required to be issued whenever necessary.
10. The financial requirements of the Committee to be forwarded to the Principal by the Incharge as and when the need arises



## **Placement Cell of UIHMT**

1. The Placement Cell of the UIHMT shall the students in the placement in various areas or sectors of the Job market.
2. The cell shall perform all activities including liaison with Corporate and Companies. It shall identify companies hiring fresh graduates of the college and invite companies to the college for campus recruitments through phone calls and sending invitations along with the college profile by mail.
3. As per the requirements of each company, the student data to be shortlisted and send if asked for and a suitable date in consultation with the company to be finalized for pre-placement talks and campus procedure.
4. Recruiting companies to visit the college and need be give a detailed presentation to the students interested to attend the interview process and conduct the selection process as per their norms.
5. The Training and Placement cell and various other Faculty members shall only facilitate and provide guidance to the students but getting a Placement shall be the sole responsibility of the students. Under no circumstances, Training & Placement shall assure Placement to all the students who apply for the job.
6. The activities by the cell to be performed in conjunction with the respective department faculties like
  - Interaction with potential recruiters
  - Conducting recruitment survey(s)
  - Placement Presentation (s) of Companies if required
  - Organizing resume Writing/GD/Interviews skills development sessions
  - Guiding students for the preparation of resume
  - Coordinating all the activities related to Placement
  - Monitoring the progress of Placement activities at regular intervals
7. At the commencement of the session, the members of the student Placement committee to be selected. Then, amongst the volunteers the best three to be nominated as Placement coordinators and assigned major responsibilities being accountable to Head of Training and Placement.
8. The participation of entire batch in the Placement activities is not mandatory. The Verbal/Written offer received first is mandatory to be accepted i.e. once selected by a Company, the student would be considered as placed irrespective of the Company / Job profile or job location or salary offered.

9. The participating student(s) in Campus Drive shall be required to be present in the Institute in college uniform.
10. It is the student(s) responsibility to see the Placement notice and submit his/her resume or get himself / herself registered in the Placement Cell as specified in the notice. No resume will be accepted after the deadline date.
11. Students are expected to behave professionally. Any misconduct or misbehavior will be dealt with seriously and could lead to disqualification from all Placement related assistance from the Institute.

## **Library Committee**

1. The committee shall chalk out plans for the library in consultation with the principal or HODs and the library staff. The Library committee shall coordinate with the library staff for smooth library functioning.
2. The committee shall have an Incharge with 3-4 members as deemed by the Principal/ HOD. The incharge to allot duties to team members which may include, preparing book lists for various departments, library discipline, enriching library, physical arrangements in the library, managing e-resources etc.
3. The meetings of the committee to be held atleast once in every semester with a follow-up to be done by the incharge along with the librarian.
4. Any decision taken by the committee shall be duly approved by the principal and communicated to all staff members and students.
5. The financial requirements of the Committee to be forwarded to the Principal by the Incharge as and when the need arises.

## **Research Cell**

1. The Research Cell shall take up various independent project activities with potential donor/funding partners/ agencies.
2. The Research Cell will be helping and encouraging faculties to write and publish papers, articles etc.
3. The Cell will help the Departments to invite research papers and articles for their respective departmental journals.
4. To organize need based training programme with suitable resource persons.
5. The Cell shall provide research guidance to the research scholars of the college as well as from outside.
6. The Cell will check the eligibility (UGC 12th plan Guidelines (2012-2017)) of the research scholars applying for the UGC Minor/Major Projects.
7. The Cell would be communicating regarding various conferences and seminars to be held nationally and internationally.
8. Publication of the research work is promoted through the Cell.
9. Participants from other institutions are invited to attend training sessions in the college at nominal charges.
10. The members of the Cell appointed by the Registrar may meet regularly for the smooth functioning of the Cell (Minimum 3 meetings in a year is recommended).
11. Working hours of the Cell will be as per the instructions of the college Registrar.
12. The financial requirements of the Cell are forwarded to the management.

## Quiz Club

1. Formation of the College Quiz Club in the beginning of each academic session.
2. Assigning duties and responsibilities to team members with regard to framing questions.
3. Selection of student volunteers for the club for coordination and smooth conduction of quiz programs in the college.
4. Selection of student on the basis of their performances in the in house quiz competitions, as well as in the quiz at various Inter Collegiate and Inter University quiz competitions including Inter College Youth Festival Quiz
5. To organize Inter departmental and Intra departmental quiz competitions.
6. To organize National level quiz competitions.

## **Anti Ragging Cell**

1. The cell started in 2016-2017, henceforth, shall function to provide safety and maintain discipline with the objective to have a tension free campus, infusing the spirit of mutual respect for each other among the students
2. The cell shall create awareness and adopt preventive measures for Anti-Ragging through Code of conduct displayed in all the wings as well as in the planner, make provision of a Complaint Box to keep the anonymity along with the Helpline Number displayed in the campus
3. A Special Cell to be constituted with presence of i.e. Registrar
4. The cell shall receive complaints in writing and investigation to be undertaken immediately based on the complaint. The parents to be contacted and the version from both the parties to be noted. A two way process to be followed giving equal opportunity to both the parties. Redressal to be done by way of counseling, if matter can be resolved amicably but necessary action to be taken in matter of serious cases
5. To strictly adhere to the UGC framed regulations in order to prohibit, prevent and eliminate the scourge of ragging.
6. Inbound in process and outbound students will be watched and taken care of strictly.

## **Grievance and Redressal Cell**

1. The cell shall promote democratic environment to realize the primary needs of the staff and students and its resolutions for quantitative and qualitative development.
2. The cell shall receive grievances through
  - Open Forums
  - Meetings
  - One to one conversations, communication
  - Addressed to the Registrar
  - Addressed to the coordinators, Heads of the Departments, course coordinators
  - Addressed to the class counselors
  - Via Student Representatives
  - Written applications
  - Complaints Registers
3. The grievance to be handled by the respective committees (i.e. Anti –Ragging cell / Women cell/ Discipline committee) as per the nature of grievance.
4. All the students representative of the students council will remain the members of all committees, cells and clubs. In absence of absent students members captain and vice captains, boys and girls can represent the rest of the members of the student council