

Dear Student/Parent,

We have the pleasure to welcome you in the family of Institute of Hotel Management, Lucknow. IHM, Lucknow has just celebrated the Golden Jubilee, it was established as Food Craft Institute in 1969 and upgraded to Institute of Hotel Management by Government of U.P. in 1980 to become 5th IHM of the country and then it was taken over by Govt. of India in 1984 with a vision to promote hospitality education, development of human resources for Hotels, Restaurants, Airlines, Hospitals and several other allied areas.

You are required to read, understand and follow-

A. ACADEMIC

- ☞ Strictly comply with the NCHMCT, IGNOU & IHM, Lucknow rules and regulations, including the standards that apply to the course of study/programme.
- ☞ Conduct yourself in a professional and respectable manner in your transaction with your family, other staff members and fellow students. Respect and preserve the environment and resources of IHM, Lucknow.
- ☞ Accept responsibility for your learning by adhering to deadlines for submission of projects, forms and assignments and by participating in individual and group activities in class and other academic activities as well.
- ☞ You must adhere to the guidelines at all times failing which you are liable for disciplinary action as deemed fit.
- ☞ There will be a MID Semester Examination and Students must appear in that, as its weightage is 30% in the final result. No reason what so ever including medical will be entertained as excuse for not appearing in MID Semester examination.
- ☞ In Practical subjects sessional marks will be based on 5 best practical classes out of 7 practical classes, Therefore students are required to attend classes to become eligible for class tests and term end examinations.

The rules and regulations as mentioned in this letter are utmost necessary for the development of skills and a healthy professional attitude as required by the hospitality tourism industry.


B. ATTENDANCE & PUNCTUALITY

- ☞ It is compulsory for you to attend all lectures and practical classes. As per the norms, you have to have 75% attendance to become eligible to appear in Sessional and Term End Examination.
- ☞ Shortage of Attendance may disqualify you from appearing in the end term examinations. However, relaxation of 10% may be granted to deserving student, as per rule. In case of medical leave, it will only be considered if a fitness certificate is provided by competent authority under the rules. Total 65% attendance is mandatory.
- ☞ You are required to visit the student section of www.ihmlucknow.com for update of attendance and sessional marks of your/your ward regularly for corrective actions.

C. ORIENTATION & ONLINE CLASSES

- ☞ Orientation Programme will start from 10:30 AM onwards on 09th of October 2020 and online classes will start from 09:30AM onwards from 12th of October 2020.
- ☞ Link for orientation programme & online classes will be circulated through the following whatsapp groups (Gr.X/Y/Z) and whatsapp link has been circulated to you through your registered e-mail id.
- ☞ You are also advised to go through the instructions for online classes available at our website <http://www.ihmlucknow.com/online-classes-exam/>
- ☞ For online classes, please create your gmail id if you don't have one.

With best wishes.


[R. K. Sharma]

Principal (I)

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