



IHM

GOA



PROSPECTUS

2022 - 2023



Our Mission

“To be the undisputed Leader in Hospitality Education.”



Welcome to IHM-Goa

An Institution that is recognized as a leader in teaching and learning, student relationships and well being. Here we create a safe social and physical environment, that helps all our students to learn and create careers.

We encourage our students to realise and develop their potential. Our approach involves working with parents to meet the individual needs of every student and supporting them to fulfil their academic and co-curricular goals.

In a world that rewards perseverance, resilience, initiative, problem solving and cooperation, our students graduate well prepared to face the industry and to trail blaze in the footsteps of thousands of students who have gone before them.

Donna D'Souza
Principal/Secretary

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Who We Are



The hospitality of the East is well known and indeed, recorded in history. In fact India embodies it – from the time of the Maharajas to the current luxury hotel scenario. People from all nations have experienced and grown to love this culture of Hospitality which is innate to the Indian ethos. It is on this foundation, that the Institute of Hotel Management (Goa) stands today.

First established in 1968 as a Food Craft Institute to give structure to catering operations, it was later upgraded to an Institute of Hotel Management, when Goa came to be under the spotlight of the Travel and Leisure industry. IHM – Goa as we are now known, is under the auspices of Ministry of Tourism, Government of India – headed by the National Council for Hotel Management & Catering Technology – NCHMCT, NOIDA, formerly at Pusa, New Delhi.

Our Mission Statement

“ To be the undisputed leader in Hospitality Education” was born out of a profound desire in the hearts and minds of the management and staff of our Institute, to give our best – as the best is what people always aspire for, in all aspects of life – and spare no expense to avail the best that life has to offer. So at IHM – Goa we acknowledge and strive to meet this need. Our dedicated team of faculty members who, being young and dynamic themselves, enthuse our students – who come from all over the country and all strata of society, with the same wish: to make a career of service and hospitality to others.

Our Logo

Our Logo reflects our very Raison d'être-

The stemmed glass represents the world of beverages and spirits. It symbolizes the cheerful ambience that permeates the campus.

The Cutlery stands for food and dining – that nourishes the body and gives us the strength to persevere, with the energy and enthusiasm of the young and restless.

The Book signifies knowledge and education, a desire to learn and imbibe the information required to be successful in whatever we set out to do.

The large window signifies the different attitudes views, and approach to life that students are exposed to, while they are in this Institute, a cultural melting pot.

Our commitment to excellence runs deep – from the time the aspiring student steps in, right through till the time he or she graduates. This is confirmed when our Alumni become leaders in the Hospitality Industry in India and Abroad. Many are employed at Supervisory, Executive and Managerial posts, within a few years of entering the Industry – thanks in part to the attitude infused into them during their formative years here. A few even find themselves employed as faculty members, wishing to bring a similar level of excellence to the world of learning.

We Congratulate and welcome you into our vibrant World of Hospitality at IHM – Goa!

Team Of Staff Members



Heads Of Departments



Ms. Liza Norton e Dias

Dip. H.M.C.T., C.H.E (A.H.M.A), QLF (Lausanne Switzerland), M.T.M, Bachelor of Arts (Tourism Studies) IGNOU



Mr. Kamlesh Dange

M.A., Dip H.M.C.T, C.H.E, C.L.F, M. D P



Mr. Sunil Chavan

MBA (H.R). MTM, Dip. HMCT, C.L.F B. A. Sociology, Master of Arts (Sociology) IGNOU

Senior Lecturers



Ms. Janice Pereira

MTM, Dip. H.M.C.T., Craft F.P.P., Course in Food Production Principles (A.H.M.A), CLF, Bachelor of Arts (Tourism Studies) IGNOU



Mr. Dion Fernandes

B.Com., Dip. H.M.C.T, CLF, Master of Tourism & Travel Management, IGNOU



Ms. Quintina Fernandes

MTM, Dip.H.M.C.T.QLF (Lausanne Switzerland), CLF, Bachelor of Arts (Tourism Studies), IGNOU



Mr. Pankaj K. Singh

B.Sc., Dip. H.M.C.T., MTM, CLF, MDP



Ms. Suvartha DeSouza

M.Com, CLF



Ms. Priti Shet

M.Com, Dip. Fin. Accounting, CLF



Mr. Abhishek Bhosle

Dip. H.M.C.T, CLF, Bachelor of Arts (Tourism studies) IGNOU

Lecturers



Ms. Mohini V. Khadji

B.Sc.(Computer Science), CLF



Ms. Valentina D'souza

M.Sc. (FND), CLF



Mr. Umesh Bodke

MMS, PGDBM, BHMCT Food Prod. Principles (A.H.L.A), CLF, Master of Arts (Tourism Management) MTM, IGNOU



Mr. Anil K. Pandey

B.Sc. in H & H.A, C.H.T., CLF, Master of Tourism & Travel Management, IGNOU



Mr. Pramod S.V.

B.Sc. in H & H.A, CLF, MTM



Ms. Swati Sharma

B.Sc. in H & H.A, CLF



Mr. Vishal R. Suvarna

B.Sc. in H & H.A Dip. HRM, M. Com, CLF, PGDM in HR, PGDIBO, MBA (H M & T)

Asst. Lecturers



Ms. Reshmi R. Pillai

B.H.M.C.T., MBA, Hotel Management & Tourism Dip. Accommodation Operations & Services, CLF



Mr. Gopinathan Anish N.

B.Sc. in H & H.A, CLF, MTM



Ms. Vanessa Larissa Nazareth

B.Sc. in H & H.A, CLF, Master of Arts (Tourism



Mr. Sushil Kumar

B.Sc. in H & H.A, Certi. Hospitality Trainer Program MTM, CLF

Management) IGNOU

Administrative cum Accounts Officer



Ms. Maria Da Cunha

B.A Cash & Accounts Courses ISTM

Office Superintendent



Ms. Lorraine Dsouza

B.com

Accountant



Ms. Pooja Shetgaonkar

B.Com



Admission For Graduate Course: B.Sc In H. & H.A

How to Apply through Joint Entrance Examination (JEE)

Admission is carried out on All India basis by National Council for Hotel Management and Catering Technology. The eligible candidates are required to register themselves for an All India Written Entrance examination held at various centres of the country. Normally, the announcement regarding the admission features in all leading newspapers of the country in January and the

examination is held in April. Application may be made as per instructions given in the advertisement. The Application forms are to be forwarded to the National Council for Hotel Management, as per the address mentioned in the JEE brochure.

Pattern for Written Examination

Students are selected on the basis of performance in the written Entrance Examination.

SUBJECT	NO. OF QUESTIONS	DURATION
Numerical Ability & Analytical Aptitude	30	3 Hours
Reasoning and Logical Deduction	30	
General Knowledge and Current Affairs	30	
English Language	60	
Aptitude for Service Sector	50	

Note

- ve marking
- Question paper will be bi-lingual : English and Hindi (Except for 'English Language')

IMPORTANT INFORMATION	TENTATIVE DATES
Examination Month	April / May
Duration	10:00 am – 1:00 pm (3hrs.)
Sale of Application Form	December - March
Last date of receipt of complete application Form	April
Result of JEE on website	May-June
Counselling	June
Commencement of Academic Session	July

*Check website for exact schedule: www.nchm.nic.in

** Admission shall be based on marks obtained in the All India JEE

*** Allotment of Institute shall strictly be in order of rank

**** No Group Discussion or personal interviews are involved in this Admission process

Address for sending completed Application form

JEE CELL, National Council for Hotel Management and Catering Technology
A-34, Sector 62 NOIDA 201 309

www.nchm.nic.in
email: jeenchm@gmail.com

Eligibility For Graduate Course: B.Sc In H. & H.A

Duration of the Course : 3 years

Number of seats allotted : 420

Eligibility : Minimum Qualifications

The candidate should have passed + 2 stage examination of 10 + 2 system. Candidates who have appeared for qualifying examination of 12th standard may also apply provisionally. The candidate selected provisionally will NOT be allowed to join/continue in case he/she fails in + 2 stage examination or is placed in compartment.

OR

Equivalent examination in any academic or vocational stream with English as a compulsory subject.

Age limit

(valid proof of Age: Original Birth Certificate, School/College leaving certificate)

25 years as on 1st July

28 years for SC/ST candidates

Reservations (as per NCHM JEE 2021 Information Brochure)

As per Government of India rules candidates belonging to certain categories are admitted to seats reserved for them. Benefit of reservation shall be given only to those classes/castes/tribes which are in the respective Central List published by the Government of India.

1. RESERVATION FOR SCHEDULED CASTE/SCHEDULED TRIBE

For the SC and ST categories, 15% and 7.5% seats, respectively, are reserved in Central and State Government Institutes of Hotel Management. Candidates belonging to SC/ST categories will be required to produce the original caste/tribe certificate issued by a competent authority in the prescribed format during admission. Certificates in any other format will not be accepted. Seats remaining vacant in these categories shall not be filled by candidates belonging to any other category. 10% for the economically weaker sections (EWS) Each category will have 5% reservations for persons with disabilities (PWD).

2. OBC CANDIDATES

27% seats are reserved for candidates belonging to OBC (Non creamy layer) whose name is listed in Central Govt. OBC list for admission in Central Govt. Institutes of Hotel Management only. Those belong to the creamy layer of OBC or whose name listed as OBC in the state Govt. list are NOT entitled for OBC reservation. Seats remaining vacant in this category shall be filled through General Category candidates, as per Hon'ble Supreme Court ruling. The OBC candidates (non-creamy layer) will be required to produce original OBC (NCL), caste certificate issued on or after 1st

April, 2020 by a competent authority in the prescribed format at the time of Counselling/Admission. (Prescribed format is available in NCHM JEE 2020 Information Brochure).

3. DOCUMENT REQUIRED IN SUPPORT OF CLAIM FOR RESERVATION UNDER SC, ST AND OBC CATEGORIES

The certificate of SC, ST & OBC category is required to be issued by District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate/Revenue Officer not below the rank of Tehsildar / Sub-Divisional Officer of the area / Administrator / Secretary to Administrator / Development

Officer (Lakshadweep Island) where the candidate and/or his/her family normally resides. Certificate issued by any other authority will not be accepted. Candidates are required to produce the original Caste Certificate along with attested copy at the time of Counselling as well as at the time of admission at the Institute.

4. PHYSICALLY DISABLED (PD)

3% of seats across the board are reserved for Physically Disabled candidates in all Central & State Government Institutes of Hotel Management. For any category of disability (viz, loco motor, visual, dyslexia, speech, and/or hearing) benefit would be given to those who have at least 40% physical impairment.

The percentage of disability of the candidates will be required to be certified by Chief Medical Officer (CMO), Central Govt./State Govt./Municipal Corporation run Hospitals only. Such candidates are required to produce the original Medical Certificate both at the time of Counselling and at the time of Admission to the Institute. In case of any dispute in determining the eligibility under PD category, the decision of the Medical Board to be constituted by Institute would be final.

5. RESERVATION FOR KASHMIRI MIGRANT (Subject to

notification from Ministry of HRD for academic session 2020-21)

One seat (Supernumerary) in each Central and State Government affiliated IHM is provided for Registered Kashmiri Migrants. Such applicants shall have to qualify the JEE 2022. Candidates registered with different State Govt. should produce proof of registration in original at the the time of Counselling and at the time of admission to the Institutes.

7. LEGAL JURISDICTION

All disputes pertaining to the conduct of JEE-2020 shall fall within the jurisdiction of Delhi only. The Director (Admin) of the NTA shall be the official by whose designation the NTA may sue or may be sued.

If any person or officer dealing with the conduct of JEE engaged himself/herself in act(s) that would result in the leakage of the question paper(s) or attempt to use or help in the use of unfair means in this examination, he/she shall be liable to prosecution under the Indian Penal Code.

6. EWS CATEGORY: The gross family income and asset shall be below Rs. 8 lakh from all sources as per format of Government of India guidelines.

7. IMPORTANT INFORMATION

Admission to first year of B.Sc. Hospitality & Hotel Administration program is strictly based on the All India Rank (AIR) earned by the candidate in the written test of JEE.

- Ranks are strictly based on the marks obtained by the candidate in written examination. No group discussion or interviews are involved.
- Counselling involves checking of eligibility of candidates, verification of documents, depositing of counselling and first semester fee and opportunity to opt for choice of Institutes as available at the time of his/her counselling as per his/her AIR. Candidates should give as many choices after careful evaluation of Institutes based on information available in their respective websites.
- Allotment of Institute shall be as per merit (AIR) and choice of Institute exercised by the candidate.



Admission Procedure At Institute

THE INSTITUTE CAMPUS IS UNDER CCTV SURVEILLANCE.

Verification Of Certificates

The candidates selected for various courses should, at the time of admission, be accompanied by their parents/guardian who should also call on the Principal periodically to see to the progress, attendance and conduct of their wards.

The candidates who have been selected for various courses should present **original** certificates along with self **attested** copies of their certificates in respect of their educational qualifications, date of birth, character etc. at the time of admission. The original certificates, after verification, will be returned to the candidate. A candidate who is found to have furnished false information will be dismissed and his/her fees will be forfeited.

Working Hours

From Monday to Friday – 9:00 a.m. – 12.50p.m, 1.50p.m – 5:30p.m.

Timings Of The Cashier

For payment of Fees: Monday to Friday – 9:30 a.m to 12.30 p.m,
2:30p.m to 3.30 p.m

Withdrawal of allotted seat and refund rule

A. Where 100% of deposited fee (Rs.38000) is permitted (except counselling fee of Rs. 2000/-)

i) Candidates who have deposited seat acceptance and counseling fee of Rs. 40,000 but withdrawn from allotted seat, online by the cut-off date (to be mentioned in counselling schedule, shall be given during counselling at website) are eligible for refund of Rs. 38,000/-.

ii) Candidates who have either not participated in 1st or/and 2nd round or participated in those earlier rounds but not allotted any seat or participated in those earlier rounds and allotted seats but seat cancelled automatically due to not depositing of seat acceptance fee, but have further participated in final round of counselling as a fresh candidate by filling the option of the Institute in the counselling portal, by depositing Rs. 40,000/- and no seat allotted in the final round, are eligible for refund of Rs. 38,000/-.

iii) Candidate who have been allotted seat during first and second rounds of Counselling and reported at Reporting Centre for verification of documents but withdrawn from allotted seat within cut-off date as mentioned in sub clause (i) above and participated in the final round of counselling, where the earlier deposited amount automatically transferred to the final round, but not allotted any seat are eligible for refund of Rs. 38,000/-.

B. Where part refund of fee is permitted (under this category total amount to be forfeited is Rs.2000 + Rs. 29100 and refund amount is Rs. 8900).

i) Candidates who have been allotted seat during first, second rounds of counselling and could not withdraw through the system (online at reporting centre only) by the cut-off dates as at A (i) above, either reported or not reported at the reporting centre for document verification are eligible to get refund of Rs. 8900/- only.

ii) Candidates who have been allotted seat during first and second rounds of counselling and reported at reporting centre for verification of documents but withdrawn from allotted seat within cut-off date as mentioned in clause A(i) above and further participated in the final round of counselling, where the earlier deposited amount automatically transferred to the final round as clause A(iii) above and also allotted a seat in final round, but not reported to the reporting centre for document verification, are eligible for refund of Rs. 8900/- only.

iii) Candidates who have been allotted seat through first, second and final rounds of counselling, reported the reporting centre for document verification and either not reported to the allotted Institute or reported at the allotted Institute (not deposited the balance fee at the Institute) but did not attend any class, are eligible to get refund only Rs. 8,900/-

iv) Candidates who have been allotted seat through first, second and final rounds of counselling, reported the reporting centre for document verification and reported at the allotted Institute, deposited the balance fee at the Institute, but did not attend any class, are eligible to get refund of Rs. 8,900 plus the fee deposited in the Institute. In case the Hostel fee also deposited in the Institute, the candidates will get refund of proportionate amount of hostel fees, after deducting the amount for the facility availed by the Candidate, if any.

C Where no refund is applicable (except caution money of Rs. 6,500 if paid while reporting at the allotted Institute)

Candidates who have been allotted seat through first, second or final rounds of counselling, reported the reporting centre for document verification and further reported to the allotted Institute and deposited the remaining fee to the Institute, attended any class/classes, are eligible to get refund the caution money only from the Institute.

Procedure For Payment Of Fees

This Institute being an autonomous body under MOT, Govt. of India, is required to submit monthly report on Digital Payment to Ministry of Tourism, Govt. of India.

In view of the above, any one of the following two digital methods of payments of fees are suggested:

METHOD 1

ONLINE PAYMENT THROUGH ONLINE SBI WEBSITE

STEPS TO BE FOLLOWED FOR FEES PAYMENT ON SBI COLLECT ONLINE

- Go on www.onlinesbi.com
- SBI Online Site will appear
- Select '**SB Collect**' From Top
- Click Check Box to proceed for payment at end of the page
 - Proceed
- Select State of Institution as '**Goa**'
- Select type of Institute as '**Educational Institution**'
- GO
- Select Educational Institute as '**INSTITUTE OF HOTEL MANAGEMENT GOA**'
- . Submit
- . Select Payment Category
- . Enter Student Details
- . Submit
- . Confirm
- . Select Payment Options (Net Banking, Card Payment or Other Payment)
- . Make Payment by any mode as per your conveyance
- . Once payment is made successfully receipt will be generated
- . Take out print of the receipt and keep for your record.

METHOD 2

THROUGH RTGS/NEFT Steps to be followed: Make a written request

to your bank along with the bank details of IHMCT&AN Goa as shown below, for RTGS/NEFT payment. Same Instructions apply to the students applying for education loan and need to instruct respective banks for fees payment accordingly.

Please enter the students name and semester/term in messagebox.

Sr. No.	Particulars	Details
1	Name of the Institute	Institute of Hotel Management Catering Technology & A.n., Goa
2.	Address	Alto, Porvorim - Goa. 403521
3.	Bank Name	Canara Bank
4.	Bank Branch Name	Porvorim Goa.
5.	Beneficiary	Institute of Hotel Management Catering Technology & A.n., Goa
6.	Beneficiary Bank Account Number	72213050000063
7.	Beneficiary Bank IFSC Code	CNRB0017221

After making payment through RTGS/NEFT Kindly send us email with the following details on email at

ihmgoaacct@gmail.com Student's name in full: _____

Course, Semester, Term etc: _____

Fees Amount Paid: _____

Transfer Date: _____

UTR or Reference Number: _____

NOTE: Without the above information the Institute

cannot update the fees.

Caution Money Deposit

Candidates joining the course shall deposit caution money deposit as per fee structure, which is refunded after the completion of the respective course. This amount is refunded after deducting Rs. 500/- towards wear & tear.

Examination

The term/semester-end examination conducted by the National Council for Hotel Management is held in April/ May, for all courses, April/November for Bi –annual course and November/May in the semester system. Examination Rules are available in the Library for reference.

In-course Assessment

- 1) The marks in the "Incourse Assessment" will be aggregate of the marks secured at the mid-term examination/class test in respect of the subject as detailed in syllabus.
- 2) 30% of Mid Term theory & practical marks are calculated for Term End Exam
70% of Term End Exam marks are calculated for declaration of result.
research project, term work & Research methodology and
50% in aggregate





Rules

General Rules Of The Institute

1. The student enrolled at the Institute represents the latter; hence the student should work towards enhancing its reputation. He/she should refrain from any activity or behaviour either within or outside the Institute that is detrimental to his/her reputation or that of the Institute, else he/she may face disciplinary action.
2. **Ragging is an offence punishable by Law** and is strictly prohibited. Students who are found ragging within or outside the Institute may face severe disciplinary action.
3. **PARENTS/GUARDIANS ARE STRONGLY ADVISED NOT TO ALLOW THEIR SON/DAUGHTER TO POSSESS A VEHICLE/DRIVING LICENSE. GOA RANKS 3RD IN ACCIDENTAL DEATH RATE.**
4. Students should not loiter around the Institute premises while classes are in progress. Conduct of the student of the Institute shall be such, as will cause least disturbance to fellow students or to other classes. **"Carrying of mobile phones into the institute is strictly prohibited".**The Principal may expel a student whose conduct is unsatisfactory and the entire fees paid will be forfeited.
5. Smoking, drinking, narcotics, playing cards, gambling, etc. is prohibited anywhere in the Institute premises.
6. Students are not permitted to leave the Institute campus during work hours without obtaining prior permission of the authorized person. **Institute authorities are not liable for the safety/ security of students outside the Institute Campus.**
7. Students are expected to take proper care of the Institute property and help in keeping it neat and tidy. Any damages caused to the Institute property – graffiti, breaking of furniture and fittings, will have to be paid for by the concerned student(s) or students of the concerned classrooms, labs, etc.
8. Student should not take up any work/employment privately unless they obtain prior permission from the Institute. Failure to obtain prior permission may invite disciplinary action.
9. No student shall communicate any information to, or write about matter dealing with the Institute or its administration, to the Press or Media. The privacy of fellow students and staff members of the Institute must be respected and no information violating the same shall be posted on the Internet, MMS, blogs, social networking sites etc – either directly or indirectly.
10. Every student on admission must obtain an identity card. This must always be carried on the person and presented for inspection when demanded by:
 - a) Watchman at the main gate to identify students of the Institute
 - b) Librarian at the time of issuing books
 - c) Cashier for identification at the time of payments
 - d) Enquiry clerk for issuing Railway concession forms, issuing letters, postal articles, or handling any other enquiry regarding identification of the student
 - e) Lecturers/Instructors in all Theory and Practical Classes. **Loss of Identity card must be reported immediately and replacement obtained.**
11. **MOBILE:** Students must ensure that they are not in possession of their mobile phones whilst in the Institute. If any mobile is found in their possession it will be confiscated. Use of mobile phones in the institute is strictly prohibited and the same will be confiscated.
12. Students are required to conform to the grooming standards of the Institute. Wearing jeans, denims, casual, t-shirts or any informal clothing is not permitted in the Institute during working hours.
13. The students shall be in their respective class rooms before 9.00 a.m. Students must not attend classes other than their own without the permission of the faculty member concerned.
14. **Students are not permitted to go for picnics. Students are not permitted to swim in the sea, rivers, lakes – as doing so is dangerous and poses a risk to their lives.**
15. Students may be required to attend demonstrations or functions outside the normal Institute hours and /or outside Institute premises.
16. Students shall not do anything within or outside that will interfere with the orderly administration and discipline of the Institute
17. No society shall be formed either in the Institute or in the Hostel and no person shall be invited to address a meeting without the prior permission of the Principal.
18. In any gatherings or meetings, the chair must be taken by a responsible person approved by the Principal and the subject of debate must have previous approval of the Principal.
19. All the enrolled students must register their local addresses/contact telephone numbers in the Register maintained for the purpose, and if changed, update the register accordingly.
20. At the time of admission, the parent/guardian must personally meet the Principal and class Counselor and submit all information needed in the prescribed forms.
21. A student is considered a bonafide student of this Institute only after paying the necessary fees. One month grace period will be given after which the student's name will be deleted from the Attendance Register and no attendance will be given, until such time as fees are paid.
22. The Fee structure shall be uniformly applicable in case of General, Scheduled Caste, Scheduled Tribe & Physically Handicapped Categories. Candidates belonging to SC/ST/OBC Category can separately avail of Scholarships from their respective State Government based on full fees payment Certificate that can be obtained from the Institute. Candidates can also avail of assistance from the Government of India as announced from time to time.
23. Withdrawal of admission will lead to forfeiture of fees paid, except for refund of Caution money.
24. No student is allowed to touch CCTV cameras within the institution.
25. Students will also purchase on their own: books, uniform and other accessories as per the directives from the Institute.
26. Detained students can, at the discretion of the Principal, be re-



admitted in Subsequent academic session on payment of full fees. Students who fail in the Semester Examinations will have to appear in the subsequent semester Examination in 'FAILED SUBJECTS' only, on payment of Examination fee.

27. 1st, 3rd and 5th are ODD Semesters(July to November/ December) and 2nd, 4th and 6th are EVEN Semesters (December to April/ May). Student to re-appear in ODD Semesters exam will appear during November/December and those of EVEN Semester during April/May.
28. **The student must obtain minimum 75% attendance. It is essential that students must attend all classes thereby achieving a 100% attendance record.** The mobile number provided by the parent/guardian should be valid in order to help the Institute in sending sms alerts (e.g. Attendance status).
In case of change in the mobile number provided to the Institute, the Institute should be intimated with a new number via email. Email to be send on: donna.dsouza@ihmgoa.gov.in
29. **Students will be governed by Attendance and Examination Rules prescribed by NCHMCT, NOIDA.**
30. Students must attend Theory classes, Practicals, Tutorials and Counselling sessions of the Institute and must visit Catering Establishments, participate in Indoor and Outdoor functions arranged by the Institute. Student must not absent themselves from any Institutional Curricular and Extra – Curricular activities without obtaining prior permission from the authorities
31. **Industrial Release Training:** As a part of the Curriculum/Semester students are sent on Industrial Release Training (IRT) in the Hotels (3* to 5* category). This program aims to provide practical training within a specified time frame. The work experience gained prior to graduation helps in improving skills in all the major departments. i.e Front Office, F & B Service, F & B Production & Housekeeping
 - Duration of IRT for 3years in B.Sc in H&H.A is 17weeks (102days) which is either in 3rd/4th semester according to their batches.
 - For Craftmanship Certificate Course in Food Production & Patisserie it is 17 weeks (3rd Semester) and for Diploma course in Food Production it is 24 weeks (3rd Term).
 - For all the above courses - During the training Hotel may pay stipend.
 - Students who are unable to complete a minimum of 87 days of Industrial Training would be disallowed from appearing in the term end examinations as per NCHMCT Examination Rules.
32. The student must be regular and punctual in attendance of classes, laboratory practicals and tutorials and in submission of the Term work in all subjects. The students may not be certified for the Term – end Examination if he/she is absent for the Mid-Term Examination and if regularity, conduct

and attendance are not satisfactory.

33. Absence without obtaining permission is considered breach of discipline. No leave will be granted without previous written application, except in cases of illness or emergency. Prior permission must be obtained from the Head of Department who will consider the application on individual merits.
33. Absence due to ill – health should be notified as soon as possible and the Medical Certificate shall be submitted within 10 days of return to the Institute.
34. Students of the Final Year of the 3 Year B.Sc in H&H.A, Craftmanship Certificate Course in Food Production & Patisserie and Craftmanship Certificate Course in Food & Beverage Service should collect their Conduct Certificate within 6 months on completion of the course.


Rules To Be Observed During Exposure Training

1. Students should report to the venue/ contact person concerned on time, in full F & B uniform, properly groomed. Students should attend classes on the following day at 9.00am and report to the Institute authority any problems that may have occurred during the ODC.
2. Students strictly should not: (a) Attend any Exposure Training without obtaining prior permission from the Institute authority or their names being recorded on the application form. (b) Send substitutes without prior permission from the Institute authority. (c) Contact caterers, restaurants, etc. on their own for soliciting ODC's. (d) Negotiate nature of job, timings or remuneration with the hotel staff, caterers. (e) Consume any food or beverages unless permitted by the manager/caterer. (f) Use their own transportation/public transportation. (g) Smoke, consume alcohol, narcotics, tobacco, etc. (h) Argue with client/guests or among themselves.

Violation of any of the above rules will invite Disciplinary Action.

***Experiential learning at Outdoor Caterings (Exposure Training):**

The objective is to give students opportunities for practical experience in the hospitality industry to supplement their studies while at IHM and ensure that a student's education has the essential balance between theory and practice in the industry. Students must, at the end of the program, be able to (a) Discover more about their career interests and gain valuable experience. (b) Recognize, develop, & practice skills needed to succeed. (c) Put classroom theory and practicals to use in the real world and gain further insights into their academic assignments. (d) Make more intelligent career choices. (e) Improve their own marketability upon graduation Students are encouraged to volunteer for the above experiential learning opportunities facilitated by IHM.



Rules

Library Rules

1. Strict discipline should be maintained in the Library. Refrain from talking/laughing aloud and causing disturbance to others using the Library. The use of mobile phones is strictly prohibited.
2. All bags and belongings should be kept at the place provided in the Library.
3. Library timings: Monday to Friday, from 9.00a.m to 5.30 p.m.
Issue of Books: 9.00 a.m to 5.00 p.m
4. Issue of books for home reference will be done only if there is more than one copy available of the same.
5. Books will be issued only to a person producing his/her own valid Identity card.
6. Reference Books will be issued only on submission of Identity card.
7. 2nd & 3rd year B.Sc students will have to refer Research Projects or I.R.T. Reports only during time allotted for Research Project/Library studies.
8. Keep the Library clean and tidy.

Hostel Rules

1 Hostel admission, Re-admission, Exit from the hostel.

- a. Hostel fees are payable in advance before the commencement of the academic year. No concession fee is permitted.
- b. Hostel fees for 1st & 3rd year B.Sc is allotted year wise whereas for 2nd year semester wise as per criteria prescribed by the management. The student who wishes to avail Hostel facility in 2nd and 3rd Year must have an attendance of minimum 75% and a good track record, well behaved and disciplined in the Hostel.
- c. Preference will be given to outstation students. In case accommodation is available, the local student's request will be considered. However, the Principal's decision will be final.
- d. Hostel Accommodation in case of ladies who have been detained/Re-appear/Re-admission, their request will be considered on availability of seats and the decision of the Principal in this regard will be final.
- e. Students must submit applications and pay the Hostel fee in full for the particular Academic year/ semester before occupying the room (including those who are sent for Industrial Release Training in the 3rd Semester) to reserve accommodation for them in advance.
- f. No refunds or adjustments under any circumstances.
- g. When a hostelite is expelled from the hostel he/she forfeits all fees paid to the Institute.

2. Rooms/Facilities

- a. Allocation /change of rooms is decided by the Principal/Hostel authorities. The decision is final and no queries/requests will be entertained in this regard.
- b. Hostelites are only allowed to enter/ occupy rooms/beds allotted to them.

- c. Gents are not allowed into the Girls Hostel and vice Versa.
- d. Entry into the Hostel is not allowed from 9:00 am to 1:00 pm and while classes are in progress.
- e. After occupation of the room in the hostel, the hostelites are collectively responsible for the proper maintenance of the room allotted to them and also the furniture/fixtures therein.
- f. Hostelites must prevent any damage to the furniture, sanitary/electrical/fittings/appliances and report any malfunction of appliances immediately to the Hostel Warden.
- g. Furniture /mattresses in the room may not be exchanged with any other.
- h. Hostelites must not fix any nails nor put up any posters or anything that will damage/deface the walls, ceilings, doors, cupboards and windows.
- i. The following are not allowed in the Hostel: Pets, animals, firearms, fire crackers, candles, inflammables, explosives, weapons, heating/cooking appliances, narcotic drugs, alcohol, cigarettes, tobacco, gutkha, Pan masala etc.
- j. The Hostel Warden may inspect the room at any time of day or night and the hostelites shall co-operate with him/her in this regard.
- k. Meals are not permitted in the room. Packaged and homemade snacks must be stored in air-tight containers to prevent pest infestation.
- l. The room must not be used as a storage facility for others. (belongings of non – hostelites or outsiders must not be in the room)

3. Visiting Hours

- a. 5:00 pm to 7:00 pm prior permission must be obtained from the Hostel Warden. Visitors are not permitted in the campus as well as in the hostels on Saturdays, Sundays and holidays.
- b. Only parents/brother (sibling) may enter the Boys' Hostel and mother/sister (sibling) may enter the Girl's Hostel
- c. **Non – hostelites and outsiders are not permitted into the Hostel premises.**

4. Safety & Security.

- a. The Institute shall not be responsible for any loss, damage or theft of personal effects.
- b. Cash, cell phones/laptops, valuables and important books/documents are brought into the hostel at one's own risk. Keys, ATM cards, wallets must be secured against theft/misuse especially while visiting washrooms.
- c. Hostelites must report back to the campus every evening by 8.30 pm (9.30 pm on Saturday)
- d. Hostelites should be in their room from 10.30pm till 6:00 am. No movement in the corridors is permitted except for visit to the toilet, for which the Security guard must be informed.
- e. Do not enter into any Cash transactions with any of the Hostel Staff.



5. Hygiene and Sanitation

- Hostelites shall keep the rooms, corridors, staircases and washrooms spotlessly clean and tidy. If found to be living untidily and un-hygienically, the Hostelite will be asked to leave the Hostel.
- Hostelites must separate out recyclable waste from organic waste and dispose of waste correctly. They should not throw garbage out of the window.
- Hostelites must flush toilets after use and keep wash areas clean. No smoking /spitting in wash areas.
- Hostelites should not share personal articles like towels/razors, soap- one could catch/spread disease.
- Hostelites must save electricity/water, switch off fans/lights when not required, and keep taps closed except when in use.

6. Discipline

- Ragging in any form is an offence, as notified by the Government and any hostelites indulging in ragging either within or outside the Hostel is liable to be expelled not only from the Hostel, but also from the Institute.**
- Hostelites should behave in a manner befitting of an esteemed Institute. Misbehavior or misconduct either within or outside the Hostel premises will be punishable and may result in expulsion from the Hostel. Hostelites must not use abusive language, quarrel or fight in the Hostel.
- Hostelites should be properly dressed at all times even while in the room. (Acceptable: H/S T-shirt, Bermuda shorts/three fourths. Not acceptable: Sleeveless T – shirts/tops, small shorts)
- Hostelites must always carry the Hostel Identity card all the time so as to show the same to staff members/security as and when demanded.
- The consumption of alcohol, narcotic drugs, intoxicating substances, chewing gutkha/paan, spitting, smoking, gambling and other vices is strictly prohibited.
- Hostelites should not disturb or be a nuisance to the others residing on campus by shouting, laughing loudly, demonstrations or in any other manner.
- Recreational activities are allowed in the Hostel premises up to 10.30pm.
- Hostelites must always be courteous and respectful to all Hostel staff. They should not protest/argue with any of the Hostel staff while they are carrying out their duty. They may seek clarifications later.
- Indulging in any act of abusing, manhandling , quarrelling with Hostel Staff / Warden will not be tolerated and may lead to expulsion from the Hostel or heavy fine, as deemed fit..
- Hostelites are strictly warned not to take pictures/video filming of individual students, group students by cameras, mobiles, etc. In and around Hostel premises. This is strictly prohibited.
- Hostelites should not carry Alcohol bottle, can etc. In the

Hostel or Institute premises.

- Complaints or grievances should be given in writing to the Hostel Warden.
- Any other act or acts which the Principal may deem as act or acts of indiscipline.
- Disobedient, back answering rude behavior of the hostelite during the previous semester may result in expulsion from hostel in the next semester.

8. Hostel Timing, Leave, Vacation and ODC

IMPORTANT TIMINGS

Reporting to Hostel	08.30pm	Daily
	09.30pm	Sat
Daily attendance	09.15pm (Gents)	Daily
	09.30pm (Ladies)	
	10.15pm (Gents & Ladies)	Sat
Daily cleaning	7.45pm to 8.00pm	Mon - Sat
Weekly cleaning	4.00pm to 5.00pm	Sun
Breakfast	08.00am	Mon - Fri
	09.00am	Sat, Sun, Holidays
Lunch	1.30pm	Sat, Sun & Holidays
Snacks	5.30 pm	Daily
Dinner	8.30pm	Mon-Fri
	9.30pm	Sat
T.V timings	5.30pm to 10.30 pm	Daily
	Till midnight	Fri, Sat,
		before a holiday
Playing music	7.00 am to 2.00pm	Daily
	4.00pm to 10.00pm	
Sports	5.30pm to 8.30pm	Daily

- Hostelites must be punctual and adhere to the timings. Meal count register must be personally filled in by the Hostelites.
- Night out will be permitted only if the parent is present, with prior permission of the Warden.
- Hostelites must not enter another's room – but must meet in common areas such as corridors, lobby and TV room.
- Leave Request letters in the prescribed format alongwith photocopies of To and Fro Tickets, from parents should be addressed to the Warden and reach the Institute five working days prior to leave period, only by courier/Speed post.



Rules

Parents' signature on the letter must match with Institute records and must state clearly the date when you will report back to the Hostel. Phone calls, e-mails and faxes are not accepted.

- f. Vacation: Hostelites cannot claim to stay in the Hostel during the vacation.
- g. Hostelites must vacate the room as the vacation begins, leaving it in a clean and tidy condition and report to the Hostel Warden.
- h. ODC List of Hostelites for Sat/Sun must be submitted to the Hostel Warden on Friday or previous day of the Holiday. No substitution permitted unless approved by the F & B Dept. Do not accept ODC if you have been allotted duties in the hostel
- i. The Hostelites will be asked to vacate the Hostel
 - (1) If detained due to lack of attendance and
 - (2) When rusticated due to malpractice.
 - (3) Indiscipline act

9. Medical Cases

- a. All cases of illness, injury and accident must be reported to the Hostel Warden immediately.
- b. Hostelites suffering from infectious diseases shall, under medical advice, to leave the hostel, isolated in the hostel, or admitted to hospital according to nature of the disease.
- c. In case hostelites fall sick, arrangements shall be made for a taxi to the nearest hospital. However the taxi and hospitalization charges/medical bills will have to be borne by the respective hostelite.

10. Requirements

Hostel rooms are equipped with individual cot, chair, built-in cupboard and study table.

- a. Room – mates will have to collectively purchase a suitable lock for the allotted room with an extra key. (One room – key must compulsorily be deposited with the Hostel Warden). 6 lever lock for the cupboard.
- b. • Pillow, three sets of bed linen, dusters, hand/bath towels, toiletries.
 - SS dinner plate & bowl, SS coffee mug/tumbler, spoon/fork, bottle for drinking water.
 - Rainwear, umbrella. Light blanket.
 - Table/Emergency lamp with CFL bulb, Rechargeable torch.
 - Clothes hangers, clothes clips, nylon rope for clothesline.
 - 15 litre plastic bucket & a plastic mug.
 - Mosquito repellent liquidator/lotions/spray.
 - Hotplates, kettles and other appliances meant for reheating/cooking of food and beverages are strictly **Not Permitted**, if found, they will be confiscated (never to be returned) and the Hostelite penalized. Thermo flasks and casseroles may be used instead.

11. Hostel Fees (Fees Are Subject To Change)

A. Students seeking hostel accommodation should deposit after allotment, the following fees: **Will be intimated later**

i Hostel Fees

a. 1st Year B.Sc ₹ 69,080/-

ii Hostel Fees

a. Semester 3rd _____ ₹

iii Hostel Fees

a. Semester 4th _____ ₹

iv Hostel Fees

a. 3rd Year B.Sc _____ ₹

iv Hostel caution money ₹ 2500/- (refundable) and AC room charges will be in addition to aforesaid fee.

* For AC room Rs. 5,000/- extra

Procedure for paying Hostel fees same as page no. 7

B. i. Hostel fees for 1st year and 3rd year is to be paid for full year. 2nd year is semester wise.

ii. Hostel fees once paid, will not be refunded nor adjusted under any circumstances. Even if the hostelite occupies the hostel accommodation for a period of one month or less, and leave the same on account of the Industrial Training or any other reason he/she has to bear full fees.

iii. The students who are sent for Industrial Training in the IIIrd session and desire to avail hostel facility during IVth Session are required to pay hostel accommodation fee at the beginning of the academic year (in order to reserve accommodation for themselves in advance).

iv. No concession in fees is permitted.

v. On completion of the course Rs. 500/- will be deducted from hostel caution money deposit towards wear & tear.

C. i. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.

ii. If for any reason, the continuance of the student in the Hostel is, in opinion of the Principal, detrimental to the best interests of the Institute, the Principal may ask such a Hostelite to leave the Hostel without giving any reason, and this decision shall be final and binding on the student.

iii. All fines imposed by the Hostel Warden must be deposited with the Institute Cashier and the Receipt must be produced to the fining authority.

iv. The rules are liable to addition/alteration, as and when found necessary.

Fee Structure



Fees for 1st Year of 3 - Year B.Sc in H & H.A.

Fee Components	1st Semester	2nd Semester
Admission Fee	1,500	NIL
NCHM Enrolment Fee (One Time)	1,800	NIL
Tuition Fee	39,700	39,700
IGNOU Fee (2020-2021)	NIL	NIL
IGNOU Exam Fee	NIL	NIL
Examination Fee	2,500	2,500
Caution Money (Refundable)	6,500	NIL
Additional Minor Charges	NIL	NIL
E-Prospectus Charges	NIL	NIL
Tool Bag (1no.)	NIL	NIL
Journals (5nos.)	NIL	NIL
Sub Total (₹)	52,000	42,200
Total amount payable directly to IGNOU (₹) 12,700		
Grand Total (₹)	1,06,900	

Fees for 2nd Year of 3 - Year B.Sc in H & H.A.

Fee Components	3rd Semester	4th Semester
Tuition Fee	40,600	40,600
IGNOU Fee (2020-2021)	NIL	NIL
Examination Fee	2,500	2,500
Additional Minor Charges	NIL	NIL
Journals (5nos.)	NIL	NIL
Sub Total (₹)	43,100	43,100
Total amount payable to IGNOU 12,700		
Grand Total (₹)	98,900	

Fees for 3rd Year of 3 - Year B.Sc in H & H.A.

Fee Components	5th Semester	6th Semester
Tuition Fee	46,600	46,600
Examination Fee	2,500	2,500
Additional Minor Charges	NIL	NIL
Journals (5nos.)	NIL	NIL
Sub Total (₹)	49,100	49,100
Total amount payable directly to IGNOU 12,700		
Grand Total (₹)	1,10,900.00	

Fees for Other Craft Courses

Fee Components	C.F.P.P.		C. F & B S Term 5 Months
	1st semester	2nd semester	
Admission Fee	1,500	Nil	1,500
Tuition Fee	35,000	35,000	25,000
Examination Fee	2,500	2,500	2,500
Enrollment Fee	900	Nil	600
Caution Money (Refundable)	3,000	Nil	2,500
Additional Minor Charges	Nil	Nil	Nil
E-Prospectus Charges	Nil	Nil	Nil
Tool Bag (1 no.)	Nil	Nil	Nil
Journals (2 nos.)	Nil	Nil	Nil
Sub Total (₹)	42,900	37,500	32,100
Grand Total (₹)	80,400		32,100

**REFUND: FEE WILL NOT BE REFUNDED AFTER COMMENCEMENT OF THE COURSE AND PRINCIPALS DECISION WILL BE FINAL IN THIS MATTER.
*** FEES MENTIONED ABOVE ARE SUBJECT TO CHANGE.**



Fee Structure

Fees for Diploma in Food Production

Fee Components	1st Semester	2nd Semester
Admission Fee	1,500	NIL
Enrolment Fee	900	NIL
Tuition Fee	35,000	35,000
Lab Fee/Other Operational Fees	5,025	5,025
Examination Fee	NIL	2,500
Caution Money (Refundable)	3,000	NIL
Additional Minor Charges	NIL	NIL
E-Prospectus Charges	NIL	NIL
Tool Bag (1no.)	NIL	NIL
Journals (5nos.)	NIL	NIL
Sub Total (₹)	45,425	42,525
Grand Total (₹)	87,950	

Fees for Diploma in Food & Beverages Services

Fee Components	1st Semester	2nd Semester
Admission Fee	1,500	NIL
Enrolment Fee	900	NIL
Tuition Fee	21,296	21,296
Lab Fee/Other Operational Fees	2,349	2,349
Examination Fee	NIL	2,500
Caution Money (Refundable)	2,500	NIL
Additional Minor Charges	NIL	NIL
E-Prospectus Charges	NIL	NIL
Journals (5nos.)	NIL	NIL
Sub Total (₹)	28,173	26,145
Grand Total (₹)	54,690	

*** FEES MENTIONED ABOVE ARE SUBJECT TO CHANGE.

Grooming Standards



Grooming For Gents

**Hair:**

Well maintained, short, neatly cut and professional. Must not fall on forehead, touch the ears or collars. Length of sidelocks: not above the top of the ear, nor below the center of the ear.

Face:

Neatly trimmed moustache. Beards only permitted as part of religious sentiments, and should be neatly restrained with a net.

Hands and Arms:

Nails trimmed close, clean. No rings permitted. When in food handling areas, arms should be bare from elbow to fingertip. (No jewellery).

Footwear and Uniform:

Shoes well polished. Socks odourless clean, strong elastic. Perfectly fitting uniform. (No low-waist or tight-fit). Clean, stain-free, well-ironed uniform. Vest (undershirt) to be worn.

Belt:

Plain black, formal not more than 1.5" broad. Simple buckle.

Grooming For Ladies

**Hair**

Neat, well styled and professional. Restrained – to keep hair away from face, using simple pins, bands, nets (black). Flashy streaking/highlights/colouring not permitted. Unsightly hair to be removed. (Upper-lip, arms, legs)

Face

Minimal basic make-up. Lipstick: matte, sober and complementary to uniform. Eyebrows shaped. Only one set of earrings (stud-type), one thin gold or silver chain permitted.

Hands and Arms

Fingernails cut close, clean. Nail polish, rings not permitted. When in food handling areas, arms should be bare from elbow to fingertip. (No jewelry).

Footwear and Uniform

Closed shoes, well polished. Minimum 1" and maximum 1 ½" heel permitted. Clean, well-fitting uniform. Skirt length: 1 inch below knee level. No low-waist or tight-fit allowed. Sari should be well ironed, pinned, worn so that navel not visible. Blouse with conservative neck and back, sleeves till 2" above elbow.



Toolkit

Sr. No.	Item	Image	Brand Reccomended	Remarks
1	Paring Knife Overall length 8"		Femora Carbon Steel High Grade	Blade length 3.5", Blade Edge: Plain,
2	Chef Knife Blade length 6"			Perfect messer chef knief 6", German origin with japanese super steel blade, width 2" fur professional use (Black)
3	Fruit Veg Peeler V – shape, Overall length 5.9"		Glare	
4	Palette Knife 6" offset spatula,		Lamoulde	Blade Dimensions 6"
5	Wooden Flat Spoon Overall length 12"		S.K. Rosewood Mumbai	Blade Dimensions 4" x 2"
6	Egg Whisk (Balloon) Overall length 10" width 2.75"		Regan	Stainless Steel
7	Piping Nozzle (no. 7)			Aluminium
8	Icing Nozzles (no. 44 - Large big rose & no. 46 - Long 12 teeth open)		Noor	Stainless steel
9	Silicon Spatula (Bowl Scraper) Heat resistance silicone, blade plastic handle		Prince	Overall Length 10"

Note: Items shown are not to scale, Brand are suggested for quality purpose only, size of items should be within dimensions provided (to fit into the tool bag provided by the Institute) Students are requested to get each item clearly engraved with their names so as to identify it as their own.



Sr. No.	Item	Image	Brand	Remarks
10	Thermometer Brand: R-Tek,		R-Tek	Power - Battery, Max Temp: 300C
10	Dough Scraper		LaMoude	Plastic, Rigid
11	Wooden Spoon Overall length 9"		S.K Rosewood	Bowl Dimensions 3.2" x 2"
12	Double ended Parisienne scoop/ melon baller			Scoop Dia 30 mm & 27mm
13	A.P Spoon, Fork		Shaheen metal, Design Sandeep	16mm gauge
14	Soup Ladle SS 18mm Overall length 11"			75gms. wt., Bowl Dimensions 2.5" x 2.75"
15	Piping Bag - 12 inch P.U coated fabric - light-weight, washable.		Noor	
16	Waiter's friend Overall length up to 4" Extended length up to 8"			Corkscrew, Cutting blade, Folding bottle opener
17	Chopping Board: Plastic Approx dimension 30cm x 17.3 cm x 0.5 cm			
18	Cocktail Shaker-S.S Resistant to corrosion			Capacity 750 ml
19	Flari Bottle - Material ABS Plastic			Size: 8x29cm/ 3.15 x 11.4 inch



Graduate Course: B.Sc In H & H.A.

Teaching Scheme:

SEMESTER 1

SUBJECT CODE	SUBJECT	HOURS PER SEMESTER		TERM MARKS	
		Th.	Pr.	Th.	Pr.
BHM111	Foundation Course in Food Production - I	30	120	100	100
BHM112	Foundation Course in Food & Beverage Service – I	30	60	100	100
BHM113	Foundation Course in Front Office - I	30	30	100	100
BHM114	Foundation Course in Accommodation Operations – I	30	30	100	100
BHM105	Application of Computers	15	60	50	100
BHM106	Hotel Engineering	60	-	100	-
BHM116	Nutrition	30	-	100	-
Total		225	300	650	500
Grand Total		525		1150	

SEMESTER 2

SUBJECT CODE	SUBJECT	HOURS PER SEMESTER		TERM MARKS	
		Th.	Pr.	Th.	Pr.
BHM151	Foundation Course in Food Production - II	30	120	100	100
BHM152	Foundation Course in Food & Beverage Service - II	30	60	100	100
BHM153	Foundation Course in Front Office - II	30	30	100	100
BHM154	Foundation Course in Accommodation Operations - II	30	30	100	100
BHM117	Principles of Food Science	30	-	100	-
BHM108	Accountancy	60	-	100	-
BHM109	Communication	30	-	50	-
Total		240	240	650	400
Grand Total		480		1050	

IGNOU Component

No.	SUBJECT	COUNSELLING SESSIONS
TS-01	Foundation Course in Tourism	10 -12 counselling sessions of two hours each per group

Graduate Course: B.Sc In H & H.A.



Weekly Teaching Scheme:

SEMESTER 3/4

SUBJECT CODE	SUBJECT	HOURS PER WEEK		TERM MARKS	
		Th.	Pr.	Th.	Pr.
BHM201	Food Production Operations	02	08	100	100
BHM202	Food & Beverage Operations	02	02	100	100
BHM203	Front Office Operations	02	02	100	100
BHM204	Accommodation Operations	02	02	100	100
BHM205	Food & Beverage Controls	02	-	100	-
BHM206	Hotel Accountancy	02	-	100	-
BHM207	Food Safety & Quality	02	-	50	-
	Research Methodology	01	-	-	-
	Total	15	14	650	400
	Grand Total		29	1050	
BHM208	Industrial Training (17 weeks – semester III/IV)				200

IGNOU Component

No.	SUBJECT	COUNSELLING SESSIONS
TS-03	Management in Tourism	10-12 counselling sessions of two hours each per group per week
BEGE - 103	Communication Skills in English	10-12 counselling sessions of two hours each per group per week
TS - 07	Human Resource Management	10-12 counselling sessions of two hours each per group per week

Weekly Teaching Scheme:

SEMESTER 5

SUBJECT CODE	SUBJECT	HOURS PER WEEK		TERM MARKS	
		Th.	Pr.	Th.	Pr.
BHM311	Advanced Food Production Operations- I	02	08	100	100
BHM312	Advanced Food & Beverage Operations- II	02	02	100	100
BHM313	Front Office Management - I	02	02	100	100
BHM314	Accommodation Management - I	02	02	100	100
BHM307	Financial Management	04	-	100	-
BHM308	Strategic Management	02	-	50	-
BHM309	Research Project	-	01	-	-
	Special Topics/Guest Speakers	02	-	-	-
	Total	16	15	550	400
	Grand Total	31		950	

IGNOU Component

No.	SUBJECT	COUNSELLING SESSIONS
TS-06	Tourism Marketing	10-12 counselling sessions of two hours each per group per year

SEMESTER 6

SUBJECT CODE	SUBJECT	HOURS PER WEEK		TERM MARKS	
		Th.	Pr.	Th.	Pr.
BHM351	Advanced Food Production Operations- II	02	08	100	100
BHM352	Advance F & B Service Operations- II	02	02	100	100
BHM353	Front Office Management - II	02	02	100	100
BHM354	Accommodation Management - II	02	02	100	100
BHM305	Food & Beverage Management	04	-	100	-
BHM306	Facility Planning	04	-	100	-
BHM309	Research Project	-	03	-	100
	Special Topics/Guest Speakers	02	-	-	-
	Total	18	17	600	500
	Grand Total	35		1100	

B.Sc in H. & H.A. General Uniform



Students are strongly advised against substituting fabric, as there may be quality/colour issues. If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

Uniform For Gents

Medium Blue Shirt: 2 Nos
Raymond Quality Code 3004/0004132
Shade No: 11P 85% Poly. 15% Cotton

Blazer: Navy Blue, Double Matte.
(with Institute's Logo).

T-Shirt: Blue T Shirt with institute's logo (front & behind)

Tie: 2 nos.
Black Satin
Raymond Park Avenue Imperial
Qty Code: MPANT0044K60

Black Trousers: 2 nos (Straight – cut) Raymond
Trovine
Qty Code: 002824
Shade no: 0181
(Inferior qty code 0155512345 not acceptable)

Belt: Simple Black leather with Simple Buckle

Socks: 2 pairs
Plain black (no pattern/logo)

Shoes: 1 pair
Black leather laces, rubber soles
Bata Oxford, model: 8346016
Or
Liberty Fortune 505-07
Black Oxford

Uniform For Ladies

Medium Blue Shirt: 2 Nos Raymond
Quality Code 3004/0004132 Shade No: 11P
85% Poly. 15% Cotton

Blazer: Navy Blue, Double Matte.
(with Institute's Logo).

Scarf: 2 nos.
Black Satin (Thin)

T-Shirt: Blue T Shirt with institute's logo (front & behind)

Black Trousers: 2 nos (Straight – cut)
Raymond Trovine
Qty Code: 002824
Shade no: 0181

(Inferior qty code 0155512345 not acceptable)

Belt: Simple Black leather with Simple Buckle

Socks: 2 pairs
Plain black (no pattern/logo)

Shoes: 1 pair
Black leather laces, rubber soles
Bata Oxford, model: 8346016
Or
Foot Fashion FF2M0293L



B.Sc in H. & H.A. Front Office Uniform



Uniform For Gents

2nd Year : Shirt: Light Blue

Tie: Gray Tie (Lavina Grey)

Trousers: Black Trouser

3rd Year :

Shirt: Light blue

Tie: Royal Blue Tie

Trouser: Black Trouser

Belt: Simple Black leather with Simple Buckle

Socks: 2 pairs
Plain black (no pattern/logo)

Shoes: 1 pair
Black leather laces, rubber soles
Bata Oxford, model: 8346016
Or
Liberty Fortune 505-07
Black Oxford

Uniform For Ladies

2nd Year: Cobalt Blue Saree
Saree - 6mtrs Piece including blouse

Nalani Butta

3rd Year: Olive Green Saree

Saree - 6mtrs Piece including blouse Nalani Butta

Shoes: closed shoes

Students are strongly advised against substituting fabric, as there may be quality/colour issues. If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same

B.Sc in H. & H.A. Housekeeping Uniform



Uniform For Gents

White Lab – Coat: 1 no
Raymond Trovine
Qty Code: 503000824-0024
Shade no: 0024

To be worn over General Uniform

Uniform For Ladies

White Lab – Coat: 1 no
Raymond Trovine
Qty Code: 503000824-0024
Shade no: 0024

To be worn over General Uniform

Students are strongly advised against substituting fabric, as there may be quality/colour issues. If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

B.Sc in H. & H.A. Kitchen Uniform



Students are strongly advised against substituting fabric, as there may be quality/colour issues. If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

Uniform For Gents

Chef's Head Gear: 2 nos, White Cotton Drill

Scarf: 2 nos.

1st Yr: White Poplin

2nd Yr: Black Terry Cotton (Code 2021)

3rd Yr: Black and white checked

Chef Jacket: : 2 nos, White Raymond Trovine Qlty code 5030002824-0024, Shade no. 1, $\frac{3}{4}$ sleeves with turnback cuffs reversible button down front, white plastic buttons.

Important: only one Sleeve Pocket. No additional pockets on jacket, nor apron.

Apron: 2 nos

1st Yr: White Cotton Drill

2nd Yr: Black Terry Cotton (Code 2021)

3rd Yr: Black Drill with 2mm White stripe (vertical)

Chef Trousers: 2 nos, Black and white checks, 0.1cm square checks, Zip fly, belt loops, Waist button with hook and bar on waistband. 2 pleats in front

Important: No pockets.

Socks: as in General Uniform

Shoes: Black Safety shoes

Uniform For Ladies

Chef's Head Gear: 2 nos, White Cotton Drill

Scarf: 2 nos.

1st Yr: White Poplin

2nd Yr: Black Terry Cotton (Code 2021)

3rd Yr: Black Drill with 2mm White stripe (vertical)

Chef Jacket: 2 nos, White Raymond Qlty code 5030002824-0024, Shade no. 1, $\frac{3}{4}$ sleeves with turnback cuffs reversible button down front, white plastic buttons.

Important: only one Sleeve Pocket. No additional pockets on jacket, nor apron.

Apron: 2 nos

1st Yr: White Cotton Drill

2nd Yr: Black Terry Cotton (Code 2021)

3rd Yr: Black Drill with 2mm White stripe (vertical)

Chef Trousers: 2 nos, Black and white checks, 0.1cm square checks, Zip fly, belt loops. Waist button with hook and bar on waistband. 2 pleats in front

Important: No pockets.

Socks: as in General Uniform

Shoes: Black Safety shoes

B.Sc in H. & H.A. F & B Uniform



Uniform For Gents

Shirt: Mandarin collar, with solid color (Yellow) trim on collar and button-front placket.

Trouser: Straight cut, material matching the shirt

Apron: Solid color (black), back tied for additional support, length 3 inch above ankle

Material: Lachka 8888 black

Socks: as in General Uniform

Shoes: as in General Uniform

Uniform For Ladies

Top: Mandarin collar, 3/4 length sleeves, cut-away cuffs

Trouser: Straight cut, ankle length trouser

Apron: Solid color (black), sash and 5 buttons (min.) for additional support, length 3 inch above ankle

Material: Lachka 8888 black

Shoes: as in General Uniform

Note: The Trimmings on Collar for B.Sc in H&H.A. F& B uniform is as follows: (2019-2020)

1st Year – Yellow Trimming on Collar

2nd Year – Blue Trimming on Collar

3rd Year – Maroon Trimming on Collar

Students are strongly advised against substituting fabric, as there may be quality/colour issues. If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

B.Sc in H. & H.A. Uniform for Campus Interview



Uniform For Gents

Business Suit : Raymond Sapphire Code - 3041-005384, Shade - 366

Jacket : Single/two button, with 2 flap pockets at waist, button-hole, double vent

Trousers: Regular fit (not skinny fit)

Skirt: White, full sleeve, Undershirt: white half-sleeve

Tie: Royal blue solid- no pattern,(width :2.5" to 3.25") Brand: Loviena or similar

Tie-Clip & Cufflinks: Silver, simple design (no "bling")

Socks: Plain black, cotton

Shoes: Formal plain Oxford Black leather (not suede)

Pocket Square : White, presidential fold. Folded, unstitched

Uniform For Ladies

Business Suit : Raymond Sapphire Code - 3041-005384, Shade - 366

Jacket : Single/two button, pocket for pocket square, button-hole, slit pockets at waist

Skirt: pencil skirt, length- skirt. **When correctly worn, skirt must end at centre of leg calf , back slit**

Blouse: White, tailored blouse with square modest neckline (jersey fabric forbidden).

Pocket Square : Royal Blue, plain silk/thin satin, one point fold. Folded, unstitched.

Stockings: To match skin tone

Shoes: 1 inch block heel Black leather (not suede) visit <https://bit.ly/2JffQCT> for representation image

Pen: Silver, retractable

Document folder: Black leatherite

Wrist Watch: Formal, white dial, black leather or silver metal strap, fitted to wrist

Students are strongly advised against substituting fabric, as there may be quality/colour issues. If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

**TO BE STITCHED ONLY FOR
FINAL YEAR OF B.Sc. PROGRAMME**

Diploma in Food Production



As per surveys conducted to assess requirement of trained manpower for the hospitality sector, it has been established there is greater demand for skilled manpower rather than for managers. All the hospitality organizations be it a hotel, restaurant, fast food outlet, resort, railways, airlines, cruise liners and other allied industries, all require trained personnel to man their operations. The National Council for Hotel Management offers five different trade diplomas to cater to the needs of such establishments which are popular with the student community as it guarantees them jobs in the hospitality industry immediately on completion.

The five diploma courses are the core areas of food and beverage operations. It is open to 12th pass students of +2 system who must have studied English language as one of the subjects. The Course

duration is for 35 weeks followed by 24 weeks of Industrial Training. Currently the courses are offered under annual examination system comprising term end examinations at end of the year. Institutes also conduct mid-term examinations comprising theory and practicals.

Applications are invited by individual affiliated Institute of Hotel Management through advertisement in leading local newspapers released during the month of June each year and selection made through a transparent selection process.

Each diploma program equips students in the basic areas of specialization and institutes provide hands on training to students in the institute kitchens and laboratories.

Weekly Teaching Scheme DIPLOMA IN FOOD PRODUCTION

Term I & II	Subject Code	Subject	Hours per week		Term Marks	
			TH	PR	TH	PR
	DFP-01	Cookery	3	-	100	-
	DFP-02	Larder	2	-	50	-
	DFP-03	Nutrition	1	-	50	-
	DFP-04	Commodities	2	-	50	-
	DFP-11	Cookery	-	16	-	100
	DFP-12	Larder	-	4	-	100
	DCS -01	Hygiene & Sanitation	2	-	50	-
	DCS -02	Food Costing	2	-	50	-
	DCS -11	Computer Awareness	-	1	-	-
	DCS-12	Library	-	2	-	-
			12	23	350	200
		GRAND TOTAL	35 HOURS		550	
			PER WEEK			

Weekly Teaching Scheme DIPLOMA IN FOOD & BEVERAGE SERVICE

Term I & II	Subject Code	Subject	Hours per week		Term Marks	
			TH	PR	TH	PR
	DFB-01	Food Service	5	-	100	-
	DFB-02	Beverage Service	5	-	100	-
	DFB-03	Food & Beverage control	2	-	50	-
	DCS-01	Hygiene & Sanitation	2	-	50	-
	DCS-03	Business Communication	2	-	50	-
	DFB-11	Food Service	-	8	-	100
	DFB-12	Beverage Service	-	8	-	100
	DCS -02	Food Costing	2	-	50	-
	DCS -11	Computer Awareness	-	1	-	-
	DCS-12	Library	-	2	-	-
			16	19	350	200
		GRAND TOTAL	35 HOURS		550	
			PER WEEK			



Craftsmanship Courses

Courses offered (Certificate issued by NCHMCT, NOIDA)

Craftsmanship Course in Food Production & Patisserie
Craftsmanship Course in Food & Beverage Service

Duration

- Craftsmanship Certificate Course in Food Production & Patisserie One & half Year (Full time)
- Craftsmanship Certificate Course in Food & Beverage six months (Full time)

Minimum Qualifications

Successful completion of 10th of 10+2 pattern or equivalent qualification with English as one of the subjects in the school examination.

Age

Maximum upto 25 years (Gen, Gen - EWS & OBC) as on 1st June of each year relaxable upto 3 years in case of Scheduled Caste & Scheduled Tribe candidates.

Selection & Total No. of Seats:

1. 112 in craftsmanship course in Food Production & Patisserie
2. 45 in craftsmanship course in Food & Beverage Service

Note:

- 15% seats reserved for SC candidates
- 7.5% seats reserved for ST candidates
- 3% Physical handicapped

Selection Procedure

Purely on First come First Serve Basis.

Fees/Documents required on Application for Admission:

1. Application for Admission form complete, with all details filled in.
2. Declarations signed by Applicant and his/her parent. (On the reverse of Application form)
3. Originals and Photocopies (self attested)
 - a. Passing Mark- list of Std. X
 - b. A School – leaving Certificate or Birth Certificate.
5. Certificate of Physical Fitness issued by a Registered Medical Practitioner.
6. Character Certificate from School/College
7. Candidates belonging to GEN-EWS, OBC, SC/ST: Valid certificate issued by the competent authority.

Refund: Fee will not be refunded after commencement of the course and Principals decision will be final in this matter.

N.B. Rules of Admission are subject to change

Craftsmanship and Diploma Courses Withdrawal rule

Withdrawal And Refund Policy For Diploma & Craftsmanship Courses

Candidates who have applied and paid the fees for the Diploma and Craftsmanship Courses may kindly note the procedure for withdrawal and refund of fees as follows:

- a. Candidates who apply in writing for withdrawal of seat to the Institute before commencement of classes are eligible for refund of fee after deduction of Admission fee.
- b. Candidates who apply in writing for Withdrawal of seat to the Institutes after commencement of classes i.e (the day of joining till the 30th day inclusive of sat & sun) are eligible for refund of fee after deduction of 10% of the 1st Semester fees paid.
- c. Candidates who withdraw the admission after 30 days of commencement of classes only caution money will be refunded.

Teaching Scheme:

Craftsmanship Certificate Course In Food Production And

SEMESTER 1

SUBJECT CODE	SUBJECT	HOURS PER WEEK		TERM MARKS	
		Th.	Pr.	Th.	Pr.
CFP11	Cookery and Larder Theory – I	02	-	50	-
CFP12	Cookery Practical – I	-	12	-	150
CFP13	Larder Practical – I	-	06	-	50
CFP14	Bakery & Patisserie Theory – I	01	-	50	-
CFP15	Bakery & Patisserie Practical – I	-	10	-	50
CFP16	Hygiene	02	-	50	-
CFP17	Equipment Maintenance	02	-	50	-
Total		07	28	200	250
Grand Total		35		450	



SEMESTER 2

SUBJECT CODE	SUBJECT	HOURS PER WEEK		TERM MARKS	
		Th.	Pr.	Th.	Pr.
CFP21	Cookery and Larder Theory – II	03	-	50	-
CFP22	Cookery Practical – II	-	12	-	150
CFP23	Larder Practical – II	-	06	-	50
CFP24	Bakery & Patisserie Theory – II	01	-	50	-
CFP25	Bakery & Patisserie Practical – II	-	10	-	50
CFP26	Costing	03	-	50	-
	Total	07	28	150	250
	Grand Total		35		400

Industrial Training: 4 weeks during winter vacations, 16 weeks after Semester II term-end examinations.

Craftsmanship Certificate Course In Food And Beverage Service

No.	SUBJECT	HOURS PER WEEK	
		Th.	Pr.
1	Food Service	06	11
2	Beverage Service	04	10
3	Communication	02	-
4	Pantry Operation	-	02

SUBJECT TO CHANGE



Craftsmanship Courses: Uniforms For Craft F.P.P

General



Students are strongly advised against substituting fabric, as there may be quality/colour issues.
If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

Uniform For Gents

Shirt: 2 nos.

Lemon Yellow RAYMOND

Qty Code: 14010/0004106

Shade No. 09P

T-Shirt: Blue T Shirt with institution
logo front & behind

Trousers

Black

Raymond Trovine

Qty Code: 5030002939

65% Poly/ 35% Cot

Shade No. 843

Tie: 2 nos.

Black Satin

Raymond

Qty Code: 0044K60

Socks: 2 pairs

Plain Black (No pattern)

Shoes: 1 Pair

Black Leather with laces

Rubber Sole

Similar to Bata Oxford

Uniform For Ladies

Blouse: 2 nos. Lemon Yellow

RAYMOND

Qty Code: 14010/0004106

Shade No. 09P

T-Shirt: Blue T Shirt with institution
logo front & behind

Trousers

Black

Raymond Trovine

Qty Code: 5030002939

65% Poly/ 35% Cot

Shade No. 843

Tie: 2 nos.

Black Satin

Raymond

Qty Code: 0044K60

Socks: 2 pairs

Plain Black (No pattern)

Shoes: 1 Pair

Black Leather with laces

Rubber Sole

Similar to Bata Formal

Craftsmanship Courses: Uniforms For Craft F.P.P



Kitchen



Students are strongly advised against substituting fabric, as there may be quality/colour issues. If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

Uniform For Gents

Chef's Head Gear: 2 nos, red square checks, cotton drill material

Scarf: 2 nos
Red square checks
Cotton poplin

Chef's Jacket: 2 nos, White Raymond Trovine Qty code 5030002824-0024, Shade no. 1, $\frac{3}{4}$ sleeves with turnback cuffs reversible button down front, white plastic buttons.

Important: only one Sleeve Pocket. No additional pockets on jacket, nor apron.

Apron: 2 nos, Red Square checks, Cotton

Chef Trousers: 2 nos, Black and white checks, 0.1cm square checks, Zip fly, belt loops. Waist button with hook and bar on waistband. 2 pleats in front.

Important: No pockets.

Hand Towels: 2 nos

Kitchen towels: 2 nos.

Socks: as in General Uniform

Shoes: Black Safety Shoes

Uniform For Ladies

Chef's Head Gear: 2 nos, red square checks, Cotton Drill Material

Scarf: 2 nos
Red square checks
Cotton poplin

Chef Jacket: 2 nos, White Raymond Qty code 5030002824-0024, Shade no. 1, $\frac{3}{4}$ sleeves with turnback cuffs reversible button down front, white plastic buttons.

Important: only one Sleeve Pocket. No additional pockets on jacket, nor apron.

Apron: 2 nos, Red Square checks, Cotton

Chef Trousers: 2 nos, Black and white checks, 0.1cm square checks, Zip fly, belt loops. Waist button with hook and bar on waistband. 2 pleats in front.

Important: No pockets.

Hand Towels: 2 nos.

Kitchen towels: 2 nos.

Socks: as in General Uniform

Shoes: Black Safety Shoes

Craftsmanship Courses: Uniforms For Craft F & B

General



Students are strongly advised against substituting fabric, as there may be quality/colour issues.
If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

Uniform For Gents

Shirt: 2 nos
Plain White Full Sleeves Raymond Qty
Code: 002824-0024

T-Shirt: Blue T Shirt with
institution's logo front & behind

Tie: 1 no. Plain Black Satin

Belt: Formal,
Black Leather, Simple Buckle

Trousers (Straight –cut): 2 nos.
Black, Raymond Trovine
Qty Code: 302824
Shade No. 181

Socks: 2 pairs, plain black

Shoes: 1 pair
Black Leather with laces
Bata – Oxford 8346016 or similar

Uniform For Ladies

Shirt: 2 nos
Plain White Full Sleeves Raymond
Qty Code: 002824-0024

T-Shirt: Blue T Shirt with institution
logo front & behind

Tie: 1 no. Plain Black Satin

Skirt with back slit: 2 nos.
Black, Raymond Trovine
Qty Code: 302824
Shade No. 181

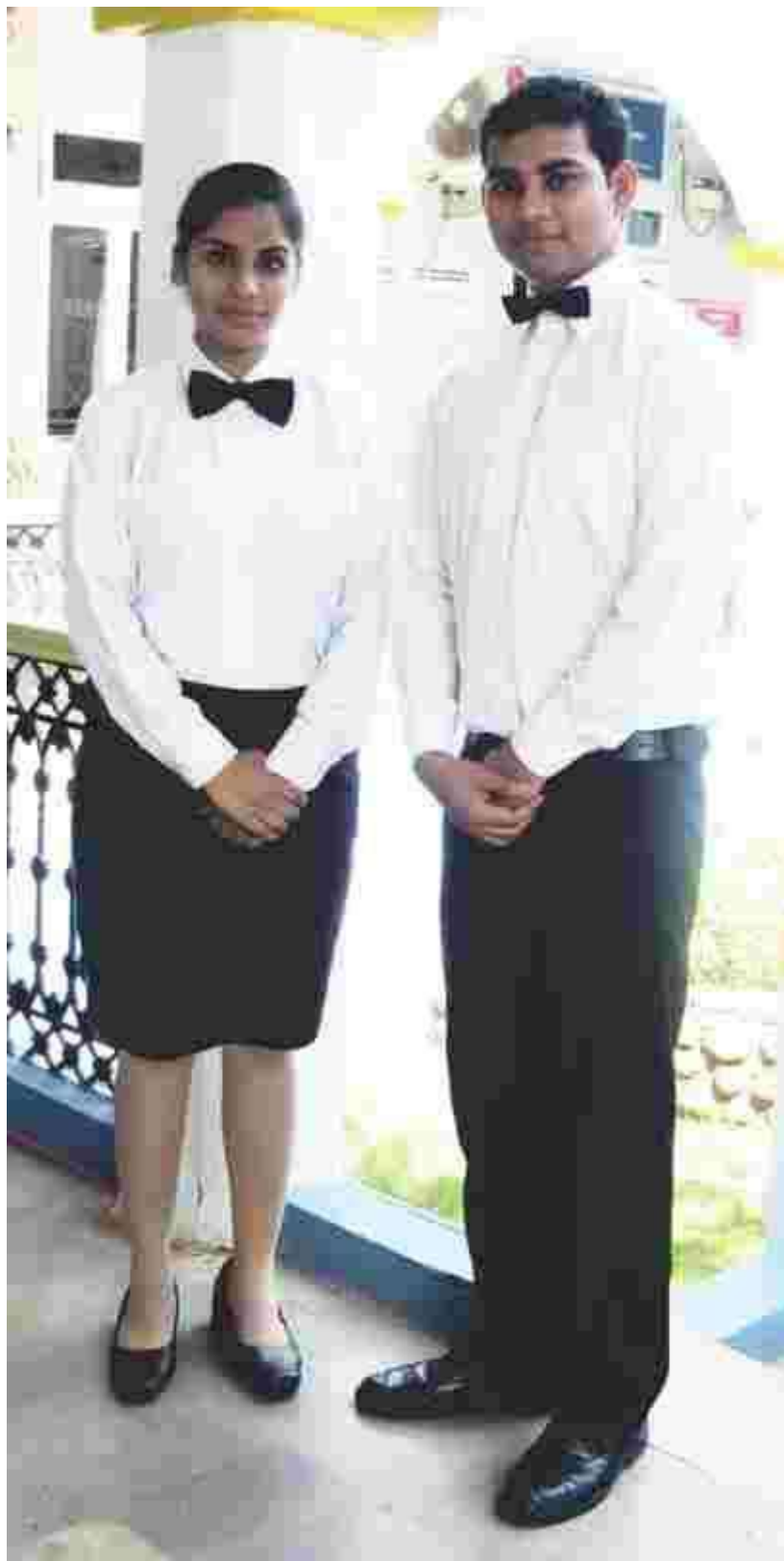
Stockings: (flesh colour): 2 pairs

Shoes: 1 pair
Black Leather
Bata 5016856 or similar

Craftsmanship Courses: Uniforms For Craft F & B



Service



Students are strongly advised against substituting fabric, as there may be quality/colour issues.
If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

Uniform For Gents

General Uniform, with:
Black Bow replacing Tie

Waiter's Cloth (White)
18" x 24" – 2 nos.

Serviettes (white)
20" x 20" – 2 nos.

Bottle opener: 1 no.

Writing pad (small): 1 no.

Match box/lighter: 1 no.

Ball – point pen (Spring): 1 no.

Uniform For Ladies

General Uniform, with:
Black Bow replacing Tie

Waiter's Cloth (White)
18" x 24" – 2 nos.

Serviettes (white)
20" x 20" – 2 nos.

Bottle opener: 1 no.

Writing pad (small): 1 no.

Match box/lighter: 1 no.

Ball – point pen (Spring): 1 no.

Diploma Courses: Uniforms For Dipoma F.P.P

General



Students are strongly advised against substituting fabric, as there may be quality/colour issues. If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

Uniform For Gents

Shirt: 2 nos.
Color: Beige
Raymond Shirting
Qty Code: 13004/0001198
Shade No. 11S
T-Shirt: Blue T Shirt with institution's logo front & behind
Trousers
Black
Raymond Trovine
Qty Code: 5030002939
65% Poly/ 35% Cot
Shade No. 843
Tie: 2 nos.
Black Satin
Raymond
Qty Code: 0044K60
Socks: 2 pairs
Plain Black (No pattern)
Shoes: 1 Pair
Black Leather with laces Rubber Sole
Similar to Bata Oxford

Uniform For Ladies

Blouse: 2 nos.
Color: Beige
Raymond Shirting Qty Code:
13004/0001198 Shade No. 11S
T-Shirt: Blue T Shirt with institution's logo front & behind
Trousers
Black
Raymond Trovine
Qty Code: 5030002939
65% Poly/ 35% Cot
Shade No. 843
Tie: 2 nos.
Black Satin
Raymond
Qty Code: 0044K60
Socks: 2 pairs
Plain Black (No pattern)
Shoes: 1 Pair
Black Leather with laces
Rubber Sole
Similar to Bata Formal

Diploma Courses: Uniforms For Diploma F.P.P



Kitchen

Uniform For Gents

Chef's Head Gear: 2 nos, green square checks
Cotton Drill Material

Scarf: 2 nos

Green square checks
Cotton poplin

Chef's Jacket: 2 nos, White Raymond Trovine
Qty code 5030002824-0024, Shade no. 1, $\frac{3}{4}$ sleeves with turnback cuffs reversible button down front, white plastic buttons.

Important: only one Sleeve Pocket. No additional pockets on jacket, nor apron.

Apron: 2 nos, Red Square checks, Cotton

Chef Trousers: 2 nos, Black and white checks, 0.1cm square checks, Zip fly, belt loops. Waist button with hook and bar on waistband. 2 pleats in front.

Important: No pockets.

Hand Towels: 2 nos

Kitchen towels: 2 nos.

Socks: as in General Uniform

Shoes: Black Safety Shoes



Uniform For Ladies

Chef's Head Gear: 2 nos, green square checks,
Cotton Drill Material

Scarf: 2 nos

green square checks
Cotton poplin

Chef Jacket: 2 nos, White Raymond Qty code 5030002824-0024, Shade no. 1, $\frac{3}{4}$ sleeves with turnback cuffs reversible button down front, white plastic buttons.

Important: only one Sleeve Pocket. No additional pockets on jacket, nor apron.

Apron: 2 nos, Red Square checks, Cotton

Chef Trousers: 2 nos, Black and white checks, 0.1cm square checks, Zip fly, belt loops. Waist button with hook and bar on waistband. 2 pleats in front.

Important: No pockets.

Hand Towels: 2 nos.

Kitchen towels: 2 nos.

Socks: as in General Uniform

Shoes: Black Safety Shoes

Students are strongly advised against substituting fabric, as there may be quality/colour issues. If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

Craftsmanship Courses: Uniforms For Diploma F & B

General



Students are strongly advised against substituting fabric, as there may be quality/colour issues.
If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

Uniform For Gents

Shirt: 2 nos

Plain White Full Sleeves

Raymond Qty Code: 60504011

Shade no. 1

T-Shirt: Blue T Shirt with institution's logo front & behind

Tie: 1 no. Plain Black Satin

Belt: Formal,

Black Leather, Simple Buckle

Trousers (Straight -cut): 2 nos.

Black, Raymond Trovine

Qty Code: 302824

Shade No. 181

Socks: 2 pairs, plain black

Shoes: 1 pair

Black Leather with laces

Bata – Oxford 8346016 or similar

Uniform For Ladies

Shirt: 2 nos

Plain White Full Sleeves

Raymond Qty Code: 60504011

Shade no. 1

T-Shirt: Blue T Shirt with institution's logo front & behind

Tie: 1 no. Plain Black Satin

Skirt with back slit: 2 nos.

Black, Raymond Trovine

Qty Code: 302824

Shade No. 181

Stockings: (flesh colour): 2 pairs

Shoes: 1 pair

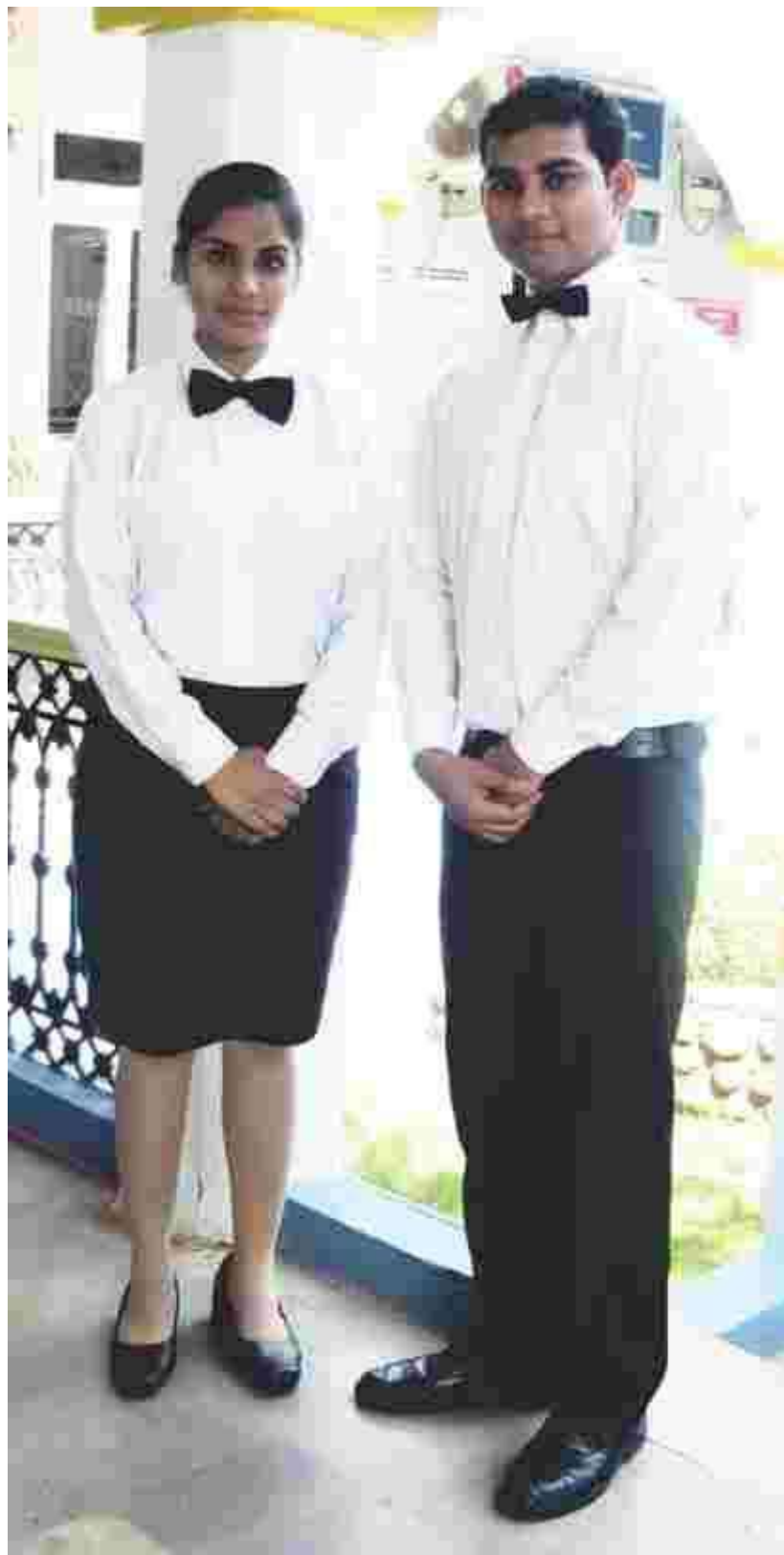
Black Leather

Bata 5016856 or similar

Craftsmanship Courses: Uniforms For Diploma F & B



Service



Uniform For Gents

General Uniform, with:
Black Bow replacing Tie

Waiter's Cloth (White)
18" x 24" – 2 nos.

Serviettes (white)
20" x 20" – 2 nos.

Bottle opener: 1 no.

Writing pad (small): 1 no.

Match box/lighter: 1 no.

Ball – point pen (Spring): 1 no.

Uniform For Ladies

General Uniform, with:
Black Bow replacing Tie

Waiter's Cloth (White)
18" x 24" – 2 nos.

Serviettes (white)
20" x 20" – 2 nos.

Bottle opener: 1 no.

Writing pad (small): 1 no.

Match box/lighter: 1 no.

Ball – point pen (Spring): 1 no.

Students are strongly advised against substituting fabric, as there may be quality/colour issues.
If any student's uniform differs from above specifications, he/she may be asked to re-stitch the same.

Training Facilities



Basic Training Kitchens

The Basic Training Kitchens are designed to introduce the basic principles of cooking to youth who may have never held a knife! Here, the students of the Craft Course & 1st yr. B.Sc. in H. & H.A are taught the fundamentals of major cuisines.

They are guided the world of cuts of meat, fish, vegetables, poultry, stocks, sauces, masala, etc.

The kitchen is well planned, taking into account the inexperienced student as well as the level of attention needed to avoid accidents and ensure the safety of young chefs!



Quantity Food Kitchen

The quantity Food Kitchen is designed to cater for large numbers. Students of the 2nd Year B.Sc. in H.& H.A, as part of the Curriculum, are trained in bulk food preparation in this kitchen.

On a daily basis, lunch for staff & Students enrolled for various courses at the Institute, is prepared here.

Equipped with the latest equipment, the kitchen is well laid out, ensuring maximum efficiency.

Safety being a prime concern, students are provided training in a well- lit, well – ventilated environment.





Advanced Training Kitchen



The Advanced Training Kitchen is the platform from where the students of the final year of the 3 year B.Sc. in H. & H.A. launch their careers.

Menus from all over the world are prepared and presented for Theme Dinners and various functions held at the Institute.

Galantines, mousses, terrines are some of the dishes you will find being dished out at the hands of the young chef's.

Here, you will experience Cuisines from South East Asia, The Middle East, Europe and the Americas

Bakery and Confectionery



The Bakery and Confectionery are the training labs where budding Bakers and Patisseries are allowed to bloom.

They learn to transform ordinary ingredients into delectable cakes, bread and confections that are a treat to the eye as well as the palate.

Here intensive training is given to students of the Craftsmanship Course and those of the 1st and 3rd Year B.Sc in H. & H.A.

Products of the practical classes are displayed and sold fresh from the oven in the Snackataria.





Training Facilities



Housekeeping

The Housekeeping department is a crucial department that is in intimate contact with the guest.

Students are trained in the finer aspects of laundry and stain removal, make-up of rooms, as well as operational aspects i.e uniform designing, lost and found etc.



Front Office

The Front Office is where the students of the degree course are trained in the basics of the Reception and Reservations sections. Checking – in and out, Situation handling and Room reservations are some of the topics covered in the curriculum.

Training Facilities



Library



The Library is the spring of knowledge, where ideas are born and dreams generated.

Well – stocked cabinets house volumes from all over the world. Books, periodicals, journals and magazines purchased in order to enable our young minds to keep abreast of the Industry happenings and world events.

Library has 10 nos. computers with internet facility for the students.

Audio-Visual Room



The Audio-Visual Room finds, itself host to Seminars, Talks and Presentations by Industry Professionals as well as for students themselves, to practise and hone their Presentational and soft skills. Equipped with an LCD projector, the students find it easy to navigate through Power Point Presentations and thus prepare themselves for the Board room.



Training Facilities



Classrooms

The Classrooms are for imparting theory knowledge to the young minds to prepare them for the Industry in which they are about to enter. Large and accommodating, they are equipped with LCD projectors which bring the latest information to the discerning student.



Student Dining Hall

The Student Dining Hall provides for easy comfortable dining. Lunch-time is when the students get to relax and catch up with the latest news and happenings of the day. Here, they can also satisfy their voracious appetites with snacks from the snackataria.

Extra - Curricular Activities



CHRISTMAS THEME LUNCH



CULTURAL PROGRAMME



FANCY DRESS COMPETITION



JHARKHAND THEME LUNCH



ONAM CELEBRATION



AWARENESS OF SWACHH BHARAT ABHIYAN



BLOOD DONATION



HIGH TEA THEME MEXICO

Training Facilities

Training Restaurant



The Training Restaurant is the facility where students are trained to be hospitable – they learn to lay a table, service of food and beverages. Gueridon service and bartending are also introduced to the budding waiter and bartender.

This is also the venue for many a Theme dinner when important Industry personnel are invited to view and acknowledge the efforts of the staff and students.

Computer Lab



The Institute has a well equipped Computer lab, where students are taught the use of latest information technologies used in the hotel industry. Students are exposed to use standard software packages, such as Microsoft office, PMS packages. The computers in the lab are on a LAN network, which is then connected to the Institutes server for better management.

Endowment



Sr. No.	Month/ Year of inception	Name of Scholarship	Amount donated (Rs.)	Scholarship Type	Name of Donor	Instructions
1	Mar 2018	Mr. Joe & Mrs. Mafalda D'Souza Scholarship	106900	Endowment	Mrs. Donna D'Souza	2nd Year Highest Total in NCHMCT
2	Mar 2018	Mr. Simon Peter & Mrs. Maggie D'souza	106900	Endowment	Mr. Olwin Desouza	2nd Year Highest Total in NCHMCT
3	Apr 2018	Mr. Raymond Lopes	49500	Endowment	Mr. Lawrence Lopes & Sumit Lopes	2nd Year Highest Mark in F&B
4	June 2018	Sh. Narain Das Kirori Mal	25000+ 25000	Endowment	Mr. Vineet Kumar	Principal/ Committee to decide
5	June 2018	1995-1998 Scholarship	62665	Endowment	Prashant Bhatia, Vandana Rawat Vinod Chaudhary	Principal/ Committee to decide (needy candidates)
6	July 2018	Smt Krishna Mehla	50000	Endowment	Vinod Chaudhary	Principal/ Committee to decide
7	Mar 2019	Late Mrs Sushila Gupta m/o Vivek Gupta- Raj Resorts, Bogmalo Beach	50000	Endowment	Vivek Gupta	1 or 2 needy girl students
8	Mar 2019	Mr. Robert & Mrs. Piedade Sequeira	100000	Endowment	Joseph Sequeira	Principal/ Committee to decide
9	Mar 2019	Late Mr. Taumaturgo & Mr Lavinia Proença	20000	Endowment	Neville Proença	Principal/ Committee to decide
10	Sep 2019	Late Mr. Joseph Santos	80000	Endowment	Anonymous	Needy deserved candidate from minority committee
11	Oct 2019	Late Mr. Inancio Sequeira	50000	Endowment	Mr. Abel Sequeira	For Sports
12	Mar 2022	Quintina & Dion Fernandes	50000	Endowment	Quintina & Dion Fernandes	

Scholarships



1. Students may visit Institute website ihmgoa.gov.in under ACADEMICS -----SCHOLARSHIP
2. Students may apply for various scholarships which Institute will be updating on its website time to time.
3. Students may apply for scholarships available on National Scholarship Portal (NSP) Ministry of electronics & Information Technology Government of India on <https://scholarship.gov.in> for Central Schemes, UGC/AICTE schemes and State Schemes.
4. Student may also apply for Scholarship/Free ship through their respective State Social Welfare
5. For any further assistance on Scholarship kindly mail us on donna.dsouza@ihmgoa.gov.in / ihmgoaestb@gmail.com

List Of Scholarships



IHM - GOA FINANCIAL ASSISTANCE:

1. IHM Financial Assistance

STATE GOVERNMENT SCHOLARSHIPS/SCHEMES

1. Post Matric Scholarship for SC/OBC students – Directorate of Social Welfare, Government of Goa.
2. Post Matric Scholarship for ST students – Directorate of Tribal Welfare, Government of Goa.
3. Educational Concession Scheme – Children of Service Personnel – Directorate of Education, Goa.

Note: Students can apply for different scholarships/freeships through the respective State Government.

CENTRAL GOVERNMENT SCHOLARSHIPS/SCHEMES :

1. Central Sector Scholarship Scheme of Top Class Education for SC Students (Department of Social Justice and Empowerment).
 2. Top Class Education for ST Students.
(Ministry of Tribal Affairs)
 3. Merit-cum-Means Scholarship Scheme.
(Ministry of Minority Affairs)
- The above scholarships have to be applied online by the students at www.scholarships.gov.in.
4. Special Scholarship Scheme for Jammu & Kashmir students - Ministry of Human Resource Development, New Delhi.

Others:

1. Hotel & Restaurant Association, Western Region (Scholarship for 1st & 2nd Year Students) (Part of Tuition Fees).

Employment Prospects

There are ample employment opportunities in the Hospitality Industry with very bright prospects. Graduates from the Bachelors in Hospitality and Hotel Administration Course secure jobs via Campus Placements. The level at which the candidate enters the

Organization depends on several factors - policies of the establishment, capacity of the individual etc.

Some of the sectors of the Tourism and Hospitality Industry employing graduates and skilled staff are listed below:

<p>TRAVEL & TOURISM</p> <ul style="list-style-type: none"> • Reservation Counter Staff • Sales & Mktg. Staff • Tour Escorts/Guides 	<p>RAILWAYS</p> <ul style="list-style-type: none"> • Catering Staff • Reservation Counter Staff • Sales & Mktg. Staff 	<p>CRUISES</p> <ul style="list-style-type: none"> • Counter Staff • Sales & Mktg. Staff • Clearing & Forwarding Agents
<p>AIRLINES</p> <ul style="list-style-type: none"> • Cabin Crew • Sales & Mktg. Staff • Traffic Assistants • Reservation Counter Staff • Airport Duty Officers • Flight Kitchen Staff 	<p>HOTELS</p> <ul style="list-style-type: none"> • Corporate Trainees • Management Trainees • Hotel Operation Trainees • Operational Trainees 	<p>INDUSTRIES</p> <ul style="list-style-type: none"> • Dieticians • Catering Supervisors

Campus Placements

List of Hotels / Companies that have Conducted Campus Interviews .

1. McDonalds India- West and South
2. Cinapolis
3. Lenskart Solutions Pvt. Ltd.
4. Absolute Barbecues Pvt. Ltd.
5. EazyDiner
6. TATA Starbucks Coffee Company Pvt Ltd
7. Café Coffee Day
8. HMSHost International
9. Haldiram's
10. PUMA Sports India Pvt Ltd.
11. Thrillophilia

12. Chaayos
13. MONIKA ENTERPRISES
14. The Leela Goa, Mobor, Cavelossim, Goa
15. IHCL
16. The Park Hotels
17. JW Marriott Hotel Pune
18. Trident, Bandra Kurla, Mumbai
19. Novotel ibis Bengaluru

20. Grand Hyatt Goa
21. Novotel Pune
22. TVivanta Bengaluru, Whitefield
23. Fairfield by Marriott® Goa Calangute



PLACEMENT POLICY FOR STUDENTS

(Applicable from Academic year 2021-22 onwards)

Overview Campus placements

- When you apply for campus placement, you gain a lot of confidence, desire, enthusiasm, zeal, and spirit to perform better at every step of your professional journey.
- Campus placements provide you, the student, with a foot-in-the-door opportunity, enabling you to start off your career right after you have completed your course curriculum.
- You get to interact and engage with the industry professionals during the placement drives, which further help lay a foundation for your prospective career in the future as you familiarize with potential contacts from your chosen career field.
- Companies no longer just look for academic excellence and aptitude, but they prefer candidates who have practical exposure and problem solving ability in real-life situations.
- Choosing to sit for campus placements will save you a lot of time and money since you won't have to search for job openings and placement opportunities by yourself.
- Campus placements give you excellent opportunities to get a high-paid, growth-oriented job at a reputed company.
- Owing to the company-college rapport, IHM Goa brings in some of the best recruiters on board to hire talented students from our campus, which increases your chances of working with reputed names in the corporate sector during campus placements.
- There is limited competition at campus placements and you do not have to spend an unnecessary amount of time or resources to be able to crack your placement interviews.
- Gain early access into the corporate world and face its challenges- you can work and gain skills in a hands-on manner.

Placement Cell IHM-Goa liaises with companies to boost job placements, and invites resource persons to train you accordingly and increase the likelihood of your success during the selection process.

Objectives:

- To endeavor for training sessions in soft skills, how to face interview, group discussion and Résumé preparation) to eligible students
- To facilitate industry-institute interactions
- To assist and coordinate campus placements ,in physical/ virtual mode, and off- campus placements

Student Responsibilities

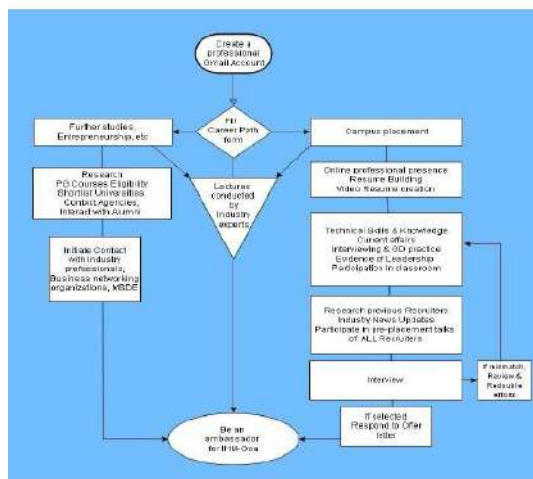
- In the final year of graduation, ALL students must participate in scheduled weekly sessions conducted by faculty members and visiting expert speakers (online and offline mode).
- Each student must fill the Career Path form within the first fortnight of fifth semester. If you fail to fill the form fully, it will be assumed that you are opting for further studies.
- Once opted for Campus Placements, you must attend pre-placement talks of ALL recruiters that approach the Institute (virtual mode/ offline)

.You must maximize your efforts to secure placements to secure at least one placement. Your interaction with the recruiter and the placement team must be highly professional, in person as well as in written communication. Communication must be prompt (Receive phone calls, or call back as soon as feasible, respond to WhatsApp messages and emails and so on.)

.If you have been shortlisted by one retail and one hotel recruiter, you may be restricted from appearing for further recruitment drives in that semester. (Decision to implement this will be reviewed, based on existing placement position of the students)

•If your tuition fee is unpaid or if you have a bad track record (severe attendance shortage- less than 65%, misconduct etc. you may be advised to not appear for campus interviews, until you demonstrate amendment.

•Campus placements are a privilege/facility extended to students (not a right). Placements are dependent on the performance of the student at the selection process. Opting for Campus Placement does not guarantee a job nor will Placement Cell be held responsible for providing jobs. Final authority in case of any dispute would be with the Principal whose decision would be final and binding.





Process Overview

• Create a professional email address Use a combination of names and initials e.g. j.dsouza@gmail.com or kavlekar.v@gmail.com. Kindly prefer Gmail- for compatibility with web-based productivity software offered by Google- else you may miss some important emails or face issues while uploading Google forms, etc..

• **Career path form:** Opt for Campus placement

• **Join Google classroom & ZOOM Sessions:** important notices will be posted here. It is your responsibility to be alert and up-to-date with such announcements on a frequent basis. Respond before the deadline.

• **Resumes.** Submit genuine Résumés in Institute approved MS WORD and PDF format. If inconsistencies are found in any Résumé, it not be forwarded to the recruiter.

• **Online sign- up form** Students are advised to conduct online research of the Recruiters (also recruiters who visited in previous years) and consult elders before signing-up. Sign up for each recruitment drive must be completed within stipulated time. Once signed up it is compulsory to participate as the Recruiter who expects to interview the candidate.

• **Testimonials/ Certificates:** Scan all certificates in high-resolution (100 dpi) into pdf. Candidates must furnish necessary data: attendance percentage from Semester 1 onwards, Marks obtained from Semester 1 onwards. Original certificates for verification (Mark sheets of 10th, 12th, etc.) at the time of the Interview.

• **Digital devices and network connectivity:** It is necessary for students to equip and familiarize themselves with the use of Virtual mode using platforms such as ZOOM, Microsoft Teams etc., in preparation for selection rounds.

• **Dress code and Discipline:** Formal business attire. (Business suit/ a sari) and grooming standards, whether online or offline.

• **On-campus/Online mode/ Off-campus Interview:** Students, who have signed up for a company's placement drive, are required to attend all rounds of the selection process based on shortlisting.

• **Punctuality/ Commitment.** Students are required to arrive at the venue where selection process is held at least 30 minutes early. Shortlisted candidates are required to stay in the Institute/ premises from the start through to the end of the day.

• **Actions warranting disciplinary proceedings** A student is liable for disciplinary proceedings on the following grounds: A student may be fined Rs.1000/- or even debarred:

.If not eligible and has signed up/appeared for the interview.

.If s/he is late/ absent for either pre-placement talk or selection process of a company.

.If poorly groomed, not in uniform or involved in acts of indiscipline or malpractice or if found withholding information or to have submitted wrong/ false data.

.If student abandons selection process after being shortlisted for further rounds. e. If any kind of misbehavior/ complaints is reported by the recruiting staff/ faculty member/ staff/ volunteers.

Job Offer/Appointment Letters:

• A case may arise when recruitment drive (A) and (B) are scheduled consecutively and a student may have signed up for both. However the results of recruiter (A) may have not been declared/ confirmed in writing to the Institute. If the first recruiter delays in declaring the results (or this student's selection is waitlisted) with prior permission, the student may be allowed to appear for the scheduled recruitment drive (B) as an exceptional case, if eligible, at the discretion of the Management.

• Selected students normally receive from the recruiter a letter of intent/ job offer letter informing them of their selection. Students are required to submit a photocopy of this letter to the Institute.

• Students who have been selected by the Recruiter are required to respond within the stipulated time, to the offer letter. They must accept only one offer and decline all the rest thereafter, in writing. By the first week of March, it is mandatory for students to submit their final response to the Recruiters that made them the offer. Failure to do so will invite disciplinary action.

• Once a student is selected by the Recruiter, the responsibility of establishing and maintaining contact with the Recruiter passes on to the selected student and the responsibility of Institute ceases. The students will liaise directly with the Recruiter for final appointment formalities.

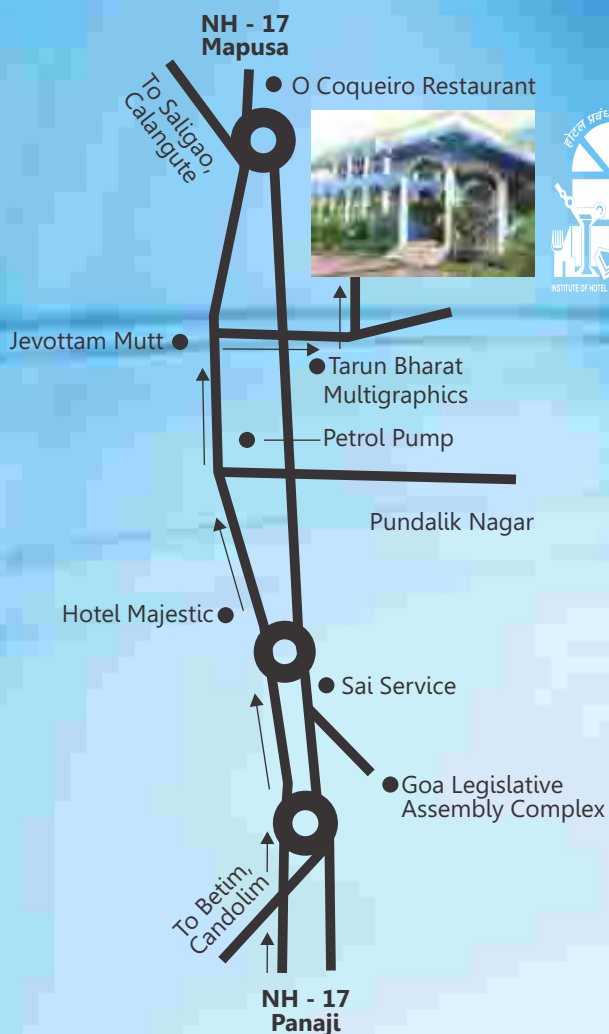
• **Confidentiality and Communication:** All communication by the Institute and the recruiter with the student is confidential. Content of Emails, WhatsApp messages is only for the intended only for the use of the addressee and may not be shared. The students may route all communication to the recruiter through the placement cell. Should the recruiter choose contact the student directly (offer letter, etc.) this must be informed to/ shared with the Placement cell.

• **Post-placement:** Selected candidates must report to the Recruiting Company and abide by the rules and regulations thereof. However, they can join only after completion of their final examinations.

• **Feedback:** Students are required to provide feedback on placement process and results, so that course correction may be made. Only those students, who have registered and attended placement, are eligible to give feedback based on their own individual experience.

(This policy was last reviewed on 5th February 2022, and may be subject to review without notice during the Academic Year, if required)

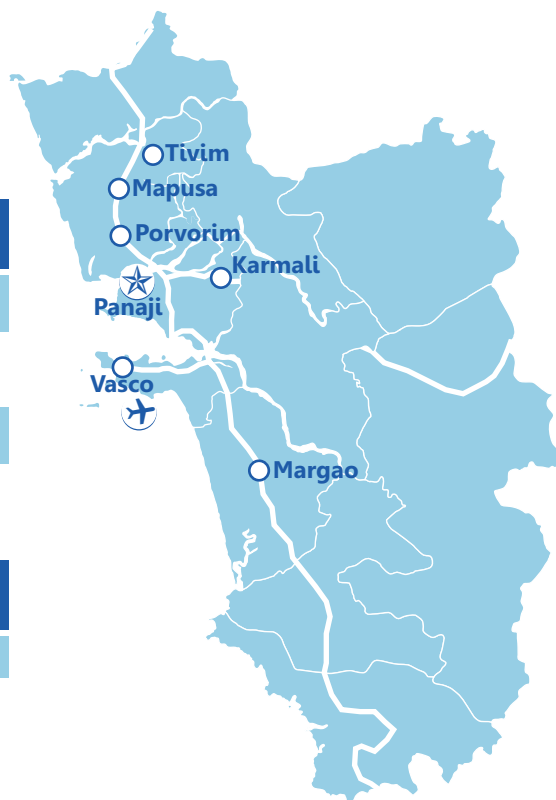
Route From Panaji



**INSTITUTE OF
HOTEL MANAGEMENT
GOA**

Railway Stn.	Nearest Bus Stand	From Rly Stn to Institute
Karmali (KRMI)	Panaji (12 Kms)	15 kms
Madgaon (MAO)	Margao (2 kms)	35 kms
Thivim (THVM)	Mapusa (12 kms)	20 kms
Vasco-da-Gama (VSG)	Vasco (0.2 Km)	29 kms

Airport	Nearest Bus Stand	From Airport to Institute
Dabolim	Vasco (4 kms)	30 kms.



- All distances are approximate.
- Images are not to scale.



Institute of Hotel Management, Catering Technology & Applied Nutrition

("An Autonomous Body under Ministry of Tourism, Government of India")

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