

INTRODUCTION

"ATITHI DEVO BHAVA ". This phrase from the vedas symbolizes the concept of Indian hospitality. It is inculcated in every Indian from childhood and is a part of every person's life. So, it may seem that there is no need for any formal training and anyone who can speak good English and is smart looking can succeed in a hospitality establishment or hotel. The truth is that to do well in the hospitality industry, one requires knowledge, skills, a professional attitude and most importantly, a desire to serve people.

The tourism industry is the second largest foreign exchange earner and it continues to expand at a rapid pace. This industry has also experienced a great impetus with multinational hotel chains realizing the potential of tourism in India and one now finds a large number of foreign hotel chains that are in collaboration with Indian partners. Greater industrialization has also contributed to an increasing number of hospitality establishments of various natures. Institutional feeding for the large and increasing number of workers engaged in industrial production poses a special challenge. Besides, there is an urgent need to provide better services, both in housekeeping and catering to hospitals, railways, airlines, shipping lines, Govt. Offices, rest houses, dak bungalows etc. One can see the large potential for employment at various levels in these circumstances. Concurrently, increased awareness of quality levels of services and products expected by the consumer has further emphasized the need for ensuring excellent standards

Evidently, there is a great need for a professionally trained workforce to meet this ever-changing and challenging scenario. All Institutes of Hotel Management under the National Council for Hotel Management and Catering Technology, Noida are designed to fully equip the trainees to take up positions of responsibility in various branches of the industry throughout the country. The training imparted in these institutions prepares the students for various managerial, supervisory and skilled levels in the different trades. Also, the scope for opportunity overseas has expanded.

THE INSTITUTE

The Institute of Hotel Management, Kufri, Shimla is under the aegis of the National Council for Hotel Management & Catering technology, A-34, Sector-62, Noida (U.P.) & Indira Gandhi National Open University, New Delhi. It is located on the NH-22 about 16 km from the Shimla bus stand on the way to Theog and is at a height of about 2550 meters.

The Institute offers a variety of courses, which includes B. Sc in Hospitality and Hotel Administration and one and half year Diploma in Food Production and Food & Beverage Service. The admission to the three year degree course is held through a Joint Entrance Examination (JEE) conducted at the national level by the National Council for Hotel Management, A-34, Sector-62, Noida (U.P.) However the Institute directly handles applications for the other courses mentioned above and admissions are made on the basis of a merit list prepared on the percentage of the qualifying examination along with marks obtained in the personal interview conducted for the candidates.

The Institute undertakes in-house and outdoor catering services for hands on experience for the students and the students themselves arrange parties-freshers parties and theme parties etc. This gives them an opportunity to utilize the skills learned during the course *ie* (10+2) plus additional marks for passing a one year craft course and sports certificate as mentioned in the admission criteria.

INFRA STRUCTURE & FACILITIES:

The Institute has the following infrastructure to support the activities conducted on its premises:

1. Training Food Production areas

a. **The Basic Training Kitchen (BTK)**

Here the First Year students of the B. Sc. Programme and the DFP get their introduction to Food Production. They are instructed in the fundamentals of kitchen work with a reward of tasting their own creations.

b. The Quantity Food Kitchen (QFK)

Students of the Second Year B.Sc. Programme and DFP acquire the knowledge and skill required to cater to the demand of regional cuisines of India and bulk cooking.

c. The Advanced Training Kitchen (ATK)

The trained students of the Third Year of the B. Sc. Programme, recently returned from a hectic period of hands-on industrial training in various departments of the hotel industry, get to unleash their combined skills and knowledge and whip up national and international delicacies. The Diploma Food Production also gets to sharpen their basic skills and apply them to more advanced preparations.

d. Bakery & Confectionery

The Bakery & Confectionery is equipped to train students of the B.Sc. Programme and the Diploma Food Production in all aspects of bakery-operations - a very popular choice for many students, here and abroad.

2. Computer Room

The hotel industry is as much a part of the IT revolution as are other industries. Most of the back office work was already being done with the assistance of computers, Now, with more points of sale being used by hotels, work has become more complex and management finds operations are managed more efficiently through computer networking. Nowadays, user-friendly software, like idea's operas, are used, which carry out the day-to-day record keeping and transactions of the hotel and are needed for providing better in- room guest services as well.

To meet this requirement of computer-proficient professionals for the hotel industry we impart training in computers as per the prescribed curriculum. Our Institute has a well equipped computer laboratory with more than 70 computers and a server. Our computer facilities are equipped with computers running on Core 2 Duo and we have the latest versions of relevant software. They are connected through Windows LAN network.

We also provide the Internet facilities to the students for research and project work.

3. Library

A modern library is regarded as a service institution and its main aim is to enable the user to make the most effective and efficient use of its resources and services. Our Institute has a well stocked library containing over 5000 books. The library stocks a sufficient volume of excellent reference books of various disciplines which are frequently used by the students as well as the faculty. The library also subscribes to magazines, periodicals & journals related to the hotel industry and some others of general interest.

Besides books & magazines, the Institute also has educational video cassettes and CD's which are very informative and are frequently used as a teaching aid. An up-to-date library is a top priority of the Institute.

4. Centrally Heated Classrooms

The New Block has attractive, spacious classrooms with provision for central heating to cope with the chill of the winter.

5. Audio-Visual Facility

The Institute has the following audio-visual aids for classroom, conference & presentation purposes:

- * LCD projector for multimedia presentations .
- * Overhead Projector
- * EDUSAT, a satellite training programme for distance learning, in collaboration with IGNOU
- * Slide Projector
- * Flipchart Board

6. Cafeteria

An attractive building in keeping with the local architectural style, situated on the premises by the national highway, offers refreshments to students and visitors of the Institute and is also open for the general public. It offers various popular snacks and beverages and is also an outlet for the bakery products prepared at the Institute.

7. Auditorium

The auditorium is one of the finest you have seen. With a seating capacity of 500, this is one of the biggest spaces available in town. A lovely wooden stage is the centre of interest after you get over the sheer space in front. An all-wood panelling helps retain the sound and the warmth of the central heating system.

8. Guest Room Block

An attractive building houses four guestrooms. These are well-furnished and tastefully appointed. They are used for training students in accommodation services - here they practice the cleaning of hotel guest rooms and interior decoration projects.

9. Sports, Fitness Centre & Entertainment Facilities

For the sporty type of student, there is the Table Tennis (TT) room in the new block with four TT tables. For the cricket lover, cricket competitions are arranged. We also have various indoor games such as carrom and chess. For the true nature lover there are a number of beautiful walks around the Institute and Shimla that are worth exploring, of course, after working hours. Well equipped gymnasium is also available for the students.

10. Miscellaneous add-ons

* **Banking**

A branch of the UCO Bank with ATM is conveniently located at Kufri, at distance of 1 km from the Institute. A PNB ATM Facility is also available at the Institute at the main gate.

* **Health-Care**

The IHM Shimla has appointed a Staff Nurse in the premises round the clock. In addition to this a Primary Health Centre is also sited at a 3-minute walk from the Institute and is very useful for all medical emergencies. Also, chemist facilities are available in Kufri.

* **Postal Needs**

There is a Post Office at Kufri where all postal needs of the students can be catered to.

The photocopy services are readily available in the Institute

HOSPITALITY TRADES

This prospectus offers the Diploma in Food Production & Diploma in Food & Beverage Service which train students for various trades of hospitality, specifically, Food Production and Food & Beverage Service. A brief word about these trades would help the candidate make a suitable career choice.

FOOD PRODUCTION

This department is one of the principal departments of the hospitality industry. It is responsible for producing a wide variety of food as well as bakery & patisserie items, which make a large contribution to the total sales of a property. This not only means preparation of the food but also ensuring its appeal to the guest in the way it is presented while ensuring portion. The Institute has well equipped Food Production and Bakery Labs.

FOOD AND BEVERAGE SERVICE

Food and beverage service is a profession with unlimited opportunities on the horizon. The food and beverage industry can be broadly classified into hotels, independent restaurants and independent caterers, each of which offer excellent opportunities for young students to carve out a career. With economic growth and an increasingly sophisticated market, there is a demand for professionalism in the field of food & beverage services. The Food & Beverage Service Department ensures the smooth service of the food prepared by the Food Production Department. Knowledge of alcoholic and non-alcoholic drinks and their proper service is essential too. Good interpersonal skills are very important for a person in this profession since one is interacting with a variety people with different tastes and background.

This Institute offers a Diploma in Food & Beverage Service that trains students in the above field using a combination of classroom teaching, demonstrations and practical application by the students on the Institute premises. These courses enable them to get jobs in various hospitality organizations at supervisory and skilled levels.

DETAIL OF COURSES



DIPLOMA IN FOOD PRODUCTION (DFP)

This course prepares the student for an exciting and very profitable career in food production (cookery). The trained and talented trainee is assured of placement in the reputed hotels, specialty restaurants, fast food outlets, large hospitals and industrial canteens.

Duration: One and a half years
One year at the Institute followed by 24 weeks of Industrial Training in a hotel/allotted sector.

Educational Qualifications: A pass certificate of 10+2 examination or Senior Secondary or equivalent examination with English as a compulsory subject.

Foreign Nationals/ NRIs may also apply.

Age Limit: General/OBC & Physically Challenged/Handicapped Category :

Age of the applicant should not be more than 25 years as on 1-7-2020 (date of birth should not be before 1-7-1995)

SC & ST Category :

Age of the applicant should not be more than 28 years as on 1-7-2020 (date of birth should not be before 1-7-1992)

Effective Teaching: 36 weeks

Industrial Training: 24 weeks

Subjects included are:

1. Cookery
2. Larder
3. Commodities and Costing
4. Hygiene & Nutrition
5. Computer Awareness



DIPLOMA IN FOOD & BEVERAGE SERVICE (DFBS)

This course is aimed at preparing young men and women for entry-level recruitment as a skilled workforce for food & beverage operations in large hotels, restaurants, bars and fast food outlets. It also offers great scope of employment in large hospitals and industrial canteens. Airlines and cruise lines also offer attractive packages for employment as cabin crew for the talented trainee.

Duration: One and a half years
One year at the Institute followed by 6 months of Industrial Training in a hotel/allotted sector.

Educational Qualifications: A pass certificate of 10+2 Examination or Senior Secondary or equivalent Examination with English as a compulsory subject.

Age Limit : General/OBC & Physically Challenged/Handicapped Category :

Age of the applicant should not be more than 25 years as on 1-7-2020 (date of birth should not be before 1-7-1995)

SC & ST Category :

Age of the applicant should not be more than 28 years as on 1-7-2020 (date of birth should not be before 1-7-1992)

Effective Teaching: 36 weeks

Industrial Training: 24 weeks

Subjects included are:

1. Food and Beverage Service I
2. Food and Beverage Service II
3. Business Communication
4. Hygiene & Sanitation
5. Computer Awareness

RESERVATION OF SEATS

15%	Scheduled Caste Category	
7.5%	Scheduled Tribes Category	
3%	Physically Handicapped (PH)	(See below)
27%	O.B.C	
10%	EWS	

Who qualify for admission under Physically Handicapped Candidates:

a) Orthopaedically Handicapped Candidates

Only those orthopaedically Handicapped candidates who have locomotion disability or cerebral palsy with locomotion impairment of minimum of 40% and maximum of 75% and fall in the following categories are eligible to apply.

B.L. - Both legs affected but not arms

O.A. - One arm affected (Right or Left)

a. Impaired reach b. Weakness of grip. c. Ataxia

O.L. - One leg affected (Right or Left)

M.W. - Muscular weakness and limited physical endurance.

b) Visually Handicapped Candidate

Only those visually handicapped candidates who suffer from any one of the following conditions are eligible to apply.

i. Visual acuity not exceeding 6/6 or 20/20 (swollen) in the better eye with correcting lenses.

ii. Limitation of the field of vision subtending an angle of 20 degrees or worse.

c) Hearing Impaired Candidates

Only those hearing impaired candidates having disability between 40% to 75% shall be eligible.

d) Learning Disability (Dyslexia)

Subject to availability of seat after adjustment all the admission to other admissible disabled category candidates under section 2(i) of PWD Act, 1995.

MEDICAL CERTIFICATE ISSUING AUTHORITY FOR PH CANDIDATES:

At the time of submission of application, Physically Challenged/Handicapped candidates will be required to attach the **copy of Physically Handicapped Certificate issued by the Chief Medical Officer (CMO)**

Central Govt./State Govt./Municipal Corporation-run Hospitals only. Such students are required to produce the original Medical Certificate at the time of admission to the Institute.

HOW TO APPLY

This prospectus contains an application for admission to any of the Diploma course (DFP/DFBS) offered by the Institute can be downloaded from Institute's website www.ihmshimla.org.

For General Category: Rs.200/- at the counter/on line mode

For Reserved Categories: Rs. 150/- on line mode

Note: The application form duly filled in by the candidate concerned, must be reach in the IHM Kufri, Shimla-12 through speed post only along with attested copies of Educational/Technical qualification etc. including receipt of online payment with his/her signature before the due date *i.e.* 17th July, 2020. The application form will only be accepted after making online payment of the prospectus. This fees is not refundable.

THE LAST DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS IN RESPECT OF THESE COURSES IS 17th July, 2020

ADMISSION CRITERIA

The admission will be granted on the merit basis of the candidate in the qualifying examination and any additional marks that are awarded are as below :

- | | | |
|---|--|---------|
| * | For passing a one year Craft course from a recognized Institute of Hotel Management or a Food Craft Institute. | 3 Marks |
| * | For Sports at the States/U.T. level | 3 Marks |
| * | For Sports at the National Level | 5 Marks |

Note: Candidates will be eligible for consideration in only one of the sports category, i.e. either at the State level or the National level and will have to produce documentary evidence in support of their claim.

SELECTION PROCEDURE

The list will be prepared on the merit basis in the qualifying examination (i.e. 10+2) plus additional marks for passing a one year craft course and sports certificate as mentioned above if any.

Admission of reserved candidates will be finalized first and the candidates left over from the reserve categories will be examined alongwith the candidates of the general category. The merit list of both the courses will be displayed for information of the candidates on the Institute website *i.e.* ihm.org on 22-07-2020.

Tentative regular classes will commence from 27-07-2020 or as declared/decided by the NCHMCT NOIDA (U.P.)

NO SEPARATE INTIMATION WILL BE SENT TO THE CANDIDATES.

Selected candidates are required to pay the first term fee only through online mode as mentioned in this prospectus, **BY 25-07-2020.**

Failing immediate payment of fee the offer of admission will be withdrawn and the seat will be offered to the next candidate on the merit list. The candidate whose admission has thus been cancelled will have no claim to admission at a later time whatsoever.

FEE STRUCTURE FOR 2020-21

Element	Diploma in Food Production		Diploma in Food and Beverage Service	
	First Term.	Second Term.	First Term	Second Term
Admission Fee	1000	—	1000	—
Tuition Fee	13750	14800	13750	14800
Examination fee-	—	2500	—	2500
Caution Money (Refundable)	1500	—	1500	—
Misc. Fee	2200	—	2200	—
Enrollment Fee	900	—	900	—
Total	19350	17300	19350	17300
Total	36650		36650	

PAYMENTS OF FEES

- 1 The fee structure shall uniformly apply in case of General, Scheduled Caste and Scheduled Tribe categories.
- 2 For both courses, the first term fee is payable at the time of admission and the 2nd term fee is payable in November/December.
- 3 All fees will have to be paid through online mode.
- 4 **In case of withdrawal after paying First term fee, only Caution Money will be refunded.**
- 5 If any fee payment remains in arrears for more than a month the name of the student will struck off the rolls and he/she will not be allowed to attend classes. Such a student may be re-admitted at the discretion of the Principal upon the payment of the outstanding charges and a fine plus re-admission fee.
- 6 Students will also need to purchase at their own cost such as books, uniforms, and other accessories as per directions of the Institute.

ATTENDANCE REQUIREMENT FOR ALL COURSES

All candidates will be required to put in a minimum of 70% attendance in each subject and 75% in aggregate during the academic session. Students failing to secure this shall be detained from appearing in the Annual Examination to be conducted by the National Council of Hotel Management and Catering Technology, Noida. The Principal is empowered to condone up to 10% of absence on medical grounds. A medical certificate issued by a registered medical practitioner should accompany such request.

The name of a student shall be struck off the rolls if he/she is found to be absent for 10 consecutive working days without proper leave. His/her re-admission is solely based upon the discretion of the Principal. If re-admitted, he/she will be required to pay Rs. 500/- as re-admission fee.

Teaching Medium

The medium of instruction of teaching in the Institute is English and classes are also conducted on online mode.

Examinations

The Institute is affiliated to the National Council for Hotel Management & Catering Technology, Noida (U. P.), for the contents of the syllabi and the conduct of examinations and rules of the Council shall be applicable.

INTERNAL ASSESSMENT :

The National Council holds annual examinations for the Diploma in Food Production and Diploma course in Food and Beverage Service at the end of the academic session in April. Students are also required to appear in the in-house mid-term examinations that are conducted in November / December.

A percentage of the marks obtained in this internal examination count towards the total marks stated in the final mark sheet issued by the National Council, as already explained on pages 7 and 8 of this prospectus.

ON THE JOB TRAINING/INDUSTRIAL TRAINING

The students of the Diploma in Food Production and Diploma Course in Food and Beverage are required to undergo and complete a 24 weeks of Industrial Training respectively in the hotel industry in order to receive their Diploma. The Institute's Placement Cell assist the students for arranging this.

CAMPUS RECRUITMENT

The Institute has a Placement Cell that arranges campus interviews for job placement of students of the course conducted here. Leading hospitality establishments hold campus interviews for placement in their esteemed organizations.

RAGGING

Ragging is a cognizable offence. Ragging of student is strictly prohibited. The Institute strictly follows directions issued by Supreme Court of India in this regard. Students found indulging in ragging of any kind will face consequences at the hands of the law, besides being expelled from the Institute. Students facing such situations may report the matter to the Institute authorities. The institute has zero tolerance policy towards ragging.

GROOMING/UNIFORMS/PROTECTIVE CLOTHING

Students are required to be well groomed-polished shoes, trimmed hair and clean shaven, Students not observing the above requirements will not be allowed to attend classes and would also be fined.

On the Institute premises are required to wear formal clothing when not attending practical classes. No jeans and T-shirts will be allowed.

Students are required to equip themselves with protective clothing during their practical classes in the laboratories to ensure a hygienic standard while protecting the students themselves. No students will be admitted to a practical class unless properly uniformed and equipped with the necessary tools or accessories as prescribed by the Institute

Note : To promote uniformity and to avoid purchasing the wrong uniform and equipment, details of the same will be given upon admission of the candidate to the course.

OTHER IMPORTANT INFORMATION

- 1 Students are expected to behave with decorum and pay due respect to the faculty, other staff members and colleague. Every member of the staff has authority to forbid disorderly behaviour within and outside the Institute at all times and has to be immediately obeyed in such circumstances.

- 2 On admission every student must obtain an Identity Card which will be supplied from the Institute Library. The students must always carry the card with his/her photograph affixed on the same and must present it for inspection whenever demanded by any official of the Institute. Loss of the card must be reported immediately and a new card will be issued on re-payment of Rs. 100/-. Failure to inform about the loss will be seriously taken note of .
- 3 Smoking and consumption of drugs and alcohol is strictly prohibited on the Institute premises.
- 4 Students must not attend classes other than their own without the special permission of the Principal.
- 5 Conduct of the students in their classes as well as on the premises of the Institute shall be such that it will not 'cause any disturbance to fellow students or to other classes. The Principal may expel a student whose conduct is not satisfactory and the fees paid by him/her will be forfeited.
- 6 Late arrival at and early departure from a class are recorded as absence from the class for the period concerned.
- 7 Students should instruct their friends and relatives not to call them on the office telephone except in cases of emergency.
- 8 No union or association shall be formed in the Institute and no person invited to address a meeting without the prior permission of the Principal.
- 9 No students will be allowed to take active part in current politics.
- 10 No students should communicate any information to or write on matters dealing with the Institute's administration in the press.
- 11 Students are expected to take proper care of the Institute's property and are required to help in keeping the premises neat and tidy. Any damage done such

as disfiguring walls, door fittings or breaking furniture etc, is a breach of discipline and the damage shall be recovered from the student in addition to a suitable fine.

- 12 Students shall observe all safety measures. Institute will not accept any responsibility for accidents, damages or loss of any nature within the Institute.
- 13 College authorities will not accept any responsibility for damage to or loss of clothing and any other article or personal property on the college premises
- 14 Students, when free, should make use of the Institute's Library and must not loiter about on the premises of the Institute.
- 15 Notice for change of address should be given immediately to the Principal in writing along with phone number of local guardian.
- 16 Undergoing a job during the period of study at the Institute will disqualify the student for appearing in the final examination.
- 17 Non-compliance with the rules of the Institute can also be dealt with by means of suitable fines.
- 18 In all matters concerning Institute administration and regulations the decision of the Principal will be final and binding on all the students.
- 19 Matters not covered by existing rules will rest at the absolute discretion of the Principal.
20. Students are responsible for filling-up of Examination Forms regular/re-appear with their NCHMCT, Roll number.
21. In the present circumstances the post Covid-19 SOP will also be given to the students at the time of admission.