



Prospectus

होटल प्रबन्ध व्यवस्था भोजन भण्डार
एवं पौषाहार संस्थान, गुरदासपुर - पंजाब
(पर्यटन मंत्रालय भारत सरकार के अधीन स्वायत्तशासी निकाय)

INSTITUTE OF HOTEL MANAGEMENT

Institute Of Hotel Management, Catering & Nutrition

Bariar, G.T. Road, Gurdaspur-143521

**(Affiliated to National Council for Hotel
Management & Catering Technology, Noida, U.P.)**



Institute of Hotel Management Catering & Nutrition, Gurdaspur

BARIAR G.T.ROAD, GURDASPUR (PUNJAB) – 143521

Admission Notice 2020-2021 for 1½ Year Diploma Courses

1) TOTAL SEATS- 237

The Institute, intake and distribution of reservation quota for various categories of its Diploma Courses for academic year 2020-21 is as follows:

Course Name	Sanctioned Intake	Gen 45.5%	SC 15%	ST 7.5%	OBC 27%	EWS 5%
Diploma in Food Production	82	37	12	7	22	4
Diploma in Bakery & Confectionary	47	21	7	4	13	2
Diploma in Food & Beverage Service	36	16	5	3	10	2
Diploma in House Keeping	36	16	5	3	10	2
Diploma in Front Office	36	16	5	3	10	2

2) Eligibility Criteria.

ELIGIBILITY	10+2 Pass or equivalent, with English as compulsory Subject
AGE	25 years as on 1 st July, 2020. (Relaxable by three years in case of SC/ST)
RESERVATION	As per Govt. of India, rules
SELECTION CRITERIA	On the basis of merit in 10+2 or equivalent
Tentative date of Commencement of Courses	27 th July 2020 or As prescribed by NCHMCT, Noida

3) LAST DATE

PARTICULARS	DATE
Prospectors with application form can be downloaded from the institute website :- www.ihmgurdaspur.org	
Receipt of completely filled in prescribed Application form along with the copies of testimonials & fees	01st July 2020

Note: - Corrigendum/Addendum/Amendments/Clarification etc., with respect to the above, if any shall be hosted in institute website: - www.ihmgurdaspur.org Applicants are advised to visit the Institute website regularly. No separate advertisement may be published in the Newspaper in this regard.

4) Tentative Schedule for Diplomas Admission 2020-2021

Last date of receiving applications	01 st July 2020
Scrutiny of application	02 nd July 2020 to 08 th July 2020
Merit list displayed website	10 th July 2020
Admission (Fees deposit and document verification)	15 th July 2020 to 17 th July 2020
Waiting list (if any)	21 st July 2020 to 23 rd July 2020
Commencement of course tentatively	27 th July 2020

Documents to be submitted along with the application form are as follows:-

1.	10+2 Marks sheet & Pass certificate
2.	10 th Marks sheet / Date of Birth Certificate
3.	10+2 School character certificate
4.	Category Proof (OBC/SC/ST/PwD) (OBC creamy layer)

Documents to be submitted after the admission are as follows:-

1.	Character certificate (village/MC)
2.	Migration certificate
3.	Medical Certificate (MBBS doctor certified)
4.	Aadhar Card (Self and Parents)
5.	Bank Account Pass Book of student (certified from bank aadhar card link account)
6.	6 Passport size photo

Admission Co-ordinator, IHM- Gurdaspur

INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION

G.T. ROAD BARIAR, GURDASPUR-143521

INTRODUCTION

The Institute of Hotel management Catering & Nutrition, Gurdaspur was set up in the year 1994 as an autonomous body under by Ministry of Tourism, Government of India with the aim to train young men and women in order to provide trained manpower to the Hospitality industry.

Situated conveniently on Gurdaspur – Pathankot National Highway -15 at about 5 kms from Gurdaspur Bus Stand, it is an aesthetically landscaped modern Institute set in pollution free environment, which gives the student an ideal atmosphere conducive to studies. In the sprawling, about 14 acres campus, the main Institute Building stands out majestically along with its strikingly impressive residential buildings visible from the main Highway.

COURSES OFFERED

(A) B.Sc. in Hospitality and Hotel Administration

Total Seats 234

One of the most popular programme with the objective of preparing professionals with the knowledge and skills of respective fields who can serve not only Hotel Industry but all services oriented Industries. The Course emphasize strong conceptual understanding and practical skills in the areas of Hotel Operation and management.

ELIGIBILITY

Minimum qualification for admission to the 1st year of B.Sc. (Hospitality and Hotel Administration) is pass certificate in 10+2 level or Senior Secondary or equivalent examination. Candidates appearing in 10+2 examination in March/April can also apply. Candidates placed in compartment in the qualifying examination are not eligible for admission. Before applying please check that age of applicant should not be more than 22 years as on 1st July, (in the year of application) for candidates belonging to Scheduled Caste and Scheduled Tribe category, age limit relaxable by three years.

How to Apply for B.Sc. IN Hospitality and Hotel Administration

Application for admission to the 1st year B.Sc. in Hospitality and Hotel Administration are invited in December/January every year. Notification to this effect is made by National council of Hotel management Catering & technology in leading National newspapers.

Joint Entrance Examination is held in the month in April/May on a Sunday (notified in the advertisement at different cities throughout the country). Based on performance in the online entrance test “NCHM JEE conducted by National Testing Agency”, candidates are short listed for counseling in the months of June. Allotment of Institute is on merit-cum performance basis in the online entrance test. For further information refer website www.nchm.nic.in.

(B) **One & Half (1½ Yr.) Year Diploma**
(Awarded by NCHMCT. Noida)

Course Name	Sanctioned Intake	Gen 45.5%	SC 15%	ST 7.5%	OBC 27%	EWS 5%
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Diploma in Bakery & Confectionary	47	21	7	4	13	2
Diploma in Food & Beverage	36	16	5	3	10	2
Diploma in House Keeping	36	16	5	3	10	2
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	237					

Reservation applicable as per Government of India Guidelines from time to time.

Criteria for Admission in Diploma Courses

1. Eligibility 10+2 Pass with English as compulsory subject
2. Criteria for Admission Merit of 10+2 examination marks
3. Maximum Age limit 25 years as on 1st July, 2020 for general category
(Relaxable by three years in case SC/ST)
4. Commencement of session and working hours of the institute.
 - a) Commencement of session will be intimated at the time of admission
 - b) Normal working hours Monday to Friday 09:00 A.M. to 5:30 P.M.
5. The Institute cannot be held correspondence regarding admission.
6. The institute reserves the right to postpone or cancel any of the courses/activities.

Merit List

The tentative date of 1st Publication of merit list (based on merit of 10+2 marks) is 10th July 2020.

Note: - Corrigendum/Addendum/Amendments/Clarification etc., with respect to the above, if any shall be hosted in institute website: - www.ihmgurdaspur.org, Applicants are advised to visit the Institute website regularly. No separate advertisement shall be published in the Newspaper in this regard.

In case of selection, fee will have to be deposited within the stipulated/notified time, failing which seat will be given to the candidate next on the merit list.

Submission of application form:-

- a) Application form should be filled by the candidates in their own handwriting.
- b) Duty Filled – in application must be accompanied with.
 - i) Attested Photo Copy of proof of age.
 - ii) Attested copy of proof of educational qualification.
 - iii) Fitness certificate from a registered MBBS Doctor on the attached form.
 - iv) Six Passport size Photographs (One Pasted in the space provided on the application form and the other attached to it)
 - v) Character Certificate from the head of the Institute (school/college) last attended.
 - vi) Attested copy of reserved category certificate from appropriate authority, if applicable.
- c) Duty Filled – in application form must be submitted in the office by last date as mentioned in the advertisement.

PAYMENT OF FEES:

Fees is payable in two installments (1st installment at the time of admission and 2nd Installment in the month of November –December of the year) fees is received through NEFT/RTGS of in the shape of Demand Draft in favour of **“Institute of Hotel Management Catering & Nutrition Gurdaspur” payable at “Gurdaspur”**.

The Bank details for NEFT/ RTGS is follows:-

Name of Account Holder	Institute of Hotel Management Catering & Nutrition Gurdaspur
Bank Account No.	32956702314
IFS Code	SBIN0000644
Name of Bank	State Bank of India, Tibri Road, Gurdaspur
NOTE:- The candidate is required to submit the transaction slip to the cashier at IHM, Gurdaspur at the time of admission, otherwise it will be assumed that they have not deposited the fee.	

Without the submission of the fees, student will not be allowed to attend the course.

Caution Money:-

Rs. 1000/- for each course (refundable). Caution money is compulsory for all courses. Caution fee will be forfeited if not claimed within one year from the date of passing or leaving the course.

Detained and Failed Students

Students failing in annual examination will have to appear in the subsequent annual examination. They may rejoin the institute as regular students on payment of full fee, at the discretion of the Principal, or appear in the subsequent annual examination as external candidate on payment of examination fee only. Detained students will have to rejoin as regular students.

Attendance Rules

Each student is required to complete 75% attendance failing which he or she will not allowed to appear in the final examination.

Shortage in attendance can be condoned upto a maximum of 10% on Medical grounds (supported by a Medical certificate from a Registered Medical Practitioner produced by a candidate at the time of illness or immediately thereafter) or for any reason deemed sufficient by the Principal/Attendance committee. For further details refer to institute website www.ihmgurdaspur.org under students section – Examination rules.

Ragging

Ragging of students admitted to the Institute is totally banned. The Hon’ble Supreme Court of India has given a more comprehensive meaning of ragging as under:- “Ragging is any disorderly conduct, whether by words spoken or written, or by an act which has effect of teasing, treating or handling with rudeness any student, indulging in rowdy or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student and which has effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student.” Any student reported to have indulged in any sort of ragging even in the name of introduction will be expelled from the hostel/College besides other disciplinary action and such students(s) shall have no right for refund of any dues except the caution money. For further details refer to institute website www.ihgurdaspur.org under student section – NCHM anti ragging regulations.

Protective clothing/Uniform

Students are required to attend the classes in prescribed uniform & protective clothing within 15 days of the beginning of the session.

FOOD PRODUCTION

Practical

Chef Coat (White)
Scarf
Apron (white)
Trousers (check White-Black)
Chef's Cap (white)
Kitchen Dusters (Two)
Shoes (Black oxford)
Socks (White)

Theory

Full Sleeves Shirt (White)
Neck Tie (Black with Logo)
Trousers (Black)
Shoes (Black oxford)
Socks (Black)

Winters

Black Full Sleeves sweater
(V Neck)

FRONT OFFICE

Practical

Full sleeves Shirt (White)
Trousers (Black)
Neck Tie (Black with Logo)
Shoes (Black oxford)
Socks (Black)
Girls :- Sarees

Theory

Full Sleeves Shirt (White)
Trousers (Black)
Neck Tie (Black with Logo)
Shoes (Black oxford)
Socks (Black)
Girls :- Sarees

Winters

Boys :- Business Suit (Black)
Girls :- Business Suit with scarf (Black)

The exact specification and design of the uniform will be provided at the time of admission by the institute.

NOTE:-

- 1) It is advisable that students must get at least two sets each of theory and practical uniform as they have to wear the uniform every day.
- 2) Teacher incharge of individual departments shall convey that exact specifications for the uniforms in the class.
- 3) No Stylized shirts, trousers etc , shall be permitted.

BAKERY & CONFECTIONERY

Practical

Chef Coat (White)
Scarf
Apron (white)
Trousers (check White-Black)
Chef's Cap (white)
Kitchen Dusters (Two)
Shoes (Black oxford)
Socks (White)

Theory

Full Sleeves Shirt (White)
Neck Tie (Black with Logo)
Trousers (Black)
Shoes (Black oxford)
Socks (Black)

Winters

Black Full Sleeves sweater
(V Neck)

HOUSEKEEPING

Practical

Half/Full sleeves Shirt (White)
Trousers (Black)
Shoes (Black oxford)
Socks (Black)
Lab Coat

Theory

Full Sleeves Shirt (White)
Trousers (Black)
Neck Tie (Black with Logo)
Shoes (Black oxford)
Socks (Black)

Winters

V Neck full Sleeves
Sweater (Black)

F & B SERVICE

Practical

Full sleeves Shirt (White)
Trousers (Black)
Bow Black
Shoes (Black oxford)
Socks (Black)
Waist Coat (Black)

Theory

Full Sleeves Shirt (White)
Neck Tie (Black with Logo)
Trousers (Black)
Shoes (Black oxford)
Socks (Black)
Waist Coat

Winters

Black Full Sleeves sweater
(V Neck)

- 4) Students have to perform duty from time to time as a part of students study scheme. They may also be deputed to other catering establishments for hands on training.
- 5) Medium of instruction and examination is English only.
- 6) This institute is an Autonomous Body under Ministry of Tourism, Govt. of India & is affiliated to National Council for Hotel Management & catering Technology.
- 7) Any other details not specifically covered by these clauses will be decided by the Principal whose decision will be final.

Information Brochure & Application

Information Brochure containing application form can be obtained from the Institute enquiry counter on payment of Rs.200/- for General category and Rs.100/- for SC/ST candidates or by post through demand draft of Rs.250/- and Rs.150/- respectively. Draft should be made in favour of "**Institute of Hotel Management Catering & Nutrition, Gurdaspur**" payable at Gurdaspur.

RULES & REGULATIONS

- 1) Every student must, on admission obtain an Identity Card which should be collected from the Institute's Office. The student must always carry the card with his photograph affixed on the same, present it for inspection when demanded. No student will be allowed to attend the classes, Practical's etc. unless he or she has his/her Identity card with him/her.
 - 2) Student must attend theory & practical classes of the Institute and take part in assignments arranged by the Institute for hands on experience. Students must not absent themselves from any of the Institute's curricular, co-curricular & extra co-curricular activities without the prior permission of the institute authority. Such absence without leave may lead to loss of term. This Institute follows NCHMCT rules and regulations and therefore the students are advised to refer to the website www.nchm.nic.in for course guidelines, curriculum and various rules.
 - 3) No Society shall be formed in the Institute and no person invited to address a meeting without the prior permission of the principal.
 - 4) No student will take active part in political activities.
 - 5) No student should communicate any information or write about matters dealing with the Institute administration to press.
 - 6) If for any reason the continuance of a student in the institute is harmful and detrimental to the best interest of the Institute in the opinion of Principal, which shall be final, the principal may ask such students to leave the institute without giving reason for his decision and the fees paid will be forfeited.
 - 7) Absence without leave is considered a breach of discipline and is liable for fines. No leave will be granted without previous application, except in case of illness or emergency. Prior permission must be obtained for all other leave from the Principal who will consider the application on individual merits.
- (5)
- 8) Students when free should make use of the Institute's Library and must not loiter about on the premises of the Institute.
 - 9) Candidates are not allowed to do any part time job or any other course of education along with the training. Defaulter shall be terminated at the sole discretion of Principal.

- 10) The Institute's authority cannot accept any liability in respect of any accident a student may sustain while engaged in practical work, vocational work or due to any other cause.
- 11) Any student found drunk or under influence of any banned substance or carrying alcohol or any illegal substance will be dealt very strictly and a suitable punitive action will be initiated in such cases.
- 12) The uniforms and protective-clothing have to be purchased by all Diploma students. The sample uniforms of approved colour and material will be displayed during admission in the house-keeping department of the Institute.
- 13) Students can purchase uniforms from any source subject to the approval of colour, design and specifications.
- 14) All students are required to come in proper uniform in the institute for practical classes.
- 15) All students during the Institute hours must wear the name badge.
- 16) All students must carry shoulder bags & I/Card while coming to the Institute. Polythene bags are not permitted.
- 17) Mobile phones with camera are strictly prohibited in the campus and are liable to confiscated. Students may keep mobile phones without camera which must remain switched off during working hours of the college.
- 18) Male students shall have properly trimmed hair, whereas students wearing turbans should tie their beard with fixo or gel (net preferred). All girl students must tie a bun and those keeping their hair short, hair band is a must.
- 19) All the students are expected to be inside the campus by 8:45 am or every working day. The timings of the Institute are 9:00 am to 5:30 pm (Monday to Friday).
- 20) Lunch will be provided to all the students on the working day. Timing is 1:15 pm to 2:15 pm.
- 21) Hostel inmates must maintain a minimum of 70% physical attendance at any point of the session. Failing to do so they lose rights to stay in the hostel & must vacate hostel on 24 hours notice.
- 22) Before seeking a leave, the parent should inform the college by sending a Fax/email to warden duly signed by them/sent from the email id declared at the time of admission, after which the leave will be sanctioned. The Signature of the parent will be cross checked with the original taken at the time of the Admission.
- 23) The student should always carry the Identity card & present it, when asked for.
- 24) Photocopy of valid driving license must be submitted to the Academic office before keeping/driving a vehicle. Helmet is compulsory. Hostellers are not allowed to keep their vehicles in the campus.
- 25) Students are required to take proper care of the Institute's property & keep the premises neat & tidy in order to inculcate right attitude towards the profession.
- 26) During the institute hours, it would be compulsory to communicate in English language.
- 27) Please contact the Class teacher/hostel warden/any other faculty member for any issue of dispute or problem.

(6)

- 28) Please ensure that, in order to maintain discipline of the institute no outside involvement will be encouraged.
- 29) Institute is a no smoking zone. Anyone found smoking will be penalized.
- 30) Use of college canteen is permitted only in break time or non working hours of institute.
- 31) Students must refer academic notice board (at the back entrance) for an update of all students related or relevant matters.

- 32) All students must record their entry and exit in the designated register at the main gate of the Institute premises, failing which it shall attract disciplinary action by the Institute authority.
- 33) All students whether day scholar or residential are to abide by Rules & Regulations framed by the college authorities from time to time. For any violation of the Rules & Regulations of the college (inside or outside of college premises) the student shall be susceptible to disciplinary action as deemed fit by the college authorities.
- 34) Students must behave in a disciplined and respectful way in their general conduct, while interacting with each other and staff. Indiscipline, disrespectful conduct shall attract disciplinary action.
- 35) No student will indulge/participate in any individual or group leading to a brawl/fight within the college premises in what-so-ever circumstances/ situation. Students involved in such cases are liable for strict disciplinary action and may be recommended for expulsion from institute and/or hostel (for hostellers), in that event the decision of the Principal of the Institute shall be considered as final and the students who are found indulged in any such undesirable activities shall be bound by the orders of the Principal.
- 36) In case student leaves the course after seeking the admission, refund will be made as per the refund rules of the Institute.
- 37) Institute authority reserves the right to change or amend any rules and regulations without any prior notice.

FEE STRUCTURE – DIPLOMA COURSES

Sr. No.	Particular	Dip. In Food Production		Dip. In Bakery & confectionery		Dip. In Food & Beverage Service		Dip. In Housekeeping		Dip. In Front Office	
		1 st Term	2 nd Term	1 st Term	2 nd Term	1 st Term	2 nd Term	1 st Term	2 nd Term	1 st Term	2 nd Term
1.	Admission Fee	1000	0	1000	0	1000	0	1000	0	1000	0
2.	Enrolment Fees	900	0	900	0	900	0	900	0	900	0
3.	Examination Fees	0	2500	0	2500	0	2500	0	2500	0	2500
4.	Tuition Fees	15000	15000	15000	15000	12000	12000	9000	9000	9000	9000
5.	Caution Fee (Refundable)	1000	0	1000	0	1000	0	1000	0	1000	0
6.	Lunch charges	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000
7.	Minor Charges/Fees (Institutional)	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800
8.	Locker Fee (Refundable)	150	0	150	0	150	0	150	0	150	0
9.	Insurance Fee	92	0	92	0	92	0	92	0	92	0
TOTAL (Term wise)		23942/-	23300/-	23942/-	23300/-	20942/-	20300/-	17942/-	17300/-	17942/-	17300/-
Total (Annually)		47242/-		47242/-		41242/-		35242/-		35242/-	

NOTE: - The above fees structure is subject to change as per the instruction of Govt./NCHMCT/BOG/Institute at any time.





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An Autonomous Body Under Ministry of Tourism, Govt. of India

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