



Prospectus

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



Institute Of Hotel Management, Catering & Nutrition

Bariar, G.T. Road, Gurdaspur-143521

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

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.

SEAT MATRIX

The Institute, intake and distribution of reservation quota for various categories of its Diploma Courses 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

FEE

The approximate fee for Diploma in Food Production & Diploma in Bakery is Rs. 83000/-. The approximate Fee for the Diploma in F&B Service, Diploma in House Keeping and Diploma in Front Office is 62405/-. The Fee to be paid in two installments. The actual fee notice will be displayed on Institute web site during admission time.

Eligibility Criteria.

ELIGIBILITY	10+2 Pass or equivalent, with English as compulsory Subject
AGE	No Bar
RESERVATION	As per Govt. of India, rules
SELECTION CRITERIA	On the basis of merit in 10+2 or equivalent

TEACHING AND EXAMINATION SCHEME

DIPLOMA IN FOOD PRODUCTION

No.	Subject code	Subject	Hours per week	Term Marks*
THEORY				
1	DFP-01	Cookery	3	100
2	DFP-02	Larder	2	50
3	DCS-01	Hygiene & Sanitation	2	50
4	DFP-03	Nutrition	1	50
5	DFP-04	Commodities	2	50
6	DCS-02	Food Costing	2	50
TOTAL			12	350
PRACTICAL				
7	DFP-11	Cookery	16	100
8	DFP-12	Larder	4	100
9	DCS-11	Computer Awareness	1	-
10	DCS-12	Library	2	-
TOTAL			23	200
GRAND TOTAL			35	550

* Term marks will comprise 30% Mid Term Exam & 70% End Term Exam Marks.

RULES AT A GLANCE

NO.	TOPIC	REQUIREMENT
1.	Minimum attendance required to become eligible for exam	75% in aggregate
2.	Minimum pass marks for each theory subject	40%
3.	Minimum pass marks for each practical subject	50%
4.	Maximum duration to pass/clear all subjects/ papers	03 academic years

TEACHING AND EXAMINATION SCHEME

DIPLOMA IN BAKERY AND CONFECTIONERY

No.	Subject code	Subject	Hours per week	Term Marks*
THEORY				
1	DBC-01	Bakery	3	100
2	DBC-02	Confectionery	3	100
3	DBC-03	Commodities	2	50
4	DCS-01	Hygiene & Sanitation	2	50
5	DCS-02	Food Costing	2	50
TOTAL			12	350
PRACTICAL				
7	DBC-11	Bakery	12	100
8	DBC-12	Confectionery	08	100
9	DCS-11	Computer Awareness	01	-
10	DCS-12	Library	02	-
TOTAL			23	200
GRAND TOTAL			35	550

* Term marks will comprise 30% Mid Term Exam & 70% End Term Exam Marks.

RULES AT A GLANCE

NO.	TOPIC	REQUIREMENT
1.	Attendance required to become eligible for exam	75% in aggregate
2.	Minimum pass marks for each theory subject	40%
3.	Minimum pass marks for each practical subject	50%
4.	Maximum duration to pass/clear all subjects/ papers	03 academic years

TEACHING AND EXAMINATION SCHEME

DIPLOMA IN FOOD AND BEVERAGE SERVICE

No.	Subject code	Subject	Hours per week	Term Marks*
THEORY				
1	DFB-01	Food Service	5	100
2	DFB-02	Beverage Service	5	100
3	DFB-03	Food & Beverage Control	2	50
4	DCS-01	Hygiene & Sanitation	2	50
5	DCS-03	Business Communication	2	50
TOTAL			16	350
PRACTICAL				
5	DFB-11	Food Service	8	100
6	DFB-12	Beverage Service	8	100
7	DCS-11	Computer Awareness	1	-
8	DCS-12	Library	2	-
TOTAL			19	200
GRAND TOTAL			35	550

*Term Marks will comprise 30% Mid Term Marks & 70% End Term Exam Marks.

RULES AT A GLANCE

NO.	TOPIC	REQUIREMENT
1.	Attendance required to become eligible for exam	75% in aggregate
2.	Minimum pass marks for each theory subject	40%
3.	Minimum pass marks for each practical subject	50%
4.	Maximum duration to pass/clear all subjects/ papers	03 academic years

TEACHING AND EXAMINATION SCHEME

DIPLOMA IN FRONT OFFICE OPERATIONS

No.	Subject code	Subject	Hours per week	Term Marks*
THEORY				
1	DFO-01	Front Office Operations	6	100
2	DFO-02	Principles of Accounts	6	100
3	DFO-03	Hotel Accounts	4	100
4	DCS-03	Business Communication	2	50
5	DFO-04	Application of Computers	1	-
TOTAL			19	350
PRACTICAL				
6	DFO-11	Front Office Operations	8	100
7	DFO-12	Application of Computers	4	50
8	DFO-13	Office Organisation	2	50
9	DCS-12	Library	2	-
TOTAL			16	200
GRAND TOTAL			35	550

*Term Marks will comprise 30% Mid Term Marks & 70% End Term Exam Marks.

RULES AT A GLANCE

NO.	TOPIC	REQUIREMENT
1.	Attendance required to become eligible for exam	75% in aggregate
2.	Minimum pass marks for each theory subject	40%
3.	Minimum pass marks for each practical subject	50%
4.	Maximum duration to pass/clear all subjects/ papers	03 academic years

TEACHING AND EXAMINATION SCHEME

DIPLOMA IN HOUSEKEEPING

No.	Subject code	Subject	Hours per week	Term Marks*
THEORY				
1	DHK-01	Housekeeping Operation	6	100
2	DHK-02	Interior Decoration	4	100
3	DHK-03	Hotel Maintenance	2	50
4	DCS-01	Hygiene & Sanitation	2	50
5	DCS-03	Business Communication	2	50
TOTAL			16	350
PRACTICAL				
6	DHK-11	Housekeeping Operation	12	100
7	DHK-12	Hotel Maintenance	4	100
8	DCS-11	Computer Awareness	1	-
9	DCS-12	Library	2	-
TOTAL			19	200
GRAND TOTAL			35	550

Note: Term Marks will comprise 30% Term Marks & 70% End Term Exam Marks.

RULES AT A GLANCE

NO.	TOPIC	REQUIREMENT
1.	Minimum attendance required to become eligible for exam	75% in aggregate
2.	Minimum pass marks for each theory subject	40%
3.	Minimum pass marks for each practical subject	50%
4.	Maximum duration to pass/clear all subjects/ papers	Three academic years

GENERAL RULES AND REGULATIONS

Attendance Rules

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

Shortage in attendance can be condoned up to 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.ihm-gsp.ac.in under students section – Examination rules.

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.

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.ihm-gsp.ac.in 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.

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)

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.
- 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.

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.
- 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.
- 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.





**INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION
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