



Institute of Hotel Management, Yamunanagar

Village Bhamboli, Yamunanagar-135001

Ph.No. 01732-263005

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(An Autonomous Institute under Tourism Department, Government of Haryana & Affiliated to National Council for Hotel Management & Catering Technology)

INFORMATION BROCHURE FOR ADMISSION IN DIPLOMA COURSES

(a) One & half years Diploma courses in:

1. Food Production
2. Food & Beverage Service

Qualification	10+2 with English (Pass)
Criteria for Admission	Percentage of 10+2
Age limit	up to 25 years for general category and 28 years for SC/BC Category as on 1st July 2018

Merit list:-

The merit list to be prepared one day before the counseling and displayed on the notice board of the institute.

Counselling:-

The schedule for Counseling of the candidates to be conducted by the institute on the basis of merit list prepared and the seats to be offered to the candidates in the courses will be notified on the institute notice board and/or on institute website.

Reservation:

Reservation will be as per state government policy

NOTE: In case of selection, fee will have to be deposited at once, failing which seats will be given to the candidates next on the merit list. The second counseling to fill up the vacant seats, if any, will be as per schedule mentioned in the admission notice.

Fees structure of Diploma course in Food Production

Component	1 st Term	2 nd Term
NCHMCT Enrollment Fees	900.00	---
Admission Fees	1000.00	---
Tuition Fees	17500.00	17500.00
Examination Fees	---	2500.00
Book Bank	250.00	250.00
Caution Money	2000.00	---
TOTAL	21650.00	20250.00

Fee structure of Diploma course in Food & Beverage Service

Component	1 st Term	2 nd Term
NCHMCT Enrollment Fees	900.00	---
Admission Fees	1000.00	---
Tuition Fees	12000.00	12000.00
Examination Fees	---	2500.00
Book Bank	250.00	250.00
Caution Money	2000.00	---
TOTAL	16150.00	14750.00

Rs. 3000/- per annum(1500/- per term) as minor charges to cover Identity Card, Mid Term Examination, Students Activity, Library Journal & periodicals etc.

Information Brochure, application form and other details may be downloaded from the website www.ihmyamunanagar.com and also from the office of Institute on any working days free of cost. Complete application form enclosed with all the self attested testimonials and a Demand draft of Rs. 400/- (Rs. 300 for SC & BC candidates) to be submitted at the Institute counter in the name of Institute of Hotel Management Yamunanagar payable at, Yamunanagar stating full address in capital letters on the counterfoil/back. The schedule for availability of Application form and information brochure, last date for submission of application, counseling dates will be notified through the admission notice.

The date for commencement of new session will be intimated at the time of admission.

Note: Institute reserves the right to cancel any course without assigning any reason. In such case, the fee submitted by candidates will be refunded.

HOW TO APPLY

Application for admission to a course conducted by the respective Institutes must be made in the prescribed form and should reach the Principal, Institute of Hotel Management, Bhamboli, Yamunanagar by the prescribed date.

The Foreign Nationals should route their application with all necessary particulars such as Passport No. Visa, Place of Birth, Nativity etc. through their Embassy.

Candidates must bring original certificates documents at the time of interview for verification.

Candidates must attach the attested copies of the following certificates/documents along with the application form.

- (i) Date of birth Certificate.
- (ii) Certificate of good health from a Registered Medical Practitioner as per form in application format.
- (iii) Certificate(s) of educational qualifications, including Detail Marks Card.
- (iv) Certificate in support of belonging to a Scheduled Caste/Backward Caste to be issued by not below the rank of Tehsildar.
- (v) Character certificate from the head of the institution last attended if the gap period is more than a year, from the Gazetted Officer of the State or Central Govt. or Sarpanch or MLA.

- (vi) 2 passport size photographs (similar to the one pasted on the Application form for admission)
- (vii) Certificate for handicap as per government norms.

RESERVATION OF SEATS

Reservation will be as per state government policy

POST MATRIC SCHOLARSHIP

Post matric Scholarship is available for the SC / BC candidates. The Candidates who fulfill the minimum requirements may submit their application after taking admission.

GENERAL INFORMATION

1. PAYMENT OF FEE:

Fees are payable in two installments (1st at the time of admission and 2nd in the month of December / January each year) through Demand Draft at Institute's counter otherwise students will not be allowed to attend the course. The amount of caution money is refundable after deducting breakages and any other recoveries etc., if any, at the end of the course.

The admission result will be declared on the same day. In case of selection, fees will have to be deposited at once, failing which seat will be given to the candidate, next on the list. The students next on the list who do not get admission in any course may contact the office.

3. CAUTION MONEY DEPOSIT:

Rs. 2000/- for each course, refundable after deducting fines. breakages etc. & to be collected within nine months from the date of completion of the course. Caution money is compulsory for all courses.

4. PROTECTIVE CLOTHING/UNIFORM

Students are required to provide themselves with the prescribed uniform & protective clothing within 15 days of the beginning of the session.

Food Production

Theory

White Shirt
Black Trousers
Black Tie with
Black Shoes
Black Socks

Practical

Chef Coat
Scarf & Apron
Black Trousers
Dusters & Kitchen Knives of
Chef's Cap

Winters

(Black V Neck
Full Sleeves
Sweater)

Black Coat

Food & Beverage Service

Theory

White Shirt
Black Trousers
Black Tie with
Black Shoes
Black Socks

Practical

White Shirt
Black Trouser
Black Bow
Waist Coat (Black)

Winters

(Black V neck
Full Sleeves
Sweater)
Black Coat

5. Commencement of Session will be intimated at the time of admission. Timings of the institute will be 9:00 am to 5:30 pm. Institute will be open five days a week from Monday to Friday. Timings may vary and will be notified on institute notice board.
6. The Institutes cannot be held responsible for non-receipt/late receipt of application forms, selection memos etc. and other correspondence regarding admission.
7. The institutereserves the right to postpone or cancel any of the courses/activities without assigning any reason.
8. Any other details not specifically covered by these clauses will be decided by the Principal whose decision will be final.
9. Medium of instruction and examination is English only.
10. Students have to perform duty from time to time in various events. They may also be deputed to other catering establishments for hands on training.

REGULATIONS OF THE INSTITUTES OF HOTEL MANAGEMENT

1. Every student must, on admission obtain an Identity Card which will be supplied from the Institute's office. The student must always carry the card with his photograph affixed on the same and present it for inspection when demanded. No student will be allowed to attend classes, practical's etc. unless he or she has his/her Identity card with him/her.
2. Student must attend theory classes, practical and tutorials of the Institute and take part in assignment arranged by the Institute for hands on experience. Students must not absent themselves from any of the Institute's curricular and co-curricular activity without the prior permission of the Principal. Such absence without leave may lead to loss of term, since to keep a term a Student has to complete to the satisfaction of the Principal the course of study prescribed for the class to which the student belongs. Each student is required to complete 75% attendance failing which he or she will be disqualified from sitting for 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.
3. Students must not attend any class other than their own without special permission of the Principal.
4. Conduct of the students in their classes as well as on the premises of the institute should not cause any disturbance to the fellow students or to other classes. The principal may expel a student whose work or conduct is not satisfactory and the fees paid will be forfeited.
5. Students must not loiter about the Institute premises while the classes are on.
6. Smoking is not permitted inside the Institute's Campus.
7. Students shall do nothing either inside or outside the Institute that may in any way interfere with its ordinary administration and discipline.
8. No Society shall be formed in the Institute and no person invited to address a meeting without the prior permission of the principal.
9. In debates and other meetings the chair must be taken by a responsible person approved by the Principal and the subject of debates must also have previous approval of the Principal.
10. No student will take active part in current politics.

11. No student should communicate any Information or write about matters dealing with the Institute administration to press.
12. Students are expected to take proper care of the Institute's property and to help in keeping the premises neat and tidy. Any damage done to the property of the Institute by disfiguring walls, doors, or breaking furniture fittings etc. is a breach of discipline and liable to severe punishment recovery of loss and fines.
13. If for any reason the continuance of a student in the institute is harmful in the opinion of the Principal. This shall be final, detrimental to the best interest of the Institute. The Principal may ask such students to leave the Institute without giving reason for his decision.
14. 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 form the Principal who will consider the application on individual merits.
15. Name of the student, continuously absenting himself for five days without permission, shall be struck off the Institute rolls. The students can be readmitted on a payment of readmission fee of **Rs. 2000/-** within five working days in case the Principal is satisfied that the absence was due to circumstances beyond the control of the student.
A Candidate who does not join the course after depositing the fee for ten continuous working days or a candidate whose name is struck off from the roll of the Institute and he/she does not seek re-admission for 5 working days from the day his/her name was struck off, his/her admission will cancelled and seat(s) will be given to the candidate(s) on the list.
16. Students when free should make use of the Institute's Library and must not loiter about on the premises of the Institute.
17. All fees paid once will not be returned under any circumstances.
18. Non compliance of the rules of the Institute can also be dealt by means of suitable fines and disciplinary action.
19. 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.
20. 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.
21. The students should instruct their friends/relatives not to call them on the office telephone. The students are also, prohibited to use the office telephone.
22. The progress report of student's performance is sent to their parents under postal certificate bio-monthly. The parents who do not receive the progress report may contact the Principal on any working day.

Important Dates:

Last date for submission of completed application form: **02.07.2018**

Date of reporting with documents:

For food production: 03.07.2018

For F&B service: 04.07.2018