

INSTITUTE OF HOTEL MANAGEMENT, CATERING
TECHNOLOGY AND APPLIED NUTRITION, BATHINDA
Industrial Growth Centre, Mansa Road, Bathinda, Punjab 151001

**IMPORTANT INSTRUCTIONS FOR THE NEWLY ADMITTED STUDENTS IN
DIPLOMA IN FOOD PRODUCTION
FOR THE SESSION 2019-2020.**

Dear Students,

As a new member of IHM BATHINDA, We heartily welcome you to the most Modern Hospitality Management institute of the country and congratulate all of you to be selected for Diploma in Food Production. The Institute is located on Mansa Road, behind Central University of Punjab and near Advance Cancer Institute.

Please note the instruction for the admission process....

Admission Requirements-:

Selected candidates are required to bring the Originals and Copies of following documents at the time of admission:

1. 10th or equivalent Mark sheet (Stating Date of Birth).
2. 12th standard or equivalent mark sheet and Certificate.
3. Transfer / Migration Certificate from the last school attended, if not then undertaking.
4. Original OBC/SC/ST/Physically handicapped/KM certificate.
5. Character Certificate.
6. Medical Certificate in the given format.
7. 08 recent colour Passport size and 02 stamp size photograph. (Please write your Name and Council Roll No. On the reverse of the photograph)
8. Aadhar Card
9. Undertaking form for reappear.
10. Any Other document (as per instruction of NCHMCT)

Students are also directed to download the format of **Anti-Ragging Undertaking – Parents, Anti-Ragging Undertaking – Student, Rules and Regulations Undertaking, Indemnity Bond** from the website and get it duly filled prior to Reporting to the Institute.

OFFICE WORKING HOURS:

The Institute is open from 9.00.A.M to 1.00.PM and from 2.00.PM to 5.00.PM still Monday to Friday.

RAGGING IS STRICTLY PROHIBITED

Disciplinary Action Will Be Taken Against Those Indulging In Ragging.

In case of any student facing any difficulty, he/she may contact any faculty member of Anti-Ragging Committee or the Principal or you can also e-mail to ihm@ihmbti.com for ragging incident. There is no need to take the appointment you can just approach the Principal / HOD and can lodge the ragging complaint.

Anti ragging committee, vigilance squad and student member to be announced later

Use of Mobile Phones is strictly prohibited inside the Institute Building during the classes and disciplinary actions will be taken against the defaulters.

ORIENTATION

Orientation along with commencement of classes for all the new joining students will be held on 29th July 2019.

Uniform and Dress Code









Students are required to be in prescribed uniforms for their various Practical/Theory classes as briefed by the department concerned. Students are expected to in the prescribed dress code during the college hours and wear their Identity card. Failure to which disciplinary action would be taken against him/her.

List of uniform and Practical Kit is attached below for the reference and that has to be stitched / bought within the two weeks of time interval. The sample of uniform will be shown during the physical reporting at institute.

- a. White Plain full sleeves terecot shirt with one pocket (1 No.)
- b. White terecot Chef Coat with black front piping with black buttons (2 No.)
- c. White & black check Chef Trouser. (Terecot with two pleats and 18'' bottoms. Flat front and low waist is not allowed). (1 No.)
- d. Black plain Trouser. (Terecot with pleats and 18 bottoms. Flat front and low waist is not allowed). (1 No)
- e. Long Front Apron White (2 No.)
- f. Blue pain scarf. (1 No.)
- g. Black Tie (1 No. Each)
- h. Black shoes Oxford model (1 pair.) and Black Socks
- i. Chef Cap White (1 No.)

THERE ARE NO DESIGNATED OR OFFICIAL SUPPLIERS FOR THE UNIFORMS. STUDENTS ARE FREE TO CHOOSE OR BUY FROM ANY SUPPLIER.

Practical Tools Required

S. No	Item	Specification	Specimen Image
1.	Kit Bag (For Carrying Tools)	1 No. (To hold the Equipments)	
2.	Full Plate	1 No. (10-11 inches, White, Melamine / Fiber)	
3.	Half Plate	1 No. (8 inches, White, Melamine / Fiber)	
4.	Quarter Plate	1 No. (6-7 inches, White, Melamine / Fiber)	
5.	Soup Bowl and Soup Spoon	1 Set, Melamine / Fiber	
6.	Piping Bag with Nozzles	1 Set	
7.	Whisker	1 No.	
8.	Palette Knife	1 No.	
9.	Scraper	1 No. Plastic / Stainless Steel	
10.	Paring Knife	1 No. 3-4 Inches Blade	

11.	Vegetable Knife	1 No. 5-6 Inches Blade	
12.	Chef's Knife	1 No. 8-9 Inches Blade	
13.	Wooden Spoon & Rubber Spatula	1 Each	
14.	Vegetable Peeler	1 No.	
15.	Gas Lighter	1 No.	
16.	Melon Baller	1 No.	
17.	Spoon and Fork	1 Each	
18.	Duster	6 No.	