



**INDUSTRIAL GROWTH CENTRE, MANSA ROAD, BATHINDA, PUNJAB 151001**

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## **INTRODUCTION**

The Institute of Hotel Management Catering Technology & Applied Nutrition, Bathinda (Punjab) was established in 2009 by Ministry of Tourism, Govt. of India and Dept. of Tourism, Punjab Govt. It is affiliated to National Council for Hotel Management (An apex Body under Ministry of Tourism, Govt. of India), Noida. The institute is sponsored by Dept. of Tourism, Punjab Govt.

Bathinda named after the Bhati Rajput Kings, is one of the oldest cities in Punjab. Bathinda is one of the biggest food grain and cotton markets in northern India; the railway station of Bathinda is one of the biggest railway junctions in the country. It is one of the leading cities in Punjab for education with close to 60 educational institutions in and around. Bathinda is home to two modern thermal power plants, a fertilizer plant a large oil refinery, a Zoo, and the historic Qila Mubarak fort. The city has an old world charm with all modern facilities such as malls, shopping center, international fast food outlets, 3 & 4 star hotels. In the coming year's Bathinda will witness the presence of some international brands of 5 star hotels and fast food outlets.

## **DIPLOMA PROGRAMS**

**Diploma Programs in Food Production, Food & Beverage Service, Bakery and Confectionary, Front Office & House Keeping** are aimed at equipping trainees with knowledge, attitude & skill for fundamentals of cooking and serving for effective discharge of duties & responsibilities while working in hotels / restaurants / other hospitality establishments. The trainees with sincere, courteous and responsible discharge of duties / responsibilities can strengthen / brighten up their career opportunities. The institute regulates admissions to Diploma Programs in the months of May/June.

### **Food Production**

Scientific Cooking methods and skills are learned hands on. The course covers the planning and preparation of about 200 Indian and International dishes, the various aspects of Hygiene Nutrition etc. A person who completes this course can join a Five star Hotel as a Cook and can go on to become the chief of a section of a kitchen, the asst. Chef and finally the Chef De Cuisine or Manager of Food Production. Special emphasis is placed on discipline grooming and hard work

### **Food & Beverage Service**

The Food Service Industry is one of the largest among the service industries in the world today. This course deals with the formal service of food and beverages in Star Hotels, Cruise Liners etc at the various outlets like Restaurants, bars, banquet halls etc. There are two subjects Waiting Part One and Waiting Part Two, both with separate theory and practical examinations. Good communication in English, personality development and computer knowledge are part of this course. Anyone who takes up this course can enter the Hotel Industry as a waiter and can rise up to Sr. Waiter, Captain, Restaurant Manager, Banquet Manager, Food & Beverage Manager etc

### **Bakery And Confectionary**

Baking is an art which is in great demand today and baking is an industry in itself, both in the Hotel Industry and as a stand alone Industry The demand for good Bakers is ever on the rise. A candidate who completes this course learns the theory and practice of Baking, breads, bread rolls, cakes, pastries, cookies and their garnishes etc and has a great scope and career path.

## **Front Office Operation**

This course deals with the Reservation, registration and sale of guest rooms in a hotel. Receiving of guests at the Lobby, allotment of rooms, and collecting payment from the guests are all part of the work of this section. Hotel Reception, Book Keeping, Tourism and Computers with special software training, are all part of the subjects taught in this course. A person who completes this course can join the Hotel Industry as a Front Office Assistant, goes on to become a Guest Relations Executive, Front Office Supervisor, Asst Front Office Manager, Lobby Manager and Front Office Manager. Special significance is given to Personality development communication skills and etiquette.

## **House Keeping**

The House Keeping Department is one of the most important departments of a Hotel. This department is responsible for creating the right ambience in a hotel. A person who completes this course can work as a Room attendant, and get promoted as Floor supervisor, Linen Keeper, Florist, and finally Executive House Keeper.

## **Eligibility for Admissions to Diploma Programs**

**The minimum qualification** for admission is 10+2 system of Senior Secondary Education or its equivalent with English as one of the compulsory subject.

## **Merit List**

The merit list on the basis of 10+2 examination marks will be placed on the Institute's notice board and website as per schedule notified in the admission notice

**Age limit** is 25 years for General and 28 years for SC / ST candidates as on 1st July 2019

Date of birth as recorded in the Birth Certificate Secondary Education Board / Pre-University Certificate is the only authentic proof that will be accepted. At the time of admission, this certificate must be produced in original as a proof of age, failing which the candidate will not be considered for admission.

Admission will be subject to verification of facts from the original certificates / documents to be produced by the candidates. Decision of Principal, Institute of Hotel Management, Bathinda regarding the eligibility shall be final. Even after admission to the Institute if an applicant is at a later date found ineligible on account of supplying false information of false testimonials or for having suppressed any material information, his / her admission will be cancelled and the fee paid will also be forfeited.

**In case of selection, fee will have to be deposited on the prescribed date** failing which seats will be given to the candidates next on the merit list.

## **Opportunities for Diploma Holders:**

### **Diploma holders can look forward to career opportunities in:**

- **Trainees in Hotel and Allied Industry**
- **Kitchen /Food & Beverage Service / Housekeeping Trainees in Hotels**
- **Trainees in Fast Food Chains**
- **Hospital and Institutional Catering Trainees**
- **Cabin Crew in National & International Airlines**
- **Lab Assistants in Catering Institutes**
- **Trainees in Tourism Development Corporations and Resort properties**

### **Fee structure applicable to Diploma Course in Food Production & Bakery and Confectionary**

<b>Component</b>	<b>1<sup>st</sup> Term</b>	<b>2<sup>nd</sup> Term</b>	<b>Total</b>
Admission Fee	1500	-	1500
Tuition Fee	19000	13000	32000
Examination Fee		2500	2500
Minor Charges (Mid. Term Exam, D Card Student Activity, Handouts, Etc.	1500	-	1500
Caution Money	2500		2500
<b>Total</b>	<b>24500</b>	<b>15500</b>	<b>40000</b>

### **Fee Structure applicable to Diploma in Food & Beverage Service/Front office & House Keeping**

<b>Component</b>	<b>1<sup>st</sup> Term</b>	<b>2<sup>nd</sup> Term</b>	<b>Total</b>
Admission Fee	1500	-	1500
Tuition Fee	12000	10500	22500
Examination Fee		2500	2500
Minor Charges (Mid. Term Exam, D Card Student Activity, Handouts, Etc.	1500	-	1500
Caution Money	2500		2500
<b>Total</b>	<b>17500</b>	<b>13000</b>	<b>30500</b>

### **Uniform and Toolkit Charges Extra\***

- 1st term fee is payable at the time of admission.
- 2nd term fee is payable in December
- Fee and other charges are payable in advance, which are non-refundable except the caution money.

# INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION

Industrial growth Centre, Mansa Road, Bathinda-151001 Punjab Tel.No.0164-2430454,  
Fax.0164-2430654 E-Mail: [ihmbti@gmail.com](mailto:ihmbti@gmail.com), [ihm@ihmbti.com](mailto:ihm@ihmbti.com) Web Site: [www.ihmbti.com](http://www.ihmbti.com)

## Application For Admission

### Course Applied For: (Tick appropriate Course)

1. Diploma in Food Production
2. Diploma in Bakery & Confectionary
3. Diploma in Food & Beverage Service
4. Diploma in Front Office Operation
5. Diploma in House Keeping

(Fill the Form in Block Letters)



1. Name \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Mother's Name \_\_\_\_\_
4. Gender Male/Female \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. Age as in 1<sup>st</sup> July Years \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_
7. Category General/SC/ST/OBC/PD \_\_\_\_\_
8. Permanent Address \_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_
9. Present Address \_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_
10. Email Address \_\_\_\_\_
11. Contact No \_\_\_\_\_
12. Education Qualification (Matriculation onwards)  
(To be supported by Self Attested copies of certificates)

Sr. No	Examination	School/University	Year	Marks Obtained out of Total Marks	Percentage CGPA

Certified that the detail are true and that if found incorrect my admission is likely to be cancelled.

Signature of Parent/Guardian

Signature of Candidate

**Declaration by the Candidate**

I have gone through the rules and regulations of admission and agree to abide by the same. I hereby declare that all particulars stated in this application are true to the best of my knowledge and belief. In the event of discrepancy or any suppression / distortion of any material fact about age/category or educational qualification, my admission is liable for cancellation.

Date \_\_\_\_\_

Signature of Candidate

**Candidate must attach the attested copies of the following certificates/documents along with the application form:-**

1. Date of Birth Certificate
2. Certificate of good health from a Registered Medical Practitioner as per form attached
3. Certificate (s) of educational qualification, including details
4. Certificate in support of belonging to a Scheduled Caste/Tribe to be issued by not below the rank of Tehsildar
5. Character certificate from the head of the Institution last attended if the gap period is more than a year or from the Gazetted Officer of the State or Central Govt.
6. 6 Passport Size photograph (similar to the one pasted on the application form for admission)
7. Declaration Certificate on prescribed format
8. Identification Certificate on prescribed format (Voter ID, Passport, Adhar Card)

**\*All Students are require to deposit all type of fee in the form of Demand Draft in favour of "IHM, BATHINDA"  
"No on-line or direct deposit of fee shall be accepted"**

**\*Fees are subject to change any time without prior intimation.**

Diploma application form can be downloaded from the website and can be deposited with a fee of **Rs. 200** in the form of Demand Draft in the favour of **"IHM Bathinda"**

**FOR OFFICE USE ONLY**

Amount Received as a registration Fee of Diploma in \_\_\_\_\_ vide Receipt  
No. \_\_\_\_\_ dated. \_\_\_\_\_ Rs \_\_\_\_\_

**CASHIER**

## (Format For Medical Certificate)

### Certificate

(To be completed and signed by a registered MBBS Doctor and presented by the candidate at the time of Admission)

Certified that I have in general and also in regard to following infections, diseases, examined Mr./Ms. \_\_\_\_\_ (whose signature is given below) Son/ Daughter of Sh. \_\_\_\_\_ Resident of \_\_\_\_\_

Diseases

Finding

- a) Infectious Skin Diseases
- b) Psoriasis Foliate
- c) Tuberculosis
- d) Trachoma
- e) Venereal Diseases
- f) HIV

and find that he/she is not suffering form any of above diseases

I also certify that after examination I find that Mr. / Ms. \_\_\_\_\_ is fit to undergo course of study in Institute of Hotel Management Catering Technology & Applied Nutrition Bathinda.

\_\_\_\_\_  
(Signature of Candidate)  
Practitioner)

\_\_\_\_\_  
(Signature of Registered Medical Officer)

Seal \_\_\_\_\_

Registration No. \_\_\_\_\_

(The below Undertaking has to be submitted on Rs 10/- stamp paper)

**Undertaking by Students and Parents for Rules and Regulations**

I, Mr/Ms. \_\_\_\_\_ Council Roll No. \_\_\_\_\_  
Ignou Roll No. \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Joining for the Course \_\_\_\_\_ Academic batch \_\_\_\_\_ in Institute of Hotel Management Catering Technology & Applied Nutrition Bathinda

I am well aware of NCHMCT rules of having minimum 75% aggregate attendance and 40% in individual subjects to be eligible to appear in the Semester exam.

I will attend all the classes from the opening day of the Institute and I will be regular and punctual to all the classes i.e (Theory/Practical) and am aware that if I don't secure attendance more than 75% I shall be detained and not allowed to appear for the Term End Examination.

I will follow the dress code and uniform prescribed by the Institute.

Absenteeism on medical grounds is to be informed to the Institute authority by the parents/guardians of their ward immediately with a medical and fitness certificate.

Any change in address or phone number will be communicated to the Institute authorities immediately.

.....

Signature of Student

**ACKNOWLEDGEMENT**

I have gone through carefully the terms of the above undertaking and understand that if He/She fails to comply with the attendance rules he/she will be detained and will not be allowed to sit for the Term End Examination.

I undertake that I/he/she will strictly follow the above terms.

Signature of Parent/Guardian

\_\_\_\_\_

\_\_\_\_\_

Date:

Name & Address with Mobile Number



**ANNEXURE I**  
**AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ Enrolment number \_\_\_\_\_ s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to the institute of Hotel Management, Bathinda, have received a copy on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

I hereby solemnly aver and undertake that

a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.  
b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

a) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

b) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ (day) of \_\_\_\_\_ (month) of \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of deponent Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at \_\_\_\_\_ (Place) on this the (day) \_\_\_\_\_ of \_\_\_\_\_ (Month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_ (full name of student with admission/registration/enrolment number), having been admitted to \_\_\_\_\_ (name of the institution), have received a copy on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- a) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- b) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- c) I hereby solemnly aver and undertake that
- My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

1. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

2. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent Name:

Address:

Telephone/ Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at (place) \_\_\_\_\_ on this the (day) \_\_\_\_\_ of (month) \_\_\_\_\_, (year) \_\_\_\_\_

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) \_\_\_\_\_ of (month) \_\_\_\_\_ (year) \_\_\_\_\_ after reading the contents of this affidavit.

OATH COMMISSIONER

**FORM OF INDEMNITY BOND**

In consideration of my ward being admitted to the Institute of Hotel Management, Bathinda and or admitted to the hostel as a student/hosteller, for doing the Course\_\_\_\_\_ which involves Training activities in I.H.M. Campus/outside and travelling, I undertake and agree that neither I nor my executors/administrator or other representatives will make any claim against the Govt. of India, Board of Governor's or against the Institute authorities including any officers/faculty/wardens or against any person in the service of the Institute, in respect of any loss/ injury to any property/person (including injury resulting into death) due to any reason whatsoever which I/he/she may suffer while or in consequence of his/her participation in any of the above activities including during industrial training and I understand that no compensation will be paid by the Govt. of India, Board of Governor's/ Institute Authority including any officers in service of the Institute in respect of any such loss or injury (including injury resulting into death) I also agree so as to bind myself/my executors and administrators and other legal representatives to indemnify the Govt. of India & Institute authorities including the Board's of Governor's of IHM Bathinda and any other officers in service of the Institute against any claim which may be made by any third party against them/any of them, arising out of any act of default on my/his/her part during/in connection with said training/course, in/outside the institute and travelling by road, rail, air, water or while on student exchange Programme or while deploying/deployed for industrial training or any other such institute activities organized from time to time, within/ outside the Institute campus.

Dated : \_\_\_\_\_

Signature of Student\_\_\_\_\_

Parents/Guardian Signature\_\_\_\_\_

Home Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed in the presence of

Witness No. 1

Witness No. 2

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Name & Address \_\_\_\_\_

Name & Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No.\_\_\_\_\_

Contact No.\_\_\_\_\_

## General Guidelines

### **Timings**

The college working hours are 9:00AM to 5:00PM and college is operational from Monday to Friday.

### **Uniform**

Uniform is prescribed for attending practical classes and theory classes. The institute in this regard shall make details available at the time of induction and in respective practical classes.

### **Grooming**

Proper grooming standards are to be followed as per the practical class.

### **Ragging**

Ragging is absolutely banned in the institute. Students indulging in ragging will be dealt strictly as per instructions and directions of honourable Supreme Court of India

### **Rules and Regulations**

Violations of the code include, but are not limited to, the behaviour outlined below. The administration may, at its discretion, bring charges against any student who conducts himself or herself in violation of the Institute rules or regulations. Any student found to have committed the following misconduct is subject to the disciplinary actions.

#### **Rule 1**

Any behaviour in such a manner that threatens or endangers the health or safety of oneself or others, whether actual or implied, or results in personal injury to oneself or others. So any physical misconduct, verbal misconduct and threatening, harassments will be strictly dealt with.

#### **Rule 2**

Possession or use of any type of firearms, knives (except knives specifically required by the Institute's for laboratory classes) or any other weapon or instrument which could be used to inflict injury, or which might cause a person to believe he or she may be in danger of being harmed.

#### **Rule 3**

The possession, solicitation, sale, distribution or use of any illegal drugs or Alcohol is the Violation of Code of Conduct.

#### **Rule 4**

Behaviour, on or off campus, which would tend to damage the reputation of the Institute or its students, or which would tend to cause any injury or hardship to anyone is a punishable offence.

#### **Rule 5**

Attempted or actual theft of Institute property or property of a member of the service or unauthorized use of Institute property, equipment, facilities, or services is again the violation of code of conduct.

#### **Rule 6**

Vandalism, defacement, damage to, or careless use of any part of Institute premises or the personal property of any member of the college community.

#### **Rule 7**

Furnishing false information to the Institute or making false statements or reports to Institute officials; engaging in forgery, alteration, or improper use of any Institute record, key(s), identification card, or other document; withholding information a student knew or reasonably should have known to disclose to the college law.

#### **Rule 8**

Failure to comply with directions of, or interference with, any Institute official, faculty or staff member, including the failure to properly identify oneself or to produce an identification card when requested to do so.

#### **Rule 9**

Violations of the Professionalism, Uniform, and Hygiene Policy.

#### **Rule 10**

Unprofessional conduct, including but not limited to, the use of foul language, insulting behaviour, or other personal conduct (including spitting in public areas, or discarding cigarette butts or litter on the ground, in wooded areas and ponds, or otherwise not in proper receptacles) which would tend to demean the reputation of IHM students, staff, faculty, visitors, or guests; failure to honour part-time or volunteer work commitments to IHM offices or to attend scheduled job interviews arranged through the Office of Career Services.

## **Rule 11**

Participation in a campus activity or demonstration which disrupts the normal operations of the IHM and infringes upon the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

## **Rule 12**

No candidate will be allowed to do any part time jobs or any other course of education along with the training, without the permission of the institute authority. Students will be given opportunity to do outdoor caterings in the various reputed hotels and catering establishment only. This is a part of the practical training and students are expected to make full use of the opportunity. No unauthorized ODC's will be allowed.

## **Rule 12**

As per the examination guidelines of national council for Hotel Management, a minimum of 75% attendance in aggregate and 40% in individual subject is mandatory to appear in the examination. Passing marks, completion of training etc will be intimated by respective faculty in class and through notice board.