



**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION**
Sajong, Rumtek, Gangtok, Sikkim 737135

PROSPECTUS

Open to candidates from Science, Commerce, Arts and other
Recognized streams of 10+2 or equivalent examinations



Degree, Diploma and Certificate Course in Hospitality and Hotel Administration



Affiliated to:
National Council for Hotel Management, Catering Technology
Under Ministry of Tourism, Government of India
A-34, Sector 62, Noida 201309



2. Diploma in Food Production

Subjects	Marks		
	Theory	Practicals	Total
Cookery	100	100	200
Larder	50	100	150
Hygiene and Sanitation	50		50
Commodities	50		50
Food Costing	50		50
Industrial Training			
	300	250	550

3. Diploma in Food and Beverage Service

Subjects	Marks		
	Theory	Practicals	Total
Food Service	100	100	200
Beverage Service	100	100	200
Hygiene and Sanitation	50		50
Business Communication	50		50
Food & Beverage Control	50		50
Industrial Training			
	350	200	550

4. Diploma in Front Office Operation

Subjects	Marks		
	Theory	Practicals	Total
Front Office Operation	100	100	200
Principle of Accounts	100		100
Hotel Accounts	100		100
Business Communication and Office Organization	50	50	100
Application of Computer		50	50
	350	200	550

5. Craftsmanship Course in Food Production

Subjects	Marks		
	Theory	Practicals	Total
Semester – I			
CFPP 11 – Cookery and Larder Th. - I	50		50
CFPP 12 – Cookery Pr. - I		150	150
CFPP 13 – Larder Practical - I		50	50
CFPP 14 – Bakery and Patisserie Th. - I	50		50
CFPP 15 – Bakery and Patisserie Pr. – I		50	50
CFPP 16 – Hygiene	50		50
CFPP 17 – Equipment Maintenance	50		50
	200	250	450
Semester – II			
CFPP 21 – Cookery and Larder Th. - II	50		50
CFPP 22 – Cookery Pr. - II		150	150
CFPP 23 – Larder Practical - II		50	50
CFPP 24 – Bakery and Patisserie Th. - II	50		50
CFPP 25 – Bakery and Patisserie Pr. – II		50	50
CFPP 26 – Costing	50		50
	150	250	350



View of Gangtok from the Institute



IHM Boys Hostel



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Contents

1. The Beginning.....	02
2. Location & Infrastructure.....	02
3. Mission Statement, Aims & Objectives.....	03
4. Administration / Management Committee.....	03
5. Academics.....	04
6. Faculty / Support Staff.....	04
7. Affiliation.....	04
8. Career Opportunities.....	05
9. Courses Offered.....	05
10. Eligibility for Admission.....	06
11. Reservation of Seats.....	06
12. Syllabus.....	06
13. How & When to Apply.....	07
14. Selection & Admission Procedure.....	07
15. Attendance requirements.....	08
16. Withdrawal.....	08
17. Assessment Parameters & Marking System.....	08
18. Detained & Failed Candidates.....	09
19. Discipline.....	09
20. Industrial Training & Placements.....	09
21. Awards.....	09
22. Uniforms.....	10
23. Teaching Aids.....	10
24. Hostel Admission.....	11
25. Hostel Rules & Regulations.....	11
26. Teaching & Examination Scheme.....	12
27. Admission Form.....	Annexure I
28. Hostel Admission Form.....	Annexure II

The Beginning

The Institute of Hotel Management, Gangtok, Sikkim was set up in the year 1990 as a Food Craft Institute by the Ministry of Tourism, Government of India and Government of Sikkim with the objective of providing job-oriented and professional education to all the students of any stream from any part of the country. During the year 2000, the Institute was upgraded to a full-fledged Institute of Hotel Management affiliated to the National Council for Hotel Management under the Ministry of Tourism, Government of India. The Institute then started enrolling students from all over India through Joint Entrance Examination conducted by NCHMCT (National Council of Hotel Management and Catering Technology), New Delhi. With the progress of the Institute, the Government of India sanctioned funds for setting up a full-fledged campus at Sajong, Rumtek near Gangtok and the Institute finally found its home in a permanent campus during the year 2011-12.

Hospitality and Tourism has become a complex, industry within the past few years. Consequently, large international hotel groups have standardized their managerial staff recruiting policies and demand for specialized and educated personnel is ever increasing. To meet this demand, the Institute has streamlined its curriculum in line with latest standards to provide quality education and training to its students. Students obtain their degree from the national university which is being recognized globally. The students get assured job placements on completion of their degree. The degree or diploma holders of the Institute get employment in the most prestigious hospitality industries in the country and abroad. All the programmes offered by the Institute are highly structured and all the semesters have different modules of course work. The overall programme emphasizes on the operational and strategic management required in the hospitality industry matching international standards.

Location & Infrastructure

The Institute is located at Sajong, Rumtek which is half an hour's drive from Gangtok, the capital city of Sikkim. The nearest railway station is 120 kms at New Jalpaiguri and the nearest airport is 118 kms at Bagdogra, which is in West Bengal. Daily helicopter service operated by Sikkim Tourism on the Gangtok Bagdogra route is also available.

The region enjoys sub-tropical to temperate climate with temperatures ranging from a minimum of 10° C to a maximum of 25°C. The students have the privilege of studying in one of the most peaceful states of the country.

The campus covers approximately 3.5 acres of prime land in Sajong. Three multistoried buildings providing

facilities for Administrative offices, Practical Laboratories, Lecture Halls, Computer Laboratory, Library, Audio-visual Laboratory, Conference Hall, Auditorium, Playground and ample parking facility. All the laboratories are equipped with modern and state-of-the-art facilities and amenities.

Accommodation for boys can be arranged at the existing boys' hostel which can accommodate 64 student while the girls can stay at numerous hostels operated by locals within the Institute's proximity. Plans are underway for construction of a girl's hostel, Principal's quarter and Staff quarters within the Institute's premises.

Mission Statement, Aims & Objectives

The Institute aims to provide sufficient academic knowledge for a student to be able to meet the standards required by the industry. The student must possess a healthy disposition to life, a reasoning mind and an attitude of service. He/she should be friendly, disciplined and responsible. The ultimate goal is to eventually transform this Institute into a premier Institute of Hotel Management for hospitality education.



Administration/ Management Committee

The management and the control of the Institution rests entirely on the Governing Body known as the Board of Governors of “Institute of Hotel Management, Sikkim Society” under Sikkim Government Autonomous Body. The Board members are:

- | | | |
|----|---|------------------|
| 1. | Chief Secretary to the Govt. of Sikkim | Chairman |
| 2. | Additional Director General, Ministry of Tourism, Govt. of India | Member |
| 3. | Director (Finance), Ministry of Tourism, Govt. of India | Member |
| 4. | Director, NCHMCT, Noida, New Delhi | Member |
| 5. | Regional Director (N/E Region), Ministry of Tourism, Govt. of India | Member |
| 6. | Secretary, Finance Revenue & Expenditure Deptt, Govt. of Sikkim | Member |
| 7. | Secretary, Tourism & Civil Aviation, Govt. of Sikkim | Member |
| 8. | Director, Technical Education, HRDD, Govt. of Sikkim | Member |
| 9. | Administrator/ Principal, IHMCT & AN, Gangtok | Member Secretary |

Academics

The Institute is affiliated to National Council of Hotel Management and Catering Technology, Noida under the Ministry of Tourism, Government of India. The Institute has well equipped laboratories in Bakery, Food Production, F&B Service, Front Office, House Keeping and Computer Applications, which will help them on the fast track of growth in an ever-growing industry.

Faculty / Support Staff

The Institute has highly qualified and dedicated faculty members with some having vast experience in the Hospitality Industry. The number of students in each class is restricted to 50 during theories and 30 in practicals so that adequate personal attention can be imparted and a good rapport is developed.

Besides the teaching faculty there are over 40 non-teaching staff to look after the administration, accounts, library, reception, lab attendants, hostel helps and other maintenance staff.



Affiliation

The Institute is affiliated to National Council for Hotel Management, Catering Technology, Noida, New Delhi under the Ministry of Tourism, Government of India.

Career Opportunities

Growth and development of tourism globally has opened up innumerable opportunities for qualified students. These students can opt for:

- Y Management trainee in star category hotels
- Y Hospitality executive
- Y Chef in star hotels/ hospitality industry including hospitals
- Y Hospital and Institutional catering manager/ Supervisor
- Y Faculty in Hotel Management/ Food Craft Institute
- Y Cabin crew in National/International airlines
- Y Catering officers in Cruise liners/ Cargo shipping
- Y Railways hospitality and catering services
- Y Marketing/Sales Executives in Hotel and other service sectors
- Y Self employment through entrepreneurship
- Y Multinational companies for their hospitality services
- Y Resort Management
- Y Management trainee/ executive in international; /national fast food chain
- Y Flight kitchens and on-board flight services
- Y Guest/ Customer Relations Executive in Hotels and other Service Sectors

Course/ Programmes offered

1. Three years B. Sc. Hospitality & Hotel Administration Programme (A full time regular Course)
2. One and Half Year Trade Diploma in Food Production
3. One and Half Year Trade Diploma in Food & Beverage Service
4. One and Half Year Trade Diploma in Front Office Operations
5. One and Half Year Trade Diploma in House Keeping
6. One and Half Year Craftsmanship Certificate Course in Food Production
7. One and Half Year Craftsmanship Certificate Course in F&B Service
8. Hunar Se Rozgar Programme (8 weeks for Food Production and 6 weeks for F&B Service)
9. In-house Training Programme in Hotel and Catering Management (One week and more)

The Bachelor of Science programme in Hospitality and Hotel Administration is offered jointly by the National Council for Hotel Management and the Indira Gandhi National University, New Delhi. The Three-year (Six Semester) full time regular course equips students with all the required skills, knowledge and attitude to efficiently discharge supervisory responsibilities in the Hospitality sector. The programme also involves in-depth laboratory work for students to acquire required knowledge and skill standards in the operational areas of Food Production, Food & Beverage Service, Front Office Operations, and House Keeping. It also provides managerial inputs in Hotel Accountancy, Food Safety & Quality, Human Resource Management, Facility Planning, Financial Management, Strategic Management, Tourism Marketing and Tourism Management.

Eligibility for Admission

- A. Minimum Qualification:** The minimum qualification required for degree and diploma is Class XII pass from any stream and for other craftsmanship courses is Class X pass. Candidates appearing in Class X and XII examination for the ensuing academic session can also apply. If an applicant is found ineligible as a later date even after admission to the Institute, his/her admission will be cancelled. Admission will be subject to verification of facts from the original certificates/ documents submitted by the candidates. The decision of the Institute regarding the eligibility and admission shall be final.
- B. Age limit:** The age of the candidate should not be more than 25 years as on the 1st of July. For candidates belonging to SC and ST age limit is relaxable upto 28 years. The date of birth as recorded in the Class X Certificate issued by a competent authority 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 be disqualified.
- C. Physical fitness:** All qualified candidates will have to submit a certificate of physical fitness from a Registered Medical Practitioner in the prescribed format given in the Application Form. Admission will be granted only if the candidate is declared physically fit for pursuing the course of study.

Reservation of Seats

15% seats are reserved for Scheduled Castes, 7 $\frac{1}{2}$ % for Scheduled Tribes and 3% for physically challenged students subject to their disability not proving an obstacle for ultimate employment in the industry.

Syllabus

The syllabus has been designed by the National Council for Hotel Management and Catering Technology, Noida, New Delhi. All the students are required to be equipped with the latest trend in hospitality and service industry. All the hospitality programmes comprise in-depth laboratory work for students to acquire the required knowledge and skill standards in the operational areas of Food Production, Food & Beverage Service, Front Office Operation and Accommodation Operation. It also

imparts substantial managerial inputs in subjects such as Sales & Marketing, Financial Management, Human Resource Management, Entrepreneurship Development and other related subjects. Educational materials are prepared by the faculty members for students' circulation. Besides this audio-visual cassettes/ CD related to the course subject are also circulated other than the books available at the Institute's library.

How and when to apply

Admission notification for Diploma Courses is issued by the Institute in the month of May-June every year in leading newspapers. Prospectus containing application form can be obtained from the Institute on payment of Rs. 500/- in favour of Institute of Hotel Management, Sajong, Rumtek, Gangtok, Sikkim. Application form complete in all respects should reach the Institute before 16th of July with a registration fee of Rs. 1000/-. Duly filled in application must be accompanied by:

- a. Birth Certificate
- b. Copy of Class X and XII Pass Certificates
- c. Medical fitness certificate
- d. Two passport sized photographs
- E. Photocopy of Reserved Category Certificate from appropriate authority if applicable.

For B.Sc. degree admission, notification is issued by the National Council for Hotel Management, under the Ministry of Tourism, Government of India during the month of December-January and on the basis of an All-India Joint Entrance Examination held during the month of April every year.



Selection and Admission Procedure

Candidates shall be selected for admission to any one of the programmes through a written test (English language only) followed by personal interview (aptitude for service industry) conducted at the Institute. Final selection of candidate will be based on the combined performance of the candidate in both the written test and personal interview. The selection list will be displayed on the Notice Board of the Institute by the last week of July and the selected candidates will be informed accordingly. The selected candidates are required to pay their fees and complete all formalities of admission within seven days of declaration of the selection list, failing which their candidature shall be offered to waitlisted candidates on merit list. Candidates may also contact the Institute to know the result on their own interest.

Attendance Requirements

All candidates admitted to the course will be required to put up a minimum of 75% attendance during the academic session. Students failing to secure 75% attendance during the session shall be debarred from appearing the semester/ annual examinations conducted by the Council. The Principal/ Head of the Institute is empowered to condone upto 10% of absence on medical grounds. Such request should, however, be accompanied by a medical certificate issued by any registered medical practitioner.

Withdrawal

If the parent wished to withdraw their ward, they will be required to inform the Institute in writing at least a month before the date of withdrawal. If a student is withdrawn any time after the commencement of the session, full fee shall be charged and similarly if a boarder is withdrawn from the hostel any time after the commencement of the session, full boarding charges will have to be paid and the security deposit will also be forfeited. If a student is expelled from the hostel on disciplinary grounds, the security deposit and room rent shall be forfeited.



Assessment Parameters and Marking System

Candidates admitted to the course are required to appear all the examinations (Mid term and End term) conducted at the Institute. During the course all candidates are also required to undergo Industrial Training for practical exposure. The students generally undergo Industrial Training in key operational areas of hotels, and spend nearly five weeks dedicated to each main department for hands-on practical experience.

A. NCHM Component		B. IGNOU Component	
Mid Term	25%	Assignment	100
Attendance	5%	Term End	100
End Term	70%		
Total	100%		

Detained & failed candidates

Detained candidates have to be re-admitted in the subsequent academic session as repeaters on payment of full fees. Candidates who fail in one or more subjects and have compartment will have the discretion to appear therein as external candidate on payment of the examination fees for those subjects only.

Discipline

Students are required to maintain strict discipline in the campus. Smoking is prohibited. Consumption of alcohol or drugs during the course of study in the campus is strictly prohibited. Ignorance of rules shall not be entertained as a plea for violating any rule. Violation of the rules, unsatisfactory progress, irregular clearance of fees/ dues, showing discourtesy to the Principal, faculty and staff members in any form, etc. are some of the offences which may make students liable for disciplinary action, suspension and even expulsion from the Institute. Students must attend the classes in proper uniform and must possess proper practical tools, text books, journals etc.



Industrial Training and Placement

The Institute makes arrangements with reputed hotels for campus interviews. Based on the merit and suitability, the students are offered gainful employment by the respective establishment. The Institute also arranges for Industrial Training in various reputed hotels of the country. The students are also given the liberty to arrange their own Training and Placement with prior information to the Institute.

Awards

After successful completion of the prescribed course of study and industrial training, students will be awarded “B. SC. Degree in Hospitality and Hotel Administration”, Diploma in respective Trade”, or “Craft Certificate” by the National Council and IGNOU, New Delhi.

Uniforms

A. General Classroom Uniforms

For Boys

- I) Black Suit (Coat Single Breast, Waist Coat and Trousers)
- II) White full sleeves Shirt
- III) Black Tie (narrow)
- IV) Two pairs of black socks
- V) Two pairs of black leather shoes (with laces)
- VI) Black leather belt

For Girls

- I) Black Suit (Coat Single Breast, Waist Coat and Trousers)
- II) Black Skirt (Below knee level, body fitting, midi type)
- III) White full sleeved blouse with collar
- IV) Black bow tie (to be made with black thin ribbon)
- V) Black stockings
- VI) Black leather ladies shoes (no high heels)



B. Lab Uniform and Practical Tools (For Boys and Girls)

I) Food Production

Black & White and thin checked trousers, White Chef Coat and Chef Cap and checked neck scarf (1st Year Yellow, 2nd Year Blue, 3rd Year Green and Diploma Red). White Apron and Glass cloth (4 pcs), Professional Kitchen Chef set consisting of Meat Cleaver, Vegetable Knife, Peeling Knife, Potato Peeler, Scoop, Pallet Knife, Balloon Whisk and Piping Bag with nozzle.

II) F&B Service

Black Bow Tie (thin) 1 pc, Waist Coat, White Damask Napkin (size 30"x20" each), 2 pairs Cotton Gloves, Bottle Opener, Wine Opener.

III) Front Office

Calculator, Note Pad, Pen, Pencil, Coloured Chart Paper, Stapler, Graph Paper etc.

IV) House Keeping

Girls: White Salwar Kameez, White Full Apron

Boys: White Pants, White Shirt, White Full Apron

Teaching Aids

Each candidate on admission must equip himself/ herself with the prescribed text books, journals, uniform, practical gear, tool kits etc. after consultation with concerned faculty member.

Hostel Admission

Any student wishing to stay in the hostel will require to get approval from the Institute by filling up the Hostel Admission Form and deposit of requisite amount of fees. Once the student is admitted to the hostel, he should abide by all the rules and regulations of the hostel.

Hostel Rules and Regulations

- ∩ Indiscipline and violation of hostel rules will lead to expulsion from the hostel and forfeiture of hostel fees and security deposit.
- ∩ Visitors are not permitted in the hostel.
- ∩ Any money which boarders may bring with them must be deposited with the Accounts/ Hostel Superintendent/ Warden. Parents are requested not to give excess money to their wards.
- ∩ In case of illness, every possible care is taken. When a boarder is admitted into the hospital, parents are informed at the earliest. However should the situation so warrant that the child be taken to the hospital, the Institute will do so even before the parents can be informed.
- ∩ All boarders are to bring their own clothes, bed sheets, pillows, blankets, buckets etc. for their personal use.
- ∩ Hostel Fees, Mess Fees should be paid on time to avoid expulsion from the hostel.
- ∩ Electrical and electronic equipments are not allowed inside the hostel (except laptops).
- ∩ Each meal should be taken within the scheduled time.
- ∩ Night halts outside the hostel without permission is an offence.
- ∩ Boarders are not allowed to keep guests/ friends inside the rooms without the permission of the warden.



Teaching and Examination Scheme

1. Three Years B. Sc. Hospitality & Hotel Administration

Subjects	Marks		
	Theory	Practicals	Total
Semester I			
BHM 111 – Foundation Course in Food Production - I	100	100	200
BHM 112 – Foundation Course in Food & Beverage Service – I	100	100	200
BHM 113 – Foundation Course in Front Office Operation - I	100	100	200
BHM 114 – Foundation Course in Accommodation Operation – I	100	100	200
BHM 116 – Nutrition	100		100
BHM 105 – Application of Computer	50	100	150
BHM 106 – Hotel Engineering	100		100
	650	500	1150
Semester II			
BHM 151 – Foundation Course in Food Production - II	100	100	200
BHM 152 – Foundation Course in Food & Beverage Service – II	100	100	200
BHM 153 – Foundation Course in Front Office Operation - II	100	100	200
BHM 154 – Foundation Course in Accommodation Operation – II	100	100	200
BHM 117 – Principles of Food Science	100		100
BHM 108 – Accountancy	100		100
BHM 109 – Communication	50		50
BHM 110 – Foundation Course in Tourism	100		100
	750	400	1150
Semester III/IV			
BHM 201 – Food Production Operation	100	100	200
BHM 202 – Food & Beverage Operation	100	100	200
BHM 203 – Front Office Operation	100	100	200
BHM 204 – Accommodation Operation	100	100	200
BHM 205 – Food & Beverage Control	100		100
BHM 206 – Hotel Accountancy	100		100
BHM 207 – Food Safety & Quality	50		50
BHM 208 – Industrial Training (20 weeks)		200	200
BHM 209 – Management in Tourism (IGNOU)	100		100
BHM 210 – Communication skills in English (IGNOU)	100		100
BHM 211 – Human Resource Management (IGNOU)	100		100
	950	600	1550
Semester V			
BHM 311 – Advanced Food Production Operation - I	100	100	200
BHM 312 – Advanced Food & Beverage Operation - I	100	100	200
BHM 313 – Front Office Management – I	100	100	200
BHM 314 – Accommodation Management – I	100	100	200
BHM 307 – Financial Management	100		100
BHM 308 – Strategic Management	100		100
	600	400	1000
Semester VI			
BHM 351 – Advanced Food Production Operation – II	100	100	200
BHM 352 – Advanced Food & Beverage Operation - II	100	100	200
BHM 353 – Front Office Management – II	100	100	200
BHM 354 – Accommodation Management – II	100	100	200
BHM 305 – Food and Beverage Management	100		100
BHM 306 – Facility Planning	100		100
BHM 309 – Research Project	100		100
BHM 310 – Tourism Marketing (IGNOU)	100		100
	800	400	1200