

CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT

SECTOR 42-D, CHANDIGARH. TEL.NO. 9779998086

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(Sponsored by Govt. of India & Chandigarh Administration)

(Affiliated to the National Council for Hotel Management)

CAREERS IN HOTEL AND CATERING INDUSTRY

1. Criteria for Admission in Diploma Courses

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|----|------------------------|---------------------------------------------------------------------------------------------------|
| 1. | Qualification | 10+2 with English (Pass) for Front Office |
| 2. | Qualification | 10+2 (Pass) for Food Production, Bakery & Confectionery, F&B Service, Housekeeping |
| 3. | Criteria for Admission | Merit of 10+2 examination marks |
| 4. | Age Limit | No Age Limit |

2. Merit List :-

The merit list on 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.

3. Counselling :-

The schedule for conducting Counseling of the candidates for allocation of seats in various courses by the committee on the basis of merit list will be notified in the admission notice. Candidates must bring all original certificates/ documents at the time of counseling for verification.

SC/ST Seats:-

15% seats are reserved for SC and 7.5% for ST as per Govt. Guidelines.

4) PH Seats:-

5% seats are reserved for PH candidates, as per Govt. Guidelines.

4 (a) 10% Seats are reserved for **Economically Weaker Section (EWS)** as per Govt. Guidelines.

In case of selection, fee will have to be deposited on the spot, failing which the seat will be given to the candidate next on the merit list. The schedule for second counseling to fill up the vacant seats, if any, will be as per date mentioned in the admission notice.

5) Hostel Seats:-

The limited hostel seats available in the Institute for outstation boys and girls to be allotted on the basis of Merit at the time of the Counseling.

6) Merit cum means scholarships are available. Details available in the office.

7) Fee structure for Diploma Courses:

Name of the Course

1.	Food Production	37,200/-
2.	Bakery & Confectionery	37,200/-
3.	Food & Beverage Service	37,200/-
4.	House Keeping	30,700/-
5.	Front Office	30,700/-

Hostel Fees

Hostel Fee (Boys & Girls)	800/- p.m.
Electricity Fee	200/- p.m.
Cleaning & Maintenance Fee	200/- p.m.

Incomplete and late applications will not be considered.

Candidate must attach a Demand Draft of Rs.250/- as application registration fee alongwith the downloaded form from the Website, failing which their candidature will not be considered.

The result of admission will be declared on the same day after counseling. The students must come prepared alongwith the fee in the shape of **Bank Draft in favour of Principal, Chandigarh Institute of Hotel Management payable at Chandigarh** to deposit the same on declaration of result. The candidate who fails to deposit the fee at the time of selection, the seat will be given to the candidate, next on the merit list. The course-wise detail of fee for first term is as under:

Food Production	27,900/-
Bakery & confectionery	27,900/-
F&B Service	27,900/-
House Keeping	27,755/-
Front Office	27,755/-
Hostel and Mess	19,500/-

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

HOW TO APPLY

Application for admission to a course conducted by the Institute must be made in the prescribed form and should reach the Principal, Chandigarh Institute of Hotel Management, Sector-42, Chandigarh by the prescribed dates announced separately in this regard from time to time.

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 counseling for verification.

Candidates must attach the self attested copies of the following certificates/ documents alongwith the application form.

- i. Date of Birth Certificate (Matric Certificate)**
- ii. Certificate of good health from a Registered Medical Practitioner (MD/MBBS) as per form attached.**
- iii. Certificate(s) of educational qualifications, including Detail Marks Card. (Matric Marksheet, Senior Secondary (+2) Marksheet**
- iv. Certificate in support of belonging to a Scheduled caste/ Tribe/PH/EWS to be issued by not below the rank of Tehsildar as per guidelines issued by Government.**
- v. Character certificate from the head of the Institution last attended if the gap period is more than a year, or from the gazette Officer of the State or Central Govt.**
- vi. 6 passport size photographs (similar to the one pasted on the application form for admission).**
- vii. Declaration Certificate on prescribed format.**
- viii. Identification Certificate on prescribed format.**
- ix. Certificate for handicap as per government norms.**

CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT

Fee Structure (Subject to change from time to time)

1 st Term										2 nd Term					
S.n	Course	Student Amen. Fund	Cyclo Fee	Tution Fee	Trg.Fee	Student Activity	Exam Fee and Enrolment Fees	Institutional Fee	Total Fee	Tuition Fee	Trg.Fee	Student Activity	Exam Fee	Total Fee	Grand Total
1	Food Production	300	190	575	11330	275	4200	8000	24870	575	11330	275	150	12330	37200
2	Bakery & Confectionery	300	190	575	11330	275	4200	8000	24870	575	11330	275	150	12330	37200
3	Food & Beverage Service	300	190	575	11330	275	4200	8000	24870	575	11330	275	150	12330	37200
4	Housekeeping	260	170	510	11330	255	4200	8000	24725	510	5060	255	150	5975	30700
5	Front Office	260	170	510	11330	255	4200	8000	24725	510	5060	255	150	5975	30700

CAUTION MONEY DEPOSIT Rs.1000/- per student

The fee will have to be deposited in shape of Bank Draft by each selected candidate for admission.

HOSTEL FEE

1ST TERM

2ND TERM

Hostel Fee including

Electricity, Cleaning & Maintenance etc.*

6,000/-

6,000/-

Mess Fee / Mess Security will be extra.

In addition to the above the students will have to pay Rs. 1500/- as admission fee, Rs.130/- for Identity Card, Rs.35/- for Insurance, Rs.150/- for Magazine, Rs.100/- Postage Charges and Rs. 115/- for Chest Plate (Name Badge).

MINIMUM QUALIFICATION FOR ADMISSION

1. **Educational : 10+2 with English (Pass) for Front Office**

And **10+2 (Pass) for Food Production, Bakery & Confectionery, F&B Service, Housekeeping**

Age Limit: No Age Limit

RESERVATION OF SEATS

Principles for reservation of Seats for
Scheduled Castes/ Scheduled Tribe/ Handicapped

1. 15% Seats are reserved for Scheduled Caste and 7.5% for Scheduled Tribes as per Govt. Guidelines.
5% Seats are reserved for physically Handicapped in Food Production, Bakery & Confectionery and Housekeeping. Persons with Disability having hearing impairment and locomotor impairment in respect of one leg shall be considered for Food Production and Bakery & Confectionery. Persons with Disabilities of one leg or one arm shall be considered for course in Housekeeping.
10% Seats are reserved for Economically Weaker Section (EWS) as per Govt. Guidelines.

MERIT CUM MEAM SCHOLARSHIP

Merit cum Mean Scholarship is available for deserving candidates. The candidates who fulfill the minimum requirements may submit their application alongwith the admission form. (Detail is available in office.)

GENERAL INFORMATION

2. PAYMENT OF FEES :

Fees are payable in two installments (1st at the time of admission and 2nd in the month of January each year) through Demand Draft at Institute's counter otherwise students will not be allowed to attend the course. In addition to the above fees, a caution deposit of Rs.1000/- for each course has to be paid. This 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 on the spot, failing which seat will be given to the candidate next on the merit list. The students next on the merit list who do not get admission in any department may contact the office.

3. CAUTION MONEY DEPOSIT:

Rs.1000/- for each course, refundable after deducting fines, breakages etc. & to be collected within nine months from the date of completion of 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.

<u>FOOD PRODUCTION</u>	<u>BAKERY & CONFECTIONERY</u>	<u>FRONT OFFICE</u>
<u>Practicals</u> Chef Coat(White) Scarf(Red) Apron(White) Trousers(Black) Chef's Cap(White) Kitchen Dusters(Two) Shoes(Black) Socks(Black)	<u>Practicals</u> Chef Coat(White) Scarf(Yellow/ Mustor) Apron(White) Trousers(Black) Chef's Cap(White) Kitchen Dusters(Two) Shoes(Black) Socks(Black)	<u>Practicals</u> Full Sleeves Shirt(White) Trousers(Black) Neck Tie(Black with Logo) Shoes(Black) Socks(Black) <u>Girls:</u> Sarees
<u>Theory</u> Full Sleeves Shirt(White) Neck Tie(Black with Logo) Trousers(Black) Shoes(Black) Socks(Black)	<u>Theory</u> Full Sleeves Shirt(White) Neck Tie(Black with Logo) Trousers(Black) Shoes(Black) Socks(Black)	<u>Theory</u> Full Sleeves Shirt(White) Neck Tie(Black with Logo) Trousers(Black) Shoes(Black) Socks(Black) <u>Girls:</u> Sarees
<u>Winters</u> V Neck Full Sleeves Sweater(Black)	<u>Winters</u> V Neck Full Sleeves Sweater(Black)	<u>Winters</u> Boys: Business Suit(Black) Girls: Business Suit(Black) With scarf

<u>HOUSEKEEPING</u>	<u>F&B SERVICES</u>
<u>Practicals:</u> Full Sleeves Shirt(White) Trousers(Black) Shoes(Black) Socks(Black) Neck Tie (Black with Logo) Apron Full (White)	<u>Practicals:</u> Full Sleeves Shirt(White) Trousers(Black) Shoes(Black) Socks(Black) Neck Tie (Black with Logo) Waist Coat
<u>Theory:</u> Full Sleeves Shirt(White) Neck Tie(Black with Logo) Trousers(Black) Shoes(Black) Socks(Black)	<u>Theory:</u> Full Sleeves Shirt(White) Neck Tie(Black with Logo) Trousers(Black) Shoes(Black) Socks(Black) Waist Coat
<u>Winters</u> V Neck Full Sleeves Sweater (Black)	<u>Winters</u> V Neck Full Sleeves Sweater (Black)

** The exact specification and design of the uniform will be provided at the time of admission by the Institute.

Note:-

- 1) It is advisable that students must get atleast two sets each of theory and practical uniform as they have to wear the uniform everyday.
- 2) Teacher incharge of individual departments shall convey the exact specifications for the uniforms in the class.
- 3) No Stylized shirts, trousers etc. shall be permitted.

5. HOSTEL FACILITIES:

Limited Hostel Facilities are available for outstation boys and girls as per rules to be notified separately.

Application for seats in hostel does not mean guarantee of seat in hostel automatically. The Institute authority will allocate seats in hostel at the time of counseling.

Hostel Fees of Rs.12,000/- shall be paid in two equal installments alongwith Institute's fee & Rs.1000/- to be deposited as caution money. Mess Charges/ Security will be extra & will be intimated at the time of allocation of Hostel seats.

6. COMMENCEMENT OF SESSION AND WORKING HOURS OF THE INSTITUTE:

- a) Commencement of Session to be intimated at the time of admission.
 - b) Regular Courses.
Monday to Friday 9:00 A.M. to 5:00 P.M.
 - c) Part time courses are also available as notified from time to time.
7. The Institute cannot be held responsible for non-receipt/ late receipt of application forms, selection memos etc. and other correspondence regarding admission.
 8. The Institute reserves the right to postpone or cancel any of the courses/ activities.
 9. Any other details not specifically covered by these clauses will be decided by the Principal whose decision will be final.
 10. Medium of Instruction and examination is English only.
 11. The Institute is affiliated to the National Council of Hotel Management & Catering Technology, Ministry of Tourism Govt. of India.
 12. Students have to perform duty from time to time in the training Hotel Chandigarh Beckons as a part of student study scheme. They may also deputed to other catering establishments for hands on training.

REGULATIONS OF THE CHANDIGARH INSTITUTE 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 the classes, practicals etc. unless he or she has his / her Identity card with him/her.
- 2) Student must attend theory classes, practicals and tutorials 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 activity without the prior permission of the Principal. Such absence without leave may lead to loss 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 upto 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 shall be such as will 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 prior 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 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, which 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 prior 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.
- 15) Name of the student, continuously absenting himself for five days without permission, shall be struck off from the Institute's rolls. The students can be readmitted on a payment of readmission fee of Rs.200/- within five working days from the day his/her name was struck off 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 readmission within 5 working days from the day his/her name was struck off, his/her admission will be cancelled and seat(s) will be given to the candidate(s) on the merit list.
- 16) Students when free should make use of Institute's Library and must not loiter about on the premises of the Institute.
- 17) **All fees once paid will not be refunded 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 study in the Institute. 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 course.
- 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 and their own mobiles in the Institution timings.
- 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.