



होटल प्रबंध खानपान प्रौद्योगिकी एवं पोषण आहार संस्थान

प्रशासन अकादमी के समीप, 1100 आवास गृह, भोपाल - 462016

(पर्यटन मंत्रालय, भारत सरकार के अधीन एक स्वशासी निकाय)



INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION

Near Academy of Administration, 1100 Qtrs. Bhopal – 462016

(An Autonomous body under Ministry of Tourism, Government of India)

PHYSICAL REPORTING INFORMATION

Date : 29.07.2024 TO 31.07.2024.

Timings For Physical Reporting : 10:00 AM - 5:00 PM

Orientation of 1st Year : 05.08.2024

Commencement of Classes : 05.08.2024

Candidates are advised to arrange the documents as per the order given below.

Sr. No	Documents To Be Brought For Physical Reporting	Original	Photocopy Self-Attested
1	Admission Form, Hostel Form, Vegetarian Option Form (duly signed by students and parents on all pages) (format enclosed)	√	-----
2	Provisional Allotment Letter (applicable only for JEE candidates) (If direct admission - Not Applicable)	√	√
3	Print out of locked choices with signature of the candidate (applicable only for JEE candidates) (If direct admission - Not Applicable)	√	√
4	Admit card with self-attested passport size photo (applicable only for JEE candidates) (If direct admission - Not Applicable)	√	√
5	Transfer certificate and (From last attended Institute) Migration certificate	√	√
6	10 th Mark Sheet (for Date of Birth/Age proof)	√	√
7	12 th Mark sheet	√	√
8	Category/Caste Certificate (as per JEE Information brochure Annexure 2 a) issued after April 2023 for OBC Non creamy layer & EWS candidates, b) SC/ST Certificate	√	√
9	Medical certificate (as per JEE 2024 Information brochure APPENDIX - 1)	√	-----
10	Anti-Ragging Affidavit (Student and Parent) (format enclosed)	√	-----
11	For JEE/Non-JEE Candidates - Balance Fee Receipt of Rs. 76575.00 For Direct Admission Fee Receipt of Rs. 98575.00 (Fee payment option will be available in Institute website through HDFC Bank Link or Accounts Office by Credit/Debit Card swipe only)	-----	√
12	COVID 19 Vaccination Certificate Attached - (I, II & III)	-----	√
13	Aadhar Card Photocopy	√	√
14	Passport size photos of the candidate (5 nos.) (Formal attire)	√	-----
15	Candidates should have email addresses in Gmail only for Institutional Use (Any changes not allowed during whole studies)	-----	-----



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PARTICULARS OF CANDIDATES ADMITTED IN FIRST YEAR OF THREE YEARS <u>B.Sc. DEGREE IN HOSPITALITY & HOTEL ADMINISTRATION COURSE</u> <u>ACADEMIC SESSION: 2024-2027</u>							AFFIX PHOTO (Do not staple)	
1	JEE ROLL NUMBER	:	AIR :					
2	NAME OF THE CANDIDATE (In Block Letters - English)	:						
3	NAME IN HINDI	:						
4	FATHER'S NAME	:						
5	CATEGORY (GEN/SC/ST/PH/OBC/KM/EWS)	:						
6	Caste Certificate Issuing State	:						
7	DATE OF BIRTH	:						
8	STUDENT MOBILE NO.	:						
9	EMAIL ID (Student) - (in Gmail)	:						
10	EDUCATIONAL QUALIFICATIONS	:						
	Class	Subject	Board	Year	Marks Obtained	Total Marks	%	
	10 th							
	12 th							
	Any Other							
11	IF COURSE OPTED VEGETARIAN	:	<input type="checkbox"/> (Submit Willingness Form)					
12	HOSTELER/DAY BOARDER	:						



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13	AADHAR NUMBER (Attach Photocopy)	:	
14	ADDRESS (PERMANENT) (In Block Letters with Pincode No.)	:	
	House No.	:	
	Street No.	:	
	Village/City	:	
	District	:	
	State	:	
	Pin Code	:	
15	PARENT PHONE NO. WITH STD CODE	:	
16	EMAIL ID (Parent)	:	
17	NAME & ADDRESS (Local Guardian in Bhopal, if any)	:	
	WITH PHONE NO.	:	MOBILE NO.:

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF THE CANDIDATE

FOR OFFICE USE ONLY

Original Certificate, mark sheet and other certificate checked:

Sign of Training Section

Sign & Verified by

Counseling/Admission In-charge

Received Fee Rs.....vide Receipt No.....dated..... 2024

Hostel Fee Rs.....vide Receipt No.....dated..... 2024

CASHIER



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Willingness/Consent Form for Vegetarian Cuisine Course

To,

Date..... 2024

The Principal,
Institute of Hotel Management,
Bhopal.

Sub: Willingness for Opt Vegetarian Cuisine Course for the Academic Session 2024-2027.

Respected sir,

We would like to give consent for **Vegetarian Cuisine Course** for our ward for the 3 years B.Sc. Degree in Hospitality & Hotel Administration course.

Name of Candidate

JEE Roll No.

Thanking you,

(Signature of Parent)

(Signature of Candidate)

Date:

Note: A candidate opting for vegetarian cuisine course will not be permitted to change his/her preference till the end of the study.

For Office Use

Verified by

Training Section

Counselling/Admission In-charge



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To,

Date..... 2024

**The Principal
Institute of Hotel Management
Bhopal**

Subject:- Request for Hostel Accommodation (for Institute Boys/Girls Hostel).

Respected Sir,

I, the undersigned have taken admission in the first year of the three years B.Sc. Degree in Hospitality & Hotel Administration course in the academic session 2024-2027 in your Institute.

This is to request you to kindly provide me accommodation in the hostel.

Thanking You,

Date:

Yours obediently

Signature of Guardian/Parent

Signature of student

Name of Guardian/Parent.....

Student Name

Mobile. No.

Student email id

Email Id

Address.....

Permanent Address

.....

.....

Phone No.



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INSTITUTE OF HOTEL MANAGEMENT BHOPAL RULES & REGULATIONS

FEE: - The Fee including Institutional and Hostel as applicable, must be paid on joining the Institute failing which a student will not be allowed to join the Hostel or the class.

ANY REVISION IN FEE BY NATIONAL COUNCIL WILL BE INTIMATED IMMEDIATELY AND THE STUDENTS ARE LIABLE TO PAY THE REVISED FEE AS AND WHEN THE REVISION TAKES PLACE.

ATTENDANCE:

1. A student **MUST ATTEND MINIMUM 75% OF TOTAL CLASSES**. Defaulters will not be allowed to appear for the mid-term and final exams, However Principal may condone maximum of 5% on merit of individual cases. Maximum of 10% attendance can be added on medical grounds in a semester.
2. Student found absent in the class/hostel continuously for five working days without prior permission from competent authority, his/her name will be struck off from the rolls. The Institute reserves the right to grant re-admission on payment of Re-admission fee subject to fulfilling other conditions.
3. Lunch will be provided to only those students, attending all the classes' right since morning.
4. Every student must carry **I card** at all times, failing which entry in to the Institute can be prohibited.
5. It is compulsory to all admitted students to attend theory as well as practical classes completely on every working day and if He / She fails to attend any class during that day he/she will be considered **ABSENT** for a full day.
6. Monthly attendance records will be displayed on the website, and parents are advised to check it regularly.
7. **Institute will conduct Mid Term Examination and on the basis of marks obtained, the Internal Assessment marks will be forwarded to the National Council for Hotel Management Noida, which has 40% weightage in the final semester examination. Students who do not appear for mid-term examinations will not be allowed to sit for final exams for those subjects.**

Parent Signature

Student Signature



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CONDUCT:

1. Involvement in any in-disciplinary activities inside or outside the institute will lead to expulsion from the Institute.
2. In case of change of address, telephone number by parents/student inform the class mentor & training department immediately to update the record.
3. No Students is allowed to use/carry mobile in class rooms. In case of violation of the rules a fine of Rs.1000/- will be imposed.

UNIFORM:

1. All students should report to the institute in proper grooming. No student will be allowed for the practical classes without proper uniform, other than the practical classes they should wear FORMAL DRESS ONLY.
2. JEANS, T-SHIRTS, SNEAKERS, SLIPPERS etc. ARE STRICTLY PROHIBITED INSIDE THE CAMPUS BETWEEN 8:30 AM -5:30 PM

OUTDOOR CATERING:

1. No. student is allowed to undertake any outdoor party or attend any outdoor catering without prior permission from the principal, on non-compliance a student is liable to face strict disciplinary action.

RAGGING:

1. Institute observes a zero-tolerance policy against ragging. Students are directed to inform the class mentor /hostel warden in case of any incident that may come under ragging.

UNDERTAKING

I.....S/o,D/o. Mr.

declare that I shall not be short of 75% of attendance in the academic years 2024-2027 in individual subjects and aggregate & will also maintain 100% attendance failing which I will have No Objection if the institute takes any disciplinary action against me/ my ward.

Signature of Parent

Signature of Student

Name.....

Name.....

.....

.....

Date: 2024



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HOSTEL RULES & REGULATIONS

- RAGGING IS STRICTLY PROHIBITED. IF ANY ONE FOUND RAGGING HE/SHE WILL BE DISCHARGED FROM THE INSTITUTE AS WELL AS FROM THE HOSTEL AND AN FIR WILL BE FILED AGAINST HIM/HER.**
- There will be ZERO TOLERANCE FOR ANY CASE OF RAGGING and indiscipline by senior(s) will not be tolerated & strict action will be taken.**
- All students are directed to remain in decent dress in the Mess and other public areas of the hostel premises.
- Admitted students leaving the hostel to stay with their local guardians or home out of Bhopal should take **prior written permission** of Hostel Warden otherwise he/she will be discharged from the hostel.
- All Hostelites are supposed to be present in the Hostel on the following period:
GIRLS HOSTEL 6:30 PM TO 8:00 AM
BOYS HOSTEL 09:30 PM TO 8:00 AM

All students are supposed to be present in the breakfast, Evening, Snacks and Dinner time within ½ hour of service, otherwise the concerned meal shall not be served to them. No Food will be allowed to carried in the Hostel Rooms.

- No Students are allowed to stay back in the hostel on all working days between 9:00 a.m. to 5:00 p.m. Any student who wants to stay due to any reasonable reason has to obtain prior permission from the hostel warden in person or in writing. Strict actions will be taken against anyone staying back without prior permission of the competent authority.

Mess Timing

On working days

Breakfast	08:00 a.m. to 8:30 a.m.
Lunch	No Lunch
Tea	06:00 p.m. to 6:30 p.m.
Dinner	08:00 p.m. to 08:30 p.m.

On Holidays

08:30 a.m. to 09:00 a.m.
12:30 p.m. to 01:00 p.m.
05:00 p.m. to 05:30 p.m.
08:00 p.m. to 08:30 p.m.

- Hostel facility is granted to the students subject to the attendance in the Institute and if any student found attending less than 75% of classes his/her hostel facility may be withdrawn.
- Hostel Rent and Mess charges are payable at the Time of Admission.
- Any breakages by the students pertaining to furniture, fixtures, fittings, electricity equipment and any other properties of the Institute will be charged to the students.
- All students should keep their room hygienically clean and they have to co-operate with the House Keeping staff provided by the Institute in cleaning operation.

Parent Signature

Student Signature



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11. **SMOKING & CONSUMING ALCOHOL IS STRICTLY PROHIBITED IN THE INSTITUTE AND HOSTEL PREMISES.**
12. Use of Heaters is not permitted in hostel. Loud music is prohibited in hostel.
13. Powers to get the Hostel vacated in case of indiscipline is delegated to Hostel Warden / Hostel Care taker/Principal.
14. In case hostel facility is withdrawn on grounds of Indiscipline or other serious reasons, the hostel rent & mess fees is **NON-REFUNDABLE**.
15. If any students leave the hostel in between the session the hostel rent & mess charges are **NON-REFUNDABLE. Caution money will be refunded / reimbursed after the completion of course.**
16. No student is allowed to keep motorcycle or two wheelers in the hostel premises.
17. Mobiles, Laptops & Valuables could be kept by the students on their own risk in hostel.
18. No student will directly inform police or other agencies any complaint without informing the Hostel superintendent & the Institute authorities. If any such incident is reported the students will be debarred from the hostel.
19. **All Girls students must be in the Hostel campus before 6:30 PM**
20. Girls students staying out later than 6:30 PM will have to obtain a special permission from the Hostel warden Or Principal in writing.
21. Application for going out for weekend must be submitted at least two days in advance in writing to the HOSTEL WARDEN in the prescribed format.
22. Boys students should **NOT** visit Girls Hostel & vice versa.
23. All students must be in their respective Room from 9:00 pm onwards.
24. Strict silence should be maintained in the hostel between 9:30 pm to 8:00 am.
25. No visitors will be allowed to pay visit to the hostels without the permission of the hostel warden or Hostel care taker.
26. The students should inform their friends and relatives not to visit the hostel during working days unless in case of emergency and that too with prior permission of the hostel warden or Hostel Care taker.
27. Keep Rooms, Corridors, staircase and bathrooms clean and tidy.
28. Students should not sit on the parapet walls on the terrace or corridor.

Parent Signature

Student Signature



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29. Student should not keep any valuable articles or cash more than Rs. 500/- with them and should Lock their cupboard or suitcase with proper locks. Security of valuables of students lies on them, the Institute is not responsible for any theft or losses.
30. The institute will not be held responsible for any losses if they are not locking their cupboards, suitcases etc.
31. Girls Students can go for shopping on holidays from 10.00 am. To 6:30 pm (But in groups only).
32. **Mobile Phones are strictly banned in the Institute premises during working hours.**
33. Students can contact Institute visiting doctor in case of medical assistance requirement.
34. If the student wishes to keep cooler or any other electronic appliances, he/she has to pay a fixed amount sanctioned by competent authority.
35. Students who are leaving the hostel after the completion of course can give their bedding and other necessary items to the hostel and it can be kept in a room. Any new admission if needs them can issue it and use it and return it at the end of three years. This process would be of help to the needy students.

UNDERTAKING

I..... have read and understood the above-mentioned rules prescribed by the Institute and I hereby undertake to follow the above mentioned rules I am also liable to follow any other instructions issued to me/students by the Institute, from time to time during the course of my studentship in the Institute or hostel.

Signature of the Parent/ Guardian

Signature of the student

