



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: 2ND NOVEMBER, 2020 to 4TH NOVEMBER, 2020

TIMINGS FOR PHYSICAL REPORTING: 10:00 AM - 5:00 PM

Sr. No	DOCUMENTS TO BE BROUGHT FOR PHYSICAL REPORTING	ORIGINAL	Photocopy Self-Attested
1	Provisional Allotment Letter	√	-----
2	Admit card with self-attested passport size photo	√	-----
3	Passport size photos of the candidate (5 nos) (formal attire)	√	-----
4	Transfer certificate Migration certificate	√	√
5	10 th Mark Sheet (for Date of Birth/Age proof)	√	√
6	12 th Mark sheet	√	√
8	Category/Caste Certificate (as per JEE Information brochure Annexure 2 (A) issued after 1 st April 2019 for OBC Non creamy layer & EWS candidates, (B) SC/ST Certificate	√	√
9	Medical certificate (as per JEE Information brochure Annexure 1)	√	-----
10	Candidates should have email addresses in gmail only for Institutional Use	-----	-----
11	Anti Ragging Affidavit (Student and Parent) (format enclosed)	√	-----
12	ADMISSION FORM, HOSTEL FORM, VEGETARIAN OPTION FORM, COVID SELF DECLARATION CERTIFICATE (format enclosed) (duly signed by students and parents on all pages)	√	-----
13	Online Fee Receipt Balance fee payment option will also be available in Accounts Office through Credit/Debit Card swipe	-----	√



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PARTICULARS OF CANDIDATES ADMITTED IN FIRST YEAR OF THREE YEARS B.Sc. DEGREE IN
HOSPITALITY & HOTEL ADMINISTRATION COURSE
ACADEMIC SESSION : 2020-2023

AFFIX
PHOTO

1	JEE ROLL NUMBER	:	AIR :
2	NAME OF THE CANDIDATE (In Block Letters)	:	
3	FATHER'S NAME	:	
4	CATEGORY (GEN/SC/ST/PH/OBC/KM/EWS)	:	
5	EDUCATIONAL QUALIFICATIONS (With Percentage)	:	
6	DATE OF BIRTH	:	
7	ADDRESS (PERMANENT) (In Block Letters)	:	
8	PARENT PHONE NO. WITH STD CODE	:	(M)
9	STUDENT MOBILE NO.	:	
10	EMAIL ID (Parent)	:	
11	EMAIL ID (Student)	:	
12	NAME & ADDRESS (Local Guardian in Bhopal, if any)	:	
13	WITH PHONE NO.	:	(M)
14	COURSE OPTED	:	<input type="checkbox"/> Non-Vegetarian <input type="checkbox"/> Vegetarian
15	HOSTELER /DAY BOARDER	:	

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF THE CANDIDATE

FOR OFFICE USE ONLY

Original Certificate and mark sheet and other certificate checked:

Training Assistant

A.A.O.

Counseling/Admission In-charge

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

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

CASHIER



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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 final exams, However Principal may condone maximum of 5% on merit of individual cases.
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 students must carry **I card** at all times, failing which entry in to the Institute can be prohibited.

CONDUCT:

1. Involvement in any in-disciplinary activities inside or outside the institute will lead to expulsion from the Institute.

NOTE : In case of change of address, telephone No. by parents/student immediately inform the Institute to have the updated record.

UNIFORM:

1. No student will be allowed for the practical classes without proper uniform, other than the practical classes they should wear **FORMAL DRESS ONLY**.

NOTE: 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 including **RUSTICATION**.

HOSTEL

1. **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 WITH THE POLICE.**

Parent Signature

Student Signature

2. **There will be zero tolerance for any case of RAGGING and indiscipline by senior(s) will not be tolerated & strict action will be taken.**
3. All students are directed to remain in decent dress in the Mess and public area.
4. 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.
5. 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 to be allowed to carry in the Hostel Rooms.

6. No Students are allowed to stay back in the hostel on all working days between 9:30 a.m. to 5:00 p.m. Any students who want to stay due to any reasonable reason has to obtain prior permission from the Principal in personal or in writing. Without prior permission of the Principal if any one is found staying back in the room will be punished.

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.

7. 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 will be withdrawn.
8. Hostel Rent and Mess charges are payable at the Time of Admission.
9. Any breakages made by the students pertaining to furniture, fixtures, fittings, electricity equipments and any other properties of the Institute will be charged from the students with fine.
10. 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.
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.**

Parent Signature

Student Signature

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. No Students is allowed to use/carry mobile in class rooms. In case of violation of the rules a fine of Rs.500/- will be imposed.
18. No student will directly inform police or other agencies any compliant without informing the Hostel superintendent & the Institute authorities.
19. If any such incident is reported the students will be debarred from the hostel.
- 20. All Girls students must be in the Hostel campus before 6:30 PM**
21. Girls students staying out later than 6:30 PM will have to obtain a special permission from the Hostel warden Or Principal in writing.
22. Application for going out for weekend must be submitted atleast two days in advance in writing to the HOSTEL WARDEN in the prescribed format.
23. Boys students should **NOT** visit Girls Hostel & vice versa.
24. All students must be in their respective Room from 9:00 pm onwards.
25. Strict silence should be maintained in the hostel between 9:30 pm to 8:00 am.
26. No visitors will be allowed to pay visit to the hostels without the permission of the hostel warden or Hostel care taker.
27. 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.
28. Keep Rooms, Corridors, staircase and bathrooms clean and tidy.
29. Students should not sit on the parapet walls on the terrace or corridor.
30. Student should not keep any valuable articles or cash more than Rs. 500/- with them. Lock their cupboard or suitcase with proper locks. Securities of valuables of student's lies on them, the Institute is not responsible for any theft or losses.
31. The institute will not be held responsible for any losses if they are not locking their cupboards, suitcases etc.
32. Girls Students can go for shopping on holidays from 10.00 am. To 6:30 pm (But in groups only).
- 33. Mobile Phones are strictly banned in the Institute premises during working hours.**
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.

Parent Signature

Student Signature

ATTENDANCE:

1. It is compulsory to all admitted students to attend theory as well as practical classes completely on every working days and if He / She fails to attend any class during that day he/she will be considered ABSENT for a full day.
2. As per NCHM rules all students must attain **75% of classes** in all subjects failing which he/she will be discharged from the Institute and will not be allowed for appear in final examinations. The Institute expects students to attend 100% classes but in no case less than 75%.
3. Monthly attendance register will be submitted to the Head of Institute by the Head of the Departments. The class teacher in writing about the shortage shall inform students failing to attain the required percentage of attendance. The Institute simultaneously call the parents or send email and will take written undertaking. In case the student fails to attain 75% of the attendance in subsequent months the Head of the Departments has been given executive powers to discharge the student.
4. **The periodical attendance of the students will be notified in our website from time to time (i.e. Sept. 15th, Nov 01st, Feb. 15th and April 15th of each year.**
5. **Institute will conduct Mid Term Examination and on the basis of marks obtained, the In-course Assessment marks will be forwarded to the National Council for Hotel Management Noida, which has 30% weightage in the final semester examination.**

Parent Signature

Student Signature

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.

UNDERTAKING

I.....S/o,D/o..... declare that I shall not be short of 75% of attendance in the academic years 2020-2023 in individual subjects and aggregate & will also maintain 100% attendance failing which I will have No Objection if I am detained from appearing the final/semester examination.

Signature of Parent

Signature of Student

Name.....

Name.....

Date:..... 2020



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Willingness/Consent Form for Vegetarian Cuisine Course

To,
The Principal
Institute of Hotel Management,
Bhopal.

Date..... 2020

Sub: Willingness for Vegetarian Cuisine Course for the Academic Session 2020-2023.

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)

Date:

(Signature of Candidate)

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 Assistant

A.A.O.

Counselling/Admission In-charge



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To,

Date..... 2020

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 2020-2023 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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Screening Questionnaire for COVID-19

Clinical Features			
1	Do you have fever ?	Yes	No
2	Do you have cough ?	Yes	No
3	Do You have sore throat ?	Yes	No
4	Do you feel shortness of breath ?	Yes	No
Travel History			
1	Have you or someone in your close family returned from a foreign country in the year 2020 ?	Yes	No
2	Have you or someone in your close family travelled from a other states / districts (Less than 2 weeks) ?	Yes	No
3	Have you downloaded Aarogya Setu App ?	Yes	No
Contact History			
1	Have you or someone in your family come in close contact with a confirmed COVID-19 patient in the last 14 days ?	Yes	No
2	Have you or someone in your family been under home quarantine as advised by local health authority ?	Yes	No
3	Are you involved in COVID-19 duty ?	Yes	No
(a)	Healthcare worker ?	Yes	No
(b)	Police Department ?	Yes	No
(c)	Asha ?	Yes	No
(d)	Other (Specify)	Yes	No
4	Are you living in containment zone / hotspot area ?	Yes	No
	Any Other Information (Specify)	Yes	No
Declaration : I acknowledge that the information I've given is accurate and complete to the best of my knowledge.			
Signature			
Student Name/Age/Sex			
Mobile No:		Accompanying Person	
Address		Mobile No:	
		Relationship to Student:	

**AFFIDAVIT BY THE STUDENT
On Rs. 50/- Stamp Paper**

I, _____ JEE Roll No. _____ AIR _____
D/o,S/o _____, having been admitted to
Institute of Hotel Management, Bhopal, have received a copy of the NCHM Regulations on
Curbing the Menace of Ragging in Hospitality Educational Institutions, affiliated to it,
(hereinafter called the "Regulations") carefully read and fully understood the provisions
contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what
constitutes ragging.
- 3) 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.
- 4) I hereby solemnly aver and undertake that:
 - a) I will not indulge in any behaviour 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.
- 5) 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.
- 6) 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 place _____ day of _____ month of November year 2020.

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 November, 2020.

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) _____ of November, 2020
after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN
On Rs. 50/- Stamp Paper

I, Mr./Mrs. _____ father/mother/guardian of
Mr./Ms. _____ (JEE Roll No.) _____, having been
admitted to Institute of Hotel Management, Bhopal, have received a copy of the NCHMCT
Regulations on Curbing the Menace of Ragging in Hospitality Educational Institutions, affiliated to
NCHMCT (hereinafter called the "Regulations"), carefully read and fully understood the provisions
contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes
ragging.
- 3) 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.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause
3 of the Regulations.
 - b) 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.
- 5) 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.
- 6) 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 Place _____ day of _____ month of November year 2020.

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.

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) _____ of November, 2020 after reading
the contents of this affidavit.

OATH COMMISSIONER