



State Institute of Hotel Management,

Govt. Polytechnic Campus, New Pali Road
Jodhpur(Raj)-342001, Phone :0291-2616929

Email-sihmjodhpur@rediffmail.com,
Website : www.ihmjodhpur.com



Advt. No : SIHM/JU/2019/012

Date : 2019

ADMISSION NOTICE : 2019-20

The applications are invited in prescribed form for admission in the following **job oriented Diploma courses of Hotel Operations-**

- * Diploma in Food Production - 30 seats
- * Diploma in Bakery & Confectionery - 30 seats
- * Diploma in Food & Beverage service - 30 seats
- * Diploma in Front Office Operation - 30 seats
- * Diploma in House Keeping Operation - 30 seats

Duration: Diploma courses are of one & half year (1 ½ years) duration
Including six months Industrial training in hotel.

Affiliation: Affiliated with National Council for Hotel Management & Catering Technology Noida.

Eligibility: 10+2 (12th class pass) with English as a compulsory subject.

Admission Criteria: Admission will be provided purely on merit of 10+2 (12th class) marks.

Upper age Limit: Below 25 years as on 1st July 2019, 3 years of relaxation in case of SC/ST and Female candidates.

Reservation: As per the rules of Govt. of Rajasthan.

Hostel Facilities are available for Female Candidates.

LAST DATE FOR SALE AND SUBMISSION OF FILLED FORMS: 24th July, 2019

Information Brochure cum Application Form may be obtained from the Institute on Payment of **Rs. 300/-** in cash or by post through DD of **Rs. 350/-** In favour of "Principal, State Institute of Hotel Management", Jodhpur Or it can be download from the Institute website.

Date of Counseling: -

- Diploma in Food Production / Bakery & Confectionery - **25th July, 19** from 10 A.M. to 01 P.M
- Diploma in F & B Service / Front Office Optn. & House Keeping - **26th July, 19** from 10 A.M. to 01 P.M

- Note:-**
1. Candidates are instructed to bring Original testimonials at the time of Counseling.
 2. Candidates have to Submit the applicable 1st term fees to complete the admission process.
 3. **Classes will be Commencing from 29th Jul 2019 onwards.**

Principal



Rules, Regulation And Facilities For Students

Dear Students,

We are happy to note your interest in joining a professional career in the hospitality industry.

With the skyrocketing demand for the professional in this industry, Government of Rajasthan has started the institute Jodhpur in 1996 and upgraded it as state institute offers 3 year B.Sc. in hospitality & Hotel Administration along with one & half year diploma in Housekeeping operations, Food Production, Food & Beverage Service and front Office.

All these courses are designed to cater the needs of professional in Hotels, Motels, Airline Catering, Ship and Railway catering, Industrial Catering, Institutional and Hospital Catering and are affiliated with National Council for Hotel Management & Catering Technology Noida (U.P.)

The Institute provides adequate training facilities and other inputs to the students to help them gain professional expertise. We look forward to a mutually beneficial association.

PRINCIPAL



3 Year B.Sc. in Hospitality & Hotel Administration Programme (H & HA)

Job Opportunities:

3 Years B.Sc. in Hotel Management Programme offered by 24 Institutes of Hotel Management affiliated with National Council for Hotel management, New Delhi Located across the length & width of the Country. The programme is aimed at equipping trainees with the all required knowledge & skill to effectively discharge lower managerial & supervisory responsibilities in Hospitality sector mainly star Hotels, airline catering, Shipping & Cruise line, restaurants, bar, institutional catering, industrial Catering etc.

Period of Instruction

35 Hours per week



DIPLOMA IN FRONT OFFICE

Job Opportunities:

Food office work calls for public relations and skill in dealing with people of different types. It is here that a client makes his first personal; contact with the establishment and form his first impression. it is also here that he gets all the information and advice required for his stay. It means that to work in the front office speech, deportment and personality are essential characteristic and knowledge of languages and asset. The work also entails book-keeping, handling of cash and dealing with correspondence.

Eligibility: Senior Secondary (10+2) or equivalent with English as a subject.

Duration: One Year + six months in industry

Teaching hours per week: 35 Hours

Effective teaching: 34 weeks

Industrial training: 24 weeks after the annual examinations.

TEACHING AND EXAMINATION SCHEME

No.	Subject Code	Subject	Hours per week	Term Marks*
THEORY				
1	DFO-01	Front Office Operations	6	100
2	DFO-02	Principles of Accounts	6	100
3	DFO-03	Hotel Accounts	4	100
4	DCS-03	Business Communication	2	50
5	DFO-04	Application of Computers	1	-
TOTAL			19	350
PRACTICAL				
6	DFO-11	Front Office Operations	8	100
7	DFO-12	Application of Computers	4	50
8	DFO-13	Office Organisation	2	50
9	DCS-12	Library	2	-
TOTAL			16	200
GRAND TOTAL			35	550

*Term Marks will comprise 30% Mid Term Marks & 70% End Term Exam Marks.

RULES AT A GLANCE

NO.	TOPIC	REQUIREMENT
1.	Attendance required to become eligible for exam	75% in aggregate
2.	Minimum pass marks for each theory subject	40%
3.	Minimum pass marks for each practical subject	50%
4.	Maximum duration to pass/clear all subjects/ papers	03 academic years



DIPLOMA IN FOOD PRODUCTION

Job Opportunities:

Food Production is the very heart of hotel and catering. The work is of a practical and creative nature. While small hotels employ apprentice cooks assistant cooks and cooks, larger establishment provide for chef-de-cuisine. A head chef controls this important department with large complement of staff and is required to be both a skilled practitioner and an able organizer; Good chefs command high salaries and are among the highest paid professionals in the industry.

Eligibility: Senior Secondary (10+2) or equivalent with English as a subject.

Duration: One Year + six months in industry

Teaching hours per week: 35 Hours

Effective teaching: 34 weeks

Industrial training: 24 weeks after the annual examinations.

TEACHING AND EXAMINATION SCHEME

No.	Subject Code	Subject	Hours per Week	Term Marks*
THEORY				
1	DFP-01	Cookery	3	100
2	DFP-02	Larder	2	50
3	DCS-01	Hygiene & Sanitation	2	50
4	DFP-03	Nutrition	1	50
5	DFP-04	Commodities	2	50
6	DCS-02	Food Costing	2	50
TOTAL			12	350
PRACTICAL				
7	DFP-11	Cookery	16	100
8	DFP-12	Larder	4	100
9	DCS-11	Computer Awareness	1	-
10	DCS-12	Library	2	-
TOTAL			23	200
GRAND TOTAL			35	550

* Term marks will comprise 30% Mid Term Exam & 70% End Term Exam Marks.

RULES AT A GLANCE

NO.	TOPIC	REQUIREMENT
1.	Minimum attendance required to become eligible for exam	75% in aggregate
2.	Minimum pass marks for each theory subject	40%
3.	Minimum pass marks for each practical subject	50%
4.	Maximum duration to pass/clear all subjects/ papers	03 academic years



DIPLOMA IN FOOD AND BEVERAGE SERVICES

Job Opportunities:

Food and Beverage Department is essential for the successful running of every Hotel and Catering Industry. It requires extensive planning and considerable amount of skill in organizing many great functions. Today, F & B Manager of Maitre-d-hotel and the full brigade of captains, stewards, Chef de Rang enjoy good position with high salaries in the Hotel Industry. Good opportunities are in store in the field.

Eligibility: Senior Secondary (10+2) or equivalent with English as a subject.

Duration: One Year + six months in industry

Teaching hours per week: 35 Hours

Effective teaching: 34 weeks

Industrial training: 24 weeks after the annual examinations.

TEACHING AND EXAMINATION SCHEME

No.	Subject Code	Subject	Hours per week	Term Marks*
THEORY				
1	DFB-01	Food Service	5	100
2	DFB-02	Beverage Service	5	100
3	DFB-03	Food & Beverage Control	2	50
4	DCS-01	Hygiene & Sanitation	2	50
5	DCS-03	Business Communication	2	50
TOTAL			16	350
PRACTICAL				
5	DFB-11	Food Service	8	100
6	DFB-12	Beverage Service	8	100
7	DCS-11	Computer Awareness	1	-
8	DCS-12	Library	2	-
TOTAL			19	200
GRAND TOTAL			35	550

*Term Marks will comprise 30% Mid Term Marks & 70% End Term Exam Marks.

RULES AT A GLANCE

NO.	TOPIC	REQUIREMENT
1.	Attendance required to become eligible for exam	75% in aggregate
2.	Minimum pass marks for each theory subject	40%
3.	Minimum pass marks for each practical subject	50%
4.	Maximum duration to pass/clear all subjects/ papers	03 academic years



DIPLOMA IN BAKERY & CONFECTIONERY

Job Opportunities:

The course is formulated to provide candidates who aspire to enter the field of Bakery and make their career in the field. The work is of a practical and creative nature. While small hotels employ apprentice cooks assistant cooks and cooks, larger establishment provide for chef-de-cuisine. A head chef controls this important department with large complement of staff and is required to be both a skilled practitioner and good chefs command high salaries.

Eligibility: Senior Secondary (10+2) or equivalent with English as a subject.
 Duration: One Year + six months in industry
 Teaching hours per week: 35 Hours
 Effective teaching: 34 weeks
 Industrial training: 24 weeks after the annual examinations.

TEACHING AND EXAMINATION SCHEME

No.	Subject code	Subject	Hours per week	Term Marks*
THEORY				
1	DBC-01	Bakery	3	100
2	DBC-02	Confectionery	3	100
3	DBC-03	Commodities	2	50
4	DCS-01	Hygiene & Sanitation	2	50
5	DCS-02	Food Costing	2	50
TOTAL			12	350
PRACTICAL				
7	DBC-11	Bakery	12	100
8	DBC-12	Confectionary	08	100
9	DCS-11	Computer Awareness	01	-
10	DCS-12	Library	02	-
TOTAL			23	200
GRAND TOTAL			35	550

* Term marks will comprise 30% Mid Term Exam & 70% End Term Exam Marks.

RULES AT A GLANCE

NO.	TOPIC	REQUIREMENT
1.	Attendance required to become eligible for exam	75% in aggregate
2.	Minimum pass marks for each theory subject	40%
3.	Minimum pass marks for each practical subject	50%
4.	Maximum duration to pass/clear all subjects/ papers	03 academic years



DIPLOMA IN HOUSE - KEEPING

Job Opportunities:

Hotel and institutional housekeeping is of primary importance. The work entails taking charge of domestic service, dealing with guest comfort, Staff supervising, organizing, work routines supervising, linen supply, knowledge of maintenance of premises, furnishing and decor, textiles and flower arrangements. The course in this craft aims at specialized training.

Eligibility: Senior Secondary (10+2) or equivalent with English as a subject.

Duration: One Year + six months in industry

Teaching hours per week: 35 Hours

Effective teaching: 34 weeks

Industrial training: 24 weeks after the annual examinations.

TEACHING AND EXAMINATION SCHEME

No.	Subject Code	Subject	Hours per week	Term Marks*
THEORY				
1	DHK-01	Housekeeping Operation	6	100
2	DHK-02	Interior Decoration	4	100
3	DHK-03	Hotel Maintenance	2	50
4	DCS-01	Hygiene & Sanitation	2	50
5	DCS-03	Business Communication	2	50
TOTAL			16	350
PRACTICAL				
6	DHK-11	Housekeeping Operation	12	100
7	DHK-12	Hotel Maintenance	4	100
8	DCS-11	Computer Awareness	1	-
9	DCS-12	Library	2	-
TOTAL			19	200
GRAND TOTAL			35	550

Note: Term Marks will comprise 30% Term Marks & 70% End Term Exam Marks.

RULES AT A GLANCE

NO.	TOPIC	REQUIREMENT
1.	Minimum attendance required to become eligible for exam	75% in aggregate
2.	Minimum pass marks for each theory subject	40%
3.	Minimum pass marks for each practical subject	50%
4.	Maximum duration to pass/clear all subjects/ papers	Three academic years



Admission:-

(A) B.Sc. in Hospitality & Hotel Administration Programme :-

Admission in 3 years B.Sc. in Hospitality & Hotel Administration programme is through joint entrance examination conducted by National Council for Hotel Management, NOIDA. The admission notice is issued in the month of December/January. The written examination is conducted in April and counseling is normally held in June. The session commences from July.

a) Age Limit: - Maximum 25 years as on 1st July relaxable by 3 years in case of SC/ST candidates

b) Reservation: - Reservation is as per the norms of the government.

c) Education Qualification: - 12th of 10 + 2 system or equivalent.

B) Diploma Course:- Admission and allotment of craft diploma will be strictly according to the merit, drawn on the basis of aggregate marks obtained in the qualifying examination and personal interview.

a) Age Limit: - Maximum 25 year as on 1st July relaxable for by 3 years in case of SC/ST/Female Candidates.

b) Reservation: - as per the norms of the Government of Rajasthan.

c) Choice of Course: - Candidate may indicate his choice of course in the application form.

d) Educational Qualification: - 12th of 10 + 2 system or equivalent.



Admission Form:

a) B.Sc. in Hospitality & Hotel Administration Programme: -

Admission from of B.Sc. Programme may be obtained from the Institute in the moth of December. All other information will be provided in the admission Brochure of B.Sc. Programme.

b) Diploma Courses: -

Candidates should submit duly filled application form attached with the prospectus along with the following certificates/documents.

- i. Date of Birth Certificate.
- ii. Medical Fitness certificated attested by a registered medical practitioner on prescribed format.
- iii. Copies of marks sheets and certificate showing educational qualification.
- iv. Certificate of SC/ST/OBC/EWS (If applicable)
- v. Character certificate
- vi. Identity card information slip
- vii. Photo Identity and Address proof
- viii. 2 pass port size photographs (Similar to the one pasted on the Application Form)

Attendance : Each student must have 75% attendance in each subject failing which he or she will be disqualified from appearing in the final examination. Students coming late will not permitted to attend classes and will lose attendance for the whole day. 5% attendance can be condoned by the principal on medical grounds provided the medical certificate is submitted by the student within 7 days of his return form medical leave.

Absenteeism - Absence with out leave will be considered as a breach of discipline. The name of student continuously absenting for more than 5 days without written permission shall be struck off



from the institute. The student may be readmitted on a payment of re-admission fee of Rs. 100/- if management is satisfied that the absence was due to the some unavoidable circumstances.

Board - The Institute is managed by a Board of Governors comprising members from the Government, Industry and headed by the Hon' able Secretary Tourism, Govt. of Rajasthan.

Badges - The name badges will be provided by the Institute at the student's cost and they must be worn throughout the course in the Institute. In case of loss, damage or breakage the student shall be responsible for obtaining a new badge.

Conduct - The student must have good conduct throughout the course in the Institute as it is a part of training and for developing attitude and habits essential for careers in the hospitality industry. Students are required to enter n the Institute in complete uniform, greet and respect faculty members, 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 indiscipline and liable to severe punishment, recovery of loss of fines.

Discipline - The students shall not be allowed to go out during the institute's working and not students will be allowed to take part in current politics. If for an reason the continuance of a student in the institute is in the opinion of the principal (which shall be final) is not in the best interest of the institute, the principal may ask such students to leave the institute without explaining his decision. No association or union shall be formed by the students in the institute.

EXAMINATION :

A) Sessional Examination: Students are must to appear in sessional examination and secure at least 50% marks to be eligible to appear for the final examinations. Students also have to carry out assignments given to them from time to time.



B) Annual Examination:

a) B.Sc. in Hospitality & Hotel Administration Programme: The Annual Examination will be conducted by National council for Hotel management and degree will be awarded by National council for Hotel management & Indira Gandhi National Open University on completion of 3 year programme. Undergoing a job during the period of Study at the Institute or appearing in any other examination except that held by this institute may disqualify the student from appearing in Annual Examination.

b) Diploma Programmes: The final examination will be

conducted by the National council for Hotel Management and Catering Technology, new Delhi and diploma will be awarded after the successful completion of 6 months industrial training, undergoing a job during the period of study at the institute or appearing in any other examinations, except that held by the this institute will disqualify the students from appearing in the annual examination.

Fees : Fees should be paid strictly as per schedule and fees once paid will no be refunded under any circumstance except the caution money which may be refunded after the end of current academic session.

Holidays: The Institute observes all the gazette and local holidays declared by Rajasthan Government. Any extra holiday in addition could be announced by the Principal.

Identity Card: Each Student must obtain in identity card on admission from the institute's office. Each identity card must have a thumb size photograph of the student affixed on it and attested by the Principal of the Institute. The student should always carry it with him and present it when demanded for inspection. In case of loss of identity card the student should forward application to the



principal of the institute, for issue of a duplicate card, for which he will have to pay the prescribed amount and a fine.

Library : The Institute has a well equipped library with good volumes of books relevant to the Hospitality Industry. Students are enrolled and issued library cards.

Rules of the library :

1. One books per card will be issued to the students for 7 days.
2. Sub lending of book shall not be allowed.
3. Reference books rare books, unbound periodicals and other expensive books may not be issued.
4. A reader is responsible for any damage caused to the reading material or any other property of the library and shall be required to replace the same besides the penalty imposed upon him by the principal librarian.
5. Any infringement of the library rules will render a Member's privilege of admission to the library.

Medium of Instruction: For teaching and examination purposes the medium will be English only.

Placement : Institute co-ordinates with different leading hotels for the placement but the responsibility of placement lies on the student only.

Professional activities : The Institute organizes professional activities like Hotel Visit, Food festivals, debate, quizzes etc, and students are expected to actively participate in all such activities by the Institute.

Progress Report : The progress report of students performance is sent to their parents under postal certificate after the sessional exams. The parents who do not receive the progress report may contact the principal on any working day.



Sports : Institute provides encouragement for indoor and Outdoor games. Students excelling in various Competitions and tournaments are awarded on the annual day of the Institute.

Training Food : Training food is provided to all the students against charges already built into the fees. Training food consumption is compulsory for all the students.

Telephone : The students should restrict their friends and relatives for calling them on telephone. The important telephone message may be given to the students by the office. Mobile Phones are strictly prohibited in the institute.

Uniform : Students in all courses are required to acquire the prescribed uniform within 15 day of the beginning of the session. The students will not be permitted to attend the Institute without proper and complete uniform. It is advisable that student must have two sets of uniforms as they have to wear the uniform every days. The faculty incharge will convey the exact specification for the uniform in the class. The shirt and trousers must not be stylized.

Visitor : The students should restrict their visitors in the Institute.

Working Days & Hours : Institute function from Monday to Friday from 9.00 to 5.15 pm.



STATE INSTITUTE OF HOTEL MANAGEMENT

(Hospitality Institute of Western Rajasthan)

Govt. Polytechnic Campus, New Pali Rad, Jodhpur - 342001

Ph. :0291- 2616929

Name _____

Father's Name _____

Course _____

Date of Birth _____

Residential Address _____

Resi Ph. : _____ Blood Group _____

1. On Demand show the card to Security staff/ministerial staff.
2. Immediately inform the administrative officer on loss of the card.
3. For issue of duplicate identity card Rs. 30/- will be charged from the concerned students.





Tel. : 0291-2616929

State Institute of Hotel Management

Govt. Polytechnic Campus, New Pali Road,
Jodhpur - 342001

Medical Certificate

(To be filled in by a Registered Medical Practitioner)

Name of the Candidate

Address:

Medical Certificate

This is to certify that shri/Smt./Kumari

whose signature is given below has not suffered from the following disorder
or any other major disorder during the post 5 years :

- a) Infectious skin diseases
- b) Psoriasis Follicle
- c) Trachoma
- d) Trachoma
- e) VENERAL diseases
- f) Epilepsy
- g) Leucoderma

I certify that Shri/Smt./Kumari.....

is not suffering from any of the above disease.

.....
Medical Practitioner
(Signature with seal)

Signature of the Candidate

Registration No. _____

Address _____





Institute of Hotel Management

Govt. Polytechnic Campus, New Pali Rad, Jodhpur - 342001

Tel. : 0291-2616929

Visit us at: www.ihmjodhpur.com, e-mail: sihmjodhpur@rediffmail.com

Application for Admission

Past Affix Passport Size Tribe/OBC/Women Photograph.	(For office use only) _____ _____ _____ _____	Schedule Caste/Schedule Tribe OBC (Please enclose certificate from appropriate authority)
(Application Will not be accepted if photographs is not pasted)	—	Registration No..... Roll No..... (For office use)

Course applied for.....

Preference (i)

(ii)

1. Full Name of the Applicant : Shri / Kum / Smt.

(In Capital Letter)

2. Postal Address

.....Phone

3. Name and Address of Father / Guardian

Phone

4. Father's Guardian's official / business address

with designation / statusPhone

5. Annual Income of Father/Guardian from all sources.....

6. Date of Birth.....7. Age as 1st July, 2013.....

8. Nationality9. Married or Single.....

10. Educational Qualifications:

Examination (s) Passes	Year	Board/ University	Subject Offered	Total Marks	Marks Obtained	% Aggt. Aggregate	Div.	Remarks (if any)
(a) Sr. Higher sec./12th of 10+2 of Equivalent								
(b)								



11. If employed or having any previous experience (Please add a sheet if this space is not adequate).

12. What are your hobbies?

13. Any other information your would like to give:

I have gone through the Rule & Regulations of the Institute and undertaken to abide by the same.

Date _____ (Full Signature of the applicant)

I shall be responsible for payment of the fees/dues as per rules and good behavior of my

(Please give relationship)

Shri/Kumari/Smt.

Date ----- (Full Signature of the Father/ Guardian)

Please enclose:

1. Proof of age
2. Attested Xerox copies of Educational Certificate & Mark sheet
4. Medical Certificate
5. Character Certificate (Original copy)
6. Migration Certificate
7. Transfer Certificate
8. Photo and address Proof

- Note:**
1. Form will not be accepted if the enclosure is not properly attached.
 2. Attach self attested Xerox copies of Certificate, Mark sheets and original produce at the time of counseling.
 3. Information required in item 10 should be filled Colum wise. If applying provisionally should mention the fact only in the Remarks column.

