

**Institute of Hotel Management Catering Technology & Applied Nutrition  
S.J.P Campus, Near M.S Building & S.K.S.J.T Hostel, Bangalore 560 001.**

**Phone No. 080-22262960, Fax No. 080-22268562,**

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**B.Sc., Degree in Hospitality & Hotel Administration**  
**Admission for the Year 2017-18.**

**This handout is to sensitize the students in observing rules & regulations of IHM-B and to make known the facilities that are provided by the institute.**

**ADMISSION REQUIREMENTS:**

Selected candidates are required to bring the following documents at the time of admission:

1. Xerox copies of the following: (Two Sets)
  - a. 10<sup>th</sup> or equivalent Marks card.
  - b. 12<sup>th</sup> standard or equivalent Marks Card.
2. Original SC/ST/Physically handicapped certificate
3. Original Transfer Certificate / Migration Certificate from the last school attended, if not undertaking.
4. Six recent color Passport Size and stamp size photograph. (Please write your Name and JEE Roll No. on the reverse of the photograph)

**IGNOU COMPONENT:**

1. Degree jointly awarded by NCHM & IGNOU.
2. Students have to enroll for the programme by paying IGNOU component fee as per norms.  
(Course Enrolment forms duly filled to be submitted to office)  
will be notified to all students through IGNOU Notice Board.
3. Study materials & assignments will be provided for each year by IGNOU.
4. Total five subjects (In Six Semesters) TS-01, TS-03, TS-07, BEGE-103, TS-06.
5. There will be counseling sessions for each subject and no regular classes.

6. Examinations will be conducted twice a year (Regular Exams in the Month of June and Supplementary Exams in the Month of December).
7. Students should submit the assignments on time.
8. Assignment marks will be included in the Term End Examination.
9. Check IGNOU Notice Board & IGNOU Co-ordinator for further details.

### **UNIFORM AND DRESS CODE:**

Students are required to be in their prescribed uniforms for their various practical/theory classes as briefed by the department concerned. Students are expected to be in the prescribed dress code during the college hours and wear their Identity Card. Failure to adhere to the dress code will result in disciplinary action.

Details of the uniforms will be given during orientation on \_\_\_\_ at \_\_\_\_ Students will be given 2 weeks of time to get the uniforms stitched/bought etc.,

**There are no designated or official suppliers for uniforms. Students are free to choose or buy from any supplier.**

### **MIGRATION;**

Migration to any other IHMs is not permitted on any grounds during the course of study as per the notification of the National Council for Hotel Management, Noida.

### **EXTRA CURRICULAR ACTIVITIES;**

There is a student Welfare Association (SWA) with representatives from the students body. There are staff Advisors for various activities. Contact any office bearer of the SWA. For details refer to the Notice Board.

There are various Club like Gourmet, Internet, Fine Arts, **E-Mag**, Personality Development, Counseling Sports, Eco Club etc., wherein the student can become a member, see Notice Board for details.

## **OFFICE WORKING HOURS:**

The Institute office is open from 9.00.A.M.to 1.00.P.M.and from 1.30.P.M to 5.30.P.M. Monday to Friday.

## **CASH TRANSACTIONS:**

10.00.a.m TO 3.00.P.M., from Monday to Friday.

Payment of fees by cash can be made at State Bank of Mysore, M.S. Building Branch, Bangalore (located very close to the Institute). The fee challan is available in the office. If payment is made through DD it can be paid in the Institute Accounts Department.

The DD should be in favour of **Principal, Institute of Hotel Management, Bangalore** .

## **TELEPHONE /FAX/MOBILE PHONE:**

Calls for students will not be entertained at the Institute office, excepting for emergencies. Students are advised to inform their friends and relatives not to call for them over the phone or send personal Faxes. Use of mobile phones is barred inside the class rooms. Fine will be imposed for violations.

## **IDENTITY CARDS:**

ID cards will be issued for which one stamp size photograph should be submitted at the time of admission.

Students are required to wear the ID Card all the time in the premises. Failure to wear the ID card will lead to penalty in the form or expulsion from classes.

## **HOSTEL FACILITIES:**

Hostel Accommodations available 200 seats for Boys and 30 seats for girls allotment will be as per the merit list of Ranking. Reservation as applicable as per (GOI Rules). All students are to have a medical insurance.

## **CONTACT OFFICE FOR:**

### **Bonafide Certificate for Fee Structure, Education Loan**

Request letter from the student for Certificate (Fee Structure/ Education Loan) addressing to Administrative cum-accounts Officer to be submitted in the office.

Once the request is approved from Administrative cum-accounts Officer within 2 working days certificate is issued to concerned student with an acknowledgement.

### **Provisional Marks Sheets**

Student need to pay Rs. 100/- (Rupees One Hundred Only) per semester in Account Section for Provision Marks Sheet.

Along with the fee receipt request letter addressing to Administrative cum-accounts Officer to be submit in the office.

Once the request is approved from Administrative cum-accounts Officer within 3-4 working days the Provision Marks Sheet is issued to concerned student with an acknowledgement.

### **Original Marks Sheets**

Request letter/ Email from the student for Original Marks Sheet addressing to Administrative cum-accounts Officer.

Once the request is approved from Administrative cum-accounts Officer within 3-4 working days the Original Marks Sheet is issued to concerned student with an acknowledgement.

Student can also authorize to collect behalf of him/her in request letter.

Student can avail Original Mark sheet through Speed Post by paying the Postal Charges of Rs. 70/- (Rupees Seventy only) to institute account.

Student can come personally to collect his/her Original Marks Sheet without any request letter.

## **Attestation**

Request letter from the student for attestation of certificate along the original and photo copies of the required testimonials.

Concern staff will check the original certificates upon verification of original certificate; it will be processed for stamp and signature from the Principal within 2 working days, the attestation copies is issued to the concerned students with an acknowledgement.

## **Bus Pass.**

Students should bring the duly filled BMTC Application Form and along with the photo copy of Address Proof (House Rent Agreement, Electricity Bill, Telephone Bill etc.)

Upon verification of BMTC Application Form & address proof, the signature and seal by the office within 01 working day.

## **Examination Form**

Student need to collect NCHM & IGNOU Examination Form from the Accounts Department.

As per the NCHM & IGNOU instructions (announced in the Student Notice Board) Students has to submit the form (Without late fee/with late fee) to the office accordingly.

## **Transfer Certificate (Discontinuing the course)**

Request letter/E-mail from the student parent for Transfer Certificate (TC) addressing to Principal.

Once the request is approved from Principal and upon verification with parent by email/ telephone and also with the Class teacher.

Transfer Certificate will be issued to concerned student within 5 working days with an acknowledgement.

## **Scholarship**

Student need to submit the scholarship form along with the original documents to the office.

Upon verification of all documents, it will be processed for Stamp & Signature from the Principal within 2-3 working days with an acknowledgement.

## **Medical Certificate**

Request letter along with Medical Certificate addressing to Administrative cum-accounts Officer to be submit in the office.

The request letter will be sent to concerned class teacher and we will communicate the student to contact class teacher.

## **Admit Cards.**

Student need to collect No Due Form from the Library (if any fee due, the same should be pay to accounts section)

Along with the No Due Form and Fee receipt student can collect the Admit Card from the office as per the schedule (announced in the

Students Notice Board)

## **FOR ALL OTHER MATTERS**

I Year B.Sc., Class Teacher.

## **FEE TO BE PAID**

Sl. No.	Components	First Year 2016-17	
		1st Semester Rs.	2 <sup>nd</sup> Semester Rs.
01	Admission Fee	1500	-
02	Enrolment Fee (NCHMCT) one time	1800	-
03	Tuition Fee	39,700	39,700
04	IGNOU Fee	4500	-
05	Examination Fee	2500	2,500
06	Caution Money (Refundable)	6500	-
07	I.D. Card Fee	100	-
08	Student Activities	350	350
09	Internal Exam Fee	50	50
	<b>Total Fee</b>	<b>57000</b>	<b>42600</b>

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## **RAGGING IS STRICTLY PROHIBITED.**

### **DISCIPLINARY ACTION WILL BE TAKEN AGAINST THOSE INDULGING IN RAGGING.**

In the event of any student experiencing difficulty, he/she may contact any member of the Faculty or any Member of the Anti-ragging Committee or the Principal you can also e-mail to [ihmbengaluru@gmail.com](mailto:ihmbengaluru@gmail.com) for ragging incidents; Principal / HODs can be contacted anytime. There is no need for prior appointment, you can just walk into Principal s / HODs Office and lodge any ragging complaints.

## **ANTI RAGGING COMMITTEE**

### **REVIEW COMMITTEE**

- 1) Principal
- 2) HOD
- 3) SI Vidhana Soudha Police Station

### **VIGILANCE SQUAD**

To be announce later

### **I, III & II YEAR B.SC. STUDENT MEMBERS**

To be announced later

## **ORIENTATION**

Orientation will be held on \_\_\_\_.

Interested Parents can also join the Orientation Programme.

## **ACCOMMODATION AVAILABILITY FOR PARENTS**

The accommodation at the Executive Development Centre at Institute of Hotel Management, Bangalore. Special tariffs can be availed during the periods from - to -. Tariff mentioned below is on twin sharing basis:

Extra bed: Rs. 500/-

Double occupancy Rs. 1,500/- + Tax (inclusive of breakfast)

**EDC Contact No. : 080-61265555**

**Email ID : [edc.ihmb@gmail.com](mailto:edc.ihmb@gmail.com)**