

INSTITUTE OF HOTEL MANAGEMENT  
CATERING & NUTRITION  
KUFRI, SHIMLA-171 012.

NO.IHM/20349/2018- 1058

Dated:13-10-2021.

OFFICE ORDER

All the Concerned Faculty Members are hereby directed to do the preparation for the duties assigned against their names for Online Induction of students of 1<sup>st</sup> semester of 3-year B.Sc in H&HA. The timings for the induction is going to be from 10.00 am to 01.00 pm.

	Particulars	Name of the Faculty	Duties
Day-1 20/10/21	Academic & Anti Ragging	Sh.S.K.Puri, Academic Incharge,	<ul style="list-style-type: none"> <li>➤ Uniform and Grooming standards.</li> <li>➤ College timings</li> <li>➤ Timetable- online and offline</li> <li>➤ Subjects</li> <li>➤ Attendance norms</li> <li>➤ Classes - Theory &amp; Practical</li> <li>➤ College website</li> <li>➤ Identity Cards</li> <li>➤ Library Cards</li> <li>➤ Mentors</li> <li>➤ Question and Answers</li> </ul>
Day-1 20/10/21	Hostel	Sh.Manoj Rana, Hostel Warden	<ul style="list-style-type: none"> <li>➤ Hostel – a) Boys &amp; b) Girls</li> <li>➤ Rules &amp; Regulations</li> <li>➤ Timings</li> <li>➤ Facilities</li> <li>➤ Procedure for gatepass, illness/inability to attend classes etc</li> <li>➤ Question and Answers</li> </ul>
Day-1 20/10/21	THIMS	Sh.Abhishek Rajan, THIMS Coordinator	<ul style="list-style-type: none"> <li>➤ Attendance on THIMS portal</li> <li>➤ THIMS ID &amp; Password of students</li> <li>➤ Other imp.information about THIMs</li> <li>➤ Question and Answers</li> </ul>
Day-2 21/10/21	Examination	Sh.Abhishek Rajan, Examiantion Incharge	<ul style="list-style-type: none"> <li>➤ Internal Exams- Theory &amp; Practical</li> <li>➤ Term-End Exam–Theory &amp; Practical</li> </ul>
Day-2 21/10/21	Industrial Training	Sh.Yatharth Chauhan IT Incharge	<ul style="list-style-type: none"> <li>➤ What is I.T tenure, about epts.. of I.T</li> <li>➤ Maintaining logbook etc</li> <li>➤ College IT/Self IT</li> <li>➤ Question and Answers</li> </ul>
Day-2 21/10/21	Placement	Smt.Priya Sharma, Dy.Placement Coordinator	<ul style="list-style-type: none"> <li>➤ On campus placement</li> <li>➤ Off campus</li> <li>➤ Levels of hiring – M.T.,E.T.,O.T, Entry level</li> <li>➤ Packages</li> <li>➤ Stages of selection</li> <li>➤ Question and Answers</li> </ul>
Day-3 22/10/21	Address by Principal	Sh.Mukul Dimri	
Day-3 22/10/21	IGNOU	Smt.Sapna Tehraik, IGNOU Coordinator	<ul style="list-style-type: none"> <li>➤ Components</li> <li>➤ Classes</li> <li>➤ Exams</li> <li>➤ Question and Answers</li> </ul>

Day-3 22/10/21	College Activities-	Sh.Sushil Kumar, Activity Incharge	▶ Fresher Party ▶ Annual Day ▶ Farewell Party ▶ Sports Week ▶ Competitions
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*Sh. Chetan Thakur*  
PRINCIPAL

To note:

All the above Faculty Members (Whatsapp Group)

Website (Naresh)

Sh.Chetan Thakur for creating zoom link for the induction programme