

# PROSPECTUS OF HOSPITALITY COURSES



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# आतिथ्य पाठ्यक्रम की विवरणिका

## वर्ष 2023-24

### होटल प्रबंधन खान-पान एवं पोषाहार संस्थान कुफरी, शिमला (हि. प्र.)

भारत सरकार के अधीन राष्ट्रीय होटल प्रबंधन और खान-पान प्रौद्योगिकी परिषद,  
नाँएडा (यूपी) से संबद्ध

**"अतिथि देवो भवः"** वेदों का यह वाक्यांश भारतीय आतिथ्य की अवधारणा का प्रतीक है। यह बचपन से ही हर भारतीय में निहित है और हर व्यक्ति के जीवन का एक हिस्सा है। ऐसा लग सकता है कि कोई भी व्यक्ति जो अच्छी अंग्रेजी बोल सकता है और सुव्यवस्थित दिखने वाला है, वह एक आतिथ्य स्थापना या होटल में सफल हो सकता है और किसी औपचारिक प्रशिक्षण की कोई आवश्यकता नहीं है, किंतु सच्चाई यह है कि आतिथ्य उद्योग में अच्छा प्रदर्शन करने के लिए ज्ञान, कौशल, अच्छा संचार, पेशेवर रवैया और सबसे महत्वपूर्ण लोगों की सेवा करने की इच्छा की आवश्यकता होती है।

जाहिर है कि इस बदलते और चुनौतीपूर्ण परिदृश्य में सफलतापूर्वक काम करने के लिए पेशेवर रूप से प्रशिक्षित कार्यबल की बहुत आवश्यकता होगी। होटल प्रबंधन और खानपान प्रौद्योगिकी के लिए राष्ट्रीय परिषद् के तहत होटल प्रबंधन के सभी संस्थानों को प्रशिक्षुओं को जिम्मेदारी लेने के लिए पूरी तरह से डिजाइन किया गया है। पूरे देश में इस उद्योग की विभिन्न शाखाओं में इन संस्थानों में दिया जाने वाला प्रशिक्षण विभिन्न ट्रेडों में प्रबंधकीय, पर्यवेक्षी और कौशल स्तरों के छात्रों को तैयार करता है। साथ ही, विदेशों में भी अवसर की गुंजाईश का विस्तार हुआ है। हमारे संस्थान के छात्र खुदरा क्षेत्र और संबद्ध शाखाओं में भी प्लेसमेंट पाने में सक्षम हैं।

### संस्थान

होटल प्रबंधन संस्थान कुफरी, शिमला संयुक्त रूप से भारत सरकार एवं हिमाचल प्रदेश सरकार द्वारा प्रायोजित है और होटल प्रबंधन और खान-पान प्रौद्योगिकी के लिए राष्ट्रीय परिषद तथा डिग्री कोर्स के लिए जवाहर लाल नेहरू JNU विश्वविद्यालय, नई दिल्ली से मान्यता प्राप्त है। यह एन एच-22 पर शिमला बस स्टैंड से लगभग 16 कि.मी. दूर ठियोग के रास्ते पर लगभग 2550 मी. की ऊंचाई पर स्थित है।

संस्थान विभिन्न प्रकार के पाठ्यक्रम प्रदान करता है, जिसमें हॉस्पिटैलिटी और होटल प्रशासन में 2 वर्षीय एम.एस.सी, 3 वर्षीय बी.एस.सी तथा खाद्य उत्पादन और खाद्य एवं पेय सेवा में डेढ़ साल का डिप्लोमा भी उपलब्ध है। नेशनल काउंसिल फॉर होटल मैनेजमेंट, नाँएडा (यूपी) द्वारा राष्ट्रीय स्तर पर आयोजित संयुक्त प्रवेश परीक्षा (जेईई ) के माध्यम से आयोजित 2 वर्षीय एम.एस.सी और 3 वर्षीय बी.एस.सी डिग्री पाठ्यक्रम में प्रवेश प्राप्त कर सकते हैं।

यद्यपि, संस्थान निम्नलिखित पाठ्यक्रमों के लिये आवेदन सीधे तौर नियंत्रित करता है:-

1. खाद्य उत्पादन में डिप्लोमा (डी.एफ.पी.)

(शैक्षणिक सत्र 23-24 से केवल शाकाहारी का विकल्प भी उपलब्ध )

## 2. खाद्य और पेय सेवा में डिप्लोमा (डी.एफ.बी.एस.)

### आतिथ्य डिप्लोमा पाठ्यक्रम

यह विवरणिका खाद्य उत्पादन में डिप्लोमा और खाद्य और पेय सेवा में डिप्लोमा प्रदान करती है, जो छात्रों को आतिथ्य के विभिन्न व्यवसायों, विशेष रूप से खाद्य उत्पादन और खाद्य एवं पेय सेवा के लिए प्रशिक्षित करती है। इन कोर्सों के बारे में संक्षिप्त विवरण निम्न प्रकार से है :-

#### खाद्य उत्पादन

यह विभाग आतिथ्य उद्योग के प्रमुख विभागों में से एक है। यह विभिन्न प्रकार के व्यंजनों के साथ-साथ बेकरी और पेस्ट्री वस्तुओं के उत्पादन के लिए जिम्मेदार है, जो एक प्रतिष्ठान की कुल बिक्री में बड़ा योगदान देते हैं। इसका उद्देश्य न केवल भोजन तैयार करना है अपितु भोजन को पौष्टिक और आकर्षक रूप में प्रस्तुत करना भी है। छात्रों को सीखने और एक सफल किचन पेशेवर बनने के लिए आवश्यक कौशल को बढ़ाने में मदद करने के लिए संस्थान में अच्छी तरह से सुसज्जित किचन लैब हैं। शैक्षणिक सत्र 2023-24 के इस कोर्स में आवेदनकर्ता उमीदवारों को प्रायोगिक कक्षाओं हेतु केवल शाकाहारी का विकल्प चुनने का अवसर भी प्रदान किया जाएगा।

#### खाद्य एवं पेय सेवा

खाद्य एवं पेय सेवा असीमित अवसरों वाला व्यवसाय है। खाद्य एवं पेय उद्योग को मोटे तौर पर होटल, स्वतंत्र रेस्टोरेंट और स्वतंत्र कैटरर्स में वर्गीकृत किया जा सकता है, जो प्रत्येक युवा छात्रों को करियर बनाने के लिए उत्कृष्ट अवसर प्रदान करता है। आर्थिक विकास और तेजी से परिष्कृत बाजार के साथ, खाद्य एवं पेय सेवाओं के क्षेत्र में व्यावसायिकता की मांग है। खाद्य एवं पेय सेवा विभाग खाद्य उत्पादन विभाग द्वारा तैयार भोजन की सुचारू सेवा सुनिश्चित करता है। मदिरा और गैर-मदिरा पेय का ज्ञान और उनकी उचित सेवा भी आवश्यक है। इस पेशे में एक व्यक्ति के लिए अच्छा पारस्परिक कौशल बहुत महत्वपूर्ण है क्योंकि व्यक्ति विभिन्न प्रकार के लोगों के अनुरूप अलग-अलग स्वाद और पृष्ठभूमि का कौशल प्राप्त करता है।

यह संस्थान परिसर में छात्रों को कक्षा शिक्षण, प्रदर्शन और व्यावहारिक अनुप्रयोग के संयोजन का उपयोग करके संबंधित क्षेत्र में छात्रों को प्रशिक्षित करता है। यह पाठ्यक्रम उन्हें पर्यवेक्षी और कौशल स्तरों पर विभिन्न आतिथ्य संगठनों में नौकरी पाने में सक्षम बनाता है।

संस्थान छात्रों के व्यावहारिक अनुभव के लिए इन-हाउस और आउटडोर खानपान सेवाओं को भी प्रोत्साहित करता है, व छात्र फ्रेशर पार्टी और थीम पार्टी इत्यादि विभिन्न कार्यक्रमों का भी आयोजन किया जाता है। यह उन्हें और पाठ्यक्रम के दौरान सीखे गये कौशल का उपयोग करने का अवसर देता है।

किसी भी व्यक्तित्व के समग्र विकास के लिए विभिन्न खेल, पाठ्येतर गतिविधि और मनोरंजन सुविधाएं भी प्रदान की जाती हैं। छात्रों को प्रशिक्षण प्रदान करने के लिए संस्थान के पास अच्छी तरह से सुसज्जित रेस्टोरेंट है।

#### पाठ्यक्रमों का विवरण

यह कोर्स छात्रों को खाद्य उत्पादन और खाद्य एवं पेय सेवा में एक रोमांचक और बहुत लाभदायक करियर बनाने के लिए पाठ्यक्रम की तैयारी करवाते हैं। प्रशिक्षित और प्रतिभाशाली प्रशिक्षु को प्रतिष्ठित होटलों, विशेषकर रेस्टोरेंट, फास्टफूड आउटलेट, बड़े अस्पतालों और औद्योगिक कैंटीन आदि में प्लेसमेंट का अवसर दिया जाता है।

## खाद्य उत्पादन में डिप्लोमा (डी.एफ.बी)

**अवधि :-** डेढ़ साल (संस्थान में एक वर्ष प्रशिक्षण के बाद होटल/संबद्ध क्षेत्र में 24 सप्ताह का औद्योगिक प्रशिक्षण)

**शैक्षणिक योग्यता :-** अनिवार्य विषय के रूप में अंग्रेजी के साथ 10+2 परीक्षा या वरिष्ठ माध्यमिक या समकक्ष परीक्षा का उत्तीर्ण प्रमाण पत्र।

(विदेशी नागरिक/ एन आर आई भी आवेदन कर सकते हैं।)

**आयु सीमा :-** अधिकतम आयु की सभी वर्गों हेतु कोई सीमा नहीं है।

**प्रभावी शिक्षण :-** 36 सप्ताह

**औद्योगिक प्रशिक्षण :-** 24 सप्ताह

**शामिल विषय है :-**

1. पाक विद्या (**COOKERY**)
2. लार्डर (**LARDER**)
3. खाद्य लागत (**FOOD COSTING**)
4. सामग्री (**COMMODITIES**)
5. स्वच्छता एवं सफाई (**HYGIENE & SANITATION**)
6. कंप्यूटर जागरूकता (**COMPUTER AWARENESS**)
7. पोषण (**NUTRITION**)

## खाद्य एवं पेय सेवा में डिप्लोमा (डी.एफ.बी.एस)

इस कोर्स का उद्देश्य बड़े होटलों, रेस्टोरेंट, बार और फास्टफूड आउटलेट में खाद्य और पेय संचालन के लिए कुशल कार्यबल के रूप में युवा पुरुषों और महिलाओं को प्रवेश स्तर की भर्ती के लिए तैयार करना है। यह बड़े अस्पतालों और औद्योगिक कैंटीनो में भी रोजगार की अपार संभावनाएं प्रदान करता है। एयरलाइन्स और क्लब लाइन्स भी प्रतिभाशाली प्रशिक्षुओं के लिए केबिन कू के रूप में रोजगार के लिए आकर्षक पैकेज पेश करती है।

**अवधि :-** डेढ़ साल (संस्थान में एक वर्ष के प्रशिक्षण के साथ ही होटल/संबद्ध क्षेत्र में 24 सप्ताह का औद्योगिक प्रशिक्षण)

**शैक्षणिक योग्यता :-** अनिवार्य विषय के रूप में अंग्रेजी के साथ 10+2 परीक्षा या वरिष्ठ माध्यमिक या समकक्ष परीक्षा का उत्तीर्ण प्रमाण पत्र।

(विदेशी नागरिक/ एन आर आई भी आवेदन कर सकते हैं।)

**आयु सीमा :-** अधिकतम आयु की सभी वर्गों हेतु कोई सीमा नहीं है।

**प्रभावी शिक्षण :-** 36 सप्ताह

**औद्योगिक प्रशिक्षण :-** 24 सप्ताह

**शामिल विषय है :-**

1. खाद्य सेवा (**FOOD SERVICE**)
2. पेय सेवा (**BEVERAGE SERVICE**)
3. खाद्य और पेय नियन्त्रण (**FOOD & BEVERAGE CONTROL**)
4. व्यवसायिक सम्पर्क (**BUSINESS COMMUNICATION**)
5. स्वच्छता एवं सफाई (**HYGIENE & SANITATION**)

## 6. कंप्यूटर जागरूकता (Computer Awareness)

### सीट का आरक्षण

- 15% अनुसूचित जाति
- 7.5% अनुसूचित जनजाति
- 27% ओ.बी.सी.
- 10% ई.डब्ल्यू.एस
- 5% शारीरिक रूप से विकलांग (पी एच) (नीचे देखें)

#### शारीरिक रूप से विकलांग उम्मीदवारों के तहत प्रवेश की योग्यता :-

##### ए) अस्थि विकलांग उम्मीदवार :-

उनमें से एक विकलांग उम्मीदवार जिनके पास गति विकलांगता या सेरेब्रल पाल्सी है जो न्यूनतम 40% और अधिकतम 75% की गतिहीनता के साथ है और निम्नलिखित श्रणियों में आते हैं, आवेदन करने के पात्र है :-

**(बी.एल.)** – दोनों पैर प्रभावित लेकिन हाथ नहीं

**(ओ.ए.)** – एक हाथ प्रभावित (दायां या बायां)

**(ए)** प्रभावित पाँव **(बी)** पकड़ की कमजोरी **(सी)** गतिभंग

**(ओ.एल.)** – एक पैर प्रभावित (दायां या बायां)

**(एम.डब्ल्यू.)** – मांसपेशियों में कमजोरी और सीमित शारीरिक सहनशक्ति ।

##### अ) दृष्टिबाधित उम्मीदवार :-

केवल दृष्टिबाधित उम्मीदवार जो निम्नलिखित में से किसी एक शर्त से पीड़ित हैं, आवेदन करने के पात्र है :-

- I. कोरेक्टिंग लेंस के साथ बेहतर आँख में दृश्य तीक्ष्णता 6/6 या 20/20 (सूजन) से अधिक नहीं होनी चाहिए।
- II. 20 डिग्री या उससे कम कोण को कम करने वाली दृष्टि की सीमाओं की सीमा।

##### बी) श्रवण बाधित उम्मीदवार :-

केवल वे ही श्रवण-बाधित उम्मीदवार जिनकी 40% से 75% के बीच विकलांगता है, पात्र होंगे।

##### सी) सीखने की अक्षमता (डिस्लेक्सिया)

विकलांग व्यक्तियों के अधिकार अधिनियम, 2016 (आरपीडब्ल्यूडी अधिनियम के 2016 ) के तहत अन्य स्वीकार्य श्रेणियों में प्रवेश के समायोजन के बाद उम्मीदवार का प्रवेश सीट की उपलब्धता के अधीन है।

### पीएच उम्मीदवारों के चिकित्सा प्रमाण पत्र के लिए जारीकर्ता प्राधिकरण :-

आवेदन जमा करते समय, शारीरिक रूप से विकलांग/ विकलांग उम्मीदवारों को केवल मुख्य चिकित्सा अधिकारी (सीएमओ), केंद्र सरकार/ राज्य सरकार/नगर निगम द्वारा संचालित अस्पतालों द्वारा जारी शारीरिक रूप से विकलांग प्रमाण पत्र की प्रति संलग्न करना आवश्यक होगा।

ऐसे छात्रों को संस्थान में प्रवेश के समय मूल चिकित्सा प्रमाण पत्र प्रस्तुत करना आवश्यक है।

### आवेदन कैसे करें

इस विवरणिका में संस्थान द्वारा प्रस्तावित किसी भी डिप्लोमा पाठ्यक्रम (डी.एफ.पी. /डी.एफ.बी.एस.) में प्रवेश के लिए आवेदन पत्र विवरणिका के अंत में संलग्न है। इस फॉर्म को संस्थान के कार्यालय काउंटर, या संस्थान की वेबसाइट [www.ihmshimla.org](http://www.ihmshimla.org), से डाउनलोड कर भी प्राप्त किया जा सकता है, एक विवरणिका का शुल्क (नॉन रिफंडेबल) के भुगतान का ब्यौरा निम्न प्रकार से है:-

सामान्य श्रेणी के लिए :- रु. 300/-

आरक्षित श्रेणी के लिए :- रु. 150/-

**नोट :-** संबंधित उम्मीदवार द्वारा विधिवत भरा हुआ और हस्ताक्षरित आवेदन पत्र, शैक्षिक/ तकनीकी योग्यता आदि की प्रतिलिपि के साथ संस्थान के कार्यालय में **26 जुलाई, 2023 तक पहुंच जाना चाहिए।**

आवेदन पत्र केवल विवरणिका के ऑनलाइन भुगतान की रसीद प्राप्त करने के बाद ही स्वीकार किया जायेगा। उम्मीदवारों को सलाह दी जाती है कि वे आवेदन प्राप्त करने की अंतिम तिथि से संबंधित अपडेट के लिए नियमित रूप से वेबसाइट [www.ihmshimla.org](http://www.ihmshimla.org) देखते रहें।

## **इन पाठ्यक्रमों के संबंध में भरे हुए आवेदन पत्र प्राप्त करने की अंतिम तिथि 26**

**जुलाई 2023**

**प्रवेश मापदंड**

डिप्लोमा पाठ्यक्रमों में प्रवेश योग्यता परीक्षा (10+2) में उम्मीदवार की मैरिट के आधार पर दिया जायेगा और नीचे दिए गये उल्लेख के अनुसार अतिरिक्त अंक दिए जायेंगे :-

1. किसी मान्यता प्राप्त होटल प्रबन्धन संस्थान या खाद्य शिल्प संस्थान से एक वर्षीय क्राफ्ट कोर्स पास करने के लिए 3 अंक
2. राज्यों/केंद्र शासित प्रदेश स्तर पर खेलों के लिए 3 अंक
3. राष्ट्रीय स्तर पर खेलों के लिए 5 अंक

**नोट :-** उम्मीदवार केवल एक खेल श्रेणी में, अर्थात राज्य स्तर या राष्ट्रीय स्तर पर विचार के लिए पात्र होंगे और उन्हें आवेदन जमा करते समय अपने दावे के समर्थन में दस्तावेजी साक्ष्य प्रस्तुत करने होंगे।

## **चयन प्रक्रिया**

पात्र उम्मीदवारों की अंतिम सूची योग्यता परीक्षा (अर्थात 10+2) में मैरिट के आधार पर तैयार की जाएगी, साथ ही एक वर्षीय शिल्प पाठ्यक्रम और खेल प्रमाणपत्र, (यदि कोई हो), उत्तीर्ण करने के लिए अतिरिक्त अंक दिए जाएंगे।

आरक्षित वर्ग के अभ्यर्थियों के प्रवेश को पहले अंतिम रूप दिया जायेगा और आरक्षित वर्ग से छूटे हुए अभ्यर्थियों के साथ-साथ सामान्य वर्ग के अभ्यर्थियों पर भी विचार किया जायेगा।

दोनों डिप्लोमा पाठ्यक्रमों के अस्थाई रूप से चयनित उम्मीदवारों की सूची संबंधित उम्मीदवारों की जानकारी हेतु संस्थान की वेबसाइट [www.ihmshimla.org](http://www.ihmshimla.org) पर 02-08-2023 को प्रदर्शित की जाएगी, यदि कोई परिवर्तन होता है तो इसे संस्थान की वेबसाइट पर अद्यतित (**update**) किया जायेगा।

## जरूरी: उम्मीदवारों को अलग से कोई सूचना नहीं भेजी जाएगी।

चयनित उम्मीदवारों को सूची प्रकाशित होने की तिथि अर्थात् **02-08-2023** से **04-08-2023** तक आवश्यक शैक्षणिक प्रमाण पत्रों की मूल प्रति के साथ उपस्थित होने तथा पहले सत्र का शुल्क रुपए **21650/-** का भुगतान करना आवश्यक है। पहले टर्म शुल्क के तत्काल भुगतान में विफल होने पर प्रवेश का प्रस्ताव वापस ले लिया जायेगा और मेरिट सूची के आधार पर अगले उम्मीदवार को सीट आबंटित की जाएगी। जिस उम्मीदवार का प्रवेश इस प्रकार रद्द किया जाएगा, उसके पास बाद में किसी भी समय प्रवेश का कोई दावा मान्य नहीं होगा।

## टर्म शुल्क का यह भुगतान केवल ऑनलाइन मोड के माध्यम से स्वीकार किया जायेगा (नकद/चेक स्वीकार नहीं किया जायेगा)।

इन पाठ्यक्रमों की नियमित कक्षाएं एनसीएचएमसीटी द्वारा पूर्व घोषित तिथि 07/08/23 से शुरू की जाएगी। उम्मीदवारों को सलाह दी जाती है कि वे किसी भी अपडेट के लिए नियमित रूप से संस्थान की वेबसाइट देखते रहें।

### दाखिले हेतु आवश्यक तिथिया

Sr. No.	Particulars	Dates
1.	Last date for downloading the application form and pay the application form fee	26 <sup>th</sup> July 2023
2.	Last date for receiving the application along with documents in the Institute either by speed post or physically (by-hand).	26 <sup>th</sup> July 2023
3.	List of provisionally selected candidates (on merit basis) displayed in the website i.e. <a href="http://www.ihmshimla.org">www.ihmshimla.org</a>	2 <sup>nd</sup> August 2023
4.	Verification of all original essential qualification documents at the Institute of the provisionally selected candidates	2 <sup>nd</sup> August 2023 to 4 <sup>th</sup> August 2023
5.	Payment of First Term Fee i.e. Rs. 21,650/- through online mode	2 <sup>nd</sup> August 2023 to 4 <sup>th</sup> August 2023
6.	Date of commencement of classes	07 <sup>th</sup> August 2023
7.	Display of waiting list (due to non submission of fee or non verification of original documents in such case the seats will be offered to the next candidates on merit list)	9 <sup>th</sup> August 2023

## 2023-24 के लिए शुल्क संरचना

तत्व	खाद्य उत्पादन में डिप्लोमा		खाद्य और पेय सेवा में डिप्लोमा	
	पहली अवधि	दूसरी अवधि	पहली अवधि	दूसरी अवधि
प्रवेश शुल्क	1500	-	1500	-
ट्यूशन शुल्क	13750	14800	13750	14800
परीक्षा शुल्क	-	2500	-	2500
जमानती धन (वापसी योग्य)	3000	-	3000	-
विविध शुल्क	2200	-	2200	-

नामांकन शुल्क	1200	-	1200	-
कुल (टर्म शुल्क)	21650	17300	21650	17300
कुल (वार्षिक शुल्क)	38950		38950	

## फीस का भुगतान

1. शुल्क संरचना समान रूप से सामान्य, अनुसूचित जाति और अनुसूचित जनजाति श्रेणियों आदि के मामले में समान रूप से लागू होगी।
2. दोनों पाठ्यक्रमों के लिए पहले सत्र का शुल्क प्रवेश के समय देय है और दूसरे सत्र का शुल्क नवम्बर/दिसम्बर में देय है।
3. सभी शुल्कों का भुगतान केवल ऑनलाइन मोड के माध्यम से करना होगा। कोई नकद भुगतान स्वीकार नहीं किया जाता है।
4. प्रथम सत्र शुल्क का भुगतान करने के बाद निकासी (**WITHDRAW**) के मामले में केवल जमानती रकम वापस की जाएगी।
5. यदि कोई शुल्क भुगतान एक महीने से अधिक समय तक बकाया रहता है तो छात्र का नाम सूची से काट दिया जायेगा और उसे कक्षाओं में उपस्थित होने की अनुमति नहीं दी जाएगी। ऐसे छात्र को प्रवेश केवल बकाया शुल्क, जुर्माना और पुनः प्रवेश शुल्क के भुगतान पर संस्थान के प्रधानाचार्य के विवेकाधिकार के अनुसार दिया जायेगा।

**नोट:-** छात्रों को संस्थान के निर्देशों के अनुसार किताबें, वर्दी और अन्य सामान खुद ही खरीदने होंगे।

## सभी पाठ्यक्रमों के लिए उपस्थिति अटेंडेंस आवश्यकता

शैक्षणिक सत्र के दौरान सभी अभ्यर्थियों को कुल मिलाकर 75% उपस्थिति दर्ज करनी होगी। इसे सुनिश्चित करने में विफल रहने वाले छात्रों को राष्ट्रीय होटल प्रबंधन परिसर और खान-पान प्रौद्योगिकी द्वारा आयोजित की जाने वाली वार्षिक परीक्षा में बैठने से रोक दिया जायेगा। प्रधानाचार्य को चिकित्सा आधार पर 10% तक अनुपस्थिति को माफ करने का अधिकार है। ऐसे अनुरोध के साथ किसी पंजीकृत चिकित्सक द्वारा जारी किया गया चिकित्सा प्रमाणपत्र होना चाहिए।

थिम्स पोर्टल के माध्यम से सभी छात्रों की उपस्थिति दर्ज की जाती है। पोर्टल पर अपलोड करने के लिए छात्रों को संस्थान के कार्यालय में आवश्यक विवरण जमा करना होगा।

यदि कोई छात्र बिना उचित अवकाश के लगातार 10 कार्य दिवसों तक अनुपस्थित पाया जाता है तो उसका नाम सूची से काट दिया जाएगा। उसका पुनः प्रवेश पूरी तरह से प्राचार्य के विवेक पर आधारित है। यदि पुनः प्रवेश दिया जाता है, तो उसे पुनः प्रवेश शुल्क के रूप में रु.500/- का भुगतान करना होगा।

## शिक्षण माध्यम

शिक्षण का माध्यम अंग्रेजी है और नियमित कक्षाएं 7.8.2023 से संचालित की जाएंगी |

## छात्रवृत्ति

नेशनल स्कॉलरशिप पोर्टल, वन-स्टॉप सॉल्यूशन है जिसके माध्यम से छात्र आवेदन, आवेदन प्राप्ति, प्रसंस्करण, मंजूरी और छात्रों को छात्रवृत्ति के वितरण से शुरू होने वाली विभिन्न सेवाएं शामिल हैं। राष्ट्रीय छात्रवृत्ति



पोर्टल को राष्ट्रीय ई-शासन योजना (NeGP) के तहत मिशन मोड परियोजना के रूप में लिया गया है। हि.प्र. सरकार के पर्यटन विभाग द्वारा भी हिमाचल बोनाफाइड छात्रों को वजिफा दिया जाता है।

## परीक्षा

संस्थान होटल प्रबंधन और खान-पान प्रौद्योगिकी के लिए राष्ट्रीय परिषद से संबद्ध है। पाठ्यक्रम और परीक्षाओं का संचालन परिषद के नियमों के अनुसार होगा।

## आंतरिक मूल्यांकन और परीक्षा

राष्ट्रीय परिषद अप्रैल में शैक्षणिक सत्र के अंत में खाद्य उत्पादन और खाद्य और पेय सेवा में डिप्लोमा के लिए वार्षिक परीक्षा आयोजित करती है। छात्रों को नवंबर/दिसंबर में आयोजित होने वाली आंतरिक और मध्यावधि परीक्षाओं में भी उपस्थित होना आवश्यक है।

आंतरिक परीक्षा में प्राप्त अंकों का **30** प्रतिशत राष्ट्रीय परिषद द्वारा जारी अंतिम अंक तालिका में बताए गए कुल अंकों में जोड़ा जाता है। सीधे शब्दों में, प्रत्येक विषय के वार्षिक परिणाम में वार्षिक परीक्षा में प्राप्त अंकों का **70** प्रतिशत और मध्यावधि या अर्धवार्षिक परीक्षाओं में प्राप्त अंकों का **30** प्रतिशत शामिल होगा।

## औद्योगिक प्रशिक्षण

खाद्य उत्पादन में डिप्लोमा और खाद्य और पेय सेवा में डिप्लोमा के छात्रों को अपना डिप्लोमा प्राप्त करने के लिए होटल उद्योग में **24** सप्ताह के औद्योगिक प्रशिक्षण प्राप्त करना आवश्यक है। संस्थान का प्लेसमेंट सेल प्रतिष्ठित होटलों में छात्रों के प्रशिक्षण/आईटी की व्यवस्था करने में भी सहायता करता है। वर्ष 2022-23 के दौरान संस्थान के खाद्य उत्पादन के 07 छात्रों तथा खाद्य एवं पेय सेवा के 05 छात्रों को प्रतिष्ठित ताज रिसोर्ट ठियोग द्वारा औद्योगिक प्रशिक्षण हेतु चुना गया है।

## परिसर भर्ती

संस्थान में एक प्लेसमेंट सेल है जो यहां आयोजित पाठ्यक्रमों के छात्रों के जॉब प्लेसमेंट के लिए साक्षात्कार की व्यवस्था करता है। ओबेरॉय ग्रुप फॉर होटल्स, ट्यूलिप ग्रुप फॉर होटल्स, आईटीसी, बारबेक्यू नेशन, क्लब महिंद्रा और हिमाचल में कई अन्य प्रमुख होटल जैसे प्रमुख आतिथ्य प्रतिष्ठान और पूरे देश में कैंपस प्लेसमेंट के लिए संस्थान का दौरा करते हैं या अपने सम्मानित संगठनों में प्लेसमेंट के लिए साक्षात्कार आयोजित करते हैं।

## वर्दी/सुरक्षात्मक पहनावा/ग्रूमिंग

छात्रों को प्रयोगशालाओं में अपनी व्यावहारिक कक्षाओं के दौरान खुद को सुरक्षात्मक कपड़ों से लैस करने की आवश्यकता होती है ताकि उनका संरक्षण करते हुए एक स्वस्थ मानक सुनिश्चित किया जा सके। किसी भी छात्र को व्यावहारिक कक्षा में तब तक प्रवेश नहीं दिया जाएगा, जब तक कि वह संस्थान द्वारा निर्धारित आवश्यक उपकरण या सहायक उपकरण से सुसज्जित न हो।

**नोट:-** एकरूपता को बढ़ावा देने व अनुपयुक्त वर्दी और उपकरण खरीदने से बचने के लिए, इनका विवरण उम्मीदवार को पाठ्यक्रम में प्रवेश के समय पर दिया जाएगा।

छात्रों को संस्थान के परिसर में दिन के हर समय अच्छी तरह से तैयार रहना आवश्यक है। ओरिएंटेशन प्रोग्राम के दौरान ग्रूमिंग मानकों की जानकारी दी जाएगी।

छात्रों को व्यावहारिक कक्षाओं में भाग न लेने पर भी संस्थान में औपचारिक कपड़े पहनने की आवश्यकता होती है -कोई जींस, टी-शर्ट या अन्य अनौपचारिक पोशाक पहनने की अनुमति नहीं होगी। उपरोक्त निर्देशों का पालन न करने वाले छात्रों को कक्षाओं में जाने की अनुमति नहीं दी जाएगी और उन पर जुर्माना भी लगाया जाएगा।

## रैगिंग

रैगिंग संज्ञेय अपराध है। छात्र की रैगिंग सख्त वर्जित है। संस्थान इस संबंध में भारत के सर्वोच्च न्यायालय द्वारा जारी निर्देशों का सख्ती से पालन करता है। किसी भी तरह की रैगिंग में लिप्त पाए जाने वाले छात्रों को संस्थान से निष्कासित किए जाने के अलावा कानून के तहत परिणाम भुगतने होंगे। ऐसी परिस्थितियों का सामना करने वाले छात्र संस्थान के अधिकारियों को मामले की रिपोर्ट कर सकते हैं। रैगिंग के प्रति संस्थान की जीरो टॉलरेंस की नीति है।

## एंटी रैगिंग रेग्युलेशन लिंक्स

**Anti Ragging Regulations/Guideline's Links for students in compliance to UGC, Supreme Court & NCHMCT directions:-**

**Supreme Court & UGC regulations link**

<https://ihmshimla.org/wp-content/uploads/2022/09/Supreme-Court-UGC-regulations-link-Sept-2022.pdf>

**NCHMCT [Anti-Ragging Regulations](#)**

<https://ihmshimla.org/wp-content/uploads/2017/07/Anti-Ragging-Regulations-NCHMCT-July-2017.pdf>

## सुविधाएं

संस्थान के पास सभी पाठ्यक्रमों के लिए अपने परिसर में आयोजित गतिविधियों को प्रोत्साहित करने के लिए निम्नलिखित बुनियादी ढांचा है :-

### **1. कंप्यूटर कक्ष**

होटल उद्योग भी आई.टी क्रांति का उतना ही हिस्सा है जितना कि अन्य उद्योग। बैंक ऑफिस का ज्यादातर काम पहले से ही कंप्यूटर की मदद से किया जा रहा था। अब, होटलों द्वारा बिक्री के अधिक बिंदुओं का उपयोग किए जाने के साथ काम और अधिक जटिल हो गया है और प्रबंधन के अनुसार संचालन कंप्यूटर नेटवर्किंग के माध्यम से अधिक कुशलता से प्रबंधित किया जाता है। आजकल, आईडीएस, ओपेरा और फिडालियो जैसे उपयोगकर्ता के

अनुकूल सॉफ्टवेयर उपयोग में हैं जो होटल के दिन-प्रतिदिन रिकॉर्ड रखने और लेनदेन में प्रयुक्त होते हैं जो कमरे में बेहतर अतिथि सेवाएं प्रदान करने के लिए भी आवश्यक हैं।

होटल उद्योग के लिए कंप्यूटर-प्रवीण पेशेवरों की इस आवश्यकता को पूरा करने के लिए हम निर्धारित पाठ्यक्रम के अनुसार कंप्यूटर में प्रशिक्षण प्रदान करते हैं। हमारे संस्थान में **34** कंप्यूटर और सर्वर के साथ अच्छी तरह से सुसज्जित एक कंप्यूटर प्रयोगशाला है। हमारी कंप्यूटर सुविधाएं कोर **2** डुओ पर चलने वाले प्रोग्राम से लैस हैं जिनमें **i3** और **i5** प्रासंगिक सॉफ्टवेयर के नवीनतम संस्करण हैं। ये विंडोज लैन नेटवर्क के माध्यम से जुड़े हुए हैं।

हम छात्रों को उनके शोध और परियोजना कार्य के लिए इंटरनेट की सुविधा भी प्रदान करते हैं और ऑनलाइन कक्षाओं और कार्यक्रमों के संचालन के लिए हमारे यहाँ अच्छी तरह से विकसित बुनियादी ढांचा है।

## **2. पुस्तकालय**

एक आधुनिक पुस्तकालय को एक स्वस्थ समुदाय की महत्वपूर्ण आधारशिला माना जाता है। इसका मुख्य उद्देश्य उपयोगकर्ता को अपने संसाधनों और सेवाओं का सबसे प्रभावी और कुशल उपयोग करने में सक्षम बनाना है। हमारे संस्थान में **6000** से अधिक पुस्तकों का अच्छी तरह से सुसज्जित पुस्तकालय है। पुस्तकालय में विभिन्न विषयों के उत्कृष्ट संदर्भ की पुस्तकों का पर्याप्त मात्रा में भंडार है जिनका अक्सर छात्रों के साथ-साथ संकाय द्वारा भी उपयोग किया जाता है।

पुस्तकालय में होटल उद्योग से संबंधित पत्रिकाओं, और सामान्य रुचि की अन्य नियोजित पुस्तकों की भी समंवित किया गया है।

पुस्तकों और पत्रिकाओं के अलावा, संस्थान में शैक्षिक वीडियो और सीडी भी हैं जो बहुत जानकारीपूर्ण हैं और अक्सर शिक्षण सहायता के रूप में उपयोग की जाती हैं। एक अद्यतन पुस्तकालय संस्थान की सर्वोच्च प्राथमिकता है। संस्थान में आतिथ्य से संबंधित विभिन्न ई-पत्रिकाओं को छात्रों हेतु उपलब्ध किया गया है।

## **3. वातानुकूलित कक्षाएं**

नए ब्लॉक में अच्छी तरह से नियत, बड़ी कक्षाएँ हैं जिनमें सर्दियों की ठंड से निपटने का प्रावधान है।

## **4. श्रव्य-दृश्य सुविधा**

संस्थान के पास कक्षा, सम्मेलन और प्रस्तुतिकरण उद्देश्यों के लिए निम्नलिखित दृश्य-श्रव्य साधन हैं :-  
मल्टीमीडिया प्रस्तुति के लिए ओवरहेड प्रोजेक्टर।

एडुसैट, इग्नू के सहयोग से दूरस्थ शिक्षा के लिए एक उपग्रह प्रशिक्षण कार्यक्रम है, स्लाइड देखने का यंत्र, फ्लिपचार्ट बोर्ड, वाई-फाई व अन्य सभी सुविधाएं उपलब्ध हैं।

## 5. काफ़ी हाउस

स्थानीय स्थापत्य शैली को ध्यान में रखते हुए एक आकर्षक इमारत, राष्ट्रीय राजमार्ग-22 पर स्थित है, जो संस्थान के छात्रों और आगंतुकों को जलपान सुविधा प्रदान करती है और आम जनता के लिए भी खुली है। यह विभिन्न लोकप्रिय स्नैक्स और पेय पदार्थ प्रदान करता है और संस्थान में तैयार किए गए बेकरी उत्पादों के लिए भी एक आउटलेट है।

## 6. सभागार

संस्थान में एक विशालकाय सभागार भी उपलब्ध है। जिसमें 500 लोगों की बैठने की क्षमता के साथ एक सुंदर नक्काशीनुमा मंच उपलब्ध है। एक आयल-वुड पैनलिंग केंद्रीय हीटिंग सिस्टम की ध्वनि और गर्मी को बनाए रखने में मदद करता है।

## 7. अतिथि कक्ष ब्लॉक

इस आकर्षक अतिथि गृह में चार कमरे हैं। ये अच्छी तरह से सुसज्जित और सुरुचिपूर्ण ढंग से युक्त हैं। इनका उपयोग छात्रों को आवास सेवाओं में प्रशिक्षण देने के लिए किया जाता है, यहां वे होटल के अतिथि कमरों की सफाई और आंतरिक सजावट परियोजनाओं का अभ्यास करते हैं।

## 8. खेल, फिटनेस सेंटर और मनोरंजन सुविधाएं

संस्थान छात्रों के लिए शारीरिक स्वास्थ्य पर भी जोर देता है। संस्थान में चार टीटी टेबल एवं आंतरिक व बाहरी बैडमिंटन कोर्ट के साथ-साथ नए ब्लॉक में विभिन्न वाद्ययंत्रों से सुसज्जित एक संगीत कक्ष भी है। क्रिकेट प्रेमियों के लिए क्रिकेट प्रतियोगिताओं का आयोजन किया जाता है। संस्थान में कैरम और शतरंज जैसे विभिन्न इनडोर खेल की सुविधा भी उपलब्ध हैं। सच्चे प्रकृति प्रेमी के लिए संस्थान के आसपास कई खूबसूरत सैर-सपाटे के स्थान हैं जो निश्चित रूप से काम के घंटों के बाद देखने लायक हैं। छात्रों के लिए बॉलीबोल, बैडमिंटन के अतिरिक्त एक अच्छी तरह से सुसज्जित व्यायामशाला भी उपलब्ध है।

## 9 लॉकर सुविधा

संस्थान में लॉकर की सुविधा भी उपलब्ध है, जो कि पहले आओ पहले पाओ के आधार पर आबंटित किया जाता है।

## 10 विदेशी भाषा

संस्थान में समान्य जर्मन भाषा को सिखाने की सुविधा भी उपलब्ध है।

## 11 विविध ऐड-ऑन

बैंकिंग :-यूको बैंक की एक शाखा कुफरी में स्थित है, जो संस्थान से केवल 1 किमी. की दूरी पर है। संस्थान के प्रवेश द्वार के पास एक एटीएम सुविधा भी उपलब्ध है।

**स्वास्थ्य सेवा** :- एक प्राथमिक स्वास्थ्य केंद्र भी संस्थान से चलने योग्य दूरी पर स्थित है जोकि चिकित्सा आपात स्थिति के लिए बहुत उपयोगी है।

**डाक सेवा** :- कुफरी में एक डाकघर है जहां छात्रों की सभी डाक संबंधी जरूरतों को पूरा किया जा सकता है। कूरियर सेवाएं जैसे अमेज़न, फ्लिपकार्ट तथा कुछ अन्य ऑनलाइन शॉपिंग की कूरियर सुविधा भी संस्थान में उपलब्ध हैं।

फोटोकॉपी सेवा संस्थान परिसर में ही उपलब्ध है।

### **अन्य महत्वपूर्ण जानकारी**

- 1) छात्रों से शालीन व्यवहार करने और संकाय, अन्य स्टाफ सदस्यों और कॉलेज के प्रति सम्मान करने की अपेक्षा की जाती है। संस्थान के प्रत्येक सदस्य को संस्थान के भीतर और बाहर हर समय किसी भी छात्र द्वारा अव्यवस्थित व्यवहार करने से मना करने का अधिकार है और ऐसी परिस्थितियों में उसका तत्काल पालन किया जाना अनिवार्य है।
- 2) प्रवेश पर प्रत्येक छात्र को एक पहचान पत्र प्राप्त करना होगा जो संस्थान के पुस्तकालय से प्रदान किया जाएगा। छात्रों को हमेशा अपनी फोटो पहचान पत्र साथ लाना होगा और संस्थान के किसी भी अधिकारी द्वारा मांगे जाने पर इसे निरीक्षण के लिए प्रस्तुत करना होगा। कार्ड के खो जाने की तुरंत शिकायत की जानी चाहिए और **100/-** रुपये के पुर्नभुगतान पर डुप्लीकेट कार्ड जारी किया जाएगा। नुकसान की सूचना नहीं देने पर गंभीरता से संज्ञान लिया जाएगा।
- 3) संस्थान परिसर में धूम्रपान और नशीली दवाओं और शराब का सेवन सख्त वर्जित है।
- 4) छात्रों को प्राचार्य की विशेष अनुमति के बिना अपनी कक्षाओं के अलावा अन्य कक्षाओं में उपस्थित नहीं होना चाहिए।
- 5) छात्रों को उनकी कक्षाओं के साथ-साथ संस्थान परिसर में उचित आचरण रखना होगा। प्रधानाचार्य ऐसे छात्र को निष्कासित कर सकता है जिसका आचरण संतोषजनक नहीं है।
- 6) देर से आगमन और कक्षा से जल्दी प्रस्थान संबंधित अवधि के लिए अनुपस्थिति के रूप में दर्ज किया जाता है। थिम्स पोर्टल के माध्यम से छात्रों की दैनिक उपस्थिति की निगरानी की जाती है, जिसके लिए छात्रों को पंजीकरण के लिए कार्यालय में अपना विवरण जमा करना होता है।
- 7) छात्रों को अपने मित्रों और रिश्तेदारों को निर्देश देना चाहिए कि वे आपात स्थिति के मामलों को छोड़कर कार्यालय के टेलीफोन पर उन्हें फोन न करें।
- 8) संस्थान में कोई संघ या संगठन नहीं बनाया जाएगा और किसी भी व्यक्ति को प्रधानाचार्य की पूर्व अनुमति के बिना बैठक को संबोधित करने हेतु आमन्त्रण की स्वीकृति नहीं दी जाएगी।
- 9) किसी भी छात्र को वर्तमान राजनीति में सक्रिय भाग लेने की अनुमति नहीं दी जाएगी।
- 10) किसी भी छात्र को प्रेस/सोशल मीडिया में संस्थान के प्रशासन से संबंधित मामलों पर कोई जानकारी नहीं देनी चाहिए और न ही लिखना चाहिए।

- 11) छात्रों से संस्थान की संपत्ति की उचित देखभाल करने की अपेक्षा की जाती है और परिसर को साफ सुथरा रखने में मदद करने की आवश्यकता होती है। किसी भी तरह की क्षति जैसे कि दीवारों को तोड़ना, दरवाजे की फिटिंग या फर्नीचर तोड़ना आदि, अनुशासन का उल्लंघन है और नुकसान की भरपाई छात्र से उचित जुर्माने के अतिरिक्त की जाएगी।
- 12) छात्र सभी सुरक्षित उपायों का पालन करेंगे। संस्थान के भीतर किसी भी प्रकार की दुर्घटना, क्षति या किसी भी प्रकार की हानि के लिए संस्थान जिम्मेदार नहीं होगा।
- 13) कॉलेज के अधिकारी कॉलेज परिसर में छात्रों के कपड़ों और किसी भी वस्तु या व्यक्तिगत संपत्ति के नुकसान के लिए कोई जिम्मेदार नहीं होंगे।
- 14) छात्रों को खाली समय में संस्थान के पुस्तकालय का उपयोग करना चाहिए और संस्थान के परिसर में इधर-उधर नहीं घूमना चाहिए।
- 15) छात्रों के पते में परिवर्तन की सूचना तुरंत प्रधानाचार्य को फोन नंबर या स्थानीय अभिभावक के साथ लिखित रूप में दी जानी चाहिए।
- 16) संस्थान में अध्ययन की अवधि के दौरान नौकरी करने वाले छात्र को अंतिम परीक्षा में बैठने के लिए अयोग्य घोषित कर दिया जाएगा।
- 17) संस्थान के नियमों का पालन न करने पर उपयुक्त जुर्माने के माध्यम से भी निपटा जा सकता है।
- 18) संस्थान प्रशासन और विनियमों से संबंधित सभी मामलों में प्राचार्य का निर्णय अंतिम और सभी छात्रों के लिए बाध्यकारी होगा।
- 19) मौजूदा नियमों के दायरे में नहीं आने वाले मामले प्रिंसिपल के पूर्ण विवेक पर आधारित होंगे।
- 20) छात्र अपने एनसीएचएमसीटी रोल नंबर के साथ परीक्षा फॉर्म भरने (नियमित/ री-अपियर) के लिए स्वयं जिम्मेदार हैं।

फ़ोन : 0177-2735-901, 0177-2735-902

सार्वजनिक व्यवहार

सोमवार से शुक्रवार प्रातः **10.00** बजे से अपराह्न **1.00** बजे तक। अपराह्न **02.00** बजे शाम **5.00** बजे तक

कीमत : सामान्य/ओबीसी/पीडब्ल्यूएच वर्ग के लिए रु. 300/-

एससी/एसटी वर्ग के लिए रु. 150/-

Email :- [ihmkufri@yahoo.com](mailto:ihmkufri@yahoo.com)

Website :- [www.ihmshimla.org](http://www.ihmshimla.org)

**“ATITHI DEVO BHAVA”** This phrase from the Vedas symbolizes the concept of Indian hospitality. It is inculcated in every Indian from childhood and is a part of every person's life. So, it may seem that anyone who can speak good English and is smart looking can succeed in a hospitality establishment or hotel and there is no need for any formal training. The truth is, that to do well in the hospitality industry, one requires knowledge, skills, good communication, a professional attitude and most importantly, a desire to serve people.

Evidently, there is a great need for a professionally trained workforce to meet this ever-changing and challenging scenario. All Institutes of Hotel Management under the National Council for Hotel Management and Catering Technology are designed to fully equip the trainees to take up positions of responsibility in various branches of the industry throughout the country. The training imparted in these institutions prepares the students for various managerial, supervisory and skill levels in the different trades. Also, the scope for opportunity overseas has expanded. The students of our Institute are also able to find placement in retail sector and allied branches.

### **THE INSTITUTE**

The Institute of Hotel Management, Kufri, Shimla is jointly sponsored by the Government of India, and H.P. Government and affiliated to the National Council for Hotel Management & Catering Technology, at Noida UP. This Institute is located on the NH-22 about 16 km from the Shimla bus stand, on the way to Theog, and is at a height of about 2550 meters.

The Institute offers a variety of courses, which includes 2 year M.Sc. Hospitality Administration, 3-year B. Sc. in Hospitality and Hotel Administration and one & half years (1½ Years) Diplomas in Food Production and Food & Beverage Service respectively.

The admission to the 2 –year M.Sc. and 3- year degree courses is held through a Joint Entrance Examination (JEE) conducted at the national level by the National Council for Hotel Management, Noida (U.P.) and both degrees are awarded by Jawaharlal Nehru University, New Delhi.

However, the Institute directly handles applications for the following courses:

1. **One and half years Diploma in Food Production (DFP)**  
**(option of food Production Practical classes in vegetarian is also available from Academic Session 2023-24)**
2. **One and half years Diploma in Food & Beverage Service (DFBS)**

### **HOSPITALITY DIPLOMA COURSES**

This prospectus offers a Diploma in Food Production & a Diploma in Food & Beverage Service which trains students for various trades of hospitality, specifically, Food Production and Food & Beverage Service. A brief word about these trades would help the candidate make a suitable career choice.

#### **DEPARTMENT OF FOOD PRODUCTION**

This department is one of the principal departments of the hospitality industry. It is responsible for producing a wide variety of cuisines as well as bakery & patisserie items, which make a large contribution to the total sales of a property. This not only means preparation of the food but also ensuring its appeal to the guest in the way it is presented while ensuring portion control. The Institute has well equipped Kitchen Labs to help the students learn and hone the skills required for becoming a successful kitchen professional. The offer with vegetarian option in food production practical is also available from academic session 2023-24.

#### **DEPARTMENT OF FOOD AND BEVERAGE SERVICE**

Food and Beverage service is a profession with unlimited opportunities on the horizon. The food and beverage industry can be broadly classified into hotels, independent restaurants and independent caterers, each of which offer excellent opportunities for young students to carve out a career. With economic growth and an increasingly sophisticated market, there is a demand for professionalism in the field of food & beverage services. The Food & Beverage Service Department ensures the smooth service of the food prepared by the Food Production Department. Knowledge of alcoholic and non-alcoholic drinks and their proper service is essential too. Good interpersonal skills are very important for a person in this profession since one is interacting with a variety of people with different tastes and background.

This Institute imparts training to the students in the relevant field using a combination of classroom teaching, demonstrations and practical application by the students on the Institute premises. These courses enable them to get jobs in various hospitality organizations at supervisory and skilled levels. The Institute also encourages in-house and outdoor catering services for hands-on experience for the students and the students also organize events such as -fresher's parties and theme parties etc.



This gives them an opportunity to utilize the skills learned during the course.

Various sporting extra-curricular activity and recreational facilities are also provided for overall development of one's personality. The Institute has well equipped restaurant to impart training to the students.

### **DETAIL OF ADMISSION TO THE DIPLOMA COURSES**

#### **1. ADMISSION TO THE DIPLOMA IN FOOD PRODUCTION (DFP)**

**Duration** One and a half years  
(One year at the Institute followed by 24 weeks of Industrial Training in a hotel/allied sector.)

**Educational Qualifications:** **A pass certificate of 10+2 examination or Senior Secondary or equivalent examination with English as a compulsory subject.**

(Foreign Nationals/ NRIs may also apply)

**Age Limit:** **No Maximum Age Limit.**

**Effective Teaching:** 36 weeks (In the Institute)  
**Industrial Training:** 24 weeks  
**Subjects included are:**

1. Cookery	5. Hygiene & Sanitation
2. Larder	6. Computer Awareness
3. Food Costing	7. Nutrition
4. Commodities	

#### **RESERVATION OF SEATS**

15%	Scheduled Caste Category
7.5%	Scheduled Tribes Category
5%	Physically Handicapped (PH) (See below)
27%	O.B.C
10%	EWS

#### **Qualification for admission under Physically Handicapped Candidates:**

##### **a) Orthopedically Handicapped Candidates-**

Only those orthopedically Handicapped candidates who have locomotion disability or cerebral palsy with locomotion impairment of minimum of 40% and maximum of 75% and fall in the following categories are eligible to apply:

**B.L. - Both legs affected but not arms**

**O.A. - One arm affected (Right or Left)**

a. Impaired reach      b. Weakness of grip.      c. Ataxia

**O.L. - One leg affected (Right or Left)**

**M.W. - Muscular weakness and limited physical endurance.**

**b) Visually Handicapped Candidate-**

Only those visually handicapped candidates who suffer from any one of the following conditions are eligible to apply:

i. Visual acuity not exceeding 6/6 or 20/20 (swollen) in the better eye with correcting lenses.

ii. Limitation of the field of vision subtending an angle of 20 degrees or worse.

**c) Hearing Impaired Candidates-**

Only those hearing-impaired candidates having disability between 40% to 75% shall be eligible.

**d) Learning Disability (Dyslexia)-**

Admission of candidate is subject to availability of seat after adjustment of all the admissions to other admissible disabled categories under The Right of Persons with Disability Act, 2016 (RPwD Act 2016).

#### **ISSUING AUTHORITY FOR MEDICAL CERTIFICATE OF PH CANDIDATES:**

At the time of submission of application, Physically Challenged/Handicapped candidates will be required to attach the **copy of Physically Challenged Certificate issued by the Chief Medical Officer (CMO), Central Govt./State Govt./Municipal Corporation-run Hospitals only.**

Such students are required to produce the **original** Medical Certificate at the time of admission to the Institute.

## **2. ADMISSION TO DIPLOMA IN FOOD & BEVERAGE SERVICE (DFBS)**

<b>Duration:</b>	One and a half years One year at the Institute followed by 24 weeks of Industrial Training in a hotel/allied sector.
<b>Educational Qualifications:</b>	<b>A pass certificate of 10+2 Examination or Senior Secondary or equivalent Examination with English as a <u>compulsory subject.</u></b> (Foreign Nationals/ NRIs may also apply)
<b>Age Limit:</b>	<b>No Maximum Age Limit.</b>
<b>Effective Teaching:</b>	36 weeks (In the Institute)
<b>Industrial Training:</b>	24 weeks

**Subjects included are:**

1. Food Service
2. Beverage Service
3. Food and Beverage Control
4. Business Communication
5. Hygiene & Sanitation
6. Computer Awareness

**RESERVATION OF SEATS**

15%	Scheduled Caste Category
7.5%	Scheduled Tribes Category
5%	Physically Handicapped (PH) (See below)
27%	O.B.C
10%	EWS

**Qualification Criteria for Admission for Physically Handicapped Candidates:**

**e) Orthopedically Handicapped Candidates-**

Only those orthopedically Handicapped candidates who have locomotion disability or cerebral palsy with locomotion impairment of minimum of 40% and maximum of 75% and fall in the following categories are eligible to apply:

**B.L. - Both legs affected but not arms**

**O.A. - One arm affected (Right or Left)**

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**M.W. - Muscular weakness and limited physical endurance.**

**f) Visually Handicapped Candidate-**

Only those visually handicapped candidates who suffer from any one of the following conditions are eligible to apply:

i. Visual acuity not exceeding 6/6 or 20/20 (swollen) in the better eye with correcting lenses.

ii. Limitation of the field of vision subtending an angle of 20 degrees or worse.

**g) Hearing Impaired Candidates-**

Only those hearing-impaired candidates having disability between 40% to 75% shall be eligible.

**h) Learning Disability (Dyslexia)-**

Admission of candidate is subject to availability of seat after adjustment of all the admissions to other admissible disabled categories under The Right of Persons with Disability Act, 2016 (RPwD Act 2016).

**Issuing Authority for Medical Certificate of PH Candidates:**

At the time of submission of application, Physically Challenged/Handicapped candidates will be required to attach the **copy of Physically Challenged Certificate issued by the Chief Medical Officer (CMO), Central Govt./State Govt./Municipal Corporation-run Hospitals only.**

Such students are required to produce the **original** Medical Certificate **at the time of admission** to the Institute.

## HOW TO APPLY

This prospectus contains an application form (attached at the end of this prospectus) for admission to either of the Diploma courses (DFP/DFBS) offered by the Institute. This form can be purchased from the Institute office counter or also downloaded from the Institute's website, [www.ihmshimla.org](http://www.ihmshimla.org), on payment of a prospectus fee (non-refundable) as given below:

For General Category: Rs.300/- through online mode (no cash payment)

For Reserved Categories: Rs. 150/- through online mode (no cash payment)

Note: The application form duly filled in and signed by the candidate concerned, must reach IHM, Kufri, Shimla-12, along with attested copies of Educational/Technical qualification etc. and the receipt of online payment, through speed post only, before the due date i.e. 26<sup>th</sup> July, 2023.

**The application form will only be accepted after receiving online payment for the prospectus.**

**THE LAST DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS IN RESPECT OF THESE COURSES IS 26<sup>th</sup> July, 2023.**

## ADMISSION CRITERIA

The admission to the diploma courses will be granted on merit basis of the candidate in the qualifying examination and any additional marks that are awarded as below:

- |   |         |
|---|---------|
| 1. For passing a one-year Craft course from a recognized Institute of Hotel Management or a Food Craft Institute. | 3 Marks |
| 2. For Sports at the States/U.T. level  | 3 Marks |
| 3. For Sports at the National Level   | 5 Marks |

**Note: Candidates will be eligible for consideration in only one of the sports categories, i.e., either at the State level or the National level and will have to produce documentary evidence in support of their claim at the time of submitting the application.**

## SELECTION PROCEDURE

The final list of eligible candidates will be prepared on merit basis of the qualifying examination (i.e. 10+2) plus additional marks for passing a one year craft course and sports certificate as mentioned above, if any.

Admission of reserved candidates will be finalized first and the candidates left over from the reserve categories will be considered along with the candidates of the general category.

**The list of selected candidates for both the diploma courses will be displayed for information of the candidates on the Institute website, i.e. [www.ihmshimla.org](http://www.ihmshimla.org) on 02/08/2023.**

**IMPORTANT: NO SEPARATE INTIMATION WILL BE SENT TO THE CANDIDATES.**

Selected candidates are required to present their original documents of the essential qualification for verification between 2<sup>nd</sup> August 2023 to 4<sup>th</sup> August 2023 and these candidates will also be required to pay the first term fee (mentioned below) i.e. Rs. 21,650/- at the same time i.e. between 2<sup>nd</sup> August 2023 to 4<sup>th</sup> August 2023. Failing immediate payment of the first term fee the offer of admission will be withdrawn and the seat will be offered to the next candidate on the merit list. The candidate whose admission has thus been cancelled will have no claim to admission at a later time whatsoever.

**This payment of term fee will be accepted through online mode only. (Cash/Cheque will not be accepted in the Institute).**

Regular classes of these courses will commence from 07-08-2023.

**The candidates are advised to check the Institute's website regularly for any updates.**

**IMPORTANT DATES FOR THE ADMISSIONS**

Sr. No.	Particulars	Dates
1.	Last date for downloading the application form and pay the application form fee	26 <sup>th</sup> July 2023
2.	Last date for receiving the application along with documents in the Institute either by speed post or physically (by-hand).	26 <sup>th</sup> July 2023
3.	List of provisionally selected candidates (on merit basis) displayed in the website i.e. <a href="http://www.ihmshimla.org">www.ihmshimla.org</a>	2 <sup>nd</sup> August 2023
4.	Verification of all original essential qualification documents at the Institute of the provisionally selected candidates	2 <sup>nd</sup> August 2023 to 4 <sup>th</sup> August 2023
5.	Payment of First Term Fee i.e. Rs. 21,650/- through online mode	2 <sup>nd</sup> August 2023 to 4 <sup>th</sup> August 2023
6.	Date of commencement of classes	07 <sup>th</sup> August 2023
7.	Display of waiting list (due to non submission of fee or non verification of original documents or both these seats will be offered to next candidates on merit list)	9 <sup>th</sup> August 2023

**FEE STRUCTURE FOR 2023-2024**

Element	Diploma in Food Production		Diploma in Food and Beverage Service	
	First Term	Second Term	First	Second Term
Admission Fee	1500	—	1500	—
Tuition Fee	13750	14800	13750	14800
Examination fee-	—	2500	—	2500
Caution Money (Refundable)	3000	—	3000	—
Misc. Fee	2200	—	2200	—
Enrollment Fee	1200	—	1200	—
Total	21650	17300	21650	17300
Total	38950		38950	

**PAYMENT OF FEES**

1 The fee structure shall uniformly apply in case of General, Scheduled Caste and Scheduled Tribe categories, etc.

2 For both diploma courses, the first term fee is payable at the time of admission during the physical verification of original documents i.e. 2<sup>nd</sup> August 2023 to 4<sup>th</sup> August 2023 and the 2<sup>nd</sup> term fee is payable in November/December.

3 All fees will have to be paid through **online mode only. No cash payment is accepted.**

**4 In case of withdrawal of admission after paying First Term Fee, only Caution Money (Rs. 3000/-only) will be refunded.**

5 If any fee payment remains in arrears for more than a month the name of the student will be struck off the rolls and he/she will not be allowed to attend classes. Such a student may be re-admitted at the discretion of the Principal upon the payment of the outstanding charges and a fine plus re-admission fee.

Note: Students will also need to purchase items such as books, uniforms, and other accessories on their own as per directions of the Institute.

### **ATTENDANCE REQUIREMENT FOR ALL COURSES**

All candidates will be required to put in a minimum of 70% attendance in each subject and 75% in aggregate during the academic session. Students failing to secure this shall be detained from appearing in the Annual Examination to be conducted by the National Council of Hotel Management and Catering Technology. The Principal is empowered to condone up to 10% of absence on medical grounds. A medical certificate issued by a registered medical practitioner should accompany such request.

The attendance of all students is maintained through the THIMS portal. The students will need to submit the required details at the Institute office for uploading on the portal.

The name of a student shall be struck off from the rolls if he/she is found to be absent for 10 consecutive working days without proper leave. His/her re-admission is solely based upon the discretion of the Principal. If re-admitted, he/she will be required to pay Rs. 500/- as re-admission fee.

### **Medium of Teaching/Instruction**

The medium of teaching/instruction is English.

### **SCHOLARSHIP**

**National Scholarships Portal** is one-stop solution through which various services starting from student application, application receipt, processing, sanction and disbursement of various scholarships to Students are enabled. National Scholarships Portal is taken as Mission Mode Project under National e-Governance Plan (NeGP)

### **Examinations**

The Institute is affiliated to the National Council for Hotel Management & Catering Technology. The

syllabi and the conduct of examinations shall be as per the rules of the Council.

### **INTERNAL ASSESSMENT& EXAMINATIONS**

The National Council holds annual examinations for the Diploma in Food Production and Diploma in Food and Beverage Service at the end of the academic session in April. Students are also required to appear in the in-house/internal midterm examinations that are conducted in November/December.

30 percent of the marks obtained in the internal examination count towards the total marks stated in the final mark sheet issued by the National Council. **Simply stated, the annual result for each subject will include 70 percent of the marks obtained in the annual examination plus 30 percent of the marks obtained in the Mid-Term or Half Yearly examinations.**

### **INDUSTRIAL TRAINING**

The students of the Diploma in Food Production and Diploma in Food and Beverage Service are required to undergo and complete 24 weeks of Industrial Training in the hotel industry in order to receive their diploma. The original diploma certificate would only be issued by the Institute to those students on receipt of the copy of Industrial Training Certificate. The Institute's Placement Cell also assists the students in arranging their training/IT in reputed hotels.

### **CAMPUS RECRUITMENT/PLACEMENTS**

The Institute has a Placement Cell that arranges campus interviews for job placement of students of the courses conducted here. Leading hospitality establishments such as Oberoi Group of Hotels, Tulip Group of Hotels, ITC, Barbecue Nation, Club Mahindra and many other leading hotels within Himachal and all over the country visit the Institute for campus placement or hold interviews for placement in their esteemed organizations.

### **UNIFORMS/PROTECTIVE CLOTHING/GROOMING]**

Students are required to equip themselves with protective clothing during their practical classes in the laboratories to ensure a hygienic& professional standard while protecting the students themselves. No student will be admitted to a practical class unless properly uniformed and equipped with the necessary tools or accessories as prescribed by the Institute

Note : To promote uniformity and to avoid purchasing the wrong uniform and equipment, details of the same will be given upon admission of the candidate to the course.

Students are required to be well groomed at all times of the day while in the Institute's premises. Grooming standards will be informed during the orientation programe.

Students are required to wear formal clothing in the Institute even when not attending practical classes- **no jeans, T-shirts or other casual dress** will be allowed.

Students not observing the above instructions will not be allowed to attend classes and would also be fined.

## **RAGGING**

Ragging is a cognizable offence. Ragging of student is strictly prohibited. The Institute strictly follows directions issued by Supreme Court of India in this regard. Students found indulging in ragging of any kind will face consequences at the hands of the law, besides being expelled from the Institute. Students facing such situations may report the matter to the Institute authorities. The Institute has a zero-tolerance policy towards ragging.

**Anti Ragging Regulations/Guideline's Links for students in compliance to UGC, Supreme Court & NCHMCT directions:-**

**Supreme Court & UGC regulations link (Read at Annexure-A)**

<https://ihmshimla.org/wp-content/uploads/2022/09/Supreme-Court-UGC-regulations-link-Sept-2022.pdf>

**NCHCMT Anti-Ragging Regulations**

<https://ihmshimla.org/wp-content/uploads/2017/07/Anti-Ragging-Regulations-NCHMCT-July-2017.pdf>

## **FACILITIES**

The Institute has the following infrastructure to support the activities conducted on its premises for all the courses:

### **1. Computer Room**

The hotel industry is as much a part of the IT revolution as are other industries. Most of the back office work was already being done with the assistance of computers. Now, with more points of sale being used by hotels, work has become more complex and management finds operations are managed more efficiently through computer networking. Nowadays, user-friendly software, like IDS, Opera and Fidelio are in use which carry out the day-to-day record keeping and transactions of the hotel and are needed for providing better in- room guest services as well.

To meet this requirement of computer-proficient professionals for the hotel industry we impart training in computers as per the prescribed curriculum. Our Institute has a well-equipped computer laboratory with 34 computers and a server. Our computer facilities are equipped with computers running on Core 2 Duo with i3 and i5 the latest versions of relevant software. They are connected through Windows LAN network.

We also provide the Internet facilities to the students for their research and project work and have well developed infrastructure for conducting online classes and programs.



## **2. Library**

A modern library is regarded as an important cornerstone of a healthy community. Its main aim is to enable the user to make the most effective and efficient use of its resources and services. Our Institute has a well-stocked library containing over 6000 books. The library stocks a sufficient volume of excellent reference books of various disciplines which are frequently used by the students as well as the faculty. The library also subscribes to magazines, periodicals & journals related to the hotel industry and other books of general interest.

Besides books & magazines, the Institute also has educational video cassettes and CD's which are very informative and are frequently used as a teaching aid. An up-to-date library is a top priority of the Institute. The Institute is also a subscriber to various e-journals related to Hospitality Industry.

## **3. Centrally Heated Classrooms**

The New Block has well appointed, spacious classrooms with provision for central heating to cope with the chill of the winter.

## **4. Audio-Visual Facility**

The Institute has the following audio-visual aids for classroom, conference & presentation purposes:

- Overhead Projectors for multimedia presentations.
- Slide Projector
- Flipchart Board

## **5. Cafeteria**

An attractive building in keeping with the local architectural style, situated on the premises by the national highway, offers refreshments to students and visitors of the Institute and is also open for the general public. It offers various popular snacks and beverages and is also an outlet for the bakery products prepared at the Institute.

## **6. Auditorium**

The auditorium is one of the finest you have seen. With a seating capacity of 500, this is one of the biggest spaces available in town. A lovely wooden stage is the centre of interest. An all-wood paneling helps retain the sound and the warmth of the central heating system.

## **7. Guest Room Block**

An attractive building houses four guestrooms. These are well-furnished and tastefully appointed. They are used for training students in accommodation services - here they practice the cleaning of hotel guest rooms and interior decoration projects.

## **8. Sports, Fitness Centre & Entertainment Facilities**

The Institute also emphasizes on the physical health of the students. There is the Table Tennis (TT) room in the new block with four TT tables & indoor and outdoor badminton court. For the cricket lover, cricket competitions are arranged. We also have various indoor games such as carom and chess. For the true nature lover there are a number of beautiful walks around the Institute and Shimla that are worth exploring, of course, after working hours. A well-equipped gymnasium and a music room are also available for the students.

## **9. Locker Facility**

Locker facility is also available for the students on first come first serve bases.

## **10. Foreign Language**

Basic German Language Learning facility is also available for desirous students.

## **11. Miscellaneous add-ons**

### **Banking**

A branch of the UCO Bank is conveniently located at Kufri, at a distance of 1 km from the Institute. A PNB ATM facility is also available near the Institute's entrance.

### **Health-Care**

A Primary Health Centre is also situated at a walkable distance from the Institute and is very useful for medical emergencies. Chemist facilities are available in Kufri.

### **Postal Needs**

There is a Post Office at Kufri where all postal needs of the students can be catered to. Some courier services like Amazon and of some other online shopping sites are also available at the doorstep of the Institute.

Photocopy service is available in the Institute and in Kufri.

## **OTHER IMPORTANT INFORMATION**

- 1 Students are expected to behave with decorum and pay due respect to the faculty, other staff members and colleague. Every member of the staff has authority to forbid disorderly behaviour within and outside the Institute at all times and has to be immediately obeyed in such circumstances.

- 2 On admission every student must obtain an Identity Card which will be supplied from the Institute Library. The students must always carry the card with his/her photograph affixed on the same and must present it for inspection whenever demanded by any official of the Institute. Loss of the card must be reported immediately and a duplicate card will be issued on re-payment of Rs. 100/-. Failure to inform about the loss will be seriously taken note of.
- 3 Smoking and consumption of drugs and alcohol is strictly prohibited on the Institute premises.
- 4 Students must not attend classes other than their own without the special permission of the Principal.
- 5 Conduct of the students in their classes as well as on the premises of the Institute shall be such that it will not cause any disturbance to fellow students or to other classes. The Principal may expel a student whose conduct is not satisfactory and the fees paid by him/her will be forfeited.
- 6 Late arrival at and early departure from a class are recorded as absence from the class for the period concerned. Daily attendance of the students is monitored through the THIMS portal for which the students have to submit their details in the office for registration.
- 7 Students should instruct their friends and relatives not to call them on the office telephone except in cases of emergency.
- 8 No union or association shall be formed in the Institute and no person invited to address a meeting without the prior permission of the Principal.
- 9 No students will be allowed to take active part in current politics.
- 10 No students should communicate any information to or write on matters dealing with the Institute's administration in the Press/social media.
- 11 Students are expected to take proper care of the Institute's property and are required to help in keeping the premises neat and tidy. Any damage done such as disfiguring walls, door fittings or breaking furniture etc, is a breach of discipline and the damage shall be recovered from the student in addition to a suitable fine.
- 12 Students shall observe all safety measures. Institute will not accept any responsibility for accidents, damages or loss of any nature within the Institute.
- 13 College authorities will not accept any responsibility for damage to or loss of clothing and any other article or personal property on the college premises

- 14 Students, when free, should make use of the Institute's Library and must not loiter about on the premises of the Institute.
- 15 Notice for change of address should be given immediately to the Principal in writing along with phone number of local guardian.
- 16 Undergoing a job during the period of study at the Institute will disqualify the student for appearing in the final examination.
- 17 Non-compliance with the rules of the Institute can also be dealt with by means of suitable fines.
- 18 In all matters concerning Institute administration and regulations the decision of the Principal will be final and binding on all the students.
- 19 Students are responsible for filling-up of Examination Forms( regular/re-appear) with their NCHMCT Roll number.
- 20 Matters not covered by existing rules will rest at the absolute discretion of the Principal.

**Phone: 0177-2735901 & 2735902.**

**email: [ihmkufri@yahoo.com](mailto:ihmkufr@yahoo.com)**

**website: [www.ihmshimla.org](http://www.ihmshimla.org)**

### **PUBLIC DEALING**

**Monday to Friday**

**From:-**

**10:00 a.m. to 01:00 p.m.**

**&**

**02:00 p.m. to 05:00 p.m.**

**(Saturday and Sunday off)**

**Price:-**

**For General Category: Rs.300/- through online mode (no cash payment).**

**For Reserved Categories: Rs. 150/- through online mode (no cash payment).**

**(Only for SC/ST Candidates)**

**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI – 110 002**

**UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN  
HIGHER EDUCATIONAL INSTITUTIONS, 2009.**

(under Section 26 (1)(g) of the University Grants Commission Act, 1956)

*(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART III, SECTION-4)*

**F.1-16/2007(CPP-II)**

**Dated 17<sup>th</sup> June, 2009.**

**PREAMBLE.**

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

## **1. Title, commencement and applicability.-**

1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".

1.2 They shall come into force from the date of their publication in the Official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

## **2. Objectives.-**

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it

under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

**3. What constitutes Ragging.-** Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i. any act that affects the mental health and self-confidence of a fresher or any other student

with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

#### **4. Definitions.-**

- 1) In these regulations unless the context otherwise requires,-
  - a) "Act" means, the University Grants Commission Act, 1956 (3 of 1956);
  - b) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
  - c) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
  - d) "Commission" means the University Grants Commission;
  - e) "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.
  - f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
  - g) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
  - h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
  - i) "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.



j) "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;

k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

(2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

#### **5. Measures for prohibition of ragging at the institution level:-**

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,
- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

#### **6 Measures for prevention of ragging at the institution level.-**

6.1 An institution shall take the following steps in regard to admission or registration of students; namely,

- a) Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution,

and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

- b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus.

Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

- c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.
- d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any

other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

- e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students,

parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

- i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available

when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.

- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities-
- b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted o the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.

- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti -ragging committee;(iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members ; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.(v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.
- f) The institution shall set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

- j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
- k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
- l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.
- m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organisation authorised to do so.
- o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- p) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.

- q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

- a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution



or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

- f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.
- h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

- 6.4 Every institution shall take the following other measures, namely;
- a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
  - b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicised among all students residing in the hostel.
  - c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
  - d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
  - e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
  - f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
  - g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards

and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.

i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.

j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.

k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.

l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.

m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been

punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.

p) The Vice Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

**7. Action to be taken by the Head of the institution.-** On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;

- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

## **8. Duties and Responsibilities of the Commission and the Councils.-**

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.
- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency

responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

**9. Administrative action in the event of ragging.-**

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  - i. Suspension from attending classes and academic privileges.
  - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - iii. Debarring from appearing in any test/ examination or other evaluation process.
  - iv. Withholding results.
  - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - vi. Suspension/ expulsion from the hostel.
  - vii. Cancellation of admission.
  - viii. Rustication from the institution for period ranging from one to four semesters.
  - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
  - i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;



- ii. in case of an order of a University, to its Chancellor.
- iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

- i. Withdrawal of affiliation/recognition or other privileges conferred.
- ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

- iii. Withholding grants allocated to it by the university, if any
- iv. Withholding any grants channelled through the university to the institution.
- v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary

action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.



**(Dr. R.K. Chauhan)**  
**Secretary**

**To,**  
**The Assistant Controller,**  
**Publication Division, Govt. of India,**  
**Ministry of Urban Development and Poverty Alleviation,**  
**Civil Lines Delhi -110 054**

**ANNEXURE I**

**AFFIDAVIT BY THE STUDENT**

I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to (name of the institution) , have received a copy on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (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 behavior 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 \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
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 (month) , (year) .

\_\_\_\_\_  
Signature of deponent

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

OATH COMMISSIONER

**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_, (full name of student with admission/registration/enrolment number) , having been admitted to \_\_\_\_\_(name of the institution) , have received a copy on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (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 \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
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. Verified at (place) on this the (day) of (month) , (year) .

\_\_\_\_\_  
Signature of deponent

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

OATH COMMISSIONER

Last Date for Submission of Application Form:- 26<sup>th</sup> July, 2023

होटल प्रबन्धन खान-पान एवं पोषाहार संस्थान, कुफरी, शिमला - 171 012  
**INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION**  
**KUFRI, SHIMLA-171012**

S.No. ....

Telephone: 0177-2735901 & 0177-2735902.

Website: [www.ihmshimla.org](http://www.ihmshimla.org). Email: [ihmkufri@yahoo.com](mailto:ihmkufri@yahoo.com)

Form Fee:-

Gen:- 300/-

SC/ST:- 150:-

**APPLICATION FORM FOR THE ACADEMIC SESSION 2023-2024**

**INSTRUCTIONS:**

1. This form is required to be filled in by the candidate in his/her own handwriting.
2. Incomplete applications and those without necessary copies of certificate & Online Application Form Fee payment receipt will not be considered.
3. In case, candidates wishes to apply for more than one course a separate original application form alongwith online fee is required to be submitted.

(For Office use only)

Registration No. ....

Date .....

Signature .....

Please affix

Recent

Passport size

Photo

**Online Fee payment Reference No.** .....

**Name of Course applied for** .....

1. Name Shri/Smt./Km .....

(as on Matriculation Certificate)

2. Category (Gen./Phy. Handicapped/SC/ST/OBC) .....

3. Date of Birth: Date   Month   Year

Age as on 01-07-2023 .....

4. Educational Qualifications:-

Name of the Examination	Board/University with the name of School/College/ Institute	Year	Subjects	Total	Marks	%age of: Marks Aggregate
10 <sup>th</sup> Class or equivalent (For age Proof)						
10+2 examination pass (Mandatory)						
Any other Relevant Qualifications						

5. Complete address for Correspondence:

Father's Name .....

P.O. ....

Distt .....

Mobile No. ....

Vill .....

Teh .....

Pin .....

Phone No. ....

6. Name and address of Father/Local Guardian:

Father's Name .....

P.O. ....

Distt .....

Mobile No. ....

Vill .....

Teh .....

Pin .....

Phone No. ....

7. Nationality .....

8. State of Domicile .....

9. Hobbies .....

**10. SPORTS**

Represented at National Level

Represented School/University at National Level

Represented School/College at State Level

(Please Tick ( ✓ ) where applicable to you)

**11. Documents (Photocopies to be attached):**

(a) Proof of Age

(g) Schedule Caste/Tribe Certificate

(b) Educational Qualification Certificate

(h) Certificate regarding participation in Sports at National/State Level, if any

(c) Mark Sheet (s)

(i) Certificate of passing a recognised Craft course, if any

(d) Certificate of Physical Fitness in the prescribed form enclosed herewith

(j) Bank Account Detail with passbook photocopy attached

(e) Character certificate

(k) Copy of aadhar card attached.

(f) Certificate of Bonafide Himachal Pradesh Domicile

**(Original Certificates are to be produced at the time of Interview)**

**DECLARATION**

- (i) I hereby agree to abide by the rules and regulations of the Institute as laid down in the Prospectus and any other additions/alterations made there to from time to time to ensure proper conduct and discipline of students.
- (ii) I hereby declare that I have not been debarred from appearing for any examination held by any Government constituted or statutory examination authority of India.
- (iii) I hereby declare that the information given in the application is true and no material information has been wilfully suppressed by me. I understand that I will stand to be disqualified from being admitted to the course in the event of my being found to have furnished any false information.

**Signature of Applicant**

Date:

Name .....

I have permitted my ward to join the Diploma Course in the Institute of Hotel Management Catering & Nutrition, Kufri, Shimla. In this regard, I undertake full responsibility toward his/her conduct and discipline as laid down in the prospectus of the Institute. I also certify that the information given by my ward in the above application is correct to the best of my knowledge. In the event my ward is admitted to the said course, I will be responsible for payment of fees and other dues from time to time.

**Signature of Father or Guardian**

**CERTIFICATE OF PHYSICAL FITNESS**

(Medical Certificate to be filled in by Registered Medical Practitioner)

This Certificate is necessary as the training in the Institute involves a large amount of food handling. Final admission of the candidate will be subject to submission of a medical: certificate by a registered Medical Practitioner. (Given below)

Name of the Student: .....

Address

.....  
.....  
.....

**MEDICAL CERTIFICATE**

Upon examination it is found that Sh./Smt./Km. ....is not suffering and does not appear to have suffered from any of the following diseases during the past five years:-

- |                               |                          |                                  |                          |
|-------------------------------|--------------------------|----------------------------------|--------------------------|
| (a) Infectious skin diseases  | <input type="checkbox"/> | (b) Psoriasis Follicle           | <input type="checkbox"/> |
| (c) Tuberculosis              | <input type="checkbox"/> | (d) Trachoma                     | <input type="checkbox"/> |
| (e) Venereal Disease Epilepsy | <input type="checkbox"/> | (f) Convulsions due to any cause | <input type="checkbox"/> |

Address .....

.....  
.....

Registration No .....

**Seal & Signature of Medical Practitioner**



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