



PROSPECTUS



INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY AND APPLIED NUTRITION

(An Autonomous Body under
Ministry of Tourism, Govt. of India)
P-16, Taratala Road, Kolkata-700 088

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Phone: 033-2401-3011



Institute of Hotel Management, Catering Technology and Applied Nutrition

The Institute of Hotel Management, Catering Technology and Applied Nutrition, Kolkata is sponsored by the Ministry of Tourism, Government of India. The Institute is pledged to train promising men and women in hotel management, general food management, and catering technology, and in specific fields such as cookery, bakery, reception, waiting, accountancy, house-keeping and allied topics, depending on the branch of the industry which the trainee desires to take up. Practical presentation and emphasis on nutritional values will be significant aspects of the technical training given to the students. The institute has all modern facilities for practical training. There are five fully equipped kitchens and two laboratories for bakery and confectionary. Two well equipped restaurants to learn the classical style of Food and Beverage service. A well-stacked library with over 4000 books A huge House Keeping practical laboratory with heavy-duty machinery and some mock rooms for practical.

The computer laboratory is well equipped for individual practice sessions. Front Office department is also equipped with a well furnished Property Management Lab and audiovisual equipment. The training to be imparted at the institute fully equips the trainee to take up a position of responsibility in the various branches of the industry. There are in this country a number of luxury hotels and many

medium catering establishment, snack bars, restaurants, ice cream bars, coffee bars and other forms of institutional catering and feeding. With urbanization and industrialization, catering establishments are increasing in large numbers. The development and adequate services for feeding the large and increasing number of workers engaged in industrial production poses a special challenge of considerable importance. Apart from these there is urgent need to provide tastier and nutritive meals on a large scale in hospitals, catering establishment attached to railways, shipping lines, government offices, undertakings, rest houses, dak bungalows etc. Further, there are new projects such as the Mid-day Meal Programmes that are being launched. Large number of trained men and women are necessary to meet the high standards to be maintained in all such feeding programmes and in the hotel industry. IHM, Kolkata was founded way back in 1963 with its temporary campus located at 21, Convent Road. The founder principal was Mr. P. A. Koshy. It started with a total number of 16 students only. Gradually it gained in popularity and the number of students also grew in leaps and bounds. In the year 1980 the institute was shifted to the new building with a campus at P-16, Taratala Road which is the present address. Within the campus, quarters for principal, faculty and staff are located along with separate hostels for boys and girls. Both the hostels have been extended recently.

At present IHM, Kolkata is doing a great job by producing so many professionals every year. Apart from producing professionals there are activities, which are regularly held like Gourmet Nite (Food Festival). Blood Donation Camps, Annual Sports Meet etc.

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The Institute is situated in the South Western part of Kolkata. Commercial Centers at Esplanade, Park street and Gariahat are only 5 to 8 km. off the Institute. Airport is 33km. (Sealdah) respectively from the Institute.

Campus & Building : Total Area : 3.acres :

Build up area : 1098 sq. mts. Four floors including lecture rooms, five training kitchen laboratories, library, students dining room, training restaurant, medical room, lawns, play ground, conference room & guest rooms. An annexe building with four floor is commissioned recently.





GENERAL INFORMATION

Working Hours : The working hours of the institute are 9 a.m. To 5.30 p.m. for five days a week. Visit to industrial and large scale catering and other establishments are arranged during the term.

Institute Regulations:

1. Every Student must always carry his/her identity card which will be supplied by the Institute office on payment.
2. The students must not absent themselves from any Institute activity without the prior permission of the Principal.
3. The Institute may take disciplinary action against a student whose conduct is not satisfactory and the fees paid will be forfeited.
4. Smoking & Drinking is strictly prohibited in all areas of the Institute.
5. No student should communicate any information or write about matters dealing with Institute administration in the press.
6. Absence without leave is considered a breach of discipline.
7. The Institute authorities cannot accept any liability in respect of any accident caused to a student while engaged in practical work or due to any other causes.
8. Any change of address should be immediately notified for Institute's records.
9. Matters not covered by the existing rules will rest at the absolute discretion of the institute.

Uniform:

Uniform as prescribed for each discipline is compulsory for each student.

Uniform & Grooming Standard

To create a disciplined environment and maintain a professional interface with the industry, a dress and Grooming code for all students of IHM Kolkata has been formulated with inputs from hoteliers, faculty, alumni and present students. It will remain mandatory for all students

to wear the prescribed uniform in their respective practical and theory classes. For the remaining time in the Institute all students are advised to strictly follow dress code as mentioned below:

For BOYS:

- General Uniform (black Trousers, white shirt full sleeves and uniform tie). No other dress will be allowed. Entering Institute with Jeans & T shirts is not allowed even if there is no class.
- The shirt should be tucked in. The sleeves of a full sleeve shirt should never be rolled up.
- Formal shoes (Oxford black) and black socks. No visible painting and tattoos.
- No Ornament eg. Ear rings, bangles except for religious purpose are allowed in the Institute.
- In winter black coat (final year) and black pullover for 1st and 2nd year (V neck and without any design).
- Wearing of Name plate is mandatory for all students during college hours.

For GIRLS

- General Uniform (black Trousers, white shirt full sleeves and black scarf). No other dress will be allowed. Entering Institute with Jeans & T shirts is not allowed even if there is no class.
- The shirt should be tucked in. The sleeves of shirt should never be rolled up.
- Formal Oxford black shoes with ankle high black socks for Food production and Ballerina shoes and black ankle high socks for rest of the classes.
- No visible painting including mehendi and tattoos.
- Only one ear ring/ top.
- In winter black coat (final year) and black cardigan without collar (with sari and black



- pullover with V neck and without any design with general uniform) for 1st and 2nd year.
- Any kind of hair dye is strictly prohibited. Hair should be tied in Bun shape during college hours.

Observing the dress/grooming code is mandatory for all students even during their visit to Institute on vacation/IT for any official work, failing which strict disciplinary steps would be initiated. For any clarification on the above points, students can meet the Proctors, HODs or undersigned,

MOBILE PHONE IS STRICTLY PROHIBITED IN CAMPUS DURING COLLEGE DAYS. USE OF MOBILE PHONE MAY ATTRACT HEAVY FINE OF Rs 1000/- ON FIRST INSTANT AND REPETITION WILL ATTRACT CONFISCATION.



DIPLOMA IN FRONT OFFICE OPERATIONS

Eligibility:	Senior Secondary (10+2) or equivalent with English as a subject.
Duration:	One Year + six months in industry
Teaching hours per week:	35 Hours
Effective teaching:	34 weeks
Industrial training:	24 weeks after the annual examinations.
In take:	45

COURSE DESCRIPTION

Front office is a business term that refers to a company's departments that come in contact with clients, including the marketing, sales, and service departments. In the hotel industry, the front office (also known as front desk) welcomes guests to the accommodation section: meeting and greeting them, taking and organizing reservations, allocating check in and out of rooms, organizing porter service, issuing keys and other security arrangements, passing on messages to customers and settling the accounts. Why Front Office is Important because Hotel's First impressions are important, most definitely. Yet in the hotel industry, last impressions and every contact in between are equally vital. Front desk staff is essentially the "face" of business. From the moment they greet the guests until the final checkout, their professionalism and service leave a lasting impression. The person working in this department must be able to handle complaints courteously, resolve guest problems expediently, and train the rest of the front office staff to do so as well.

This Diploma course in Front Office Operations is aimed at those interested in pursuing a career in front office operations. While primarily aimed at the hospitality sector, the course provides learners with the knowledge, skills and competencies for employment in a receptionist, front office, or administrative role in a modern office environment. Through this course the students will have wide range of distinct skills enabling them to work successfully and to contribute effectively to the efficient operations of a front office environment.

Career opportunities after pursuing this programme are excellent. Those who successfully complete the programme will be highly employable within the sectors such as Front desk agent, Guest Services agent, Receptionist, Guest Services Supervision and Front Desk Supervision and many more in medium to large scale hotels, corporate houses, Airlines, Hospitals and allied service sectors

COURSE OBJECTIVE:

This course consists of the study of hotel front office procedures, including reservations, registration, posting to and settlement of accounts, balancing and auditing of ledgers, and generation of rooms division reports.



TEACHING AND EXAMINATION SCHEME

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

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

RULES AT A GLANCE

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



DIPLOMA IN HOUSE KEEPING

Eligibility:	Senior Secondary (10+2) or equivalent with English as a subject.
Duration:	One Year + six months in industry
Teaching hours per week:	35 Hours
Effective teaching:	34 weeks
Industrial training:	24 weeks after the annual examinations.
In take :	45

COURSE DESCRIPTION :

The Housekeeping department takes pride in keeping the hotel clean and comfortable, so as to create a 'Home away from home'. The aim of all accommodation establishments is to provide their customers with clean, attractive, comfortable and welcoming surrounding that offer value for money. Among the various revenues, the sale of rooms, constitute a minimum of 50%. The House-Keeping department creates the facilities, services in the room and that is what a tourist hotel is selling. House-Keeping department deals with providing cleanliness, comfort and aesthetic value of any place such as cleaning of guest room, corridors and public areas in a hotel to ensure that the standard of the hotel is maintained. This unit does the decor and design, room layout, selecting proper linen, curtains, carpets, flower arrangement etc.

It is a job oriented Diploma course aimed to create such personnel for the industry. It can be classified as a vocational course that focuses on the hospitality sector. After completing the course, candidates will be able to find work in the hospitality sector. This sector is growing at a healthy rate in India. New opportunities are being created each day. Some of the common places where one may find a job are Hotels, Resorts, Tour and Travel Agencies, Restaurants, Lodges & Guest Houses etc.

COURSE OBJECTIVE :

The main objectives of the course are to help to prepare students to meet the challenges associated with the housekeeping department, provide an overview of the key issues of housekeeping and maintenance management and comprehend the theoretical and practical knowledge that constitutes the work of housekeeping and to identify the complexities and demands of working in the industry through the scope of housekeeping.





TEACHING AND EXAMINATION SCHEME

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

NOTE :

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

RULES AT A GLANCE

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

DIPLOMA IN FOOD AND BEVERAGE SERVICE

Eligibility:	Senior Secondary (10+2) or equivalent with English as a subject.
Duration:	One Year + six months in industry
Teaching hours per week:	35 Hours
Effective teaching:	34 weeks
Industrial training:	24 weeks after the annual examinations.
In take :	45

COURSE DESCRIPTION :

Food and Beverage (F&B) department is the heart of the hospitality industry, with one of the largest departments as food and beverage quality is the yard-stick which measures success for the establishment. The diploma course in food and beverage is aimed at providing basic F&B knowledge to the students, and in addition to equip the students with skill sets to enable a lower level job in the F&B sector. Students interested in preparing for a food service profession can enrol in this food and beverage Diploma program. This program typically offers food and beverage studies which are the perfect way to kick off one's college education and break into a successful career in an industry that is expected to only continue growing over the next decade.

The aim of the Food & Beverage Operations module is to provide students with an understanding of the operational & supervisory aspects of running a food & beverage operation or an international clientele in a range of establishments. To encourage an appreciation of the origins of such systems & to understand the various factors involved in meeting customer needs. Students will gain an understanding of food & beverage & its service in a variety of styles of restaurant & establishments & they will have sufficient knowledge to produce a broad plan for specified food & beverage operations

Listed below is an array of jobs available in the selected sector.

- Wine Server
- Night club
- Food and Beverage Server
- Catering
- Beverage Services
- Bartender



The course provides specialized hands-on training for achieving highest standards of Food and Beverage services, including hygiene and sanitation as required.

COURSE OBJECTIVES :

This program is specially designed by keeping in mind about the current requirements for the F&B industry especially in India and also to provide qualified diploma graduates suited to work in the F&B. Most importantly to partner with selected hotels for a learning internship programme and to provide F&B Skill sets for lower level placement.

TEACHING AND EXAMINATION SCHEME

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

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

RULES AT A GLANCE

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

DIPLOMA IN FOOD PRODUCTION

Eligibility:

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

Duration:

One Year + six months in industry

Teaching hours per week:

35 Hours

Effective teaching:

34 weeks

Industrial training:

24 weeks after the annual examinations.

In take :

45

COURSE DESCRIPTION :

Why is introduction to culinary arts essential in hospitality world?

Becoming a chef is a career long process. Cooking is a dynamic profession - one that provides some of the greatest challenges as well as some of the greatest rewards. Learners will be exposed to the required international standard by inculcating required set of knowledge skill and mindset which assists them both in professional and personal front. It teaches many 'tricks of the trade' and will fuel a desire in students to take up kitchen operations as an exciting career.

Keeping in mind the growing demand of educated manpower in the culinary world, the module will focus on introduction to culinary arts with emphasis on basics of French Cuisine, essential commodities, culinary techniques, equipment and processes.

COURSE OBJECTIVES :

This course is aimed to cover the basics of effective cooking principles by preparing various products. It is a "follow the recipe" course, NOT a creative cookery course, where basic skills are developed and evaluated. At the end the students will be able to

1. Determine the different positions and function of kitchen production.
2. Identify and properly operate equipment & common culinary hand tools.
3. Productively apply appropriate cooking skills
4. Identify various cooking techniques.
5. Comply with and practice safe work habits, identify safety hazards, employ preventative safety measures.
6. Maintain positive relations with others cooperate through teamwork and group participation.
7. Exhibit appropriate work habits and attitudes; demonstrate willingness to compromise.
8. Identify behaviours for establishing successful working relationships

TEACHING AND EXAMINATION SCHEME

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

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

RULES AT A GLANCE

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

DIPLOMA IN BAKERY AND CONFECTIONARY

Eligibility:

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

Duration:

One Year + six months in industry

Teaching hours per week:

35 Hours

Effective teaching:

34 weeks

Industrial training:

24 weeks after the annual examinations.

In take :

45

COURSE DESCRIPTION

This course is an entry level program wherein the various aspects of bakery and pastry are introduced with extensive hands-on training. The focus will be on intricate science of baking as well as the creative aspect of making various baked products. Students will be able to make rationale use of ingredients & equipment effectively & efficiently. The students are also able to master this skill by learning simple techniques which opens another avenue of



The program has been specifically designed to meet industry demands for entry level. Whether you aspire to work within a large company or want to pursue your own baking business, the fundamental baking skills you learn in this culinary arts program will get you there.

COURSE OBJECTIVES:

This course is designed as there is a good prospect and there is great demand for trained staff in the hospitality industry, locally and internationally. So the aim is to prepare/ develop the students for the necessary knowledge skills required in preparing bakery and confectionary production. At the end of the course the trainee will be able to work in hotels, restaurants and bakery and would be able to prepare bakery & pastry items.

TEACHING AND EXAMINATION SCHEME

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

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

RULES AT A GLANCE

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



CRAFTSMANSHIP COURSE IN FOOD PRODUCTION & PÂTISSERIE (CCFP)

Objective :

The student develop professional in culinary skills necessary for commercial food production operation, Students also acquire knowledge of the various functions of the larder and the food production carried out there and develop skills in the use, care and control of equipments, They will acquire knowledge on proper storage and effective control of some very valuable, but perishable item, preparation and presentation and assemble of items such as appetizer, salads, cold buffets etc. They also develop an attitude to control habits of personnel and environmental hygiene to ensure complete safety of processed foods.

Duration :

Two Semester - 17 week each.
(Plus 20 weeks Industrial training)

Minimum Qualification Required at Entry :

Tenth class pass of 10 + 2 system

Subjects:

1. Cookery
2. Larder
3. Bakery & Patisserie
4. Costing
5. Hygiene
6. Equipment Maintenance

