

IMPORTANT NOTES

1. Criteria for admission to various short courses:

Sl	Name of Course	Upper Age Limit	Educational Qualification
01	Diploma in Front Office Operations	For Open/OBC Categories – 25 years and for SC/ST/PD Categories – 28 years	Senior Secondary (10+2) or equivalent with English as a subject.
02	Diploma in Housekeeping		
03	Diploma in F&B Service		
04	Diploma in Food Production		
05	Diploma in Bakery & Confectionery		
06	Craftsmanship Course in Food Production & Patisserie		10 th Class Pass of 10+2 system.

2. Relaxation of age and reservation of seats of **SC/ST** and sponsored candidates from reputed hotels and allied industries as per rule of Govt. of India applicable to all courses.
3. Candidates appeared in the qualified examination in the respective course may also apply.
4. Prospectus with application form should be downloaded from the Institute's website www.ihmkolkata.org till **28th May, 2019 at 4 PM**. A Demand Draft of Rs. 500/- (Rupees five hundred only) in favour of INSTITUTE OF HOTEL MANAGEMENT payable at Kolkata will be enclosed with the duly filled in form.
5. Duly filled in application along with self-attested all related documents and DD with requisite fees to be submitted in the admission office of the Institute on all working days [Monday to Friday] on or before **31st May, 2019** [between 9.00 AM to 5.00 PM].
6. Selection will be done on the basis of written test on Basic English and General knowledge. Qualified candidates will be called for personal interview. The Date for both the examinations will be notified through our college website.

7. **Important Dates:**

Last date for downloading Form from website – 28th May, 2019 till 4 PM

Last date for submission of dully filled in Form along with DD and all related documents – 31st May, 2019 till 5 PM

Date of Written Test/ Interview 6th & 7th June 2019

Results 11th June 2019

Admission from 12th June to 5th July 2019

Class will start from 24th July 2019

Fees Structure of Diploma Courses:

Particular	Diploma in Food Production (Cookery)		Diploma in Food Production (Bakery)		Diploma in F&B Service		Diploma in Housekeeping		Diploma in Front Office	
	1 st Term	2 nd Term	1 st Term	2 nd Term	1 st Term	2 nd Term	1 st Term	2 nd Term	1 st Term	2 nd Term
Admission Fees	1000	0	1000	0	1000	0	1000	0	1000	0
Enrolment Fees	250	0	250	0	250	0	250	0	250	0
Exam Fees	0	2500	0	2500	0	2500	0	2500	0	2500
Tuition Fees	18750	18750	18750	18750	15000	15000	11250	11250	11250	11250
Caution Fees (50% Refundable)	1000	0	1000	0	1000	0	1000	0	1000	0
Training Food	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000
Institutional Fees	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500
Locker Rent	300	300	300	300	300	300	300	300	300	300
Total =	27800	28,050	27800	28050	24050	24300	20300	20550	20300	20550

Note: The above fees structure is subject to change as per the instruction of Govt/NCHMCT/BOG/Institute at any time.

Fees Structure of Craftsmanship Course in Food Production & Patisserie:

Particulars	1 st Term	2 nd Term
Registration Fees for Institute	1,320.00	-
Registration Fees for NCHMCT	900.00	-
Tuition Fees	28,050.00	28,050.00
Institutional Fees	2,500.00	2,500.00
Caution Deposit Fees	1,700.00	-
NCHM Examination Fees	2,500.00	2,500.00
Incourse Examination Fees	600.00	600.00
Locker Rent	300.00	300.00
Total =	37,870.00	33,950.00

