



UDAIPUR

Estd. 1989

PROSPECTUS

**STATE INSTITUTE OF HOTEL MANAGEMENT
UDAIPUR**

Under

Ministry of Tourism, Govt. of India and
Department of Tourism, Govt. of Rajasthan

Address

Sector-14, Hiran Magri, Udaipur (Raj.) 313002

Ph. : 0294-2981097, 2641011

E-mail : principalsihmu@gmail.com

Web : www.sihmdaipur.com

Affiliated to

National Council for Hotel Management
& Catering Technology,

A-34, Sector-62, NOIDA - 201309

FORMERLY FOOD CRAFT INSTITUTE

UDAIPUR (Raj.)



Campus Placement

National Council All India Toppers



Meenu Suhalka
Year- 2014-15
Dept. - Front



Gopal Lal Ameta
Year- 2014-15
Dept. - F&B Sell



Aqib Hussain Qazi
Year- 2014-15
Dept. - F&B Sell



Mr. Pawan
Dept. Food & Beverage Service
Year 2012-13



Mr. Kushal Kumar
Dept. Front Office
Year 2011-12



Mr. Pankaj Choudhary
Dept. House Keeping
Year 2011-12



Mr. Vikas Kasara
Dept. Front Office
Year 2008-09



Mr. Navel Kishor Dadhich
Dept. House Keeping
Year 2000-01



Mr. Srikanth Trivedi
Dept. Front Office
Year 2010-11



Ms. Jagrati Yaduvanshi
Dept. Food Production
Year 2001-02





STATE INSTITUTE OF HOTEL MANAGEMENT UDAIPUR

**Offers The Following Courses
Front Office Operations, Food Production
Food And Beverage Service, Housekeeping**

For Further Details Contact

Principal

STATE INSTITUTE OF HOTEL MANAGEMENT, UDAIPUR

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STATE INSTITUTE OF HOTEL MANAGEMENT

B.Sc. HHA, Recognized by Jawahar Lal Nehru University (JNU), New Delhi

Sector-14, Hiran Magri, Udaipur (Raj.) 313002

Ph. : 0294-2981097, 2641011

E-mail : principalsihmu@gmail.com

Web : www.sihmdaipur.com

**FOR INFORMATION AND NOT A LEGAL DOCUMENT SUBJECT
TO ALTERATIONS WITHOUT PRIOR NOTICE**

STATE INSTITUTE OF HOTEL MANAGEMENT, UDAIPUR

BOARD OF GOVERNORS

- Principal Secretary,
Chairman
(Tourism, Art & Culture, Forest & Environment)
Govt. of Rajasthan,
Secretariat, Jaipur.
pstourism@rajasthan.gov.in
 - Additional Director General, Tourism,
Member
Ministry of Tourism,
Transport Bhawan,
New Delhi.
 - Financial Advisor,
Member
Department of Tourism,
Govt of India,
New Delhi.
 - Director Tourism,
Member
Department of Tourism,
Paryatan Bhawan, M.I Road,
Jaipur
director.tourism@rajasthan.gov.in
 - Divisional Commissioner,
Member
Udaipur.
 - Managing Director,
Member
R.T.D.C, M.I. Road,
Hotel Swagatam,
Jaipur.
 - Economic Advisor,
Ministry of Tourism,
Govt. of India,
- Director (Studies)
Member
National Council for Hotel Management,
A-34, Sector-62,
Noida-201309
 - Director, Member
India Tourism,
Khasa Kothi,
Jaipur.
indtourjpr-rj@nic.in
 - The Dy. Secretary, Expenditure-IV,
Member
Department of Finance, Secretariat,
Jaipur.
 - Deputy Secretary, Tourism,
Member
Govt. of Rajasthan,
Secretariat,
Jaipur.
jstourism13@gmail.com
 - General Manager,
Member
The Oberoi Udaivilas,
Udaipur.
 - The General Manager,
Member
Taj Lake Palace,
Udaipur.
 - Principal/Secretary
Member/Secretary
State Institute of Hotel Management,
Udaipur.



FROM THE PRINCIPAL'S DESK

At **SIHM Udaipur**, we believe in nurturing talent and empowering individuals to excel in their chosen career paths. We provide a comprehensive and holistic learning experience that combines theoretical knowledge with practical exposure, enabling our students to develop the necessary skills and competencies demanded by the industry.

Our dedicated faculty members, who are experts in their respective fields, ensure that the curriculum is up-to-date, relevant, and industry-oriented. They impart knowledge, encourage critical thinking, and guide students to explore their true potential. Our state-of-the-art facilities, including modern classrooms, well-equipped labs, and a fully functional training kitchen and restaurant, provide an ideal environment for students to learn and practice their skills. As the Principal of **SIHM Udaipur**, I am committed to fostering a culture of excellence, discipline, and integrity. We strive to create an inclusive and supportive community where students can thrive academically, professionally, and personally. Our emphasis on ethical values, teamwork, and leadership

development ensures that our graduates not only possess the necessary technical skills but also embody the values that make them responsible and compassionate professionals.

Furthermore, we take pride in our strong industry connections and collaborations. Through internships, industrial visits, guest lectures, and industry-academia interactions, our students gain firsthand exposure to the diverse facets of the hospitality industry. These experiences enable them to bridge the gap between theory and practice, preparing them to hit the ground running in their careers. I encourage you to explore our prospectus thoroughly, which provides detailed information about our programs, courses, admission procedures, and other relevant aspects. Should you have any queries or require further assistance, our dedicated admissions team is here to support you at every step of the way.

On behalf of the entire SIHM Udaipur family, I once again extend my warmest welcome to you. Join us as we embark on a transformative journey that will shape your future and open doors to countless opportunities in the exciting world of hospitality.

Smt. Sangeeta Sehgal
Principal / Secretary

AIMS & OBJECTIVES

The objectives of the Institute is to make all efforts towards providing all inputs to the students to make them disciplined, orderly, creative and competitive.

This is achieved by-

1. Academic Excellence : Updated i and skills imparted by qualified and visionary teachers with latest technical aids like overhead projector L.C.D, Smart Classes.
2. Special Training : Students are exposed to the industry where they are involved so as to understand, visualise and polish their skills, during hands on training.
3. Professionalism : Providing a professional atmosphere to the students in close liason with the Industry, Senior personnel from the Industry interact with the students in the form of lectures and seminars frequently.
4. Administration : All important administrative and academic matters are deliberated and decided up on each week by the administrative council of the Institute. The council consists of the Principal and Faculty. All matters concerned with policies are decided by the council.

QUALIFICATIONS FOR ADMISSION

Minimum qualification for admission to diploma courses is class 12th of 10 + 2 or equivalent.

ADMISSION PROCEDURE

1. For trade courses : Admission (including allotment of course of study where required) will be according to the merit cum interview basis.
 - a) Age Limit : No age bar.
 - b) For admission : Seats are reserved as per State Govt. policies. In case of non-availability of reserved candidates the admission will be given to the general candidates.
 - c) Candidate may indicate his choice of course, in the application form however, the allotment will be on a merit basis.
 - d) Lt Candidates who have passed examinations other than those enumerated here should submit equivalent certificate.
 - e) Incomplete applications will not be considered.
- 2) For House Wives Courses : Admission to these courses is on first come first serve basis.
3. To uplift the ST. candidates of the area : Forty extra seat are reserved for ST candidates of the tribal area of Udaipur Division. The expenditure on education of such ST candidates is borne by the Department of Tribal Area Development, Udaipur.

ADMISSION FORM

Application: form for admission is attached at the end of the prospectus. Application form should be enclosed with the following documents -

1. A true copy of the Birth Certificate.
2. Medical fitness Certificate, attested by a Registered Medical Practitioner (attached at the end of the prospectus.)
3. Certificate in support of belonging to SC/ST/OBC
4. Character certificate from one Gazetted Officer.
5. Copies of certificates showing Educational Qualifications.

ATTENDANCE

Each student must have a minimum of 75% attendance in each subject failing which he or she will be disqualified from appearing in the final examination. Students must attend theory classes, practical and tutorials of the institute. Students coming late will not be permitted to attend classes and will lose attendance for the whole day.

ABSENTEEISM

Absence without leave will be considered as a breach of discipline. Absence due to ill health should be notified to the Principal followed by the Doctor's certificate, should the leave be requested by the parents for reasons other than illness, the students will lose attendance.

Any student absenting for five (5) continuous days without information will have his/her name struck off the rolls and will be admitted after paying re-admission charges.

ANNUAL DAY

At the end of each academic year the Institute holds an annual day cum farewell to the students. The function is presided over by an eminent person. Awards are distributed and a cultural programme follows.

BOARD

The Institute is affiliated to the National Council of Hotel Management & Catering Technology, NOIDA for examination purpose . The Institute is governed by the Board of Directors consisting of eminent and progressive members from Government, Industry and Academia.

BADGES

Name badges are prescribed at the student's cost to wear everyday. These badges must be worn throughout the term in the Institute.

Student found not wearing the badges will not be allowed in the classes. The Institute will make arrangement for supply of badges. In case of loss, damage or breakage, the student shall be responsible for obtaining a new badge.

DEGREE COURSES

* Admission to B.Sc. HHA Programme is through JEE Examination conducted by NCHNACT and National Testing Agency.

DIPLOMA COURSES

The Institute conducts the following courses :

A. **TRADE COURSES :-**

- | | | | |
|----|------------------------------------|---|-----------------|
| 1. | Diploma in Front Office Operation | - | One & Half Year |
| 2. | Diploma in Food & Beverage Service | - | One & Half Year |
| 3. | Diploma in House - Keeping | - | One & Half Year |
| 4. | Diploma in Food Production | - | One & Half Year |

CONDUCT

As a part of training and for developing attitudes and habits essential for careers in the hospitality Industry, there is a certain code of conduct, to be followed by the students.

1. Enter the premises in proper uniform and badge.
2. Students should converse in low tones when in the Institute greet and respect the faculty/staffmembers.

DISCIPLINE

1. The students shall not be allowed to go out during the Institute's working hours i.e. 9.00 am to 5.30 pm.
2. Students must not loiter in & around the Institute Premises while the classes are on.
3. Students are required to attend class in uniform Jeans and sneakers are strictly forbidden.
4. SMOKING is strictly prohibited in all parts of the Institute.
5. No students will be allowed to take active part in current politics.
6. Students who choose to come to the Institute on their two wheeler should carry his/her licence and wear helmet without which he/she will not be allowed.

SUSPENSION

If by any reason, the continuance of a student in the Institute is, in the opinion of the Principal(which shall be final) detrimental to the best interest of the Institute, the Principal may ask such student to leave the Institute, without explaining his/her decision or assigning any reason.

DAMAGE TO THE INSTITUTE PROPERTY

The Institute always tries to develop an attitude of ownership and respect for the property of the Institute. Student must keep all property clean. Any student indulging in vandalism will be liable to high fines, cost replacement, or even expulsion from the Institute depending upon the seriousness of the offence.

EXAMINATION REQUIREMENTS

- a) A student must obtain a minimum of 40% in theory examinations, an aggregate of 50% marks in practical examinations to clear One Year Trade Diploma.
- b) A student on successful completion of the course must obtain practical experience for a minimum period of six months and a certificate to this effect.

FINAL EXAMINATION

The Institute may arrange a part of this training either during or after the completion of the course, but the responsibility for full six month training rests with the students. The Final Examination will be conducted by National Council for Hotel Management & Catering Technology, NOIDA and a Diploma will be awarded to the successful candidates in their respective course. Undergoing a job during the period of study at the Institute or appearing in any other examination except that held by the State Institute of Hotel Management will disqualify the student from appearing the Annual examination.

FEE

Fees should be paid strictly as per schedule. Fees once paid will not be refunded under any circumstance. Cashier : Payment of fees should be done in cash or by Bank Draft in favour of the Principal, State Institute of Hotel Management, Udaipur. Cash / Cheques are accepted, at the following timings. 9 am to 3.00 p.m. on all working days from Monday to Friday.

HOLIDAYS

The Institute observes all the gazetted & local holidays declared by Rajasthan Government. Any extra holiday in addition could be announced through the Notice Board or by circulating an order to each section.

HOSTEL

The Institute has 80 bedded Hostel which is allotted on first cum first serve basis. Those intending to take hostel accommodation should fill up the hostel forms attached with Admission Form.

IDENTITY CARD

Each student must obtain an identity card on admission, from the Institute's office. Each identity card must have a passport size photograph of the student affixed on it and attested by the Principal of the Institute. The student should always carry it with him and present it when demanded for inspection. In case of loss of identity card. Student should forward an application to the principal for issue of a duplicate card, for which he will have to pay the prescribed amount as a fine.

The Institute has a well equipped library with good volumes of book relevant to the Hospitality Industry. Students are enrolled and issued library cards.

Working Hours : The Library remains open on all working days of the Institute (9.00 a.m. to 5.30 pm) Rules of the Library :

1. One book per card will be issued to the student reader for 7 days.
2. Sub-lending of book shall not be allowed.
3. Reference book .rare books, unbound periodicals and other expense book may not be issued.
4. A reader is responsible for any damage caused to the reading material or any other property of the library and shall be required to replace the same besides the penalty imposed upon him by the Principal / Librarian.
5. Any infringement of the library rules will render a Member's privilege of admission to the library.

MEALS

Training food is provided to all students.

MEDIUM OF INSTRUCTION

For teaching and examination purposes the medium will be English for **Front Office and Food & Beverages Service** and Hindi for **Food Productions and Housekeeping Trades**.

PLACEMENT ACTIVITIES

The Institute Conducts Campus Interviews of All Leading Hotels in Udaipur. Our Students are Placed in the following Hotels viz **Hotel Udai Vilas, Taj Lake Palace, Hotel Leela , H.R.H. Group of Hotels, Hotel Trident, Lalit Laxmi Vilas Palace, Hotel Devigarh Palace, Hotel Holiday Inn, Clarks Group, Sayaji Hotels, Westin Hotels etc. Railways, Circuit House.**

Many of our students are placed in Foreign Countries like Japan, United States, U.K., Australia, Dubai and Leading Cruise Liners.

PROFESSIONAL ACTIVITIES

The Institute organises professional activities like Industrial tours. Students are expected to actively participate in all special activities organised by the Institute.

SPORTS

Institute provides encouragement for indoor and outdoor games.

AWARDS AND TROPHIES

The Institute confers man awards and trophies to deserving students fore

- Academic
 - 100 Percent Attendance
 - Gentlemen of the year
 - Gentle lady of the year
 - Dedicated Student etc.

TRAINING AIDS

The Institute is well equipped with the latest training & teaching aids, including smart classes and industrial equipments in all the departments. The Institute has all wi-fi campus.

UNIFORM

Students in all courses are required to acquire the following uniforms for working in their department. The student will not be allowed to attend the practical classes without proper uniform:

STATE INSTITUTE OF HOTEL MANAGEMENT, UDAIPUR

Sector-14, Hiran Magri, Udaipur (Raj.) 313002

Established by Ministry of Tourism, Govt. of India and Govt. of Rajasthan
Affiliated to National Council for Hotel Management & Catering Technology, NOIDA

FOOD PRODUCTION UNIFORMS

S. NO.	PARTICULARS	QUANTITY	BRAND NAME OF THE COMPANY	QUALITY OF CLOTH SPECIFICATION OF THE CLOTH
1.	CHEF COAT	2 NO.	BSL/BOMBAY DYEING/MAFATLAL FABRICS	<ul style="list-style-type: none">The Firm/agency are require to use The 1st quality of polyester cotton in ration of 67/33 of brand mentioned.1st quality of thread, Buckram/Nylon button/zipper for the purpose of stitching the students uniform
2.	CHEF TROUSER (BLACK & WHITE CHECKS)	2 NO.	BSL/BOMBAY DYEING/MAFATLAL FABRICS	
3.	SCARF	2 NO.	WHITE- TC	
4.	APRON	2 NO.	BSL/BOMBAY DYEING/MAFATLAL FABRICS	
5.	DUSTER "18X24" WHITE & GREEN CHECKS	2 NO.	COTTON	
6.	BLACK SHOES	1 PAIR	BATA-OXFORD SHOES ONLY	AVAILABLE ALL BATA STORES
7.	BLACK COTTON SOCKS	1 PAIR	BRANDED	BRANDED

F & B SERVICE UNIFORMS

S. NO.	PARTICULARS	QUANTITY	BRAND NAME OF THE COMPANY	QUALITY OF CLOTH SPECIFICATION OF THE CLOTH
1.	WHITE SHIRT	1 NO.	BSL/BOMBAY DYEING/MAFATLAL FABRICS	<ul style="list-style-type: none">The Firm/agency are require to use The 1st quality of polyester cotton in ration of 67/33 of brand mentioned.1st quality of thread, Buckram/Nylon button/zipper for the purpose of stitching the students uniform
2.	BLACK TROUSER	1 NO.	BSL/BOMBAY DYEING/MAFATLAL FABRICS	
3.	WAIST COAT (BLACK)	1 NO.	WHITE - TC	
4.	BLACK BOW	1 NO.	Any Brand	
5.	DAMASK NAPKIN "20X20"	2 NO.	BOMBAY DYEING	WITH FULLY STITCHED BORDER
6.	DUSTER "18X24" WHITE & GREEN CHECKS	2 PAIR	COTTON	
7.	BLACK SHOES	1 PAIR	BATA OXFORD SHOES ONLY	AVAILABLE ALL BATA STORES
8.	BLACK PLAIN BELLIES FOR GIRLS	1 PAIR	ANY BANDED SHOE - PREFERABLY BATA	SHOULD BE COMFORTABLE WITH LOW HEELS
9.	BLACK COTTON SOCKS	1 PAIR	BRANDED	BRANDED

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HOUSEKEEPING UNIFORMS

S. NO.	PARTICULARS	QUANTITY	BRAND NAME OF THE COMPANY	QUALITY OF CLOTH SPECIFICATION OF THE CLOTH
1.	White Shirt	1 NOS	BSL/BOMBAY DYEING/MAFATLAL FABRICS	As Per Sample Attached in website.
2.	White Trouser	1 NOS	BSL/BOMBAY DYEING/MAFATLAL FABRICS	
3.	Full Apron	1 NOS	WHITE WITH TWO POCKETS	
4.	Black Canvas Shoes	1 NOS	Bata or any other reputed Brand	
5.	Dusters	2 NOS	Checks- Blue	

FRONT OFFICE UNIFORMS

S. NO.	PARTICULARS	QUANTITY	BRAND NAME OF THE COMPANY	QUALITY OF CLOTH SPECIFICATION OF THE CLOTH
1.	WHITE SHIRT	1 NO.	BSL/BOMBAY DYEING/MAFATLAL FABRICS	<ul style="list-style-type: none">The Firm/agency are require to use The 1st quality of polyester cotton in ration of 67/33 of brand mentioned.1st quality of thread, Buckram/Nylon button/zipper for the purpose of stitching the students uniform
2.	BLACK TROUSER	1 NO.	BSL/BOMBAY DYEING/MAFATLAL FABRICS	
3.	SAREE - FOR GIRLS	1 NO.		
4.	BLACK SHOES	1 PAIR	BATA OXFORD SHOES ONLY	AVAILABLE ALL BATA STORES
5.	BLACK PLAIN BELLIES- FOR GIRLS	2 PAIR	ANY BANDED SHOE - PREFERABLY BATA	Should be comfortable with low heels
6.	BLACK COTTON SOCKS	1 PAIR	BRANDED	BRANDED

WHO's WHO

It is essential for every student to know the people that are spirit behind the Institute. They are the faculty & Staff.

Principal

Smt. Sangeeta Sehgal

:

Administration Staff

:

Support Staff

Satish Kumar Jha

:

Sh. Dhanraj Meena

Lecturers

:

Sh. Chunnilal Dangi

:

Sh. Om Prakash Meena

:

Sh. Sitaram Meena

Sh. Balvir Singh

:

CURRICULUM

1. Front Office Operation:

Reception work calls for public relations and skill in dealing with people of different types. It is here that a client makes his first personal contact with the establishment and forms his first impressions. It is also here that he gets all the information and advice required for his stay. It means that to work in the front office department speech and personality are essential characteristic and knowledge of languages is as an asset. The work also entails book keeping, handling of cash and dealing with correspondence. The one-year diploma course takes all these aspects into account.

2. Food & Beverages Services:

Food & Beverages Department is essential for the successful running of every Hotel & Catering Industry. It required extensive planning and considerable amount of skill in organising many great functions. Today, F & B Manager or Maitre d hotel and the full brigade of Captains, stewards, Chef de Rang enjoy good positions with high salaries in the Hotel Industry as well as Society. Good opportunity are in store in this field and there is ample scope for faster promotions.

3. Food Production :

is the very heart of any successful catering venture. The work is very practical and creative nature. While small hotels employ apprentice cooks, assistant cooks and cooks, Larger establishment provide chefs de cuisine. A head chef controls this key department with large array of staff and is required to be both skilled practitioner and an able organiser. Good chef command high salaries and are among the highest paid professionals in the hospitality industry.

4. House Keeping:

Hotel and Institutional House Keeping is of primary importance. The work entails taking charge of domestic service, dealing with guest comfort, all supervising, organising work routines, supervising linen supply, knowledge of maintenance of premises, furnishing and decor, textiles and flower arrangements. The course in this craft aims at specialised training, with ample opportunities in the hospitality industry.

For Further Enquiry Contact
Helpline Nos. : +91-9414158034 / 9414385585

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.

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	Principal of Accounts	6	100
3	DFO-03	Hotel Accounts	4	100
4	DCS-04	Business Communication	2	50
5	DFO-05	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 comprises 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 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.

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				
6	DFB-11	Food Service	8	100
7	DFB-12	Beverage Service	8	100
8	DCS-11	Computer Awareness	1	-
9	DCS-12	Library	2	-
TOTAL			19	200
GRAND TOTAL			35	550

* Term Marks will comprises 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.

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 comprises 30% Mid Term Marks & 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	Three academic years

DIPLOMA IN HOUSEKEEPING

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.

TEACHING AND EXAMINATION SCHEME

No.	Subject Code	Subject	Hours per week	Term Marks*
THEORY				
1	DHK-01	Housekeeping Operations	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 Operations	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

* Term Marks will comprises 30% Mid Term Marks & 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	Three academic years



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APPLICATION FORM FOR ADMISSION IN DIPLOMA COURSES

Form No. _____

Registration No. _____

S. No.	Course Applied For	Duration	✓ Please Tick	For Office Use Only
1	Diploma in Food Production	1½ Year		Category : _____
2	Diploma in Food & Beverage Service	1½ Year		Registration No/Roll No : _____
3	Diploma in Housekeeping Operations	1½ Year		_____
4	Diploma in Front Office Operations	1½ Year		Receipt No. : _____

Please affix current passport size

1. Full Name in Capital Letters _____

2. Gender : Male : _____ Female : _____ Category (GEN/OBC?SC/ST) _____

3. Email Id : _____ Contact No. _____ Marital Status : _____

4. Date of Birth : _____

Date	Month	Year
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>

Nationality

5. Father's Name : _____ Contact No. : _____ Occupation : _____

6. Mother's Name : _____ Contact No. : _____ Occupation : _____

7. Annual Income of Father/Guardian from all sources : _____

8. Permanent Address : _____
_____ State _____ Pin Code : _____

9. Correspondence Address : _____
_____ State _____ Pin Code : _____

10. Name and contact Numbers of persons apart from your parents in case of emergency.

- a. _____
b. _____

11. Educational Qualifications :

S. No.	Examination Passed	Year	Board University	Subjects Offered	Total Marks	Marks Obtained	%age	Remarks
	Sr./Higher Sec/12th of 10+2 or Equivalent							

12. Experience (if any):

S. No.	Name of the organization	Position Held	Experience (MMYY)

13. Bank Details (Draft/Challn) : in favour of "Principal, State Institute of Hotel Management, Udaipur Payable at Udaipur, (Rs. 500/- (Rupees Five Hundred only) for General and OBC candidate and Rs. 300/- (Rupees Three Hundred only) for SC/S candidates.

Bank Name	DD No.	Amount	Date

DECLARATION :

I have read and understood the Rules and Regulation of the institute and undertake to abide by the same :

Date : _____

(Signature of the Applicant)

Palce : _____

I Shall be responsible for payment of the fees / dues as per rules and good behaviour of my (Please given relationship) Shri / Smt. / Miss

Date : _____

Name & Signature of Parents / Guardian with contact Number

Palce : _____

IMPORTANT INSTRUCTIONS FOR CANDIDATES:-

Read these instructions carefully before filling the application form:-

1. Application to be filled by the candidate in his/her own hand writing, complete the application form in all respect. Incomplete forms will not be considered for admission. Please note that your name, your parent's/guardians name and your date of birth should be exactly same as in your matriculation certificate.

2. Please Enclose:-

A) Proof of age (Photocopy of 10th Mark sheet)

B) True copies of Educational Certificate

C) Mark sheets

D) Medical Certificate

E) Character Certificate

F) Caste Certificate

3. Deposit by hand or Post envelop to the following Address :

Principal, State Institute of Hotel Management, Sector-14, Nela Road, Goverdhan Vilas, Udaipur (Rajasthan) — 313001

4. Fees are to be paid at the time of admission.

. Fees can be paid through NEFT Transfer in the name of "State Institute of Hotel Management, Udaipur"

. Account Number: 84501010000441 (Canara Bank, Udaipur, IFSC Code: CNRB0018450)

IMPORTANT GUIDELINES TO REMEMBER: -

:1. Forms will not be accepted if the enclosures are not properly attached.

2. Age No Bar

3. Self-attested copies of mark sheets and testimonials to be attached and originals should be produced at the time of admission/ Counseling

4. Admission will be granted on "First come first serve basis"

5. Fees once paid will not be refunded.

For any other information please visit us at www.sihmudaipur.com or contact on our numbers 0294- 2981097, 2641011(Office Hours: 09:00am till 05:30pm (Monday to Friday)

STATE INSTITUTE OF HOTEL MANAGEMENT, UDAIPUR
Sector-14, Hiran Magri, Udaipur (Raj.) 313002

Established by Ministry of Tourism, Govt. of India and Govt. of Rajasthan
Affiliated to National Council for Hotel Management & Catering Technology, NOIDA

MEDICAL CERTIFICATE

(To be filled by a Registered Medical Practitioner from a Government Hospita)

Name of the Candidate : _____

Address : _____

**Please affix
current
Photo**

This is to certify that Shri / Smt. /Miss _____

whose signature is given below has not suffered from the following disorder or any other major disorder during the past 05 years

- a. Infectious skin diseases
- b. Psoriasis Follicle
- c. Tuberculosis
- d. Trachoma
- e. Venereal Diseases
- f. Epilepsy
- g. Leucoderma

I certify that Smt. / Miss _____ is not suffering from any of the above diseases.

Signature of the candidate

(Medical Practitioner Signature)

Registration No. : _____

Address _____

To be submitted duly filled at the time of Admission

Student's Personal Record

(To be filled in block letters)

Name :

Roll No. :

Department :

Date of Birth :

Father / Guardian :

Mother :

Name :

Address :

.....

Phone No. Mobile :

E-mail Id :

Neighbours / Local Relatives name and phone No.

(in case of emergency)

.....

Blood Group : Allergic to

Any other standing medical instructions :

.....

Specimen signatures of Parent / Guardian :

Specimen signatures of student :

Please affix
current
Photo