

**2020-21**

**INSTITUTE OF HOTEL MANAGEMENT  
BODHGAYA**



**PROSPECTUS**

**Institute of Hotel Management Catering Technology & Applied Nutrition**

(Under Department of Tourism Govt. of Bihar & Ministry of Tourism, Government of India)

Opposite Magadh University Gaya – Dobhi Road Bodhgaya-824234

Tel No. – 0631-2200156,158, Mob No. - **8987276070**

E-mail: [ihmbodhgaya@gmail.com](mailto:ihmbodhgaya@gmail.com) Website: [www.ihmbodhgaya.com](http://www.ihmbodhgaya.com)

## **INSTITUTE OF HOTEL MANAGEMENT BODHGAYA : AN OVERVIEW**

The Institute of Hotel Management Bodhgaya is one of the premier Institute in Bihar as well as in India providing training in Hospitality and Hotel Industry. Department of Tourism ,Government of Bihar in Collaboration with Ministry of Tourism , Government of India has started “INSTITUTE OF HOTEL MANAGEMENT , CATERING TECHNOLOGY AND APPLIED NUTRITION AT BODHGAYA” in Gaya, Bihar in the Year 2009. For the training of Senior & Midlevel executives in the catering & Hospitality Sector. The Institute is Affiliated to National Council for hotel Management & Catering Technology , Under Ministry of Tourism Government of India.

### **GAYA & BODHGAYA**

Gaya is of historical significance and is one of the major tourist attractions of the state of Bihar Southern Part. Gaya is 100 kilometres (62 mi) south of Patna, the capital city of Bihar. It is the state's second-largest city, with a population of 470,839, and is the headquarters of Gaya district and Magadh division. The city is surrounded on three sides by small, rocky hills (Mangla-Gauri, Shringa-Sthan, Ram-Shila, and Brahmayoni), with the Phalgu River on its fourth (eastern) side.

Gaya is sanctified in the Jain, Hindu, and Buddhist religions. Gaya district is mentioned in the great epics, the Ramayana and the Mahabharata. It is the place where Rama, with Sita and Lakshmana, came to offer pind-daan for their father, Dasharath, and continues to be a major Hindu pilgrimage site for the pind-daan ritual. Bodh Gaya, where Buddha is said to have attained enlightenment, and is one of the four holy sites of Buddhism. The Mahabodhi Temple complex at Bodh Gaya is a World Heritage site.

Bodh Gaya is the most holy place for Buddhists. Situated by the bank of river Neranjana the place was then known as Uruwela .Bodhgaya is a religious site and place of pilgrimage associated with the Mahabodhi Temple Complex in Gaya district in the Indian state of Bihar. It is famous as it is the place where Gautama Buddha is said to have attained Enlightenment (Pali: bodhi). Since antiquity, Bodh Gaya has remained the object of pilgrimage and veneration for both Hindus and Buddhists.

For Buddhists, Bodh Gaya is the most important of the main four pilgrimage sites related to the life of Gautama Buddha, the other three being Kushinagar, Lumbini, and Sarnath. In 2002, Mahabodhi Temple, located in Bodh Gaya, became a UNESCO World Heritage Site.

### **INFRASTRUCTURE & FACILITIES**

The Institute of Hotel Management Bodhgaya is constructed on 5 acres of Land allotted by Government of Bihar at Gaya Dobhi Road opposite to Magadh university.

The Institute is equipped with its Kitchen, Bakery & Confectionery, Restaurants & Computer Lab with Modern Updated equipment to meet the basic training in the field of Hotel & Catering Industry.

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

## FOOD PRODUCTION AREAS

### **BASIC TRAINING KITCHEN :**

It is the Basic Kitchen where Diploma in Food Production DFP get their introduction to Food Production. They are instructed in the fundamentals of kitchen work with a reward of tasting their own creations!

### **QUANTITY TRAINING KITCHEN :**

Students of the IHM BODHGAYA acquire the knowledge and skill required to cater to the demand of regional cuisines of India and bulk cooking.

### **ADVANCE TRAINING KITCHEN:**

The Students of IHM Bodhgaya get to unleash their combined skills and knowledge and whip up national and international delicacies. The DFP also gets to sharpen their basic skills and apply them to more advanced preparations.

### **BAKERY , PÂTISSERIE & CONFECTIONERY:**

The Bakery & Confectionery is equipped to train students of the IHM BODHGAYA in all aspects of bakery-Preparations like Cake, cookies, fruit cake, Bread Roll, Pastry etc – it is a very popular choice for many students, here and abroad.

### **LARDER:**

A cool area where raw meat is treated, preserved and prepared. The students of IHM Bodhgaya develop their skills in the area of cold preparation like- sandwiches, canapés, pate, Burgers etc.

## TRAINING RESTAURANT

The students of IHM Bodhgaya practice in this department and develop their skill and knowledge for the subject of Food and Beverage service. The students practice here the service of the foods prepared by the students in Institute. The students learn about the guest dealing and management of restaurant service

## COMPUTER LAB

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 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 I Core 6 Dual and we have the latest versions of relevant software. They are connected through Windows LAN network.

We also provide the Wi-Fi Internet facilities to the students for research and project work.

### LIBRARY

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 some others 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 upto date library is a top priority of the Institute.

### CLASSROOMS

The Institute has attractive, spacious separate classrooms for each and every courses run by institute with provision for heat proof terrace to cope with the Hot weather in summer!

### AUDIO VISUAL ROOM

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

- \* LCD projector for multimedia presentations.
- \* Overhead Projector
- \* EDUSAT, a satellite training programme for distance learning, in collaboration with IGNOU

### CANTEEN

Our Institute 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. It offers various popular snacks and beverages and is also an outlet for the bakery products prepared at the Institute.

### CAFETERIA

The institute has its own cafeteria for the dining of the Students inside the building . the Lunch is provided to the students on daily basis except holidays and they have their lunch together in this place.

## COURSE OFFERED

This prospectus offers the Diploma in Food Production & Diploma in Food & Beverage Service which train 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.

### **DIPLOMA IN FOOD PRODUCTION :**

This department is one of the principal departments of the hospitality industry. It is responsible for producing a wide variety of food 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.

### **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 people with different tastes and background.

## DETAILS OF COURSES

### **DIPLOMA IN FOOD PRODUCTION( DFP)**



This course prepares the student for an exciting and very profitable career in food production (cookery). The Students Learn various National and International cuisines. The

trained and talented trainee is assured of placement in five star hotels, Specialty restaurants, fast food outlets, large hospitals and industrial canteens.

**Duration** : One and a half years  
One year at the Institute followed by 6 months of Industrial Training in a hotel/allotted sector

**Educational Qualifications** : A pass certificate of 10+2 examination or Senior Secondary

**Age Limit** : Age of Applicant should not be more than  
25 Years for General /OBC /PWD Category  
28 Years for SC/ST.  
As on last date of form submission.

**Teaching** : 36 weeks

**Training** : 24 weeks

### Teaching and examination scheme

S. No.	Subject Code	Subject	Hours per week	Term Marks
<b>THEORY</b>				
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	DFP-02	Food Costing	2	50
<b>TOTAL</b>			<b>12</b>	<b>350</b>
<b>PRACTICAL</b>				
7	DFP-11	Cookery	16	100
8	DFP-12	Larder	4	100
9	DCS-11	Computer Awareness	1	-
10	DCS-12	Library	2	-
<b>TOTAL</b>			<b>23</b>	<b>200</b>
<b>GRAND TOTAL</b>			<b>35</b>	<b>550</b>

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

## DIPLOMA IN FOOD & BEVERAGE SERVICE (DFBS)



This course is aimed at preparing young men and women for entry-level recruitment as a skilled workforce for food & beverage operations in large hotels, restaurants, bars and fast food outlets. It also offers great scope of employment in large hospitals and industrial canteens. Airlines and cruise lines also offer attractive packages for employment as cabin crew for the talented trainee.

**Duration** : One and a half years

One year at the Institute followed by 6 months of Industrial Training in a hotel/allotted sector

**Educational Qualifications** : A pass certificate of 10+2 examination or Senior Secondary

**Age Limit** : Age of Applicant should not be more than  
25 Years for General /OBC /PWD Category  
28 Years for SC/ST.  
As on last date of form submission.

**Teaching** : 36 weeks

**Training** : 24 weeks

## Teaching and Examination Scheme

S. No.	Subject Code	Subject	Hours per week	Term Marks
<b>THEORY</b>				
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
<b>TOTAL</b>			<b>16</b>	<b>350</b>
<b>PRACTICAL</b>				
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	-
<b>TOTAL</b>			<b>19</b>	<b>200</b>
<b>GRAND TOTAL</b>			<b>35</b>	<b>550</b>

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

## EXAMINATION AND ATTENDANCE CRITERIA

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

## RESERVATION OF SEATS

- 27% For OBC Category Candidates
- 15% for Scheduled Caste Candidates.
- 7% for Scheduled tribe Candidates.
- 3% for Physically Challenged Candidates.
- 10 % for EWS candidates



## FEE STRUCTURE

Fees Payable for Diploma Courses:

COURSE	FEES
<b>DIPLOMA IN FOOD PRODUCTION*</b>	Rupees 45000/-
<b>DIPLOMA IN FOOD &amp; BEVERAGE SERVICE*</b>	Rupees 42000/-

\* This amount is excluded of Uniform fees the amount for uniform will be charged separately.

The detailed course Fee structure may obtain from the Institute.

The Fee can be paid by Demand Draft in Favour of "INSTITUTE OF HOTEL MANAGEMENT, BODHGAYA", and also through NEFT/RTGS mode. Fee would not accepted in Cash/Cheque

## HOW TO APPLY

Application form along with prospectus for the admission in Diploma Courses can be obtained from the institute on payment of Rs. 250 for General/OBC/EWS category and Rs 150 for SC/ST category candidates. The Duly filled application form should be submitted along with following documents:

- (i) Attested copy of certificate of date of birth
- (ii) Attested copy of prescribed education Qualifications.
- (iii) Medical Fitness Certificate from a Registered MBBS Doctor on the prescribed form .
- (iv) Character Certificate from the Head of the School Institution last attended.
- (v) Original copy of Migration Certificate /Transfer Certificate.

Candidates may also obtained Application form by Post by writing an application mentioning their correspondence address along with Demand Draft of Rs. 300 ( Rs 50 as postage charge) for General/OBC/EWS and Rs 200 ( Rs 50 as a postage Charge) for SC/ST Category Candidates.

## SELECTION CRITERIA

Admission in the Diploma Courses will be granted on the basis of marks obtained in the 10+2 level and on personal interview.

## MEDIUM OF INSTRUCTION

Medium of instruction & examination in all the courses will be in English. The candidates should have sound knowledge in English languages.

## UNIFORM

Students are required to be well groomed-polished shoes, trimmed hair and clean shaven, Students not observing the above requirements will not be allowed to attend classes.

On the Institute premises are required to wear formal clothing when not attending practical classes. No jeans and T-shirts will be allowed.

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

There is prescribed uniform code for attending Practical and Theory Classes.

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..

DIPLOMA IN FOOD & BEVERAGE SERVICE			DIPLOMA IN FOOD PRODUCTION		
S.NO	ITEM	QUANTITY	S.NO.	ITEM	QUANTITY
1	BLACK TROUSER	2	1	BLACK TROUSER	2
2	WHITE SHIRT (FULL SLEEVES)	2	2	WHITE SHIRT(FULL SLEEVES)	2
3	OXFORD BLACK FORMAL SHOES ( FOR Boys) BALLERINA BLACK FORMAL SHOES ( FOR GIRLS)	1 (PAIR)	3	OXFORD BLACK FORMAL SHOES ( FOR Boys) BALLERINA BLACK FORMAL SHOES ( FOR GIRLS)	1 (PAIR)
4	BELT(BLACK)	1	4	BELT(BLACK)	1
5	SOCKS(BLACK)	2(PAIR)	5	SOCKS(BLACK)	1
6	WAIST COAT	1	6	CHEF TROUSER	2
7	BLACK BLAZER	1	7	CHEF COAT & SCARF	2
8	TIE (BLACK)	2	8	TIE (BLACK)	2
9	SERVIETTE/NAPKIN(18'' X 18'')	6	9	FULL APRON (WHITE)	2
10	BOW TIE	1	10	CHEF CAP	3
			11	KITCHEN TOOLKIT	1(SET)
			12	KITCHEN DUSTERS (DIFFERENT TYPES)	6

## CERTIFICATION

Certificates for diploma courses are awarded by National Council for Hotel Management & Catering Technology (NCHMCT), Noida under Ministry of Tourism Government of India to the Successful candidates.

## WORKING HOURS

### Working hours (both Academic & Administration)

On all the working days i.e. from Monday to Friday are from 9.00 A.M. to 5.30 P.M.

## CAREER PROSPECTS

Global growth and development of tourism have opened up innumerable openings. As a result, the graduating students can look forward to career opportunities as;

- Management Trainee in Hotel and allied hospitality industry;
- Kitchen Management/Housekeeping Management positions in Hotels after initial stint as trainee;
- Flight Kitchens and on-board flight services;
- Indian Navy Hospitality services;
- Guest/Customer Relation Executive in Hotel and other Service Sectors;
- Management Trainee/Executive in international and national fast food chains;
- Hospital and Institutional Catering;
- Faculty in Hotel Management/Food Craft Institutes;
- Marketing/Sales Executive in Hotel and other Service Sectors;
- Railway Hospitality and Catering Services;
- State Tourism Development Corporations;
- Government Service Like Navodaya Vidyalaya, CRPF,BSF,Indian Army, Police etc. in Catering Section
- Shipping and Cruise lines;
- Resort Management;
- Self-employment through entrepreneurship and
- Multinational companies for their hospitality services.

About 95% of the graduates are employed by Hospitality and other service sectors through on-campus and off-campus recruitment processes.

## RE-ADMISSION/RE-REGISTRATION

Candidates detained or failed will have a provision either for re- admission to the subsequent academic session as repeaters on payment of full fees or appear therein as an External Candidate on Payment of the Examination Fees only.

## PLACEMENT OPPORTUNITIES

The institute puts in maximum efforts to get the Successful students absorbed and posted suitably in various departments of Hotel, Restaurant & other Catering Industry by arranging interview and keeping close touch with potential employees.

## 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 new card will be issued on re-payment of Rs. 50/-. 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.
  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.
  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. Matters not covered by existing rules will rest at the absolute discretion of the Principal.
  20. Students are responsible for filling-up of Examination Forms regular/re-appear with their NCHMCT, Roll number.

### ACCESS TO INSTITUTE

The Institute is 14 km. away from Gaya Railway Station & 5Km. from Gaya International Airport.



## CONTACT US

**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION, BODHGAYA**  
(JOINT VENTURE OF MINISTRY OF TOURISM, GOVT. OF INDIA & DEPARTMENT OF TOURISM, GOVT. OF BIHAR)  
(AFFILIATED TO NATIONAL COUNCIL FOR HOTEL MANAGEMENT & CATERING TECHNOLOGY, MINISTRY OF  
TOURISM , GOVT. OF INDIA )

**Opposite Magadh University Campus ,Gaya Dobhi Road, Bodhgaya-824234(Bihar)**

Telephone No-0631-2200156, Fax No- 0631-2200158 Mob. No- 8987276070

Website:- [www.ihmbodhgaya.com](http://www.ihmbodhgaya.com) [Email-ihmbodhgaya@gmail.com](mailto:ihmbodhgaya@gmail.com)