

# Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi-110012

July 24, 2019

## INFORMATION HAND OUT

Heartiest welcome to the Institute of Hotel Management, Pusa, New Delhi.

We are very pleased to have you as a member in the family of IHM, Pusa. Institute of Hotel Management, Catering & Nutrition, Pusa, the premier Institutes of India in Hospitality Education.

The Institute was awarded the Best Institute Awards in Academics, Placement, Skill Certification and implementation of Central Schemes categories also by Ministry of Tourism, Government of India.

Total 18 teachers have been bestowed the "BEST TEACHER AWARD". The Institute also topped in the rankings of the popular magazines like Outlook, The Week, India Today and GHRDC.

**RAGGING:-** Ragging is strictly banned in the Institute. In case you come across any incidence of ragging, feel free to contact the Principal or any one of the following members of the Anti-Ragging Committee:-

- |                          |                                 |                          |
|--------------------------|---------------------------------|--------------------------|
| (a) Dr. R.K. Gupta (HOD) | (b) Mrs. Anita Sharma (HOD)     | (c) Ms. Meenakshi Sumbly |
| (d) Ms. Nimisha Seth     | (e) Mr. Anil Goyal (9871106308) | (f) Ms. Mamta Bist       |
| (h) Dr. Shweta Mishra    | (h) Mr. Anand Kumar             | (i) SHO, Inder Puri      |
- Helpline No. - 011 - 2584 2429, 2584 1411, 2584 0147

## ATTENDANCE

Students should attend 100% of the classes held in the Institute for effective learning. Under no circumstances should he fall short then 75%. As per the NCHMCT rules, the students will be debarred from appearing in Semester Examination if they have less than 75% attendance in aggregate. A maximum of 10% concession in attendance is given on medical grounds depending upon the actual period of illness. **If any student happens to fall sick, medical certificate must be submitted to the Examination Cell with-in seven days from the date of resuming classes.** Attendance of the student may be checked in the Institute ERP-THIMS by registering in the system. The attendance percentage is also displayed on the notice board in the first week of every month. USER ID and Password of THIMS to be shared are both the students and parents.

## GENERAL UP-KEEP OF THE INSTITUTE BUILDING

### GREEN BUILDING

Our Institute has been working towards attaining Green Building status. We have a system of rainwater harvesting with 100% catchment area, sewage treatment plant (STP), 70 solar panels for hot water supply, Noise-less generators, Inter-locked tiles etc. As a student of IHM, Pusa you are appreciated to sanitize yourself about environment issues and strive to reduce your carbon foot prints.

### TRAS: Think responsible act sustainable

TRAS is IHM Pusa's initiative in creating awareness amongst youth for sustainable consumption of essential resources like food, energy and finance. The initiative has grossly reduced food waste generated during processing and service.

Students of IHM Pusa are known for their commitment to maintain the upkeep and decorum of the Institute. They do not damage the equipment, furniture & fixtures and building of the Institute. They are sensible spend of using water, electricity and do food etc.

## **SPORTS FACILITY**

A lot of emphasis is given to healthy life style for the students. We have tennis court, 2 badminton courts, basket ball court, volley ball court, table tennis and gym in the campus, for the use of the students of the institute. There is a faculty with the charge of sports, also coordinates the use of all the sports and related facility.

## **HACCP**

IHM Pusa is the first institute under NCHMCT which is HACCP certified. Under HACCP (Hazard analysis critical control point) certain practices are followed strictly which aim at producing safe food in safe working environment. The students are required to imbibe the principles of HACCP and develop work habits to achieve and ensure safe food service in their career.

## **PUNCTUALITY**

Students are advised to be punctual in classes. Late comers will not be allowed. They should be in their classes 5 minutes before the commencement of the classes.

## **DRESS CODE**

All the students are required to be in their proper uniform as prescribed for the practical classes. For theory classes, in summer the uniform for the students will be black trouser, white shirt, black tie, black socks and black shoes with laces for boys and girls. Girls can also wear white salwar kameez with coloured dupatta and black belly. During winter V-neck black sweater half or full sleeves and black coat, for girls students they can wear black cardigan.

## **SMOKING / ALCOHOL**

Smoking, any kind of narcotics or drugs and consumption of alcohol are strictly banned in the Institute premises.

## **NO TOLERANCE FOR MISTREATMENT/ MISBEHAVIOUR WITH GIRLS**

We have committee against Sexual Harassment in the Institute headed by Mrs. Mamta Bist, Members of the Committee are Dr. R.K.Gupta(HOD), Mrs. Anita Sharma (HOD), Mr. Naresh Popli, AO(I/c), Ms. Meenakshi Sumbly, Ms. Nimisha Seth, Dr. Anshu Singh, Ms. Manju Bala and External Member is Ms. Roma Debaratra.

## **EXAMINATION**

There is a paradigm shift in examination system from CBSE & the boards in this Institute. There are two sets of examination. The Semester/ Term-end examination has 70% weightage and internal assessment has 30% weightage. The degree of B.Sc.(HHA) is awarded by IGNOU in collaboration with NCHMCT. Examination Cell will conduct a session with all the students to explain examination rules and other details of both NCHMCT and IGNOU components.

## **MOBILE**

Use of mobile phone is strictly banned in the administrative and academic building. The phone may be confiscated by the discipline wardens, if found in use in restricted area.

## **PARKING**

We have scant parking facility in the Institute. Students are advised to use Public transport for commuting.

**Kamal Kant Pant**  
Principal