

2INSTITUTE OF HOTEL MANAGEMENT
Badkhal Lake Crossing, Faridabad – 121001
(Jointly Sponsored by Government of India & Govt. of Haryana)
Affiliated to National Council for Hotel Management, Noida
E-mail: ihmfaridabad@gmail.com, Website: www.ihmfaridabad.com
Telephone: 0129-4052466.

INSTRUCTIONS TO NEWLY ADMITTED STUDENTS IN
B.SC. HOSPITALITY & HOTEL ADMINISTRATION, BATCH: 2022-25.

Dear Student,

A warm hearty welcome to Institute of Hotel Management Faridabad, a Premier Hospitality Education Institution, which has been providing trained and skilled manpower to the hospitality and tourism Industry. Congratulations on your success in JEE 2022.

AS PER THE REVISED COUNSELING SCHEDULE OF NCHMCT, PHYSICAL REPORTING
WOULD BE FROM 26TH AUGUST TO 29TH AUGUST 2022.

(ALL DAYS INCLUDING HOLIDAYS OF 27TH & 28TH AUGUST 2022)

TIMINGS: 09:30 AM TO 05:00 PM

(LUNCH BREAK: 01:00 PM TO 01:30 PM)

- Beside the part fee of 1st semester already deposited by you during online counseling i.e. **Rs: 20,000 (Rs: 18000/-, Institute fees plus Rs: 2000/-, Counseling fees)** you will have to further deposit the pending **Balance fees of Rs: 35,500/- (64,700/- minus 18,000/- minus 12700/- plus 1500/-)**, which includes an amount of Rs.1500/- as other charges for ancillary facilities.
- The **IGNOU Registration fee amounting Rs. 12700/-** will be paid by student separately through the IGNOU online portal. The fee will be paid at the time of Registration with IGNOU. Students would be informed regarding the payment date as per the Notice received from IGNOU later.
- **Balance fee amounting Rs.35, 500/- has to be deposited either by Bank draft / NEFT / RTGS / IMPS or through the Institute's online payment link in official website (www.ihmfaridabad.com)** for 1st Semester students, B.SC HHA 2022-25. **(Details on Next Page)**
- The students are directed to submit the transaction slip to the Accountant/Cashier during physical reporting, otherwise it will be assumed that they have not deposited the fee.
- The allotment of hostel shall be strictly as per All India Rank (AIR) & norms of NCHMCT, Noida. 1st term Hostel fee is Rs. 28750/- **(including Rs. 3000/- Hostel security-Refundable)**. The payment of Hostel fees (Boys/Girls) post finalization of list would be collected later through Demand Draft only. **(Details on Next Page)**
- Allotment of the Institute by NCHMCT is final. No request for change of Institute (**Migration**) will be considered during the entire duration of the course.
- All newly admitted students must strictly follow **Covid-19 Protocols & Social Distancing Guidelines** & has to submit vaccination report upon joining.
- Induction / Orientation would be conducted on 1st September 2022 at 10:00 AM & Reporting time for Students would start from 09:15 am onwards in Lecture Room.
- Details regarding commencement of classes would be shared during Induction Program. Commencement of classes would be as per NCHMCT Academic Calendar. **(PDF ATTACHED)**
- Please note that use of mobile phone is strictly banned inside the building of the Institute (Classes) and defaulters will have to pay fine including confiscation.
- Malpractices like Smoking, Drinking, foul language, etc are strictly prohibited in and around Institute Building.

METHODS OF FEE PAYMENT

Note: Students can pay the Institute fees with any of the following under mentioned methods:

1. OPTION 1:

Student can make a bank demand draft from any bank (**Mentioning the Fee Amount**) in favor of INSTITUTE OF HOTEL MANAGEMENT, payable at FARIDABAD.

- Keep a photocopy of DD safe for reference & submit the same during physical reporting.
- Write down the following details behind the DD
 - ✓ Complete Student Name & Jee Roll Number
 - ✓ Contact Number of Student
 - ✓ All India Rank (JEE Rank 2022)
 - ✓ E-mail id
 - ✓ Father's Name / Mother's Name
 - ✓ Contact Number of Parents / Guardian.

2. OPTION 2:

Online Payment through Institute's Website (www.ihmfaridabad.com)

3. OPTION 3:

Through RTGS/NEFT/IMPS.

➤ **Institute Account Details:**

Account Number: 521102010012590

Name: Institute of Hotel Management Catering Technology & Applied Nutrition

Bank Name: Union bank of India.

Branch Name: Badkhal Lake Complex Branch, Faridabad-121001.

IFS Code: UBIN0552119.

- After making the payment through any of the 3 mediums, kindly send the details of the transaction to the following email id: admiihmfaridabad@gmail.com in the prescribed format mentioned below along with the soft copy of **CYBER RECEIPT / SCREENSHOT** failing which it will be assumed that the student has not paid the fees till that time.
- All pending payments must be received in between **26TH AUGUST TO 29TH AUGUST 2022.** without any delay, during physical reporting.

Student Name & JEE Roll Number	
All India Rank (AIR)	
Course, Semester, term	
Fees Amount Paid	
Transfer date & time	
UTR or Reference Number	
Contact Number of Student / Parent	

GUIDELINES FOR PHYSICAL REPORTING

1. FOR PHYSICAL REPORTING:

- As per the Revised counseling schedule of NCHMCT, Physical reporting would be from **26TH AUGUST TO 29TH AUGUST 2022.**
- All students who have been finally allotted SIHM Faridabad through NCHMCT JEE Counseling 2022 are required to fill the attached Google Form (STUDENT PROFILE FORM) below.
[SIHM FARIDABAD STUDENT PROFILE FORM FOR B.SC HHA BATCH 2022-25. - Google Forms](#)
- All details filled by the students must be accurate & would be used by the Institute for official records.

NOTE:

A. STUDENTS WILL HAVE TO CARRY THE ORIGINAL AND SELF-ATTESTED PHOTOCOPIES OF YOUR TESTIMONIALS FOR SCRUTINISATION.

- a) Institute Allotment Letter
- b) 10th Board Certificate & Mark sheet
- c) 12th Board Certificate & Mark sheet
- d) School leaving Certificate cum character certificate/ Migration Certificate (original)
- e) Medical Certificate as per NCHMCT Format.
- f) 5 passport size latest color formal photographs along with Name & date duly stamped.
- g) Certificate of Category. (Optional)
- h) Covid-19 Vaccination Certificate (Final Dose).
- i) Hostel Application form. (If Allotted) (Optional)
- j) Receipt of fees of 1st semester (20,000) deposited at the admission centre/ Counseling Process.
- k) Anti ragging Affidavit by the candidate.*(PDF Attached)
- l) Affidavit by the parents.* (PDF Attached)
- m) Any other documents (as per instructions of NCHMCT)