



Indian Institute of Hotel Management and Culinary Arts

Affiliated to Osmania University

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Accredited to International Council on Hotel Restaurant & Institutional
Education - U.S.A. and American Hotel and Lodging Association - U.S.A.

Year :

No.

APPLICATION FORM

For Admission to:

I. PERSONAL DETAILS

1. Name of the Student	:	
2. Date of Birth and Age	:	Blood Group :
3. Father's Name	:	
4. Mother's Name	:	
5. Address for Correspondence and Telephone Number	:	
6. Permanent Address and Telephone Number	:	
7. Email Address of the Candidate	:	
8. Aadhar Number of the Candidate	:	
9. Email Address of the Parent	:	

II. EDUCATIONAL QUALIFICATIONS:

Examination Passed	Name of the Institute Studied	Group	Year of Passing	Marks Percentage	Remarks

III. ADDITIONAL QUALIFICATIONS:

IV. Fluency in English : 1. Excellent 2. Average 3. Below Average (Pl. Tick the relevant)

V. Other Languages Known to Speak / Read / Write:

1. _____ 2. _____ 3. _____

VI. Work Experience if any :
State the nature of work you have performed

VII. FAMILY BACKGROUND:

Relationship	Name	Occupation & Designation	Contact Phone Number
Father			
Mother			
Brother / Sister			
Brother / Sister			
Brother / Sister			

VIII. EXTRA CURRICULAR ACTIVITIES AND CERTIFICATES / PRIZES WON:

1.

2.

3.

IX. ADDITIONAL INFORMATION YOU WISH TO GIVE:**X. REFERENCE**

1. _____

2. _____

I hereby declare that the above given information is true to the best of my knowledge. I fully agree to abide by all the rules and regulations of the institute. I shall, throughout the period of my stay in the institute, display the highest sense of discipline and responsibility to the complete satisfaction of my trainers. I understand that any misdemeanor / misconduct on my part, will enable the institute to take action against me as deemed fit, or may render me ineligible to continue in the course.

Signature : _____

DECLARATION BY PARENT

I hereby declare my consent to admit my ward to the Indian Institute of Hotel Management and Culinary Arts. I will be directly responsible for payment of all the fees and dues of the institute. I will further be fully responsible for the conduct of my ward throughout the course of his study in the institute. I agree to meet the institute Principal periodically to be informed of my ward's performance.

Signature : _____

FOR OFFICE USE ONLY

Details of fees paid:

Amount : Rs. _____ **DDNo.** _____ **Date:** _____

Bank : _____ **Branch :** _____

Admitted / Rejected

Approved by:

Admitted by:

RULES AND REGULATIONS

1. The institute functions full time 9 AM to 5PM. Monday through Friday. Saturday will be working days in the fore noon session.
2. Students must be perfectly groomed throughout. They must be in full uniform in the institute or in any official outdoor assignment that they may be occasionally be given, and carry their identification cards and name tags on their person.
3. Students must put in a minimum of 85% attendance in order to qualify for any examination of the institute.
4. The official language of the institute is English. Every student must speak and converse in English throughout his / her course of study in the institute. Students are advised to strictly adhere to the language code.
5. Students shall be present for every demonstration or guest lecture that the institute may arrange. Students absent from such demonstrations / class will lose opportunity for attending the future demonstrations. It is imperative that students should understand the importance of such special demonstrations as they are arranged for the student's development and attending them will enable a proper comprehension of quality standards.
6. Students shall attend without fail. Any outdoor assignment that is given to them institute. Absence from such assignments would mean serious breach of the institute discipline code.
7. Students shall give full cooperation to the trainers, and members of the institute's management in all respects.
8. No. Student shall be found using or carrying any kind of drugs of any other material causative of addiction. Students found using such material will be dismissed from the institute and handed over to the law.
9. Students using the internet facility will restrict their access to relevant sites only and are prohibited from viewing any vulgar or obscene material on the web. The facility will be made available during specific timings only.
10. Students are prohibited from using instruments such as mobile phones, pagers, laser beams or any such other instruments disturbing classes. Unauthorized use of such instruments will cause them to be confiscated.
11. No student shall be found in the premises of the institute after specific hours unless authorized to do so.
12. The institute will not be in any way responsible for the belonging of the students including their uniforms/kits or books and hence are cautioned to be careful about them.
13. Students shall not store any money or valuables in the lockers provided to them. The institute will not bear any responsibility for the same.
14. Students shall exhibit a strict sense of order during lunch hours or breaks give to them.
15. No student shall enter any other premises of the institute without being authorized to do so.
16. The management of the institute will have complete liberty and authority to make or alter nay of its policies.
17. Students staying in the hostel will abide by the rules of the hostel which will be given to them separately.
18. Any legal matters or formalities concerning the policies of the institute will remain restricted to the jurisdiction of Hyderabad.
19. Fees once paid will not be refunded or adjusted under any circumstances whatsoever.