

**होटल प्रबंध और खानपान प्रौद्योगिकी संस्थान  
(पर्यटन मंत्रालय के अधीन का स्वायत्त निकाय), भारत**

**सरकार**

**कोवलम, तिरुवनन्तपुरम**

**INSTITUTE OF HOTEL MANAGEMENT AND CATERING  
TECHNOLOGY**

**(MINISTRY OF TOURISM, GOVT OF INDIA)  
KOVALAM, THIRUVANANTHAPURAM**

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[www.thims.gov.in](http://www.thims.gov.in)

Affiliated to National Council for Hotel Management and Catering Technology, Noida  
And Indira Gandhi National Open University, New Delhi

# STUDENT HAND BOOK

2021-2022



**STUDENTS ARE EXPECTED TO UPDATE THEMSELVES OF ALL NOTIFICATIONS BY CHECKING THE NOTICE BOARDS/ WEBSITE REGULARLY.**

[www.ihmctkoyalam.ac.in](http://www.ihmctkoyalam.ac.in)

[www.ignou.ac.in](http://www.ignou.ac.in)IGNOU component

[www.thims.gov.in](http://www.thims.gov.in)Attendance and marks

**Notice Boards:**

**Outside H.O.D's Office & PA to Principal Academic Matters**

**Outside Exam Cell Examination Matters**

**Outside Ground Floor Training Restaurant Placement Matters**

**Outside Cafeteria ( Scribbles by Students) Fun Matters**

## INSTITUTE ANTHEM

We are one in the school, We are one in profession,  
We are one in the school, We are one in profession,  
And we pray that our unity may always be retained,  
And they'll know we're professionals by our care, by our care,  
Yes, they'll know we're professionals by our care

We will work with each other, we will work hand in hand,  
We will work with each other, We will work hand in hand,  
And together we will spread the word that experts are at hand,  
And they'll know we're professionals by our care, by our care.  
Yes they'll know we're professionals by our care.

We will serve, serve each other, We will serve side by side,  
We will serve, serve each other, We will serve side by side  
We will guard each man's dignity, and save each man's pride,  
And they'll know we're professionals by our care, by our care,  
Yes, they'll know we're professionals by our care.

# IHM CORE VALUES

## **Respect**

- We do not look down on others or their opinions
- We treat people with dignity

## **Adult Education**

- We treat students like thinking adults
- We promote active involvement in learning process

## **Learning**

- We believe in the authority that knowledge, study and experience provide
- We look for opportunities to update our knowledge systematically

## **Walk the talk**

- We model the behaviour that we expect from others
- What we do is more important than what we say

## **Entrepreneurship**

- We promote an entrepreneurial mind set
- We develop skills for exercising initiative in a given business environment.

## **Rigour**

- We provide in depth learning experience which is academically, intellectually and personally challenging.

## **Relevance**

- Learning in the institute will relate to the 'Real World' of the hospitality
- Our students will be familiar with the latest industry practices

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## गुणता नीति

हमारी गुणता प्रबंधन प्रणाली के प्रभाव को निरंतर समुन्नत करते हुए आतिथ्य व्यवसाय की बढ़ती चुनौतियों का सामना करने हेतु ज्ञान प्रदान करना, कौशल विकसित करना तथा अभिवृत्ति को बढ़ाना ।

प्रशिक्षित व्यवसायी एवं कर्मचारियों को प्रदान करके सरकार के पर्यटन विकास प्रयासों में हाथ मिलाना ।

**OUR MOTTO : LEARN AND SERVE**

**CODE OF OUR PROFESSION : QUALITY SERVICE**

### **QUALITY POLICY**

TO IMPART KNOWLEDGE, DEVELOP SKILLS AND ENHANCE ATTITUDES TO MEET THE EVOLVING CHALLENGES OF THE HOSPITALITY INDUSTRY BY CONTINUALLY IMPROVING THE EFFECTIVENESS OF OUR QUALITY MANAGEMENT SYSTEM.

TO COMPLEMENT THE GOVERNMENT'S EFFORTS IN THE PROMOTION OF TOURISM BY PROVIDING PROFESSIONALS TO THE INDUSTRY.

## हम समर्थन करते हैं / WE ENDORSE

क्षमता /COMPETENCE	We shall endeavour to provide quality service at par with the best
ज्ञान / KNOWLEDGE	Our Quest for knowledge shall be a never ending one – “Knowledge is the fountain head of all success” shall be our founding principle
गर्व / PRIDE	We shall firmly uphold our faith in the dignity of labour and be proud of our role in the organization, no matter how small it may seem.
उपस्थिति / APPEARANCE	We shall adhere to the grooming standards laid down by our organization. We shall strive to portray a professional appearance at all times and under all circumstances.
शिष्टाचार /COURTESY	Courteousness in word and action is the key stone of the Service industry. We shall strive to imbibe this virtue.
अतिरिक्त प्रयास / THAT EXTRA EFFORT	The hall mark of an excellent service industry is that extra effort its employees are willing to expend in the pursuit of guest satisfaction. We shall not hesitate in going beyond the call of duty to satisfy our guests, the raison d’etre of our industry.

## आचार संहिता / CODE OF CONDUCT

The students must, both within and outside the campus, conduct themselves in a manner that will uphold and enhance the prestige and reputation of the Institute. Courtesy is an essential quality of the hospitality professional. It is therefore imperative that the students possess a pleasant disposition and that they deal with staff, guests and colleagues in a dignified, yet warm manner. Greeting people and talking in soft tones should become a habit.

1. Inattentiveness, indifference towards any subject, discourtesy towards any staff member or outsider which affects the discipline of the Institute will be viewed seriously.
2. Conduct of the student within the classroom and within the premises must be satisfactory. Any serious misconduct may warrant immediate expulsion from the Institute along with forfeiture of the fees.
3. Indulgence in any act of violence will be considered a breach of discipline that warrants immediate expulsion.
4. Habitual negligence in your work, dishonesty, obscenity in word or act, insubordination or such other acts of misconduct will involve severe disciplinary action which in extreme cases will be expulsion from the Institute.
5. Students should take care of the Institute's property and help to keep the Institute premises clean and tidy at all times.
6. Any property damaged due to negligence of the students will be repaired/replaced at the student's expense.
7. Any wilful damage to the Institute's property will be viewed as a serious offence and dealt with accordingly.
8. Substance abuse in any form will not be permitted within the Institute's premises.

9. No society/club/association will be formed in the Institute without the Principal's permission.
10. Outsiders are not to be invited to address the students of the Institute without prior permission from the Institute authorities.
11. Students shall not take part in politics or political campaigning.
12. Any debate/meeting should have the prior permission of the Principal.
13. No student should communicate any information, or write about matters relating to the Institute to the press.
14. Students will not be permitted within the Institute building after office hours without permission, except in the library, if the librarian is available.
15. Student Vehicles : No student vehicles are allowed inside the campus beyond the student parking area. (2 Wheelers only). Student four wheelers are not allowed inside the campus.
16. Mobile phones are not permitted in the college building.
17. The medium of communication in the campus will strictly be English.
18. The Principal reserves the right to suspend/dismiss any student if the Principal feels that the continuance of the student in the Institute is detrimental to the functioning/interest of the Institute or the other students of the Institute.
19. New rules may be added at the discretion of the Principal. The Principal will take decisions for the matters not covered by these regulations and his/her decisions shall be final.

**Ragging** is strictly prohibited. It is viewed as a criminal offence and punishable by law. Any such incident must be reported to the Anti Ragging Committee, immediately.

# शैक्षिक कैलेंडर

## ACADEMIC CALENDAR – 2020-2021

NATIONAL COUNCIL FOR HOTEL MANAGEMENT & CATERING TECHNOLOGY, NOIDA  
BSc. IN HOSPITALITY & HOTEL ADMINISTRATION  
ACADEMIC CALENDAR 2021-22 (2<sup>nd</sup> Revised)

FIRST YEAR	SEMESTER - I		
	Schedule	From	To
Teaching	18.10.2021	03.12.2021	07
Mid-Term Examination	06.12.2021	10.12.2021	01
Teaching	13.12.2021	28.01.2022	07
Practical/Preparatory	31.01.2022	04.02.2022	01
End-Term Examinations	07.02.2022	18.03.2022	02

SECOND YEAR	SEMESTER - III (GROUP I)		
	Schedule	From	To
Industrial Training	02.08.2021	19.11.2021	16
IT Report Preparation/ IT Shortfall Make-Good Period	22.11.2021	03.12.2021	02
End-Term Examination	06.12.2021	10.12.2021	01

	SEMESTER - III (GROUP II)		
	Schedule	From	To
In-Institute Teaching	02.08.2021	24.08.2021	08
Mid-Term Examination	27.09.2021	01.10.2021	01
Teaching	04.10.2021	09.11.2021	07
Practical/Preparatory	22.11.2021	26.11.2021	01
End-Term Examinations	29.11.2021	10.12.2021	02

	SEMESTER - V		
	Schedule	From	To
Teaching	12.07.2021	03.09.2021	08
Mid-Term Examination	09.09.2021	10.09.2021	01
Teaching	13.09.2021	05.11.2021	08
Practical/Preparatory	08.11.2021	12.11.2021	01
End-Term Examination	13.11.2021	26.11.2021	02

	SEMESTER - II		
	Schedule	From	To
Teaching	21.02.2022	08.04.2022	07
Mid-Term Examination	11.04.2022	15.04.2022	01
Teaching	18.04.2022	03.06.2022	07
Practical/Preparatory	06.06.2022	10.06.2022	01
End-Term Examinations	13.06.2022	24.06.2022	02

	SEMESTER - IV (GROUP I)		
	Schedule	From	To
In-Institute Teaching	13.12.2021	24.12.2021	02
Winter Break	27.12.2021	07.01.2022	02
Teaching	10.01.2022	18.02.2022	06
Mid-Term Examination	21.02.2022	25.02.2022	01
Teaching	28.02.2022	15.04.2022	07
Practical/Preparatory	18.04.2022	22.04.2022	01
End-Term Examinations	25.04.2022	06.05.2022	02

	SEMESTER - IV (GROUP II)		
	Schedule	From	To
Industrial Training	20.12.2021	08.04.2022	16
IT Report Preparation/ IT Shortfall Make-Good Period	11.04.2022	22.04.2022	02
End-Term Examination	25.04.2022	29.04.2022	01

	SEMESTER - VI		
	Schedule	From	To
Teaching	29.11.2021	24.12.2021	04
Winter Break	27.12.2021	07.01.2022	02
Teaching	10.01.2022	04.02.2022	04
Mid-Term Examination	07.02.2022	11.02.2022	01
Teaching	14.02.2022	08.04.2022	08
Practical/Preparatory	11.04.2022	15.04.2022	01
End-Term Examinations	18.04.2022	29.04.2022	02



  
 SATVIR SINGH  
 DIRECTOR (STUDIES)  
 21.09.2021

**NATIONAL COUNCIL FOR HOTEL MANAGEMENT & CATERING TECHNOLOGY, NOIDA**  
ACADEMIC CALENDAR 2021-2022 (Revised)

**ONE & HALF YEAR TRADE DIPLOMA IN:**

- (i) FOOD PRODUCTION
- (ii) FOOD & BEVERAGE SERVICE
- (iii) FRONT OFFICE OPERATION
- (iv) HOUSEKEEPING
- (v) BAKERY & CONFECTIONERY

**TERM-I**

Schedule	From	To	Weeks
Teaching	20.09.2021	24.12.2021	14
Winter Break	27.12.2021	07.01.2022	02
Teaching	10.01.2022	21.01.2022	02
Mid-Term Examinations	24.01.2022	04.02.2022	02

**TERM-II**

Schedule	From	To	Weeks
Teaching	07.02.2022	27.05.2022	16
Practical/Preparatory	30.05.2022	03.06.2022	01
End-Term Examinations	08.06.2022	17.06.2022	02

**TERM - III**

Industrial Training in Hotel	From	To	Weeks
	27.06.2022	09.12.2022	24



*Satvir Singh*  
**SATVIR SINGH**  
DIRECTOR (STUDIES)  
13.07.2021

**NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY, NOIDA**  
ANNUAL ACADEMIC CALENDAR 2021-2022  
M.Sc. IN HOSPITALITY ADMINISTRATION (Revised)

**SEMESTER - I**

SCHEDULE	FROM	TO	WEEKS
Teaching	13 <sup>th</sup> September 2021	24 <sup>th</sup> December 2021	15
Winter Break	27 <sup>th</sup> December 2021	07 <sup>th</sup> January 2022	02
Exam Preparatory	10 <sup>th</sup> January 2022	14 <sup>th</sup> January 2022	01
End-Term Examinations	17 <sup>th</sup> January 2022	21 <sup>st</sup> January 2022	01

**SEMESTER - II**

SCHEDULE	FROM	TO	WEEKS
Teaching	24 <sup>th</sup> January 2022	06 <sup>th</sup> May 2022	15
Exam Preparatory	09 <sup>th</sup> May 2022	13 <sup>th</sup> May 2022	01
End-Term Examinations	16 <sup>th</sup> May 2022	20 <sup>th</sup> May 2022	01
Pre-Research Exposure (05 weeks of mentorship)	23 <sup>rd</sup> May 2022	24 <sup>th</sup> June 2022	05

**SEMESTER - III (Specialization)**

SCHEDULE	FROM	TO	WEEKS
Teaching	23 <sup>rd</sup> August 2021	10 <sup>th</sup> December 2021	16
Exam	13 <sup>th</sup> December 2021	17 <sup>th</sup> December 2021	01
Preparatory			
End-Term Examinations	20 <sup>th</sup> December 2021	24 <sup>th</sup> December 2021	01
Vacation	27 <sup>th</sup> December 2021	07 <sup>th</sup> January 2022	02

**SEMESTER - IV**

SCHEDULE	FROM	TO	WEEKS
Teaching	10 <sup>th</sup> January 2022	29 <sup>th</sup> April 2022	16
Exam Preparatory	2 <sup>nd</sup> May 2022	6 <sup>th</sup> May 2022	01
End-Term Examinations	6 <sup>th</sup> May 2022	13 <sup>th</sup> May 2022	01



*Satvir Singh*  
**SATVIR SINGH**  
DIRECTOR (STUDIES)  
13.07.2021

**विषयों और परीक्षा योजना**  
**SUBJECTS & EXAMINATION SCHEME**  
**B.Sc. IN HOSPITALITY & HOTEL ADMINISTRATION**  
**2020-2021**

**I SEMESTER**  
**राष्ट्रीय परिषद घटक / National Council Component**

No.	Subject code	Subject	Hours per Week		Marks	
			Th	Pr	Th	Pr
1	BHM111	Foundation Course in Food Production I	2	8	100	100
2	BHM112	Foundation Course in Food & Beverage Service-I	2	4	100	100
3	BHM113	Foundation Course in Front Office-I	2	2	100	100
4	BHM114	Foundation Course in Accommodation Operations-I	2	2	100	100
5	BHM105	Application of Computers	1	4	50	100
6	BHM106	Hotel Engineering	4	-	100	-
7	BHM116	Nutrition	2	-	100	-
TOTAL			15	20	650	500
GRAND TOTAL			35		1150	

**II SEMESTER**  
**राष्ट्रीय परिषद घटक / National Council Component**

No.	Subject code	Subject	Hours per Week		Marks	
			Th	Pr	Th	Pr
1	BHM151	Foundation Course in Food Production II	2	8	100	100
2	BHM152	Foundation Course in Food & Beverage Service-II	2	4	100	100
3	BHM153	Foundation Course in Front Office-II	2	2	100	100
4	BHM154	Foundation Course in Accommodation Operations-II	2	2	100	100
5	BHM117	Principles of Food Science	2	-	100	-
6	BHM108	Accountancy	4	-	100	-
7	BHM109	Communication	2	-	50	-
TOTAL			16	16	650	400
GRAND TOTAL				32		1050

**इग्नू घटक / IGNOU Component**

No.	Subject code	Subject	Marks	Hours per Week
1	BHM110 TS 01	Foundation Course in Tourism	100	2

**III/IV SEMESTER**  
**राष्ट्रीय परिषद घटक / National Council Component**

No.	Subject Code	Subject	Hours per Semester		Term Marks*	
			Th.	P	Th.	Pr.
1	BHM201	Food Production Operations	02	08	100	100
2	BHM202	Food & Beverage Operations	02	02	100	100
3	BHM203	Front Office Operations	02	02	100	100
4	BHM204	Accommodation Operations	02	02	100	100
5	BHM205	Food & Beverage Controls	02	-	100	-
6	BHM206	Hotel Accountancy	02	-	100	-
7	BHM207	Food Safety & Quality	02	-	50	-
8	-	Research Methodology	01	-	-	-
TOTAL:			15	14	650	400
GRAND TOTAL			29		1050	

No.	Subject Code	Subject	Marks
1	BHM208	Industrial Training (21 weeks)	200
TOTAL			200

**इग्नू घटक / IGNOU Component**

No.	Subject code	Subject	Marks	Hours per week
1	BHM209 TS 03	Management in Tourism	100	2
2	BHM210 BEGE 103	Communication Skills in English	100	2
3	BHM211 TS 07	Human Resource Management	100	2
TOTAL			300	

## V SEMESTER

### राष्ट्रीय परिषद घटक / National Council Component

No	Subject code	Subject	Hours per week		Marks	
			Th	Pr	Th	Pr
1	BHM311	Advance Food Production Operations-I	2	8	100	100
2	BHM312	Advance F&B Operations-I	2	2	100	100
3	BHM313	Front Office Management-I	2	2	100	100
4	BHM314	Accommodation Management-I	2	2	100	100
6	BHM307	Financial Management	4	-	100	-
7	BHM308	Strategic Management	2	-	50	-
8	BHM309	Research Project	-	1	-	-
9	—	Special Topics/Guest speakers	2	-	-	-
Total			16	15	550	400
Grand Total			31		950	

### इग्नू घटक / IGNOU Component

No.	Subject Code	Subject	Marks	Hours per Week
1	TS-6	Tourism Marketing	100	2

**VI SEMESTER**  
**राष्ट्रीय परिषद घटक / National Council Component**

No.	Subject code	Subject	Hours per week		Term Marks*	
			Th.	Pr	Th.	Pr
1	BHM351	Advance Food Production Operations - II	02	08	100	100
2	BHM352	Advance F&B Operations – II	02	02	100	100
3	BHM353	Front Office Management – II	02	02	100	100
4	BHM354	Accommodation Management - II	02	02	100	100
5	BHM305	Food & Beverage Management	04	-	100	-
6	BHM306	Facility Planning	04	-	100	-
7	BHM309	Research Project	-	03	-	100
8	-	Special topics/Guest speakers	02	-	-	-
TOTAL:			18	17	600	500
GRAND TOTAL			35		1100	

## TEACHING AND EXAMINATION SCHEME FOR

### DIPLOMA IN FOOD PRODUCTION

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	DCS-02	Food Costing	2	50
TOTAL			12	350
<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	-
TOTAL			23	200
<b>GRAND TOTAL</b>			<b>35</b>	<b>550</b>

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

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

## ASSESSMENTS & SEMESTER EXAMINATIONS

### राष्ट्रीय परिषद घटक / National Council Component

#### Final Assessment of each Semester

	Theory	Practical	
Internal Assessment	Mid Semester-1	7 Assessments Best 5 out of 7	25%
	Attendance	Attendance	5%
External Assessment	End Semester	End Semester	70%
Pass Mark	40%	50%	

#### सेमेस्टर परीक्षाओं के लिए अर्हता प्राप्त करने के लिए:

#### To qualify for Semester Examinations (External Assessment):

- 1.Examination Application form must be submitted along with the fees before the last date notified by the Institute
2. The student must have a minimum of 75% attendance for that semester..
- 3.All required assignments and journals should be completed satisfactorily.
- 4.No disciplinary proceedings must be pending against the student.

#### अगले सेमेस्टर के लिए अर्हता प्राप्त करने के लिए

#### To qualify for the next Semester

A minimum mark of 40% for Theory and 50% for Practical for each subject is considered PASS.

Detailed Exam Rules can be viewed in the website [www.nchmct.org](http://www.nchmct.org).

#### इग्नू घटक / IGNOU Component ( [www.ignou.ac.in](http://www.ignou.ac.in))

Registration & payment of Examination fees to be done online by the student at the beginning of every academic year.

**सह पाठ्यक्रम और अतिरिक्त पाठ्यक्रम गतिविधियां**  
**CO-CURRICULAR & EXTRA CURRICULAR**  
**ACTIVITIES 2020-2021**

Students are encouraged to develop a well rounded personality and the Institute provides various avenues to explore their talents and skills. All events are conducted by the students, facilitated by the concerned faculty. The objectives of the activities are to develop

- team spirit
- organizational skills
- entrepreneurial skills
- sensitivity to environmental and social issues
- to be valued as a responsible citizen.

Students are divided amongst Houses: EAGLES (Green Flag), FALCONS (Red Flag), HAWKS (Yellow Flag), SWIFTS (Blue Flag)

Some of the Activities are: Orientation Day for Freshers, Welcome Party, Independence Day Celebrations, Onam Festivities, Hindi Day & Fortnight, Theme Dinner ( second Year), World Tourism Day, Swachatha Pakwada, Ek Bharath Sresht Bharat, Cat a fest ( Cultural), Sports Day & Tournaments, Cake Mixing, New Year Lunch, Fandango ( Three day Food and Fun Festival open to public), Valedictory, Farewell and more.

Field visits and Study tour ( final year) are also part of the learning experience.

# APPEARANCE STANDARDS

## ड्रेस कोड / Dress Code

### B.Sc. HOSPITALITY AND HOTEL ADMINISTRATION

#### A. FOOD PRODUCTION

White drill chef coat  
Black T/C Pant  
White Drill apron-Half  
Chef Scarf (as specified by the faculty)-Green  
Chef cap (as specified by the faculty)  
Kitchen Cloth (White)  
Green and White Checked Cleaning Cloth  
Black Socks  
Black Safety Shoes  
Tool Kit-Given from Institute on payment.

#### B. FOOD & BEVERAGE SERVICE

Formal Black T/C Pant  
White Full Sleeved Shirt with collar  
(A single pocket on the left without a flap)  
Waist coat  
Black Bow Tie  
Black Leather Shoes with lace - Oxford  
Black Socks  
Black Belt (small buckle)  
Damask Napkins-4 numbers  
White Casement Waiters Cloth-2 numbers  
Good quality Bottle Opener

## **DIPLOMA IN – FOOD PRODUCTION**

White drill chef coat  
Black T/C Pant  
White Drill apron,  
Chef Scarf (as specified by the faculty)-White  
Chef cap (as specified by the faculty)  
Kitchen Cloth (White)  
Green and White Checked Cleaning Cloth – 2 numbers  
Black Socks  
Black Safety Shoes  
Tool Kit

Every student, on admission will be provided with an **identity card which must be worn at all times.**

In addition to the above mentioned, the final year students are required to have a suit as per instructions.

**Wear your Uniform with pride.  
It makes you feel good and look good.**

## UNIFORM SPECIFICATION – FOR FIRST YEARS

### **Food Production & Bakery Practical:**

#### **a.Chef coat :**



Colour – white, Material : Drill, sanforized, Tailoring : With overlap in front. Deep narrow pocket in front and on one sleeve. Refer sketch.

#### **b.Black Pants**

#### **c.Apron – White Drill Material.**

Sanforized.

#### **d.Scarf: Triangular –Green and White**

Checked 90 cms × 60 cms × 60 cms.



#### **e.Chef\_cap**

#### **f.Black socks.**

#### **g.Black Safety shoes**

#### **h.Kitchen Cleaing cloth – Green & White Checked Cotton 2 nos**

#### **i.Tool kit-Given by Institute on payment.**

**F&B Service Practical:**

a.Pants: Black Suiting. Formal.  
Straight cut with a pleat on  
either side. Side pockets and  
back pockets



b.Waist Coat: Suiting Material,  
Black

c.White full sleeved shirt

d.Black bow tie

e.Waiter's cloth – 2 nos

f.Serviettes – Damask white 45 cms \* 45  
cms – 4 nos.

g.Black socks

h.Black Oxford Shoes ( Boys) Closed  
shoes – not more than 2 inch heel(  
Girls)

i.Bottle Opener

j.Lighter



**Front Office Practical :**

Black pants , White full sleeved shirt, Black oxford shoes, Black socks. (as for F& B Service), Black Tie.

**Accommodation Operation Practical:** Black pants , White half sleeved shirt ( suiting material) with chinese collar, Black oxford shoes ( , Black socks, Apron with a pocket (12 inches wide, 6 inches high) in front ,

\*\* Dusters (blue and white check) 2 nos



www.shutterstock.com · 1062455564

\*\* Issued from the Institute

Students are expected to be in their respective uniforms during class hours.

**Girls:** have the option of wearing knee length formal black skirt (A-line) with black stockings instead of pants for F & B Service Practical. Closed shoes with not more than 2 inch heel.

Girls also will be required to buy a saree at a later date.



## उपस्थिति और समय की पाबंदी ATTENDANCE & PUNCTUALITY

**(REGULAR INSTITUTE TIMINGS WILL BE UPDATED)**

1. Each student must be punctual for classes, in submission of journals, assignments, projects etc. and must attend to any other duties assigned, with whole hearted commitment.
2. Late-coming is unprofessional. In case of unforeseen eventualities, keep your faculty and counsellor informed.

### **छुट्टी और अनुपस्थिति / Leave & Absenteeism**

1. Students are not allowed to leave the campus when the college is in session, without the required permission in the prescribed format, in the student's diary.
2. Absence without permission is considered a breach of discipline. Leave has to be requested for in the prescribed format, in the student's diary.
3. Any absence from the Institute would result in loss of attendance for such time period.

### **चिकित्सा छुट्टी / Medical Leave**

Absence due to ill health should be notified to the Institute as soon as possible. A Medical certificate along with the Fitness Certificate duly signed by Counsellor must be submitted to the Administration office. Medical Certificate submitted **later than 15 days will not be accepted.**

### **गेट पास / Gate Pass**

Sanctioned Gate Pass is required to leave the campus during the working hours. Gate Pass sanctioned for **official purpose only** will be considered for attendance. Gate Pass sanction must be obtained on the prescribed format.

## INDUSTRIAL EXPOSURE TRAINING (IET)

### **BSc H&HA**

As part of the curriculum, after the completion of the II Semester, the students are required to undergo Industrial Exposure Training in five star hotels.

The **Training Completion Certificate** issued by the hotel is mandatory to prove completion of training. On completion of the Training, students will be evaluated for 200 marks, based on the Performance Appraisal (by the Hotel trained in), Log Book, Report and Presentation (by faculty and Industry experts). A minimum of 50% is necessary to pass.

### **Schedule and details will be updated**

Detailed information is available on the Institute Website.  
[www.ihmctkoyalam.org](http://www.ihmctkoyalam.org) (Academic Page)

Coordinators: Ms. Nirmala Jacob & Ms. Prajitha K

### **DFP**

As part of the curriculum, after completion of the one year at the Institute, students are required to undergo Industrial Exposure Training in five star hotels.

Coordinator: Mr. Pradosh Pai

## **प्लेसमेंट / PLACEMENT**

In the Final Year, many leading hotels conduct tests, group discussions and interviews to select suitable candidates for employment.

In order to get suitably placed, students are required to prepare themselves. Following are the qualities expected by employers:  
Good Communication skills in English, General Awareness (Make reading newspapers a habit), Professional attire, Pleasant disposition, Enthusiasm, Technical knowledge, Good Attendance Record (90% and above)

The Institute gives ample opportunities to the students to develop these qualities; and it is up to the students to make use of the opportunities offered.

**Coordinators:** Ms. Nirmala Jacob, & Mr. G Saravanan

## अन्य सुविधाएं / OTHER FACILITIES

### पुस्तकालय, इंटरनेट / LIBRARY, INTERNET

The library remains open from 09:00 a.m. on all working days. Every student will be issued with three cards, two for books and one for periodicals. The cards will be issued from the library on production of ID Card. Books are issued for a period of seven days on production of ID Card.

Internet facility is available in the Library.

Library rules are displayed in the Library. All students are expected to follow the rules of the library at all times.

### जिम / GYM

A fully equipped Gym will be available for students on payment basis.

### चिकित्सा सुविधाएं / MEDICAL FACILITIES

#### (Student's Safety Insurance Policy)

For the welfare of the students the Institute has taken out a Student's Safety Insurance Policy. The policy is a safe guard against accidents on campus. All claims forwarded by the Institute are subject to approval by the Insurance company.

### लॉकर्स / LOCKERS

Lockers are available for day scholars on payment basis

## **GRIEVANCE PROCEDURES**

Students may approach their respective Counsellor / faculty co-ordinator.

### **COUNSELLORS**

The counsellor will give students the necessary guidance in both academic and personal matters.

Name & Telephone Number of Counsellors

#### **BScH&HA**

##### **I & II Semester:**

GROUP I	Ms. Nirmala Jacob-	9447586486
GROUP II	Mr. Dennis j Mathew	9895367633
GROUP III	Mr. G Saravanan	9995600704
GROUP IV	Ms Prajitha k	6282239480

##### **III & IV Semester:**

Mr. Ashok V D	9446164370	Sl. No. 1-60 & 121-181
Ms.Sini B Nair	9446390828	Sl. No. 61-120 & 182-237 (Including Girls)
Mr. Nandu V	9495377929	To assist

##### **V & VI Semester**

Dr. J Premchand	9446547874	Sl. No. 1-69
Ms.Manju Sajith	9446580347	Sl. No. 70-138
Mr. Pradosh Pai	9446547874	Sl. No. 139-207

#### **DFP**

Mr. Rahul RK	9074668673
Ms Prajitha k	6282239480 (Girls only)

Girl students may approach lady counsellors, if needed.

If not redressed, students may mail their grievance to HOD: academics@ihmctkovalam-org or to the Principal : principal@ihmctkovalam.org

# स्टॉप रैगिंग अभियान/THE STOP RAGGING CAMPAIGN

Kerala Prohibition of Ragging Act, 1998



## आपातकालीन संख्या / EMERGENCY NUMBERS:

Principal - 0471-2480283, 2480774, 9995251083

Email : [principal@ihmctkovalam.org](mailto:principal@ihmctkovalam.org)

Ms.Jolly Joseph,HOD – Mob: 9895056480,

Email:[jolly.joseph@ihmctkovalam.ac.in](mailto:jolly.joseph@ihmctkovalam.ac.in)

Dr.J.Premchand,Sr.Lecturer cum Sr. Instructor- Ph:0471-2443577,  
9349240260 email: [j.premchand@ihmctkovalam.ac.in](mailto:j.premchand@ihmctkovalam.ac.in)

Ms. Nirmala E Jacob, Sr. Lecturer cum Sr. Instructor-Mob:9447586486

Email: [nirmala.jacob@ihmctkovalam.ac.in](mailto:nirmala.jacob@ihmctkovalam.ac.in)

Mr. Dennis J Mathew, Sr. Lecturer cum Sr. Instructor-Mob:9895367633

Email: [dennis.mathew@ihmctkovalam.ac.in](mailto:dennis.mathew@ihmctkovalam.ac.in)

Mr Ashok V D, Sr. Lecturer cum Sr. Instructor-Mob:9446178897

Email: [ashok.vd@ihmctkovalam.ac.in](mailto:ashok.vd@ihmctkovalam.ac.in)

RAGGING IS A COGNISABLE OFFENCE AND PUNISHABLE UNDER PROVISIONS OF KERALA PROHIBITION OF RAGGING ACT 1998.The Institution will take stern action against the offenders. The cardinal points contained in the Act are furnished below for information of concerned.

### (1)SHORT TITLE AND EXTENT

i) The Act may be called the Kerala Prohibition for Ragging Act 1998.

ii) It extends to the whole of the state of Kerala.

### परिभाषा /DEFINITION

“Ragging” means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any education institution and includes:-

- Teasing, abusing of, playing practical jokes on or causing hurt to such student.
- Asking the student to do any act or perform something which the student will not in the ordinary course willingly do.

(2) **रैगिंग का निषेध/ PROHIBITION OF RAGGING**

Ragging within or without any educational institution is prohibited.

(3) **रैगिंग के लिए जुर्माना / PENALTY FOR RAGGING**

However directly or indirectly commits, participates in, abets or propagates ragging within, or without, any educational institution, shall, on conviction, be punished with imprisonment for a term which may extend to 2 years and shall also be liable to a fine which may extend to ten thousand rupees.

(4) **छात्र की बर्खास्तगी DISMISSAL OF STUDENT**

Any student convicted of an offence under section 4 shall also be dismissed from the educational institution, and such student shall not be admitted in any other educational institution for a period of three years from the date of the order of such dismissal.

(5) **छात्र के निलंबन / SUSPENSION OF STUDENT**

- (1) Where any student or, as the case may be, the parents or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and, if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action.
- (2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

Note: For more details, Please refer [www.nchm.nic.in](http://www.nchm.nic.in) website .  
Download **Affidavit by the student** and **Affidavit by Parent/Guardian**, complete it and send the same to the institute.

**कार्यस्थल पर महिलाओं का यौन उत्पीड़न  
(निवारण, प्रतिषेध और निवारण) अधिनियम, 2013  
Sexual Harassment of Women at Workplace (Prevention,  
Prohibition and Redressal) Act, 2013**

This Institute has a zero tolerance policy towards sexual harassment of women at all levels. We are committed to providing a safe and secure space and an environment of mutual respect.

The Institution has a strong complaints redressal process. Any form of sexual harassment is unlawful and will be subject to penalties in accordance with applicable law.

**The Internal Complaints Committee:**

Ms. Manju Sajith, Member	Mobile: 9446580347
Ms. Radhika P Member	Mobile: 9446474776
Mr. K.J. John, Member	Mobile: 9447735002
Ms. Jolly Joseph, Chairperson	Mobile: 9895056480
Ms. Maya V. External Advisor	

**प्रशासनिक मामले**  
**ADMINISTRATIVE MATTERS**

**वर्ष 2020-2021 के फीस संरचना**

**FEES STRUCTURE FOR THE YEAR 2020-2021**  
**B.Sc. IN HOSPITALITY AND HOTEL ADMINISTRATION**

COMPONENTS	I YEAR	
	1 <sup>ST</sup> SEMESTER	2 <sup>ND</sup> SEMESTER
ADMISSION FEE	1500	-
NCHMCT ENROLMENT FEE	1800	-
IHM TUITION FEE	39700	39700
EXAMINATION FEE	2500	2500
CAUTION MONEY (REFUNDABLE)	6500	-
STUDENTS ACTIVITIES AND SERVICES FUND	-	1500
ID CARD & JOURNALS	300	-
STUDENTS SAFETY INSURANCE	350	-
<b>TOTAL</b>	<b>52650</b>	<b>43700</b>
<i>Amount paid at the counselling centre 1st sem(Counselling Fees of Rs.2000/- excluded)</i>	38000	--
Balance amount payable to IHM KOVALAM	14650/-	--

Fees may be paid in the form of Digital mode / RTGS / NEFT only.

COMPONENTS	II YEAR	
	3 <sup>RD</sup> SEMESTER	4 <sup>TH</sup> SEMESTER
IHM TUITION FEE	40600	40600
EXAMINATION FEE	2500	2500
STUDENTS ACTIVITIES AND SERVICES FUND		1500
JOURNAL		300
STUDENTS SAFETY INSURANCE		350
<i>Amount to be paid</i>	43100	45250

COMPONENTS	III YEAR	
	5 <sup>TH</sup> SEMESTER	6 <sup>TH</sup> SEMESTER
IHM TUITION FEE	46600	46600
EXAMINATION FEE	2500	2500
STUDENTS ACTIVITIES AND SERVICES FUND		1500
JOURNALS		200
STUDENTS SAFETY INSURANCE		350
<i>Amount to be paid</i>	49100	51150

### Account Details

Account Name : Institute of Hotel Management and Catering Technology,  
Kovalam

Account Number : 1620800709

Bank & Branch : Central Bank of India, Kovalam

IFSC Code : CBIN0280939

Mode of payment: Digital / NEFT/RTGS only.

Note: After payment of fees, the UTR number alongwith details of the student should be sent to the email:accounts@ihmctkovalam.org.

COMPONENTS	DIPLOMA IN FOOD PRODN.		
	I TERM	II TERM	Total
ADMISSION FEE	600	-	600
IHM TUITION FEE	15500	15500	31000
EXAMINATION FEE	-	2500	2500
STUDENTS ACTIVITIES AND SERVICES FUND	-	1100	1100
CAUTION MONEY (REFUNDABLE)	2000	-	2000
ID CARD & JOURNALS	300	-	300
STUDENTS SAFETY INSURANCE	350	-	350
ENROLLMENT FEES	900	-	900
<i>Amount to be paid</i>	<b>19650</b>	<b>19100</b>	<b>38750</b>

Note: Students can buy the uniform directly by themselves as per the specification shown in the Institute website. Toolkit can be purchased from the supplier directly by student as per specification.

### HOSTEL FEES 2020-2021

COMPONENTS	I YEAR	II Year		III YEAR	Diploma in FP
		GROUP I	GROUP II		
CAUTION DEPOSIT	4000	--	--	--	4000
HOSTEL FEES	16000 (1600 PER MONTH)	8000	8000	16000	16000
MESS FEES					
(3900 PER MONTH)	39000	19500	19500	39000	39000
ELECTRICITY CHARGES	3000	1500	1500	3000	3000
WATER CHARGES	3000	1500	1500	3000	3000
REPAIRS & MAINTENANCE	1000	500	500	1000	1000
GRAND TOTAL	<b>66000</b>	<b>31000</b>	<b>31000</b>	<b>62000</b>	<b>66000</b>

Note: Those who are joining the first time for the hostel during the 2<sup>nd</sup> or 3<sup>rd</sup> year has to add Rs.4000/- towards Hostel Caution deposit (Refundable) along with hostel fees.

## शुल्क / FEES

Fees payable for the academic session will be displayed on the Student Notice Board and website. It is the responsibility of the student to ensure that his/her fees are remitted on time.

All fees and dues payable must be remitted to the office on or before the stipulated dates, failing which fines will be levied and the student may not be permitted to attend classes or appear for examinations. Fees paid are not refundable.

Fee Remittance Schedule :

First Semester – on or before the first day of the academic session.

Second Semester – on or before the first day of the semester.

Note: Semester II, III, IV, V and VI, no individual communication will be sent to parents regarding fee payment.

All notification regarding fees will be available in the website.

## छात्रावास शुल्क Hostel Fees

Fees payable and the date of payment for the academic session will be displayed on the Student Notice Board and website. It is the responsibility of the student to ensure that his/her fees are remitted on time.

No student will be allowed to stay in the Hostel without paying the hostel fees.

**Fee Payment Mode: only by Digital mode**

**Payment by Digital mode / RTGS / NEFT** – to be paid in favour of “Principal IHMCT Kovalam” and intimation has to be submitted to the Administrative Office, otherwise fees cannot be accounted and will be treated as non payment of fees.

Date for payment of fees will be displayed on the Institute Notice Board and Website.

## **OBTAINING HOSTEL ADMISSION**

First year allotment is from NCHMCT, Noida.

Second and Third year, only limited seats. Admissions for the II and III year students will be provided to only those students who have minimum of 95 % attendance and **no backlog** of papers in the previous semesters / examinations and no disciplinary issues reported in his/her name. The requirement of 95% attendance will be relaxed for SC/ST/Girls students subject to vacancy.

Note: If vacancy is noted, hostel will be provided as per the waiting list.

## **OBTAINING A KSRTC CONCESSION**

KSRTC has been providing Bus Concession facility to the students of the Institute. Details are available at the Administrative Office.

## **OBTAINING BONAFIDE CERTIFICATE ETC.**

Email request to be sent to [principal@ihmctkovalam.org](mailto:principal@ihmctkovalam.org)

## **OBTAINING A RAILWAY CONCESSION**

**Eligibility:** To and from the Institute to Home/Examination centre/Training Centre. The term “Home” as:

a. Native place of the student

OR

b. The place where the parents or guardian of the student normally reside

OR

c. The place where either of the parents or the guardian of the student is residing at the time.

The concession will be valid only for the period of vacation as scheduled in the academic calendar. Requests for railway concession are to be made in the prescribed format available from the Administrative Office.

## **OBTAINING AIR TRAVEL CONCESSION**

Students desirous of availing of air travel concessions are required to collect concession forms from the respective Air Line Offices. Completed forms are to be submitted to the Academic section for further processing.

## **छात्रवृत्ति / Scholarship**

### **OBTAINING GOVT. OF INDIA POST MATRIC / STATE GOVERNMENT SCHOLARSHIP TO SC/ST STUDENTS**

Most of the State Governments offer the above scholarship to the SC/ST students belonging to their state who are undergoing the three year degree / One and Half year Diploma courses in our institute.

OBC(H) / OEC student belongs to Kerala are also eligible for e-grantz.

The quantum of scholarship and supporting documentation required are to be ascertained by the candidate from the respective State Government Office/Scholarship portal.

Students are required to obtain the scholarship application form from the respective state government office and submit the completed application along with documents to the Administrative Section of the Institute for further processing.

Students belongs to Kerala are required to do the online registration through egrantz website ([www.e-grantz.kerala.gov.in](http://www.e-grantz.kerala.gov.in)) and to submit the application along with the supporting documents mentioned therein to the administrative office.

Students from other state are also required to register through respective portal and submit the downloaded document with supporting documents mentioned therein to the administrative office.

## केंद्रीय क्षेत्र छात्रवृत्ति

### Central Sector Scholarship

Central Sector Scholarship Scheme of Top Class Education for SC/ST students provided by the Ministry of Social Justice and Empowerment and Ministry of Tribal Affairs, Govt. Of India will also be available for the students of the institute, details of which can be obtained from the NSP portal.

### Merit cum Means Scholarship (By the institute)

This scholarship is exclusively for economically backward students. For more details contact Administrative Office.

### OBTAINING AN EDUCATIONAL LOAN

Several nationalized banks offer educational loans for students undergoing the three year degree program / One and Half year Diploma in Food Production in our institute.

Students intending to avail of educational loans from banks can obtain the necessary documents such as a Bonafide Certificate, fee structure etc. from the Administrative Office. Email request to be sent to [principal@ihmctkoyalam.org](mailto:principal@ihmctkoyalam.org)

## पुरस्कार, पुरस्कार और छात्रवृत्ति

### AWARDS, PRIZES AND SCHOLARSHIPS

To encourage Academic excellence, the Institute awards Proficiency Prizes in various disciplines.

Scholarships, grants if and when provided will be given only if the student satisfies attendance requirement, shows good conduct and progress in studies. Proficiency prizes will be distributed every year, during the annual day celebrations, for various aspects both curricular and co-curricular.

## OTHER IMPORTANT INFORMATION

### Nearest Government Health Centers

1. Community Health Center, (8.30 am to 1.00 pm)  
Theatre Junction, Azhakulam, Vizhinjam. Phone : 0471 2480 400
2. Family Welfare Center / Primary Health Centre, Vazhamuttam, Old Road, Kovalam.  
(9.00 am to 3.00 pm) Phone: 0471 2485788

### Nearest Banks

1. Central Bank of India, Kovalam Branch, Kovalam Junction.  
Phone: 0471 2480258
2. Canara Bank, Kovalam Junction,

### Nearest ATMs

1. Central Bank of India, G.V.Raja Road, Kovalam. ( 300mts)
2. Canara Bank, Kovalam Junction
4. ICICI Bank, Kovalam Junction
5. Central Bank of India, Kovalam Junction (2 kms)

Kovalam Police Station : 0471 2480255

Crime Stopper : 1090

Police Control Room : 100

Kovalam Post Office/ speed post counter: 0471 2481330

Professional Courier Service : 9745073729 / 0471 2482810

Note: All students those who fall sick in the campus will be referred to Government Health Centre.

## OUR TEAM

### शैक्षणिक स्टाफ Academic Staff

- 1.श्री के राजशेखर, प्राचार्य /Mr.K Rajshekhar, Principal
- 2.श्रीमती जॉली जोसेफ, विभागाध्यक्षा/Ms.Jolly Joseph, Head of Department
- 3.डॉ.जे.प्रेमचंद, वरिष्ठ प्रशिक्षक सह वरिष्ठ व्याख्याता /Dr.J.Premchand, Sr. Lecturer cum Sr. Instructor
- 4.श्रीमती निर्मला ई जैकब, वरिष्ठ प्रशिक्षक सह वरिष्ठ व्याख्याता / Ms.Nirmala E Jacob, Sr.Lecturer cum Sr. Instructor
- 5.श्री डेनिस जोसफ मैथ्यू, वरिष्ठ प्रशिक्षक सह वरिष्ठ व्याख्याता /Mr.Dennis Joseph Mathew, Sr.Lecturer cum Sr.Instructor
- 6.श्री अशोक वी डी, वरिष्ठ प्रशिक्षक सह वरिष्ठ व्याख्याता / Mr.Ashok V D, Sr. Lecturer cum Sr.Instructor
7. श्री प्रदोष पी पई , व्याख्याता सह प्रशिक्षक /Mr.Pradosh P Pai, Lecturer cum Instructor
- 8.श्रीमती मंजू सजीथ, व्याख्याता सह प्रशिक्षक /Ms.Manju Sajith, Lecturer cum Instructor
- 9.श्रीमती सिनी बी नायर, व्याख्याता सह प्रशिक्षक /Ms.Sini B Nair, Lecturer cum Instructor
- 10.श्री. शरवणन जी, , व्याख्याता सह प्रशिक्षक / Mr.Saravanan G, Lecturer cum Instructor
- 11.श्री नंदू वी, सहायक प्राध्यापक सह सहायक प्रशिक्षक /Mr.Nandu V, Asst Lecturer cum Asst Instructor
12. श्रीमती प्रजिता के, , सहायक प्राध्यापक सह सहायक प्रशिक्षक /Mrs. Prajitha Kakkat, Asst Lecturer cum Asst Instructor
- 13.श्री राहुल आर के, सहायक प्राध्यापक सह सहायक प्रशिक्षक /Mr.Rahul R K, Asst Lecturer cum Asst Instructor

### प्रशासनिक स्टाफ /Administrative Staff

- 1.श्री साबू एंटनी एन, कार्यालय अधीक्षक /Mr.Sabu Antony N, Office Superintendent-AAO I/C
- 2.श्रीमती विजयश्री आर, प्राचार्य के निजी सहायक /Ms.Vijayasree R, PA to Principal
- 3.श्रीमती शीला एस, पुस्तकालय अध्यक्ष /Ms.Sheela S, Librarian
- 4.श्रीमती सिंधु एस, स्टेनोग्राफर /Ms.Sindhu S, Stenographer
- 5.श्री.सतेश के बी, कैशियर /Mr.Satheesh K B, Cashier
- 6.श्रीमती मिनी ए, वरिष्ठ लिपिक /Ms.Mini A, UDC
- 7.श्रीमती राधिका पी, कनिष्ठ लिपिक /Ms.Radhika P, LDC
- 8.श्री जॉन पोलेक्स, कनिष्ठ लिपिक /Mr.John Polex, LDC
- 9.श्रीमती सौम्या वी जी, कनिष्ठ लिपिक /Ms.Soumya V G, LDC
- 10.श्री राजा बी, लैब परिचर /Mr.Raja B, Lab Attendant
- 11.श्री अनिल पी वी, लैब परिचर /Mr.Anil P V, Lab Attendant
- 12.श्री बाबू एन वी, लैब परिचर /Mr.Babu N V, Lab Attendant
- 13.श्री के जे जॉन, लैब परिचर / Mr.K J John, Lab Attendant
- 14.श्री वेंकटेश्वर शेनोय पी, लैब परिचर /Mr.Venkateswara Shenoy P, Lab Attendant
- 15.श्री उदय कुमार एस, सफाईवाला / Mr.Udaya Kumar S, Sweeper
- 16.श्री मणिकन्डन, सफाईवाला /Mr.Manikandan B, Sweeper