



INFORMATION BROCHURE

*Innovation
is
our
Tradition*

FOOD CRAFT INSTITUTE

Affiliated to : National Council for Hotel Management and
Catering Technology (NCHMCT), Noida
Department of Tourism, Govt. of J&K
Village Dhammi Bhara, P.O. Shibba Nagrota, Jammu-181221
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Website : www.fcijammu.org





FCI

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 relates to the Real World of the hospitality
- *Our students will be familiar with the latest industry practices



Food Craft Institute, Jammu is an autonomous society sponsored by the State Government with an objective to provide quality education in the key operational areas of hotels & hospitality industry and to empower the students to succeed in today's dynamic world by integrating technical knowledge, professional skills and career focused education.

This is with a view to building a strong skill based labour infrastructure for the Hotel and Tourism sector in the country, and for wiping out unemployment.

The **Food Craft Institute**, is located 2 kms Ahead of IIT Campus Jagti Jammu, on Jammu –Srinagar National highway. The campus has been inaugurated by Ms. Mehbooba Mufti, Hon'ble Chief Minister, J&K State on 29-08-2016. Presently all the Diploma Courses have been affiliated with the **National Council for Hotel Management and Catering Technology (NCHMCT)**, Noida, Ministry of **Tourism, Govt. of India** and their rules of admission, examination and award of Diploma etc will apply.



From The Chairman's Desk

It gives me immense pleasure to welcome you to the Food Craft Institute, Jammu. The Hospitality Industry has found its place in our country and has now assumed its significance. It is vital part of our tourism industry providing business and leisure accommodation with food and beverage facilities to guests.

The Industry has grown steadily and is now one of the biggest industries in our country and one of the largest employers of manpower. To live up to the trends of this upcoming industry "Food Craft Institute", was established in Jammu which believes that the professional management would do well to realize that there are many facets to business from which they may learn. The vision behind starting this institute is to give the best education in hospitality to deserving students.

The institute is committed to quality education and rise upto the expectations of parents who send their wards to this Institute, the students who study here and the industry that offers placement to passed out students.



**Secretary to Govt.
Tourism Deptt.
J&K Govt.**

From The Principal's Desk

Food Craft Institute, Jammu is dedicated to impart quality Education & Training in the field of Hospitality management to prepare globally competitive professionals. Food Craft Institute, Jammu is a splendid place to acquire professional Knowledge in service and hospitality industry.

We have skilfully designed a specific teaching and learning pedagogy addressing to our rich Indian philosophy of industry that is "Atithi Devo Bhava". We have the required infrastructure catering the need of aspiring hotel professionals allowing their potentials to inculcate the essence of cooking and hospitality. Practical Labs that include Restaurant, Bar, Basic Training Kitchen, Advanced Training Kitchen, Quantity Food Kitchen and House keeping are built to give the impression of real life Hotel Departments.

COURSES OFFERED

1 ½ YEAR DIPLOMA COURSES OFFERED

AFFILIATED TO NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY (NCHMCT), NOIDA :-

S.No.	Courses	Duration	
		Institution	IT/OJT
1.	Diploma in Food Production. (DFP)	1 year	6 months
2.	Diploma in Food & Beverage Service (DFBS)	1 year	6 months
3.	Diploma in Bakery & Confectionery. (DBC)	1 year	6 months
4.	Diploma in House Keeping Operation. (DHO)	1 year	6 months
5.	Diploma in Front Office Operation (DFO)	1 year	6 months

1.1 Diploma in Food Production

No. of Seats : 30
 Duration : One & half year (Full time)
 Teaching : One year
 Industrial Training : Six months
 Course Fee : Rs. 28,600/- to be paid in two instalments



Eligibility

Min. Qualification : 10+2
 with knowledge of English
 Age : Maximum upto 25 years as on 1st July of the session. Upper age relaxable by 03 years for SC/ST Candidates and sponsored candidates from tourism and Hospitality Industry.

Selection procedure: Based on marks obtained at 12th standard & Personal interview.

Uniform

The students will be required to present themselves with proper uniform in the practical classes. Details are given below:

Male : Chef trouser black, suit, white shirt, black tie, white chef coat, scarf, chef cap, black shoe, white socks, full apron and kitchen duster.
Female : Chef trouser black, suit/saree, white shirt, black tie, white chef coat, scarf, chef cap, black shoe, white socks, full apron and kitchen duster



1.2 Diploma in Food and Beverage Service

No. of Seats	:	30
Duration	:	One & half year (Full time)
Teaching	:	One year
Industrial Training	:	Six months
Course Fee	:	Rs. 22,600/- to be paid in two instalments

Eligibility

Min. Qualification	:	10+2 With knowledge of English.
Age	:	Maximum upto 25 years as on 1 st July of the session. Upper age relaxable by 03 years for SC/ST Candidates and sponsored candidates from tourism and Hospitality Industry.

Selection procedure	:	Based on marks obtained at 12th standard & Personal interview.
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Uniform

The students will be required to present themselves with proper uniform in the practical classes. Details are given below:

Male : Black Trouser, white shirt, suit, black bow, black shoe, black tie, black socks, waiter's clothes.

Female : Black Trouser, white shirt, suit/saree, black bow, black shoe, black tie, black socks, waiter's clothes.



1.3 Diploma in Bakery and Confectionery

No. of Seats	:	30
Duration	:	One & half year (Full time)
Teaching	:	One year
Industrial Training	:	Six months
Course Fee	:	Rs. 28,600/- to be paid in two instalments

Eligibility

Min. Qualification	:	10+2 with knowledge of English
Age	:	Maximum upto 25 years as on 1 st July of the session. Upper age relaxable by 03 years for SC/ST Candidates and sponsored candidates from tourism and Hospitality Industry.
Selection procedure	:	Based on marks obtained at 12th standard & Personal interview.

Uniform

The students will be required to present themselves with proper uniform in the practical classes. Details are given below:

Male : Chef trouser black, suit, white shirt, black tie, white chef coat, scarf, chef cap, black shoe, white socks, full apron and kitchen duster.

Female : Chef trouser black, suit/saree, white shirt, black tie, white chef coat, scarf, chef cap, black shoe, white socks, full apron and kitchen duster



1.4 Diploma in House Keeping Operations

No. of Seats	:	30
Duration	:	One & half year (Full time)
Teaching	:	One year
Industrial Training	:	Six months
Course Fee	:	Rs. 22,600/- to be paid in two instalments

Eligibility

Min. Qualification	:	10+2 with knowledge of English
Age	:	Maximum upto 25 years as on 1 st July of the session. Upper age relaxable by 03 years for SC/ST Candidates and sponsored candidates from tourism and Hospitality Industry.
Selection procedure	:	Based on marks obtained at 12 th standard & Personal interview

Uniform

The students will be required to present themselves with proper uniform in the practical classes. Details are given below:

Male : Black Trouser, white shirt, black tie, black shoes, black socks, Business suit & white apron.

Female : Black Trouser, white shirt, black tie, black shoes, black socks, Business suit & white apron.



1.5 Diploma in Front Office Operation

No. of Seats	:	30
Duration	:	One & half year (Full time)
Teaching	:	One year
Industrial Training	:	Six months
Course Fee	:	Rs. 22,600/- to be paid in two instalments

Eligibility

Min. Qualification	:	10+2 with knowledge of English
Age	:	Maximum upto 25 years as on 1 st July of the session. Upper age relaxable by 03 years for SC/ST Candidates and sponsored candidates from tourism and Hospitality Industry.
Selection procedure	:	Based on marks obtained at 12 th standard & Personal interview.

Uniform

The students will be required to present themselves with proper uniform in the practical classes. Details are given below:

Male : Black Trouser, white shirt, black tie, black shoes, black socks, Business suit.

Female : Black Trouser, white shirt, black tie, black shoes, black socks, Business suit.



Fee Details:-

Course	Components	1st Instalment (Figure In Rupees)	2nd Instalment (Figure In Rupees)
1. Food Production 2. Bakery and Confectionery	Enrolment Fee	2500	-----
	Tuition fee	11000	9000
	Examination fee	-----	2500
	Institutional Charges	3000	-----
	Identity card	100	-----
	Activity fee	500	-----
	Total	17,100	11,500
	G.Total	28,600	

Course	Components	1st Instalment (Figure In Rupees)	2nd Instalment (Figure In Rupees)
1. Front Office 2. Food and Beverage Service 3. Housekeeping	Enrolment Fee	2500	-----
	Tuition fee	7500	6500
	Examination fee	-----	2500
	Institutional Charges	3000	-----
	Identity card	100	-----
	Activity fee	500	-----
	Total	13,600	9000
	G.Total	22,600	

1. Caution Money = 1000/- for each courses (Refundable)

STUDENT SUPPORT SERVICES

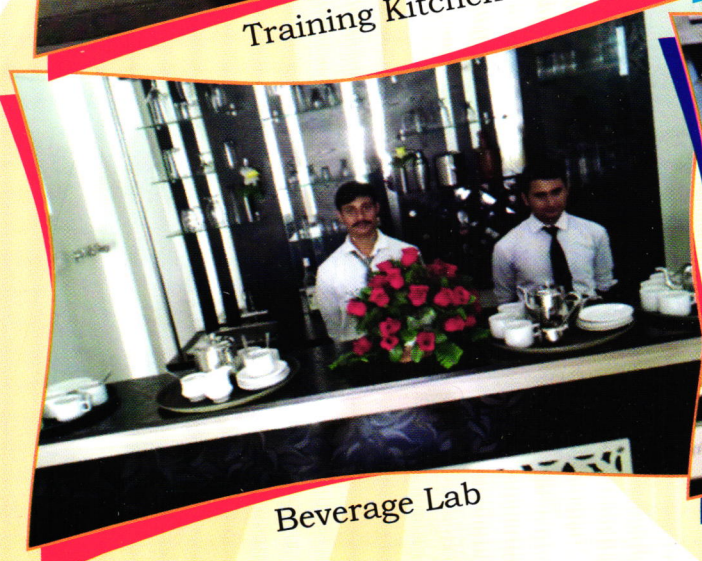
1. Basic Training Kitchen
2. Quantity Food Kitchen
3. Training Restaurant
4. Bakery and Confectionery
5. Beverage Lab
6. Model Guest Rooms with Housekeeping labs.
7. Conference Hall
8. Smart Class Rooms
9. Well Equipped Computer Lab
10. Well Stock Library
11. Amphi Theater
12. Separate Girls & Boys Locker Rooms
13. Canteen/Cafeteria
14. Sports facility for physical development



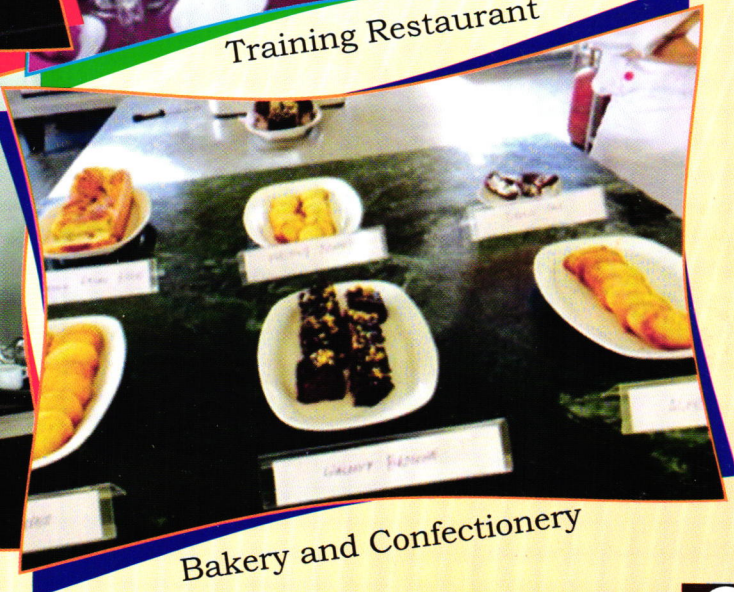
Training Kitchen



Training Restaurant



Beverage Lab



Bakery and Confectionery



Library



Amphi Theater



Conference Hall



Locker Rooms



Smart Class Rooms



Computer Lab

ADMISSION DETAILS

GENERAL INFORMATION

The prescribed Application Form and Admission Guide can be obtained from the Institute on cash payments of Rs. 200/- or by bank Demand Draft in favour of Principal, Food Craft Institute Jammu Payable at Jammu.

Application forms can also be downloaded from the Institute Website and a Demand Draft of Rs. 200/- should be attached along with complete application form.

Application form complete in all respect should reach the Institute office on the above mentioned address either by hand or by post.

The application must be accompanied by the self attested certificates.

- (i) Mark sheet of the qualifying examination from respective Institute/ University/Board
- (ii) Date of birth certificate, if it is not mentioned in the school or college certificate.
- (iii) Reserve Category certificate from Additional District Magistrate or Sub-divisional Magistrate or Tehsildar, if candidate claims admission in SC/ST category.

Failure to submit any of above documents will lead to rejection of application form.

Intimation is sent only to the selected candidates by email or by Post. However candidates in their own interest should contact the institute/website www.fcijammu.org to know their admission status. Failure to show up on the designated date and time in order of secure admission, will lead to cancellation of the candidature and admission will be offered to the next eligible candidate. FCI, Jammu will not be responsible for postal delay.

- (1) When a candidate is granted admission he/she must produce the following documents in original
 - (a) A school or college leaving certificate
 - (b) Marksheet of the qualifying examination
 - (c) Character certificate issued by last attended School/College
 - (d) Reserve Category Certificate

- (e) Demand Draft of required fee payable at Jammu
 - (f) Certificate of medical fitness from the registered medical practitioners at the time of admission. However, Institute reserves the right to ask the candidate for medical examination through a doctor nominated by it.
- (2) All admissions, would be provisional and shall be confirmed subsequently. Even after confirmation, the admission can be cancelled, if it is proved beyond doubt that the admission was obtained through fraudulent means, and his/her fee will be forfeited.
- (3) The institute, however, reserves the right to refuse admission to any individual without assigning any reason. A candidate shall not be entitled to claim admission as a matter of right even if he/she is otherwise eligible.

If the successful candidate does not report within 7 days from the date of the commencement of the classes the admission/registration will be cancelled & the next eligible candidate from the waiting list will be registered. There will be no refund of fee in any case, except caution money.

IDENTITY CARD

Identity card will be issued by the Institute. The student must always carry the identity card and present it for inspection when demanded. No student will be allowed to attend classes, examinations, outside catering and permitted to go on educational tours without the identity card. It is also mandatory for library book issue. Loss of identity card should be reported to the Principal/Librarian without any delay. The duplicate Identity card will cost Rs. 100/-.

ATTENDANCE 75% MINIMUM

The students must attend all theory and practical classes of the Institute and also visit catering establishment and take part in indoor and outdoor catering parties arranged by the Institute. Students must not absent themselves from any Institutional curricular and extra curricular activities.

As per rules 75% attendance in all courses is compulsory. In case student remains absent for more than 7 days of a month (without any notice) from the classes, the name of the student shall automatically be removed from the rolls. The medical and the fitness certificate from a registered medical practitioner shall be produced immediately of his/her joining the classes after illness.

Career opportunities after completion of the course :

- **National and International Star Hotels, Restaurants and Fast Food Chains.**
- **Airlines, Shipping & Cruise Lines**
- **Event Management**
- **Tourism, Railways, Hospitals, Catering Services, Shopping Malls etc.**
- **Defence Forces, Paramilitary Forces**
- **Self Employment through Entrepreneurship**



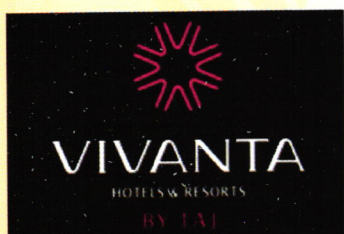
Diploma in Food & Beverage Service, Batch 2017-18

Training and Placements:

1. The Institute has a Placement Cell headed by a Senior Faculty for the facilitation of the training placement for the students.
2. Industrial training is the integral part of the course curriculum for its completion students required to undergo the training in Hotels, Motels, Restaurants, Hospitals, Airlines, Travel Agencies and other catering establishments.
3. A student, who has passed the examination will be declared pass but Diploma/Certificate will be awarded only after the completion of practical training in the industry. In case a student fails to complete his/her training at the designated establishments to the satisfaction of the principal/training and placement Coordinator, his/her diploma/certificate may be withheld till such training is completed.
4. Students are sent for Industrial Training from the months of May-June every year
5. If the training is arranged by the institute, students have to give an undertaking and agree for the followings.
 - a. He/She will avoid to leave the training in the middle without any permission.
 - b. He/She will inform to the Training & Placement Coordinator or the concerned authority of the hotel, if he/she leave training in the middle.
 - c. He/She will resume duty on due date, if proceeded on leave.
 - d. He/She will refrain themselves from any activity subversive of law & order in the hotel concerned.
 - e. He/She will avoid to give any chance of complaint against them from the hotel management regarding misconduct, theft etc.
 - f. He/She will complete their training in all the departments of the hotel, if required by the Hotel Management and shall not claim, as a matter of right to work in the same trade in which he/she has undergone training at the Institute.

If he/she is found to be involved in any of the above mentioned noted activities, he/she will not only lose the chance of training facility arranged by the institute but also will face the disciplinary action including withholding of the Diploma/Certificate by the institute for a year or financial penalty.

TRAINING PARTNERS



Diploma in Front Office Operations, Batch 2017-18

The details of the Students and their Place of Placement/Industrial Training for the Current Batch is as under :-

S.No	Name of the Student	Department	Organization
1.	Aashish Thapa	Food Production	Radisson Udaipur
2.	Akhil Sharma	Food Production	Sheraton Grand Bengaluru
3	Anil singh Bali	Food Production	Shangri-La Bengaluru
4.	Arushi Aggarwal	Food Production	Sheraton Grand Bengaluru
5.	Biswajeet Das	Food Production	Aloft Bengaluru
6.	Manik	Food Production	Sheraton Grand Bengaluru
7	Rishabh Sehgal	Food Production	Aloft Bengaluru
8.	Riya Bhattacharya	Food Production	Sheraton Grand Bengaluru
9.	Rohit Ditta	Food Production	Radisson Udaipur
10.	Rahul Sharma	Food Production	Sheraton Grand Bengaluru
11.	Sajan Khajuria	Food Production	Radisson Udaipur
12	Suhani Jain	Food Production	Aloft Bengaluru
13.	Vandhana Sharma	Food Production	Aloft Bengaluru
14	Ajay Kumar	F & B Service	Radisson Jodhpur
15	Sunil Kumar Sharma	F & B Service	Radisson Jammu
16	Harvinder Sharma	F & B Service	Aloft Bengaluru
17	Mir Adnan Yousuf	F & B Service	Radisson Jodhpur
18	Rahul Kumar	F & B Service	Hyatt Amritsar
19	Rohit Singh	F & B Service	Radisson Jodhpur
20	Sahil Manhas	F & B Service	Sheraton Grand Bengaluru
21	Sahil Kumar	F & B Service	Radisson Jodhpur
22	Aakash Singh	Front -office	Radisson Jammu
23	Vikas Singh	Front -office	Hyatt Amritsar
24	Ishan Singh	Front -office	The-Lalit Delhi
25	Jatten	Front -office	Aloft Bengaluru
26	Manjeet Singh	Front -office	Radisson Udaipur
27	Palak Arora	Front -office	Hyatt Amritsar
28	Rajinder Kumar	Front -office	Sheraton Grand Bengaluru
29	Sachin Anthal	Front -office	Hyatt Amritsar
30	Sadat Kalim	Front -office	Hyatt Amritsar
31	Sudhakar Sadhu	Front -office	Radisson Udaipur
32	Sunny Sharma	Front -office	Radisson Udaipur
33	Vikas Sharma	Front -office	Radisson Udaipur

Conduct

- (i) The conduct of the students in their classes as well as in the premises of the Institute shall be such that it will not cause any disturbance to the fellow students or to other classes. The Principal may expel a student whose conduct is found not satisfactory and the fee paid shall be forfeited.
- (ii) Smoking is strictly prohibited in campus/off campus.
- (iii) No society/Union shall be formed in the Institute and no person/leader shall be allowed to address a meeting without prior permission of the Principal.
- (iv) No student shall be allowed to participate in party politics in the premises.
- (v) No student should communicate any information or write about the matter dealing with the Institute's administration to the press.
- (vi) Students are expected to take proper care of the Institute property and help in keeping the premises neat and clean. Any damage done to the property of the institute by breaking furniture, window pane, equipment etc. is a breach of discipline and liable for fine and disciplinary action.
- (vii) If for any reason, the continuance of a student in the institute is in the opinion of the principal detrimental to the best interests of the Institute, the Principal may ask such a student to leave the institute without giving reasons and such decision shall be final and binding on the student.
- (viii) No student can leave institute premises during the working hours without a written permission from the principal or section in-charge.
- (ix) Fee once paid will not be refunded under any circumstances. The decision of the Principal in such cases shall be final.
- (x) Non-compliance of the rules of the Institute can also be dealt with by means of suitable fines.
- (xi) Various matters which are not covered by the existing rules will rest at the absolute discretion of the Principal





DISCIPLINARY ACTION

The following disciplinary action may be taken by the institute in dealing with the misconduct on the part of students.

These are

* Fine

* Suspension

* Expulsion

* Rustication

1. Cancellation of Scholarship in part or in full.
2. Expulsion shall debar the student from being re-admitted to the same Institute.
3. Where a student is rusticated he/she shall not be re-admitted to any similar Institution till the expiry of the rustication period.
4. Every punishment awarded to a student shall be recorded in the conduct register of the Institute. This may be mentioned in his character certificate to be issued to him on demand.



Diploma in Food Production, Batch 2017-18

Life at FCI

Freshers Party



Farewell



Inter college Chef Competition



Life at FCI



Chef Competition

at University of
Jammu

Food Festival (Dogri Swad)



Picnic - Mansar



Quiz Competition



Life at FCI



Painting
Competition

Plantation Drive



Swachh Bharat Abhiyan at Bagh-e-Bahu



Junior Master Chef Competition

Non Fire Category

Class 6th to 8th



Fire Category

Class 9th to 12th



Ethnic Food Competition

On World Heritage Week



World Tourism Week



whatever
we have
is not
ultimate,
therefore, we always
strive for
excellence



FOOD CRAFT INSTITUTE



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Department of Tourism, Govt. of J&K
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