

CULINARY INSTITUTE OF NDIA



CITH&MS

Hotel Management
Management
Health Sciences

GROOMING CAREER SINCE 1996

Unit of Durgapur Society of Culinary Skills and Management Sciences
(A Non Profit Making Autonomous Body Registered Under Govt. of W.B.)



Scan QR Code

ACADEMIC &
CAREER GURUKUL



Admission Procedure : For Academic & Career guide gurukul

- 1) Apply today by filling the online form Or Download the form from our website - www.citms.org
- 2) Take the online Admission assessment test.
- 3) Make an online payment of Rs 800 to complete the process. Or you can send you money through NEFT to our designated bank account mentioned at the bottom of this page.
- 4) You can come in person to our institution office and complete your admission procedure at our campus on the spot.

Documents to be submitted at the time of admission Please provide the Digi locker number if you have any.

- 1> 10th 12th and Graduation mark sheet, admit card and passing certificate. - two copies each, self attested.
- 2) 5 copies of passport size photograph, and one small (I.T. size) photograph for I card
- 3) Proof of Residence - Either self or parent's identity card along with address proof (Aadhar Card, Ration card,
- 4) Date of birth certificate.
- 5) Proof of working certificate (only for those who are applying for certification programmes for working professionals.)
- 6) Candidate seeking admission in Business Management / hospital management Programmes will also have to take online assessment test.
We will call you for video interview on whatsapp, Skype or google duos or zoom .
- 7) Those students carrying UGAT / XAT / MAT / AIMA-CMS marks will get direct admission on merit basis.
- 8) For basic level employability programmes the student may be simply assessed verbally by our admission panels and given admission. Granting admission however is at the sole direction of the institution.

MODE OF PAYMENT - NEFT / DEMAND DRAFT / ONLINE TRANSFER

Bank Details - Current Account number - 0450050005918, United bank of India, City Centre Branch, Durgapur - 713216, West Bengal.

IFSC Code - UTBI0 CIC980

PLEASE NOTE THAT FEES ONCE PAID IS NON REFUNDABLE - EXCEPT CAUTION MONEY AND ADVANCE MESS CHARGES.

Our Motto : We Care for your career more than you do



Culinary Institute of India & CITMS has the privilege to introduce itself as one of the leading and high performing professional institute imparting Education in Hotel Management, Business management, Hospital Management & Information Technology. Established in 1996; We have crossed 23 years of professional Education. We have set a benchmark difficult to follow for any other institution. Setting a 100% record has been a very natural result for us. What is noteworthy and more satisfying is that most of our students are reaching the pinnacle of management ladder within 12 - 15 years and are moving forward towards becoming entrepreneur. From job seekers to job providers have been our apex of Management Gurukul. We have produced highly competitive students with industry tailored education programme. We drew inspiration from tradition of Gurukul parampara. Our approach was to set the process of thinking right. Our entire education process is imparted on value based education. Our belief is very basic- "if the process is right the result has to follow sooner".

City & Guilds association in the initial years with approval of the British council gave us much needed international boost and more than 200 students are working abroad in international shores at managerial position. Ours is an affordable education even in the commercialised world. We have an enviable low lecturer to the student ratio. The secret of success lies in our never-ending quest for setting our own goals and striving to achieve it, adequate input of knowledge and skills, proper professional orientation of the students, backing from qualified manpower and reputed concerns of the industry and good network of information. The students have shown a remarkable acceptance of our practical oriented and value based innovative teaching methods in Gurukul style. Our HR division have been able to contend with the international trends and bring success in India and abroad regularly. I would like to stress that this Institute has its prime objective to provide professional environment to bring out the soul in you so that you can bear the torch of your generation and march ahead in life with pride.

Our Motto says it all :

WE CARE FOR YOUR CAREER MORE THAN YOU DO.

Rakesh Kumar Gupta
Founder Director





Dear Students,

The journey into the 21st Century has been very revolutionary. The first decade was er two saw consolidation while the second decade we faced a completely changed economic parameters. The integration of technology directly into business operations. However the human factor has still remained irreplaceable. The industry still needs skilled and highly motivated professionals. Our true life interface that changed to cyber interface and real time inventory and the business can be controlled nand managed at the speed of thought. The changed economy scenario has given rise to a completely new business platform. The consumer interface is direct and very effective. It demands new set of thinking and respective technical skill in its prrofessionals. The action takes place at the speed of thought. So we have also redefined the skill level and educate from an entirely different perspective. The operational changes in business activity has also made us redefine & modify our education dispensing mechanism. Nevertheless basics of life remains the same. and hence we have formulated our new strategy on the same belief that we have carried since our inception. The professionals having multiskill abilities and plausible strengths have never felt the pinch even during recession. The industry growth is redefined We have been able to find opportunities for all our students and propel them towards higher goals through the yogic principle of managment. The resurgent new forces which has re-aligned the market; are challenging us. Come let us gear you up for the next decade of excellence. through our perseverance.

I welcome you to our Grooming Ways - the legacy of 23 years.

Shri. R.P.Gupta
Founder Chairman





OUR Legacy of 23 years prove that we have produced individuals who are dedicated & having entrepreneurial zeal

**PROFESSIONALLY COMPETENT
QUALITY CONSCIOUS
GLOBALLY MINDED**

OUR CAMPUS

Our Campus is lush green, serene, and has a gurukul ambience. It is spread over more than three acres of Land. It is not a concrete jungle - unlike the others we are close to nature, having a solitude touch to our learning environment. The aesthetic feel makes the student introspect and learn under the able guidance of our respected gurus of the trade. The campus is self sufficient and contains all the in house facilities. A well stocked diverse library with concept classroom and lab infrastructure facility we have been turning out thorough professionals for the industry. We have emphasized harmony with nature in our Gurukul. The serene atmosphere and the sanctity of the natural ambience promotes humble learning without any distraction. It provides for all self sufficient services. The facility has integrated Wi-Fi facility which can be accessed by the student on participation basis. There are sports facility for students to engage. We have in house on campus lodging and fooding facilities along with the boys hostel. Facilities for the girls hostel have been provided separately in a posh locality supervised and 24 hours monitored by our personnels.





OUR GOVERNING AND STUDENT GROOMING -

HR Perspective - To groom Entrepreneurs Effective Managers Compassionate leaders

About us

Culinary Institute of India and CITH&MS (Center for information technology, health & management sciences - is a unit of DSCSMS. and is directly monitored by it's Governing body. Care has been taken to recruit young professionals from the industry to guide the students in becoming thorough professional. The stress is mainly on value added teaching techniques with an eye on the changing requirements of the industry. Obedience, discipline, quick thinking ways, analytical methods, proper etiquette, smartness, are a few requisite traits, of the industry which is, drilled into the students, during the course of their stay with the institute. The attention and care extended to the students by our HRD is exceptional. Overall the institution lays an emphasis on the making of not only a better professional for industry but also a better individual. The HR arranges the different training schedule for practical exposures and technical grooming. As per the demands of the system the training may be categorised into different schedules like-

Summer Training

Vocational Training

Live Project Training

Industrial Training

Specialisation Training

On Job Projects, On-Job Training

Various streams under go specific traing as per their requirements. Some trainings are a must while other trainings are optional. While the hotel management students may opt for basically three training, the IT students would have to go Live projects and on job training. The MBA students would be needed to undergo various project training schedule depending on their competency level and the specialisation streams. Students may go for vocational project based trainings. It may be followed by industry based assignments. These requirements are assesed after doing the HR audit of the students. The HR committee in consultation with the industry experts decides on it. It goes to say that we do a very intense case to case study of the individual students requirements and there lies our expertise and differentiation with other institution.

Our philosophy is that we not only provide total educatioal environment but imbibe certain culture, values and a way of life which makes student teacher interaction more favourable. Students are expected to become knowledgable about the Economic, Social, Culture & political framework within which business and Individual operate and also become sensitized to the drives and demands of entrepreneurship, management & leadership.



ADMISSION SESSION

For all the University run courses the enrollment starts from the month of January and carries on concurrently till the schedules permit us to do so (normally october- november). Since the university programs are supplemented with several other concurrently run modules the students may be split into smaller batches for facility of study programs. Students can avail the online registration facility to enroll themselves before the session starts.



EXAM RULES

Examination rules are guided by the university schedules being published from time to time. However for internal regular curriculum a student must complete the in course assesment and should have 85% attendance. For Autonomous program examinations are conducted by the Society as per the reuired certification. For various courses the schedule is published as per the curriculum. The decision of the Academic Directr is final in this regard. Outstation candidates will appear for online examination and online viva assesment.

SUPPLEMENTARY EXAMINATION

Normally the university has a system of supplementary exams midway to the curriculum. If not then the students can take the same papers in the next year schedules. The students need to pay charges as per schedule declared by the respective university and approval bodies. Failed students would have to keep regular attendance and will have to bear curriculum fees as per the norms. The student repeating the exam should have to attend regular classes with the next batch. The student repeating the semester or an year will have to pay tuition fees, practical fees and any other fees for that duration as applicable or decided by the management.





HOSTEL & MESS

Separate hostel facilities for boys & girls have been arranged for. It is mandatory for all the students who are not locals to stay in the hostel accommodation provided by the institute. Even for the localites it is advisable to stay in the hostel for a certain period of six months in the last semester of their studies. This helps them in focus properly on the job related interview and the live management related projects. The institute has laid down certain rules & regulations which should be followed by all the students. The institute reserves the right to take any disciplinary action against a student found violating the rules *. (* Rules given in the Hostel form)

GENERAL DISCIPLINE

The students are expected to maintain a common level of discipline as per the social moral and government guidelines.

1. All students have to attend classes in proper uniform. For any medical related issues they may be exempted by the HOD of the related studies. Disciplinary action may be initiated for non compliance.
2. It is must to maintain a 85% attendance overall to be allowed to sit for the final examination.
3. Any short of absentism leading to loss of academic study hours would lead to extension of the academic duration. Absentism with prior information will not be exempt. Extension of the academic duration to complete the requisite number of hours of classroom study program is a necessity to maintain our standards as Industry leaders. Absentism without any information would definitely lead to disciplinary action. Drop in percentage of attendance would definitely make the student loose one semester of academic curriculum. However minor fluctuations with valid enough reasons could be considered provided the academic instructor approves of his / her competency level. Besides a fees would be charged for the extended study program (as the management may find it proper & reasonable)
4. Students could be sent for Specialisation or vocational training either by the college or if they arrange their training on their own during the holidays, they would have to take no objection certificate from the management.
5. If any student absents himself without any valid reasons and prior permission, he/she may be fined and on repeated practices may be shifted to the next batch. He / She may be charged the fees for that session.
6. Any form of ragging is strictly prohibited. Strict action would be initiated , if anybody found in engaging such activities.





Culinary Institute of India Courses

BSc. Hotel Management & Tourism. (3 Yrs)

Eligibility- 10+2 / HS / Intermediate Passed Or Appeared in any stream

Diploma in Hotel Mngt & Catering Technology (2yrs)

Eligibility- 10th pass

Lateral Entry to 2nd year B.Sc. Hotel Management & Tourism

Eligibility - Diploma in Hotel Management & Catering Technology

Certificate course in Hotel Operations & Mngt - 1.5 yrs

Eligibility - 10 or 12 passed and having virtually no age limit.

This course is a gateway to instant employment

P.G. Diploma in Hotel Management. (1 YR / 2 Yrs Integrated)

Eligibility - Graduate passed or appeared in any stream.

M.Sc. in Hotel Management (2 Yrs)

Eligibility- BSc Hotel Mngt /BHM / Dip in Hotel Mngt / Graduation in any stream.

LATERAL Entry - 2nd year MSc. in Hotel Management (2 Yrs)

Eligibility- BSc Hotel Mngt /BHM / Dip in Hotel Mngt from National Council / Graduation in any stream.

MBA in Hotel Management (2 Yrs)

Eligibility- BHM / equivalent graduation degree / Graduation in any stream.

Craft Courses in (6 months duration)

- | | |
|------------------------------|------------------------------|
| a) - Food & Beverage Service | b) - Food Production |
| c) - Bakery & Confectionary | d) - Front Office Operations |
| e) - House Keeping | |

Eligibility - Any person seeking employment can do these courses. The course duration is one year. It has six months of theoretical and practical studies followed by at least 4 months of Industrial training at star categories hotels.

Certified Hotel Apprentice (8 weeks classroom + 6 months IET)

Eligibility - Ability to communicate and basic language efficiency. The course duration is 8 weeks classroom training followed by 6 months to one year Industrial apprenticeship.

Note – For the students having enrolled in various Universities; they will be guided as per the rules of the respective universities and their curriculum. Our team of academicians will also include study materials keeping in mind the employability skill set required by the industry. During the course of academic study the students may be asked to sit for numerous skill assessment examinations conducted by us. Several streams have personal contact program (PCP) classes conducted by the university. The student would have to attend those PCP sessions as per the university guidelines. The Examination centres are allotted by the university. The students must appear as per guidelines. Students would be required to make their own arrangements at their own expense for appearing in these examinations. However the institution would support them with proper logistics.

CENTRE FOR INFORMATION TECHNOLOGY HEALTH & MANAGEMENT SCIENCES

MASTER IN BUSINESS ADMINISTRATION

Eligibility- Graduate in any stream passed or appeared. For Hospital

With Specialisation

Hospital Management
Marketing Management
Human Resource Management
Financial Management
Information Tech
Production & operation Mngt

Dual Specialisation

(Hospital Management / Marketing Management /
Human Resource Management / Financial Management /
Information Tech / Production & operation Mngt)

BACHELOR OF BUSINESS ADMINISTRATION

Eligibility- 10+2 / HS / Intermediate Passed Or App. in any stream

Autonomous Specialisation in
Hospital Mngt / HR / Sales & Mktg/retail /finance

POST GRADUATE DIPLOMA IN HOSPITAL MANAGEMENT

Eligibility- MBBS degree holder, / or 5 years experience in a Hospital

POST GRADUATE DIPLOMA IN DIETICS AND PUBLIC NUTRITION

(1 yr Program)

Eligibility- Bsc in Food & Nutrition or equivalent

POST GRADUATE DIPLOMA IN FOOD SAFETY & QUALITY MANAGEMENT

Eligibility- Graduation with Food & Nutrition / Food Science



Courses to certify competency level of working professionals and to those who did not have a chance to train professionally through formal education. Hospitality is a field which one can learn over the years through dedicated work and working in a proven professional system amongst the professionals. The lack of university degree can be overcome by out independent certification to help the future employer understand their level of competency. Through our Vast experience of almost a quarter century in education, and having produced stalwarts in the industry - we are offering three level of Autonomous Certification separately in Theory as well as Practical Competency. Through online classes, assignments, projects, questionnaires & interactive off campus schedule students are assessed for their various level of skill and autonomous certification is provided certifying their level of competency.

1. Food Preparation, Hygiene Control & Culinary Art-

Only Theory Only Practical Both Combined

Certification Level 1	11000	15000	26000
Intermediate Certification Level 2	13000	17000	30000
Advance Certification Level 3	15000	19000	44000

Food & Beverage Services

Eligibility- Working Experience in Hotel Industry with a minimum of 1 year to 3 years

Fees - Similar to CWP01

Cwp03) Reception Operation & Services

Eligibility- Working Experience in Hotel Industry With a minimum of 1 year to 3 years

Fees - Similar to CWP04

CWP04) Accommodation Operations & Services

Eligibility- Working Experience in Hotel Industry With a minimum of 1 year to 3 years

	Only Theory	Only Practical	Both Combined
Certification Level 1	1100	11000	22000
Intermediate Certification Level 2	12000	12000	24000
Advance Certification Level 3	15000	15000	30000

CWPM 01) Certificate Course in Hotel Operations & Management

Eligibility – Class X passed, & six months working experience in Hospitality Industry. of at least one year ,

Certifying Authority – Autonomous **Course Duration-** one Year

Course Fees – 25000

CWPM 02) Certificate course in Hospitality Marketing & Sales Management

CWP05) Certificate course Hospitality Human Resource Management

Eligibility – class X11, Diploma or equivalent in Hotel Management or working experience of at least six months in Human Resource department.

Certifying Authority – Autonomous

Course Duration- one Year

Course Fees – 25000

Note – All the courses have different norms under different university. Also the different universities have different set of criterias for the curriculum study program. The students academic curriculum would be stressed upon as per their career assessment by our professionals. They would be required to sit for various assessment test (viva / theory) Thereafter depending on their performance they would be advised on their career. Several streams have personal contact program (PCP) classes conducted by the university. The student would have to attend those PCP sessions as per the univ guidelines. The Examination centres are allotted by the university. Students would be required to make their own arrangements at their own expense for appearing in these examinations. However the institution would support them with proper logistics.



ENTREPRENEURSHIP DEVELOPMENT PROGRAMME Course & Fees Structure at a Glance – 2019

THESE COURSES ARE SPECIALLY DESIGNED FOR :

- People trying to start their own venture.
- For those who are owners of food & beverage outlets.
- For those who are running their units & want to diversify or adapt new technologies to meet the present day challenges.
- For Successors or the next gen who will soon inherit the Hotel Business or Catering establishments.
- For Senior Managers soon going to be General Managers / Unit Head.

Entrepreneur's Basic course of Food & Beverage Operations.

Level 1: Duration - 30-40 hours (Three hours a day for 10days) Fees - Rs 10000

Entrepreneur's Intermediate course in Food & Beverage Operations

Level- 2 : Duration - 30-40 hours (Three hours a day for 10days) Fees - Rs 10000

Entrepreneur's Food & Beverage Operations Development Module

Level 3 : Duration - 30-40 hours (Three hours a day for 10days) Fees - Rs 10000

Entrepreneur's Culinary Skill & Catering Management Development Program

Duration - 30-40 hours (Three hours a day for 10days) Fees - Rs 10000

Entrepreneur's Development Program for Lodges and budget segment Hotels

Duration - 30-40 hours (Three hours a day for 10days) Fees - Rs 10000

Entrepreneur's Development Program for Hoteliers

Duration - 30-40 hours (Three hours a day for 10days) Fees - Rs 10000

ONE WEEK COURSE MODULES (30 HOURS – MAXIMUM) – Course fees – RS 20000

- 1) Budgeting
- 2) Managing Human Resource
- 3) Strategy Planning for Hospitality Industry
- 4) Kitchen Planning & Management
- 5) Optimisation of resources for Profit Maximisation



COMPLETING GLORIOUS 23 YEARS IN EDUCATION

OUR LEGACY - LAST 23 YEARS!!!

WE HAVE PRODUCED
SKILLED PROFESSIONAL
At our
MANAGEMENT GURUKUL
Having Entrepreneurial Zeal
Working in more than 20 countries
They are
DEDICATED
DISCIPLINED
Professionally Competent
Quality Conscious
Globally Minded



COLLEGE CAMPUS

📍 K.R. Complex, DSCSMS Building, Banskopa Industrial Complex, Bus Stop : Banskopa Toll Gate, Banskopa-Gopalpur Road (Beside HP Petrol Pump, P.O.- Gopalpur, Durgapur-713212, Dist.-Burdwan, W.B.

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