

P R O S P E C T U S

FOOD CRAFT INSTITUTE ALIGARH



Chairman



Principal



TOP AWARD WINNER

for excellence in Hospitality Education by Ministry of
Tourism, Govt of India & NCHMCT, NOIDA



UP Tourism (Govt. of Uttar Pradesh)

CHAIRMAN'S MESSAGE

MUKESH KUMAR MESHARAM

IAS

Director General/Principal Secretary (Tourism)
& Chairman Food Craft Institute, Aligarh



Department of Tourism

Government of Uttar Pradesh
Paryatan Bhawan,
Rajarshi Purushottam Das Tandon
C-13, Vipin Khand, Gomti Nagar,
Lucknow - 226010 (U.P.) India



Education is the most powerful tool to bring desirable changes in our personality and also to bring positive changes in our society. It is the only medium that enables you to move from darkness to brightness. We feel contended after bearing in mind the progress the institute has made by imbibing in its student's value-based education synergized with modern teaching-learning technology to produce a well-informed and emotionally sound generation during these years.

FCI, Aligarh has played a vital role in developing the tourism industry by giving it educated individuals and I wish the Institute for future endeavors.

Mukesh
.. 6 10 2020

MUKESH KUMAR MESHARAM (IAS)
PRINCIPAL SECRETARY
UP TOURISM

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Website: www.foodcraftaligarh.com

PRINCIPAL'S DESK



"Success comes to those who work hard and stays with those, who don't rest on the laurels of the past"

The Management, Parents, Students, and the Teaching fraternity are a team and complement each other's efforts. Education is not just a process of giving knowledge for a high-profiled job but a lifelong process which creates an understanding of moral and ethical values to guide and make our students morally upright citizens of the country. The Institute has provided thousands of students with an opportunity to pursue their dreams of attaining excellence in life. Discipline, values, and integrity are the very foundation of this Institute. Our vision is to produce conscientious, smart, and confident citizens who will go out into the world and make us proud.


NEELENDRA PRASAD SRIVASTAVA
SECRETARY/PRINCIPAL

ABOUT ALIGARH

Aligarh is situated at a distance of 130 km. South-East of Delhi on the Delhi-Howrah Rail route and the Grand Trunk Road. The latitude is 27°54'N and the longitude is 78°05'E. The climate is hot and dry in summer and cold & dry in winter with an intervening rainy season. The Institute is located only 3 km away from the main city.

Food Craft Institute is located in the Campus of the renowned Central University of India, known as Aligarh Muslim University. The Institute had been setup under the aegis of the **Ministry of Tourism, Government of India in 1984**, as an autonomous Institute registered under the Societies Registration Act 1860 and is governed by an Executive Body '**Board of Governor's**' which consists of the representatives of the Central Government, State Government, and Aligarh Muslim University. Since Year 1989 the Institute is financed through a Grant-in-Aid by the Department of Tourism, Government of Uttar Pradesh. Since its establishment, it has been awarding its own Diploma and Certificates. Since Year 2001 all the Diploma & Certificate Courses have been affiliated with the **National Council for Hotel Management and Catering Technology (NCHMCT), Noida** and their rules of admission, examination and diploma award, etc. have been adopted. The Institute also offers Post-Graduate Diploma in Dietetics and Hospital Food Service & Accommodation Operation & Management.

Food Craft Institute is committed to academic excellence in Hospitality Education. The **Ministry of Tourism, Government of India** was awarded "**Best Food Craft Institute for All Round Performance**" for the Year 2011-12.



SCHOLARSHIP INSTRUCTIONS



छात्रवृत्ति एवं शुल्क प्रतिपूर्ति ऑनलाइन प्रणाली

उत्तर प्रदेश सरकार

SCHOLARSHIP & FEE REIMBURSEMENT ONLINE SYSTEM



संस्थान में उत्तर प्रदेश सरकार द्वारा प्रदान की जाने वाली छात्रवृत्ति एवं शुल्क प्रतिपूर्ति सुविधा प्रदान की जाती है, जिसके लिए सरकार द्वारा प्रतिवर्ष घोषित की जाने वाली निर्धारित अंतिम तिथि तक आवेदन करने वाले पात्र अभ्यर्थियों को यह सुविधा प्रदान की जाती है जिसके अन्तर्गत शत-प्रतिशत तक शुल्क प्रतिपूर्ति के तहत अपना पाठ्यक्रम संस्थान में पूरा कर सकते हैं, जिससे निर्धन छात्र/छात्राओं एवं कमजोर वर्ग के विद्यार्थियों को लाभ पहुँचाया जाता है। अभ्यर्थी को स्वयं ऑनलाइन आवेदन करना होगा तथा सफलतापूर्वक भरे गये आवेदन पत्र की प्रति आवश्यक अभिलेखों के साथ संस्थान में निर्धारित तिथि तक जमा करनी होगी। पात्र अभ्यर्थियों को ऑनलाइन आवेदन करने हेतु उत्तर प्रदेश सरकार के छात्रवृत्ति एवं शुल्क प्रतिपूर्ति [portal: http://scholarship.up.gov.in](http://scholarship.up.gov.in) पर आवेदन करना होगा तथा मानक निम्नानुसार होंगे।

योग्यता	इंटर (12 वीं पास)
संस्थान में छात्र की स्थिति	नियमित
जाति	सामान्य (निम्नआय वर्ग)
	अल्पसंख्यक
	अन्य पिछड़ा वर्ग
	अनुसूचित जाति
	अनुसूचित जनजाति
महत्वपूर्ण अभिलेख	1. संस्थान में जमा की गयी non refundable शुल्क की रसीद
	2. अभ्यर्थी के वर्तमान में संचालित बैंक पासबुक की छायाप्रति
	3. आय प्रमाणपत्र की छायाप्रति
	4. जाति प्रमाणपत्र की छायाप्रति
	5. निवास प्रमाणपत्र की छायाप्रति
	6. हाई स्कूल अंकपत्र की छायाप्रति
	7. इंटर के अंकपत्र की छायाप्रति
	8. आधार कार्ड की छायाप्रति जोकि बैंक खाते से सीडेड हो
	9. अलीगढ़ जिले के किसी भी राष्ट्रीय बैंक में खोले गये बचत बैंक खाते की पासबुक में अभ्यर्थी का नाम, खाता संख्या, CBS तथा IFSC CODE स्पष्ट रूप में इंगित होना चाहिए
	10. अभ्यर्थी को स्वयं का मोबाइल नं० तथा ई-मेल ID प्रदान करनी होगी

COURSES OFFERED

1. Diploma Courses (Affiliated to National Council for Hotel Management and Catering Technology, NOIDA):

S.No.	Program	Code	Duration	
			FCIA	O.J.T./I.T.
1.1	Diploma in Food Production	DFP	1 Year	24 weeks
1.2	Diploma in Food & Beverage Service	DFBS	1 Year	24 weeks
1.3	Diploma in Bakery & Confectionery	DBC	1 Year	24 weeks
1.4	Diploma in- House Keeping Operations	DHO	1 Year	24 weeks
1.5	Diploma in Front Office Operations	DFO	1 Year	24 weeks

2. Certificate Courses (Affiliated to National Council for Hotel Management and Catering Technology, NOIDA):

S.No.	Program	Code	Duration	
			FCIA	O.J.T./I.T.
2.1	Craftsmanship Certificate Course in Food & Beverage Service. (Two Batches in one Session)	CCCFBS	20 Weeks	04 Weeks

3. Post-Graduate Diploma Courses:

S.No.	Program	Code	Duration	
			FCIA	O.J.T./I.T.
3.1	Post-Graduate Diploma in Accommodation Operations & Management,	PGDAOM	1 Year	22 Weeks
3.2	Post-Graduate Diploma in Dietetics & Hospital Food Service	PGDHFS	1 Year	22 Weeks

1.1 Diploma in Food Production

No. of Seats	:	120
Duration	:	One & half year (Full time)
Academic	:	One year
Industrial Training	:	24 weeks

Scholarship Available as per govt. norms

Eligibility

Qualification	:	Class 12 th pass in 10+2 System or Equivalent with English as one of the subject.
Age	:	Upper Age Limit 25 years*
Selection procedure	:	Based on marks obtained in 12 th standard &



1.2 Diploma in Food and Beverage Service

No. of Seats	:	60
Duration	:	One & half year (Full time)
Academic	:	One year
Industrial Training	:	24 weeks

Scholarship Available as per govt. norms

Eligibility

Qualification	:	Class 12 th pass in 10+2 System or Equivalent with English as one of the subject.
Age	:	Upper Age Limit 25 years*
Selection procedure	:	Based on marks obtained in 12 th standard & Personal interview/written test.



*Age relaxation of 3 years for SC/ST candidates

1.3 Diploma in Bakery and Confectionery

No. of Seats	:	60
Duration	:	One & half year (Full time)
Academic	:	One year
Industrial Training	:	24 weeks

Scholarship Available as per govt. norms

Eligibility

Qualification	:	Class 12 th pass in 10+2 System or Equivalent with English as one of the subject.
Age	:	Upper Age Limit 25 years*
Selection procedure	:	Based on marks obtained in 12 th standard & Personal interview/written test.



1.4 Diploma in House Keeping Operations

No. of Seats	:	60
Duration	:	One & half year (Full time)
Academic	:	One year
Industrial Training	:	24 weeks

Scholarship Available as per govt. norms

Eligibility

Qualification	:	Class 12 th pass in 10+2 System or Equivalent with English as one of the subject.
Age	:	Upper Age Limit 25 years*
Selection procedure	:	Based on marks obtained in 12 th standard & Personal interview/written test.

*Age relaxation of 3 years for SC/ST candidates

1.5 Diploma in Front Office Operations

No. of Seats	:	40
Duration	:	One & half year (Full time)
Academic	:	One year
Industrial Training	:	24 weeks

Scholarship Available as per govt. norms

Eligibility

Qualification	:	Class 12 th pass in 10+2 System or Equivalent with English as one of the subject.
Age	:	Upper Age Limit 25 years*
Selection procedure	:	Based on marks obtained in 12 th standard & Personal interview/written test.



CERTIFICATE COURSE

2.1 Craftmanship Certificate Course in Food and Beverage Service (Two Batches)



No. of Seats	:	30+30 = 60
Duration	:	24 Weeks
Academic	:	20 Weeks
Industrial Training	:	04 Weeks

Scholarship Available as per govt. norms

Eligibility

Qualification	:	Class 10 th pass in 10+2 System
Age	:	Upper Age Limit 25 years*
Selection procedure	:	Based on marks obtained at 12th standard & Personal interview/written test.

*Age relaxation of 3 years for SC/ST candidates

3.1 Post-Graduate Diploma in Accommodation Operations & Management

No. of Seats	:	60
Duration	:	One & half year (Full time)
Academic	:	One year
Industrial Training	:	22 weeks

Eligibility

Qualification	:	Graduate in any stream, Knowledge of English is compulsory
Age	:	Upper Age Limit 35 years*
Selection procedure	:	Based on marks obtained in graduation & Personal interview/written test.



3.2 Post-Graduate Diploma in Dietetics and Hospital Food Service

No. of Seats	:	30
Duration	:	One & half year (Full time)
Academic	:	One year
Industrial Training	:	22 weeks

Eligibility

Qualification	:	MBBS/BUMS/BAMS/BHMS or Bachelor degree in Home Science / Nutrition / Nursing or Bachelor Degree in Chemistry / Life Science / Microbiology / Biochemistry as one of the main subject.
Age	:	Upper Age Limit 35 years*
Selection procedure	:	Based on marks obtained in graduation & Personal interview/written test.



*Age relaxation of 3 years for SC/ST candidates

ADMISSION PROCESS

TO GET THE ADMISSION FORM

Prescribed application form and admission guide can be obtained from the Institute on cash payment of Rs. 300/- or by bank D/D or crossed I.P.O. In order to get the Application Form and Admission Guide by the registered post, a Bank D/D or crossed I.P.O. of Rs. 350/- drawn in favor of the "Secretary/Principal, Food Craft Institute, Aligarh" should be submitted. Application forms can also be submitted online from Institute's Website www.foodcraftaligarh.com and after successful submission of the form, you will be redirected to the payment gateway to pay form fees of Rs. 350/-

Completely filled application forms along with necessary documents should reach the Institute's office on the above-mentioned address either by hand or by post. **The Institute shall not be responsible for any postal delay.**

The application must be accompanied by self-attested certificates.

- (1) Mark sheet of the qualifying examination from respective Institute/University/Board.
- (2) Date of birth certificate, if it is not mentioned in the school or college certificate.
- (3) Reserve Category certificate from Additional District Magistrate or Sub-divisional Magistrate or Tahsildar, if the candidate claims admission in SC/ST/OBC category (Income Certificate and Nivas Praman Patra if claiming Scholarship).
- (4) Transfer certificate/migration certificate & Character Certificate in original.
- (5) Gap certificate if any.
- (6) Copy of Aadhaar card
- (7) Bank Passbook.
- (8) Parent's Photograph
- (9) Self-addressed Envelopes with five rupees postal stamp on each. (05)
- (10) Student's Photograph (5 Nos.)
- (11) Demand Draft of required fee payable at Aligarh.

- (12) 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.

Note:- Candidates with the following diseases and skin disorders will not be admitted in the Institution.

- A. Infectious skin diseases.
- B. Psoriasis Follicle
- C. Tuberculosis
- D. Trachoma
- E. S.T.D.
- F. Epilepsy
- G. Leucoderma/Leprosy
- H. HIV Positive

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

Candidates should contact the Institute to know their admission status. Failure to appear on the specified day and time in order to acquire admission will lead to cancellation of the candidature and admission will be offered to the next eligible candidate. FCI, Aligarh will not be responsible for any postal delay.

GENERAL INFORMATION

1. When a candidate is granted admission he/she must produce the above-mentioned documents in original for verification /submission, failing which he/she will not be granted admission.
2. Selected candidates shall not be allowed to complete admission formalities in absentia and the offer of admission shall stand canceled.
3. All admissions, would be provisional and shall be confirmed subsequently. Even after confirmation, admission may be canceled, if it is proved beyond doubt that the admission was obtained through fraudulent means, and his/her fee will be forfeited.
4. 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.
5. "Principal FCI Aligarh" reserves all the right to postpone or cancel any of the courses without assigning any reason.
6. Admissions for students in the SC/ST/OBC category shall comply with U.P. Govt./NCHMCT rules.

ADMISSION PROCESS

FEE

Students selected for admission shall be required to deposit fee at the time of admission. Fee can also be deposited through bank deposit/ online/Demand Draft at the time of admission. Under no circumstances cash payment will be accepted. Fees once deposited shall not be refunded except for caution money.

In addition to the course fee mentioned for each course, the candidate will deposit caution money at the time of admission. Caution money will be refunded after the completion of the course and the declaration of results. It should be collected within three years, otherwise will stand forfeited.

UNIFORM

Students must wear the uniform with pride and ensure that they look neat and presentable at all times. Students must always come to Institute in mentioned uniform, during both Practical and theory classes. Details of the uniform are given below:

ADMISSION PROCESS

If the selected candidate does not report to the institute within 7 days from the date of the commencement of classes, admission/registration will be canceled & the next eligible candidate from the waiting list will be registered. In such case, any claim for refund of fees will not be entertained except for caution money.

IDENTITY CARD

An identity card will be issued by the Institute. Students must always carry the identity card and present it for inspection when demanded. No student will be allowed to attend classes, examinations, outdoor catering, or educational tours without the identity card. It is also mandatory for library book issues. Loss of identity card should be reported to the Principal/Librarian without any delay. If the Identity card of a student is lost, he has to deposit 100 Rs. In the office for duplicate Id card.

Description	Qty.	AOM	DHK	DFO	DHFS (M)	DHFS (F)	DFP	DBC	DFBS	CFBS
BLACK TROUSER	2	YES	YES	YES	YES		YES	YES	YES	YES
WHITE SHIRT WITH LOGO	2	YES	YES	YES	YES		YES	YES	YES	YES
BLACK TIE WITH LOGO	2	YES	YES	YES	YES		YES	YES	YES	YES
BLACK SOCKS	1	YES	YES	YES	YES	YES	YES	YES	YES	YES
COAT WITH LOGO	1	YES	YES	YES	YES	YES	YES	YES	YES	YES
WHITE APRON WITH LOGO	2	YES	YES		YES	YES	YES	YES		YES
DUSTER	2	YES	YES	YES	YES	YES	YES	YES		
LAB COAT WITH LOGO	1	YES	YES		YES	YES				
BLACK SALWAR	2					YES				
WHITE KAMEEZ WITH LOGO	2					YES				
WHITE CHEF COAT WITH LOGO	1						YES	YES		
NECK TIE-CHEF SCARF	2						YES	YES		
CHEF CAP WITH LOGO	1						YES	YES		
BLACK BOW	1								YES	YES
WAISTCOAT WITH LOGO	1								YES	YES
WAITERS CLOTH	2								YES	YES

*Chargeable

RULES FOR LIBRARY, FOOD CRAFT INSTITUTE, ALIGARH

1. Library is entirely meant for the benefit of students of Food Craft Institute Aligarh enrolled in the current session.
2. A student can be enrolled as a member of the library on payment of a registration fee of Rs. 100/- which will be charged at the time of Admission. He/She will be issued a membership card for the duration of one academic year.
3. Books will be issued to the bonafide students after producing the student's ID Card and library card for a period of 15 days which can be reissued for another if not in demand.
4. If the books are not returned in due time, then a fine of Rs. 5/- per day per book (for 07 days) will be charged, and thereafter Rs. 10/- per day per book, will be charged.
5. In no circumstances a book shall be retained by the student for more than 40 days.
6. If a book is mutilated/defaced or lost by the students, the cost of the book + late fine + binding charges, etc. (if any) will be charged to the student. If the book is available in the market then it has to be replaced by the latest edition/reprint.
7. The fine/cost of books shall be deposited in the account section & receipt should be deposited in the library.
8. Loss of library books or membership cards must be reported in writing to the Librarian immediately.
9. The proper use/custody of the books (s) is the responsibility of the concerned student.
10. Students must deposit all the books in their possession, 10 days prior to the mid-term & end term examination.

11. Students will not be allowed to appear in the Mid/End term Examination if Fail to return the books within the stipulated time as indicated above,

12. Final Diploma certificate, migration certificate, etc. will not be issued to the student until all the dues concerning books are cleared by him/her.

13. Strict action will be taken if any breach of law is discovered.

LOCKER

Lockers will be provided to the students of Diploma in Food Production and Bakery & confectionery only.

ATTENDANCE

Students must attend all theory and practical classes and also visit catering establishments and take part in indoor and outdoor catering parties arranged by the Institute. Students must remain present themselves in every Institutional curricular and extracurricular activity.

As per rules, a minimum of 75% attendance in all courses is compulsory.

In case of more than 01 months of absence (without any notice) from the classes, the admission of the student will be canceled. A readmission fee of Rs. 1000/- will be charged if the student wants to continue academia.

In case of any medical emergency, a medical certificate from a registered medical practitioner must be submitted to the Institute as soon as possible. At the time of his/her joining in the classes after an illness, he/she must submit a fitness certificate.

FOR ATTENDANCE & ACADEMIC QUERIES
CALL ACADEMIC HEAD MR. KUNTAL KUSHWAHA
Mob: 9981770008

EXAMINATION

The examination will be held as follows:

For Diploma Courses:

Mid-term Examination: November/December

End-term Examination: May-June

For Craftsmanship (CFBS):

Mid-term Examination: October

End-term Examination: December

For PG Diploma Courses:

Mid-term examination: October

First Semester examination: December

Mid-Term Examination: March

Second Semester Examination: May-June

DISTRIBUTION OF MARKS

The distribution of marks in each paper will be as follows:

- A. Minimum pass marks in each written/theory paper 40% in Internal Assessment & End-term examination.
- B. Minimum pass marks in practical/project and viva/voce examination 50% in Internal Assessment & End-term examination.
- C. For the Diploma Course passing criteria will be as per the rules of NCHMCT.

AWARD OF DIVISION

- A. Candidates will be awarded a First Class with Distinction if he/she secures a minimum of 75% of the total marks.
- B. Candidates will be awarded a First Class if he/she secures a minimum of 60% of the total marks.
- C. Candidates will be awarded a second division if

he/she secures a minimum of 50% of the total marks.

- D. Candidates will be awarded a Diploma/Certificate in Pass Class if he/she secures less than 50% of the total marks.
- E. Candidates who passes all the examinations within the prescribed duration, of course, will be awarded a division as per sub rule (A), (B), (C) & (D) above.
- F. Candidates, who do not fall in any of the above categories will be placed in pass class.

INDUSTRIAL TRAINING

- A. The Institute has a Placement Cell headed by a Training & Placement Officer for the facilitation of training and placement for the students.
- B. Industrial Training is an integral part of the course curriculum, for its completion students are required to undergo the training in Hotels, Motels, Restaurants, Hospitals, Airlines, Travel Agencies, and other catering establishments as per the course.
- C. Students, who have passed the examination will be declared pass but Diploma/Certificate will be awarded only after the completion of Industrial Training. In case a student fails to complete his/her training at the designated establishments to the satisfaction of the principal/training and placement officer, his/her diploma/certificate may be withheld till such training is completed.
- D. Students are sent for Industrial Training from the month June-July every year except certificate course in Food & Beverage Service (*DEC/JAN)
- E. Mark sheet and Diploma/P.G. Diploma will be issued after the student produces the certificate in original for verification and submits a photocopy of Industrial Training Certificate and Job offer letter after verification by the Training and

Placement Officer of the Institute.

- F. Students have to give an undertaking and agree to the following for Industrial Training.
 - a. He/She will avoid to leave the training in the middle without any permission.
 - b. He/She must inform to Training & Placement Officer or the concerned authority of the hotel if he/she faces any issues in Hotel.
 - c. He/She must resume duty on the due date. If proceeded on leave.
 - d. He/She must refrain from any activity subversive of law & order in the Hotel concerned.
 - e. He/She must avoid giving any chance of complaint against him/her from the management of the hotel regarding misconduct, theft, etc.
 - f. He/She will complete his/her training in all the departments of the hotel, if required by the Management of the Hotel, 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 will also face disciplinary action including withholding of the Diploma/Certificate by the Institute for a year or financial penalty up to Rs. 2000/- or both.

RULES OF RE ADMISSION/CONTINUATION

- A. Students who have been detained from appearing in an examination, because of shortage in attendance or have failed to clear the minimum prescribed marks for passing in sessional, and desire to seek re-admission / continuation may submit an application on the prescribed form to the office, 25 days before the commencement of the classes, failing which or application received late may not be considered. All such students re-

admitted/granted continuation will be required to pay the full prescribed fee.

- B. The Principal will consider the cases of re-admission/continuation by the rules laid down in this regard. The Principal may or may not grant the re-admission/continuation and his decision shall be final and binding in this regard.
- C. In case the students failed/dropped the examination of the Institute shall be treated as an ex-student. Such candidates shall be allowed to appear in the next examination after submitting the examination form and the prescribed fee. Period to clear/pass all papers/subjects of a course in Three Academic years.
- D. Supplementary examination may be conducted by the Institute for the P.G. Diploma Courses. For the rest of the courses, affiliated with the Council, the examination policy will be as per their rules.
 - A. 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 other classes. The Principal may expel a student whose conduct is found not satisfactory and the fee paid shall be forfeited.
 - B. Smoking & consumption of alcohol is strictly prohibited in the institute premises.
 - C. 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.
 - D. No student shall be allowed to participate in party politics in the premises.
 - E. No student should communicate any information or write about the matter dealing with the Institute's administration to the press.
 - F. 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 fines and disciplinary action.

- G. 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 will debar such student from the Institute without giving reasons and such decision shall be final and binding on the student.
- H. No student can leave Institute premises during working hours without written permission from the principal or section in charge or class teacher.
- I. **Fee once paid will not be refunded under any circumstances.** The decision of the Principal in such cases shall be final.
- J. Non-compliance with the rules & regulations of the Institute can lead to disciplinary action or penalty/fine.
- K. 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.

- ✍ Fine
- ✍ Suspension
- ✍ Expulsion
- ✍ Rustication
- ✍ Cancellation of Scholarship in part or in full.
- ✍ Expulsion shall debar the student from being re-admitted. Where a student is rusticated, he/she shall not be re-admitted to any similar Institution till the expiry of the rustication period. 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.

ELIGIBILITY TO APPEAR IN THE EXAMINATION

To be eligible to take the Council's examinations (any semester/term or course), a candidate must have:

- A. Been on the roll of an affiliated institution for one full academic session (period of study) in the course for which he/she wants to appear in the examination.
- B. Must returned all library books
- C. Procure NOC from all departments.
- D. Must carry a valid admit card & Student ID.

Note: A student is expected to attend 100% of classes i.e. theory, practical & Tutorial. Relaxation may be provided as per norms for absence due to unforeseen reasons.

- i. Every period of lecture, tutorial, project, and workshop work as applicable shall be counted as one unit for counting of attendance e.g. if a class covers four periods at a time, four units of attendance will be counted.
- ii. A student engaged in the extra-curricular and co-curricular activities, with the permission of the principal (Food Exhibition, Chef Competition, Education tour, etc.) shall be treated as present to count attendance following the timetable, for which record will be maintained by the Institute.
- iii. When on account of bonafide illness, (supported by a Medical Certificate from a Registered Medical practitioner produced by the candidate at the time of illness or immediately thereafter) or for any other reason deemed sufficient by the Head of the institution (e.g. death in family), the total attendance of a candidate falls short up to a maximum of 10 percent of the total working

days, the head of the institution shall be competent to condone such deficiency in attendance and permit such a candidate to appear for the examination, if otherwise eligible.

Note: Industrial Training shall not form part of the above and will be treated separately.

- A. A Candidate who is disallowed from appearing for an examination for not fulfilling the condition shall be required to fulfill all the conditions afresh, before being entitled to appear for the examination.

CONDUCT OF EXAMINATION

- A. No candidate shall normally be permitted to enter the examination hall after the commencement of the examination. The superintendent of the Examination Centre may, however, at his/her discretion, permit a candidate to enter the hall up to half an hour after commencement of the examination. However, no extra time will be allowed for such late admissions.
- B. No candidate shall be permitted to leave the examination hall before the lapse of one hour after commencement of the examination. The superintendent of Examination may in exceptional cases permit an examine to leave the examination hall even before this period if in his/her judgment, the continued presence of the exam in the hall is not desirable in the interest of smooth conduct of the examination or if a candidate becomes physically incapable of continuing the examination due to sudden illness.
- C. Bonafide 'dyslexic' candidates shall be provided 25% extra time for the theory examination.
- D. Every candidate shall be allotted an Examination Roll Number and an Identity / Admit card issued by the Council with an attested photograph,

which must be produced at every examination.

ACTS OF MISCONDUCT & USE OF UNFAIR MEANS IN EXAMINATION

The Following shall be considered as 'MALPRACTICE' in the examination.

- A. Candidate who is found in possession of any notebook (s) or notes or chits or any other unauthorized material concerning subject of examination .
- B. Anything written on any part of clothing, body, desk, table, or any instrument such as set square, protractor, blotting paper, and question paper, etc.
- C. Possession of electronic gadgets such as Mobile phones, Tablets, Ear Phone, Head phones, Smart watches, etc.
- D. Talking to another candidate in the examination hall or change of seats without the permission of the Examination Superintendent.
- E. Consulting notes, books, or any other material or outside person while going outside the Examination Hall.
- F. Running away or swallowing or destroying any note or paper or material found with him/her.
- G. Impersonation.
- H. If the answer books show that a candidate has received or given help to any other candidate through copying.
- I. Using obscene or offensive language in the answer book.
- J. Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose.

Note: if any malpractice is detected, answer sheet and incriminating material will be seized and students will be disallowed to appear in the exam.

STUDENT'S ACHIEVEMENT

1. **Mr. Mhesh Kumar** of Diploma in House Keeping Operations has secured All India Tenth rank during the academic year 2016-17. Attaining honors demonstrates hard work and self-discipline.

Such academic excellence reflects a high degree of knowledge and practical ability applied within the field of study. You have made your family and Institute proud.

We wish you success in achieving your dreams in whatever walk of life you find joy and fulfillment. We hope you will continue to show a similar commitment to contributing to a healthy, harmonious society and a strong Nation.



2. **Mr. Matiullah Ahamad** of Craftsmanship Certificate Course in Food & Beverage Service has secured all India First position for the academic year 2012-13. Attaining honors demonstrates hard work and self-discipline.

Such academic excellence reflects a high degree of knowledge and practical ability applied within the field of study. You have made your family and Institute proud.

We wish you success in achieving your dreams in whatever walk of life you find joy and fulfillment. We hope you will continue to show a similar commitment to contributing to a healthy, harmonious society and a strong Nation.



3. Students of Diploma in House Keeping, Diploma in Bakery and Confectionery, and Diploma in Food Production participated in Flower arrangement, chef competition, and Bakery and Patisserie.

➤ Awarded with "Award for Excellence" held at Amrapali Institute of Hotel Management, Haldwani (Uttarakhand) in 2016-17, 2017-18, and 2018-19.

➤ 1st Runner up in Hotel Management Competition at AMITY University in 2018-19.



Session 2018-19

STUDENT'S ACHIEVEMENT

4. Students of PG Diploma in Accommodation Operation & Management, Diploma in Food Production, and Diploma in Food & Beverage Service participated in AATITHYA - 2022 and were awarded First Position in the "Twigs & Towels" Competition held at Jaipur National University in 2021-22.



5. Students of PG Diploma in Accommodation Operation & Management, Diploma in Food Production, and Diploma in Bakery & Confectionery participated in ABHYUDAYA - 2022 and were awarded Third Position in the "Dress the Cake" Competition held at Amrapali Institute of Hotel Management, Haldwani in 2021-22.



6. Students of PG Diploma in Dietetics & Diploma in Food Production participated in "International Tourism Conclave" and were awarded First Position in Inter College Paper Writing Competition held at D.Y. Patil Deemed University School of Hospitality & Tourism Studies in 2021-22.



TRAINING PARTNERS

1. Hotel Radisson Blu Plaza, New Delhi

2. ITC Maurya Sheraton, New Dehli

3. Hotel Leela Palace, New Delhi

4. Radisson Blu, Jaipur

5. Hotel Marriott, Raipur

6. Clarks Avadh, Lucknow

7. Taj President, Mumbai

8. Courtyard Marriott, Bhopal

9. Sayaji Hotel, Indore

10. The Oberoi, New Delhi

11. The Hyatt, New Delhi

12. Hotel Radisson Blu, Agra

13. Jaypee Palace Hotel, Agra

14. Radisson Blu Hotel, Ahmedabad

15. Crown Plaza Hotel, Noida

16. Jaypee Palace, Agra

17. JW Marriott Hotel & Resorts, Mumbai

18. JW Marriott Hotels & Resorts, Jaipur

19. Yatharth Super Speciality Hospital, Greater Noida

20. Kailash Hospital, Noida

21. Fortis Escort Hospital, Jaipur

22. Jaswant Rai Super Speciality Hospital Meerut

23. District Hospital, Bareilly

24. Mithraj Super Speciality Hospital Aligarh

25. Rusa Hospital Aligarh

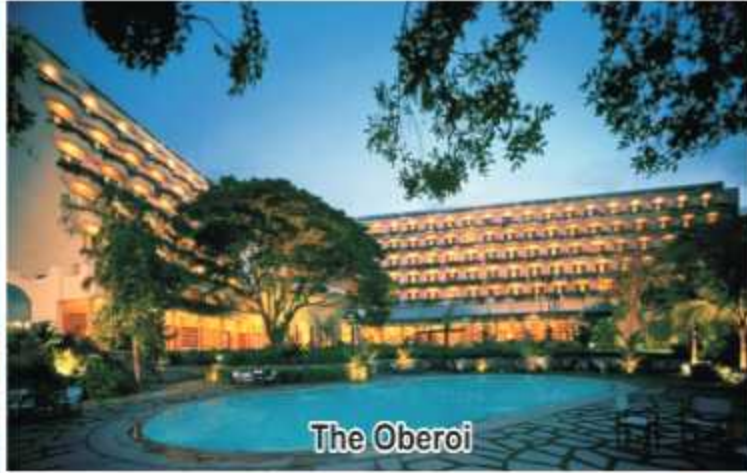
* & Others



Oberoi Hotels & Resorts



TRAINING PARTNERS



EKATRA SPORTS MEET

To strengthen the brotherhood and harmony among the students of different streams, We organize sports week event under the title 'EKATRA'

Sports like Volleyball, Carom, Tug of War, Badminton, Slow Cycle race, and Cricket matches are held. All the students, faculties & staff Members actively participate in "EKATRA" the Sports Meet.



LIFE AT FCI, ALIGARH



AAGHAZ THE ANNUAL DAY



FACULTY OF MEMBERS & STAFF



Mr. Neelendra Prasad Srivastava
Secretary/Principal
9412732708

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- 9. Mr. Mohd. Junaid Siddiqui**
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- 3. Mr. Mohd. Mohsin Khan**
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3. **Mr. Gulam Tajammul Varsi**
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5. **Mr. Rohitash Kumar**
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Email: shabana12aug@gmail.com



2. **Mr. Aslam Ali**
Library Attendant

Supporting Staff



1. **Mr. Mashroor Ahmad Khan**
Lab Attendant



2. **Mr. Mohd. Imran**
Multi Tasking Staff



3. **Mr. Neeraj Kumar**
Multi Tasking Staff



4. **Mr. Wasi Alam**
Multi Tasking Staff



5. **Mr. Raju**
Multi Tasking Staff



6. **Mr. Akram Khan**
Security Guard



7. **Mr. Alauddin**
Multi Tasking Staff

BOARD OF GOVERNORS

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2.	Director General (Tourism), Government of U.P.	Member
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7.	Director, Horticulture & Food Processing, Government of U.P.	Member
8.	Principal, Institute of Hotel Management Catering Technology & Applied Nutrition, Lucknow	Member
9.	General Manager, Hotel Clarks Avadh, Lucknow	Member
10.	Pro-Vice-Chancellor, Aligarh Muslim University, Aligarh	Member
11.	Dean, Faculty of Engg. & Technology, Aligarh Muslim University Aligarh	Member
12.	Registrar, Aligarh Muslim University, Aligarh	Member
13.	Dean Student's Welfare, Aligarh Muslim University, Aligarh	Member
14.	Principal, University Polytechnic (Boys), Aligarh Muslim University, Aligarh	Member
15.	Secretary/Principal, Food Craft Institute, University Polytechnic Campus, AMU, Aligarh	Secretary



www.foodcraftaligarh.com
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FOOD CRAFT INSTITUTE
UNIVERSITY POLYTECHNIC CAMPUS
ALIGARH MUSLIM UNIVERSITY, ALIGARH (U.P.)