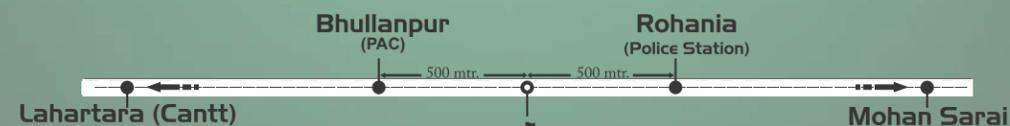




# COMS

International Institute of Hotel Management  
VARANASI



Kesharipur Near Bhaskara Talab, Bhullanpur PAC,  
Varanasi-221108 (U.P.) India.  
Mob. : 8400900424 / 8400900423 / 8400998371

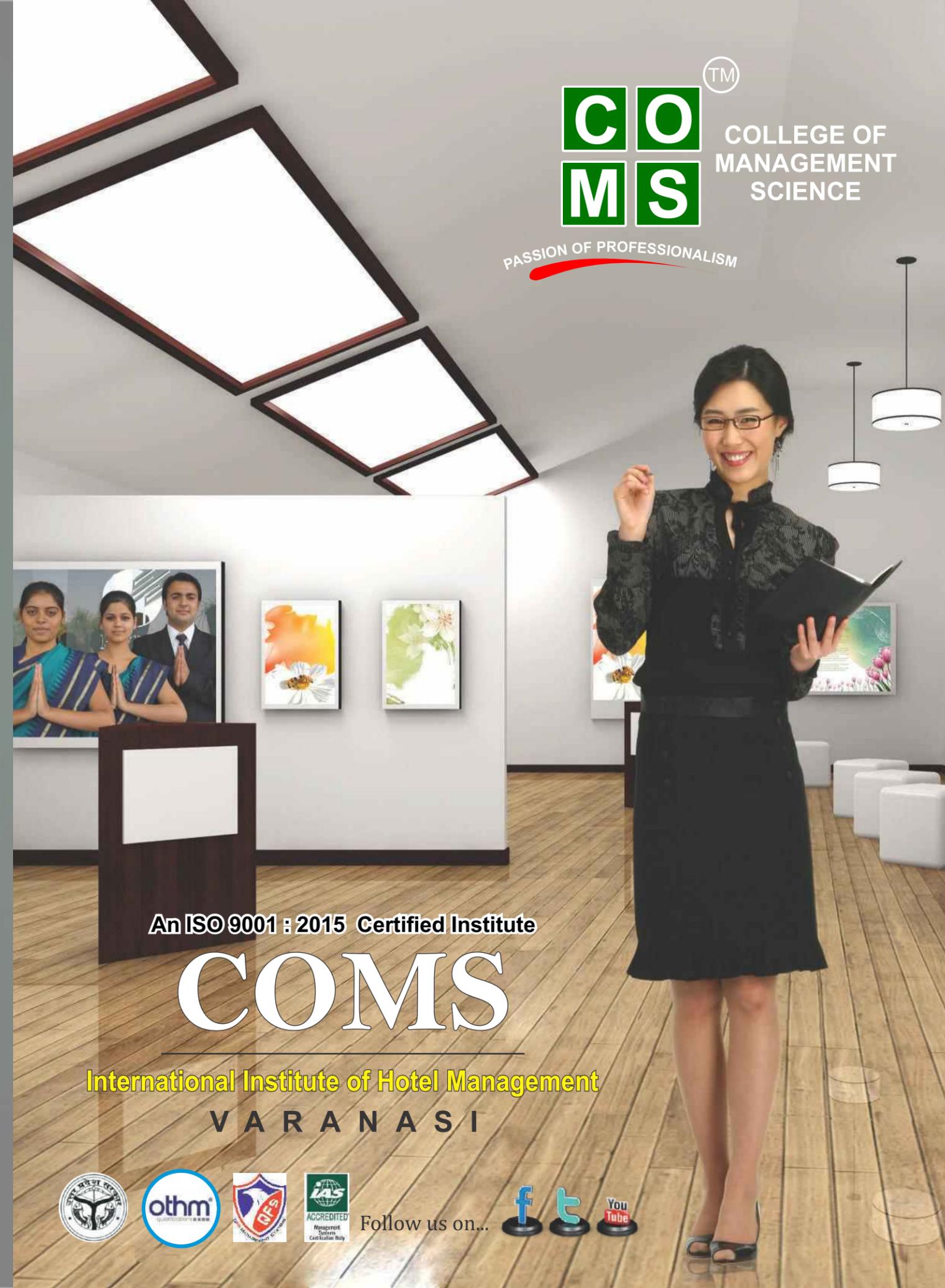
E-mail : [info@coms.ind.in](mailto:info@coms.ind.in)

Visit us : [www.coms.ind.in](http://www.coms.ind.in)

Rs. 300/- Only.



PASSION OF PROFESSIONALISM



An ISO 9001 : 2015 Certified Institute

# COMS

International Institute of Hotel Management  
VARANASI



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## The Institute's Recognition, Approvals and Accreditations

**COMS International Institute of Hotel Management is a division of "COMS Educational Trust" Registered through Government of Uttar Pradesh Under Indian Trust act 1920.**



**COMS International Institute of Hotel Management is Affiliated to NCVTE, New Delhi. Recognized by Govt. of India.**



**COMS International Institute of Hotel Management is approved by OTHM (Organization of Tourism & Hospitality Management) London, U.K.**



**COMS International Institute of Hotel Management is an ISO 9001 : 2015 Certified Institute by Leading ISO Certification body "QFS Management System LLP" and Internationally accredited by IAS, America.**



**COMS International Institute of Hotel Management is authorized under clause 41 to use TM against Name & Logo of COMS by the registrar of Trade Marks - Ministry of Commerce - Government of India.**





**Late Dr. A.P.J. Abdul Kalam**

**FORMER PRESIDENT OF INDIA  
SPEAKS**

Most of the people are familiar with the traditional concept of tourism, hotel, access to easy transport, Special places to visit , starting from the Taj mahal, Goa, Kanyakumari, the beautiful north- east, Coastal India and island, the dessert and the Himalayas. But the modern days tourist expects something more and different. He comes here not merely to eat ,drink and make merry. Many want to learn more about the people they meet and the places they visit. We can call it 'cultural' or knowledge oriented tourism. There is plenty scope for meeting such a requirement.

**His Excellency Late Dr. A.P.J. Abdul Kalam**  
Hon'ble Former President of India

Source:INDIA 2020 (A Vision for the New Millennium ) by reverend Dr. A.P.J. Abdul Kalam, pages169-170



**Mr. Narendra Modi**

**Former CHIEF MINISTER OF GUJARAT, INDIA**

apro/vs/2013/11/27/dt

Education, today has evolved into the era of specialization in almost all the aspects of livelihood and employment. With the changing scenario of tourism and hospitality business, which happens to be an important part of the national economy, we need manpower specially skilled for it.

I congratulate the **College of Management Science (COMS)** for opening College of Hotel Management in Varanasi, which happens to the hub of the religious tourism for Indians. I hope that the college will shape the students as well as their future in the Hopitality Industry.



(NARENDRA MODI)

To,  
Chairman,  
College of Managment Science, Varanasi,  
Kesharipur Near Bhaskara Talab  
Rohania, Varanasi, U.P. (221108) India.  
E-mail: info@coms.ind.in



**Dr. Manmohan Singh**

### EX-PRIME MINISTER OF INDIA SPEAKS

India has witnessed a record number of foreign tourists during 2011. The number has gone up from 5.78 million in 2010 to 6.29 million in 2011 while revenue increased from \$ 14,193 million to \$ 16,564 million during the same period. Implementation of the Hunarse - Rozgar scheme continued for skill development in hospitality and service sectors. This scheme is aimed at creating employable skills. Because of the vigorous efforts made by the Ministry, 11,692 persons have been trained under the scheme this year exceeding the target set for the year. Campaign Clean India was launched in December, 2011 as an extensive social awareness campaign. The objective of the campaign is to bring trust among tourists for acceptable level of hygiene and cleanliness. The campaign is aimed to bring together the efforts of various Central Ministries, State Governments, Union Territories Administrations and private stake holders in achieving the objectives.

Source: Government of the United progressive alliance, report to the people- 2012-13, Pages- 60.

## Corporate Speaks



It has been a wonderful experience to be part of COMS's placement process. The overall process was handled quite professionally and we are impressed with the quality of education imparted and exposure given to the students.

**Mr. Holger Schroth**  
General Manager  
Emirates Palace Hotel, Abu Dhabi, U.A.E.

Over the years, the number of students we have hired from COMS on an annual basis has steadily increased. We believe that COMS provides a stimulating learning environment for the next generation of leaders.

**Mr. Sandeep Singh**  
Asst. Manager  
Millennium Group of Hotel, Samson, Turkey.



The students of COMS have exhibited a high level of professionalism in their approach and have been well groomed to take Hospitality world. The enthusiastic response shown by the students and faculties have convinced us to try and make this process repeat .

**Mr. Safwan Khayat**  
General Manager  
Copthorne (Millennium) Hotel, Samson, Turkey

It was great experience to meet the batch of enthusiastic graduate aspirants. I am sure with the inspired management students at COMS are in good hands and will develop to be efficient future managers.

**Mr. Serge Zaalof**  
General Manager of Atlantis the Palm, Dubai, U.A.E.



COMS Placement Cell. A small India where students from all the states of India come with an expectation of making a bright future ahead. Because of the teaching pattern, facility, PDP/CDP and top classes placement they reach greater heights which they had never expected.

**Mr. Simson**  
General Manager  
Starwood Hotel, Manama, Behrin

Hotel Management, as a highly-promising career option, has gained prominence especially since the past decade or so because of the booming tourism industry in world.

**Sheikh Hamdan**  
Director of Food & Beverage  
Etihad Tower, Abu Dhabi, U.A.E.



It was an overall pleasant and enriching experience dealing with COMS and we look forward to your continuing support in the upcoming years.

**Mr. Shephard Hanger**  
General Manager  
Marriot Hotel, Doha, Qatar

# Corporate Speak



COMS Students..... well trained, well placed! The students of COMS have been a good profile match with respect to culture and competence in our organisation.

**Mr. Vishal Singh**  
Asst. Manager at Starwood Hotel  
Manama, Behrin

COMS has an enthusiastic group of students & soon it will be emerge as a top IHM College in India.

**Chef Faisal Ahmad**  
CDP  
Cairo, Egypt



We are happy to tie up with COMS. COMS is one of the good thing to happen with Platinum Hotel employees.

**Mr. Balvir Kumar Parekh**  
Corporate H.R. Platinum Hotels

COMS Seems to be in very able hand and soon will emerge as one of the leading quality management Institute.

**Ms. Sipra Nair**  
Corporate House Keeper  
ITC Forture



COMS is an Institute that cuts, polishes and converts stone to precious gem. It shows who really are and what the real word from you. COMS Placement Cell acts as a bridge between a student and the real corporate world. There are every faculty knows each students that too by their name. These increase the willingness to learn and get proper guidance.

**Mr. Hemant Bagga**  
General Manager  
Club Mahindra Hotel, Coorg, Karnatka

COMS is a college where every day is a new learning and new experience. It is the place where a person can achieve his/her goals by working sincerely with the care of heart. The learning here compliments every qualification irrespective of the stream. The encouragement and new opportunities which the faculty gives to brought out a leader in the students.

**Mr. Naresh Gupta**  
General Manager  
Club Mahindra Group of Hotel, India



COMS Placement Cell is not only which shapes students career, it is a family which teaches all its young members etiquettes and also help students in choosing the best career suitable for them.

**Mr. Rupprecht Queitsch**  
Genral Manager  
JW Marriot Hotel Dubai, U.A.E.

It was a great pleasure for me to address the students at COMS. I am sure COMS will compete with Hospitality school of the country.

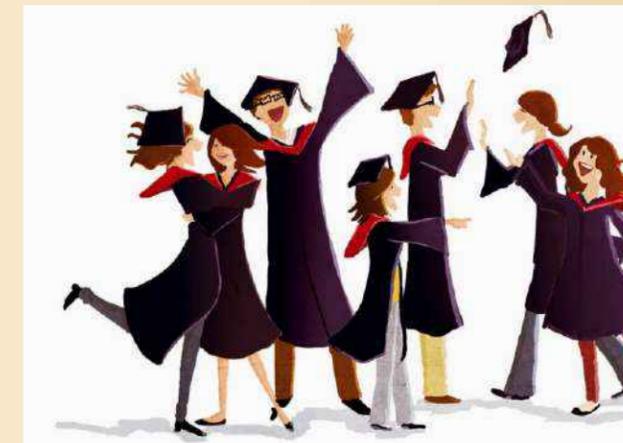
**Mr. Rakesh Dogra**  
General Manager  
ITC Forture Inn Riviera, Jammu



## About COMS



**C**ollege Of Management Science (COMS) was established in the heart of "The religious capital of India" which is called "Varanasi" by a team of academicians and expert from the industry and education as per the need of Indian economy. At present parent organization i.e "COMS Educational Trust" is helping millions and millions people, educating them by unique concept & resources generated by the trust from the society & corporate.



The trust regulates academic for hospitality management through structured courses of studies. Quality of education provided through the institute help, one to emerge as professional of top order for hospitality and service sector.

COMS is known for its multi-facets endeavours in the field of hospitality industry. It provides students a unique opportunity to build themselves to withstand the ever-changing pace of the competitive world. The atmosphere of understanding, trust and mutual respect is consciously and carefully nurtured in the institute. An updated academic programme with extra curricular activities enables our students to develop themselves in the field of hospitality industry. Our motto is to place the students' best career in the hospitality sector by getting employment in the world famous hotels of National and Overseas.

The Institute is expanding its horizons by opening branches in the other states of India.

The success of our institute is attributed by our continuous identification and response to the ever changing scenario of International Economy. We have set ourselves as premier institute in the hospitality sector in Varanasi. Our values of respect and involvement remain consistent and are embraced by our people which played a major role in our success so far. These values will continue to do so in future also.

Our key to success lies in a set of a highly professional teaching staff and modern state of art, infrastructure and well explained administration.

We congratulate our entire team for turning this Institute into an ideal one and We assure all our students that, at the time you graduate from the institute, you will find yourself in different league altogether professionally and personally.

*"COMS  
Looked not just in India  
But at International level also  
To ensure that we could provide  
The best possible course for  
the professionals of today  
And the future"*

**“COMS is a dynamic hub where ideas, culture, training and technology converge.”**



### VISION

**COMS** has strong vision to develop, enhance and maintain the quality and standard of education. We will try our best and more to provide bright future to our students. COMS will be distinguished by highly regarded programs and renowned specializations. We will be a leader in management education through strong planning, focusing on technology and innovation, promoting entrepreneurial programs, and developing international initiatives and alliances.

### MISSION

**COMS** has been established with prime motive to provide career opportunities in Hospitality & Corporate sectors, to create world class facilities and ambience for advance level of teaching and practical training, to develop students as global citizens with conscience, commitment and dedication.

**COMS** is one of the premier Institutions in the area providing quality education and spreading awareness regarding Hospitality sector.

### CORE VALUES

- We create learning through the fusion of the heart and soul .
- We value leadership in whatever we do and shall generate those opportunities to create future leaders.
- We value entrepreneurship. Our students and employees are empowered to think for themselves.
- We create innovation through continuous improvement, adoption of best practice and will be bold to create new dimensions to hospitality through research.



### WORLD-CLASS EDUCATION FROM A WORLD-CLASS INSTITUTION

While making a decision to pursue Management education, the academic quality of the institution is a critical factor. Quality programs taught by experienced faculty are essential to a rich learning experience. Our faculties are internationally recognized and include winners of prestigious awards, and their writings, case studies, solutions, innovative concepts appear in leading Journals and magazines.



### COMS SPIRIT APPROACH

Beside experiential- learning, students at COMS learn through project work, mini case studies, and role playing activities and so on. Every professor of the program follows a SPIRIT approach. “SPIRIT stands for **Strategy**- the kind of strategy to be followed, **Personality Development**- how would it add to a student Personality; **Internationalization**- putting things in the global context, **Relevance**- making it relevant to the needs of Industry and students, **Innovation**- adopting an innovative approach and **Technology**- which is basically about developing an understanding of how technology is driving the world. In fact **SPIRIT** is something that every leader of an organisation needs to have.”

### GUEST LECTURES

Eminent personalities from different industries are invited to visit the campus and share their experience for giving students a global outlook through interactive programs.



### COMS INCUBATION CENTRE

Realising the need for the continuous support and holding, the institute has undertaken an initiative to develop entrepreneurial and employable skills in the students. Students with business ideas and propensity for venturing out on their own are provided support facilities in terms of project reports, idea guidance, project implementation and other such activities on the global tourism market.

Other hand, students who are looking for employment are given training opportunities and access to various work environment simulations to acclimatize them with the real world situations.

### ALUMNI ASSOCIATION

Students passing out of COMS are offered exclusive lifetime membership to a full-fledged and active 'COMS Alumni Club' This Club helps to keep alive personal interaction between both old and new students and open exciting career opportunities.



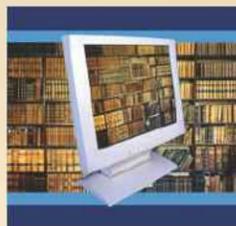
### COMS FAMILY & RESOURCE PERSON

At COMS, the faculties are the life line. The budding managers need an amalgam of academic concept and Industrial experience. COMS has a strong team of core faculty with academic distinction and professional excellence. Strengthened by a lot of visiting faculty, practicing managers and other Hospitality experts.

COMS faculties differs most as they welcome the challenge of creating a stimulating learning environment. COMS faculty team is headed by its Director of Academic Mr. Inderjeet.

### COMS SPECIALITY

- 100 % Job Assistance for students both in India & Abroad
- Study in India & Settle abroad
- Two way learning style
- E-Library Facility for every student
- Foreign Tour (Industry Specific)
- Exposure of two foreign languages - FRENCH & GERMAN
- Anti Ragging Campus
- 6 Months Training Exposure of the Industry with the course
- Separate Hostel Facility for Boys & Girls
- Wi-Fi Campus



**RAGGING**  
ANTI RAGGING ZONE



## Extra Curricular Activities



**1. Sports:-** The facilities for sports and physical recreations are provided at nearest stadium for both indoor and outdoor games , existing facilities include cricket, volleyball, badminton, table tennis and athletic etc.

**2. Cultural:-** Several cultural activities are regularly organised in the institute with active participations of students. Fresher day, foundation day, all festival day, New Year celebration etc. are just to name of you.

**3. Tour:-** Excursion tour is the common phenomenon here. Here students are taken tour hotel, trade fares, picnic, sports and similar places for the purpose of combing education and entertainment.

**4. Library:-** The Institute resource centre is truly wealthy and it is upgraded continuously. It acquires the books and research materials, aspects of hospitality of all over world. The resource centre forms and invaluable tour for promoting initiative and self help principle amongst students.





## Rules and Regulations

### Examination

In addition to the final examination, regular monthly tests will be held. The marks obtained in these will be added to the final assessment. Final examination will be conducted by respective University at the end of semester. The passing of the theory is 40% and that of practical work is 50%. Students failing in two subsidiary subjects or less may be promoted to the next term but they will have to clear those papers on subsequent dates decided by the respective University. Students failing in more than two subjects or those who failed to clear their compartmental papers or those who get an aggregate of less than 40% will not be promoted. Absence due to any reason will be treated as failure.



### Award of Diploma/Degree

The Diploma/Degree is awarded by the respective University / OTHM on successful completion of the respective course, in addition to obtaining an Industrial Training Certificate from a reputed government approved hotels of India and abroad.

### Age Limit

The minimum age limit of the students must be 17 years, as on the date of filling the admission form.

### Minimum Qualification

The candidates applying for admission to the Degree/Diploma level courses must have passed at least Intermediate or the equivalent 10+2 examination in any stream or 10th. However, candidates completed or studying in B.A., B.Com and B.Sc can also apply.

### Evaluation

Evaluation is an integral part of Hotel Management Education system and is the instrument to test what the students have learnt and retained.

### Internal assessment

Internal assessment will be based on :

- Class attendance-minimum requirement is 90%
- Assignment and theory classes
- Mid-term examination
- Internal viva-voce on project study
- General behaviour



# Rules & Regulations

## External Assessment

Total evaluation based on the rules & regulations of University. External evaluation is done for all courses round the year on the basis of class tests, specific assignment's, practical training and projects etc.

## Research Project Report

A student has to take up a research project for Degree/Diploma course in final year as a part of syllabus. The student select a topic of his/her choice relevant to his/her training program and during research work necessary guidance will be provided to him/her by the concerned authorities.



## Scholarships and Awards

Scholarship is awarded to outstanding/ deserving students as per the rules of the COMS Institute of Hotel Management.

## Academic Council

With view to up date the syllabus and curriculum as per requirement of industry, COMS Institute of Hotel Management has a standing Academic Council, which meets

periodically to review and streamline the course contents, lesson plans and instructional methodology. The basic mission of the Academic Council is to strive and maintain highest possible International Academic standards.

COMS keeps on soliciting feedback and options of the world renowned ambassadors of Hotel Industry time to time so as to ensure the technical aggrandizement of students and faculties.



## Training Labs

- 1. Training for Restaurant and Bar**  
A training restaurant and bar equipped to cater latest national and international technique of service as per with the industry. Training of buffet banquet, gueridon service etc. are also provided in this lab.
- 2. Basic Kitchen (B.T.K) Training**  
This kitchen is used primarily introduce the art of cookery to the standard.
- 3. Advanced Training of Kitchen (A.T.K)**  
Having mastered the basic, it is time for student to progress on to this kitchen elaborate dish are prepared here. The cuisine under consideration are Continental, Indian , Chinese, Mexican, Arabic, Italian and Spanish.
- 4. Bakery and Confectionery**  
This lab takes care of all baking and confectionery requirements of the syllabus. Students prepare the most exquisite breads and desserts.
- 5. Front Office**  
Front office is equipped with front office counter, bulletin board, public address system, luggage net and all required accessories. Since it is the first point of contact for guest, special attention is paid to its upkeep.
- 6. House Keeping**  
This lab introduces all housekeeping tasks like different types of chemical, standard sizes of rooms, bed and linen.
- 7. Computer Application**  
The Institute has a well equipped computer lab with IDS and others software which are used in hospitality industry. The students are extensively exposed to the use of standard software and its utilization in management problem solving.



We offer training courses and workshops that could change your business..



“COMS continually updates course contents to reflect changing trends in life and Industry.”

**Hotel Industry is  
A GLAMOURS Industry**

## INTRODUCTION

The Indian Tourism and Hospitality industry has emerged as one of the key industries driving growth of the services sector in India. Tourism in India has registered significant growth in the recent years and the country has tremendous potential to become a major global tourist destination. Indian Tourism Industry is thriving due to extending number of foreign tourists arrival and great number of Indians travelling to domestic destinations than before. In the past few years the real growth has come from the domestic sector as around 30 million by Indians travel within the country in a year. Strong growth in per capita income, rising young population coupled with changing lifestyles are leading to greater expenditure on leisure services.



Hotels are an important component of the tourism product. They contribute in the overall tourism experience through the standards of facilities and services offered by them. The fortunes of the hospitality industry have always been linked to the prospects of the tourism industry and tourism is the foremost demand driver of the industry. Travel & Tourism's contribution to capital investment is projected to grow at 6.5 per cent per annum during 2013-2023, above the global average of five per cent.

## MARKET SIZE

The total market size of Indian Tourism and Hospitality sector stood at US\$ 117.7 billion and is expected to touch US\$ 418.9 billion by 2022.

The Foreign Direct Investment (FDI) inflows in Hotel and Tourism sector during April 2000 to July 2013 stood at US\$ 6,754.49 million, as per the data released by Department of Industrial Policy and Promotion (DIPP). Foreign Tourist arrivals (FTA) during the Month of August 2013 stood at 4.74 lakh as compared to FTAs of 4.46 lakh during August 2012, registering a growth of 6.4 per cent.

The number of tourists availing of the tourist Visa On Arrival (VOA) Scheme during January to August, 2013 have recorded a growth of 29.4 percent. During the period, a total number of 12,176 VOAs have been issued as compared to 9,412 VOAs during the corresponding period of 2012.

## ROAD AHEAD

The Tourism, Travel and Hospitality Industry in India is poised for unprecedented growth in the coming years. With world tourist arrivals expected to increase by 43 million every year on an average from 2010 to 2030 and FTAs in emerging countries are expected to grow faster than in advanced economies, a goldmine of opportunity in tourism is waiting for India. The industry is likely to become more competitive due to the entry of additional international flight operators, which would offer improved services to tourists.

The Ministry of Tourism, Government of India, has consistently been working on improving India as a prime destination for tourists. It further aims at promoting various Indian Tourism Products vis-à-vis competition faced from various destinations and to increase India's share of the Global Tourism Market.



## Growth & Employment Trends in Hotel Industry

The hotel industry in India had reported sales growth of 14.3 per cent during 2010-11 to 2011-2012 and is expected to maintain this level in 2012-13. PAT is expected to grow at 36.2 per cent in 2011-12 and 26.4 per cent by 2012-13. The growth in tourist inflows in 2012-13 and 2013-14 is likely to be driven by tourists from regions other than North America and Western Europe. This includes Asian regions like South Asia, East Asia, and South East Asia. The shares of tourists from these countries have been rising in recent years, as per the data released by the Ministry of Tourism, and are expected to rise in the coming years as well.

Hotels and restaurants are an important component of the tourism sector. As on 31 December 2011, there were 2,895 classified Hotels having a capacity of 1,29,606 rooms in the country. Availability of good quality and affordable Hotel rooms plays an important role in boosting the growth of tourism in the country. The share of the Hotel and Restaurant sector in overall economy increased from 1.46 per cent in 2004-5 to 1.53 per cent in 2008-9 and then decreased to 1.46 per cent in 2010-11. However, if the contribution of this sector only in the service sector is considered, its shares decreased from 2.75 per cent in 2004-5 to 2.64 per cent in 2010-11 as other service sectors grew faster than this sector. Its CAGR was 8.44 per cent during 2004-5 to 2009-10 and the growth rate in 2010-11 was 7.7 per cent. Health Tourism, the new entrant in the sector, is a niche area where India has good potential to grow.

### Major Developments and Investments

India is expected to receive nearly half a million medical tourists by 2015, implying an annual growth of 30 per cent. The country has received 43.06 lakh foreign tourists during the period of January to August 2013. India is perceived as one of the fastest growing medical tourism destination. The number of medical tourists coming to India has registered a growth of 40 per cent in the past six months. The inflow of medical tourists is expected to cross 45 lakh by 2015 from the current level of 25 lakh.

The Taj Group has launched The Gateway Hotel IT Expressway Chennai, its first hotel in the city under the Gateway Hotels & Resorts brand.

Marriott International has launched its business hotel brand Courtyard by Marriott at the industrial and auto hub of Chakan near Pune in Maharashtra.

ITC Hotels has tied up with Bahrain-based India-born billionaire Mr Ravi Pillai to manage five of its hotels under the Welcom Hotel and Fortune brands in India and Dubai.

Ecole hoteliere de Lausanne has opened a 67,000 square feet campus in India to tap into the growing demand for skilled hospitality professionals in the country. Located in the newly developed Lavasa Township near Pune, Ecole Hotelieres Lavasa will offer a four-year programme.



### Government Initiatives

The Government has allowed 100 per cent FDI under the automatic route in the Hotel and Tourism related industry, according to the Consolidated FDI Policy, released by DIPP, Ministry of Commerce and Industry, Government of India. The Ministry of Tourism, Government of India, has signed bilateral agreements/ Memoranda of Understanding (MoU) with 47 countries, a tripartite agreement among India, Brazil and South Africa and a multilateral agreement between India and Member States of Association of South East Asian Nations (ASEAN) for cooperation in the tourism sector.

The Ministry of Tourism as a part of its promotional activities releases campaigns in the international and domestic markets under the Incredible India brand-line, to promote various tourism destinations and products of India. The budget allocated for the Domestic Promotion & Publicity and Overseas Promotion & Publicity including Marketing Development stood at Rs 110 crore (US\$ 17.73 million) and Rs 350 crore (US\$ 56.41 million) for the FY 2013-14.

The ministry has set up a Hospitality Development and Promotion Board, which will monitor and facilitate hotel project approvals. The allocation for Ministry of Tourism in the Union Budget 2013-14 has been increased by Rs 87.66 crore (US\$ 14.13 million) to Rs 1,297.66 crore (US\$ 209.30 million). In a major boost to the North-East Tourism sector, Mr K Chiranjeevi, Union Minister of Tourism, Government of India, has approved Central Finance Assistance (CFA) to various tourism development projects in the states of Arunachal Pradesh, Sikkim and Nagaland. The Ministry has approved CFA of Rs 25.04 crore (US\$ 4.03 million) for the ongoing tourism mega circuit projects at Tirupati and Kadapa district in Andhra Pradesh.

The Government has proposed to set up the Central Institute of Hotel Management (IHM), Catering Technology and Applied Nutrition in the country. The IHM will be set up at Jagdishpur, Uttar Pradesh. The Ministry of Tourism has undertaken joint development of tourist amenities at Amritsar and Rai Bareilly, Trivandrum, Gaya and Agra Cantt Railway Stations in association with Ministry of Railways. CFA of Rs 10.28 crores (US\$ 1.65 million), Rs 5.98 crore (US\$ 964,453.42), Rs 5.18 crore (US\$ 835,413.19) and Rs 5.05 crore (US\$ 814,141.59) has been provided by the Ministry for the same.



## Job & Responsibilities

of  
Top Level Management

### GENERAL MANAGER

#### Job Description

The General Manager is responsible for efficient and profitable operation of the establishment. He /She controls the finances, establishment norms to be followed by the staff while providing the services to the guest, housekeeping, food quality, décor and interiors. Assistant managers supervise the day to day operations of their departments. Large hotels have Resident Managers to resolve problems round the clock. The Department Managers work under the supervision and guidance of the top management. The job of a General Manager is to ensure a comfortable stay for the guest who has just checked in. He is responsible for the day to day management of the hotel and its staff. The General Manager of a large hotel may have less contact with guests but have regular meetings with heads of departments to coordinate and monitor the progress of business strategies.



**Working Conditions:** The General Manager is generally exposed to long shifts that include late hours, weekends and holidays due to the 24 –hour operation of a hotel. The common work environment in hotels is fast paced, with high level of interaction & to the hotel guests, employees, visitors and other managers. Upper management consisting of senior managers, department heads etc may sometimes enjoy a most desirable work schedule consisting of a more traditional business day, including weekdays and days off on holidays.

**Education-** General Managers are required to hold Degree/Diploma In Hotel Management from respective Organization.

**Salary:** In India General Manager's average salary is 25,00,000 PA( Twenty five lakhs per Year).

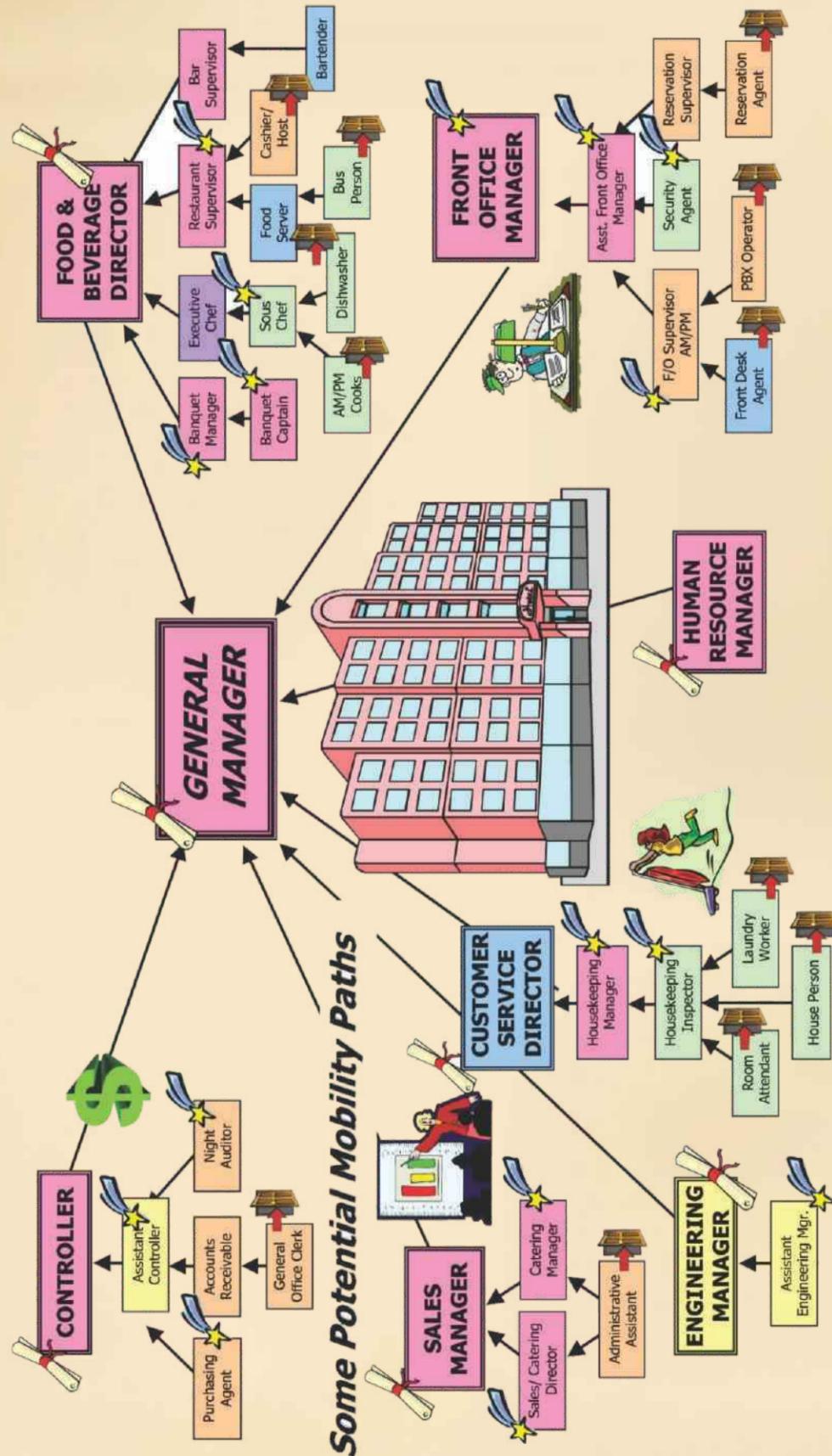
### FOOD AND BEVERAGE (F&B) MANAGER



The Food and Beverage Managers are responsible for all operations under the catering Department. Here, the Food and Beverage Managers lead all employees under both the culinary section and steward section. Under the culinary section, the Executive Chef who is in charge of all kitchen activities answers directly to the F&B Manager. Apart from these responsibilities, the Food and Beverage Manager must also work with the General Manager to decide on the pricing of all items in the hotel's menu. In general, F&B Managers must ensure that all operation in the catering department contribute to the ultimate goal of providing not only the most delicious foods or the most appealing facilities but the best kind of services as well.

One of the most important tasks of Food & Beverage Manager is selecting successful menu items. This task varies according to establishment because although many restaurants rarely change their menu, others make frequently alterations. Managers or Executive Chefs select menu items, taking into account the likely number of customers and the past popularity of dishes.

## HOTEL ORGANIZATIONAL CHART



On a daily basis, Managers estimate foods consumption, place orders with supplies and schedule the delivery of fresh foods and beverages. They receive and check the content of deliveries, evaluating the quality of meats, poultry, fish, fruits, vegetables and baked goods. To ensure good service, Managers meet with Sales Representative from Restaurant suppliers to place orders replenishing stocks of tableware, linen, papers, cleaning supplies, cooking utensils furniture and fixtures. They also arrange for equipments maintenance and repairs, coordinate a variety of services such as waste removal and pest control.

**Education-** Food & Beverage Managers are required to hold Degree/Diploma In Hotel Management from the respective Organization.

**Salary:**

In India Food & Beverage Manager's average salary is 15,00,000 PA( Fifteen lakhs per Year).



**Front Office Manager**

The role of Front Office Manager is vital to the hotel's existence, because employees under this department are those first encountered by all guests. Apart from making sure that all reservations that room assignments are in order, he/she supervises, receptionists, information clerks, reservation officers, bellboys and doormen. He/She must ensure that all employees under his/her supervision are not only efficient but polite and courteous also. He/She is liaison for all parts of a hotel and is responsible for supervising all duties of the Front Desk. They are also liaison for all inter-departmental communication, requiring excellent communication and leadership skills.

**Education:** Front office Managers are often required to hold a Degree/Diploma in Hotel Management from the respective Organization.

**Responsibilities:** Typically, hotel Front Office Managers are responsible for all operations of the Front Desk and guest services, including the concierge, transport and luggage services. They are also responsible for the management of front office personnel such as staff training and shift scheduling.

**Benefits:** Hotel Front office Managers typically receive health insurance and retirement benefits.

**Special Considerations.**

**Salary:** In India Front Office Manager's average salary is Rs. 9,50,000/- PA (Rupees Nine Lakhs Fifty Thousand Per Year).

**Executive Housekeeper**

The Executive House Keeper are responsible for all employees who work towards maintaining all rooms and the rest of the hotel facilities to make sure that everything is clean and tidy at all times. Under direct command of the Executive Housekeeper the floor supervisors, who ensure that all the rooms in their floors of responsibilities are well maintained. Other employees who are under the supervision of the Executive.



**Education-** Executive Housekeeper's are often required to hold a Degree/Diploma in Hotel Management from respective Organization.

**Salary:** In India Executive Housekeeper's average salary is Rs. 9,50,000/- PA (Rupees Nine Lakhs Fifty Thousand Per Year)

**Salary Structure in Hotel Industry**

**TABLE 1. SALARY PACKAGES FOR DIRECTORS OF ROOMS AT GULF HOTEL CHAINS**

| Director of rooms            | Minimum  | 25th percentile | 50th percentile | 75th percentile | Maximum  |
|------------------------------|----------|-----------------|-----------------|-----------------|----------|
| Annual base salary (net)     | \$31,792 | \$46,207        | \$48,000        | \$54,720        | \$81,600 |
| Annual paid bouns            | \$5249   | \$7895          | \$9,763         | \$16,162        | \$19,200 |
| Annual housing allowance     | \$20,400 | \$23,424        | \$26,000        | \$26,634        | \$27,200 |
| Annual travel allowance      | \$600    | \$1170          | \$2180          | \$3051          | \$3260   |
| Annual car allowance         | \$5712   | \$6570          | \$7428          | \$8286          | \$9144   |
| Medical Insurance            | \$139    | \$986           | \$1360          | \$1632          | \$1749   |
| Retirement plan contribution | \$3024   | \$3024          | \$3024          | \$3024          | \$3024   |

**JOB TITLE AVERAGE SALARY**

|  |           |
|--|-----------|
| Restaurant Manager                     | \$32,000  |
| Sales Leaders and Executives           | \$211,000 |
| General Manager                        | \$56,000  |
| Assistant Manager                      | \$30,000  |
| Sales Executives or National Expansion | \$137,000 |
| Sales Trainer                          | \$189,000 |
| Administrative Receptionist            | \$23,000  |
| National Sales Manager                 | \$64,000  |
| Sales Manager                          | \$63,000  |
| Customer Service Representative        | \$22,000  |
| Chef                                   | \$32,000  |

| Designation                           | Salary    | Designation                              | Salary    |
|---------------------------------------|-----------|--|-----------|
| General Manager                       | 25,00,000 | Executive Chef                           | 15,00,000 |
| Resident / Hotel Manager              | 12,00,000 | Gourment Restaurant Chef                 | 5,75,000  |
| Rooms Division Manager                | 13,50,000 | Executive Sous-Chef                      | 8,50,000  |
| Front Office Manager                  | 9,50,000  | Pastry Chef                              | 7,75,000  |
| Executive Housekeeper                 | 9,50,000  | Financial Controller / Comptroller       | 10,50,000 |
| Chief Engineer                        | 9,75,000  | Human Resources & Training Manager       | 14,50,000 |
| Laundry Manager                       | 7,00,000  | Sales & Marketing Manager                | 16,50,000 |
| Food & Beverage Manager               | 15,00,000 | Asst. Director of sales or sales Manager | 9,50,000  |
| Restaurant Manager (Fine Dining Room) | 6,50,000  | Revenue Manager                          | 9,00,000  |
| Catering Manager (Sales)              | 5,75,000  | Security Manager                         | 8,50,000  |
| Banquet Manager (Operations)          | 6,00,000  | IT Manager                               | 7,50,000  |

# Great Career Option

Awaiting you after completion of Hotel Management from COMS

## CAREER OPTIONS AFTER HOTEL MANAGEMENT

- Academician
- Banquet Manager
- Bar Manager
- Chef-de-parties
- Club Manager
- Customer Care Executive
- Defence Catering Manager
- Duty Manager
- Event Manager
- Executive Chef
- Executive Housekeeper
- F & B Assistant
- F & B Contoller
- Flight Kitchen Manager
- Floor Supervisor
- Food & Beverage Manager
- Front Office Manager
- General Manager
- Guest Relation Executive
- H R Manager
- Multiplex Manager
- Operation Manager
- P R Manager
- Purchase Manager
- Railway Catering Manager
- Receptionist
- Resident Manager
- Restaurant Manager
- Sales Executive
- Sales Manager
- Sous Chef /
- Tourism Service Manager
- Training Manager



# Media Based Information about Hotel Industry

बुधवार, 6 जून 2012

## होटल इंडस्ट्री संभावनाएं अपार

**प्रमुख कोर्सेज**

- बैचलर आफ होटल मैनेजमेंट ऐंड कैंटरिंग टेक्नोलॉजी
- जीएससी इन हास्पिटैलिटी एडमिनिस्ट्रेशन
- बैचलर इन होटल मैनेजमेंट
- बीबीए इन होटल मैनेजमेंट
- एमबीए इन होटल ऐंड टूरिज्म मैनेजमेंट
- एमबीए इन हास्पिटैलिटी मैनेजमेंट
- डिप्लोमा इन हास्पिटैलिटी मैनेजमेंट
- डिप्लोमा इन होटल मैनेजमेंट
- डिप्लोमा इन फूड ऐंड बिबेरेज प्रोडक्ट
- डिप्लोमा इन फूड ऐंड बिबेरेज सर्विस

वैश्विक स्तर पर पर्यटन क्षेत्र के विस्तार के साथ हास्पिटैलिटी यानी होटल इंडस्ट्री में बूम आ गया है। इस क्षेत्र में रोजगार की अपार संभावनाएं हैं। इससे रिलेटेड कोई कोर्स सफलतापूर्वक कर लेने पर देश ही नहीं विदेश में भी जॉब की कमी नहीं रहेगी...

**वैश्विक स्तर पर पर्यटन विकास पर देश विदेश में जोर है।** हास्पिटैलिटी क्षेत्र इससे सीधे तौर पर जुड़ा हुआ है। तमाम कारपोरेट घराने इस क्षेत्र का रुख कर रहे हैं। ऐसे में दुनिया की किसी भी हास्पिटैलिटी इंडस्ट्री में ग्राहक सेवा में दक्ष प्रोफेशनल्स की डिमांड बढ़ी है। इससे विभिन्न संस्थानों ने भी कई कोर्स शुरू किए हैं। इसमें जहाँ एक तरफ होटल मैनेजमेंट के पारंपरिक कोर्स हैं तो दूसरी ओर टेक्नोलॉजी के दखल। ऐसे परिदृश्य ने इस क्षेत्र में संभावनाएं कई गुना बढ़ा दी हैं। विशेषज्ञों के अनुसार 2014 तक इस इंडस्ट्री से जुड़े रोजगारों में 20 फीसदी तक इजाफा होने की संभावना है। वर्ल्ड ट्रेवल ऐंड टूरिज्म कार्डिनल के आंकड़ों से स्पष्ट है कि भारत में ट्रेवल ऐंड टूरिज्म ने प्रवृत्त रोजगार में बीते वर्ष 2.4 फीसद का योगदान किया है। इसमें आगे और इजाफा की संभावना जतायी जा रही है।

**विकल्प बेशुमार**

हास्पिटैलिटी सेक्टर कई सेवाओं का समन्वित रूप है। इसमें फैसिलिटी डिजाइन, सेक्युरिटी ऐंड लॉस प्रिवेंशन, फाइनेंसियल एनालिसिस, एचआर मैनेजमेंट, मार्केटिंग आदि के साथ ही फूड ऐंड बिबेरेज मैनेजमेंट व डाइनिंग रूम सर्विस जैसे सेगमेंट शामिल हैं। यही नहीं स्पेशल इवेंट्स प्लानिंग, रिसार्ट टूरिज्म भी इसका अग्रगण्य करने के साथ ही किसी विशेष सेगमेंट में स्पेशलिटी की भी दरकार होती है।

**शैक्षिक योग्यता**

हास्पिटैलिटी से रिलेटेड बैचलर डिग्री एवं डिप्लोमा करने के लिए बारहवीं उत्तीर्ण होना आवश्यक है। डिप्लोमा की अवधि छह वर्ष है, इस में 6 माह की इंटरशिप भी शामिल होती है। मास्टर इन हास्पिटैलिटी ऐंड होटल एडमिनिस्ट्रेशन या अन्य पीजी कोर्सेज के लिए हास्पिटैलिटी ऐंड होटल मैनेजमेंट में ग्रेजुएशन जरूरी है।

**कैसे लें दाखिला**

होटल मैनेजमेंट से रिलेटेड कोर्सेज में एनसीएचएमसीटी (नेशनल कार्डिनल फार होटल मैनेजमेंट ऐंड कैंटरिंग टेक्नोलॉजी) के ज्वॉइंट एंट्रेंस एक्जाम के जरिए इंटी की जा सकती है। अच्छे अंकों से सफलता हासिल करने के बाद मैरिट के आधार पर आईएचएम (इंस्टीट्यूट आफ होटल मैनेजमेंट) में दाखिला मिल सकता है। कुछ विश्वविद्यालय एवं संस्थान होटल मैनेजमेंट में डिग्री, डिप्लोमा कोर्सों का संचालन करते हैं। इनमें दाखिले को सभी के अलग-अलग मानक निर्धारित हैं।

**जॉब के अवसर**

हास्पिटैलिटी फोल्ड की खोज भी है कि यह प्रोफेशनल तमाम उदार-चढ़ाव के दौर में भी प्रभावित नहीं होता है। हालांकि लचील व्यंजन मानव की कमजोरी मानी जाती है, ऐसे में छोटे-बड़े होटल में जॉब के अवसर बढ़ते जा रहे हैं। उन्हीं रोजगार का

**होटल इंडस्ट्री में बूम आ गया है। इस क्षेत्र में रोजगार की अपार संभावनाएं हैं। इससे रिलेटेड कोई कोर्स सफलतापूर्वक कर लेने पर देश ही नहीं विदेश में भी जॉब की कमी नहीं रहेगी...**

**शेफ के लिए स्किल्स**

- प्रभावोत्पादक संवाद क्षमता
- फूड इंडस्ट्री पर पैनी नजर
- ग्राहक की डिमांड का ज्ञान
- नित नया सीखने की ललक
- खोजी व शोधालम्बक प्रवृत्ति
- प्रयोगों के प्रति सकारात्मक नजरिया

**बदला नजरिया**

शेफ एक ऐसा कलाकार है जो नए नवेले व्यंजन तैयार कर उसमें स्वाद भरता है, जिसे चखने के लिए लोग खिंचे चले आते हैं। हालांकि एक समय वह भी था जब शेफ को लोग सम्मान की नजर से नहीं देखते थे। यही नहीं इस कार्य को महिला अधिकार का क्षेत्र माना जाता था लेकिन वर्तमान में स्थिति बदल गयी है। अब शेफ को सम्मान की नजरों से देखा जाता है। संजीव कपूर जैसे राष्ट्रीय ख्याति के शेफ इसके लिए नजीर माने जा सकते हैं। पाक कला इंडस्ट्री के तीव्र विकास के साथ कुकिंग भी फेरू किचन की चहारदीवारी से बाहर निकल आया है।

**शेफ के कार्य**

अध्ययनकाल के दौरान ही स्टूडेंट को हॉट किचन, कोल्ड किचन, कंपेक्शनरी या बेकरी आदि में से विशेषज्ञता हासिल करने के लिए किसी एक का चयन करन होता है। प्रशिक्षण के दौरान शेफ को संपूर्ण पाक कला सिखायी जाती है। बाद में उसकी विशेषज्ञता के अनुसार कार्य लिया जाता है। भोजन तैयार करने के अलावा चीफ शेफ को ग्राहकों के टेस्ट के अनुरूप विभिन्न तरह के मेन्यू प्रीपेरेशन का जिम्मा भी सौंपा जाता है। शेफ के ही हाथ में होटल के रसोई की कमान होती है। वह किचन स्टाफ की निगरानी भी करता है। जायकेदार भोजन से ही किसी शेफ की गुणवत्ता का अंदाजा लगाया जाता है। इसके अनुसार ही इंडस्ट्री में उसकी डिमांड बनती है।

**हास्पिटैलिटी ऐंड होटल मैनेजमेंट**

दुनिया के सभी देशों में हास्पिटैलिटी इंडस्ट्री के साफ्ट स्किल्स और ग्राहक सेवा में दक्ष प्रोफेशनल्स की डिमांड बढ़ी है। आंकड़े बताते हैं कि 2014 तक इस इंडस्ट्री से जुड़े रोजगारों में 20 फीसदी तक इजाफे की संभावना है। इससे रिलेटेड बैचलर डिग्री या डिप्लोमा करने के बाद होटल इंडस्ट्री, एयर लाइन, टूरल ऐंड ट्रेवल्स, फास्ट फूड चेन्स में जॉब पायी जा सकती है। आगे इसमें मास्टर कोर्स करके करियर सवार जा सकता है।

**डिमांड में शेफ**

हास्पिटैलिटी फोल्ड की खोज भी है कि यह प्रोफेशनल तमाम उदार-चढ़ाव के दौर में भी प्रभावित नहीं होता है। हालांकि लचील व्यंजन मानव की कमजोरी मानी जाती है, ऐसे में छोटे-बड़े होटल में जॉब के अवसर बढ़ते जा रहे हैं। उन्हीं रोजगार का



# Why COMS?

This Hotel Management Institute is being run under the able guidance and supervision of Mr. Aditya Kumar Singh & Mr. Inderjeet Singh Yadav. Both are Hotel Management professionals and having graduates and post graduates degrees along with sound experience of National & International Group of Hotels.



**Aditya Kumar Singh**  
Founder & Managing Director  
B.Sc. HM, M.Sc. HM & MBA HM

**Mr. Aditya Kumar Singh is the Managing Director & Founder of COMS** Institute of Hotel & Business Management, Varanasi. He has completed B.Sc in Hotel Management from Jalandhar, and M.Sc in Hotel Management from Mysore, Karnataka.

He has hospitality experience more than 6 years with the Radisson Group of Hotel India, ITC fortune Group of Hotel India, Emirates Palace Hotel, Abu Dhabi, U.A.E as an Assistant Food & Beverage Service.



**Inderjeet Singh Yadav**  
Chief Administrator &  
H.O.D Academics  
B.sc HM, M.sc HM

**Mr. Inderjeet Singh Yadav is the Chief Administrator of COMS** Institute of Hotel & Business Management, Varanasi. He has armed with a Bachelors in Hotel Management from Punjab and M.Sc in Hotel Management from Karnataka.

He has rich hospitality experience more than 5 years with the Radisson Group of Hotel India, Hyatt Group of Hotel, Emirates Palace Hotel, Abu Dhabi, U.A.E in Food & Beverage Service.



## Placement

**Placement Training :** COMS has tied-up with Trainers from the Industry with lot of contacts and tie-ups in the Industry for placement training which results in assured placement for all the students with attendance of 90% or more. The training and placement cell is headed by experienced faculty with good industry linkages. In COMS we place great importance on training and placement of the students in live environment to give them customer centric focus. Guest lectures by eminent personalities in the industry are a regular feature to update the students on recent trends in the Hospitality & Business sector. The students are fully assisted in getting their jobs before the completion of course.

### Our Recruiters @ the regular salient features

- Four Season Hotel, Doha, Qatar
- Starwood Hotel, Manama, Bahrain
- Etihad Towers, Abu Dhabi, U.A.E.
- Emirates Palace Kempinski, Abu Dhabi
- Atlantis the palm, Dubai
- Hilton, Abu Dhabi
- Rotana Group of Hotels ,Abu Dhabi
- Millennium Group of Hotel, Turkey.
- Millennium Group of Hotel, Sulamannia, Iraq
- Taj Group of Hotels & Resort
- Oberoi Group of Hotels
- ITC Fortune Hotels
- Welcom Group of Hotels
- Sarovar Group of Hotels
- Godwin Hotel Haridwar & Meerut
- Club Mahindra Hotels & Resort
- Leela Kempinski, Gurgaon
- Leela Kempinski Mumbai,
- Hotel Mega Poda Nest, Portblair
- The Pride Hotels
- Radisson Hotels
- Cidade De Goa
- Maidens Hotel, Delhi
- Country Inn & Suites By Carlson
- Hotel Tulip Inn
- Holiday Inn
- Ramada Varanasi & Khajuraho
- Lords Plaza, Bengaluru
- Domestic Cruise
- International Chain Restaurants
- Manali Resort,Manali
- Airport Hotels
- Multinational Companies
- National & International Call Centres

## SOME EXAMPLE OF OUR TOP PLACEMENTS



**Rohit Paswan**  
Jharkhand

Hotel Emirates Palace ,  
Abu Dhabi ( U.A.E)



**Ranjit Kumar**  
Bihar

Flora Group of Hotels,  
Dubai ( U.A.E)



**Sanjay Rajbhar**  
Mau, U.P.

Flora Group of Hotels,  
Dubai ( U.A.E)



**Sanjay Yadav**  
Mau, U.P.

Hotel Novotel, Ahmedabad,  
Gujarat



**Awadhesh Kumar**  
Ghazipur, U.P.

Hotel Taj, Surat, Gujarat



**Ranjana Maurya**  
Allahabad, U.P.

Hotel Fairmont, Jaipur



**Anushka Srivasta**  
Varanasi, U.P.

Hotel Clarks Inn, Lucknow, U.P



**Sweta Kumari**  
Vaishali, Bihar

Hotel Clarks Inn, Lucknow, U.P



**Savita Maurya**  
Sonbhadra, U.P.

Hotel Radisson, Varanasi



**Arti Kumari**  
Ranchi, Jharkhand

Hotel Radisson, Varanasi



**Rajvardhan Singh**  
Ballia, U.P

Wanda Resort, Sanya ,China



**Neelesh Yadav**  
Jaunpur, U.P

Wanda Resort, Sanya ,China



**Vimal**  
Arwal, Bihar

Wanda Resort, Sanya ,China



**Dwarika Singh**  
Varanasi, U.P

Wanda Resort, Sanya ,China



**Pradeep Yadav**  
U.P.

Hotel Marriots,  
Ahmedabad, Gujarat.



**Hamid Raza**  
Siwan, Bihar

Country Inn & Suites,  
Mussoorie, Uttaranchal



**Suraj Bharti**  
Mau, U.P.

Hotel Brijrama Palace,  
Varanasi, (U.P)



**Hitesh Thakur**  
Ballia, U.P.

Hotel Marriot, Ahmedabad



**Kundan Paswan**  
Garwa, Jharkhand

Hotel Marriot, Ahmedabad



**Amit Raj**  
Bihar

Hotel Radisson Blu,  
Kandla , Gujarat



**Prashant Kumar**  
U.P.

Hotel Radisson Blu,  
Kandla , Gujarat



**Rahul Tiwari**  
U.P.

Hotel Marriots,  
Ahmedabad, Gujarat.



**Prince Rajbhar**  
U.P.

Hotel Fortune, Goa



**Abhishek Srivastava**  
U.P.

Hotel Radisson Blu,  
Agra, U.P.



**Prashant Pandey**  
U.P.

Hotel Marriots,  
Ahmedabad, Gujarat.



**Chandramadhar Dubey**  
Bhadohi, U.P.

Hotel Royal Orchid, Kutch



**Abhishek Jaiswal**  
Varanasi, U.P.

Hotel Royal Orchid, Rajkot



**Ashutosh Gond**  
Ghazipur, U.P.

Hotel Royal Orchid, Rajkot



**Inzamamul haq**  
Varanasi, U.P.

Hotel Royal Orchid, Rajkot



**Rohit Thapa**  
Gorakhpur, U.P.

Hotel Royal Orchid, Rajkot



**Ashish Singh**  
U.P.

Hotel Grapevine,  
Varanasi.



**Akib Ansari**  
U.P.

Hotel Clarks Inn,  
Bihar



**Mridul Yadav**  
Mau, U.P.

Hotel Grapevine,  
Varanasi, U.P.



**Shikha Francis**  
Varanasi, U.P.

Hotel Brijrama Palace,  
Varanasi, U.P



**Dhananjay Rajbhar**  
U.P.

Hotel Grapevine,  
Ramnagar, U.P



**Shamshir Mohammad**  
Varanasi, U.P.

Hotels Seasons - Rajkot



**Yogesh Yadav**  
Ghazipur, U.P.

Hotels Seasons . Rajkot



**Abhinesh Singh**  
Mau, U.P.

Hotel Yang Thang, Gangtok



**Amit Shukla**  
Ballia, U.P.

Hotel Yang Thang, Gangtok



**Suraj Kumar**  
Gorakhpur, U.P.

Hotel Yang Thang, Gangtok

## SOME EXAMPLE OF OUR TOP PLACEMENTS

Other Career Options after completion of  
**Hotel Management**



Airlines Flight Catering



Fast Food Restaurants



Governmental Establishments  
 such as Dak Bungalows & Circuit Houses



Corporate Canteens & Catering



Defence Catering  
 (Army/Air Force/Navy)



Lecturer in Hotel Management  
 Institute in India & Abroad



Railway Catering



Call Centers



Food Laboratories



Can Start His/Her own restaurant



Ship Catering



Outdoor Catering

# Courses Offered

|    | Course Name                                   | Duration   | Seat | Eligibility                |
|----|---|------------|------|----------------------------|
| 1  | Diploma in Hotel Management                   | 1 Year     | 120  | 10th with any stream       |
| 2  | Diploma in Hotel Management                   | 1 + 1 Year | 120  | 10th with any stream       |
| 3  | Diploma in Hotel Management                   | 1 Year     | 60   | 12th with any stream       |
| 4  | Diploma in Food & Beverage Services (Level 3) | 1 Year     | 60   | 10th with any stream       |
| 5  | Diploma in Food Production (Level 3)          | 1 Year     | 60   | 10th with any stream       |
| 6  | Diploma in House Keeping evel 3)              | 1 Year     | 30   | 10th with any stream       |
| 7  | Diploma In Front Office (Level 3)             | 1 Year     | 30   | 10th with any stream       |
| 8  | Diploma in Hotel Management (Level 3,4,5)     | 3 Years    | 120  | 10th with any stream       |
| 9  | Diploma in Hotel Management (Level 4,5,6)     | 3 Years    | 120  | 12th with any stream       |
| 10 | Bachelor in Hotel Management                  | 3 Years    | 120  | 12th with any stream       |
| 11 | MBA   | 2 Years    | 30   | Graduation with any stream |

## SYLLABUS

### Subjects Name in different Hotel Management Courses

| Sr. No. | Subjects Name                              | Credits |
|---------|--|---------|
| 1       | Basic Food & Beverage Production           | 10      |
| 2       | Basic Food & Beverage Services             | 10      |
| 3       | Hotel House Keeping                        | 10      |
| 4       | Front Office Operation                     | 10      |
| 5       | Sales & Marketing                          | 5       |
| 6       | English-1                                  | 5       |
| 7       | Hotel French                               | 5       |
| 8       | Business Communication                     | 5       |
| 9       | Advance Food & Beverage Production         | 10      |
| 10      | Advance Food & Beverage Services           | 10      |
| 11      | Hotel Accountancy                          | 5       |
| 12      | Hotel Engineering                          | 5       |
| 13      | Food Microbiology & Nutrition              | 10      |
| 14      | Fundamentals of Tourism & Tourism Products | 5       |
| 15      | Hotel Law                                  | 5       |
| 16      | Environmental Studies                      | 5       |
| 17      | Front Office Management                    | 10      |
| 18      | Specialized Food Service                   | 10      |
| 19      | Food & Beverage Controll                   | 10      |



COMS is not elitist in its approach, of course we try to take best students but we also accept those who were not as lucky in the past. The COMS welcomes students who can convince them that they are committed determined and hard working even if they have not previously achieved academic excellence. Rather than restricting themselves to the quality of students coming in the COMS emphasise on the quality of students going out by providing them with well designed courses.

Admission to COMS is a two- stage process and is based on the cumulative performance of the applicant in the following two areas- **Written Test & Personal Interview**. An all-India level entrance examination consisting of a written test and personal interview are held at different cities of India to select candidates for admission.

Depending upon the candidate's performance in written test and personal interview, short listed candidates are granted admission in their respective courses strictly as per the merit list declared by the **Selection Committee of All India Hotel Management Entrance Examination**.

**Admission confirmation letters are sent to the selected applicants. Students are required to secure admission with prescribed date and time at the Institute campus by depositing applicable fees through cash or demand draft.**

**Please note that the admission office will not send any letter of regret to unsuccessful candidates.**

#### **Mode of Selection-**

Candidates have to clear a written multiple choice test & personal interview. The examination will test the applicants ability in (a) Reasoning and Logical Aptitude (b) Maths (c) General Knowledge and General Studies and (d) English language. Medium of the examination will be in English & Hindi.

The final selection of the applicants will be on the basis of an overall performances in the written examination and personal interview with weightage given to participation in NCC, sports .

Decision of Selection Committee of All India Hotel Management Entrance Examination of COMS, regarding selection will be binding upon the candidates and no

further correspondence will be entertained in this regard.

#### **Attach the Following documents with Filled Application Form-**

1- Attested photocopy of class 10th pass certificate & mark sheet.

2- Attested photocopy of class 12th pass certificate & mark sheet. (\* not required in case of appearing).

#### **Important General Instructions**

1. The council reserves the right to add or cancel any centre for examination or interview, in such an event, the applicant may be required to appear for the written examination/interview at the centre other than the one chosen, at their own cost.

2. Fill up complete correspondence address very carefully in capital letters on the envelop of examination result attached with the kit.

3. Filled application form, admit card and envelop must reach on or before the last date of form submission at the College campus.

4. Candidate has to carry & carry admit card to the examination hall.

5. Choice of examination centre must be clearly mentioned in the application form

#### **Rules & Regulation for Entrance Examination**

1. Mobile phone, Calculator or any electronics gadgets is not allowed in the examination hall.

2. Use of unfair means will lead to disqualification.

3. No extra time will be allowed.

4. Candidate must report to the examination centre 30 minutes before the scheduled time of examination.

5. Candidate must carry the admit card during the examination and interview.

6. Candidate will not be allowed to leave the examination hall before the examination is over.

7. No negative marking will be done.

**Application form received after the last date will not be accepted.**

**Kindly send your completely filled application form along with the admit card and all documents in the given envelop.**

# SAMPLE QUESTION PAPER

## English

- **Fill in the blanks :**  
She is tall ..... her age.  
(a) at (b) of (c) for  
(d) on (e) with
- He persisted ..... doing thing in a manner ..... he had been doing them.  
(a) on (b) at (c) about  
(d) in (e) with
- A thing which catches fire easily.  
(a) Callous (b) Efflorescent  
(c) Impatient (d) Inflammable
- Antonyms of Brave is  
(a) Dauntless (b) Formless  
(c) Dreary (d) Timid  
(e) Lustrous

## G.K.

- What is the pH value human blood?  
(A) 7.5-8.0  
(B) 5.5-6.5  
(C) 0.2-4.5  
(D) 4.5-5.5
- Which one among the following vitamins is necessary for blood clotting?  
(A) Vitamin K  
(B) Vitamin D  
(C) Vitamin B  
(D) Vitamin C
- Which of the following can be used to control chain reactions during nuclear fission?  
(A) Boron (B) Uranium  
(C) Plutonium (D) None of these
- Sour fruits (Orange, Lemon) contains  
(A) Lactic acid  
(B) Citric acid  
(C) Oxalic acid  
(D) Acetic acid

## Mathematics

- What should come in place of both x in the equation  $\frac{x}{\sqrt{81}} = \frac{\sqrt{625}}{x}$  ?  
(A) 175 (B) 15  
(C) 225 (D) None of these
- $\frac{\sqrt{81}}{21} \times \frac{15}{\sqrt{9}} \times \frac{21}{\sqrt{225}} \times ?$   
(A) 3 (B) 5  
(C) 15 (D) 21
- A trader mixes 26 kg of rice at 25 per kg with 30 kg of rice of other variety at 40 per kg and sells the mixture at 35 per kg. His profit percent is  
(A) No profit no loss (B) 5.94 %  
(C) 6% (D) 35 %
- At an accident site for rebuilding of the track a water tank to be filled. One helper can fill a tank in 6 hours. After half the tank is filled, three more helpers with similar capacity starts the work. what is the total time taken to fill the tank completely?  
(A) 3 hrs 15 min (B) 3 hrs 45 min  
(C) 4 hrs (D) 4 hrs 15 min

## Reasoning

- (a) यदि Quo Cui Heer का अर्थ है 'Boy is good'  
(b) Lai Quo Mea का अर्थ है 'Meena is fair'  
(c) Ruq Lev Mea का अर्थ है 'All are fair'  
(d) si cui yum का अर्थ है 'Dog was good' तो निम्नलिखित में कौन सा शब्द Boy के लिए प्रयोग किया गया है?  
(क) Quo (ख) Cui  
(ग) Heer (घ) Lai
- रवि उत्तर की ओर 40 किमी० जाता है फिर दाहिनी ओर मुड़कर 50 किमी० जाता है। इस के बाद फिर वह दाहिनी ओर मुड़कर 30 किमी० जाता है। अन्त में वह पुनः दाईं ओर मुड़कर 50 किमी० चलता है? अब वह अपनी प्रारम्भिक स्थिती से कितने किमी दूर पर है?  
(क) 0 (ख) 20  
(ग) 10 (घ) 40



# COMS in Media

**COMS Institute of Hotel & Business Management, Varanasi**  
Organized Fresher Party 2013"

COMS Institute of Hotel & Business Management, Varanasi organized fresher party 2013 on Saturday evening at its own campus at sigra.

On this occasion students were seen dancing and singing on stage in which they have presented their extra ordinary talents.

The function was started with escorting and deep fire through the Chief Guest Dr. Lenin Raghuvanshi (A Renowned Social Worker And Founder of Peoples Vigilance Committee On Human Rights), Anant Kumar Sa...

Director Mr. Aditya Verma & Ravi presented the d singing. Each

function like Chief Guest & all parents and students.  
Mr. Ramniwas Bharti was selected as Mr. Fresher 2013.  
During their speech Chief Guest Dr. Lenin Raghuvanshi was announced that the COMS Institute of Hotel & Business Management, Varanasi is one of the best models of leading Institutions of India.  
At the end of the function Chairman Mr. Anant Kumar Saw & Managing Director Mr. Aditya Kumar Singh presented their gladly and pray to the Almighty God for the best & bright future career of all students.  
Chief Administrator Mr. Indra Jeet Singh Yadav presents Letter of Thanks to all.

**हिन्दुस्तान**  
रौहित बने मिस्टर फ्रेशर  
वाराणसी। कॉम्स इंस्टीट्यूट ऑफ होटल एण्ड बिजनेस मैनेजमेंट (सिगरा) में सोमवार को फ्रेशर पार्टी छात्रों ने धमाल मचाया। छात्र-पारी प्रस्तुति की। मिस्टर फ्रेशर छात्रों ने अभिनव और एक से क कार्यक्रमों की प्रस्तुति इलिया। मुख्य अतिथि सिंह थे। चेयरमैन अनंत इंद्रजीत सिंह यादव, भादि थे।

**दैनिक जागरण**  
कॉम्स इंस्टीट्यूट को आईएसओ 9001 की मान्यता  
वाराणसी। कॉम्स इंस्टीट्यूट ऑफ होटल मैनेजमेंट को आस्ट्रेलिया की एक संस्था ने आईएसओ 9001:2008 की मान्यता दी है। आईएसओ मिलने संस्थान के चेयरमैन अनंत कुमार साव, डायरेक्टर आदित्य कुमार सिंह ने बताया है कि संस्थान के छात्रों को बेहतरीन प्रशिक्षण देने के लिए टेक्नोलॉजी का प्रयोग किया जा रहा है। उन्होंने कहा कि होटल एवं रेस्तरां में रोजगार के बेहतरीन अवसर उपलब्ध है।

**THE TIMES OF INDIA**  
COMS Institute of Hotel & Business Management, Varanasi  
Organized Fresher Party 2013"

**हिन्दुस्तान**  
कॉम्स ने खोला रीजनल ऑफिस  
वाराणसी। कॉम्स के चेयरमैन अनंत कुमार साव ने बताया कि इंडिया में 2600 होटल हैं और इनमें कॉम्स को अपना अग्रणी स्थान बढ़ती जा रही है। अगले सालों में ट्रिपल सेक्टर में एक होटल बन जाएगा, इंस्टीट्यूट के डायरेक्टर आदित्य सिंह ने बात कॉम्स आधुनिक फैसिलिटीज से इंस्टीट्यूट स्टूडेंट्स के कम्प्यूटिंग परसनेलिटी डेवलपमेंट के र उनको बहुमुखी प्रतिभा को र