

Dear 1st Semester Student,

Welcome to the *Institute of Hotel Management Ahmedabad*. Students must report for documents verification as per the scheduled date 08-03-2021 to 12-03-2021 – Schedule uploaded in website

Documents to be carried along with for verification:

1. The following documents are to be download from the website, duly filled up and to be submitted at the time of verification

- a. Duly filled in Registration Form of the Institute
 - b. General Rules and Regulations Undertaking
 - c. Attendance rules Undertaking
 - d. Anti-Ragging undertaking
 - e. Affidavit for the Student (Annexure-I)
 - f. Affidavit for Parent (Annexure-II)
3. 10th Board Mark sheet and Passing Certificate (Original for verification and one Photocopy)
 4. 12th Board Mark Sheet and Passing Certificate (Original for verification and one Photocopy)
 5. Character Certificate (Original for verification and one Photocopy)
 6. NCHMCT Admission Allotment Letter (Original for verification and one Photocopy)
 7. Fee Receipt of NCHMCT (Original for verification and one Photocopy)
 8. School Leaving Certificate (Original for verification and one Photocopy)

9. **Documents required in support of Claim for Reservation under EWS, SC/ST & OBC Category.**

You are advised to produce your latest OBC Certificate as per the NCHMCT/GOI format in original. The certificate should have been issued after April – 2020.

Caste Certificate for SC/ST Candidate should be in ENGLISH/HINDI format.

(ALL ABOVE MENTIONED CERTIFICATES TO BE CARRIED IN ORIGINAL AND PHOTOCOPIES)

10. **Photographs**

- Passport Size Photographs – 4 nos.
- Father & Mother Passport Size Photographs - 2 nos. (each)

11. **Aadhar Card** Copy of Student and Father and Mother (Original for verification and one Photocopy)

Note: These photographs must be clicked in Formal Dress only. Grooming is to be maintained.
For Boys – Formal Dress is Formal Shirt, Trouser and Tie
For Girls – Formal Dress is Sari or Western Formals

We strictly prohibit Ragging in our Institute.
Best Wishes

Principal
IHM Ahmedabad

NOTE: The physical documents verification is mandatory for continuation of next semester in B.Sc H&HA Program.