



# Eklabya

Institute of Management

We **INSPIRE** you  
to **CREATE** a path  
to **SHINE**

affiliated Under

**COUNCIL for  
VOCATIONAL EDUCATION  
&  
SKILL DEVELOPMENT**

Licensed from Ministry of corporate Affairs - Govt of India

**ISO 9001:2015 Certified**



Welcome to  
**Eklabya Institute of Management**  
One of the best and pioneering Institute of Hospitality Management.



EIM guides the young generation in the path, which involves growth, steady diversification in the industry and presents to you ample opportunities for overall development .

INSPIRE • CREATE • SHINE

## OUR MISSION

Eklabya Institute of Management aims to equip our students with the knowledge, skill, motivation and experience to become leaders in the dynamically growing Hospitality and Tourism Sector. To create outstanding community focused professionals with a qualification that is recognised internationally.

## OUR VISION

To be a premium , regional provider of Hospitality Education in a healthy learning environment, nurturing the hotel management professionals for the competitive world.  
Also , to continue being the most preferred recruitment destination.

## From the Director's Desk

I would like to introduce and extend my warm welcome to you all at Eklabya Institute of Management (EIM), a premier hotel Management college in Siliguri. Eklabya Institute of Management is a unit of Darjeeling Eklabya Education Society, a Naxalbari based NGO which was established in 2011. Under the banner of the aforementioned NGO we started our journey in the year 2014, with the prior objective of educating the youths and providing employment in India and overseas.



Having an experience in both industrial and academic fields for over 18 years I took the initiative in setting up a professional institute that could provide our students with quality education, and with state of the art infrastructure they receive hands on training on a regular basis. EIM believes in the motto "INSPIRE, CREATE & SHINE" hence we inspire every individual at our institute so that they could create a better future for themselves and shine forever in every sphere of life.

In an era of competition when the industry demands skilled manpower equipped with both technical and interpersonal skills, we believe in bringing out the optimum from every student. This is indeed a basic requirement to substantiate expectations of every hotel management student by the industry. In order to fathom the realms of the professional culture and its prospects I along with my team of expertise would like to welcome you to the Eklabyan family.  
With best wishes and regards.

*Simon P. Lepcha*

**Simon Peter Lepcha**  
MScTHM, BSC, DHM  
Founder Director  
Eklabya Institute of Management

# From the Principal's Desk

Hospitality Operations and Management is an important profession that requires a diverse range of skills. These skills were not necessary during the earlier times but as time passed by it has improved and professionals have realised that in order to succeed these skills play an important role. Today's hospitality professionals must understand the globalization concept and must possess a flair for dealing with people of varied cultures, temperament and taste. The Hotel manager must have knowledge of the various aspects of hotel operations, which includes Food and Beverage Service, Housekeeping, Front Office, Accounting, and the Marketing skills in general.



Eklabya Institute of Management (EIM) offers Diploma courses of various levels to suit the requirements of the Hospitality Industry. During the course of study, students learn the intricacies of the various aspects of guest services, from the registration process of guest, communication skills, some basics in Food Production, to the fundamentals in serving Food and Beverage and Making bed. Students will be closely motivated and helped in every manner to enhance such attributes as Personality, Public Speaking, oral and written communication, as well as technical knowledge and skills in order to prepare them for the service industry.

EIM aims at moulding the youths into competent and responsible professionals, who become leaders in the industry with experience and proper training. Our aim is to prepare a concrete foundation of knowledge, instil confidence, develop and enrich personality, self-discipline and all-round development of students to match the industry's expectations.

Lastly, I would like to take this opportunity to thank all the parents for believing in us. I look forward to your sincere support and cooperation in order to help your wards attain a successful career ahead.

**Binoy Kumar Gazmer**  
MTM, #DHM, BTS  
Principal  
Eklabya Institute of Management

# Subjects

## Personality Development and Communication Skills

In order to secure a place in the society and industry having good communication skills is very important. Good communication skills can improve personal and professional relationships by helping you to understand others, and to be understood. Here at Eklabya we help our students understand the finer nuances of communication skills as well as developing their interpersonal skills.



## Front Office

Front Office being one of the major departments in the hotel industry is the face of the hotel. Personal grooming, hygiene and pleasant appearance coupled with excellent communication skills is a must for this department. Keeping this in mind we potentially groom our students and train them in taking up challenges in dealing with the guests.



## House Keeping

Providing methodical and amenable skill sets with the prime objective to acquire better positions in the hotel industry to our students. Housekeeping by far has been the most imperative department in hotels. Housekeeping refers to the management of duties and chores, such as cleaning, room maintenance, laundry etc. Here at Eklabya we provide trainings to our students in a realistic approach.



## Food and Beverage Service

Food and Beverage service is a labor-intensive Department. A huge professional workforce is required to run this industry in order to meet the never-ending demands of the guests. It is a part of the service-oriented hospitality sector. At Eklabya, we ensure that the cultural values and core standards of the F&B department is met by all means and methods. We train our students in acquiring proper knowledge, skills and attitude so that they are at par excellence with the requirements of the industry.



## Food Production

Food Production or Culinary arts is about cooking and has three sections Bakery which includes making bread and cakes, speciality kitchen where cuisines such as Continental, Chinese, Indian etc. are made and lastly Cold section where salads and other delicacies are served. Hence, we introduce our students to a variety of Cuisines.



## Enrollment happens in 2 batches

**Summer Batch  
(March onwards)**

**Winter Batch  
(August onwards)**

## Courses offered

- Diploma in Travel, Tourism and Hotel Operations (1½ Year)
- Certificate Course in Art of Mixology (6 Months/8 Months)
- Certificate Course in Front Office Operations (6 Months)
- Certificate Course in Food & Beverage Service Operations (6 Months)
- Certificate Course in House Keeping Operations (6 Months)
- Certificate Course in Food Production & C
- Certificate Course in Food
- 2months Certificate Course in Becoming a Barista

Eligibility- Class 10, 10+2, Graduation. The Selection will be strictly through VIVA and PERSONAL interviews.

## Admission Procedure

All prospective students should comply with the admission procedure  
Admission form should be submitted along with the following documents

- One set of photocopy of your educational transcripts and other related documents if any.
- Voter Identity Card / Aadhaar Card
- Two copies of Passport size photograph.

Declaration form will be provided with the admission form. Every student along with the Guardian should sign and submit to the college.

## Rules and Regulations at EIM-

### PUNCTUALITY

All students must be punctual in attending classes. Strict disciplinary action will be taken for late comers and absenteeism. No student should leave the institute during the working hours.

### ATTENDANCE

- All students should follow the college timing i.e. 10:00 am and be present for the morning assembly. Necessary permission will have to be obtained by late comers from the Principal.
- Students should attend all training programs and submit journals, assignments and projects with wholehearted commitment. At EIM, we expect every student to attain 100% attendance and advice to refrain from being absent unless in case of emergency or serious illness. Minimum attendance of 85% attendance is a must for every student failing which students will not be allowed to proceed for the industrial training.
- Absence without permission is considered a breach of discipline. Prior permission for leave of absence must be obtained in writing.

### PAYMENT OF FEES

All fees are to be paid within the specified date as scheduled. On payment of fees, receipts will be issued which should be preserved for future reference. Any fees once paid will not be refunded under any circumstances.

- The fees includes Registration, Admission fee, monthly installment fee, Uniform, Journal.
- If the fee is not submitted before the stipulated date a fine of Rs. 10 per day will be charmed the due date.
- All installments of fees shall be made by Cash and paid in the office and proper receipts to obtained
- Students will not be allowed to change the course after they have been admitted.
- Students whose fees are not paid for 3 consecutive months will NOT be permitted continue his/her studies in the college.

## IDENTITY CARDS

All students are provided with an identity card at the time of commencement of the course. The card must be worn and displayed at all times.

## CONDUCT

- Conduct of the students in the classes and elsewhere shall be strictly in accordance with academic learning. Intoxication by alcohol or drugs are strictly prohibited in the college. Students found indulging in such activities will be suspended from the college and needs to bring their parents. This may lead to stern disciplinary action, including expulsion from the college. Discretion lies with college Management.
- No student shall communicate any information or write about matters relating to the activities of the college to the press without prior permission of the Director/Principal.
- Students shall take proper care of the assets and utilities of the college and keep the premises neat, tidy and clean. Any damage to property due to negligence on the part of the student will be replaced at the concerned students expenses.
- The medium of instruction and examination is English. Students are not permitted to speak in any vernacular language. ENGLISH IS TO BESPOKEN AT ALL TIMES.
- The Management reserves the right to dismiss/suspend any student without assigning any reason, if he feels that the continuance of the student is harmful to the functioning of the college. In such cases the fees paid by the student will not be returned.
- Any grievances should be addressed during the counseling sessions which will be held at regular intervals.
- Students are expected to participate whole-heartedly in events, occasions and functions as these are part of the training and no exemption will be granted for the same. Assembly will be held every day and it is compulsory for all.
- Parents and Guardian meeting is organized every year at regular intervals and it is compulsory for all to attend the meeting and know about the overall performance of the student

## INDUSTRIAL TRAINING EXPOSURE

As part of the course all students have to undergo industrial training for 5½ months in reputed hotels. All applicable fees are to be cleared before proceeding for Training. Students will have to make their own arrangements for travel to and fro as well as accommodation in the city where they have been deputed for the training. During the training period students are provided with duty meals free of cost or at subsidized rate by the hotel. Generally a nominal monthly stipend is also paid during training period. Misconduct during I.E.T. will lead to expulsion from the hotel. Students conduct, behavior and disciplines are expected to be at their professional best. Problems, if any should be immediately reported to the college authorities. Decision of Management regarding placement of trainees is final and binding by the students.

## GROOMING

Students are required to attend all classes, practical classes in proper, clean and ironed uniform only. Shaving is a must for boys. Hair must be short, neat and tidy at all times. Shoes polished and fingernails trimmed. Ladies are not permitted to wear fancy jewelleryes and decorative items. There are precise dress regulation for boys and girls. This is to ensure regular hygienic standards among boys and girls. The same is practiced in the Industry. EIM management is very strict and partid grooming of the students.

All students are expected to attend all the classes in perfect uniforms.

## PLACEMENT SERVICES

EIM Placement Cell will assist all bonafide outgoing students who have a completed the course in securing suitable placement according to their performance in hotels all across India and Abroad. Placement service is provided free of cost and in genuine assistance to secure employment but does not automatically guarantee jobs. Placom are also subject to prevailing market condition, country economy and tourism scenario at times. The aim of EIM is to obtain 100% placement record every year.

## CAREER OPPROTUNITIES IN HOSPITALITY & TRAVEL TOURISM INDUSTRY •

- 5 star Hotels, Resorts & Restaurant Manager,
- Catering Manager,
- Operations Manager,
- Outlet Manager,
- Food Services Manager.
- Airlines,
- Cruise,
- Casinos,
- Banks,
- Retail Outlets,
- Hospitals,
- BPO's,
- Banquets,
- Spa,
- Tour Operator,
- MICE etc.

## GENERAL INFORMATION

- College Working Hours- 10:00 am to 5:00 pm Monday to Friday.
- Office timing- 10:00am to 6pm Monday to Friday.

## OUR COMMITMENTS

- Practical Based Training.
- Experienced Faculties (18 Years Experience in Industry And Academics).
- Curriculum Moulded According To Industry Demand.
- Excellent Placement And Job Assistance.

## INTRODUCING



**2 months** Certificate Course in  
BECOMING A **BARISTA**

## Our Associations

### HOTELS



### CRUISE LINERS



### AIRLINES





Marriot



Carnival Cruise



Carnival Cruise



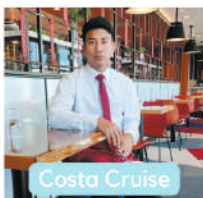
Indigo Airlines



Ritz Carlton



Lemon Tree



Costa Cruise



Carnival Cruise

Achievers of



**Eklabya**  
Institute of Management



Paul depts, Dubai



Obero



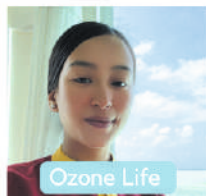
Marriot



Atmantan Resort



Le Meridien



Ozone Life



Hayatt



Hyatt Centric

## Front Office



## Housekeeping



## Food & Beverage Service



## Food Production





# Athletes of Eklabya Institute of Management





# Extra Curricular Activities

at  **Eklabya**  
Institute of Management





**EKLBYA CAMPUS ADDRESS**

OPPOSITE CHAUHAN MARBLE,UTPAL NAGAR,  
CHAMPASARI MAIN ROAD,  
SILIGURI - 734003

**Ph:9735017877, 9434222507**  
**[www.eklabya.in](http://www.eklabya.in), [contact@eklabya.in](mailto:contact@eklabya.in)**