



CRADLE OF MANAGEMENT EDUCATIONAL SOCIETY



PROSPECTUS

ACCREDITATIONS, ASSOCIATIONS & RECOGNITIONS

Cradle of Management Institute Pvt. Industrial Training Institute
is Running under Department of Training & Technical Education, New
Delhi to offer courses approved by National Council for Vocational
Training, Ministry of Labour and Employment, Govt. of India



Vocational Training Courses approved by
NCVT
Govt. of India
Ministry of Labour & Employment

Cradle of Management Educational Society
is an Approved Academic Center of
Madurai Kamaraj University,
UGC Approved Govt. University.

Cradle of Management Educational Society
is empaneled by AIHTM,
India Tourism Development Corporation
for Conducting Training Under
"Hunar Se Rozgar Tak" Scheme under
Ministry of Tourism Govt. of India



We are also a member of leading hospitality organization like
Federation of Hotel and Restaurant Association of India (FHRAI),
Hotel and Restaurant Association of Northern India (HRANI),
National Restaurant Association of India (NRAI),
Indian Hospitality Congress (IHC).



Hotel & Restaurant Association
of Northern India



Cradle of Management Institute



The Institute is
ISO 9001 : 2008 Certified



Federation of Hotel & Restaurant
Association of India

HCL
Technical Partner

MESSAGE

President CMES
Shri. Narsingh Yadav



Dear Aspirants,

- It is with great pride that I invite you to join Cradle of Management Institute (CMI), one of the most progressive institutes in Delhi. I am delighted that you are considering undertaking a healthcare / hospitality and tourism training programme at CMI.
- This time is of great importance to you, which can light your future. This is a turning point in your life. Right decision at right time is most important in life. It will help you in making things possible and well within your reach. So, plan your carrier without wasting a single day.
-
- This is an era when international market is coming on to a common platform. Global phenomena demand more healthcare, hospitality and tourism professionals to meet the demand of quality service.
-
- CMI has taken vow to train the aspirants to fulfill dreams for the era waiting at our doorstep. Be ready to accept challenge, we are with you, if you have zeal we have amenities to make your dreams come true.
-
- The institution is committed to provide every possible opportunity to ensure that your time at the institute is intellectually stimulating and personally satisfying.

Principal
Narender Lohchab



Dear students,

I am delighted that you desirous to consider Cradle of Management Institute for your higher education in pursuit of bright career growth. Today it is an alternative route to attain knowledge, skills and simultaneous experience.

I extend you a warm welcome and assure to manage your time better and utilize it for a job to fulfill your responsibilities of contributing towards supporting a family.

The cradle of management institute is working for the nation building. It is proving to be the thirst quencher for the hungry healthcare and hospitality industry. I am glad to note the satisfaction of the students pursuing our courses and of the industries employing these students.

Encouraged by this we are in process of introducing more such job oriented courses. Aggressively designed curriculums, job oriented foundation programmes of CMI provide our students the most suitable and dynamic packages in the industry.

The success of the institution is dedicated to highly experienced and qualified faculty, the supporting management and other efficient staff. The base is the world-class state-of-the-art infrastructure and peaceful educational environment at CMI Delhi.

We are thankful to the students, their parents and the industry in reposing faith in CMI and its initiatives; I convey my best wishes to all of them.

MESSAGE

विश्वविद्यालय अनुदान आयोग

बहादुर शाह ज़फर मार्ग, नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION

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सुखदेव थोरात

पूर्व अध्यक्ष

Sukhadeo Thorat

Former Chairman

I am very happy to know that Cradle of Management Institute, New Delhi is bringing out the issue of its prospectus for the coming year. The aim of the Cradle of Management Institute is to transform young boys and girls into job oriented hospitality and tourism professionals, which will not only encourage hospitality and tourism sectors to increase its pace and became one of the largest service sector in India but will also help to reduce unemployment. I am confident that the Institute would continue to rise higher and higher heights in the academic world in future. I sent my greetings and wish the Institute good luck in its new and future activities.

Ripu Daman Handa



Message

Cradle of Management Institute is one of the premier bank of knowledge which is dedicated towards empowering the young talent towards the amazing and bright line of career Hotel Management and Hotel Operations. With several certifications like ISO and affiliation from esteemed Universities, it has much to offer to the students in comparison to any other hotel management institution/college.

I wish Cradle of Management Institute all the best for the future and wish them luck in shaping better careers.

Best!

MESSAGE



Andrew J. Ryder

Addl. General Manager – Training Jaypee Siddharth and Jaypee Vasant Continental
New Delhi

I Congratulate the Principal, Faculty, Staff and the Students and their family for choosing a career in Hospitality and Service, which is all set to commence very soon. **Cradle Institute,**

Being a passionate institute of the Hospitality Education is most surely on its way to achieve the goal in honing new skills and developing a passion and panache in Hospitality. It is now moving from Strength to Strength to show this to the catering world.

Fierce competition and fight to rank on the number one position is leading the leaders of this industry to contemplate on ideas and innovate successful hospitality products and services every day. The hotel industry is fast adapting the latest technologies a big way, such that it has become a key differentiator to retain clientele across, now the mantra for success is excellent service and key differentiators. The Hospitality sector has thus reached new heights today.

The hotel industry is fast adapting the latest technologies a big way, such that it has become a key differentiator to retain clientele across, in days gone back it was said that what a hotel needs is a good cuisine and good scenic location, now the mantra for success is excellent service and key differentiators. This is what Hoteliering is about, we need to not only rise up but exceed the needs and expectations of the industry. **Thus our education and formative Industry learning's cannot be far behind. All this has been thought about in Cradle and would play a disseminating role in the highlighting of activities and achievements mixed with knowledge and a great deal of learning.**

I wish all the success to the Institute and you our budding young hoteliers.



Dr Talat Halim

Director - Emergency and Trauma Services
Fortis Memorial Research Institute

Health care (or healthcare) is the diagnosis, treatment, and prevention of disease, illness, injury, and other physical and mental impairments in human beings. Health care is delivered by practitioners in allied health, dentistry, midwifery (obstetrics), medicine, nursing, optometry, pharmacy, psychology and other health professions. It refers to the work done in providing primary care, secondary care, and tertiary care, as well as in public health. To fulfill all these needs of our Indian Healthcare Sector, CMI is coming up with all the necessary courses

CMI is a faster growing and rapidly emerging institute, believes in overall value such as self-discipline, self-evaluation and the acceptance of responsibility for themselves and for others through providing an atmosphere that encourages leadership and service to others through team-work and co-operation. It provides a common platform where in each student is able to perform or learn to his or her maximum potential.

I would like to congratulate the institute for opening a gate for paramedical students and wish you luck for all future prospects!

MESSAGE

Tushar Abrol
Manager – Learning and Development
Vivanta by Taj – Gurgaon, NCR



It is always a privilege to address and guide new talent entering the Industry. With the scale of growth happening in the Industry, the demand for high quality Hospitality professionals is much higher than the current supply. The Industry is evolving rapidly within, as well. Changing customer expectations, travel trends and technological advances are changing the dynamics of hotel operations and the budding hoteliers need to keep abreast of and pace with these trends.

Vivanta is a new signature in Hospitality keeping in mind the above and is the brand of today and tomorrow. We endeavour to provide an exceptional and an updated training ground to students so that they are able to face the challenges of the modern world.

While it is important to have a strong foundation with knowledge of hotel management concepts, it is equally important to maintain a strong personality, which comes through confidence. **By being aware of what's happening around the world, reading and browsing through the wealth of knowledge available, engaging in extracurricular activities and hobbies and building verbal, nonverbal and interpersonal skills, one stands a good chance to grab the best career opportunities. The time spent at college must be taken extremely seriously in that sense and Cradle of Management Institute is doing commendable work in that direction.**

I wish the college and the students all the very best in being able to provide the most sought after talent for the Industry.

Dr. Seema Sehgal
Designation – MBBS, MS FIAMS, Consultant Obstetrician,
Sr. Consultant MKW Hospital, Visiting Consultant BL Kapur Hospital.

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Hotel Management as a Career

- Hospitality industry comprises of hotel, catering and travel industry, India because of its rich historical past and varied geographical locations like hill stations and beaches has always been very attractive tourist destination. Apart from international tourists, there is a huge domestic tourist market in India including business and leisure travelers. This is estimated at some 300 million tourists or tourist trips a year. The world tourism organization (WTO) and other knowledgeable experts are predicting that India, together with china and other countries in the Asia-Pacific region, may achieve an average growth of 12% per annum in tourism for many years to come.
- Careers in this industry are not limited to hotels only. Industries involving institutional catering, airlines, shipping, fast food operations, travel agencies and many other sectors have steadily shown a shift towards hospitality professionals are also associated with world leaders of BPOs, Telecom, and other service sectors who prefer hospitality professionals in their customer services. This is a manpower intensive industry.
- It offers better opportunities for employment than any other industry. This industry happens to be one of the largest employers in the world. With increase in mass media and advertising, globalization of trade and improvement in travel infrastructure world over, Hospitality industry is witnessing rapid and large scale growth and shall continue to do so in the coming years as well. Hence, hospitality industry is one of the most lucrative industries in terms of job opportunities across the world.



Our Campus

Location

Cradle Campus surrounded by lush green farm houses is blessed with a serene environment conducive to passionate learning. Our Campus is located at New Delhi, in close proximity to Indira Gandhi International Airport and Delhi's First Aerocity with 12 luxury hotels with 5000 rooms (going to be India's biggest hub for hospitality).

Infrastructure

The building on the campus blends comfort and style complementing the unique location. The campus houses spacious air-conditioned classrooms and various hospitality and Paramedical labs which include:

WIFI enabled Campus
with Computer Lab

Food Production Labs
Basic Training Kitchen and
Quantity Training Kitchen

Bakery
and
Confectionery

Food and Beverage Lab
Restaurant

Beverage Lab
Mock Bar

Front Office Lab

Housekeeping Lab

Mock Guest Room

Travel Lab

Library

Canteen





Social Initiative

Since March 2006, Cradle of Management Educational society has been working towards promotion of Hospitality education in urban and semi urban areas of New Delhi. Recently the society has taken up "Hunar Se RozgarTak" project to train man power for Hospitality industry. Here under privileged and young aspirants are given an opportunity to get free training with uniform, meals and stipend at the successful completion of 6 to 8 weeks program.



The Society

Cradle of Management Educational Society is not-for-profit organization registered with Delhi Government under S.R. act XXI of 1860. The organization has proven track record of excellent performance through its result oriented strategies and selfless effort. The society is working for upbringing awareness about the various management courses among the aspirants in New Delhi.

In this knowledge driven world it is mandatory for people to be armed with a professional degree to achieve his / her dreams. Our society will help you in making your dream come true.

Cradle of Management Educational Society was established in year 2006 with a noble cause to offer education to aspirants in Delhi-NCR. After achieving success in imparting hospitality education and training aspirant in various reputed hotels. The society expanded its horizon and started Cradle of Management Institute Pvt. Industrial Training Institute formerly known as Cradle ITC in the Year 2010 to offer courses in Hospitality and Tourism sectors affiliated from **NCVT, DGE&T, Ministry of Labour and Employment, Govt. of India**. Affiliation No. DGET-6/30/1/2010-TC. The Society is also an approved training centre of Healthcare Sector Skill Council (HSSC) to offer Paramedical Courses Affiliation No. HSSC/A/085(01). Cradle of Management

SPECIALIZATION FOOD PRODUCTION

Course Code:	CFP
Course Name :	Food Production (General)
Duration :	1 Year
Eligibility:	For students who have successfully completed 10 + 2 or equivalent from India or International Examination Board in any stream.
Selection :	Aptitude Test / Merit Basis
What after Completion of this Program?	After successful completion student shall be awarded with certificate in Food Production from N.C.V.T, Certificate in Food Nutrition & Dietician Asst. This qualification allows you to work in India & Abroad.

क्रेडल ऑफ मैनेजमेन्ट औद्योगिक संस्थान के दिशा निर्देश स्थानों का आरक्षण

संस्थान में 30 प्रतिशत स्थान महिलाओं के लिए आरक्षित है।

- (क) स्थानों का आरक्षण राज्य सरकार की नीति के अनुसार होगा और जब भी सरकार द्वारा परिवर्तन/संशोधन किया जाएगा तो वह उसी के अधीन होगा।
- (ख) अनुसूचित जातियों के लिए आरक्षित खाली बचे स्थान को अनुसूचित जनजाति के लिए आरक्षित माना जाएगा और इसके विपरीत भी आरक्षित माना जाएगा। सामान्य श्रेणी के लिए अनारक्षित स्थान केवल अनु-जाति/अनु-जनजाती पूरी सुचि समाप्त होने के बाद होंगे।

आरक्षण के लाभ केवल तभी उपलब्ध होंगे जब एक श्रेणी को प्रत्याशी ने मूल आवेदन पत्र में दर्शाया है। यदि प्रत्याशी द्वारा आवेदन पत्र में कुछ भी दर्शाया नहीं गया है तो उसे आरक्षित श्रेणी के लिए विचार में नहीं लिया जाएगा।

• स्थानों का वितरण

- | | |
|-------------------------------------------------------------------------------------|-----|
| ➤ दिल्ली विद्यालयों से शिक्षा प्राप्त प्रत्याशी | 90% |
| ➤ दिल्ली से बाहर के विद्यालयों से शिक्षा प्राप्त प्रत्याशी | 9% |
| ➤ जम्मू एवं कश्मीर के विस्थापित, जिनका दिल्ली के उपायुक्त कार्यालयों में पंजीकरण है | 1% |

• उपरोक्त स्थानों में अन्य आरक्षण निम्न प्रकार के होंगे

- | | |
|----------------------------------------------------------------------------------------------------------------------------|------|
| ➤ अनुसूचित जाति | 15% |
| ➤ अनुसूचित जनजाति | 7.5% |
| ➤ अन्य पिछड़े वर्ग | 15% |
| ➤ शारीरिक विकलांग जोकि परसन वीद डिस्पैबिलिटी कानून, 1995 के तहत परिभाषित है। | 5% |
| ➤ भूतपूर्व सैनिकों/सशास्त्र सैनिकों/अर्थसैनिक बल सैनिकों के आश्रितों के लिए | |
| ➤ न्यूनतम 'ए' श्रेणी प्रमाण पत्र प्राप्त एन.सी.सी. छात्रों के लिए | 1% |
| ➤ स्टाफ वार्ड मुख्यालय निदेशालय के अन्तर्गत संस्थानों के अस्थानान्तरीय कर्मचारी | 1% |
| ➤ दिल्ली पुलिस व राष्ट्रीय श्रेत्र दिल्ली सरकारी के कर्मचारी वार्ड | 2.5% |
| ➤ दिल्ली में समाज कल्याण विभाग द्वारा अधिकृत संस्थानों के रिहायशीजनों (बाल सहयोग सहित) को सीधे प्रवेश देना का प्रावधान है। | |

टिप्पणी : उपरोक्त आरक्षण पूर्व सूचना के बिना बदले जा सकते हैं किन्तु राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार के निर्णय के अनुसार परामश से पहले इसकी विधिवत सूचना दी जाती है।

टिप्पणी 1: अनु. जाति/अनु. जनजाति/अ. पि. वर्ग के लिए आरक्षित स्थान पर प्रवेश हेतु आवेदक को अनुमोदित जिला प्राधिकारी से प्रवेश के समय मूल प्रमाणपत्र जमा करना होगा, जिसमें आवेदक की अनु. जाति/अनुजनजाति/अ. पि. वर्ग का उल्लेख किया गया हो।

• अनुमोदित प्राधिकारियों की सूची इस प्रकार है :-

- जिला मजिस्ट्रेट/अतिरिक्त जिला मजिस्ट्रेट/उपायुक्त/कलेक्टर/अतिरिक्त उपायुक्त/डिप्टी कलेक्टर/प्रथम श्रेणी स्टार्डिपेंडियरी मजिस्ट्रेट/सिटी महिस्ट्रेट (कम से कम प्रथम श्रेणी स्टार्डिपेंडियरी मजिस्ट्रेट के दर्ज का) सब डिविजनल मजिस्ट्रेट/तालुका मजिस्ट्रेट/कार्यकारी मजिस्ट्रेट/अतिरिक्त सहायक आयुक्त।
- कम से कम तहसीलदार स्तर का राजस्व अधिकारी।
- प्रशासक / प्रशासक के सचिव / विकास अधिकारी (लक्षद्वीप और मिनी काय द्वीपसमूह)।

Cradle of Management Institute P. Industrial Training Institute

Rules & Regulations

Seat Allocation

30% of sanctioned seats are reserved for women in co-educational Institutes.

- a) Reservation of seats will be as per the policy of the State Govt. and will be subject to change/amendment whenever made by the Govt.
- b) Any unfilled seat reserved for Schedule Castes will be treated as reserved for Scheduled Tribes and vice versa. The seats will be de-reserved for General Category, if sufficient applications are not received for reserved categories.

Benefit of reservation shall be available only if the category to which a candidate belongs is mentioned in the original application form. If nothing is indicated by the candidate in the application form, he/she may not be considered for reserved category.

• Seats Reserved for

- | | |
|-----------------------------------------------------------------------|-----|
| ➤ Candidates passing out qualifying examination from Delhi Schools | 90% |
| ➤ Candidates passing out qualifying examination from other states. | 9% |
| ➤ Wards of J&K migrants, has to be registered with D.C. Office Delhi. | 1% |

• Further Reservation Category wise

- | | |
|------------------------------------------------------------------------------------------------|------|
| ➤ Scheduled Castes | 15% |
| ➤ Schedule Tribes | 7.5% |
| ➤ Other Backward Classes | 15% |
| ➤ Wards of EX-serviceman/Service Personal/Para Military Service-Personal | 5% |
| ➤ N.C.C. Cadets (holding Minimum 'A' level certificate) | 1% |
| ➤ Staff Wards of non-transferable staff of all institutions functioning under this Directorate | 1% |
| ➤ Wards of Delhi Police and Govt. of NCT Of Delhi employees | 2.5% |
| ➤ Direct admission to inmates of Social Welfare licensed institute including Bal Sahyog | |

NOTE: The above reservations are subject to change without notice but duly communicated prior to counseling as per the decision of the Government of N.C.T. of Delhi.

NOTE 1: For admission to a seat reserved for Scheduled Castes/Scheduled Tribes, the candidate should submit a certificate in original at the time of admission from the approved district authority, indicating the scheduled Caste/Tribe/OBC, to which the candidate belongs.

A list of approved authorities is given below:-

- District Magistrate/ Additional District Magistrate/ Deputy Commissioner/ Collector/ Additional Deputy Commissioner/ Deputy Collector/1st Class stipendiary Magistrate/ City Magistrate (not below the rank of 1st class stipendiary Magistrate), Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Executive Magistrate/ Extra Assistance Commissioner.
- Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar.
- Administrator/ Secretary of Administrator/ Development Officer (Lakshadweep & Minicoy Island)

टिप्पणी 2 :

समक्ष प्राधिकारी की ओर से आवेदक के नाम पर जाति प्रमाणपत्र प्रवेश के समय जमा किया जाएगा, ऐसा न करने पर आवेदक को सामान्य श्रेणी में विचार में लिया जाएगा। यदि प्रमाणपत्र पिता के नाम पर है तो अ.पि. वर्ग श्रेणी के तहत केवल अल्प वयस्क छात्रों को अंतरिम प्रवेश दिया जाएगा। दिल्ली राज्य में अ.पि. वर्ग श्रेणी के तहत आरक्षण का लाभ उठाने के लिए दिल्ली अ.पि. वर्ग सूची को विचार में लिया जाएगा। दिल्ली में स्थित संस्थानों से अर्हकारी परीक्षा पास करने वाले और दिल्ली से बाहर का अ.पि. वर्ग प्रमाण पत्र रखने वाले आवेदकों को दिल्ली का सामान्य आवेदक माना जाएगा। इसी प्रकार दिल्ली के बाहर से संस्थानों की अर्हकारी परीक्षा पास करने वाले और दिल्ली का अ.पि. वर्ग प्रमाणपत्र रखने वाले आवेदकों को बाहरी सामान्य आवेदक माना जाएगा। आरक्षित श्रेणी को आवेदन पत्र में एक बार लिखे जाने के बाद परामर्श के समय बदला नहीं जाएगा।

टिप्पणी 3 :

- लड़कियां/लड़कों की सीटें संस्थान में अन्तर-परिवर्तनीय है, यदि पर्याप्त संख्या में लड़के/लड़कियों उपलब्ध नहीं हैं तो।
- अनुसूचित जन जाति का प्रमाण-पत्र जो किसी भी राज्य के सक्षम अधिकारी द्वारा जारी किया गया है मान्य होगा।
- ओ.बी.सी. वर्ग के अंतर्गत आने वाले आवेदकों के पास दिल्ली/अन्य राज्यों के तहत मान्य नियमों के तहत कोटा और छूट प्राप्त करने के लिए मानक रूप में जाति प्रमाण-पत्र तथा उसी राज्य से योग्यता भी होनी चाहिए।
- सुरक्षा कर्मियों/भूतपूर्व सैनिकों के बच्चों के कोटे में प्रवेश के इच्छुक आवेदक को जिला सैनिक बोर्ड द्वारा जारी इस आशय का प्रमाणपत्र प्रस्तुत करना होगा।
- विभागीय कर्मचारियों के बच्चों के लिए कोटा में प्रवेश के इच्छुक आवेदक को कार्यालय के प्रधान द्वारा जारी इस आशय का प्रमाणपत्र प्रस्तुत करना होगा।
- पाठ्यक्रम में प्रवेश के बाद किसी वर्ग और विषय परिवर्तन हेतु आवेदन पर विचार नहीं किया जाएगा। प्रवेश के बाद आवेदक को किसी हालत में शुल्क वापस लेने का अधिकार नहीं होगा।
- यदि आवेदक द्वारा प्रस्तुत पात्रता योग्यता प्रमाण पत्र की समकक्षता के विषय में परामर्श केन्द्र द्वारा कोई स्पष्टीकरण मांगा जाता है तो इसे मामले के उपयुक्त प्राधिकारी की ओर से आवेदक द्वारा प्रस्तुत करना अनिवार्य है। समकक्षता प्रमाणपत्र उपलब्ध न होने पर आवेदक को प्रवेश के लिए स्थान नहीं दिया जाएगा और इसका दायित्व केवल आवेदक पर होगा।
- आवेदक यह विशेष तौर पर जान ले कि यदि अधिकारियों को रैगिंग की किसी घटना की सूचना मिलती है तो संबंधित छात्र से पूछताछ की जायेगी और संतोषजनक उत्तर न मिलने पर एस.एल.पी. सं. 24295 तथा 24296-99, वर्ष 2004 पर माननीय भारतीय सर्वोच्च न्यायालय के दिनांक 10.12.2007 के आदेशानुसार उसे संस्थान से निष्कासित कर दिया जाएगा।

NOTE 2:

Caste Certificate in the name of the applicant from competent authority will have to be submitted at the time of admission failing which the candidate will be considered under general category. In case of Certificate on father's name, admissions will be provided for minor under OBC category. For availing reservation under OBC Category in Delhi State, Delhi OBC list shall be considered. Candidate passing qualifying examination from institutions located in Delhi and having OBC certificate from outside Delhi shall be considered as Delhi General Candidate. Similarly, Candidates passing qualifying examination from institution located outside Delhi and having Delhi OBC Certificate shall be considered as outside General Candidate. Category mentioned in application form is not changeable at the time of counseling.

NOTE 3:

- Seats of boys/girls are inter-transferable in institute, if sufficient numbers of boys/girls are not available.
- Certificate for ST shall be equally applicable irrespective of issuing state in the standard format.
- Candidates seeking admission under OBC category must possess the caste certificate in the standard format as well as eligible qualification from the same for consideration under Delhi/Other State quota and exemptions as per applicable rules, if any.
- Candidates seeking admission in wards of Defence personnel/ ward of Ex-servicemen quota should produce a certificate from Distt. Sainik Board in the standard format.
- Candidate seeking admission under Staff Ward Quota must produce a certificate from Head of Office for proof of being staff ward.
- No request for change of category & trade after admission for whatsoever reason shall be entertained. Candidate shall not be entitled for the refund of fee after admission under any circumstances.
- In case there is any clarification sought by the admission centre regarding equivalence of the eligibility qualification certificate furnished by the candidates, the same must be produced by the candidates from the appropriate authority in the matter. In absence of the equivalency certificate, no seat shall be offered to the candidate for admission and the responsibility for the same shall be solely being of the candidate.
- Candidate to specifically note that if any incident of ragging comes to the notice of the authorities, the concerned trainee shall be given liberty to explain and if the explanation is not found satisfactory, the authority would expel him from the institution as directed by the Hon'ble Supreme Court of India SLP(c) nos. 24295 and 24296-99 of 2004 dated 10.12.2007.

प्रवेश

आयु सीमा

सभी श्रेणियों के लिए न्यूनतम आयु 14 वर्ष है।

शारीरिक फिटनेस

सभी प्रशिक्षुओं को प्रवेश के समय परिशिष्ट-1 के अनुसार पंजीकृत चिकित्सा अधिकारी द्वारा जारी चिकित्सा फिटनेस प्रमाणपत्र जमा करना होगा।

प्रवेश के समय आवेदकों के लिए निर्देश

प्रवेश केन्द्र पर आने के पश्चात् आवेदक स्वागत कक्ष में अपने आने की तिथि तथा समय आगमन रजिस्टर में हस्ताक्षर करते हुए दर्ज करना अनिवार्य है। जब भी उसका नाम पुकारा जाएगा। उसे सभी मूल-प्रमाण पत्र अन्य दस्तावेज प्रवेश अधिकारी को जाँच हेतु प्रस्तुत करने के लिए तैयार रखने होंगे। आवेदन को प्रवेश अधिकारी द्वारा वरीयता के आधार पर बारी-बारी क्रम से बुलाया जाएगा। आवेदन के साथ जमा किए गए दस्तावेजों के मूल, प्रवेश की अनुमति देने के पूर्व, जाँच के लिए जाएंगे। यदि मूल दस्तावेज प्रस्तुत नहीं किए गए तो प्रवेश नहीं दिया जाएगा।

आवेदक पंजीकरण/प्रवेश पर्ची को जब तक किसी व्यवसाय में प्रवेश नहीं ले लेते संभाल कर रखेंगे। यदि आवेदक प्रवेश पर्ची प्राप्त करने के 7 दिनों के अंदर नामांकल/प्रशिक्षण हेतु उपस्थित नहीं होगा। उसका प्रवेश निरस्त कर दिया जाएगा और इस संदर्भ में कोई भी अनुग्रह तदुपरान्त स्वीकार्य नहीं किया जाएगा।

सभी आवेदकों को सूचित किया जाता है विवरण पुस्तिका में प्रकाशित सभी जानकारीयां केवल सूचनार्थ है यह एक कानूनी दस्तावेज नहीं है आवेदक को सलाह दी जाती है कि अन्य विषय जैसे व्यवसाय, शुल्क, स्थानों के बारे में संबंधित प्रवेश अधिकारी/प्रधानाचार्य से मिलकर जानकारी ले सकता है।

प्रवेश के एक सप्ताह में प्रस्तुत किए जाने वाले दस्तावेज:

- किसी पंजीकृत चिकित्सक अधिकारी द्वारा स्वास्थ्य प्रमाण पत्र (परिशिष्ट-1)
- चयनित आवेदक द्वारा निर्धारित फार्म में शपथ पत्र (परिशिष्ट-2)
- अंतिम विद्यालय/राजपत्रित अधिकारी द्वारा जारी चरित्र प्रमाण पत्र (जो कि 6 माह से पुराना ना हो)।

समान्य निर्देश

- आवेदक को एक आवेदन पत्र में दाखिले के लिए तीन विभिन्न व्यवसायों के लिए भरना होगा।
- किसी भी रूप में अपूर्ण/संशोधित आवेदन पत्र को स्वीकार्य नहीं किया जाएगा तथा उसे रद्द कर दिया जाएगा। संशोधन यदि आवेदक द्वारा हस्ताक्षरित नहीं होगा तो मान्य नहीं होगा।
- प्रवेश पत्र जमा कराने से पहले प्रत्यशी स्व-सत्यापित एक फोटो प्रवेश पत्र पर एवं दूसरी फोटों पावती कार्ड पर चिपकाए।
- संबंधित विभागों द्वारा निर्धारित प्रारूपों में अनु:जाति/अनु:जनजाति/अन्य पिछड़ा वर्ग/शारीरिक विक्लांगता/ग्रामीण क्षेत्र/दिल्ली सरकार या दिल्ली पुलिस कर्मचारी तथा जम्मू-कश्मीर से स्थांतरण का प्रमाण पत्र प्रस्तुत करें।
- अधिक जानकारी या अन्य किसी जानकारी के लिए प्रत्याशी संबंधित प्रवेश केन्द्र अधिकारी या प्रधानाचार्य से संपर्क करें।

Admission

Age Limit

Minimum age limit is 14 for all the categories.

Physical Fitness

All the Trainees shall be required to submit a Medical Fitness Certificate from a Registered Medical Practitioner as per Annexure-I at the time of admission.

Instructions to the candidates to be followed at the time of admission:

On his/her arrival at institute the candidate must sign in arrival giving the time and date of his/her arrival at the reception on the admission day. The candidate has to produce/keep ready all originals & other documents for submission to the Admission incharge as and when his/her name is called for verification.

The Admission Incharge will call the candidates as per the merit order one by one. Self authenticated photocopies of the documents submitted along with the application shall be checked and compared with the original documents before the admission is finalized. If original documents are not produced, no seat will be offered.

Candidates shall preserve registration/ admission slips till he/she is enrolled in institute. If a candidate does not report for admission within 7 days of issue admission slip issued him/her, thereafter the admission shall stand cancelled and no request will be entertained thereafter.

The admissions printed in the prospectus are the guidelines for the candidates. This does not constitute legal document. Candidates are advised to confirm any changes in respect to the admission procedure, fee structure, availability of seats, addition or deletion of trades/seats etc. from the Principal/Admission Incharge of the admission centre before finalization of the admission.

Documents to be submitted within one week of Admission:

- Medical fitness certificate from Registered Medical Practitioner. (in Format given at Annexure-1)
- Undertaking by the selected candidates on the prescribed form. (In format given at Annexure-2)
- Character Certificate from Principal of the School last attended/ Gazetted Officer issued within last six months.

General Instructions

- A candidate has to fill one application form for one admission centre and can give his/her preference for three trades.
- Incomplete application form in any respect will not be accepted or summarily rejected. If re-corrected, cutting without initial by candidates shall be considered.
- Before submission of application form at counter, self authenticated passport size photographs should be pasted, one at the top of the form and other at acknowledgement card.
- Certificate from the concerned Deptt. On the prescribed Performa in r/o SC/ST/OBC/PH/Rural Area Defense Personal/Employees of Delhi Govt./Delhi Police & J & K migrants, as the case may be, should be produced.
- For further details and any other problem, candidates may contact the Admission incharge/Principal of the Admission Center concerned.

आवेदकों के लिए सामान्य नियम और सूचना

वर्दी : प्रशिक्षुओं को प्रवेश की तिथि के सात दिनों के अंदर वर्दियों के दो सैट (जैसा कि मुख्यालय द्वारा निर्धारित) सिलवाने होंगे और वे अपने घर से निकलने के बाद और वापस जाने तक इस पहने रहेंगे।

प्रशिक्षुओं के लिए देय छुट्टी के दिन/अवकाश

प्रशिक्षुओं को दिल्ली सरकार द्वारा अपने कर्मचारियों के लिए निर्धारित अवकाशों की अनुमति है। इसमें कोई ग्रीष्म कालीन / शीतकालीन अवकाश नहीं होंगे।

आकस्मिक अवकाश : सामान्य अवकाशों के अतिरिक्त प्रशिक्षुओं को प्रतिवर्ष 8 दिन का आकस्मिक अवकाश, सक्षम प्राधिकारी द्वारा अवकाश स्वीकृति के अधीन एक बार में 6 दिन का अवकाश देय होगा। आकस्मिक अवकाश के साथ किसी अन्य प्रकार की छुट्टी नहीं ली जा सकती।

चिकित्सा अवकाश : चिकित्सा अधिकारी से चिकित्सक प्रमाणपत्र प्रस्तुत करने पर 15 दिन का चिकित्सा अवकाश दिया जा सकता है।

एक वर्षीय पाठ्यक्रम में अधिक से अधिक तीन सप्ताह और दो वर्षीय पाठ्यक्रम ट्रेड के लिए 3 सप्ताह का अवकाश सक्षम प्राधिकारी को स्वीकार्य चिकित्सा अधिकारी की सिफारिश पर प्रशिक्षण अवधि के दौरान केवल एक बार दिया जा सकता है।

विशेष अवकाश : निजी कार्य के लिए 10 दिन का विशेष अवकाश केवल असाधारण परिस्थितियों में दिया जा सकता है जहां संस्थान के प्रमुख संतुष्ट हों कि यह आवश्यकता वास्तविक है।

अनाधिकृत अनुपस्थिति : एक बार में लगातार 10 दिनों तक अनाधिकृत रूप से अनुपस्थिति रहने पर प्रशिक्षु को पहली बार लिखित चेतावनी दी जायेगी यदि वह अपराध दोहराया जाता है तो प्रशिक्षु को संस्थान से निकाल दिया जायेगा।

भगोड़ा : लगातार 10 दिनों तक बिना अनुमति या अनुपस्थिति के कारणों की सूचना के बगैर प्रशिक्षु अनुपस्थित रहता है तो उसे भगोड़ा माना जायेगा और उसे संस्थान से निष्कासित कर दिया जायेगा।

निलंबन, कार्यभार से मुक्ति

- प्रशिक्षु प्रशिक्षण के दौरान असंतोषजनक प्रगति के कारण हटाए जा सकते हैं।
- यदि उपस्थिति का प्रतिशत 50 प्रतिशत से नीचे होता है।
- उसके खिलाफ आरोपों की जांच का लंबित होना।

प्रशिक्षु के लिए न्यूनतम अनिवार्य उपस्थिति

- अंतिम ट्रेड परीक्षा में पात्रता के लिए प्रशिक्षुओं के प्रत्येक विषय में न्यूनतम अनिवार्य उपस्थित कार्य दिवसों की वास्तविक संख्या के 80 प्रतिशत है।
- यदि प्रशिक्षु इन दिनों में से आधे से अधिक तक किसी भी कारण से अनुपस्थित है तो उसे प्रशिक्षण जारी रखने की अनुमति नहीं होगी और उसका नाम हटा दिया जाएगा।

अनुशासन

संस्थान में प्रवेश पाने वाले सभी प्रशिक्षुओं को संस्थान या इस प्रयोजन के लिए सक्षम प्राधिकारी द्वारा नियुक्त किसी अन्य अधिकारी के संपूर्ण अनुसशासनिक नियंत्रण में रहना होगा और उन्हें प्रधानाचार्य द्वारा बनाए गए तथा अधिसूचित अनुशासनिक नियमों के अनुसार आचरण करना होगा।

General Rules & Information For Students

Uniform: Trainee shall get two sets prescribed uniform as approved by D.T.T.E(HQ) stitched and shall wear the same daily right from his residence till reaching back to the residence.

Holidays/ Leave Admissible to Trainees

Trainees are allowed the same holidays as fixed by Delhi Government or its staff. There will be no summer/winter holidays.

Casual Leave: In addition to usual holidays, trainee are admissible to avail casual leave i.e. 8 days per year, 6 days at any one time subject to the sanctioning of leave by competent authority. Casual leave can't be combined with another kind of leave.

Medical Leave: Medical leave up to 15 days subject to production of Medical Certificate from a Medical Officer may be granted. Leave for a further period of not exceeding 3 weeks for one year course can be granted in case of serious illness. This leave can be granted only once in the training on recommendations of medical officer acceptable to competent authority.

Special Leave: Special leave up to 10 days on private affairs may be allowed only in extraordinary cases where head of institute is satisfied that the requirement is genuine.

Unauthorized Absence: For unauthorized absence up to 10 consecutive days at a time, trainee is issued a written warning for first occasion. If the offence is repeated, trainee will be discharged from rolls.

Absconders: A trainee who absents himself from training institute for 10 consecutive days without permission and without informing the reasons of his absence is treated as an absconder and struck off the rolls.

Suspensions, Discharge

- Trainee are liable for discharge on account of unsatisfactory progress in training.
- For acts of indiscipline and misconduct.
- If attendance percentage falls below 50%.
- The pending investigation of allegations against him/her.

Minimum Compulsory attendance for trainee

- The minimum compulsory attendance in each subject for trainees in regard to their eligibility for final trade test is 80% of the actual number of working days.
- Where a trainee absents himself/herself for more than half the number of days, for whatsoever reasons, he/she is not allowed to continue his training and is discharged from the rolls.

Discipline

The complete disciplinary control of the Principal of the institute or any other officer(s) appointed by the competent authority for the purpose and the trainee must conduct themselves in accordance with the disciplinary rules of institution as framed and noticed by the Principal.

Regular activities are organized at CMI for students by the organizing committee. Organizing committee members are elected by the students' body of each semester from each course. Activities are scheduled throughout the year to boost the talents of students leading to their overall development. Our most popular events include Sports Week, Youth Fest, Chef Competitions, Writing Competitions, Debates, and Teacher's Day Celebrations etc.

Campus Life beyond Curriculum

Sports Week

The institute strongly believes in all round development of the students. There for it organizes sports week once in a year in which participation of every student is mandatory in any of the indoor / outdoor game like Volley Ball, Kho-Kho, Arm Wrestling, Sack Race, Sprints, Cricket, Badminton, Carom, Chess etc. Students are very keen to participate in the tournaments held by the institute. This helps in building confidence and good personal relation among students. Winners are awarded with certificates, medals & trophies to motivate them.



**CRADLE
DEGREE
CHAMPIONS
TROPHY 2013**



Youth Fest

The institute places a great deal of emphasis on boosting students' confidence through cultural programmes. Youth Fest, Josh etc. are programs which provide the students with platforms to showcase and enhance their talents. Through the organization of cultural events, Cradle helps the students to learn about different cultures and respect them, which in turn enables them to become better human beings. Cradle helps the student to learn about different cultures and improve as an individual. These events are held every year to offer its students a vibrant, invigorating and colourful environment beyond the academics. With all these and other regular events life at Cradle will never be dull.

Chef Competitions

True spirits come out in flying colours as individuals are given a chance to prove themselves using their culinary skills and enchanting recipes and flavour to produce the mouth watering delicacies. This is a motivating factor for emerging chefs to develop their interests on world famous cuisines like Indian, Continental, Oriental, Chinese etc.

Debate Competitions

Each individual is judged on the ability of spokesman ship as he has to strive hard with outspoken quality in today's world. The debates are being watched and evaluated by judges on quality and reference of the subject.

Celebration of Festivals

Students at Cradle are from different geographical areas of India and outside the country. As students are of different cultures, celebration of festivals brings in a cultural balance which is a great motivational factor for any individual.

Tour & Professional Excursions

World is all about exploring the diversity of each place, 'this culture' is assimilated by 'Cradle' to enhance the quality of its students. This also helps to improve students' knowledge as they learn by visualizing and observing things which make their learning experience filled with fun.



5 Km From Metro Station Dwarka Sector 21
 1/2 Km from Fun & Food Village, Delhi
 2 Km. from Bijwasan Railway Station
 3 Km. from Ambience Mall
 5 Km. from IGI Airport & Aerocity

This prospectus is only for information and guidance of candidates seeking admissions. The contents are likely to change without notice. This does not constitute legal document. For obtaining further information / details, the Principal of the Institute may be contacted. In case of any conflict between Hindi and English version will be treated as final.



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