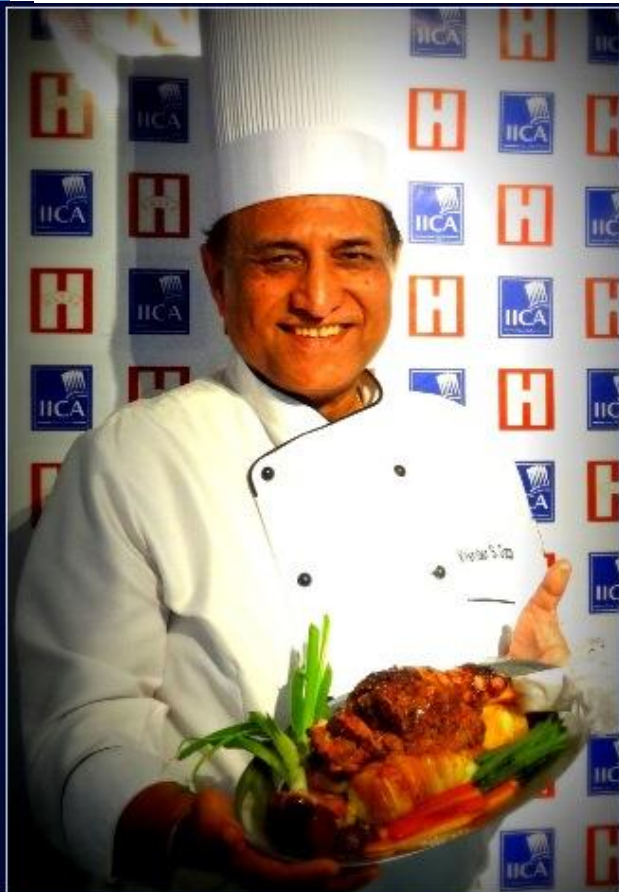




INTERNATIONAL INSTITUTE OF CULINARY ARTS, NEW DELHI

Creating Excellence in Hospitality



Mr. Virender S Datta
(Founder & Chairman, IICA)



STUDENT



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A Message from the Chairman

Dear Students,

On behalf of IICA, New Delhi, let me extend a warm welcome to the institute, which will be the foundation of your career in the years to come.

This is our 12th Year and we are proud to have trained hundreds of chefs, all of whom have successfully moved ahead in their career, here and abroad. Their success is the testimony to our planned and time tested system of imparting both knowledge and skills. We are happy that you too have chosen IICA, New Delhi to be the stepping stone in your career path.

We are indeed happy that you have chosen to take up culinary arts as the mission in your life and it will be our responsibility to help you realize your dreams to turn in to a reality. It has been our mission to guide you down the path and help you achieve success.

There are two factors which I must mention. While we will do all to impart training and discipline, you must learn with a sense of dedication and passion. Unless you are willing to make sacrifices and put in the hard work, success will not happen.

I along with my faculty will do all to turn your dreams in to a reality.

Look forward to interacting with you soon.

With Culinary Regards

Virender S Datta
(Founder & Chairman, IICA)



Chefs Oath by IICA Students

- I pledge my professional knowledge and skill to the advancement of our profession and to pass it on to those that are to follow.
- I shall foster a spirit of courteous consideration and fraternal cooperation within our profession.
- I shall place honor and the standing of our profession before personal advantage.
- I shall not use unfair means to affect my professional advancement or to injure the chance of another colleague to secure and hold employment.
- I shall be fair, courteous and considerate in my dealings with fellow colleagues.
- I shall conduct any necessary comment on, or criticism of, the work of fellow colleagues with careful regards for the good name and dignity of the culinary profession, and will scrupulously refrain from criticism to gain personal advantage.
- I shall never expect anyone to subject himself to risks which I would not be willing to assume myself.
- I shall help to protect all members against one another from within our profession.
- I shall be just as enthusiastic about the success of others as I am about my own.
- I shall be too big for worry, too noble for anger, too strong for fear, and too happy to permit the pressure of business to hurt anyone, within or without the profession.
- I will at all times consider & ensure that all my actions are with the intent of preserving the pride and prestige of the values acquired at International Institute of Culinary Arts, New Delhi.

Signed
Students of IICA



Achievements of IICA in 2016-2017



NEWSTRACK

HBI Staff |New Delhi

IICA signs agreement with Japanese Curry University to develop and standardize Indian dishes

Saturday, May 6, 2017, 15:04 Hrs [IST]

Delhi-based culinary institute, International Institute of Culinary Arts (IICA), has signed an agreement with a Japanese curry research firm, Curry University, to develop and standardize Indian food recipes for marketing and promotion in Japan.

As part of the “knowledge transfer” agreement, IICA will develop and standardize Indian recipes for select curry dishes in Japan to be sold under IICA banner. Through this agreement, Curry University, will prepare Indian dishes in bulk and market it in Japan at the guidance of IICA.

“We have been doing Indian Cooking Appreciation courses for Japanese chefs and food professionals for some time now as part of gourmet tourism for some time now. That has now culminated in signing this agreement with Curry University,” said Virender S Datta, Chairman, IICA.



**WORLD
ASSOCIATION
OF CHEFS
SOCIETIES**

Paris, FRANCE



RECOGNITION
OF QUALITY
CULINARY EDUCATION
**WORLD ASSOCIATION
OF CHEFS SOCIETIES**

BECOME A WACS CERTIFIED CHEF

World Association of Chef's Societies was initially founded in October, 1928 in Sorbonne, Paris, France, as a global network of chef's associations developed to validate the achievements of professional cooks, chefs and culinary educators around the world who wished to gain recognition for their skills, knowledge and experience.

IICA, NEW DELHI IS THE

1st

**CULINARY INSTITUTE IN INDIA
TO PROVIDE WACS QUALIFICATION.**

BECAUSE OF IICA BEING A
WACS ACCREDITED INSTITUTE,
IICA STUDENTS ARE
AUTOMATICALLY ELIGIBLE FOR A
WACS QUALIFICATION OF
PROFESSIONAL CHEF—COMMIS.

BEING WACS CERTIFIED
WILL HELP YOU
ACHIEVE NEW HEIGHTS
IN YOUR PROFESSIONAL CAREER.

*Join IICA, New Delhi today and
get global recognition, a finer
understanding of international cuisine
along with endless
employment possibilities.*

**PLEASE CONTACT
OUR COUNSELLORS DESK
FOR MORE DETAILS.**



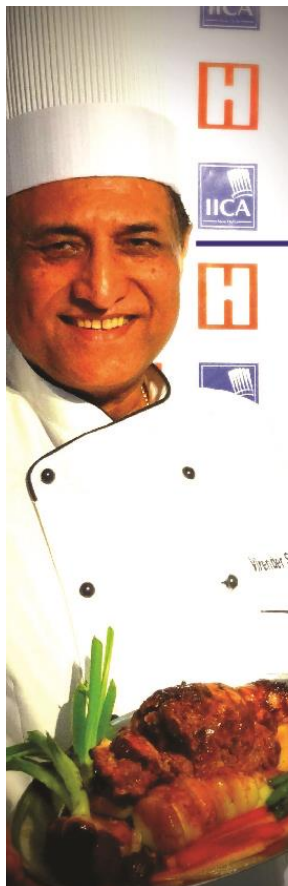
**International Institute of Culinary Arts,
New Delhi**

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T: 011-26850817/ 8447728601 | E: admissions@chefiica.com

www.chefiica.com

Creating Excellence in Hospitality



LEGENDS UNDER ONE ROOF

Virender Singh Datta

founder and chairman, IICA

ranked one of the top 50 chefs of India
two time lifetime achievement award winner
over 50 years of experience in hospitality industry

Chef Thomas Blanchard

corporate advisor and chef faculty, IICA

former executive chef, L'Opera
Former Executive Chef, Dabon for Elle & Vire
Over 20 years of international experience



**International Institute of Culinary Arts,
New Delhi**

Gurugram Campus: 2nd Floor,
94 Huda Market, Sector 14, Gurugram

New Delhi Campus: 39, Daryacha,
Hauz Khas Village Road, New Delhi



Academic Reference

At IICA we believe, in a “Teach to Learn” philosophy; hereby every student is encouraged to use our resources (books, faculty support & websites). Our faculty has compiled a list of useful resources that you can refer to enhance your culinary & hospitality management knowledge

Advance Diploma in Culinary Arts

S.NO	TITLE
1	Modern Cookery vol. I & 2- Thangam E. Philip
2	International Cuisine & Food Production Management- Chef Parvinder S. Bali
3	Quantity Food Production Operations & Indian Cuisine- Chef Parvinder S. Bali
4	Larousse Gastronomique
5	A Guide to Modern Cookery -Bracken
6	Cooking Ingredients – Christine Ingram
7	Hering’s Dictionary(for Classical & Modern Cookery)

Diploma in Bakery & Patisserie

S.NO	TITLE
1	Textbook of Bakery & Confectionary- Yogamobal Ashok Kumar
2	Professional Baking-Wayne Gisslen
3	The Cake Bible- Rose Levy Beranbaum
4	The Professional Pastry Chef: Fundamentals of Baking & Pastry- Bo Friberg
5	Modern Cake Decorating - Hamlyn
6	The Baking Bible- Rose Levy Beranbaum
7	Flour Water Salt Yeast(Fundamentals of Artisan Breads)

Code of Conduct during the Internship

- **Punctuality**: Always report to your department five minutes before the scheduled time in uniform and leave the department after receiving due permission from the concerned department manager in charge.
- **Smoking**: Smoking is strictly prohibited in the hotel premises.
- **Loud Language**: Speak softly and only when required to.
- **Damage to Hotel Property**: Any damage caused to hotel property will be deducted from trainee's stipend / employee's salary or compensated by the concern person.
- **Safety**: Safety is of paramount importance; any accident or a near miss due to negligence will be viewed very seriously.
- **Handling Equipment**: Equipment handling/operations/cleaning is not be done by the trainee unless the trainee has been specifically trained for that purpose and that too it should be done with the written permission of the concerned HOD. The hotel will not be held responsible for any accident due to careless handling.
- **Line of Command**: Any change in training schedule can only be made by the training department. For any special requirement permission has to be sought from the training department.
- **Tips & Gifts**: If you are given a tip surrender it to the area in charge. If you receive a gift, check with the training department for authorization to accept it.
- **Grooming**: All employees and trainees has to be in proper grooming which includes proper uniform, short hair, shave, no strong perfume, for girls hair should be neatly tied, no excessive jewelry and should be in light make up.
- **Telephone Calls**: Telephone lines are for official use only. Use of telephone for personal purposes is not permitted.
- **Elevators**: Front elevators are for guest use; you may use service elevators only.
- **Entry & Exit**: You will enter and exit only from the Time Office gate (Staff entrance).
- **Guest Areas**: Guest areas are for guests, you should not be found in these areas unless there is a training schedule.
- **Personal Visitors**: Personal visitors are not allowed until there is an emergency. Please keep your personal appointments outside the hotel after your duty hours.
- **Foreign Exchange**: Receiving foreign exchange is prohibited as per law. Politely decline all such offers and bring it to the notice of your departmental in charge to handle it.

- **Confidential Information:** Any confidential information is to be kept confidential and should not be communicated.
- **Interaction on Social Media:** In any communication on social media or any networking site, do not mention details of the hotel or reference to the same. Any reference will be considered a violation of the Code of Conduct.
- **Reports/Books/Diskettes:** Do not carry your report papers/personal books to the hotel. Any such papers/floppies/CDs etc will be confiscated.
- **Computer:** Access to computers is only for authorized personnel and for official purpose only.
- **Forms/Formats/Brochures:** are not to be taken out unless duly authorized by the concerned HOD and the training department.
- **Business Transactions:** business transactions are restricted to those connected with your duties. Any transaction of a personal nature will be viewed seriously.
- **Personal Information:** Notify the training department of any change in personal information.
- **Public Facilities:** Public facilities are meant for guest. Use of facilities like F & B outlets, health club etc is not permitted.
- **Lost & Found:** Articles found in the hotel premises are to be deposited in the lost & found department.
- **Use of Mobile Phone:** is permitted in the locker room only. Do not keep your mobile phone on in other areas.
- **Leave Procedure:** All leaves must be sanctioned by the area in charge where you are training and counter sign by Training Manager / Executive. Missing from work without proper sanction will be viewed very seriously.
- **Uniform:** All trainees and employees should always be in prescribed uniform.
- **Honesty:** Honesty is the best policy. Any trainee or employee found to be defrauding the company will be dealt with severely.
- **Chewing Gum, Candies** etc on duty is prohibited.
- **Alcohol:** Any trainee or employee found under the influence of alcohol or any other intoxicating agents while on duty will be terminated immediately.
- **House Rules:** All trainees are covered under the house rules of the hotel.
- **Any behavior** bringing disrespect or willful damage/loss to the hotel will warrant severe action.
- **Attendance:** All trainees have to maintain a minimum of 90% attendance in order to successfully complete the training programme.



Industrial Training LOG BOOK Format



International Institute of Culinary Arts
INDUSTRIAL TRAINING LOG BOOK

Name: _____

Course/Batch: Diploma in Culinary Arts (2017)

F&B Production(Bakery)

The Roseate, New Delhi

Layout for the cover page

Layout for the inside page

Date:

Shift:

Day:

Department:

Sub-Department:

Reporting to:

Task:

Learning Outcome:

Student Signature

Kitchen Supervisor Signature



GREVIENCE HANDLING POLICY

At IICA, we have a strict grievance handling policy which is applicable to all IICA students, we advise that you read & understand our policy.

Procedures:

Faculty in-charge: The first person of contact that a student must approach with regards to a complaint or grievance is his/her faculty in charge. It is the responsibility of the chef in charge to resolve the issue in question at the time.



Faculty Head: Should the issue still persist and the student or the faculty is not satisfied with the outcome of the decision laid out by the faculty in charge, then the issue is raised to the faculty head (Chef Sumit). Thereafter it is the responsibility of the faculty head to resolve the issue at his level to make an incident report and refer it to COO for information and comments if any.



Chief Operating Officer: Should the problem persist further and the student is not satisfied with the decision laid out by the supervisor in charge, and then it is the responsibility of the supervisor in charge to again bring the issue in the knowledge of the Chief Operating Officer wherein it is he who will take a final decision or consult with the Chairman of the Institute.

If a student is not satisfied with the outcome of the grievance handling, he/she should inform his Faculty and seek meeting with COO for further follow up.

The decision of the chairman shall be final and binding on all parties.



International Institute of Culinary Arts (IICA)

List of Holidays for the year 2018 of IICA

Staff Holidays

Sr.No.	Name of the Holiday	Date	Month	Day
1	Republic Day	26	January	Friday
2	Holi	2	March	Friday
3	Id-ul Fitar	16	June	Saturday
4	Independence day	15	August	Wednesday
5	Janamashtami	3	September	Monday
6	Mahatma Gandhi's B'day	2	October	Tuesday
7	Dashera	19 & 20	October	Friday & Saturday
8	Diwali	7 & 8	November	Wednesday & Thursday
9	Guru Nanak's B'day	23	November	Friday
10	Christmas Day	25	December	Tuesday

Student's Holidays

Sr.No.	Name of the Holiday	Date	Month	Day
1	Republic Day	26	January	Friday
2	Holi	2	March	Friday
3	Ram Navami	24	March	Saturday
4	Id-UI Fitar	16	June	Saturday
5	Independence day	15	August	Wednesday
6	Janamashtami	3	September	Monday
7	Raksha Bandhan	26	August	Sunday
8	Mahatma Gandhi's B'day	2	October	Tuesday
9	Dashera	19	October	Friday
10	Diwali	5th Nov. to 11th Nov.	November	Monday-Sunday
11	Guru Nanak's B'day	23	November	Friday
12	Christmas Holiday	24th Dec.- 31st Dec	December	Monday-Saturday
	Date : 30th December 2017			Virender S. Datta
				(Chairman)

Time Table 2018

Advance Diploma in Culinary Arts

Days	Monday		Tuesday		Wednesday		Thursday		Friday	
Time	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year
9.30 am - 11am	Practical	Theory	Theory	Practical	Theory	Practical	Practical	Bakery Practical	Practical	Theory
11am - 11.20am	Tea Break		Tea Break		Tea Break		Tea Break		Tea Break	
11.20am-1pm	Practical	Theory	Theory	Practical	Theory	Practical	Practical	Bakery Practical	Practical	Theory
1 pm - 2 pm	LUNCH BREAK		LUNCH BREAK		LUNCH BREAK		LUNCH BREAK		LUNCH BREAK	
2 pm - 4pm										
4pm - 4.20pm	Tea Break		Tea Break		Tea Break		Tea Break		Tea Break	
4.20pm - 5.30pm										

In the 2nd year you will have Bakery Practical Class on Thursday Afternoons.

Time Table 2018: Diploma in Bakery & Patisserie

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Time	Dip. Bakery Morning Batch	Dip. Bakery Morning Batch	Dip. Bakery Morning Batch	Dip. Bakery Morning Batch	Dip. Bakery Morning Batch
9.30 am - 11am	Practical	Practical	Practical	Theory	Practical
11am - 11.20am	Tea Break	Tea Break	Tea Break	Tea Break	Tea Break
11.20am-1pm	Practical	Practical	Practical	Theory	Practical
1 pm - 2 pm	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
Time	Dip. Bakery Evening Batch	Dip. Bakery Evening Batch	Dip. Bakery Evening Batch	Dip. Bakery Evening Batch	Dip. Bakery Evening Batch
2 pm - 4pm	Practical	Practical	Practical	Theory	Practical
4pm - 4.20pm	Tea Break	Tea Break	Tea Break	Tea Break	Tea Break
4.20pm-5.30pm	Practical	Practical	Practical	Theory	Practical



Chef of the Day & Sous Chef of the Day

- Chef of the Day is Responsible for opening the kitchen along with Sous Chef of the Day; ensuring all the work areas are in clean and working condition where applicable
- Chef of the Day is responsible to check the uniform and grooming standards of the entire class
- Chef of the Day is responsible for ensuring that the menu for the day is first written on the whiteboard before the class starts
- Chef of the Day is responsible for closing the kitchen, to ensure that the working areas are clean and left in the same order they were found along with the entire class.



HOUSE RULES

Do's	Don't...
1) All students are required to be in prescribed uniform for their theory and practical classes.	Be absent for the classes-Students with less than 80% attendance in classes will not be allowed to sit for the final examination and for any placement opportunities.
2) Report 15mins prior to the class.	Smoke and consume alcohol in the Institute premises.
3) Switch-off/ Silent your phones in class timings.	Put your mobile phones on ringing mode.
4) Boys: Hair should be well trimmed. Girls: Tie their hair in a bun with hair-net.	Wear casuals including shorts, slippers, round neck T-shirts, earrings (for boys) as these are not allowed in the Institute premises.
5) Boys are required to shave every day.	Leave the Institute without permission during class hours.
6) Everyone should follow high grooming standards.	Leave the Institute in your Chef Uniform.
7) Everyone is responsible for keeping Institute area neat and tidy.	Leave the kitchen before handing over it to the Faculty In charge.
8) Always keep your belonging in the allotted student lockers.	Be Late for your classes(Practical /Theory)



Payment of fee

It is a continuous endeavor of the institute to provide quality education to all its students and therefore the timely payment of fees as prescribed is mandatory requirement for continuation of studies at the institute.

In the event of late payment of fees the following procedure shall be followed:

1. A grace period of 10 days with late fees of Rs.100 per day shall be granted. During this period the student shall be allowed to attend the classes. Issue of post-dated cheques will not exempt the student from late fees.
2. In case a student fails to pay the full fees before the expiry of the grace period the student shall not be allowed to attend the classes (for a maximum of 10 days from the day of suspension) till all fees is paid with late fees (at the rate of Rs.100/- per day) till the settlement of all dues.
3. If the student still does not pay the full fees and settle the late fee dues, it shall be concluded that she/he is not interested in continuing their studies at the institute. Hence there name shall be deleted from the rolls of the institute from the 21st day when the fees was originally due for payment.
4. Subsequently, the qualification awarding body shall also be informed of the student's withdrawal from the course for which he/she was enrolled.
5. In view of the above the student shall not be eligible to sit for the final examinations as and when they are announced.
6. The students are expected to follow the fee payment schedule as given to them during the admission process. The institute is not obliged to issue any reminder or follow up Communications in this regard. Understood & Accepted