

**OFFICERS OF THE UNIVERSITY****Chancellor****HIS EXCELLENCY DR. A.R. KIDWAI****Governor, Haryana**


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## IMPORTANT INFORMATION

1. The Handbook of Information containing the application form and other details can be obtained from the I/C (Publication Cell), M.D. University, Rohtak in person on payment of Rs. 500/- (Rs. 125 for SC/BC of Haryana State only) in cash, Request for prospectus through registered post must be received in the office of the I/C (Publication), M.D. University, Rohtak at least seven days before the last date of submission of application form by sending a crossed Bank Draft of Rs. 550/- (Rs. 175/- for SC/BC of Haryana State only) drawn in favour of Finance Officer, MDU, Rohtak payable at State Bank of India, MDU, Rohtak Branch (Code 4734), failing which the request will not be entertained.
2. It is also available on payment of cash at Institute of Law and Management Studies, Sector 40, Gurgaon.
3. HBI and the application form can also be downloaded from University website. [www.mdurohtak.com](http://www.mdurohtak.com).
4. Candidates are advised to go through the HBI carefully and make themselves familiar with its contents.

## IMPORTANT DATES

Last date of receipt of Application Form	10.07.2009
Group Discussion/Interview :	
Master of Hotel Management	13.07.2009
Master of Tourism Management	14.07.2009
BBA (Hospitality Management)	15.07.2009
Bachelor of Tourism Management (BTM)	16.07.2009
One Year Diploma in Front Office Operations Management	17.07.2009
One Year Diploma in Housekeeping Operations Management	17.07.2009
One Year Diploma in Food and Beverage Services Management	18.07.2009
One Year Diploma in Food and Beverage Production Management	18.07.2009
Display of Merit List	21.07.2009
Date of 1 <sup>st</sup> round of Counseling for MHM & MTM	22.07.2009
Date of 1 <sup>st</sup> round of Counseling for BBA (HM) & BTM	23.07.2009
Date of 1 <sup>st</sup> round of Counseling for One Year Diploma in Housekeeping Operations Management	24.07.2009
Date of 1 <sup>st</sup> round of Counseling for One Year Diploma in Front Office Operations Management	24.07.2009
Date of 1 <sup>st</sup> round of Counseling for One Year Diploma in Food & Beverage Services Management	25.07.2009
Date of 1 <sup>st</sup> round of Counseling for One Year Diploma in Food & Beverage Production Management	25.07.2009
Date of announcement of vacant seats	27.07.2009
Date of 2 <sup>nd</sup> round of Counseling for MHM & MTM	28.07.2009
Date of 2 <sup>nd</sup> round of Counseling for BBA & BTM	29.07.2009
Date of 2 <sup>nd</sup> round of Counseling for One Year Diploma Courses	30.07.2009
Commencement of Classes	01.08.2009
Final Cut Off date for admission	31.08.2009

# THE UNIVERSITY

## 1. THE UNIVERSITY

**1.1** Maharshi Dayanand University, initially known as Rohtak University, Rohtak, was established by an Act of Legislature of Haryana in 1976 with the objective to promote inter-disciplinary higher education and research in the field of environmental, ecological and life sciences. Initially it was a unitary and residential University, but in November 1978, its character was changed and it became an affiliating University. Through an amendment in the Act in 1977, it was named after the great revolutionary and social reformer, Maharshi Dayanand and came to be known as Maharshi Dayanand University, Rohtak.

The University Grants Commission recognized this University under section 2(f) for the recognition of degrees and under section 12(b) of the University Grants Commission Act for central grants on Feb. 2, 1983.

### 1.2 Location

The University is situated at Rohtak, a District Headquarter of Haryana, about 75 kms from Delhi on Delhi-Hissar National Highway (NH-10). It is at a distance of about 240 kms from Chandigarh, the State Capital. It is well connected by rail and road. Rohtak is an educationally forward town where facilities of education in all fields are available.

### 1.3 Jurisdiction

The jurisdiction of the University extends to the districts of Rohtak, Jhajjar, Bhiwani, Mohindergarh, Mewat, Gurgaon, Palwal, Faridabad, Sonapat and Rewari and all Institutions/Colleges of General Education, Engineering, Technology, Computer Sciences located in these districts are affiliated to this University. Presently 447 Colleges/Institutes of various disciplines are affiliated with the University.

### 1.4 Campus

The University Campus is spread over a sprawling area of over 700 acres. The boundary of the campus extends from Rohtak-Delhi Road to Rohtak-Delhi railway line and from Pt. BD Sharma Health University to Western Yamuna Canal. The campus is well laid with state of art buildings and wide road network. It presents a spectacle of harmony in architecture and natural beauty. There are as many as 10 Teaching Blocks, 8 Hostels, a Central Library, Campus School, Health Centre, Faculty House, Sports Stadium, Community Centre, Swimming Pool, Printing Press, Canteens Shopping Complex, Multipurpose Gymnasium Hall and an Administrative Block. About 550 residential houses are available for faculty members and non-teaching staff. Construction of a magnificent Auditorium is going on which will be ready by the beginning of the session. A Branch of State Bank of India and another of Central Co-operative Bank is available on the Campus.

P.G. Regional Centre, Rewari at present is running four P.G. Programmes i.e. M.Sc. Math., M.Com., M.A. English and M.A. History in rented building of K.L.P. College, Rewari. Its new campus in 100 acres of land at Village Meerpur, which is at a distance of 12 K.M. from Rewari, is being developed.

### 1.5 Accreditation by National Assessment and Accreditation Council (NAAC)

The University Grants Commission has an autonomous National Assessment and Accreditation Council (NAAC), which has been assigned the task of accreditation and assessment of the Universities and Colleges. The Peer Team of the NAAC visited the University on February 18-20, 2003 for assessment and accreditation of the University. On the basis of the report submitted by the team, the National Assessment and Accreditation Council has granted the Maharshi Dayanand University B<sup>++</sup> Grade with institutional score of 80.25. The Peer Team was highly impressed by the infrastructural facilities available in the University. It has made remarkable comments about the teaching-learning and evaluation system of the University. It has observed that the University has developed potential for achieving excellence in teaching, research and extension. The University endeavors to harvest the available resources to achieve excellence for which there is great potential.

### 1.6 University Teaching Departments

There are 35 Teaching Departments in the University which provide postgraduate teaching and research. The M.B.A. course of the University ranks among top 50 and the M.C.A. course among top 20 in India.

The Departments of Sociology and Psychology are covered under Special Assistance Programme of the UGC. Similarly, the Department of Physics and the Department of Chemistry are covered under F.I.S.T. of the Department of Science & Technology of the Government of India for which financial assistance to the tune of Rs. 30 lacs for Department of Chemistry and Rs. 9 lacs for Department of Physics has been provided by the Govt. of India. The X Plan UGC's Visiting Expert Committee has made the following observations about the Departments :-

*“Performance of Bio-Science and Social Sciences is excellent. University has a well managed & utilized Central Library. The committee appreciated the initiatives proposed by the University namely Institute of Development Studies (IDS) and Centre of Indian System of Medicine. Some of the Departments have publications of National and International repute to their credit. Departments also organize seminars, symposia and conferences.”*

The Department of Pharmaceutical Sciences, a growing Department, has laudable achievements to its credit. All India Council of Technical Education has sanctioned a grant of Rs. 5.30 lakh to the Department for the establishment of Industry Institute Partnership Cell. The objective of the proposed cell is to encourage academic-industry interaction in various areas such as collaborative research, training of staff and students, campus interviews and guest lectures by experts of Pharmaceutical Industry to familiarize Pharmacy students with regard to Pharmaceutical technology advancements and future trends. Prof. A.K. Madan is the Chief Coordinator of Industry Institute Partnership Cell sanctioned by AICTE.

The University has started ‘Advanced Centre for Bio Technology’ from the session 2006-07 and introduced two new job oriented courses, M.Sc. (Medical Bio-Technology) and M.Sc. (Food Processing Technology), besides M.Sc. (Bio-Technology). The Dept. of Mathematics has started a new prestigious course of M.Sc. (Mathematics with Computer Science) from the session 2006-07.

The Department of Computer Science & Applications and Institute of Management Studies & Research have very magnificent computer labs having 125 computers in each lab with Internet facility. Computer papers have been introduced in all the courses with a view to make the students aware of computer application in their fields of education. Computer labs are also available in almost all the Departments of the University. Lab equipments of latest technology are available in the labs of all Departments for teaching and research. Besides teaching, the students and faculty members are also encouraged to undertake research.

## **1.7 Central Library**

The University Library is housed in a magnificent three storeyed building with 84000 sq. ft. area and a seating capacity of 1200 users. The Library building has been constructed on a most modern design which has 5 Reading cum stack halls, one periodical hall, two Seminar halls, one Video Library, Thesis and Rare Book Section, Reference Text Book Section, Computer Lab with 60 Computers and one SC/ST Computer Lab with 20 Lap Tops. The Institute of Management Studies and Research (IMSAR), University Institute of Engineering & Technology /MCA, Law Sociology, History and Mathematics have Departmental Libraries. The University is planning to strengthen Departmental Libraries. The Library has a collection of 301386 documents. The Library is subscribing to 540 Journals (Indian and Foreign) for its 8690 members. 4000 e-Journals are accessible through Info-system of UGC. The Library functions 360 days a year and working timings are from 9.00 a.m. to 8.00 p.m. of six days a week. On Sundays and holidays library functions from 9.00 a.m. to 5.00 p.m. The Rear hall of the Library is kept open round the clock for reading personal books for all 365 days of the year. The Library Budget is Rs. 90. lacs for books and Journals and Rs. 7 lacs for recurring and non- recurring grant. The UGC has provided Rs. 2.5 lacs for Bar-coding of the Library Books. The main server of Campus-wide Networking for Integrated Telephone and Internet System is located in the University Library. The University web-site is also maintained and updated by University Library. The University Library is also running BLISc & MLISc Courses (Distance Mode) through DDE.

### 1.8. Directorate of Distance Education

In addition to regular courses, the University is running distance education courses through the Directorate of Distance Education for the benefit of students, particularly girl students and those belonging to working class who are unable to enroll themselves in regular courses. Presently, the following courses are being run through distance education mode:

Sr. No.	Programme Offered	Duration	Nature of Programme
1.	B.A.	Three year course	U.G. Degree
2.	B.Com.	Three year course	U.G. Degree
3.	M.A. i) English ii) Hindi iii) Sanskrit iv) History v) Pol. Science vi) Economics vii) Public Administration viii) Geography	Two year course	P.G. Degree
4.	M.Sc. (Mathematics)	Two year course	P.G. Degree
5.	M.Com.	Two year course	P.G. Degree
6.	B.Ed. (N.C.T.E. recognized)	Two year course	U.G. Degree
7.	B.L.I.Sc.	One year course	U.G. Course
8.	Computer/IT Programmes i) B.C.A. ii) A.P.G.D.C.A. iii) M.Sc. (Computer Science) iv) M.C.A.	Three year course One year course Two year course Three year course	U.G. Degree P.G. Diploma P.G. Degree P.G. Degree
9.	M.B.A. & BBA	Two year course	P.G. Degree
10.	M.L.I. Sc.	One year course	P.G. Course
11.	P.G. Diploma in Application of Psychology	One year course	P.G. Diploma

### 1.9. Hostels

There are 8 Hostels (4 for Boys and 4 for Girls) which have a capacity to accommodate as many as 1200 residents. The hostels provide homely atmosphere to the residents. Each Girls' Hostel is looked after by a full time Lady Warden. Indoor games and recreational facilities are available in each hostel. STD and canteen facilities are available in each hostel. Mess in each hostel is run by the residents on cooperative basis and hygienic food at very reasonable charges is made available to the residents.

### 1.10. Institute of Development Studies

University is on the path to achieve academic excellence through adoption of advanced research and innovative teaching methodology. It has established the Institute of Development Studies which will further prove to be socially relevant and beneficial to the students in research oriented higher studies. The Institute has completed the job of preparation of State Development Report- Haryana assigned to it by the planning commission, Govt. of India.

### 1.11 Students' Activities and Sports

University Sports Department is on the path to achieve excellence in sports activities. Sports Department possesses excellent infrastructure facilities which include a modern indoor Gymnasium Hall for all indoor activities, an international standard size Swimming Pool, Squash Court, Athletic track and a sprawling sports complex which has all playfields for the university students. Every year sports department organizes about 60 inter-college tournaments for men and women players of the colleges affiliated to M.D. University,

Rohtak. Sports department organizes coaching camps and sends the teams for inter-university participation.

For the session 2008-09 the sports department organized all inter-college tournaments as per university calendar, arranged coaching camps and near about 600 players were sent to participate in the north-zone, north-east zone and All India Inter-University tournaments. The university secured the following positions in AIIU tournaments :-

1. Wrestling (Men) 1<sup>st</sup> position in AIIU Tournament
2. Wrestling (Women) -do-
3. Cross-Country (Men) -do-
4. Boxing (Men) -do-
5. Cross-Country (Women) 2<sup>nd</sup> position in AIIU Tournament
6. Judo (Men) -do-
7. Baseball (Men) -do-
8. Gymnastics (Men) 3<sup>rd</sup> position in AIIU Tournament
9. Kabaddi (Men) -do-
10. Handball (Men) 1<sup>st</sup> position in North-East zone tournament
11. Cricket (Women) 4<sup>th</sup> position in North- East zone tournament

In addition to this the university has produced many international players who have brought laurels to the University and also to the country.

#### **1.12 University Centre for Competitive Examinations**

The University Centre for Competitive Examination is located in the Indira Gandhi Vidya Bhavan, North Block on the First floor. The Centre has been providing guidance / coaching to the students since 1989, the year when the Centre was established. The Students competing for various examinations viz. Indian Civil Services (Preliminary), Haryana Civil Services (HCS), Bank Probationary Officer (PO) Inspectors of Income Tax and Central Excise, National Eligibility Test (NET), Combined Defence Services (CDS), National Defence Academy (NDA), CEET/ Engineering etc. are given intensive coaching for the said examinations from time to time. The Centre also organizes remedial coaching classes in English. For all kinds of coaching classes, a nominal token fee is charged from the students of General Category. However, the SC/ST candidates are not charged any fee for attending coaching classes. Students are registered for coaching classes for which they are required to fill up a registration form and the form is made available to the students in the office of UCCE a fortnight before the commencement of the respective course. The teachers from the different departments are on the panel to teach the competitive classes and the classes are conducted in the evening session.

The Centre has a rich reference Library which contains more than 5000 books, seven National Newspapers, Journals, Magazines and other useful study material pertaining to the competitive examinations for use by the students as well as the teachers in the Centre. Besides coaching, the Centre also organizes special lectures of experts on the subjects such as Budget, Current Affairs and on topical issues for the benefit of students of competitive examinations.

The University Grants Commission released grant for the XI Plan period to the University and out of which, the Vice-Chancellor, on the recommendations of the Committee, has been pleased to allocate Rs. 10.00 lacs to the Centre for the following schemes :

- i) Remedial Coaching for SC/ST and Minorities
- ii) Coaching of NET for SC/ST and Minorities
- iii) Coaching classes for entry in service for SC/ST & Minorities

It is proposed that University Centre for Competitive Examinations will pursue atleast two batches of the students who would be given training for the above three courses for the year 2009-2010 and also made a provision for extension lectures for different courses.

### **1.13 University Health Centre**

The University Health Centre offers preventive and medical treatment. One full time doctor is available alongwith para medical staff. The Health Centre caters to all the health care needs of entire student community i.e. all the students of M.D. University Teaching Departments & University Campus School . It also provides consultation services to the Teaching and Non-Teaching staff of the University.

### **1.14 National Service Scheme**

To provide an opportunity to the students to understand and appreciate the conditions and problems of the community and to inculcate among them a sense of social consciousness and dignity of labour and bring them closer to the community, the National Service Scheme has been introduced in the Teaching Departments as well as in all the affiliated/maintained Colleges of the University. Students enrolled under the scheme have to render 120 hours of Community Service under normal activities or 150 hours under NPFL and to participate in a 7 day NSS Special Camp in a year. Students are also given opportunities to participate in Youth Leadership Training Camps, Adventure Tours, National Integration Camps etc. NSS volunteers doing exceptionally good work are awarded University Merit Certificates. Dedicated NSS volunteers are also awarded Merit Certificates, Commendation Certificates at the University level and Freeships, Prizes and College Colours at College level. The University awards prizes to the best volunteers at NSS Unit level, Distt. level and University level. NSS merit Certificates are awarded to those NSS volunteers who complete two NSS special camps in two sessions.

### **1.15 SC/ST Cell**

The University has set up a special SC/ST Cell for the upliftment of SC/ST and other reserved category candidates. The Cell is making earnest efforts for effective implementation of the policies and programmes relating to appointments, promotions, admissions etc. of SC/ST candidates. All the policies and programmes of the UGC/Govt. of India/State Govt. received from time to time are implemented in letter and spirit and are given wide publicity.

### **1.16 Foreign Students' Cell**

The University has established a full-fledged Foreign Students' Centre which is headed by a Senior Faculty Member to provide service to international students through single window system. There is a provision to create 15% additional supernumerary seats for foreign candidates in each University Teaching Department with the consent of the Head of the Department. For details, a separate prospectus/ Handbook of Information can be obtained from the office of Foreign Students' Centre.

### **1.17 University Employment & Guidance Bureau**

A University Employment Information & Guidance Bureau is also functioning in the University to help students in their educational and vocational planning and offers them employment and training information/ advice. It also provides news on employment trends, development projects, recruitment methods, occupational reviews, scholarships and fellowships in India and abroad, assistance in securing part time/ full-time employment/self employment and seeking admissions in various institutions and Universities. The Bureau also conducts surveys and arranges coaching classes for various competitive examinations.

### **1.18 Computer Centre**

The University has a well maintained Computer Centre with the financial assistance of UGC for use by teachers and students of various University Teaching Departments and the University Offices.

### **1.19 Guidance and Counselling Cell-A Centre for Positive Health**

University has established a 'Guidance and Counselling Cell-A Centre for Positive Health' in the Department of Psychology for the University students with the objective to provide Health Care and Promotional Services. The Cell also provides Educational and Vocational guidance. In addition, to cater to the psychological needs of the students, the centre provides personal and career counselling to them. Boosting harmonious relationship and developing effective communication skills are the primary objectives of the cell.

## 1.20 Scholarships

The following Scholarships, Stipends, Prizes etc. are available in the University Teaching Departments and Post Graduate Regional Centre, Rewari :-

### A. Scholarships

1. University Special Scholarship
2. University Merit Scholarship
3. Scholarship for P.G. Diploma in Translation.
4. National Loan Scholarship of the Govt. of India.
5. National Merit Scholarship.
6. University Research Scholarship.
7. State Govt. Merit Scholarship/Haryana State Silver Jubilee Scholarship.
8. Scheduled Caste Scholarships.
9. Lion Joseph Mc Loughlin Scholarship.
10. Pehlwan Hamarayan Phogat Memorial Scholarship.
11. Dr. Silak Ram Phogat Memorial Scholarship.
12. Sh. Bimal Prashad Jain Memorial Scholarship.
13. Usha Rani Sharma Memorial Scholarship.
14. Smt. Ram Kaur & Lt. Col. Bije Singh Scholarship.
15. Chander Kanta Katyal Memorial Scholarship.
16. 46th All India Commerce Conference Commemorative Scholarship.
17. Late Smt. Man Bhari Devi Scholarship.
18. Dr. P.P. Singh Memorial Scholarship.
19. Sh. Mukesh Gupta Educational Scholarship.
20. Ch. Badlu Ram Scholarship.
21. Ch. Chhotu Ram Cash Grant.
22. Sh. Dharmpal Ghangas Memorial Scholarship.
23. Kalpana Chawla Memorial Scholarship.
24. L.P.S. Scholarship & L.P.S. Bossard Scholarship.
25. Sh. Ranbir Singh Memorial Scholarship.
26. Sh. K.C. Shastri M. Charitable Trust Scholarship.
27. Dr. Rajesh Malhotra Memorial Scholarship and Medals.

### B. Stipends

1. Stipends for the students of SC/BC categories.
2. Stipends Awarded by the District Soldiers, Sailors and Airmen's Boards.
3. Post Graduate Stipends.
4. General Stipends.

### C. Prizes

Acharya Ram Dev Prize is awarded annually to the student standing first in M.A. (History) examination of this University.

### D. Students' Aid Fund

Financial assistance to the poor and deserving students is given out of the Students' Aid Fund in the form of lump-sum grants.

## **1.21 Department of Students' Welfare**

The University has an efficient department designed for the welfare of the students of University located in the old Transport Office. The department organizes various activities in every stream of Art, Culture and Adventure and the Calendar of Activities of the department during a session is the largest one amongst Indian Universities. Well designed and modular furnished Common Rooms for boys and girls separately are being prepared with the facilities of newspapers, magazines, indoor games and a pantry. The department shares the expenditure of educational tours organized by various departments. Bus and railway pass facilities are being provided to the bonafide students of UTD.

A large number of camps and adventure courses like Trekking, Youth Leadership Training Camps, Rock Climbing, Snow Skiing, Value based Spiritual Course, Personality Development Camps etc. are organized for the bonafide students of University.

Six Zonal Youth Festivals and one Inter-Zonal Youth Festival consisting of 40 events of Music, Dance, Theatre, Literary, Fine Arts and Sanskrit are organized during a session.

Besides organizing various kinds of youth festivals, Camps and Courses, DSW office also provides financial assistance to the needy and deserving students out of Students' Aid Fund, Dr. Radha Krishna Fund and Cultural Fund etc.

Two effective NSS Units for girls and boys separately function at the University campus which organize various social service programmes during the year.

For the development of sports activities on the campus, there is a Unit of Sports which organises various sports contests during the year under the supervision of Campus Sports Committee.

The Department also sponsors teams and individuals for participation in the various contests and events organized by other Universities in India.

# INSTITUTE OF HOTEL AND TOURISM MANAGEMENT

Initially, Master of Hotel Management and Master of Tourism Management were started in the Institute of Management Studies and Research (IMSAR). Later on it was realised that there was an urgent need to establish a separate full-fledged institute to run these courses more effectively and thus came into existence Institute of Hotel and Tourism Management (IHTM) w.e.f. Feb. 20, 2007. In addition to these two programmes the Institute started three year Bachelor Degree Programme in Hospitality Management i.e. BBA (Hospitality Mgt.) w.e.f. Academic Session 2008-09. Further, due to increasing demand in the Hospitality Sector, the University has decided to introduced Three year Bachelor Degree Programme in Tourism Management (BTM) and Four short duration (One Year) Diploma courses in the area of Front Office Management, Housekeeping Management, Food and Beverage Production Management and Food and Beverage Services Management w.e.f. academic session 2009-10. During last three academic sessions our participants have got practical exposure in a number of Hotels and Tour & Travel Organizations of international repute and most of the students have been finally placed in these organizations. From the very beginning, the focus of the institute has been on involving experts from the industry and consequently the senior executives have been associated with various statutory bodies to design course curriculum and the delivery mechanism as per the requirements of the corporate sector. The institute is also in the process of having permanent tie-up with some of the reputed organizations so that the participants and the faculty may have regular interaction with them to acquire knowledge of the latest developments taking place in the industry and also to equip the students according to the latest market trends.

IHTM is housed in a spacious, beautiful and most modern building with well equipped Laboratories like Front Office, House Keeping, Food and Beverage Production, Food and Beverage Services and Computer Lab. Apart this, the Institute is also having Air-conditioned Conference Hall, Board Meeting Room and other facilities such as Xerox, fax, internet and e-mail, interactive conference sound system and LCD Projectors. The Institute Maintains rich Library with a wide range of Hotel and Tourism books. The library is being strengthened both in terms of number of books and journals for ensuing academic session. The library subscribes to number of national dailies, leading business magazines and national and International Hospitality and Tourism Journals.

## **The Pedagogy**

The Institute has devised a unique pedagogical system which focuses on interactive learning. Besides classroom lectures, the pedagogy includes case discussions, role plays, experiential learning, personality development workshops, computer-aided programmed learning.

The aim of the pedagogical design is to inculcate various types of skills including conceptual and design skills, decision making skills, human relation skills and communication skills among the students. The ultimate aim is to mould their attitude and to orient them according to corporate requirements.

## **Institute-Industry Liaison and Interaction**

Inviting experts from industry, holding seminars, workshops and sending students to industry for practical training are some of the activities conducted by the Institute to foster liaison and interaction with industry. Experts are invited on a regular basis to share their experiences in order to help students to shape their career.

## **Training the Placement**

Training and Placement Cell works in close association with Alumni Association and industry to conduct interviews, GDs and tests for selection of students by companies. Students' placement is the top priority of the Institute and it further plans to strengthen this function by forging close relations with the industry and developing a symbiotic relation with it.

A large number of reputed corporate organizations provide training and placement to the students of IHTM. Some of such organizations are :

<b>Le Meridian, Jaipur</b>	<b>Samrat Hotel, New Delhi</b>
<b>Holiday Inn, Agra</b>	<b>Centuer Hotel, New Delhi</b>
<b>Best Western Park Plaza, Gurgaon</b>	<b>Hotel Jan Path, New Delhi</b>
<b>Le Meridian, New Delhi</b>	<b>Corbett Hideaway, Nainital</b>
<b>Hotel Piccadially, Chandigarh</b>	<b>Hotel Taj Palace, New Delhi</b>
<b>Shilon Resorts, Shimla</b>	<b>ITC Fortune, Gurgaon</b>
<b>Taj Ambassador, New Delhi</b>	<b>Rajputana Palace, Jaipur</b>
<b>Piccadilly Resort, Manali</b>	<b>ITC Maurya Shereton, New Delhi</b>
<b>Hotel Ashoka, New Delhi</b>	<b>Hotel Palms Jaipur</b>
<b>Hotel Claridges, New Delhi</b>	<b>Hotel Radisson, New Delhi</b>
<b>Chokhi-Dhani Resort, Jaipur</b>	<b>Holiday Inn, Manali</b>
<b>Hotel Park Plaza Gurgoan</b>	<b>Hotel Gold Palace, Jaipur</b>
<b>The Grand, New Delhi</b>	<b>Hotel Bristol, Gurgaon</b>
<b>The Connaught, New Delhi</b>	<b>Hotel Rajhans, Faridabad</b>
<b>Jukaso IT Suites, Gurgaon</b>	<b>Inter Continental, The Grand New Delhi</b>
<b>Park Royal Intercontinental New Delhi</b>	<b>Royal Castle Grand, New Delhi</b>
<b>Mansingh Tower, Jaipur</b>	<b>Jaypee Palace, Agra</b>
<b>Park Plaza, Ludhiana</b>	<b>Lilly Resort, Jalandhar</b>
<b>Hotel Mount View, Chandigarh</b>	<b>Hotel Sunvillage, Goa</b>
<b>Hotel Siddartha, New Delhi</b>	<b>S.O.T.C. New Delhi</b>
<b>ACE</b>	<b>SINCLAIRS New Delhi</b>
<b>Capper Travels</b>	<b>Swagat Tours New Delhi</b>
<b>Incentive India</b>	<b>Yatra Com. Gurgaon</b>
<b>Eco Adventure New Delhi</b>	<b>Travel Planners India Pvt. Ltd.</b>
<b>Tour Lovers Tourism CE Pvt. Ltd.</b>	<b>Amadens India Pvt. Ltd.</b>
<b>HI Tours, New Delhi</b>	<b>Gallileo India Pvt. Ltd.</b>
<b>Travel Chacha Com.</b>	<b>Abacns India Ltd.</b>
<b>Travel Masti Com.</b>	<b>Jetlite</b>
<b>Paramount</b>	<b>Indigo</b>
<b>Ghai Tours &amp; Travels</b>	<b>American Express, New Delhi</b>
<b>SITA World Travel, New Delhi</b>	<b>Thoms Cook(I) Ltd., New Delhi</b>
<b>Cox &amp; Kings, New Delhi</b>	<b>Make My Trip, New Delhi</b>
<b>Balmer Lawrie &amp; Co. Ltd., New Delhi</b>	<b>Stic Travels, New Delhi</b>
<b>Travel Corporation of India, New Delhi</b>	<b>Yeti Travels, Kathmandu, Nepal</b>
<b>Etho-Metho Tours, New Delhi</b>	<b>Holiday Makers, New Delhi</b>
<b>Creative Travel Pvt. Ltd., New Delhi</b>	<b>Jet Airways, New Delhi</b>
<b>Journey Tour &amp; Travels, New Delhi</b>	

**STUDENTS' SERVICES AND ACTIVITIES**

The students of the Institute have access to all centralized facilities such as auditorium, swimming pool, open-air theatre, conference halls, a modern health centre and central library of the University.

**CO-CURRICULAR ACTIVITIES**

The students of IHTM are engaged in multifarious activities with specific objectives of developing personality, improving communication skills, enhancing stage confidence and inculcating interpersonal skills, which are the essential attributes of effective managers. The students are encouraged to plan and organize the activities themselves under the competent faculty supervision and guidance. In addition, the students are engaged and motivated to participate in the management events organized by other reputed institutes.

**INDUCTIONS PROGRAMME**

To smoothen the entry of fresh students in the world of management, IHTM organizes 'Induction Programme' in the beginning of every new academic session. Several industry managers, HRD counselors and reputed management experts provide counseling, offer advice, share experiences and interact with the new entrants of the Institute.

**INDUSTRY VISIT**

To impart practical exposure of the business world, the students are provided with opportunities to visit different industrial establishments to get first hand information of corporate life and understand their complexities and chance to interact with practicing executives in every semester.

**FACULTY OF INSTITUTE OF HOTEL AND TOURISM MANAGEMENT**

<b>Name</b>	<b>Qualification</b>
Prof. Daleep Singh (Director)	M.Com. Ph.D.
Sh. Ashish Dahiya (Reader)	MTM, M.Sc.(HM) Gold Madelist, P.G. DTM
Mr. Sanjeev Kumar (Lecturer)	MHM
Mr. Goldi Puri (Lecturer)	M.B.A., P.G.D.C.A.
Mr. Manoj Kumar (Lecturer)	MHM, M.A. (Eng), PGDJMC
Dr. Ranbir Singh (Lecturer)	MTM, Ph.D.
Dr. Amit Kumar Singh (Lecturer)	MTA, Ph.D.
Mr. Sandeep Malik (Lecturer)	DHM, MHM
Ms. Gunjan Malik (Lecturer)	MBA
Mr. Abhinav Sharma (Lecturer)	MBA, MPA (Australia)
Ms. Jyoti (Lecturer)	MHM
Ms. Shilpi (Lecturer)	MTM
Sh. Anoop Kumar Huria (Lecturer)	MTM
Sh. Sumegh (Lecturer)	MHM

## **ELIGIBILITY CONDITIONS**

**(i) Master of Hotel Management and Master of Tourism Management**

A Bachelor or Post-Graduate Degree in any discipline with not less than 50% marks in the aggregate (minimum pass marks in case of SC/ST candidates) of this university or an examination recognized as equivalent thereto by this University.

**(ii) Bachelor of Business Administration (Hospitality Management), Bachelor of Tourism Management and One Year Diploma Courses**

Senior Secondary Examination i.e. 10+2 with at least 50% marks (Pass marks in case of SC/ST candidates) in aggregate from a recognized Board of School Education or an equivalent examination.

**Note :-**

- i) Eligibility shall be judged at the time of Counseling.
- ii) Mere possession of the prescribed academic qualifications does not ensure admission to the courses. Candidates would also be required to fulfill other conditions as spelt out in the Hand Book of Information.
- iii) Candidates, who have appeared or are appearing in the qualifying examination this year and are expected to pass the same, can also apply for admission. But they would be considered for admission if they are found eligible at the time of Counseling.
- iv) The list of fake universities/boards has been given in Appendix 'A'. The candidate passing from these fake universities/boards are not eligible to seek admission in this university.

## DISTRIBUTION OF SEATS

Distribution of seats for the various programmes is as under :-

Programme	AI	HOG	SC	BCA	BCB	PH/ESM/FF	Total
Master of Hotel Management	09	26	10	08	06	01	60
Master of Tourism Management	09	26	10	08	06	01	60
BBA (Hospitality Management)	09	26	10	08	06	01	60
Bachelor of Tourism Management	09	26	10	08	06	01	60
Diploma in Food and Beverage Production Management	09	26	10	08	06	01	60
Diploma in Food and Beverage Services Management	09	26	10	08	06	01	60
Diploma in House-keeping Operations Management	09	26	10	08	06	01	60
Diploma in Front Office Operations Management	09	26	10	08	06	01	60

**AI : All India, HOG; Haryana Open General, SC: Scheduled Caste, BC (A): Backward Classes (A), BC (B) : Backward Classes (B), PH/ESM/FF : Physically handicapped/Ex-Servicemen/Freedom-fighter.**

**Note :-**

1. The candidate are required to enclose the character certificate in original and attested copies of certificate(s) of reserved category as given in Annexures.
2. The list of scheduled castes has been given in appendix 'C' and backward classes (Block-and Block-B) in Appendix 'D'.
1. **All India Category Seats (AIC)**  
15% of the sanctioned intake constitutes All India Category Seats. Candidates, who are Haryana Residents, are also eligible for admission under the Category.
2. **State Quota Seats (SQ)**
  - a) 85% of the sanctioned intake constitutes State Quota.
  - b) 50% of State quota seats are reserved for various reserved categories as per instructions of Haryana Government, Please see Appendix 'B'.
  - c) Only those candidates who are Haryana Residents as per the instructions of Chief Secretary, are entitled to get admission against State Quota seats. Please see Appendix 'E' for the instructions relating to the meaning of Haryana Resident.

## FEE STRUCTURE

<b>PROGRAMME</b>	<b>FEE PER ANNUM</b>
<b>Master of Hotel Management</b>	<b>Rs. 30,000</b> <b>(Rs. 24000/-Tuition fee+Rs. 6000/-</b> <b>Development fee)+University</b> <b>Charges</b>
<b>Master of Tourism Management</b>	<b>Rs. 30,000</b> <b>(Rs. 24000/-Tuition fee+Rs. 6000/-</b> <b>Development fee)+University</b> <b>Charges</b>
<b>BBA (Hospitality Management)</b>	<b>Rs. 25,000</b> <b>(Rs. 20000/-Tuition fee+Rs. 5000/-</b> <b>Development fee)+University</b> <b>Charges</b>
<b>Bachelor of Tourism Management</b>	<b>Rs. 25,000</b> <b>(Rs. 20000/-Tuition fee+Rs. 5000/-</b> <b>Development fee)+University</b> <b>Charges</b>
<b>Diploma in Food and Beverage Production Management</b>	<b>Rs. 20,000</b> <b>(Rs. 16000/-Tuition fee+Rs. 4000/-</b> <b>Development fee)+University</b> <b>Charges</b>
<b>Diploma in Food and Beverage Services Management</b>	<b>Rs.20,000</b> <b>(Rs. 16000/-Tuition fee+Rs. 4000/-</b> <b>Development fee)+University</b> <b>Charges</b>
<b>Diploma in House-Keeping Operations Management</b>	<b>Rs. 20,000</b> <b>(Rs. 16000/-Tuition fee+Rs. 4000/-</b> <b>Development fee)+University</b> <b>Charges</b>
<b>Diploma in Front Office Operations Management</b>	<b>Rs. 20,000</b> <b>(Rs. 16000/-Tuition fee+Rs.4000/-</b> <b>Development fee)+University</b> <b>Charges</b>

## **ADMISSION CRITERIA AND PROCEDURE**

**Admission to the eight programmes offered by IHTM will be made on the basis of merit determined on the basis of marks secured by a candidate in the qualifying examination i.e. 10+2 for BBA Hospitality Mgt., BTM and Diploma courses and Graduation/Post Graduation in case of MHM & MTM, group discussion and interview. The weightage assigned to three components of merit shall be 70%, 20% and 10%, respectively. For candidates holding post-graduate qualifications, the marks of graduation/post-graduation, whichever is higher, would be considered.**

1. Counseling for admission to these courses will be held at the Institute of Hotel and Tourism Management, Maharshi Dayanand University, Rohtak on the dates mentioned on page no. 3, under 'Important Dates'.
2. Classes would commence on 01.08.2009. The candidates admitted during the first round of counseling are required to deposit the fee on the same day with the University cashier, failing which his/her admission shall stand cancelled.
3. The vacant seats shall be filled up in the second round of counseling, which shall be held at 9.00 a.m. on the dates mentioned in "Important Dates" on page no. 3 at the Institute of Hotel and Tourism Management, Maharshi Dayanand University, Rohtak. Those candidates, who are not able to get admission during the first round of counseling, are also eligible to get admission on the basis of criteria given in Chapter-4. The Institute of Hotel and Tourism Management, Maharshi Dayanand University, Rohtak shall display the number of vacant seats on 27.07.2009 on its Notice Board.
4. The candidates who are admitted during the second round of counseling are required to deposit their fee on the counseling dates itself by 4.00 p.m. failing which their admission shall be cancelled. The seats falling vacant would be filled up by the University in accordance with the guidelines to be issued by the authorities concerned. However, vacant position shall be notified on 31.07.2009 by the Institute of Hotel and Tourism Management, MDU, Rohtak.
5. Last date of admission is 31.08.2009.
6. Candidates are required to present themselves in the Counseling Hall strictly according to the counseling schedule. They will be called for counseling one by one on the basis of rank obtained as per criteria fixed.
7. Any candidate, who fails to turn up for Counseling at his/her turn, he/she will be considered for the remaining seats at the time he/she reports for counseling.
8. The candidates will have to present all the original certificates/documents/testimonials as mentioned in Appendix 'F' to the Admission Committee for verification. They are also required to bring three sets of attested copies of all such certificates/documents/testimonials. The Admission Committee will check the eligibility of the candidate. In case, the candidate is found ineligible, his/her candidature will be cancelled.

9. The Admission Committee will issue an admission slip to the selected candidate. Thereafter, the candidate will be required to deposit his/her fee ON THE SPOT with the University Cashier. In case he/she fails to deposit the required amount of fee, then he/she will forfeit the claim to the seat.
10. After every round of counseling, the Institute of Hotel and Tourism Management, M.D. University shall display on its notice board, category-wise lists of candidates admitted.
11. After the completion of all formalities, including verification of certificates/documents/ testimonials for admission, the original certificates/documents/ testimonials will be returned to the candidates. However, the attested copies (three sets of each certificates/documents/testimonials) will be retained.
12. The decision of the Admission Committee in all matters relating to the admissions shall be final.

## GENERAL INSTRUCTIONS

1. In case any candidate is found to have supplied false information, certificate, documents etc. or is found to have withheld or concealed some information in his/her Application Form, he/she shall be liable to be debarred from admission to the course.
2. If a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false later on, his/her admission, will be cancelled and all fees and other dues paid by him/her shall be forfeited. The University/Institute may also take further action, as deemed fit, against the candidate and his/her guardian.
3. All disputes relating to admission and allotment of seats shall fall within the jurisdiction of ROHTAK only.
4. Nothing contained in this Handbook of Information should be construed to convey sanction or cited as an authority for which University regulations alone are applicable.
5. All the rules and regulations for submission of migration certificate by the candidates who have passed the lower examinations from other Universities/Boards will be applicable as per the University Rules.
6. Always quote your Receipt No. for reference while making correspondence regarding admission to these courses.
7. If the University Authorities are not satisfied with the character, past behaviour and antecedents of a candidate, they may refuse to admit him/her in the University/Institute. In order to ensure academic standards, discipline and peaceful atmosphere in the University/Institute, the Vice-Chancellor may cancel the admission of any student for a specified period.

8. **Prohibition of Ragging**

**The instruction for curbing ragging as conveyed by the UGC vide letter No. FA-I/ 97 (CPP-II) dated 7th July, 2001 in view of the judgement of Supreme Court in Civil Writ Petition No. 656 of 1998 ‘ Vishwa Jagriti Mission V/s Centre Govt.’ given below shall be adhered to strictly :-**

Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately, which punishment may include expulsion from the Institute, suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take the shape of (i) withholding scholarships or other benefits (ii) debarring from representation in events (iii) withholding results (iv) suspension or expulsion from hostel or mess, and the like.(v) lodging of FIR to local police. If the individuals committing or abetting ragging are not/ cannot be identified, collective punishment can be awarded to act as a deterrent.

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or indiscipline activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in freshers or junior students or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of a fresher or a junior student.

Hon’ble Supreme Court of India in SLP(C) No. 24295/2004 in the matter of University of Kerala V/S Council of Principals, Colleges of Kerala and others has ordered that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the Institution.

## HOW TO APPLY

1. Before filling the application form, the candidates should read the Handbook thoroughly.
2. Application Form downloaded from website should be accompanied with a Bank Draft of Rs. 500/- (Rs. 125/- for SC/BC candidates of Haryana only) drawn in favour of the Finance Officer, MAHARSHI DAYANAND UNIVERSITY, ROHTAK and payable at ROHTAK.
3. Only Photostat copies of certificates/ documents/testimonials should be attached with the Application Form. All the necessary certificates/documents/ testimonials, in original and a set of three attested Photostat copies of all such certificates/documents. testimonials, will be required at the time of Counseling.
4. All the particulars in the Application Form must be written carefully legibly by the candidate in his/her own handwriting in English. Incomplete applications will not be considered.
5. All the entries in the Application Form should be filled. No entry should be left unfilled.
6. Please note and ensure that the application consists of two Application Forms and two Admit Cards, Address slips, Acknowledgement Card and two Envelops.
7. Affix the duly attested recent passport size photographs on the Application Forms at the allotted places for them.
8. Two self addressed and duly stamped Envelops should be enclosed with the Application Form.
9. Self addressed and duly stamped Acknowledgment Card should be enclosed with the Application Form.
10. Duly filled Address Slips must be enclosed with the Application Form.
11. The Application Form duly complete in all respects in candidate's own handwriting should reach the Director, Institute of Hotel and Tourism Management, MAHARSHI DAYANAND UNIVERSITY, ROHTAK-124001 on or before 10.07.2009 (up to 5.00 PM).
12. Application Forms could be delivered personally or sent by registered post. Application Forms received after the closing date and time will not be entertained and is liable to be rejected summarily. THE MAHARSHI DAYANAND UNIVERSITY shall not be responsible for postal or any other delay as well as loss of application form(s) or document(s) in transit.
13. If the last date for receipt of applications falls on a holiday or that day is declared holiday by the University, the next working day will be considered as the last date for the purpose. However, the timings will remain unchanged.
14. The candidates must ensure that they should obtain the certificates for claimed reserved categories from the appropriate competent authority approved and notified by Govt. of Haryana.

# MASTER OF HOTEL MANAGEMENT (MHM)

The course will be divided into 4 Semesters

## First Semester

Paper Code	Name of the Paper
MHM 101	Principles of Management
MHM 102	Fundamentals of Hospitality Business
MHM 103	Food & Beverage Service-I
MHM 104	Accommodation operations
MHM 105	Front Office operations
MHM 106	Financial & Hotel Accounting
MHM 107	Computer & Information System Mgt.
MHM 108	Communication skills in English

## Second Semester

Paper Code	Name of the Paper
MHM 201	Tourism Business & Hotel Industry
MHM 202	Human Resource Mgt. & Entrepreneurship
MHM 203	Food & Beverage Production
MHM 204	Front Office & Hospitality Law
MHM 205	Food & Beverage Mgt.
MHM 206	Business Policy & Strategic Mgt.
MHM 207	Hotel Safety, Security & Engineering
MHM 208	Business Communications

## Third Semester

Paper Code	Name of the Paper
MHM 301	Research Methodology
MHM 302	Hotel Marketing
MHM 303	Business Statistics & Managerial Economics
MHM 304	Accommodation Operations-II
MHM 305	Food & Beverage Service-II
MHM 306	Public Relation & Customer Relationship Mgt.
MHM 307	Hygiene, Sanitation & Security Management
MHM 308	French Language
MHM 309	Environment Management

## Fourth Semester

Paper Code	Name of the Paper
MHM 401	22 Weeks Industrial Training in front Office, House Keeping, Food & Beverage, Marketing & Sales & HR Departments.
MHM 401A	Project Report
	Viva-voce on the basis of project report (401)

# MASTER OF TOURISM MANAGEMENT

The course will be divided into 4 Semesters

## First Semester

Paper Code	Name of the Paper
MTM 101	Tourism Business
MTM 102	Principles and Practices of Management in Tourism
MTM 103	Economics of Tourism
MTM 104	Human Resource Management
MTM 105	Tourism Resources
MTM 106	Travel Agency & Tour operations
MTM 107	Research Methodology
MTM 108	Foreign Language
MTM 109	Tour Report

## Field Trip

## Second Semester

Paper Code	Name of the Paper
MTM 201	Tourism Marketing
MTM 202	International Tourism Studies
MTM 203	Accounting for Tourism Managers
MTM 204	Transport Management
MTM 205	Communication Skills
MTM 206	Tourism Behavior
MTM 207	Tourism Ethics & Law
MTM 208	Tour package Management
MTM 209	Foreign Language-II

## Third Semester

Paper Code	Name of the Paper
MTM 301	Airlines Ticketing
MTM 302	Entrepreneurship and Small Business Management in Tourism
MTM 303	Event Management and MICE
MTM 304	Cargo Management
MTM 305	Information Management and Information System
MTM 306	Environment Management in Tourism
MTM 307	Marketing Research and Sales Function
MTM 308	Foreign Language-III
MTM 309	Hospitality Management

## Fourth Semester

### 22 Weeks Industrial Training

Paper Code	Name of the Paper
MTM 401	Project Report
MTM 402	Training Report

## **BBA (HOSPITALITY MANAGEMENT)**

The course will be divided into 6 Semesters

### **First Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
BBA 101	Fundamentals of Management
BBA 102	Hospitality Accounting
BBA 103	Basic Computing Skills
BBA 104	Fundamentals of Hospitality Management
BBA 105	Basics of Front Office Operations
BBA 106	Basics of Housekeeping Operations
BBA 106A	Practical Based on 106
BBA 107	IN-HOUSE TRAINING : Personality Development and Communication Skills: Two Months
BBA 107A	Practical Based on 107

### **Second Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
BBA 201	Hospitality Marketing
BBA 202	Business Communication
BBA 203	Human Resource Management
BBA 204	Basics of Food Production
BBA 204A	Practical Based on 204
BBA 205	Basics of F&B Services
BBA 206	Housekeeping Management
BBA 206A	Practical Based on 206
BBA 207	Introduction to Tourism Industry

### **Third Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
BBA 301	Financial Management
BBA302	Food Production Techniques
BBA 302A	Practical based on 302
BBA 303	F&B Service (Restaurant and Bar Operations)
BBA 303A	Practical based on 303
BBA 304	Front Office Management
BBA 304A	Practical based on 304
BBA 305	F&B Services (Banqueting Management)
BBA 305A	Practical based on 305
BBA 306	Hotel French
BBA 306A	Viva based on 306

### **Fourth Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
BBA 401	22 Weeks Industrial Training in Food & Beverage Service, F&B Production, Housekeeping, Front Office, H.R. Sales & Marketing
BBA 401A	Training Report Viva Based on the Basis of Training Report (401)

**Fifth Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
BBA 501	Legal Frame work for Hospitality Industry
BBA 502	Project and Facility Planning
BBA 503	Food Production Management and Control
BBA 503A	Practical based on 503
BBA 504	Information Technology in Hospitality Industry
BBA 505	Service Marketing
BBA 506	Organization Behavior
BBA 507	Room Division Management

**Sixth Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
BBA 601	Event Management
BBA 602	Specialized Catering Operations
BBA 602A	Practical based on 602
BBA 603	Industrial Training in area of specialization
BBA 603A	Project report based on specialization area of 603
	Viva-voce on the basis of Project Report 604

# BACHELOR OF TOURISM MANAGEMENT (BTM)

The course will be divided into 6 Semesters

## First Semester

Paper Code	Name of the Paper
BTM 101	English (Paper-I)
BTM 102	Fundamental of Tourism Business
BTM 103	Tourism Products
BTM 104	Principles of Management
BTM 105	Geography of Tourism
BTM 106	International Tourism

## Second Semester

Paper Code	Name of the Paper
BTM 201	English (Paper-II)
BTM 202	Tourism Marketing
BTM 203	Tourism Economics
BTM 204	Indian Culture and Society
BTM 205	Impacts of Tourism
BTM 206	Computer I

## Third Semester

Paper Code	Name of the Paper
BTM 301	Emerging Trends
BTM302	Tourism Environment and Ecology
BTM 303	Tourism Management Information System
BTM 304	Accounting and Financial Analysis in Tourism
BTM 305	Hotel and Resort Management
BTM 306	Tour Guiding and Escorting Skills

## Fourth Semester

Paper Code	Name of the Paper
BTM 401	Travel Agency and Tour Operation Business
BTM 402	Communication Skills and Personality Development
BTM 403	Foreign Language I
BTM 404	Field Trip Report
BTM 405	Airfare and Ticketing
BTM 406	Tour Package Management

## Fifth Semester

Paper Code	Name of the Paper
BTM 501	Sales and Product Management in Tourism
BTM 502	Quantitative Techniques in Tourism
BTM 503	Human Resource Management
BTM504	Foreign Language II
BTM 505	Consumer Behaviour
BTM 506	Summer Training Report and Viva -voce

## Sixth Semester

Paper Code	Name of the Paper
BTM 601	Tourism Planning and Development
BTM 602	Tourism Transport Operation
BTM 603	Hotel and Tourism Law
BTM 604	Computer Application II
BTM 605	Foreign Language III
BTM 606	Indian Art

**ONE YEAR DIPLOMA IN**  
**FRONT OFFICE OPERATIONS MANAGEMENT**

**The course will be divided into 2 Semesters**

**First Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
DFO 101	Introduction to Hospitality Industry
DFO 102	Front Office Operations I
DFO 103	Business Etiquettes
DFO 104	Hotel Management
DFO 105	Computer Applications in Front Office

**Second Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
DFO 201	Hotel Marketing
DFO 202	Front Office Operations II
DFO 203	Front Office Accounting
DFO 204	Hotel French
DFO 205	Training Report

**3 months On-Job Training**

**ONE YEAR DIPLOMA IN**  
**HOUSEKEEPING OPERATIONS MANAGEMENT**

**The course will be divided into 2 Semesters**

**First Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
DHO 101	Introduction to Hospitality Industry
DHO 102	Housekeeping Operations I
DHO 103	Business Etiquettes
DHO 104	Hotel Management
DHO 105	Hotel Interior

**Second Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
DHO 201	Safety & Security in Housekeeping
DHO 202	Housekeeping Operations II
DHO 203	Laundry Operations
DHO 204	Cleaning Operations
DHO 205	Training Report

**3 months On-Job Training**

**ONE YEAR DIPLOMA IN**  
**FOOD BEVERAGE PRODUCTION MANAGEMENT**

**The course will be divided into 2 Semesters**

**First Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
DFP 101	Introduction to Hospitality Industry
DFP 102	F&B Production-I
DFP 103	F&B Production-II
DFP 104	Hotel Management
DFP 105	Hygiene, Safety & Sanitation

**Second Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
DFP 201	Basics of Larder
DFP 202	F&B Operations III
DFP 203	Hotel French
DFP 204	Fundamentals of Bakery
DFP 205	Training Report

**3 months On-Job Training**

**ONE YEAR DIPLOMA IN**  
**FOOD BEVERAGE SERVICES MANAGEMENT**

**The course will be divided into 2 Semesters**

**First Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
DFB 101	Introduction to Hospitality Industry
DFB 102	F&B Production-I
DFB 103	Business Etiquettes
DFB 104	Hotel Management
DFB 105	Hotel French

**Second Semester**

<b>Paper Code</b>	<b>Name of the Paper</b>
DFB 201	Service Marketing
DFB 202	F&B Services II
DFB 203	Menu Planning
DFB 204	Hotel Bar & Beverage Operations
DFB 205	Training Report

**3 months On-Job Training**

**LIST OF SELF STYLED INSTITUTES/ UNIVERSITIES/BOARDS WHICH HAVE BEEN DECLARED BOGUS BY THE UNIVERSITY GRANTS COMMISSION AND OTHER GOVT. BODIES.**

1. All India Board of Secondary Education, New Delhi.
2. Board of Adult Education & Uttar Madhyamic Exam. Training/Proad Shiksha Sansthan, New Delhi.
3. The Central Board of Higher Intermediate Education, Patel Nagar, New Delhi.
4. Central Board of Higher Education Uttam Nagar (New Delhi).
5. Bombay Hindi Vidhayapith Bombay.
6. Maharshi Valmiki National University, Delhi.
7. Maithili University/vishwavidyala, Darbhanga, Bihar
8. Takshila Kenderya Vishwavidyalaya Uttam Nagar, New Delhi.
9. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University), Prayag, Allahabad (UP)
10. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP)/Jagatpuri, Delhi.
11. Commercial University Ltd., Daryaganj Delhi.
12. Testator Research University Bodihaya Ranur (Tamil Nadu).
13. Shri Narayana Open University Quilon (Kerala).
14. Gandhi Hindi Vidyapith, Prayag, Allahabad (UP)
15. National University of Electro Complex Homeopathy, Kanpur
16. University Newjerusalem Kathuparamba Cannore (Kerla)
17. World Social Work University, Perumguzhi (Kerla).
18. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh (UP).
19. Shrimati Mahadevi Verma Open University, Mughal Sarai (UP)
20. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu
21. Amritsar University, Amritsar (Punjab)
22. Arya University Srinagar (Jammu & Kashmir)
23. Bible University, Ambur (North Arcot)
24. Eastern Orthodox University, Ambur (North Arcot)
25. Globe University of Science, Kumbaronam
26. St. John's University, Kizhanattam, Kerla
27. National University, Nagpur.
28. Self Culture University, Kizhanatlani
29. United Nations University, Delhi
30. Vocational University, Delhi.
31. Western University of Kapurthala.
32. Uttar Pradesh Vishwavidyala, Kosi Kalan, Mathura (UP)
33. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh (UP).
34. Indian Education Council of U.P. Lucknow (U.P.)
- \*35. Bhartiya Shiksha Prishad (UP) Open Vishwavidyalay, Lucknow (UP)
36. Raja Arabia University, Nagpur.
37. Urdu University, M.L. Park, Bhopal.
38. Vocational University, Amritsar and Delhi.
39. Kesarwani Vidyapith, Jabalpur (MP).
40. Delhi Vishwa Vidyapeeth, 233, Tagore Park, Model Town, Delhi.
41. Badagnvi Sarkar World Open University, Belgaum (Karnatka)
42. ADR-Centric Judicial University, Delhi.

*Note:- Before finalizing the admissions, the up-dated lists of recognized examinations of Haryana School Education Board, Bhiwani/Other Boards/Universities is /are also required to be consulted.*

- \* Bhartiya Shiksha Parishad is a fake institution functioning in contravention of the UGC Act, 1956. The Hon'ble Civil Court (JD) Lucknow has granted Interim stay to the Parishad and has restrained UGC from calling it as fake or treating it as fake till the final decision in the matter. The UGC has initiated action to get the stay vacated. However, in compliance of the order of the Hon'ble Court the UGC has for the time being decided to exclude the name of the Bhartiya Shiksha Parishad from the list of fake institutions.

**(Letter No. 22/36/95-3GS-III dated 20<sup>th</sup> July, 1995 from CS Haryana to All HOD's of Haryana)  
Reservation of Seats for various Categories**

50% of State Quota Seats of the Universities, Government/ Aided Colleges and Private unaided institution shall be reserved for Sheduled Castes, Backward Classes, Physically Handicapped, Children & Grand-children of Freedom Fighters and Wards of Ex-Servicemen belonging to Haryana State, as decided by the State Government from time to time. The present pattern of reservation of seats for various categories is as under :

- |    |  |   |                  |
|----|--|---|------------------|
| a. | Scheduled Castes   | : | 20%              |
| b. | Backward Classes of Haryana  | : | 16% for Block-A  |
|    | (except Socially advanced persons  | : | 11 % for Block-B |
|    | / Sections (creamy layer)  |   |                  |
| c. | Physically Handicapped   | : | 3%               |
|    | 1% Blind or low vision, 1% Hearing impairment, 1 % Locomotor disability or cere- |   |                  |

bral palsy)

**Note 1 :**

The State Govt. vide letter No. 22/27/2004-2GS-III dated 20-10-2005 has decided to allow 3 % horizontal reservation to Ex-servicemen/freedom fighter and their dependants by providing reservation with in reservation of 1 % general category, 1 % out of Scheduled Castes and 1% from Backward Classes category for admission to the various educational institutions of the Govt. and Govt. aided/ Self financing colleges/institutes located in Haryana. As far as Block allocation in Block A and Block B of Backward Classes categories is concerned, year-wise rotational system will be adopted. For example, if Blocks A Backward Classes are given seats in the academic year 2008, the next Block i.e. B Block of categories of backward classes will be given seats in the next academic year i.e. 2009 and so on.

**Note 2 :**

SC (A) and SC (B) categories have been clubbed in the light of instructions issued by the Chief Secretary, Haryana vide letter No. 22/8/2004-3 GS III dated 7-6-2007.

**Note 3 :**

The reservation of seats in as per the reservation policy of the seats Govt. and is subject to any change/ amendment by the State Govt. from time to time.

**Note :**

1. Only the candidates having the permanent disability of not less than 40% (being otherwise fit for admission to the course) will be considered for admission as Physically Handicapped. Disability certificate must be issued from Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board constituted by the affilating university for the purpose. The decision of the Board shall be final. Physically Handicapped candidates belonging to Haryana are required to submit the certificate as per Annexure- V at the time of Counselling.
2. Seats remaining/falling vacant out of Haryana Open General Category (HOGC) after final Counselling shall be transferred to All India Category.
3. If the reserved Seat(s) of BC Block - A remain vacant, these will be filled up from BC Block and vice-versa.

4. Candidates claiming reservation under Scheduled Caste will submit the certificate as per Annexure-III and Backward Class (Block 'A' & 'B') will submit the Certificate on the prescribed proforma as per Annexure-IV at the time of Counselling.
5. Children & Grand Children of Freedom Fighters of Haryana are required to submit a certificate from the deputy Commissioner of the concerned District as per Annexure-VI at the time of Counselling.
6. Wards of Ex-Servicemen of Haryana are required to submit the certificate as per Annexure-VII in case of deceased/disabled and Annexure-VIII in case of discharged or serving personnel, whichever is applicable, at the time of Counselling. The following categories of personnel of Territorial Army have included in the definition of Ex. Servicemen in terms of the State Govt. Letter No. 12/18/2006. GS-II dated 8-01-2008.
  - i) Pension holders for continuous embodied service;
  - ii) Persons with disability attributed to military service;
  - iii) Gallantry Award Winners; and
  - iv) Such recruits boarded out/released on medical grounds and granted medical/disability pension.
7. The number of seats reserved under any category shall not be changed.
8. Number of reserved seats shall not exceed more than 50% of the State Quota Seats.
9. A candidate, who applies for reserved category or for both reserved and general categories, will be considered first in general category. In case, he/she does not get a seat of his/her choice in general category, then he/she will be considered for reserved category as applicable.

## APPENDIX-C

### LIST OF SCHEDULE CASTES IN HARYANA STATE

S.No.	Name of the caste	S. No.	Name of the Caste
1.	Ad Dharmi	22.	Mazhabi
2.	Balmiki, Chura, Bhangi	23.	Megh
3.	Bangali	24.	Nat
4.	Barar, Burar, Berar	25.	Od
5.	Batwal	26.	Pasi
6.	Bauria, Bawaria	27.	Perna
7.	Bazigar	28.	Pherera
8.	Bhanjra	29.	Sanhai
9.	Chanal	30.	Sanhal
10.	Dagi	31.	Sansi, Bhedkut Manesh
11.	Darain	32.	Sansoi
12.	Deha, Dhea, Dhaya	33.	Sapela
13.	Dhanak	34.	Sarera
14.	Dhogri, Dhangri, Siggi	35.	Sikligar
15.	Dumna, Mahasha, Doom	36.	Sirikiband
16.	Gagra	37.	Chamar
17.	Gandhila, Gandil, Gondola	38.	Jatia Chamar
18.	Kabirpanthi, Julana	39.	Rehgar
19.	Khatik	40.	Raigar
20.	Kori, Koli	41.	Ramdasi
21.	Marija, Marecha	42.	Ravidasi

## LIST OF BACKWARD CLASSES

## BLOCK 'A'

- |  |                                      |
|--|--------------------------------------|
| 1. Aheria, Aheri, Heri,<br>Naik, Thori or Turi, Hari   | 35. Kamboj                           |
| 2. Barra   | 36. Kanghera                         |
| 3. Beta, Hensi or Hesi   | 37. Kuchband                         |
| 4. Bagria  | 38. Labana                           |
| 5. Barwar  | 39. Lakhera, Manehar, Kachera        |
| 6. Barai, Tamboli  | 40. Lohar, Panchal                   |
| 7. Baragi, Bairagi, Swami Sadh   | 41. Madari                           |
| 8. Baffera   | 42. Mochi                            |
| 9. Bharbhujja, Bharbhunja  | 43. Mirasi                           |
| 10. Bhat, Bhatra, Darpi, Ramiya  | 44. Nar                              |
| 11. Bhuhalia Lohar   | 45. Noongar                          |
| 12. Ghangar  | 46. Nalband                          |
| 13. Chirimar   | 47. Pinja, Penja                     |
| 14. Chang  | 48. Rehar, Rehare or Re              |
| 15. Chimba, Chhipi, Chimpa, Darzi, Rohilla   | 49. Raigar                           |
| 16. Daiya  | 50. Rai Sikhs                        |
| 17. Dhobis   | 51. Rechband                         |
| 18. Dakaut   | 52. Shorgir, Shergir                 |
| 19. Dhimar, Mallah, Kashyap, Rajpoot, Kahar, 53.<br>Jhinwar, Dhinwar, Khewat, Mehra, Nishad.<br>Sekka, Bhisti, Sheikh-Abbasi | Soi                                  |
| 20. Dhosali, Dosali  | 54. Singhikant, Singiwala            |
| 21. Faquir   | 55. Sunar, Zargar, Soni              |
| 22. Gwaria, Gauria or Gwar   | 56. Thathera, Temera                 |
| 23. Ghirath  | 57. Teli                             |
| 24. Ghasi, Ghasiara or Ghosi   | 58. Vanzara, Banjara                 |
| 25. Gorkhas  | 59. Weaver (Jullaha)                 |
| 26. Gawala, Gowala   | 60. Bhattu/Chattu                    |
| 27. Gadaria, Pal   | 61. Badi/Baddo                       |
| 28. Garhi-Lohar  | 62. Mina                             |
| 29. Hajjam, Nai, Nais, Sain  | 63. Rahbari                          |
| 30. Jhangra Brahman, Khati, Suthar,<br>Dhiman, Tarkhan, Barhi, Baddi.  | 64. Charan                           |
| 31. Joginath, Jogi Nath Jangam Jogi, Yogi  | 65. Chaaraj (Mahabrahman)            |
| 32. Kanjar or Kanchan  | 66. Udasin                           |
| 33. Kurmi  | 67. Ramgarhia                        |
| 34. Kumhars, Prajapati   | 68. Rangrez, Lilgar, Nilgar, Lallari |
|  | 69. Dawala, Soni-Dawala, Nayaria     |
|  | 70. Bhar, Rajbhar                    |
|  | 71. Nat (Muslim)                     |

## BLOCK 'B'

- |               |           |                      |          |        |
|---------------|-----------|----------------------|----------|--------|
| 1. Ahir/Yadav | 2. Gujjar | 3. Lodh/Lodha /Lodhi | 4. Saini | 5. Meo |
|---------------|-----------|----------------------|----------|--------|

**BONAFIDE RESIDENTS OF HARYANA****Copy of letter No.62/17/95-6 GSI dated 3.10.96****From**

The Chief Secretary to Govt. Haryana

**To**

- i) All Head of Departments, Commissioners, Ambala, Rohtak, Gurgaon and Hisar Division.
- ii) All Deputy Commissioners and All Sub Divisional Officers (Civil) in Haryana
- iii) Registrar, Punjab and Haryana High Court and all Districts Sessions Judges in Haryana.

**Subject : Bonafide Residents of Haryana - Guidelines regarding**

I am directed to invite your attention to Haryana Govt. letters on the subject noted above vide which the instructions were issued regarding simplification procedure for obtaining the certificate of Domicile for the purpose of admission to educational institutions (including technical/medical institutions). The matter has been reconsidered in the light of judgement delivered by the Hon'ble Supreme Court of India in the case of Dr. Pardeep Jain Vs Union of India and others reported as AIR 1984-SC-1421, wherein it has been held that instead of word 'Domicile' the word 'Resident' be used in the instructions issued by the State Government and it has been decided to revise the Government instructions. Henceforth the following categories of person would be eligible for the grant of Resident Certificate:-

- i) Candidates who have passed the examination qualifying there for selection in an institution from a school/college in Haryana;
- ii) Children/wards (if parents are not living)/dependants:-
  - a) of the regular employees of Haryana State posted in or outside Haryana State or Working on deputation;
  - b) of the regular employees of the statutory bodies/Corporations established by or under an act of the State of Haryana who are posted in Chandigarh or in Haryana or outside Haryana;
  - c) of the regular employees of the Government of India posted in Chandigarh or in Haryana in connection with the affairs of the Haryana Government.
- iii) Children/wards (if parents are not living)/dependants of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the state of Haryana.
- iv) Children/wards (if parents are not living)/dependants of pensioners of Haryana Govt., irrespective of the fact that the original home of the retiree is in a state other than Haryana or he has settled after retirement in or outside Haryana;
- v) Children/wards (if parents are not living)/dependants of persons who have permanent home in Haryana and include persons who have been residing in Haryana for a period of not less than 15 years or who have permanent home in Haryana but on account of their occupation they are living outside Haryana;
- vi) The wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage;
- viii) Children/wards of the accredited journalists residing at Chandigarh and recognized by Govt. of Haryana (added vide C.S. letter No. 62/27/2003-6 GSI dated 29/7/2003)

- vii) Persons who were born in Haryana and produce a certificate to that effect; Provided that the parents/guardians (if parents are not living) of persons belonging to any one of the above mentioned categories are:-
- a) citizens of India;
  - b) produce an affidavit to the effect that they or their children/wards (if parents are not living)/dependants have not obtained the benefit of domicile in any other State.
2. All candidates claiming to be bonafide residents of Haryana should produce a **Haryana Resident Certificate** signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub Divisional Officer (Civil), Tehsildar (Revenue Department of the District/Sub Division to which the candidates belong. Resident Certificate in respect of the children/wards/dependants of Haryana Government employees who are posted at Chandigarh, Delhi or elsewhere or in respect of the children wards/dependants of the employees of the statutory bodies/Corporations of Haryana established by or under an Act of the State of Haryana and located at Chandigarh, in Haryana or outside Haryana, should be issued by their respective Heads of Department.
  3. Candidates seeking admission in educational institutions (including Medical and Technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school situated in Haryana. For this purpose, a certificate of the Principal/Head-Master from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Head-Master of the institution shall be competent to issue such certificate which should be sufficient.
  4. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time it is discovered that his claim was false, the student shall be removed from the institution and all fees and other dues paid upto the date of such removal shall be confiscated. Principal/Head-Master may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.
  5. For the purpose of uniformity for issuing certificate of Residence in the case of various categories to be issued by the competent Authorities, proformas have been prescribed which are enclosed herewith.
  6. These instructions may kindly be noted carefully for compliance and the receipt of this letter may please be acknowledge.

Yours faithfully,

Sd/-

Under Secretary General Administration  
for Chief secretary to Govt. Haryana

**Copy of letter No.22/28/2003-3GS. III Dated, Chandigarh, the 30th January, 2004.**

**From**

The Chief Secretary to Govt. Haryana

**To**

- i) All Head of Departments, Commissioners, Ambala, Rohtak, Gurgaon and Hisar Division.
  - ii) All Deputy Commissioners and All Sub Divisional Officers (Civil) in Haryana
  - iii) The Registrars, Maharshi Dayanand University, Rohtak, MAHARSHI DAYANAND Jambheswar University, Hisar and Ch. Devi Lal University, Sirsa (Haryana)
- Dated, Chandigarh the 30th January, 2004.

**Subject : Streamlining the procedure in the offices regarding issuing Resident/Income Certificate and the caste certificate to Scheduled Castes and Backward Classes”.**

Sir,

I am directed to invite your attention to Haryana Govt. letters Nos. 62/17/95-2G.S.III dated 10-96, No. 22/51/93-3G.S. III, dated 12.8.93 and even no. dated 14.10.97 on the subject noted above wherever instructions regarding the caste certificates (SC/BC/OBC), and Resident certificates have been issued.

2. The policy has been reviewed keeping in view the various courts judgements and the hardships caused to the individuals in obtaining above quoted certificates. Government is of the view that the procedure be institutionalized by delegating powers at proper level for ensuring speedy disposal of work without any harassment or exploitation . The present modification of the policy also aims at simplifying the procedure for obtaining certificate by an individual falling under the reserved categories. The matter has also been reconsidered in depth by the State Government in view of the problems being faced by the Government employees in obtaining these certificates. With a view to improve the existing system in issuing various certificates, it has been decided by the Government that henceforth Circle Revenue Officers (Tehsildar/Naib Tehsildar cum-Executive Magistrate) concerned will be authorized to issue Resident as well as Caste Certificates (SC/BC/OBC) after getting the verification done through the Executive Officer/ Secretary of the concerned Municipal Committee/ Municipal Council/ Municipal Corporation concerned in case of applicants residing in urban area. It has further been decided that in case of Haryana Government employees serving in the offices located at Chandigarh/ Panchkula and residing at Chandigarh/ Panchkula, the Resident certificates and caste certificate to SC/BC employees and for their children, may be issued their respective Heads of Department also.
3. The validity of Resident Certificate issued by the competent authority shall be as long as the holder of this certificate maintains his residential address in Haryana State.
4. SC certificate once issued shall be valid as long as the caste is not removed from the Schedule of the Constitution and BC certificate shall be valid for life from the date of issue of the certificate or till the applicant does not fall into creamy layer category as defined from time to time. The applicant applying for BC certificate would also submit a self declaration on simple paper that he does not fall under creamy layer category. The format for this declaration is given at Annexure 'A' However, if the certificate has been obtained by fraud or misrepresentation or concealment of facts or by some other means, the said certificate shall be declared as invalid/ none-st and benefit taken by the applicant will be withdrawn and a criminal case shall be registered against the applicant misrepresentating the facts as well as against the guilty officers/ officials, if any. In addition, Social Justice & Empowerment Department,

Haryana is being, directed to finalize the modalities and procedure to Constitute the Scrutiny Committee.

The files relating to Caste and Resident certificate shall be retained for 10 years and Register shall be retained permanently. The proformae of the application form, Register and SC/BC certificates prescribed by the Government shall be followed by all the Departments/ Institutions in letter and spirit as it has come to the notice of the Govt. that some Departments/ Institutions demand such certificates in proformae which are at variance with the proformae in which these certificates are being issued by the competent authorities (Tehsildar/Naib Tehsildar/ HODs). It is, therefore, decided that the Departments/ Institutions shall accept these certificates only in the proformae in which these are being issued by the competent authorities, which have been prescribed by the Govt. itself (copy enclosed).

5. To make institutional arrangements, it has also been decided that in future the Resident and Caste certificates will be issued to all the students studying in class 8th every year as per the time schedule given below :
  - i. Filling of application form by the parents/ students. 1st Nov. to 10th Nov. Every Year.
  - ii. Verification by (a) Sarpanch/ Namberdar in case of rural areas and Municipal Councillors in case of Urban areas. Upto 15th Nov. every year
    - b) Verification by Patwari in case of rural areas/ EO/Secy. (MC) any other officer/official authorized by the local body for the purpose in case of urban areas. 30th November
    - c) Head Teacher/Head Master Upto 15th Dec.
  - iii. Forwarding of application to CRO by Head Teacher/Head Master 31st Dec.
  - iv. Verification & issue of certificate by CRO Upto 31st January every year.
6. All application forms of a particular School may be sent to the Tehsildar/ Naib Tehsildar concerned preferably at one go so that the certificates are issued and sent back to the Head masters of Government Schools/Private Schools for distribution to the concerned students. The Head Teacher/ Head Master shall be responsible for getting the application forms filled and files prepared of all the students presently studying in Class-VIII to XII will be issued these by the concerned Deputy Commissioner in this regard.
7. It has been further decided that in case of SC/BC students benefit under various welfare schemes upto Class IX, the benefits will be given by the Head Master/Head Teacher after getting the verification done from Sarpanch/Namberdar/MC and caste certificate issued by the CRO (Tehsildar.Naib Tehsildar) may not be demanded for this purpose by the School authorities.
8. The matter regarding issue of income certificate to the students for claiming various benefits in educational institutions has been considered and it has been decided that in future the income certificate for educational purpose will be issued by the CRO (Tehsildar/naib Tehsildar concerned) and income certificate for other purpose by the SDO (C) concerned taking into account income of the applicant from various sources including agriculture, trade, profession, salary etc. The verification will be got done through the subordinate revenue staff in case of applicants residing in rural areas and through

the Executive Officers/ Secretary of the concerned Municipal Committee/Council/ Municipal Corporation in case of applicants residing in urban areas.

9. It has also been brought to the notice of the Government that when posts are advertised, fairly large number of candidates apply for such posts and Haryana Public Service Commission/ Haryana Staff Selection Commission/ Department demand attested copies of Resident/Caste certificates and other documents from the candidates. This creates not only financial problem for the unemployed youths but also increases the work load in the offices. Similar is the position in case of admission to educational/ professional Engineering institutions. To give relief to the public, it has been decided that at the time of applying for job or for admission in educational institutions including technical/professional institutions etc, self attested photo copy of the certificate about the residence and caste status shall be sufficient and at the time of final interview/ selection, original papers including castes and Resident certificate issued by the competent authorities may be obtained/examined/inspected by the concerned departments/ institutions and attested copies thereof be kept in record. The fact may also be cross checked/verified at the time of verification of the antecedents of the applicants before he/she joins the Government service. Similar practice will be followed for degrees/ mark sheets/ other certificates of academic qualifications. Necessary action to amend/ revise the application form in this regard shall be taken by Haryana Public Service Commission/Haryana Staff Selection Commission/Head of the Departments/Universities etc. at their own level under intimation to the Government.

These instructions may be brought to the knowledge of all for strict compliance.

Yours faithfully,

Sd/-

Special Secretary General Administration  
for Chief Secretary to Govt. Haryana

**Copy of letter No. 62/27/2003-6 G.SI Dated, Chandigarh, the****From**

The Chief Secretary to Govt. in Haryana

**To**

- i) All the Heads of Departments in Haryana
- ii) The Commissioners Rohtak, Gurgaon, Hissar and Ambala Divisions
- iii) The Registrar,  
Punjab & Haryana High Court,
- iv) All the Deputy Commissioners in Haryana
- v) The Managing Directors of all Boards and Corporations in Haryana
- vi) The Registrars, Maharshi Dayanad University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa.

Dated Chandigarh, the July 29, 2003

**Subject :- Bonafide residents of Haryana - Guidelines regarding**

Sir,

I am directed to invite your attention to Haryana Govt. Circular letter No. 62/1795-6GSI, dated 3.10.96 and No. 62/32/2000-GSI dated 23.5.2003 on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institution (including technical/ medical institution).

2. The matter has been reconsidered by the State Government in view of the problems faced by the children and wards of accredited journalists recognized by Government of Haryana and it has been decided that the children and wards of the accredited journalist residing at Chandigarh and recognized by Government of Haryana would also be eligible for the grant of Residence Certificate only for the purpose of admission in the academic institutions of Haryana State.
3. These instructions may kindly be noted carefully for compliance and the receipt of his letter may please be acknowledged.

Yours faithfully,  
Sd/-

Under Secretary General Administration  
for Chief Secretary to Govt. Haryana

**CHARACTER CERTIFICATE**

Certified that Sh/ Km./Smt. ....  
son/daughter of Sh. .... has been a bonafide student of this  
Department/College during the period ..... He/She appeared in the  
..... Examination of the .....  
(University/Board) held in ..... under Roll No. .... and \* passed  
obtaining ..... marks out of ..... marks or \* failed /  
\*placed under compratment in the subject of .....

1. Academic Distinction, if any .....
2. Co-curricular activities, if any .....
3. Brief particulars of disciplinry action by College/ Department/ University (including punishments such as expulsion, warning, fined for violation of College/ Department/ Hostel Rules, UMC/ disqualification etc., if any .....
4. General Conduct during Stay in the Institution : Good/Satisfactory/Unsatisfactory
5. He/She bears good/ bad character.

No. \_\_\_\_\_

Date : \_\_\_\_\_

Signature  
Principa/ Chairperson  
of the Department  
(with office seal)

**ANNEXURE- II**

**AFFIDAVIT OF THE PARENT /GUARDIAN TO BE ATTESTED BY EXECUTIVE  
MAGISTRATE/OATH COMMISSIONER/NOTARY PUBLIC.**

I..... father/mother/guardian of Miss/Mr ..... resident  
of ..... do hereby solemnly state and affirm as under:-

1. That I am a Citizen of India.
2. That neither the deponent nor the child/ward of the deponent have obtained the benefit of ‘Residence in any other State.

Dated.....

**DEPONENT**

**VERIFICATION**

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated.....

**DEPONENT**

---

**RESIDENCE CERTIFICATE TO BE ISSUED BY THE DEPUTY COMMISSIONER, SUB DIVISIONAL OFFICER (CIVIL), G.A. TO D.C.D.R.O. EM AND TEHSILDAR.**

Certified that Sh. .... S/o Sh. .... Father/guardian of Miss/Mr. .... hold (name of Child/ward with full address) immovable property at ..... (place and District) in the State of Haryana for the past years. OR

Certified that Miss/Mr. .... S/o Sh. .... Resident of ..... was born in Haryana as per birth certificate.

Dated:

**Signature of the Authority  
(mentioned above)  
(with seal)**

---

**RESIDENCE CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT**

Certified that Sh. .... S/o Sh. .... father of Miss/Mr. .... is an employee of the ..... (Name of office) ..... of Haryana Government. He is working as ....., and is posted at ..... He has more than three years service at his credit.

**Place:**

**Head of the Department**

**Dated:**

**(with seal)**

**RESIDENCE CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEADMASTERS OF THE GOVERNMENT/RECOGNIZED SCHOOL/COLLEGE.**

It is certified that Miss/Mr. .... D/o Sh. .... has been a student of this School/College for a period of ..... Year, from ..... to ..... He left the school/college on .....

**Dated**

**Signature of Principal/ Headmaster  
of the school/ college (with seal)**

---

**RESIDENCE CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE CASE OF THE EMPLOYEES OF GOVERNMENT OF INDIA**

Certified that Sh. .... S/o Sh. .... father of Miss/Mr. .... is an employee of Government of India working as ..... He has been posted at Chandigarh/Haryana in connection with the affairs of Haryana Government for the past three years.

**Dated**

**Head of Department  
(with seal)**

**ANNEXURE - III****CERTIFICATE OF SCHEDULED CASTE**

Certified that Mr./Miss..... Son/Daughter of Sh.....  
 Village/Ward No..... Teh.....District.....Haryana belongs  
 to .....caste, which is included in Scheduled Caste and has been declared Scheduled  
 Caste in the Constitution (Schedule Castes) Order 1950.

Caste certificate shall be valid for life.

Dated.....

Tehsildar/ Naib/ Tehsildar-co-Executive

Place :

Magistrate/Head of the Department

Certificate from no other authority will be accepted.

**ANNEXURE - IV****BACKWARD CLASS CERTIFICATE**

Certified that Sh./Mr/Smt. .... Son/Daughter of Sh .....

Resident of Village/Ward No. .... Tehsil.....District.....

Haryana belongs to .....Caste, which has been declared Backward class Block .....

(A/B) by Haryana Government. It is also certified that the applicant is not covered under creamy layer criteria as notified by Haryana Govt. vide Circular No. 1170-SW(1 95 Dated 7-6-95 and No. 1883/ SW (1) - 95 dated 29.9.1995.

Caste certificate shall be valid for life.

Dated.....

Tehsildar/ Naib/ Tehsildar-co-Executive

Place :

Magistrate/Head of the Department

Certificate from no other authority will be accepted.

**Medical Certificate for Physically Handicapped**  
**OFFICE OF THE CHIEF MEDICAL OFFICER \_\_\_\_\_**

No. .... Dated .....

Certified that Sh./Km./Smt. .... Son/daughter wife of  
 Sh..... resident of ..... District .....  
 ..... appeared before the Medical Board for medical check up. On his/ her Medical Examination,  
 it is found that the nature of handicap/ disability is .....% and (as applicable), is as under :-

1. Blind or Low vision .....
2. Hearing impairment.....
3. Locomotor disability/ cerebral palsy .....

Thus the candidate is a physically handicapped as per standard norms of Haryana.

(Signature of the Applicant)

**Chief Medical Officer**

Dated : \_\_\_\_\_ Haryana

Place : \_\_\_\_\_ (Seal of the above authority)

\* The handicap disability should not be less than 40% and should not interfere with the requirement of professional career such as Engineering/Architecture/Technician etc.

**Certificate For Children or Grand Children of Freedom Fighters**

Certified that Sh./Km./Smt. .... Son/daughter wife of  
 Sh..... resident of ..... Complete  
 address), Freedom Fighter of Haryana (Identity No. ....) is father/ grand  
 father of Sh./Km./Smt. .... (Name of candidate) of Village/Town  
 ..... Police Station.....  
 ..... Tehsil .....  
 District....., State .....

No .....

Date : .....

Place : .....

Deputy Commissioner of  
 Concerned District of Haryana  
 (Scale of Office)

## Certificate for diseased or disabled or discharged Military/ Para Military Personal etc.

Certified that Number ..... Rank .....

Name ..... Resident of Village.....

Post Office ..... Tehsil.....

Distt.....belonging to the State of Haryana, has served in the Army

Air Force/ Navy/ .....(Name of the Para- Military Force)

from.....to.....and subsequently invalided out of service as under :

- 1) Medical Category
  - i) for JCO'S \_\_\_\_\_
  - ii) for ORS : Shape- I, II, III etc. \_\_\_\_\_
  - iii) for Rank/Designation (in case of Para Military Forces) \_\_\_\_\_
- 2) Reason of discharge/retirement \_\_\_\_\_
- 3) Death
 

Whether killed in action \_\_\_\_\_

or any other reason \_\_\_\_\_
- 4) if killed in action
 

name of the war/operation \_\_\_\_\_
- 5) Disabled : Whether disabled during the war/operation (name) \_\_\_\_\_
- 6) Nature of disability
  - i) Whether Permanent i.e. for life \_\_\_\_\_
  - ii) Whether temporary Upto what extant \_\_\_\_\_

Next RSMB IS DUE \_\_\_\_\_

Name of Records \_\_\_\_\_

Signature of the issuing authority  
with designation and official seal and stamp

Case No. \_\_\_\_\_

Date \_\_\_\_\_

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Note : Only the certificate issued by the Officer duly authorised by the Army/ Navy/Air Force / Concerned Para-Military Force Headquarters, as the case may be entertained.

## Certificate for Ex-employee of Indian Defence Services/Para Military Forces

Certified that Number ..... Rank .....

Name ..... Son of D/o.....

Father/Mother of ..... Resident of Village.....

Post Office ..... Tehsil.....

Distt.....belonging to the State of Haryana, as per his/ her service record at the time of entry service, had served in the Army/ Air Force/ Navy/ .....

service record at the time of entry into service, had served in the Army/Air Force/Navy/.....

(Name of the Para- Military Force) from .....to.....

and subsequently discharged/ retired from the service on .....as per his/ her service record. at the time of entry into service. The home address given is .....

(Distt. ....) Haryana.

Place \_\_\_\_\_

Signature Officer Commanding/  
Competent Authority  
(With official seal)

Date \_\_\_\_\_

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(Strike out whichever is not applicable)

## LIST OF DOCUMENTS TO BE BROUGHT AT THE TIME OF COUNSELLING

All the candidates, who appear for Counselling, must bring the following Original Certificates/ Documents/Testimonials with them on the day of Counselling. Any candidate, who fails to produce any of the required Certificate/ Document/ Testimonial at the time of Counselling, will forfeit his/her claim to admission and will not be considered for admission again till the final Counselling.

- i) Qualifying Examination : Graduation
- ii) (10 +2/ Intermediate/ Senior Secondary School Examination)
- iii) Matricularion /High School Certificate.
- iv) Character Certificate :
  - (a) Regular Candidates : The candidates who passed their qualifying exam from College/Dept. as regular student are required to submit the Character Certificate as per Annexure -I.
  - (b) Private Candidates : Candidates, who have passed the qualifying examination as private candidate should submit their character Certificate, duly signed by a First Class Magistrate.
- v) Residents Certificate as per Annexure- II, if applicable. Candidates, who have passed their qualifying examination from a University in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.
- vi) Certificate from the Employer in the case of Employees of Govt. of Haryana, members of All India Services borne on Haryana Cadre, Employees of Statutory Bodies/Corporations as per Annexure-II, if applicable.
- vii) Scheduled Caste Certificate as per Annexure - III, if applicable.
- viii) Backward Class Certificate as per Annexure-IV, if applicable.
- ix) Certificate in respect to Physically Handicapped Candidates as per Annexure-V, if applicable.
- x) Certificate required to be furnished by the Children & Grand Children of Freedom fighters as per Annexure-VI, if applicable.
- xi) Certificate from wards of Deceased/ Disable/ Discharged Military/ Para Military Personnel / Ex-Servicemen or Ex-Personnel of Para Military Forces - Annexure VII.
- xii) Certificate from wards of employee of Indian Defence Services/ Para Military Forces - Annexure VIII.

Note :

1. All original and Two Sets of attested photocopies of all applicable documents/ testimonials/ certificates must be brought at the time of Counselling.
2. Original certificate may be returned back to after verification and completion of formalities. In exceptional cases, all original certificates could be retained and returned later.

# **HANDBOOK OF INFORMATION**

**FOR**

**MASTER OF HOTEL MANAGEMENT  
MASTER OF TOURISM MANAGEMENT  
BACHELOR OF BUSINESS ADMINISTRATION  
(HOSPITALITY MANAGEMENT)**

**BACHELOR OF TOURISM MANAGEMENT**

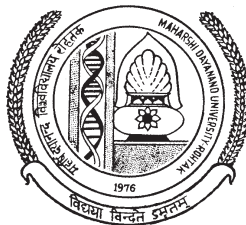
**ONE YEAR DIPLOMA IN FOOD AND BEVERAGE PRODUCTION MANAGEMENT**

**ONE YEAR DIPLOMA IN FOOD AND BEVERAGE SERVICES MANAGEMENT**

**ONE YEAR DIPLOMA IN HOUSEKEEPING OPERATIONS MANAGEMENT**

**ONE YEAR DIPLOMA IN FRONT OFFICE OPERATIONS MANAGEMENT**

**2009-10**



**Institute of Hotel & Tourism Management**

**MAHARSHI DAYANAND UNIVERSITY**

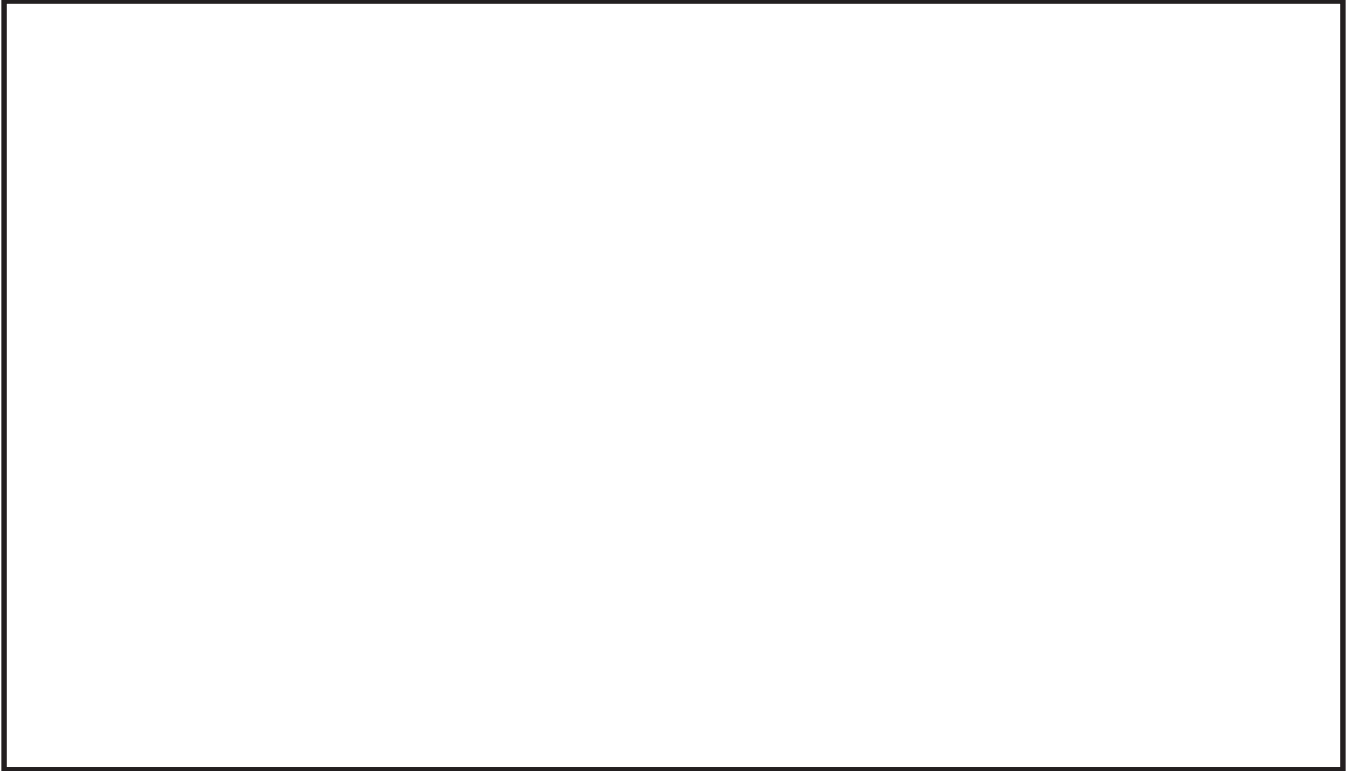
**ROHTAK-124001 (HARYANA)**

**[www.mduohtak.com](http://www.mduohtak.com)**

# IMPORTANT INFORMATION

Last Date of Receipt of Application form : 10-07-2009  
(up to 5.00 p.m.)

Price	:	At Counter	:	Rs. 500/-
	:	By Regd. Post	:	Rs. 550/-
For SC/BC of Haryana only	}	At Counter	:	Rs. 125/-
	}	By Regd. Post	:	Rs. 175/-



**PROSPECTUS CAN BE OBTAINED FROM :**

**Incharge (Publication Cell), M.D. University, Rohtak- 124001**

**For Quiries Contact :-**

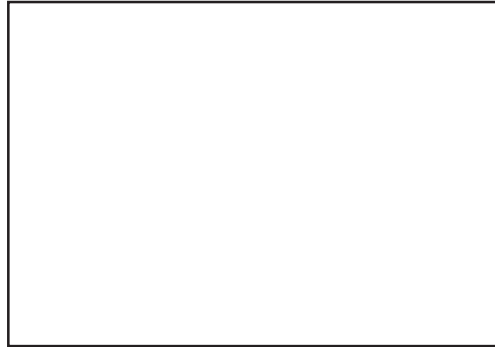
**Mr. Sanjiv Kumar : 9812544449**

**Mr. Sandeep Malik : 09416350585**

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**Printed at : M.D. University Press, Rohtak.**

## From Director's Desk



The global economic turmoil has made the current business scenario quite challenging and most of the companies are in turbulence zone which led to decline in employment opportunities even for skilled human resource. Rather most of the organizations have decided for downsizing strategy to reduce their cost. However, it is the talented manpower who devise certain interventions for the survival during the recession by balancing employees aspirations with the realities of the economic meltdown. Contrary to this, there is an acute shortage of trained manpower in hospitality industry. As per an estimate of Ministry of Tourism, the industry needs 2.03 lakh trained persons every year for the hospitality segment alone and against this, the supply is only about twelve thousand. Out of this supply 78 percent of pass outs hold managerial degrees or post skilled personnel.

In order to meet the present and future demand of the industry and also to bridge the massive gap of the demand and supply, with the approval of cabinet committee on Economic Affairs, the Ministry of Tourism envisages setting up of State Institutes of Hotel Management and Food Craft Institutes. Not only this, the ministry has also decided to start short duration certificate/ diploma courses (6 months of 18 months) in vocational schools, ITI's polytechnic institutes, government colleges, universities and other public sector undertakings.

The Institute of Hotel and Tourism Management visualized this gap in supply and demand of capable human resource in hospitality industry and introduced masters programme in both Hotel and Tourism Management w.e.f. academic session 2005-06 and three year BBA (Hospitality Management) degree w.e.f. 2008-09. Further keeping in view, the estimates of Ministry of Tourism and to cater to the needs of the industry in addition to the above courses IHTM has decided to offer three year BTM (Bachelors in Tourism Management) and four short duration diploma programmes in the area of F & B Production Management, F & B Services Management, Front Office and House Keeping Management w.e.f. academic session 2009-10.

Since its establishment, IHTM is making persistent efforts to design course curriculum as per the needs of the industry and imparting value added, holistic and quality education to produce human capital to face the current challenging business environment through a mix pedagogy of case studies, field work, industrial training, continuous interaction with industry and in-house training in its well equipped labs.

As a result at the age of five years, the Institute has been able to attract large number of Hotels and Travel Agencies of repute for providing training and final placement to the participants.

We assure and wish that the students deserving to seek admission to the Institute of Hotel & Tourism Management will find that the institute provides the best environment and infrastructure conducive for both academic and holistic development of personality of participants enabling them to become responsible corporate citizens.

**(Prof. Daleep Singh)**



13. Were you ever expelled/disqualified/rusticated/punished for misconduct or indiscipline by any of the institutions which you have studied in ? (Yes/No)
14. Are you employed ? (If yes, please give the name and address of the employer and attach 'No Objection Certificate'.) (Yes/No)
15. Are you enrolled in or seeking admission to any other course concurrently ? (If yes, State class and Department/College/Institution). (Yes/No)  
Class ..... Dept/College .....
16. Did you take admission in any of the Departments of the M.D. University in the past ? (Yes/No)  
If yes, give details :-  
Course ..... Department ..... Year .....  
Roll No. .... Result .....
17. Did you take admission in any College/University/Department during the Session 2008-2009 ? (Yes/No)  
If yes, give details :-  
College/Dept..... Year ..... Course .....  
Roll No. .... Result .....
18. If gap in studies give reasons with documentary proof/affidavit.
19. Are you applying for Hostel ? (Yes/No)

Dated .....

Signature of the Applicant

#### DECLARATION :

I ..... S/o Sh. .... do hereby declare :

- i) That I have carefully read the instructions given in the HBI and the information as given above, including marks and percentage in column 11 above is correct and nothing has been concealed.
- ii) I undertake to observe proper standard of academic conduct.
- iii) I shall abide by the prescribed courses of reading and the modes of examination which may prevail from time to time, even though these may be at a variance with those of the previous year.
- iv) I shall abide by the Rules, Regulations and Ordinances in force, at present or that may be made thereafter by the M.D.U. Rohtak and I shall not participate in activities prejudicial to discipline in the University or in deviation from good conduct.
- v) If any particulars/declaration as above are found to be incorrect the University may cancel my admission and I shall not have any right/claim for refund of any fee/damage etc. whatsoever.
- vi) I shall faithfully carry out the instructions issued by the Head of the Department and other University authorities from time to time.
- vii) I hold myself responsible for due and prompt payment of fees and all other dues.
- viii) I understand that I cannot concurrently be enrolled for more than one full time courses of studies at a time.
- ix) **I shall not indulge in any kind of ragging activities.**

Dated .....

Signature of the Applicant

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#### CERTIFICATE FROM FATHER/GUARDIAN

I certify that my son/daughter/ward has made this application with my consent and I hold myself responsible for his/her good conduct and payment of all his/her fees and dues during his/her stay in the Department and he/she will not indulge in any kind of ragging as a student of the University.

Dated .....

Signature of the Father/Guardian