

B. A. INTERNATIONAL HOSPITALITY ADMINISTRATION

(2011-12 Session)



RECOGNITION

IGNOU is a Central University established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognised by all members of the Association of Indian Universities (AIU) and are recognised at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F. 1-52/2000 (CPP-II), dated May 5, 2004, and AIU Circular No. EV/B(449)/94/176915-177115, dated January, 1994.

Before filling up the application form, please ensure that you are medically fit and fulfil the minimum eligibility criteria prescribed for the programme.

June, 2011
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Further information on the Indira Gandhi National Open University Programmes may be obtained from the University's office at Maidan Garhi, New Delhi — 110 068, or its website <http://www.ignou.ac.in>.

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IMPORTANT POINTS TO NOTE

- 1. Eligibility Qualification:** Pass in 10+2 examination from a recognised Board/University or its equivalent qualification, with English as one of the compulsory subject
- 2. Duration of the Programme:** Three years
- 3. Programme Centre for Study:** Please refer to the list of Programme Centres given in the Prospectus
- 4. Where to Submit the Application:** At the relevant Programme Centre where you intend to study
- 5. Sale of Application and Prospectus:** From 15th June, 2011 to 31st August, 2011
- 6. Last date for Submission of Application at the relevant Programme Centres:** 14th August, 2011 (Without late fine)
- 7. Mode of Admission:** Based on marks obtained in 10+2 examination, along with Programme Centre-approved procedures
- 8. Programme Fee:** Maximum Rs. 1,00,000 per annum (please contact the relevant Programme Centre for details)
- 9. Last Date for Payment of Fee:** 14th August to 31st August, 2011 (With late fine)
- 10. Mode of Payment of Fee for the First Year:**
 - **IGNOU component:** Bank Demand Draft for Rs. 19,500 in favour of IGNOU payable at New Delhi
 - **AH&LEI component:** Payable to Programme Centre as per the agreement between AH&LEI and Programme Centre
 - **Programme Centre component:** Contact the Programme Centre for details
- 11. Commencement of Academic Session:** 16th August, 2011

STUDENT HANDBOOK AND PROSPECTUS

School of Tourism & Hospitality Services Sectoral Management

**B.A. International
Hospitality Administration**
(2011-2012 Session)

A Programme of



**Indira Gandhi National
Open University**

(Central University established by an Act of Parliament)



Incorporating the Courses of

**American Hotel & Lodging
Educational Institute**

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1. THE UNIVERSITY

1.1 Introduction

The Indira Gandhi National Open University (IGNOU) was established by an Act of Parliament in 1985 to achieve the following objectives:

- Democratising higher education by taking it to the doorsteps of the learners;
- Providing access to high-quality education to all those who seek it irrespective of age, region or formal qualifications;
- Offering need-based academic programmes at affordable cost in emerging professional and vocational areas; and
- Promoting and developing distance education and maintaining standards in distance education in the country.

1.2 Prominent Features

IGNOU has certain unique features such as:

- international jurisdiction
- flexible admission rules
- individualised study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular approach to programmes
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations
- socially and academically relevant programmes based on students need analysis
- convergence of open and conventional education systems

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Taking IGNOU programmes to African and West Asian countries including Maldives, Mauritius, Nepal and Seychelles in all to 35 countries.
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.

- Launch of 'Edusat' videoconferencing channel (2 way video, 2 way audio)
- Launch of Gyan Vani and other dedicated educational FM channels.

1.4 The Schools of Studies

With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. Each School is headed by a Director, who arranges to plan, supervise, develop and organise its academic programmes and courses in coordination with the School staff and different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The following Schools of Studies are in operation currently:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering & Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer & Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism and New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism Hospitality Service Sectoral Management (SOTHSSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing & Visual Arts (SOPVA)

1.5 Academic Programmes

The University offers both short-term and long-term programmes leading to certificates, diplomas and degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such programmes. They are launched with a view to fulfil the learners' needs for:

- certification,
- improvement of skills,

- acquisition of professional qualifications,
- continuing education and professional development at work place,
- self-enrichment,
- diversification and updation of knowledge, and
- empowerment.

1.6 Course Preparation

Learning material is specially prepared by experts drawn from different universities and specialised institutes in the area spread throughout the country, as well as in-house faculty. This material is scrutinised by the content experts, supervised by instructors/unit designers and edited by language experts at IGNOU, before it is finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers.

The material is previewed and reviewed by the faculty as well as outside experts, and edited/ modified, wherever necessary, before they are finally dispatched to the students and study centres and telecast through Gyan Darshan.

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study, comprising all the learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses).

Thus, a 4-credit course involves 120 hours of study. This helps the learner know the academic effort he/she has to put in to successfully complete a course. Completion of an academic programme (degree or diploma) requires successful completion of the assignments, practical projects and the term-end examination of each course in a programme.

1.8 Programme Delivery

BA-IHA programme is delivered through Programme Centres approved by IGNOU.

1.9 Evaluation System

The system of evaluation for this programme includes:

1. Continuous evaluation, mainly through assignments, which are tutor-marked;
2. The term-end examinations;
3. Project work; and

4. Internship.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking the term-end examination to complete the programme. A learner has to submit tutor-marked assignments (TMA) to the coordinator of the Programme Centre concerned, to which s/he is attached. A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at the Student Evaluation Division (SED) on demand. Term-end examination is conducted at various examination centres spread all over the country in April and October.

1.9.1 Term-end Examination and Payment of Examination Fee

The University conducts term-end examinations twice a year in the months of April and October. Students are permitted to appear in term-end examination subject to the conditions that registration for the courses, in which they wish to appear, is valid, the minimum time to pursue these courses have not lapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date. Examination fee @Rs.50/- per course is required to be paid either through cash or through demand drafts.

2. AN INTRODUCTION TO AMERICAN HOTEL & LODGING EDUCATIONAL INSTITUTE (AH&LEI)

American Hotel & Lodging Association, founded in 1910, has about 15,000 member properties worldwide, representing more than 2 million guest rooms. The Educational Institute, established in 1953, is among the premier sources for delivering quality Hospitality education, training and professional certification that serves the needs of the hospitality schools and industries worldwide.

3. B.A. INTERNATIONAL HOSPITALITY ADMINISTRATION

3.1 Hospitality Administration

This innovative programme from IGNOU, incorporating courses of AH&LEI, is a first-of-its-kind offerings in the learning system. It combines the strength of both IGNOU and AH&LEI in providing suitable educational programmes for socio-economic benefit.

It incorporates the flexibility of distance and continuing education with conventional learning system and provides for

Face-to-Face full-time interaction through its Programme Centres, for both theory and practical. Internship (industrial exposure training) is an integral part of the programme. Self-instructional study material/printed learning resources shall be provided by the University and AH&LEI.

3.2 Job Opportunities and Career

The hospitality industry is the world's fastest growing business. It employs millions of people throughout the world and makes a significant contribution to the national income of many countries.

The hotel/catering industry is constantly on the lookout for professionally-trained dynamic youngsters. The scope of employment is very encouraging these days, considering the dearth of real talent in major hotels.

Career opportunities abound for well-trained young men and women in star hotels, resorts, motels, clubs, hospitals, factories, oil rigs, railways, cruise lines, shipping, airlines, tourism, bakeries, food styling, Central & State Government, schools (for teaching), fast-food outlets, outdoor catering, food product companies and retail chains, etc.

3.3 Aims and Objectives

The course is designed to ensure that students who pass out are fully employable in the hospitality industry. The classes at the Programme Centres are, therefore, mandatory for acquiring hands on training and skill development required by a hospitality administration professional.

3.4 Medium of Instruction

The medium of instructions for this programme is English.

3.5 Programme Duration

The minimum duration for this programme is three years. However, a maximum duration of six years is permissible to complete the programme.

4. ELIGIBILITY

4.1 Educational Qualification

Pass in 10+2 examination from a recognised board/ university or its equivalent qualification with English as one of the compulsory subjects.

4.2 Physical Fitness

All qualified candidates will have to submit a physical fitness certificate from a registered medical practitioner in the prescribed format given in this Prospectus (Annexure-I) at the time of submission of admission form.

4.3 Reservation for Scheduled Caste/ Scheduled Tribe/ PH/ OBC/ War Widow/ Kashmiri Migrant Candidates

The reservation of seats for candidates belonging to Scheduled Caste, Scheduled Tribe and physically Handicapped Categories will be 15 per cent, 7.5 per cent and 3 per cent, respectively. Five per cent seats are reserved for War Widows and one seat in each Programme Centre is reserved for Kashmiri Migrants. Reservation for OBC category will also be implemented as applicable under Government directions. Reservation, in respect of persons belonging to the socially- and educationally-backward classes (OBCs), shall be followed as per the O.M. No. 1-1/2005-U.I. A/847, dated April 20, 2008, issued by the Department of Higher Education, Ministry of Human Resource Development, Government of India.

4.4 Document required in support of claim for reservation under SC, ST and OBC categories

At the time of submission of application, Scheduled Caste, Scheduled Tribe and OBC candidates will be required to necessarily attach the attested copy of caste/tribe/OBC certificate issued by District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Magistrate/Sub-Divisional Magistrate/Revenue Officer not below the rank of Tehsildar/Sub-divisional Officer of the area where the candidate and/or his/her family normally resides. Certificates issued by any other authority will not be accepted. Candidates are required to produce the original Caste Certificate at the time of admission at the Programme Centre.

Note: OBC candidates may check the website (<http://www.ncbc.nic.in/backward-classes/index.html>) of the National Commission for Backward Classes, Govt. of India, to ascertain from the 'Central List of the Other Backward Classes' whether they are entitled to seats reserved for the OBC category or not. OBC candidates may also access information in respect of the creamy layer at <http://www.ncbc.nic.in/html/creamyayer.html>, as well as clarifications issued by the Department of Personnel & Training, on the definition of creamy layer and income criteria at the website link mentioned at the bottom of the page.* OBC candidates, however, will be required to necessarily attach attested copies of (i) OBC certificate, and (ii) non-creamy layer certificate (as per the format as indicated in Annexure-II or equivalent, issued by a competent authority), and (iii) Declaration of OBC (non-creamy layer) status by the candidate (as per format as indicated in Annexure-III).

*http://persmin.gov.in/WriteData/CircularNotification/ScanDocument/36033_5_2004_01April2005.htm.

4.5 Who Qualifies for Admission under Physically-Handicapped Category

(a) Orthopaedically-Handicapped Candidates

Only those Orthopaedically-Handicapped Candidates, who have locomotion disability or cerebral palsy with locomotion impairment of a minimum of 40 per cent and a maximum of 75 per cent and fall in the following categories, are eligible to apply.

BL – Both legs affected but not arms.

OA – One arm affected (R or L)

a. Impaired reach

b. Weakness of grip

c. Ataxia

OL – One leg affected (R or L)

MW – Muscular weakness and limited physical endurance

(b) Visually-Handicapped Candidates

Only those Visually-Handicapped Candidates, who suffer from any one of the following conditions, are eligible to apply.

● Visual acuity not exceeding 6/60 or 20/200 (Swollen) in the better eye with correcting lenses.

● Limitation of the field of vision subtending an angle of 20 degree or worse.

(c) Hearing-Impaired Candidates

Only those hearing-impaired candidates, who have disability between 40 per cent to 75 per cent, shall be eligible.

Medical Certificate-issuing Authority for PH Candidates

At the time of submission of application, Physically-Handicapped Candidates will be required to necessarily attach a copy of physical-handicapped certificate issued by Chief Medical Officer (CMO) of a Central Govt./State Govt./Municipal Corporation-run hospitals only. Such candidates are required to produce the original medical certificate, both at the time of counselling and admission to the institute.

4.6 Reservation for Kashmiri Migrants (Subject to Notification from Ministry of HRD for Academic Session 2011-2012)

One seat (Supernumerary) in each Programme Centre is provided for registered Kashmiri Migrants. Candidates registered with different State Governments should produce proof of migrant registration in original at the time of counselling and should attach an attested copy thereof with the application form.

5. FEE STRUCTURE

5.1 Prospectus with Application Fee

Prospectus with Application can be obtained from Registrar

(SRE), IGNOU, Maidan Garhi, New Delhi-110068 or Programme Centres at a cost of Rs 350/- by post or Rs 250/- in person or downloaded from the IGNOU website www.ignou.ac.in. Downloaded applications should accompany a draft for Rs. 250 in favour of IGNOU payable at New Delhi.

5.2 Programme Fee

The programme fee is fixed at a maximum of Rs. 3,00,000 for the entire three-year period, not exceeding Rs.1,00,000 per year. The fees to be paid to the Programme Centres may vary from one institute to another. Candidates are strongly recommended to make enquires regarding fees, etc. well in advance before exercising choice for the Programme Centres, while filling up the application form.

Once the candidate is selected and admission offer is sent; the student has to pay the first term fee within the stipulated time. If the programme fee is not paid within the stipulated time, offer of admission shall be given to the next candidate in the merit list and no claim will be entertained. Merit- and need-based scholarships may be offered by the Programme Centres. Details may please be obtained directly from the Programme Centres.

The fees are subject to revision from time to time.

5.3 Refund of fees

Admission fee is not refundable under any circumstances.

In the event of any information furnished by a candidate being found incorrect or misleading, the candidature of such candidate shall be liable to cancellation by the University at any time and the candidate shall not be entitled to refund of any fee paid by the candidate to the University/AH&LEI/ Programme Centre.

Note:

1. **Examination Fee:** For IGNOU component of BA-IHA, a student shall pay Rs. 50 per course to appear in each examination.

2. The above fee does not include hostel, mess or other minor charges.

3. The fee charged at each Programme Centre may vary from one centre to another considering local conditions, however not exceeding Rs. 1,00,000 per year.

6. UNIFORM

Uniform is intrinsic to the discipline of the hotel industry. All the students admitted to BA (IHA) Programme will have to wear the prescribed uniform. Students are expected to dress up decently. Students without uniform will not be allowed to sit in the class and will be marked absent.

7. COMMENCEMENT OF ACADEMIC SESSION

Academic Session 2011-2012 will commence on August 16, 2011, at all the approved Programme Centres.

8. TRAINING

Completion of industrial exposure training (5 ½ months – 22 weeks) is a pre-requisite for a student to be promoted to the next academic term. Students have to complete the training at the same place where they are deputed. No part training will be considered.

9. TEACHING AND EXAMINATION SCHEME FOR BA-IHA PROGRAMME

There will be continuous examinations during the academic year and one annual term-end examination, conducted at the end of each year.

Class tests, practicals and assignments are part of the continuous evaluation system. Completion of these are pre-requisite for terminal examination. The marks of the same will be added to the Final Test.

1st Year Courses

AH&LEI Component

No.	Course Code	Course	Credits
1	EI 333	Front Office Management	8
2	EI 338	Housekeeping Management	8
3	EI 349	Food & Beverage Service Mgmt.	8
4	EI 345	Food Production	8
Total			32

IGNOU Component

No.	Course Code	Course	Credits
1	TS-1	Foundation Course in Tourism	8
2	BEGE-103	Communication Skills in English	8
Total			16

Total Credits for 1st Year — (IGNOU + AH&LEI) — 32 + 16 = 48

2nd Year Courses

AH&LEI Component

No.	Course Code	Course	Credit
1	EI 250	Supervision in the Hospitality Industry	6
2	EI 387	Security & Loss Prevention Management	6
Total			12

IGNOU Component

No.	Course Code	Course	Credits
1	TS-7	Human Resource Development	8
2	TS-3	Management in Tourism	8
Total			16

Industrial Training

No.	Course Code	Course	Credits
1	IT-1	Industrial Training (22 Weeks)	6

Total Credits for 2nd Year — (IGNOU + AH&LEI + Training) — 12 + 16 + 6 = 34

3rd Year Courses

AH&LEI Component

No.	Course Code	Course	Credits
1	EI 472	Hospitality Sales & Marketing	6
2	EI 261	Basic Hotel & Restaurant Mgmt.	6
3	EI 424/478	Resort Mgmt. or Convention Mgmt.	6
4	EI 468	Managing Tech. in the Hosp. Industry	6
5		Visiting Expert Speakers	
		Total	24

IGNOU Component

No.	Course Code	Course	Credits
1	BHY 011	Understanding International Tourist: Profile and Market	8
		Total	8

Internship (Field) Project Report

No.	Course Code	Course	Credits
1	IT-2	Internship (Field) Project Report	6

Total Credits for 3rd Year — IGNOU + Project + AH&LEI = 24 + 8 + 6 = 38

Total Credits for Three Years — IGNOU + AH&LEI + Training + Project = 120

10. PERFORMANCE REQUIREMENT

- 1) Minimum required attendance percentage (i.e. 70 per cent on theory classes and 80 per cent on practical) is mandatory.
- 2) The student's continuous satisfactory performance in class tests, assignments, journal submission, Terminal Examination, etc.
- 3) The student's satisfactory completion of industrial training.
- 4) No dues in the accounts department.

11. PERFORMANCE COMPLETION CERTIFICATE

Only those students, who complete the industrial training and the programme successfully with required attendance and percentage of marks in each component (assignment, practical and term-end examinations) of each course, are eligible for Programme Completion Certificate.

Students who pass the courses will receive the individual certificates from American Hotel & Lodging Educational Institute, U.S.A. for AH&LEI courses and Grade Card for IGNOU courses.

12. DEGREE CERTIFICATE

Students who receive the Programme Completion Certificate and pass in all the AH&LEI courses, practical, industrial exposure training and IGNOU courses will be awarded B.A. International Hospitality Administration Degree by IGNOU.

13. ADDRESSES AND CODES OF PROGRAMME CENTERS

Sl.#	State	Name & Address of the Programme Centre	Programme Centre Code	Intake
1.	Andhra Pradesh	Indo American School of Tourism 'Indo American Valley' Sankaram Campus, Batlapudi Post, Anakapalle Mandal, Visakhapatnam – 531001 Contact number(s): 08924 – 207226, 221186, 9393333123 Email: principal@indoamericanin.org msrraju@indoamericanin.org	BA-IHA 02	120
2.	Gujarat	Gujarat Institute of Hotel Management VAID House, Behind Sun Pharma Research Centre, Next to Ashwamegh-1, Akota, Vadodara -390020 Contact number(s): 0265-2331112, 3293346, 09825033907 E-mail: gihmbaroda@yahoo.com.	BA- IHA 04	80
3.	Gujarat	AIMS Hotel Management College, AIMS Education Campus,Vadtal-Vidyanagar Road, Bakrol, Anand- 388315 Contact number(s): 02692- 239246/ 239247 Fax : 02692- 239248 E-mail info@aims.edu.in, ignou@aims.ac.in	BA-IHA 05	80
4.	Gujarat	Asia Pacific Institute of Management, Asia Pacific House, Vidhyavihar Colony, Off. Hotel Fortune Landmark, Usmanpura, Ahmedabad - 380013 Contact number(s): 079-27551640, 07698011000 E-mail: adim@apimindia.ner	BAIHA-07	80
5.	Gujarat	Jindal School of Hotel Management, 8th floor, Hotel Surya Palace, Opp. Parsi Agiari, Sayajigunj, Vadodara - 390005 Email: gautam.jshm@gmail.com, sri.jshm@gmail.com	BAIHA-08	40
6.	Gujarat	Cambay Institute of Management Opp.Hillwoods School, Sector 25, Gandhinagar - 382044 Contact number(s): 079-23289000 - 11,9909953153, 9909953050 Fax: 91-79-23289012 Email: principal.gnr@cambayeducation.com fbs.cihm.gnr@cambayeducation.com	BAIHA-47	80
7.	Haryana	Sarva Institute of Hotel Management, SCO 395 - 95 - 96, 2nd Floor, Sector - 8, Panchkula, Haryana - 134109 Contact number(s): 0172-5070304, 09216870304 E-mail: info@niihm.org	BAIHA-09	40

8.	Haryana	IILM Institute for Higher Education, Plot # 69, DLF Golf Course Road, Sector- 53, Gurgaon -122003. e-mail: chetna.khaneja@iilm.edu	BA-IHA 10	40
9.	Jharkhand	Institute of Science & Management, ISM Campus, Pundag, Ranchi - 834004 Contact number(s): 0651-2242060, 9431164967, 9709191217, 9709144125 E-mail: contact@ismranchi.org	BAIHA-11	80
10.	Karnataka	PES Institute of Hotel Management, Tech Park, PESIT Campus, 100ft Ring Road, BSK III Stage, Bangalore - 560085 Contact number(s): 9180-26721983 /2108, E-mail: sunita@pes.edu geethaharish@pes.edu	BAIHA-12	80
11.	Karnataka	Presidency College of Hotel Management, C/o. Royal Orchid Hotel Complex No. 1, Golf Avenue, Adjoining KGA Golf House, Airport Road, Bangalore - 560008 Contact No: 91 80 25202794/96, 9686654540 Email: head.academics@royalorchidhotels.com, learning@royalorchidhotels.com	BAIHA-13	80
12.	Kerala	Naipunnya Institute of Management and Information Technology, Pongam, Koratty East, Thrissur District - 680308 Contact number(s): 0480 - 2733573 & 2730340, 9846640794 E-mail: naipunnya.pongam@gmail.com	BAIHA-15	40
13.	Kerala	Munnar Catering College, Thachankary Hills, Sooryanelli ,Munnar - 685618 Contact number(s): 04868 -249900, 09447736663 E-mail: info@munnarcateringcollege.edu.in	BAIHA-14	120
14.	Kerala	Oriental Institute of Hotel Management, Valley View, Lakkidi, Vythiri, Wayanad Dist - 673576 Contact number(s): 04936-255716/ 717/ 718/ 719, 325224, Mobile: 9497576701, 9388409777; Fax: 04936- 256720 Email: principal@orientalschool.comoihm.baiha.cpc@gmail.com	BAIHA-16	80
15.	Kerala	Siena College of Professional Studies, Aquinas Grounds Edacochin, Cochin - 682006 Contact number(s): 0484-3080311 Email: sienacollegeofihm@gmail.com	BAIHA-51	40

16.	Madhya Pradesh	Mashal School of Hotel Management, Hotel Mashal Campus, Jhoomar Ghat, AB Road, Rau, Indore - 453446; Contact No: 0731 – 4020306, 09893199394, 9826844720 Email: director.sohm@ipsacademy.org, v_ksingh2004@yahoo.com	BAIHA-17	80
17.	Maharashtra	Nageshkar Memorial Hotel Management Institute 1330, 18/19 Chhatrapati Colony, Shastrinagar, Kolhapur- 416008 Contact No: 0231 – 2690174, 09422426365 Email: snageshkar@yahoo.com, klp_nmkihmct@bsnl.in	BAIHA-18	40
18.	Maharashtra	DINA Institute of Hotel & Business Management, No.7/3, 7/4, Undri, Next to Tulip Villa,NIBM Annexe, Undri, Pune - 411060 Contact: 020- 26970602, 09890839260 Email: dinainstitutepune2009@gmail.com, capt_deepapal@rediffmail.com .	BAIHA-20	120
19.	Maharashtra	Amro Tourism Academy, 'SURAJKUND', Gat No 64/3 Mumbai-Nashik Highway (NH-3) Rajurbahula, Nashik - 422-010 Contact number(s): (0253) 651-1223 , 202-9815 E-mail: amrocollege@hotmail.com	BAIHA-22	40
20.	Maharashtra	Rizvi Academy of Hospitality Management & Catering Operation, New Rizvi Education Complex, Sherly Rajan Road, Off Carter Road, Bandra (West), Mumbai - 400050. Contact number(s): 022-26044176, 26057240, 26052071 Email: rizvihmc@bom5.vsnl.net.in	BAIHA-23	120
21.	Maharashtra	Atharva College of Hotel Management & Catering Technology, Atharva Educational Trust, Malad Marve Road, Charkop Naka, Malad (W), Mumbai - 400 095. Contact number: 022-40294941/61; Fax: 022-40294961 Email: atharva.hotelmct@gmail.com	BAIHA-25	80
22.	Maharashtra	Arun Muchhala Institute of Hotel Management & Catering Technology, Sai Baba Vihar Complex, Anandnagar, Ghodbunder Road, Thane (West), Mumbai - 400601 Contact number(s): 022 - 25970354, 25971199, 09920702224 Fax No. 022 - 25973838 Email: amichmtp@gmail.com, amicprincipal@gmail.com	BAIHA-28	120

23.	Maharashtra	Kohinoor - I M I School Of Hospitality Management Old Pune – Mumbai Highway, Khandala, Dist. Pune, Pin Code: 410301 Maharashtra. Email: debashish.ghosh@kohinoor.ac.in Contact Number: 02114 – 269225, Ext.: 319 Mobile: 09320161002	BA-IHA 53	80
24.	New Delhi	RM Institute of Hotel Management, Lane W-17K,N-13, (South of Sainik Farms), Khasra No. 54/18, Devli Village - 110062 Contact number(s): 011-29 Fax: 011-29555006, 29555827, 29551952, Fax: 011-29553685 Email: sambandhu68@gmail.com, psyche.nigam@gmail.com, psyche@nda.vsnl.net.in	BAIHA-29	80
25.	New Delhi	Fairfield Institute Of Management & Technology, Plot No – 137/11, Near Oberoi Farm House, Kapasheda – 110037 Contact Number: 011 -25063208-11/ 9312352942 Email: fimtooffice@gmail.com, anil_sharma2020@rediffmail.com	BAIHA-46	40
26.	Punjab	Hotel & Catering Management Institute, SCO-19 First Floor, Sector 20-D, Near Labour Chawk, Chandigarh -160020 Contact number(s): 0172-4653055, 09779063055; Fax: 0172-5003055E-mail: acad_hcni@yahoo.com	BAIHA-30	80
27.	Rajasthan	Institute of Hotel Management & Catering Behind Luv-Kush Indoor Stadium, Mahilla Parishad Building Chetak Circle, Udaipur - 313001 Contact number(s): 0294-5120808, 2412342 Email: ihmudr@gmail.com,info@ihmcudaipur.org.	BAIHA-31	40
28.	Rajasthan	Cambay Institute of Hospitality Management, P- 36B, RIICO Industrial Area, Delhi-Jaipur Highway, Kukas, Jaipur Contact numbers: 01426-515210, 09799191854, 9549656411, 9909953756 Customer-Care Toll Free: 1800 233 5566; Fax: 01426 515253 E-mail: info@cambayeducation.comprincipal.jaipur@cambayeducation.com	BAIHA-32	40
29.	Rajasthan	Cambay Institute of Hospitality Management F 439-442, Bhamusa Industrial Area, Behind Secure Meter Limited, Kaladwas, Udaipur Contact number(s): 0294-2650262, 9549656046, 9549656417/ 9549656410 Email: ah@cambayeducation.com, principal.udaipur@cambayeducation.com	BAIHA-52	40

30.	Tamil Nadu	Benson College of Hotel Management & Culinary Arts, Mounaswamy Madam Cross Street, Venkatapuram, Ambattur O.T., Chennai - 600 053, Phone: 044-4206 1233, Mobile : 09444928148	BA-IHA 35	40
31.	Tamil Nadu	Canon School of Catering & Hotel Management, 1/75, Poonamallee High Road, Nerkundram, Chennai - 600 107 Contact number(s): 044-29312122, 29312124, 9444017301 Email: hospitality@cananschool.org	BAIHA-36	120
32.	Uttar Pradesh	RIG Institute of Hotel Management 48/1, Knowledge Park, Greater Noida, 201306 Contact No: 0120 - 2324800, 9810840406 Email: nksari@gmail.comprincipal@riginstitute.com	BA-IHA 38	120
33.	Uttar Pradesh	IEC–Institute of Hospitality Management, Plot No. 4 , Institutional Area, Surajpur Kasna Road, Knowledge Park-1, Greater Noida Contact Number: 0120 - 2990602, 9891139319, 9811898080 Email: dean.ihm@ieccollgeayanbasak17@gmail.com	BAIHA-39	40
34.	Uttar Pradesh	Sheetal Academy For Hospitality & Technical Education (SAHTE), 444, Main Road, Krishna Nagar, Mathura - 281004 Contact number(s): 0565-2420008, 2420182, 09410076010; Fax: 0565-2400106 E-mail: sathemtr@rediffmail.com, mayakmdixit@gmail.com	BAIHA-40	40
35.	Uttarakhand	Baba Farid Institute of Hotel Management, Sudhowala, Manduwala, Dehradun - 248001 Contact number(s): 0135-6541750, 9219601001-4-50135, 9997777828 Fax: 0135-2774061 E-mail: bfihmdoon@rediffmail.com	BAIHA-42	120
36.	Uttarakhand	Madhuban Academy of Hospitality Administration & Research, Hotel Madhuban 97, Rajpur Road, Dehradun-248001 Contact: 09012190009, 0135 - 3256500, 2742500 Email: hotelacademy@maharedu.com seema@maharedu.com	BAIHA-48	80
37.	West Bengal	IHRM College of Management Studies (ICMS), Sonargaon Park, Tegharia, Sonarpur, Kolkata- 700150 Contact number(s): 033-24346885/7138/7214, 09830566266, Fax: 033-24346885 E-mail: ihrmadmissions@gmail.com, academics@ihrmedu.org.	BAIHA-43	40

38.	West Bengal	Durgapur Society of Management Science HUDCO More, Dr. Zakir Hussain Avenue, Bidhan Nagar Durgapur – 713 206 Contact: 0343 – 2536993; 2537756 Tele Fax: 0343 – 2536993 Website: www.dsmsindia.com Cell No. 09800450028	BA-IHA 54	120
39.	West Bengal	Good Shepherd Institute of Hospitality Management, East Main Road, Kalimpong, Darjeeling, W.B. - 734301 Contact No: 9232537543, 8653828888, 9800225099 Email: gsihm@sify.com	BAIHA-45	40

The above institutes shall be activated subject to the enrolment of a minimum number of 10 students.
In case where minimum number is not enrolled, students can be associated with other institutes subject to the availability of seats.

14. UNIVERSITY RULES

The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of the year of registration.

14.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the 'Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapane Aur Viniyaman), Adhiniyam, 2002' are non-existent and cannot be made the basis of admission to higher studies with IGNOU.

14.2 Incomplete and Late Applications

Incomplete application forms/re-registration forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. The form is to be submitted to the coordinator of the concerned Programme Centre on, or before, the due date. The application form, sent to other offices of the University, will not be considered and the applicant will have no claim whatsoever on account of this.

14.3 Validity of Admission

Learners offered admission have to join on, or before, the due dates specified by the University. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again.

14.4 Schedules

All schedules viz. the submission of examination form, assignments and dates for examinations will remain as notified by the University from time to time.

14.5 Simultaneous Registration

Students, who are already enrolled in a programme of one year or longer duration, can also simultaneously register themselves for any Certificate Programme of six-month duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, the University will not be in a position to make adjustment.

14.6 Re-Registration

Learners are advised to submit the re-registration forms only

to the respective Programme Centre and nowhere else. If any student sends the registration/re-registration forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularisation.

14.7 Schedule for Re-Registration (for 2nd year and 3rd year): July Session:

1st March to 30th April: without late fee
1st May to 31st May: with late fee of Rs 200*
1st June to 30th June: with late fee of Rs.500*

14.8 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, Other Backward Classes (OBCs), War Widows, Kashmiri Migrants and Physically-Handicapped Learners, as per the Government of India rules.

14.9 Scholarships and Reimbursement of Fee

The learners belonging to reserved categories, viz. Scheduled Castes, Scheduled Tribes and Physically-Handicapped, have to pay the full fee at the time of admission to the University, along with other General Category candidates. SC/ST learners have to collect and subsequently submit their scholarship forms to the respective State's Directorate of Social Welfare or Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement of Programme Fee. Similarly, Physically-Handicapped Learners admitted to IGNOU Programmes are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government's Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director of IGNOU. Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post-Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.

14.10 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students through Programme Centres and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, he can obtain a copy of the same from the Programme Centre or Regional Centre, or may download it from the IGNOU website: www.ignou.ac.in. In case of non-

receipt of study material, students are required to write to Registrar (MPDD), IGNOU, Maidan Garhi, New Delhi-110068. Complaints can be registered through e-mail at mpdd@ignou.ac.in

14.11 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU Programmes, if they have valid student visa for the minimum duration of the Programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website www.ignou.ac.in). Admission of foreign students residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with a limited number of seats are not offered for foreign students.

14.12 Term-end Examinations

A learner should not apply for appearing in the term-end examinations of any course without getting re-registered for the same. The result would be withheld in such cases.

14.13. Official Transcripts

The University provides the facility of official transcripts — on request made by the learners — on plain paper addressed

to Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068. A fee of Rs.100 per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs. 300 in case of request for sending transcript outside India.

14.14 Disputes on Admission & Other University Matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

15. GENERAL RULES

For any matter not governed by the rules and regulations given in the prospectus, new rules will be laid down as and when necessary and the same will be intimated to the students through a notice/Programme Centres. IGNOU reserves the right to revise the syllabus and timings of a course, or its duration, and if found necessary, fees and other charges too.

AH&LEI rules & regulations will be provided by them separately.

For Programme Centre rules and regulations, please contact the Programme Co-ordinator.

(FORMAT FOR MEDICAL CERTIFICATE)*CERTIFICATE*

(To be completed and signed by a registered MBBS Doctor and presented by the candidate at the time of admission)

Certified that I have in general, and also in regard to following infectious diseases, examined Mr/ Ms _____
_____, (whose signature is given below), son/ daughter of Mr _____, resident of
_____.

Disease	Finding
a. Infectious skin diseases	
b. Psoriasis Foliate	
c. Tuberculosis	
d. Trachoma	
e. Venereal disease	
f. HIV	
and find that he/she is not suffering from any of the above diseases.	

I also certify that after examination I find that Mr./Ms. _____ is fit to undergo course of study in
Hospitality and Hotel Administration.

(Signature of Candidate)

(Signature of Medical Practitioner)

Seal _____

Registration No: _____

Category Certificate (I)

(i) SC/ST Candidates

This is to certify that Mr./Ms./Mrs. _____ son/daughter/wife
of Shri _____ of Village _____ Town
_____ Distt. _____ State/U.T. _____ belongs to
_____ Caste which is recognised as Scheduled Caste/Scheduled Tribe under the Constitution
(Scheduled Caste Part C States) Order 1951 read with the SC/ST list (Modification Order, 1956)
Mr./Ms./Mrs. _____ and his/her family reside in
Village/Town _____ District _____ State U.T. _____

(Signature of Tehsildar/Commissioner/District Magistrate)

Signature : _____

Seal/Samp

Place : _____

Date : _____

Category Certificate (II)

(ii) OBC candidates (only non-creamy layer)

This is to certify that Mr./Ms./Mrs. _____ son/daughter/wife
of Shri _____ of Village _____ Town
_____ Distt. _____ State/U.T. _____ belongs to
_____ Caste who are eligible for availing the benefits as per central list of 5 to
13 Cs/OBC as per Resolution No. 12011/68/93-DCC(C) of Ministry of Social Justice & Empowerment as modified from time
to time by that Ministry based on the advice of the National Commission for Backward Classes. (NCBC).
Mr./Ms./Mrs. _____ and his/her family reside in
Village/Town _____ District _____ State U.T. _____

(Signature of Tehsildar/Commissioner/District Magistrate)

Signature : _____

Seal/Stamp

Place : _____

Date : _____

2011-12 Batch



Application No.

B

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDAN GARHI, NEW DELHI – 110 068

APPLICATION FORM FOR ADMISSION TO B.A. INTERNATIONAL HOSPITALITY ADMINISTRATION

DO NOT STAPLE

Affix your passport
size photograph
(3.5 cm x4.5cm)
duly self attested
by you
(Trim the photograph
if necessary)

1. Programme Code

B A I H A

2. Enrollment No. (To be allotted by IGNOU)

3. Programme Centre Code

B A I H A

(refer to the list given in the prospectus)

4. Name (as appearing in your Secondary (10th Class) Examination Certificate)

5. Father's/Husband's Name/Mother's Name (Strike out whichever is not applicable)

6. Address for Correspondence (Do not give Box No. address; leave a blank box between each unit of address like House No., Street Name, P.O., etc.)

City

District

State

Pin Code

7. Telephone No. (if any) with STD Code

STD Code

Telephone No.

Mobile No. (if any)

0

8. E-Mail Address (if any)

9. Date of Birth

(As given in 10th exam certificate)

Date

Month

Year

10. Age (as on 1st July 2010)

Years

Months

Days

11. Sex: Tick (✓) in the box applicable to you

Male

Female

12. Nationality: Tick (✓) in the Box applicable to you

Indian

Other

If other please specify:.....

13. Territory Code Tick (✓) in the box applicable to you

Urban

Rural

Tribal

14. Category: Tick (✓) in the box applicable to you

Gen.

SC

ST

OBC

15. If you are OBC, do you belong to non-creamy layer: Tick (3) in the box applicable to you:

Creamy Layer ☐ Non-Creamy Layer ☐

16. Whether Kashmiri Migrant: Tick (3) in the box applicable to you: Yes ☐ No ☐

17. Marital Status (Write the relevant code in the box): A1 Married ☐ B2 Unmarried ☐

18. Religion A1 Hindu ☐ B2 Muslim ☐ C3 Christian ☐ D4 Sikh ☐
E5 Jain ☐ E6 Buddhist ☐ G5 Parsi ☐ H8 Jew ☐ I9 Others ☐

19. Whether Minority (Write the relevant code in box) A1 Yes ☐ B2 No ☐

20. Social Status (Write the relevant code in box) A1 Ex-service man ☐ B2 War widow ☐ C3 Not applicable ☐

21 (a). Whether a person with disability (Write the relevant code in the box) A1 Yes ☐ B2 No ☐

21 (b). If a person with disability (nature of disability) (Write the relevant code in the box)

A1 Speech and hearing Impairment B2 Locomotor Impairment C3 Visual Impairment ☐ ☐

D4 Low Vision E5 Any other, please specify

22 Details of scholarship being received if any (a) Annual Scholarship Amount

(b) Deptt. Offering Scholarship A1 Govt Deptt. ☐ ☐
(Write the relevant code in the box) B2 Other ☐

(c) Family income (yearly)

d) Below Poverty Line
A1 Yes ☐ ☐
B2 No ☐

23. Relevant Qualifications: (Which make you eligible for the programme)						24. Details of Fees (Write the relevant code in the box)
(a) Qualification	(b) Main Subjects	(c) Year of Passing	(d) Division	(e) % of marks	(f) Board Code	
		 Last 2 Digits only	 (01, 02, 03 or 04) for pass	 (Do not use Decimals)	 (Wherever required)	B2 Cash Challan of Bank B3 Bank Draft

25. Amount (Add Rs 200 in case of late fee)

DD/Challan No

DD/Challan Date

DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I am seeking admission. I fulfil the minimum eligibility criteria for this programme as prescribed in the prospectus. I have provided necessary and relevant information. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules. **I further declare that I am medically fit as per the standards indicated in the Prospectus. I shall not be entitled for any refund of fee paid at any stage of admission in case I am declared ineligible.**

Date / /

Signature of Candidate

CHECKLIST

Before submitting the application form please make sure that you have affixed your photograph and signed over it and attached the following (Tick the relevant boxes):

- ☐ i. Demand Draft (for Registration) of Rs. 250/- in favour of IGNOU payable at New Delhi in case you have downloaded the application from IGNOU Website.
- ☐ ii. Self-attested certificates in support of your eligibility qualification (s). (attach attested copies of relevant marks-sheets & certificates)
- ☐ iii. Self-attested category certificate for SC/ST/OBC (creamy layer status)/ PH/ Kashmiri migrant/ war widows wherever required.
- ☐ iv. Self-attested Date of Birth certificate (attach attested copy of secondary (10th) examination certificate issued by a recognised Board).
- ☐ v. Medical certificate

LIST OF CODES

STATE CODE	
Code	Description
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Orissa
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Dadra & Nagar Haveli, Daman & Diu (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
33	C/o 99 APO
34	Learners Abroad
35	Chattisgarh
36	Jharkhand
37	Uttaranchal

EDUCATIONAL QUALIFICATION CODE	
Code	Description
001	Matriculation/SSC
002	10 + 2 or Equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library & Information Science
010	Master of Library & Information Science
011	PG Diploma in Dietetics and Public Health Nutrition or equivalent

LIST OF BOARD CODES (FOR 10 + 2)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10 + 2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/NIOS	1991	National Institute of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	–	Tripura Board of Secondary Education
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., UP
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	–	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	–	Not listed in this list

Sl. No.	Code of Board	Board (Abbr)	Year from which 10 + 2 vocational stream in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

Annexure I

AFFIDAVIT BY THE STUDENT

I, _____ (full name of the student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :

Address :

Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE II

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian/father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting, or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :

Address :

Telephone/Mobile No. :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

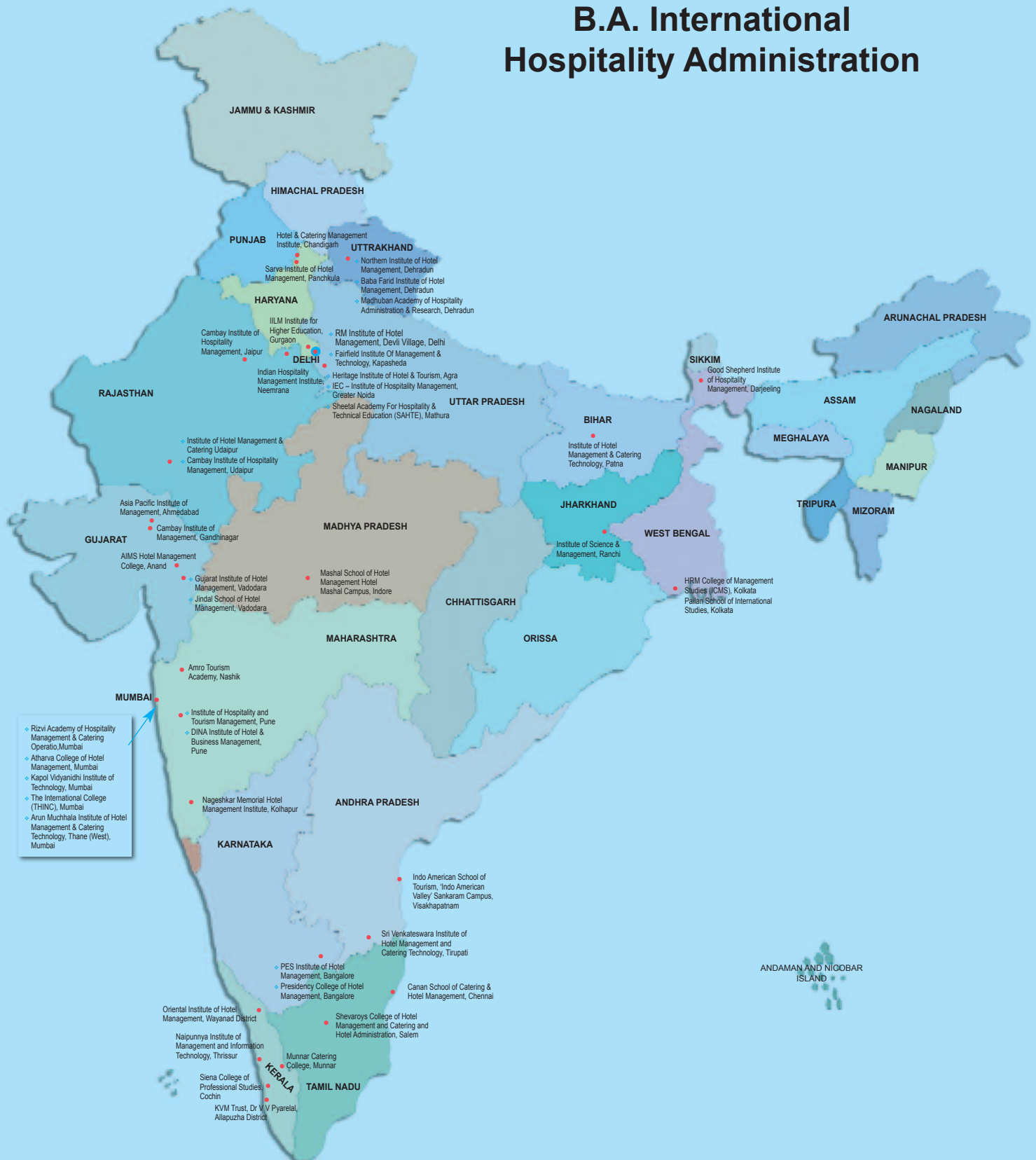
OATH COMMISSIONER

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/prohibit/punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview. Information on this policy, rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the person below:

Apex Committee Against Sexual Harassment (ACASH)	
Prof. Pravin Sinclair Chairperson & PVC	pk Sinclair@ignou.ac.in
Ms. Neena Jain EMPC	neenajain@ignou.ac.in
Regional Service Division Committee against Sexual Harassment (RSDCASH)	
Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C.K. Ghosh, Director, SSC	ckgosh@ignou.ac.in
Ms. Kailash Saluja AR, SOL	kailashsaluja@ignou.ac.in
Ms. Surekha, AR, Library	Sur.mittimani@gmail.com
IGNOU Committee Against Sexual Harassment (ICASH)	
Prof. Rita Rani Paliwal Chairperson & Professor of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda, Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy, Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur, Reader SOH	Malti_mathur@hotmail.com
Ms. Vidya Sonal, DR. Admin. Div.	vsonal@ignou.ac.in
Mr. K.K. Kutty DR. SED	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda, So, SOICS	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra, AR, IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh, RTA, SOCE	kanikasingh@ignou.ac.in

CENTRES OFFERING B.A. International Hospitality Administration





“Education is a liberating force, and in our age it is also a democratising force, cutting across the barriers of caste and class, smoothening out inequalities imposed by birth and other circumstances.”

Indira Gandhi