

PROSPECTUS

**AIET- BHTS 2010
ALL INDIA ENTRANCE TEST**

B.SC. HOSPITALITY & TOURISM STUDIES



PADMASHREE DR.D.Y.PATIL UNIVERSITY

**(ACCREDITED 'A' GRADED BY NAAC)
NAVI MUMBAI**

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Department of Hospitality and Tourism Studies

INTRODUCTION

Department of Hospitality & Tourism Studies was incorporated under the Padmashree Dr. D. Y. Patil University in the year 2005.

Spanning over a duration of 3 years the courses provide a hands-on experience imparting training in both practical and theoretical aspects of Hotel, Catering and Institutional Management. A competent faculty and guest lecturers from leaders in this industry give the course its cutting edge.

Situated in the 72 acre and spacious campus of Padmashree Dr. D. Y. Patil University at Nerul, Navi Mumbai, it is an idyllic setting for a Department of Hospitality and Tourism Studies. The Department is well connected by road and rail with Mumbai, Thane and Pune. Housed in a five storied building with a built in area of more than 75,000 sq. ft it contains state-of-the-art facilities in all areas of training that would enable the students to enter the Hospitality Industry with the confidence of seasoned manager. The Department has four well equipped Kitchens, a Bakery, Confectionary, Training Restaurant, Dining Room, Front Office, Housekeeping, Library, Lecture Hall, Cafeteria and Training Hotel.

Hospitality & Tourism A Science & an Art :

One would agree that the Hospitality management and tourism profession is a combination of science and art. It's science because the operations of the hotels today are complex, and managing them requires scientific training and knowledge of established best practices. On the other hand it is an art because it is a service industry. In a service industry the importance of the human aspect in production and delivery of the product increases substantially. It takes a total to their likes and dislikes, mixed with a highly innovative approach to achieve customer-delight.

The Hospitality Industry :

In the Indian context, the sector has witnessed booming growth in the past decade or two especially after globalization. Efforts by the government to promote India as a prime tourist destination in the world is paying dividends and there has been a definite increase in the volume of international tourists visiting the country. More encouraging has been the steady growth in the

number of Indians travelling within the country both for pleasure and business as fallout of the increasing levels of income and education.

The principle objective of the course is to provide a solid foundation for the future of the students in the hospitality industry, keeping in mind the constantly growing needs of this ever-growing industry. The pedagogy is eclectic and challenging. Students attend lectures; deliver presentations use computers and work in the training restaurants to give them an exposure to the spectrum of activities they will be engaged in a part of their profession. The curriculum is designed to provide basic knowledge, impart practical training and improve the managerial skills of the students.

Academic Programmes

Degree Programmes in Hospitality and Tourism Studies.

Course Highlights

B.Sc. Hospitality and Tourism Studies.

Duration - 3 Years Full Time

1. Eligibility

- a. A candidate for being eligible for admission to the Degree Course shall have passed XII std Examination of any State Board /University for Higher Secondary Education or its equivalent and secured not less than 40% marks in aggregate of any stream (Science, Commerce, Arts, Home Science, MCVC etc.) with English as a compulsory subject.
- b. A candidate who has passed HSC or 12th Std. from any State Board/University with passing marks and secured not less than 50% marks in one years Vocational course related to hospitality studies is being eligible to first year of degree course.
- c. Direct entry into the third year. In order to benefit those students who have already passed their Three Year Diploma in Hotel Management from any recognized Board in India or aboard, the direct entry facility to the third year of the three year Degree in Hospitality & Tourism Management.
- d. Those appearing in 10 + 2 or equivalent examination can also appear in AIET-2010 for being considered on provisional basis. Provisional admission will be stand cancelled if proof of having passed the qualifying examination (10+2 or its equivalent) is not submitted to the concerned institute. Admission is subject to verification of facts from the original certificate /documents to be produced by the candidates at the time of admission.

2. Selection

Selection for admission will be made strictly on the basis of marks secured in Entrance Exam & marks secured in eligibility examination.

3. Admission Procedure:

A Entrance Test Programme

About Online Registration :-	AIET - BHTS 2010 Application forms Will be required to be submitted ON LINE by visiting University Web Site under section All India Entrance Test 2010.
Last date for receipt of Completed application form :-	The Last date for On line registration of Application forms up to 5.00 pm on 8 th May 2010.
Entrance Test fees :-	Rs.2000/- by Demand Draft drawn in Favour of Padmashree Dr.D.Y.Patil University Payable at Navi Mumbai or Applicant can pay registration fees On Line via Credit Card, Debit card, Internet Banking, Cash card, Mobile payment options.
Submission of application:- With late fees of Rs.500/-	Up to 5.00 pm on 15 th May 2010
Distribution of Hall Tickets:-	Applicant will receive Hall Ticket in Electronic format to the mail address mentioned while registering application on line, Alternately applicant can also download hall ticket from University Web site by entering Transaction ID and Date of Birth of applicant if needed.
Entrance Test Date :-	Sunday, 23 rd May 2010
Time :-	3.00 to 6.00 p.m.
Centre :-	Navi Mumbai.
Announcement of Results:-	14 th June 2010

Details of Entrance Test

SN	Subject	No.of Question	Duration
1.	General Knowledge	30	3 hours
2.	Service & Hospitality Aptitude	30	
3.	Numerical Ability & Scientific Aptitude	30	
4.	English Language & Comprehension	60	

Language of Question Paper - English

Marking Scheme for Entrance Test for each question you will be awarded one mark if you have darkened only one bubble corresponding to the correct answer. In case you have not darkened any bubble you will be awarded zero marks for that question.

B. Relative Merit in Case of Equal Marks:

In case of candidates securing equal marks, their entrance exam for admission to Degree Courses in Hospitality & Tourism Studies shall be fixed on the basis of the following:-

- a. A candidate passing the qualifying examination from Science stream shall be given first priority.
- b. A candidate passing the qualifying examination from Home Science stream shall be given second priority.
- c. A candidate passing the qualifying examination from MCVC Stream shall be given the third priority.
- d. A candidate passing the qualifying examination from Commerce Stream shall be given the fourth priority.
- e. A candidate passing the qualifying examination from Art Stream shall be given the fifth priority.

C. Documents required : At the time of admission

Original & attested copies of following :-

- A. Statement of marks of the qualifying examination.
- B. AIET-BHTS 2010 mark statement
- C. Leaving/Transfer Certificate from the institute last attended.
- D. Backward Class Caste Certificate and Cast verification Certificate (by candidates belonging to all categories of Backward Class)
- E. Domicile/Residence proof Certificate, Certificate of Medical Fitness, Attempt Certificate.
- F. Physical Fitness certificate form the registered Medical Practitioner as Per Annexure I.
- G. Attempt Certificate as per Annexure II.

4. Fee Structure

The Annual fee payable by the candidate admitted to the course for Academic year 2010-11 is as follows.

Course	Fees (Rs.)
B.Sc in Hospitality and Tourism Studies	90,000

A) Mode of Payment of fees :

The candidates will have to bring demand draft of Rs. 90,000/- Drawn in favour of **Padmashree Dr. D. Y. Patil University Department of Hospitality & Tourism Studies, on Nationalized/Scheduled bank** payable at Navi Mumbai at the time of admission. The requests for extension of time limit for payment or to accept partial payment will not be entertained. The candidates may be required to submit Bank Guarantee covering payment of fees for the balance years of the course.

The fees exclude Eligibility and Enrolment fees applicable for calendar year 2010-11. Admission shall be confirmed only after payment of fees.

B) REFUND RULES

In case of cancellation of admission within one month from the date of admission, the fees will be refunded in full, after deduction of Rs 1,000/- towards administrative charges.

Students Welfare & Cultural Activities

1. Students are encouraged to participate in intra / inter College / Departmental and Inter University Sports and Cultural Events. Incentives are given for those who excel at the State and National Level.
2. The Annual University Festival week provides a wide arena for sports and cultural participation. It is organized by the students and for the students.
3. The University has provision for the students to join the NCC and NSS. These units organize outstation campus / activities, thus enabling students to meet and make acquaintance with other students from across the country.
4. Students can become members of the University Sports Academy and avail of its facilities.

The Curriculum

The Curriculum : First Year

SN	Subject	Teaching Hours		Maximum Marks				Total
		TH	PR	Theory		Practical		
				Internal Assessment	Final Examination	Internal Assessment	Final Examination	
1.	Food Production	2	8	20	80	20	80	200
2.	Food & Beverage Service	2	2	20	80	20	80	200
3.	Rooms Division Management -I	4	2	20	80	20	80	200
4.	Catering Science	2	-	20	80	-	-	100
5.	Communication Skills English / French	4	-	20	80	-	-	100
6.	Principles of Management	2	-	20	80	-	-	100
7.	Travel & Tourism	2	-	20	80	-	-	100
8.	Information Technology	1	2	-	-	20	80	100
9.	Hospitality Facility Planning & Services	2	-	20	80	-	-	100
	Total	21	14	160	640	80	320	1200

Institutions Hours Per Week : 40 hrs.

Student Contact Hours Per Week (Formal Teaching) : 35 hrs.

Student Centred Activities (Library Studies, Guidance & Counselling, Seminar, Self Learning Etc) : 06hrs

Total Marks 1200

The Curriculum : Second Year

SN	Subject	Teaching Hours		Maximum Marks				Total
		TH	PR	Theory		Practical		
				Internal Assessment	Final Examination	Internal Assessment	Final Examination	
1.	Food Production Operation	4	8	20	80	20	80	200
2.	Food & Beverage Services - II	4	2	20	80	20	80	200
3.	Rooms Division Management - II	4	2	20	80	20	80	200
4.	Principles of Accounting	4	-	20	80	-	-	100
5.	Legal Aspects of Hospitality Business	4	-	20	80	-	-	100
6.	Human Resource Development	4	-	20	80	-	-	100
7.	Tourism Development	4	-	20	80	-	-	100
8.	Industrial Training	-	-	-	-	20	80	100
		28	12	140	560	80	320	1100

Each candidate shall have to undergo Industrial Training for a period of 18 weeks. Industrial Training assessed on the evaluation done during the Training period and viva based on Log Book / Training Report submitted by candidate.

Institutions Hours Per Week : 40 hrs.

Student Contact Hours Per Week (Formal Teaching) : 40 hrs.

Total Marks 1100

The Curriculum : Third Year

SN	Subject	Teaching Hours		Maximum Marks				Total
		TH	PR	Theory		Practical		
				Internal Assessment	Final Examination	Internal Assessment	Final Examination	
1.	Food Production Management	3	8	20	80	20	80	200
2.	Advance Food & Beverage Service	2	2	20	80	20	80	200
3.	Room Division Management - III	2	2	20	80	20	80	200
4.	Hospitality Finance Management	3	-	20	80	-	-	100
5.	Hospitality Marketing	2	-	20	80	-	-	100
6.	Tourism Development Management II	2	-	20	80	-	-	100
7.	Entrepreneurship and New Enterprise	-	2	-	-	20	80	100
8.	Management Information System In The Hospitality Industry	2	-	20	80	-	-	100
9.	Strategic Management	2	-	20	80	-	-	100
10.	Research & Projects	-	4	-	-	20	80	100
		20	16	160	640	120	380	1300

Institutions Working Hours Per Week : 40 hrs.

Student Contact Hours Per Week : 36 hrs. same like FY.

Student Centred Activities (Library Studies, Guidance & Counselling, Seminar, Self Learning Etc) :
06hrs

Total Marks 1300

During the Degree Course students has to select and complete minimum three value added courses. The value added courses are as under :-

Sr. No.	Course
Group 1	Bar Tending
Group 2	Vegetable / fruit carving Display items
Group 3	Cake making & cake decoration
Group 4	Sweets & Desserts
Group 5	Business skills
Group 6	Personality Development
Group 7	German Language
Group 8	French Language

For these courses students has to pay separately. Additional course completion certificate will be issued by Padmashree Dr.D.Y.Patil University (DHTS).

Scheme of Examination:

- a. The Examinations shall be conducted in each academic year.
- b. The theory papers shall carry 100 marks . the evaluation of the performance of the students in theory papers shall be on the basis of both internal assessment(20%) and Final Examination (80%).
For Internal Assessment of Practicals (20%) the following will be the distribution.
 - a. Attendance 10%
 - b. Continuous Assessment/ Assignment 20%
 - c. Assessment of journals 10%
 - d. Sessional Practicals 60%

The final examination shall be held at the end of each academic year and shall be of 2 ½ hours duration for Theory, 4 hours for Food Production, 2 hours each for F & Beverage Service, RDM, Information Technology.

- c. The Annual Examination for First Year and Second Year will be conducted by the College and the Third year Examination will be conducted by the University.
- d. The internal evaluation marks and the final examination marks of the first year and second year and the internal examination marks of the third year shall be sent to the University by the college/institution before the commencement of the next academic year.

- e. For the students who fail in the Annual Examination of I/II/III year a supplementary examination will be conducted in the month of November /December every year by the college for First and Second years for the third years by the University.

Passing Standards

- a. A candidate shall have to obtain a minimum of 40% marks in theory paper and 40% in practical
- b. A candidate shall be placed in First class with Distinction if he/she secures 50% marks in each of the theory papers and at least 75% marks in aggregate.
- c. A candidate shall be placed in Second class if he/she secures a minimum of 40% marks in each of the theory papers and projects and at least 50% in aggregate.
- d. A candidate shall have to secure at least 40% marks in each of the theory papers and projects and 40% in each practical paper to pass the examination.
- e. A candidate who fails in any particular theory practical shall be allowed to reappear for that theory/practical paper/s. However his/her internal evaluation marks shall be carried over.
- f. A candidate who fails in more than three papers of theory or/and practical at the final examination shall not be allowed to keep the term for the next year.

Discipline

The candidates admitted in the constituent College of the University are subject to the discipline and conduct rules of the University. A Disciplinary Committee will deal with all cases either suo moto or when referred to it by the Principal of the College or the Vice Chancellor of the University. The decision of the Vice-Chancellor shall be final in this regard.

Court Jurisdiction

Any legal dispute arising out of the conduct of admission procedure to the College which is a constituent College of Padmashree Dr. D.Y. Patil University shall be subject to the jurisdiction of the Courts of Navi Mumbai and High Court at Mumbai only.

Disclaimer

Padmashree Dr. D.Y. Patil University, Navi Mumbai has not authorized any individual agent or agency to deal with the admissions to its constituent College . The University will not be responsible for any activities of such individual agents / agencies.

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Placement and Prospects

Currently the employment opportunities in the Hotel industry both nationally and internationally are very attractive and the prospects are very rewarding. The college has a very effective placement cell which helps our students to get final placements in suitable positions not only nationally but also internationally.

Leading Hotels, restaurants, catering companies and Fast foot outlets etc. in the country conduct on-campus interviews every year and many bright students avail of several rewarding, prestigious job offers.

List of National and International chains recruiting our students are :-

International Recruiters

- Choice Hotels, United Kingdom
- Marriott, Dalmohoy Country Club & Resort, Edinburg
- Marriott, Edinburg
- Leisureplex Group of Resorts, United Kingdom
- Marriott, Maida Vale, London
- The Strand Hotel, London
- Hilton London Stansted
- Holiday Inn, York
- Britannia Group of Hotels,

National Recruiters

- Oberoi Hotels
- Hyatt Regency
- Grand Hyatt, Mumbai
- Ramada Plaza Palm Grove
- Le Royal Meridien, Mumbai
- J. W. Marriott Hotel, Mumbai
- Café Coffee Day
- Sun-N-Sand, Mumbai
- ITC Grand Central

- United Kingdom
- Café Spice Namaste, London
- Intercontinental, The Grand
- Taj Mahal Hotel & Tower
- The Resort, Mumbai
- The Leela, Mumbai
- Revival Hotel, Mumbai
- Mc Donalds Restaurants
- Indus Cruising
- The Taj Lands End, Mumbai
- Café Mocha
- RKHS
- Taj President
- Fariyas
- Myfair Banquet
- Raheja

The Disciplinary Measures Against Ragging

The Padmashree Dr.D.Y.Patil University does not allow ragging in its campuses including Hostels. We have anti-ragging Committees to monitor and prevent ragging.

This is as per the guidelines of the University Grant Commission (UGC). Here is an extract from the report of the Committee Constituted by the University Grants Commission to frame guidelines to curb the menace of 'ragging' in University / educational institutions.

Forms Of Ragging

Ragging is found to take the following forms (the list is only indicative and not exhaustive)

Crisp orders

- To address seniors as 'Sir'
- To perform mass drills,
- To copy class notes for the seniors;
- To serve various errands,
- To do menial jobs for the seniors;
- To ask / answer vulgar questions;
- To look at pornographic pictures to 'shock the Freshers out of their innocence';
- To force to drink alcohol, scalding tea, etc.,
- To force to do acts with sexual overtones, including homosexual acts;
- To force to do acts which can lead to physical injury/ mental torture or death;
- To strip, kiss, etc.;
- To do other obscenities

Punishments

The following could be the possible punishments for those who are found guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee or the Court of law.

- 1) Cancellation of Admission.
- 2) Suspension from attending classes.
- 3) Withholding/withdrawing scholarship/fellowship and benefits.
- 4) Debarring from appearing in any test/examination or other evaluation process.
- 5) Withholding results
- 6) Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
- 7) Expulsion from the hostel
- 8) Expulsion from the institution for periods varying from 1 to 1 semesters
- 9) Expulsion from the institution and consequent debarring from admission to any other institution.
- 10) Fine up to Rs. 25,000/-
- 11) Rigorous imprisonment up to three years.

While the first 10 types of punishment can be awarded by the appropriate authority of the institution itself, the last punishment can be awarded only by a court of law.

*** 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.**

Maintenance of discipline among the students and disciplinary powers of the University (Under Rule 26(h) of M0A)

BL 466

- a) Every student, during his course of studies, shall be under disciplinary jurisdiction of the competent authority which shall take appropriate action, in case of indiscipline, misconduct on part of the student.
- b) Definitions: In this Bye-Laws unless the context otherwise requires,
 - i) '**Student**' means a person who is enrolled in the **Institute** for receiving instructions and /or qualifying for any degree or diploma or certificate of the Institute.

- ii) '*College*' means a constituent college runs by the **Institute**.
 - iii) '*Competent Authority*' means the Vice Chancellor of the **Institute** or the person to whom the powers are delegated by the Vice-Chancellor under these Bye-Laws.
- c) The Vice-Chancellor may, by order, delegate all or any of his powers under the Memorandum of Association as he deems fit, to such other officer as he may nominate in that behalf.
- d) The Vice-Chancellor may in exercise of his powers, by order direct that any student or students be expelled or rusticated for a specified period or be not admitted to a course of study in college for a specified period or be punished with fine, not exceeding Rs. 5000/- or be debarred from appearing in an examination conducted by the **Institute** for a specified period not exceeding five years or that the result of the student or students concerned in the examination in which he or they have appeared be cancelled. Provided that, the Vice-Chancellor shall give reasonable opportunity to the student concerned of being heard if expulsion is for a period exceeding one year.
- e) Obligations of the students: Every student, shall at all the time,
 - i) Conduct himself properly,
 - ii) Maintain proper behaviour,
 - iii) Observe strict discipline both within the campus of the college, hostel, hospital and also outside, in buses, railways, or at public places or at picnic or study tours, organized by the college or playgrounds or in extra curricular activities.
 - iv) ensure that no act of his purposely or otherwise brings the **Institute** or college in disrepute.
- f) Any act of a student which is contrary to the provisions of clause (e) above shall constitute misconduct and /or indiscipline, which terms shall mean and include, among others any one or more of the acts jointly or severally, mentioned hereinafter, namely:
 - i) Any act whether directly or indirectly causes or attempts to cause disturbance in the lawful functioning of college and / or **Institute**.
 - ii) Habitual unpunctual in attending lectures, practicals, clinics, tutorials, sessional examinations and other courses as may be prescribed.
 - iii) Repeated absence from lectures, tutorials, practicals and other courses, as prescribed.

- iv) Any act whether direct or indirect through the media or newspapers and / or other media, by which, in the opinion of the competent authority, the college and **Institute** stand defamed, and any other act of intimidating and / or assailing and / or threatening the employees / officers / officials of the college and **Institute** and any act to cause damage to the assets of the **Institute** and college by any means.
- v) Occupation of any building such as, hostel, room, residential quarter or such other accommodation in the premises owned or hired by the college or **Institute** without prior permission from the competent authority.
- vi) Permitting or conniving with any person not authorized to occupy any hostel room, residential quarter, or any accommodation or any part thereof of the college or **Institute**.
- vii) Securing admission in the **Institute**, to any undergraduate or post-graduate programme or any other course by fabrication of the documents or suppression of facts or information.
- viii) Obstruction to any student or group of students in his or their legitimate activities pertaining to classroom, laboratories, fields, playgrounds, gymnasium or places of social and cultural activity within the campus of the college and **Institute**.
- ix) Suppressing material information or supply of false information to the college and **Institute**, for seeking any privilege.
- x) Possessing or using any fire arms, lethal weapons, explosive, or dangerous or corrosive substance on the premises of the college, hostel, playground and **Institute**.
- xi) Possessing or consuming any poisonous or stupefying drugs or intoxicant in any form in the college, hostel and **Institute**.
- xii) Ragging, bullying or harassing any student in college and **Institute** or outside thereof.
- xiii) Indulging in any act of violence, assault, intimidation or threatening in the institution or hostels or outside thereof.
- xiv) Destroying or attempting to destroy or tamper with any official record or document of the **Institute** and college.
- xv) Misconduct of the student, at any meeting or special functions or sports and cultural activities arranged by the **Institute** and college or at any other public place.
- xvi) Stealing or damaging any form produce or any property belonging to the college and **Institute**, staff member of the college and **Institute** or any other public place.
- xvii) Instigating violence or participating in any demonstrations or violent agitation or violent strike in the college and

Institute.

- xviii) Instigating or participating in any 'gherao' of any official or staff member of the **Institute**.
 - xix) Violation of any of the rules and regulations of the **Institute** or of the competent authority.
 - xx) Gambling in any form in the **Institute** or college, hostel etc.
 - xxi) Disorderly behaviour in any form or any act specifically forbidden by the competent authority.
 - xxii) Refusal to appear to give evidence before enquiry officer appointed by the competent authority with respect to a charge against student concerned.
 - xxiii) Any act violating any provision of the Memorandum of Association, Bye-Laws made thereunder.
 - xxiv) Conviction in the court of law for criminal offence involving moral turpitude.
 - xxv) Any other act not specifically mentioned hereto before which, whether by commission or omission, as would in the circumstances of the case be considered by the competent authority as an act of misconduct and / or indiscipline.
- g) The competent authority may impose any one or more of the following punishment(s) on the students found guilty of misconduct, indiscipline, in proportion thereof:
- i) Warning / censure / reprimand fine not exceeding Rs. 5,000/-
 - ii) Cancellation of the scholarship / award / prize / medal, awarded to the student by the **Institute**, with prospective effect.
 - iii) Expulsion from the college.
 - iv) Debarring from admission to a course or courses of study in the concerned college, debarring from appearing for examination or examinations, conducted by the **Institute** concerned, for a specific period, not exceeding five years.
 - v) Cancellation of performance of the student concerned in an examination in which he has appeared.
 - vi) Rustication from the **Institute** for the period not exceeding five years.
- h) If the competent authority is satisfied that there is a prima facie case for inflicting penalties, mentioned in clause No. (g) above it may itself or through other person(s), authorized by it, for this purpose, shall make inquiry, in following manner;
due notice in writing shall be given to the student concerned about his alleged act of misconduct / indiscipline.
- i) student charged shall be required within three days of the

- receipt of the notice to submit his written representation about such charge(s).
- ii) if the student fails to submit his written representation within specified time limit, the inquiry may be held separately.
 - iii) if oral evidence of the witness against student is recorded by the enquiry authority, the student charged shall be given an opportunity to cross examine the witness concerned.
 - iv) if the student charged desires to see the relevant documents, which are being taken into consideration or are to be relied upon for the purpose of proving the charge or charges, the same may at the discretion of the enquiry authority, be shown to him after the notice as provided in sub-clauses (I) above is furnished to him.
 - v) the student charged shall be required to produce documents, if any, in support of his defense. The enquiry authority may admit relevant evidence, documentary, or otherwise, at the stage before the final orders are passed.
 - vi) legal practitioner shall not be allowed to appear either on behalf of the student charged or the **institute**, in the proceedings before the enquiry authority.
 - vii) enquiry authority shall record findings on each implication of misconduct or indiscipline and the reasons for such findings and submit the report alongwith proceedings to the competent authority.
 - viii) the competent authority on the basis of findings shall pass such orders, as it deems fit.
- i) Provided that procedure prescribed above need not be followed and all or any of its provisions may be waived in the following circumstances:
- i) When the student charged admits the charges in writing.
 - ii) When the student charged has absconded for any other reasons or it is impracticable to communicate with him.
 - iii) If in the opinion of the competent authority, a punishment or fine not exceeding Rs.5000/- or reprimand, censure, warning is sufficient.
 - iv) If the punishment or rustication is imposed on a student by the Vice-Chancellor or such other person in whom the authority is vested by him, student shall be entitled to prefer an appeal to the grievance committee of the **Institute** within seven days of the receipt of the notice of the punishment.

- j) In respect of such student, Principal of the respective college shall maintain the record of punishment.
- k) The **Institute** shall, on each occasion of any punishment being imposed on any student, intimate by a letter, to be sent under a certificate of posting, the fact of such imposition to the parent or guardian of such student on the address available in the college record.
- l) *A copy of these rules shall be supplied to each student at the time of his admission to the **Institute** / college and a receipt for the same shall be obtained from the student. This receipt shall form a part of the record of admission of the students.*

Uniform/Protective Clothing

Students will be required to provide themselves with the prescribed uniforms for various practical classes. Admittance to classes will be conditional upon the students being groomed for the same.

a. Food Production

First, Second & Third year : Full sleeved double breasted chef coat, check Chef trousers, apron(up to knee), chef, cap, Scarf, closed shoes and socks.

b. Food Service

Years	Boys	Girls
First Year	Black pant, White Shirt, Black Shoes, Black Bow	Attire & foot wear as prescribed by the head of Department
Second Year	Attire & footwear as Prescribed by the faculty	Attire & foot wear as prescribed by the faculty

c. Front Office:

Boys	Girls
Plain light coloured shirt with tie, dark Coloured trousers	Saree(Plain coloured or Plain with a border

d. Housekeeping

Boys	Girls
Black Pant, White Shirt, Lab Coat & Cap	Black Pant, White Shirt, Lab Coat & Cap

General Grooming Standard for Boys

1. Hair : Very short and neatly combed. Daily close shave and trimmed moustache
2. Nails : Should be trimmed up to cuticles
3. Jewellery : No jewellery is allowed except one wristwatch
4. Belts : Only plain black belt allowed
5. Footwear : Polished plain black leather shoes with laces
No slip-ons allowed
Kitchen shoes as specified by the lecturer, to be worn only with food production uniform
6. Uniforms : All uniforms must be clean, well ironed and in good Condition,(i.e. No tears, missing buttons, wrong coloured buttons, etc.)
7. Special : Grooming standards applicable for individual practical will also apply.
Plain white vest must be worn under the shirt

General Grooming Standard for Girls :

1. Hair : Short Hair i.e. above shoulder length to be held back from the forehead with a plain black hair band.
Longest hair should be neatly tied back into a bun or braid . only plain black bands allowed.
2. Nail : Nails to be trimmed up to cuticles.
No varnish allowed
3. Jewellery : Only one small pair on non-dangling earrings.
No jewellery is allowed except one wristwatch
Jewellery specified for front office practical can be worn.
4. Make-Up : Not allowed except with front office uniform.
No Mehndi on hands.
5. Uniforms : All uniforms must be clean, well ironed and in good condition (i.e. No tears, missing buttons, wrong coloured buttons, etc.)
6. Special : Grooming standards applicable for individual practical will also apply.
Plain white slip must be worn under the shirt

Miscellaneous

1. On admission every student must obtain, an Identity card, which will be supplied by the office. The student must always carry the identity card displayed on their uniform whenever they are in the institute premises.
2. Students must be present in their respective classrooms before commencement of a lecture. The first bell is meant for the students to collect their materials and go to the classes. Before the second bell rings all students must be in their respective classrooms or else their presence will not be taken into consideration for the purpose of attendance.
3. Students are required to conform to the grooming standards of the Institute such as appropriate clothing, correct uniforms, and short hair for boys etc.
4. Students are required to attend Theory Classes, Practical Demonstrations functions even after their normal Institute hours or outside institute premises as part of their training which is compulsory.
5. The conduct of the student in their classes and on the premises of the institute shall be disciplined and shall not cause any disturbance to the fellow students of other classes. The principal may expel a student whose work or conduct is not satisfactory and the entire fees paid shall be forfeited.
6. Students must not loiter in the Institute premises while the classes are in progress.
7. Students should not bring anything inside the Institute that will in any way interfere with its orderly administration and discipline. This includes mobilephones, pagers, personal music systems, video games etc.
8. No society or Union shall be formed in the Institute and no person would be invited to address a meeting without the prior permission of the Principal.
9. In the Institute, for debates and other meetings arranged, the chairs must be taken by a responsible person approved by the Principal and the subject of the debates must be previously approved by the principal.
10. No students shall be allowed to take active part in current politics.
11. Students are expected to take proper care of the Institute Property and help to keep it neat and tidy. All damages done to the Property of the institute by disfiguring walls, door fittings or breaking furniture etc. is a breach of

discipline. Those responsible for the same shall be duly punished and the cost of the damages will be recovered from the students.

12. If for any reason, the continuance of the student in the opinion of the Principal is detrimental to the interest of the institute, the Principal may ask such a student to leave the institute. This decision shall be final and binding on the student.
13. Students when free should make use of the Institute Library and Must not loiter in and around the institute.
14. Non compliance with rules of the Institute can also be dealt with by means of suitable fines and appropriate disciplinary action.
15. **Students shall not do outdoor catering/waiting during the tenure of their study in this institute without the written permission from the Principal. The Principal may take strict action against students who indulge in this practice.**
16. Lunch given in the institute is not a statutory obligation on the part of the institute. students are required to accept what is offered as training food.
17. If a student is absent at the beginning or in between the normal working hours shown in the timetable (Theory /Practical) he/she will be marked absent for the whole day.
18. Students must attend classes and practical in the institute and must visit catering establishment and participate in indoor and outdoor catering parties arranged by the institute as part of their course.
19. All students must appear for the Examination/Tests and must not be absent for any curricular and extra curricular activities without prior permission of the Principal. Such absence without leave may lead to loss of term.
20. Each student is required to have a minimum of 75% attendance to the Total Number of Working Days of the same academic year failing which he/she will be disqualified from appearing for the University Examination.
21. Students must be regular and punctual in attendance in classes, practicals and in submission of termwork in the various subjects. Terms will not be granted and student will not be certified for the state examination if his/her progress including the performance at the internal examination, regularity,

conduct and attendance are not to the entire satisfaction of the Principal, who will have full right to detain the student.

22. Failure to appear for the internal examination i.e. Terminal, Preliminary even on medical grounds, will not be allowed to appear for the University Board Examination.
23. Absence without leave is considered, as a breach of discipline. Leave without permission is liable to fines. No leave will be granted except in case of illness or emergency. Prior permission must be obtained from the Principal who will consider the application of leave on individual merit.
24. Absence due to ill health should be notified as soon as possible and doctors certificate should be produced on return to college.
25. No student can leave the Institute premises during the working hours without a written pass from the Principal. The breach of this rule is liable to suspension.
26. The management will not be responsible for any accident that may be caused to any student during his/her work in the Institute.
27. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.

Annexure - I

Medical Fitness

A candidate must be medically fit to undergo the professional course applied for. The medical fitness must be certified by a Registered Medical Practitioner on his letterhead in the prescribed proforma, as given below:

CERTIFICATE OF MEDICAL FITNESS

This is to certify that I have conducted clinical examination of Mr. /Mswho is desirous of admission to B.Sc Hospitality and Tourism Studies programme.

He/ She has not given any personal history of any disease incapacitating him / her to undergo the professional course. Also, on clinical examination it has been found that he / she is medically fit to undergo the professional course.

Certified further, that he / she has not shown any evidence of major defects of posture, locomotion, vision, hearing or any other systemic disorder.

Though, following deviations have been revealed, in my opinion, these are not impediments to pursue a career as a B.Sc Hospitality and Tourism Studies.

Address of the Registered Medical Practitioner Signature:

Name:

Registration No.:

Seal of Registered Medical Practitioner

Date: / / 200

Annexure II

Attempt Certificate

Note : Please Strike out at asterisk mark * the unnecessary words

This is to certify that *Mr./Ms _____
have appeared in the *Secondary/Higher Secondary School Certificate Examination
of the Maharashtra, *Secondary/Higher Secondary School Certificate Examination at
_____ times(s). He has passed the said examination held in the month of 200_ /
200_ in all the subjects in one attempt. He was not detained from appearing in the
said examination.

Place :

Date :

Signature and Name of the Principal

Annexure III (Sample Paper for AIET-BHTS 2010)

PART I (General Knowledge)

1.	Which of the following is the largest telecom operator in India?	8.	The new name of Yugoslavia is
	1. BSNL		1. Serbia
	2. MTNL		2. Serbia and Croatia
	3. TATA Telecom		3. Serbia and Montenegro
	4. Reliance Indicom		4. None of the above
2.	“Saga Dava” is the festival of	9.	Largest number of Persians reside in
	1. Buddhism		1. Iran
	2. Islam		2. Iraq
	3. Jainism		3. Jordan
	4. Hinduism		4. Saudi Arabia
3.	Which among the following countries offers visa to Indians on arrival?	10.	The first woman to become Governor of a State in India was
	1. Singapore		1. Sarojini Naidu
	2. Oman		2. Fateema Biwi
	3. Afghanistan		3. Vijayalakshmi Pandit
	4. Saudi Arabia		4. Sucheta Kriplani
4.	‘Kisan Divas’ is observed on	11.	With which movement did Mahatma Gandhi enter into Indian Politics?
	1. December 22		1. Surat Session
	2. December 23		2. Dandi Marhc
	3. December 26		3. Champaran Movement
	4. December 29		4. None of the above
5.	2005 Men’s Hockey Champions Trophy is schedule to be held in	12.	CEAT International Cricketer of the Century Award has been conferred on
	1. India (Chennai)		1. Schin Tendulkar
	2. Pakisthan (Islamabad)		2. Kapil Dev
	3. Australia (Perth)		3. Sunil Gavaskar
	4. Germony (Cologne)		4. B.S.Chandrashekhkar
6.	‘Madhushala’ the book of poetry is written by	13.	Which Constitutional Amendment makes education a Fundamental Right for all the children between 6 and 147 years?
	1. Mahadev Verma		1. 73 rd
	2. Harivansh Rai Bachan		2. 83 rd
	3. Jai Shankar Prasad		3. 93 rd
	4. Sumintra Nandan Pant		4. 63 rd
7.	Shaheed Bhagat Singh, Sukhdev and Rajguru were sentenced to death in	14.	The highest dam in the world is at
	1. April 1924		1. Inguri (Gorgia)
	2. February 1933		2. Rogun (Tajikistan)
	3. March 1931		3. Riguwataki (Russia)
	4. February 1935		4. Notre Dame (France)

Annexure IV (Sample Paper for AIET-BHTS 2010)

PART II

**SERVICE & HOSPITALITY
APTITUDE**

PART III

**NUMERICAL ABILITY &
SCIENTIFIC APTITUDE**

Direction : As you read the following questions carefully, please answer all the question as best as you can without skipping any one. To each question there are four choice you can tick, either (A), (B), (C) and (D) make sure that you answer each question honestly and try to tick the first answer that comes to your mind without changing it because the first choice is always the true one.		1.	The average of first five prime number is
		1.	5
		2.	5.6
		3.	4.5
		4.	None of the above.
		2.	If 15% of X is the same as 20% of Y then X:Y is
		1.	3:4
		2.	4:3
		3.	17:16
		4.	16:17
1.	If you are severely criticized by a teacher for a task, but then given a second chance to do another task, you believe that you would	3.	The average of 50 numbers is 38. If two numbers, 45 and 55, are discarded, the average of the remaining numbers is
A	Loss confidence due to the criticism, but still try the second task	1.	36.5
B	Try not to repeat earlier mistakes and would improve on your earlier performance	2.	37
C	Be fearful of being criticized and would refuse the second task	3.	37.5
D	Task the criticism positively and do very well on the second task.	4.	37.52
2.	According to you your circle of friend is	4.	The population of a town is 18000. If it increase by 10% during the first year and 20% during the second year, the population after years will be
A	You don't really have a social circle as you interact with just one or two persons regularly	1.	19800
B	Very large as you know a lot of people	2.	21600
C	You know a small number of people	3.	23760
D	You know many people, but consider only a few of them as your friends	4.	None of the above.
3.	Wedding celebrations are on in your family. You	5.	Sam's monthly salary is Rs.10,100. His son's monthly salary is Rs.8,200. How much should they have so that they are left with 85% of the their income to expend?
A	Participate but only if compelled	1.	Rs.2475
B	Participate only in events where you know the other people well	2.	Rs.2475
C	Prefer to stay at the sidelines and just watch everything	3.	Rs.2645
D	Are at the forefront of all events and very participative.	4.	None of the above.
4.	Your colleague is having problems at work.	6.	An electrical device capable of transmitting sound as well as images is called.
A	You avoid discussing her / his problem but do so if she / he ask	1.	Telephone
B	You advise her / him but let her / him decide on her / his own.	2.	Audiophone
C	You lend her / him support and help her / him in resolving the issue	3.	Microphone

	D	You try to stay out of her / his affairs		4.	Videophone
5.		If you see your nephew crying, you want to	7.		A women bought a shawl for Rs.250. For how much should she sell it so as to gain 10%
	A	Call someone else to calm the baby, but avoid doing so yourself.		1.	Rs.275
	B	Immediately pick up the baby, even if the mother is present.		2.	Rs.375
	C	Only pick up the baby, if the mother is not there.		3.	Rs.475
	D	Let the mother calm the baby, but try to avoid as much as you can.		4.	Rs.175
6.		When communicating information on an important company policy change, what sort of medium would you choose?	8.		Bubonic and Pneumonic are which type of the deadly discase
	A	Oral communication followed by written communication		1.	Cancer
	B	Oral communication alone		2.	Plague
	C	Written communication alone		3.	AIDS
	D	Written communication followed by oral communication.		4.	None of the above.
7.		If you want to start with something new and you have little savings and few employees, what will be your first priority?			
	A	Generate cash flow			
	B	Figure out what business to be in			
	C	Launch products			
	D	Develop customers			

Annexure V PART IV ENGLISH LANGUAGE (Sample Paper for AIET-BHTS 2010)

<p>(Q nos 1 to 3) : Read the following passage carefully and answer the questions given below:</p> <p>Emile Durkheim, the first person to be formally recognized as a sociologist and the most scientific of the pioneers conducted a study, that stands as a research model for sociologists today. His investigation of suicide was in fact the first sociological study to use statistics. In suicide (1964, originally published in 1897) Durkheim documented his contentions that some aspects of human behavior – even some without reference to individual.</p> <p>Like all Durkheim’s works, suicide must be viewed within the context of his concern for social integration. Durkheim wanted to see if suicide rates within a social entity (for example, a group organization or society are related to a degree which individual are socially involved integrated and regulated). Durkheim described three types of suicides promoted when individual do not have sufficient social ties. Since single (never married) adults for example, are not heavily involved with family life, they are more likely to commit suicide than married adults. Altruistic suicide, on the other hand, is more likely to occur when social integration is too strong. The ritual suicide of Hindu widows on their husband’s funeral pyres is one of the examples. Military personnel trained to lay down their lives for their country, provide another illustration.</p> <p>Durkheim’s third type of suicide – anemic suicide increases when the social regulations of individuals is disrupted . For example, suicide rates increase during economic depressions. People who suddenly find themselves without hope of finding one or more prone to kill themselves. Suicides may also increase during the periods of prosperity. People may loosen their social ties by taking new jobs, moving to new communities for finding new mates.</p>	1.	In his study of Durkheim’s main purpose (was to document that suicide can be explained without reference to the individual) to provide an explanation of the variation in the rate of suicide across societies to categorize various types of suicide to document that social behavior can be explained by social rather than a psychological factors
	2.	According to Durkheim’s, suicide rates within a social entity can be explained in terms of a) absence of social ties b) disruptions of social regulations c) nature of social integration d) all of above
	3.	Since single adults are not heavily involved with family life they are more likely to commit suicide which Durkheim categorized as a) Anemic suicide b) altruistic suicide c) Egoistic suicide both b and c
	Directions (Q. No. 4 to 7) : IN these questions chose the word opposite in meaning (antonym) to the given words from the four alternatives (A) (B) (C) (D)	
	4.	ACCOLADE A) marmalade B) agreement C) disapproval D) understand
	5.	ILLUMINATE A) dim B) heat C) specific D) brighten
	6.	SENTIMENTAL A) warm B) dumb C) sympathetic D) dispassionate
7.	TURMOIL A) placid B) quiet C) swollen D) rough	