

Code No. : THM- 13

# PROSPECTUS

2013–14

*for*  
*Admission to*

**Master of Tourism & Travel Management (MTTM)**

**Master of Hotel Management & Catering Technology (MHM&CT)**

**Bachelor of Hotel Management & Catering Technology (BHM&CT)**

**Bachelor in International Hospitality Business Management (BIHBM)**

## DEPARTMENT OF TOURISM & HOTEL MANAGEMENT



**KURUKSHETRA UNIVERSITY, KURUKSHETRA**  
(Established by the State Legislature Act XII of 1956)  
(“A” Grade, NAAC Accredited)

Published by :  
Registrar,  
Kurukshetra University,  
Kurukshetra-136 119.

Price {  
Rs.400/- (Rs.100/- for SC/BC Candidates of Haryana) at the Counter.  
Rs.450/- (Rs.150/- for SC/BC Candidates of Haryana) by Regd. Post.

Prospectus and Application Form can be downloaded from University Website [www.kuk.ac.in](http://www.kuk.ac.in), DD for Rs.400/- (Rs.100/- for SC/BC Candidates of Haryana) in favour of Registrar, K.U. payable at Kurukshetra must be attached with the downloaded Form.

Printed by :  
Manager,  
Printing & Publications,  
Kurukshetra University,  
Kurukshetra- 136 119.

## CONTENTS

<b>Sr. No.</b>	<b>Title</b>
1.	Statutory Officers of the University
2.	Chapter-1 : Important Information
3.	Chapter-2 : General Introduction : About the University
4.	Chapter-3 : Department of Tourism & Hotel Management
5.	Chapter-4 : Faculty Members
6.	Chapter-5 : Course Structure
7.	Chapter-6 : Training & Placement
8.	Chapter-7 : Eligibility, Number of Sanctioned Seats, Distribution of Seats, Guidelines for Reservation, Admission Procedure and Preparation of Merit List
9.	Chapter-8 : How to Apply
10.	Chapter-9 : Fee Structure
11.	Chapter-10 : Schedule of Counseling
12.	Chapter-11 : General Instructions
13.	Chapter-12: List of Documents to be Brought at the time of Counseling
14.	Chapter-13 : Rules For Adjustment/Refund of Fee
15.	Chapter-14 : Hostel Facilities
16.	Chapter-15 : Curbing for Menace of Ragging and Instructions
17.	Appendix 'A' : Guidelines for bonafide residents of Haryana
18.	Appendix 'B' : List of SC/BC/SBC in Haryana State
19.	Appendix 'C' : List of Fake Universities/Boards
20.	Proformas for Character, SC, BC, SBC, Differently Abled, DFF, ESM Certificate, Self Declaration by the Student, Self Declaration by Parent/Guardian and Student's Information
21.	Proforma for Group Personal Insurance of Students
23.	Admission Form

**STATUTORY OFFICERS OF THE UNIVERSITY**

**Hon'ble Chancellor  
Shri Jagannath Pahadia  
Governor, Haryana**

**Code No.01744**

<b>Vice-Chancellor</b>	<b>Lt. Gen. (Dr.) D.D.S. Sandhu,</b> PVSM, ADC (Retd.), D.Litt. (Mgt.), Ph.D., M.Phil., MBA, M.Sc., MMM, MDBA	238039
<b>Registrar</b>	<b>Prof. M.K. Jain</b> M.Com., Ph.D.	238026
<b>Dean Academic Affairs</b>	<b>Prof. Girish Chopra</b> M.Sc., Ph.D.	238045
<b>Dean, Students' Welfare</b>	<b>Prof. Anil Vashisth</b> M.Sc., Ph. D.	238096
<b>Proctor</b>	<b>Prof. C.R. Darolia</b> M.A., Ph. D.	239617
<b>Dean of Colleges</b>	<b>Prof. D.D. Arora</b> M.Com., Ph. D.	238347
<b>Dean, Research &amp; Development</b>	<b>Prof. Shyam Kumar</b> M.Sc., Ph. D.	238561
<b>Chief Warden (Boys Hostels)</b>	<b>Dr. Sat Dev</b> M.A., Ph. D.	238711
<b>Chief Warden (Girls Hostels)</b>	<b>Prof. (Mrs.) Ashu Shokeen</b> M.A., Ph.D.	239753
<b>Offg. Librarian</b>	<b>Sh. R.D.Mehla</b> M.Sc., M.Lib.	238367
<b>Controller of Examinations</b>	<b>Dr. Hukam Singh</b> M.Phil., Ph. D.	238377
<hr style="border-top: 1px dashed black;"/>		
<b>Chairperson, Dept. of Tourism &amp; Hotel Management</b>	<b>Prof. Ravi Bhushan Kumar</b> MA, Ph.D.	238297

**CHAPTER-I**  
**IMPORTANT INFORMATION**

1. The Prospectus & Application Form is available on cash or by Bank draft drawn in favour of the Registrar, Kurukshetra University, payable at Kurukshetra; from the Manager, Printing & Publications, Kurukshetra University, Kurukshetra
2. Prospectus and Application Form can be downloaded from the University Website : [www.kuk.ac.in](http://www.kuk.ac.in)
3. Downloaded Application Form should be accompanied with a Bank Draft of Rs.400/- ( Rs.100/- for SC/BC candidates of Haryana) drawn in favour of Registrar, Kurukshetra University, Kurukshetra, payable at Kurukshetra.
4. The Candidates are advised to carefully go through the Prospectus & make themselves familiar with its contents.

6. **Important Dates**

	<b>(BHM&amp;CT)</b>	<b>(BHBM)</b>	<b>(MTTM/MHM&amp;CT)</b>
Last date for receipt of Application Form	01.07.2013 by 5.00 p.m.	01.07.2013 by 5.00 p.m.	01.07.2013 by 5.00 p.m.
<b>Date of Counseling :</b>			
1 <sup>st</sup> Counseling	12.07.2013	22.07.2013	24.07.2013
2 <sup>nd</sup> Counseling	15.07.2013	25.07.2013	26.07.2013
Final Counseling	17.07.2013	27.07.2013	29.07.2013
Date of Start of Session	30.07.2013	05.08.2013	05.08.2013

**Note :**

1. Application Form received after the last date & time will not be entertained and rejected summarily. The Kurukshetra University shall not be responsible for postal or any other delay as well as loss of Application Form(s) or document(s) in transit.
2. Admission to MTTM, MHM&CT, BHM&CT and BHBM shall be made on the basis of merit of qualifying exams. only as per rules provided candidate meets eligibility conditions and other terms and conditions as spelt out in this Prospectus.
3. Any legal dispute relating to admission of students will be subject to Courts at Kurukshetra or Courts having jurisdiction in Kurukshetra.
4. The rules contained in the Prospectus are subject to change without prior notice.
5. Any change in the date of admission schedule will be communicated well in advance.

**For enquiries contact:**

Chairperson,  
Department of Tourism & Hotel Management  
Kurukshetra University, Kurukshetra  
**Phone No. 01744-238297, Fax: 238297**

## CHAPTER-2

### KURUKSHETRA UNIVERSITY

#### **General**

Located in Kurukshetra, the land of the Bhagvadgita, Kurukshetra University is a premier institute of higher learning in India. It is spread over 400 acres of land on the south bank of the holy Brahmarsarovar. Its foundation stone was laid on January 11, 1957 by Bharatratna Dr. Rajendra Prasad, the first President of the Indian Republic. Since then it has aimed at pursuing excellence in teaching and research in science, technology, humanities, social sciences, performing arts and sports.

Today, Kurukshetra University is offering world-class education to students from India and other countries by providing a learning experience designed to develop intellectual abilities, as well as social, moral and ethical values. The University is equipping its students with the skills, insights, attitudes and practical experience that will enable them to become discerning citizens.

The University's programs combine the enduring value of a liberal arts education with the skills and experience offered by professional departments. The University has 478 teaching faculty members. The University also has 362 affiliated colleges and institutes in the districts of Ambala, Panipat, Kaithal, Yamuna Nagar, Hisar, Jind, Karnal, Kurukshetra and Panchkula.

The Campus of the University has often been rated as one of the most beautiful campuses in India. It resembles a large, self-contained village with lecture theatres, seminar rooms, accommodation, cafeterias, canteens, shops and sports facilities, libraries and laboratories. The most remarkable feature of the campus is the seamless interconnection of nature and the built environment. There are a number of lush green gardens, water fountains and side walks which provide an ideal environment on the campus for study and leisure.

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

The National Assessment and Accreditation Council (NAAC), an autonomous body, to assess and accredit universities and colleges, has conferred an 'A' grade to Kurukshetra University. The peer team of the NAAC evaluated the University's performance based on criteria like curriculum, teaching-learning and evaluation, infrastructure and learning resources, student support and progression, governance and leadership, innovative practices and so on. The peer team in its report has specially drawn reference to the University's "commitment to impart quality education to the students of the State, concerted efforts to preserve and create awareness of the rich cultural heritage of the State and academic tranquility and residential characteristics." The impressive infrastructure and ambience activities and quality research being carried out in various departments has been particularly identified as the institutional strengths of the University by the NAAC team.

#### **Internal Quality Assurance Cell (IQAC)**

In the emerging global scenario of competition-focused education and training, quality sustenance and quality enhancement in the institutions has gained paramount importance. The Internal Quality Assurance Cell works to ensure quality in different activities related to academics and administration of the university. The Cell set up in the University has been effectively functioning for the last many years. Various improvement strategies based on feedback from the stakeholders like students, parents are recommended by the IQAC to ensure quality of our teaching research programmes.

#### **Distance Education Programme**

The Directorate of Distance Education meets the needs of thousands who wish to enroll for different courses. Today the Directorate is engaged in providing Under-graduate and Post-graduate education in about 38 courses having an enrolment of 29,000 students. In addition to conventional courses, the Directorate also

offers professional courses in the areas of Computer, IT, Commerce, Management, Finance, Marketing, Law, Tourism and Hotel Management, Journalism & Mass Communication, Library and Information Sc., M.A. (Education) and B.Ed. (Two Year Course).

### **University Library**

The Jawahar Lal Nehru Library is located prominently in the University Campus. Library building is centrally Air Conditioned and has a total plinth area of 1, 06,730 sq. feet for accommodating nearly 1270 Readers at a time. At present , the library has a rich collection of 3,68,328 Books including Thesis. 15,328 Manuscripts and 250 Journals (Local and Foreign) covering all the subjects/disciplines.

Library has a very flexible working schedule through out the year and provides an opportunity to use the library without disturbance to their academic schedule. It follows normal working hours from 9.00 to 17.00 on all working days from Monday to Friday with extended opening includes Saturdays, Sunday & Holidays and upto 12.00 midnight for use.

The library is fully automated and has an Educational and Research Network (ERNET) Lab. well equipped with 100 computers nodes with a speed of 1 GBPS bandwidth and is connected to the Campus-wide-Network in order to provide access to the E-Resource.

Library provides IP-Based Access Campus-wide to the 26 E-Resources covering 7475+ E-Journals +10 Online Bibliographical Databases covering all subjects under UGC-INFONET Digital Library Consortium Subscription and the Manupatra Online Law Database under the University Subscription dedicated specially to the students and faculties of Law and other Departments of the University in General.

### **Hostel Facilities**

The University at present has 23 Hostels - 10 for Boys, 1 for Foreign male students and 12 for Girls-on the sprawling campus of the university. These hostels have capacity to accommodate 2500 girls and 2000 boys. Providing a comfortable and safe atmosphere to the students, the hostel facilities on the campus make it easy for the students to find a home away from their homes. The girls' hostels provide all important facilities within the complex. Each hostel on the campus operates its own mess providing hygienic and nutritious meals with a varied menu. In view of the large number of applicants seeking hostel accommodation, the University allots hostels to the students on the basis of their merit in the admission list. The University has also made available the facility to male hostlers for parking their vehicles in the Central Parking near their hostels.

### **Health Centre**

The University Health Centre looks after the medical needs of the students, staff and their families. Facilities for protective inoculation exist in Health Centre. Complete Physiotherapy unit, ECG, X-ray, Round the clock Ambulance facilities adequate laboratory facilities, Auto Analyzer facilities, Ultrasound facilities, Computerized ECG, EEG, Spirometry are also available in the Health Centre. A Dentist is also available in the Health Centre. The University has more than 52 private Doctors with different specializations on its panel for consultation free of cost.

### **Sports**

Kurukshetra University ranks 2<sup>nd</sup> runners-up (third) in Mullana Abdul Kalam Azad (MAKA) Trophy, which is the symbol of supremacy in Indian Universities Sports in which about 400 universities participate in Zonal and All India Inter-University Tournament annually. The University's Directorate of Sports provides maximum sports facilities, programmes and activities to enable the students to achieve and maintain a fit, healthy and enjoyable lifestyle. The University has a modern gymnasium equipped with 'workout' machines, a 50 metre swimming pool, yoga centre, football, hockey and cricket pitches, tennis, volleyball and basket ball courts, 400 metre grassy athletic track etc.

The Directorate of Sports organizes Inter-Collegiate Championships for men and women in different sports disciplines every year. The Directorate of Sports also conducts coaching camps for the University teams prior to their participation in the Inter-University Tournaments. Tournaments like International Competitions, National Championships, Haryana State Games, Ranji Trophy Matches and State Championships have been/are organized at the University Sports Complex. The University also organizes two/three North Zone/All India Inter University Championships every year. The University gives Awards and Sports Stipend to the outstanding sports persons.

### **Department of Youth and Cultural Affairs**

The Youth and Cultural Affairs Department aims at providing opportunities, incentives and channels to students for making healthy, educative and constructive use of their leisure for self-fulfillment and excellence. The Department organizes various activities and programmes for the students of the University Post Graduate Departments and affiliated Colleges. Some of these include Basic Youth Leadership Camps; Advanced Youth Leadership Training Camps; Preliminary, Basic and Advanced Hiking and Trekking; Talent Shows, Six Zonal Youth Festivals, Inter Zonal Youth Festival, Ratnawali Haryana Day State Level Festival. This festival is a theme festival and all the events organized during this programme are in “Haryanvi”, around 3000 artists participate in this festival. Amongst the people of Haryana, this festival is known as ‘Mahakumbha’ of Haryanvi Culture. In addition to the above events, professional groups are also invited to give their performance in this festival. Orchestra Workshop, Haryanvi Dance Workshop, Folk Theatre Festival, Literary and Fine Arts Workshop, Poetic Symposium, Elocution Competition, Quiz Competition are organized by the Department of Youth & Culture Affairs. The Department is working for the promotion and preservation of rich cultural heritage. Film screening by Campus Film Society.

### **Dean Students’ Welfare**

The office of the Dean Students’ Welfare provides a number of facilities and opportunities to the students of University. The office governs all Cultural, Sports, NSS and Youth Red Cross activities of the University Teaching Departments and Institutes on the Campus. The office maintains liaison with students regarding their demands and other welfare activities.

Bus and train passes are issued through this office. Educational/study tours are organized through the office. The office provides financial help to needy differently abled students having locomotive difficulties for transportation facilities on Campus and provide Jackets/Jerseys to SC/ST students. The office also supports the needy students through the Earn While You Learn Scheme which enables students to do some work in their Departments on a token payment basis. Insurance of all the students of the University Teaching Departments on the Campus in the form of Group Insurance Scheme is managed by the DSW office. The office provides support to the students of University Teaching Departments for cultural and literary events like Zonal Youth Festival, Inter-Zonal Youth Festival, Haryana Day Festival, Annual Public Speaking Competition (ROSTRUM) and other Quiz, Declamation, Paper-reading, Poster Making, Music and Dramatic competitions etc. ROSTRUM was started with an objective to develop communication abilities among students. The competition (ROSTRUM) has now become popular and attracts thousands of students every year for participation. Sports material are provided to the students for sports activities on its camps and Annual Athletics Meet is organized by the office every year. The office provides support to students of University Teaching Departments for participating in sports tournaments held as Zonal and Inter-Zonal level of the University. The office of the Dean Students’ Welfare organizes students’ programme for making them aware regarding their role in the society. Dean Students’ Welfare office takes measure from time to time to inculcate leadership qualities amongst students.

### **International Students**

In the age of globalization, Kurukshetra University has set out to make its presence felt globally through internationalization of its programmes and opening new avenues of association for global student

community. In order to assist international students the University has an International Students' Advisor who helps the International Students to understand the admission procedures of various university programmes, getting visa for admissions and also to help them live comfortably in the new environment. Every year the University admits international students sponsored by ICCR (Indian Council for Cultural Relations) and directly. The details of admission can be downloaded from the University website.

### **Corporate Resource Centre**

The Corporate Resource Centre was established for a larger industry-academia interface in higher education at the University level. It is a nodal centre for faculty, academics and industry for interaction and research. The Centre is aimed at seeking wider industry participation in the academic research, course designing, and curricula delivery. The centre helps and encourages faculty to seek industry assignments and uses the same to acquaint students with latest and updated knowledge and practices. This has also opened up possibilities of bringing real life corporate experience in the interactive teaching-learning in classroom sessions.

### **Dr. Radhakrishnan Foundation Fund**

Dr. Radhakrishnan Foundation Fund was established in the year 1994 for raising donations/mobilization of resources etc. for the overall development of the University under Financial Resources Mobilization (FRM) Scheme of the University Grants Commission (UGC). The annual interest accrued to the fund is utilized for award of scholarship etc. to the students.

### **Dharohar Museum**

The University established Dharohar a museum dedicated to Haryana heritage and culture on April 28, 2006. Its huge popularity since then is reflected in the number of visitors who have visited the museum. Upto December 2011, the museum was visited by about 8 lac visitors.

The displays have been presented in a thematic concept spread over 30 distinct sections. Just as the photo gallery of war heroes and freedom fighters is a sensitive presentation - the first of its kind in the State, the section on the archaeological and architectural heritage is a unique collection that depicts the richness of Haryana's past. Besides a rare gallery of photo, it has 20 pieces of archaeological finds going back to the period between the 5<sup>th</sup> century AD and the 10<sup>th</sup> century AD. The section on manuscripts has 53 manuscripts dating back to 500 years.

The Museum's agricultural heritage has been beautifully displayed in distinct sections devoted to agriculture, water, cattle rearing, grain storage. The transport heritage of Haryana is presented by actual items painstakingly restored. The latest addition to the museum is a photo gallery based on the work of Sh. Raj Kishan Nain. It is an outstanding display of Haryana's society-in its various forms. A whole floor has been devoted to these 172 large size photographs. The Museum also houses a literacy and research centre devoted to the promotion of quality research in various disciplines of study on Haryana.

The Museum is now poised for a major expansion Phase-II in Dharohar in which 24 sections of different trades like Kumhar, Sunar, Maniyar, Teli, Nai, Badbunja etc have been created. The Phase-II of Dharohar will be devoted to the expansion of the present concept of folk and cultural heritage in village form. A scene of village woman going to fetch from a Well is there.

### **Women's Studies Research Centre**

The Centre reflects the University's commitment to society and its policy of inclusive growth. The Centre is fulfilling its objectives of women empowerment through research, curriculum development, documentation networking, providing counseling services and launching awareness programmes. The Centre offers two full time courses in Women's Studies - M.A. (Women Studies) two years (semester system) and PG Diploma in Women's Studies one year (annual examination). Gender Sensitization workshops are organized for various sectors of society including the development functionaries of the State. The Centre has

also been working as a nodal agency to guide and monitor the functions of Women Cells in the colleges of Haryana. The Centre is also the UGC Nodal Centre for the scheme on capacity building of Women Managers in higher education of the Northern Region. The Centre is now a phase III Centre of the University Grants Commission making it one of the top few in the country.

### **Institute of Sanskrit and Indological Studies**

The Institute of Sanskrit and Indological Studies was established in 1963 under the auspices of the faculty of Indic Studies. Initially it started the publication of **Praci-Jyoti-Research Digest of Indological Studies** (published annually), which is continuously serving the needs of scholars throughout the world and have brought out 42 volumes. The Institute has undertaken a Major Research Project, “A Word-Concordance of Mahabharata,” which is to be published in Fifteen Volumes. So far eight volumes have been published.

### **National Cadet Corps (NCC)**

The University has a well-equipped contingent of NCC Battalion under the charge of experienced and trained officers of 10 Haryana Bn. NCC Kurukshetra. Separate arrangements have been made for boys and girls to facilitate them to join NCC. Apart from regular training parades, the Cadets attend NCC Camps for centralized training with their counterparts from other institutions. The Units prepare them for taking up the higher NCC Certificate Examinations. NCC Cadets are also groomed for assisting the administration in the proper and orderly conduct of special events and in relief work in civic emergencies. The Unit also present brief programmes during the Republic and Independence Day Celebrations, and on special occasions such as the NCC Day. The University lays special emphasis on training students for the armed forces by arranging lectures and guidance programmes.

### **Mahatma Gandhi All India Service Coaching Institute**

The MGAIS Coaching Institute was established in the year 1982 with the prime objective to encourage the students coming from the downtrodden and backward sections of the society by providing them coaching for various competitive examinations. Besides the Institute is aimed at to provide coaching to SC/ST candidates preparing for various Civil Services examinations. Apart from the Civil Services (Prelim.), courses like Bank Probationary Officers examinations; MBA Entrance Examination; Haryana Civil Services (Executive Branch) and Remedial Coaching are also undertaken by the Institute.

Presently Institute is running following three schemes sponsored by the UGC :

Remedial Coaching for SC/ST and Minorities;

Coaching for NET for SC/ST and Minorities; and

Coaching Class for Entry in Service for SC/ST and Minorities.

However, candidates from General Category and BC/OBC/SBC/EBC are also entertained in similar schemes on self-finance basis.

For the convenience of the candidates and due acknowledgement to University Academic Calendar and competition examination schedules, Institute has fixed two course schedule as under :

Course-I : January to March (Each Year)

Course-II : September to November (Each Year)

### **Gender Sensitization Committee against Sexual Harassment (GSCASH)**

The Gender Sensitization Committee against Sexual Harassment was established in the University from the Academic Session 2005-06. GSCASH helps to implement the guidelines laid down by the Supreme Court of India in Vishaka Vs State of Rajasthan (1997) for prevention and deterrence of sexual harassment in

the work place. Kurukshetra University is committed to providing a place of work and study free of sexual harassment. It is expected that all Students, Faculty, Staff, Karamcharies and Officials will treat one another and visitors to the University with respect. Any one violating the policy against sexual harassment is subject to disciplinary action. The GSCASH has three major functions :

1. Gender Sensitization and Orientation.
2. Crisis Management and Mediation
3. Formal Enquiry and Redressal.

Sexual harassment can take place in various forms : some subtle, and indirect, some blatant and overt.

For example :

- (i) It may be conducted towards an individual of the opposite sex or the same sex.
- (ii) It may occur between peers or between individuals in hierarchical relationship.
- (iii) It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behaviour or work performance.
- (iv) It may consist of repeated actions or may even arise from a single incident.

Students can take help from the GSCASH Committee without any hesitation. Speaking up may prevent others from being harmed as well. A Complaint Screening Committee of 3 members is constituted each month for screening of applications received.

### **Career and Counseling Cell**

In the 11<sup>th</sup> five year Plan of UGC, provision of establishing a Career and Counseling Cell with an objective to address the diverse socio-economic differently abled and geographic backgrounds of the heterogeneous population of students coming to the Universities vis-à-vis equity of access and placement opportunities through availability of appropriate institutional support information has been made. It has to support the students in the development of soft skills and communication ability to challenge the rigors of competitive tests and on-job-training in add-on or vocational courses, besides inculcating social values and ability to think independently for carrying out social responsibilities. The counseling cell has to be a resource centre of information, guidance and counseling with free accessibility and internet based global connectivity and exchange of information on professional placements. The Cell will operate under the supervision of the Co-ordinator Dr. Sunil Dhingra, Associate Prof., I.I.E., as well as three other members in accordance with the terms & conditions (Guidelines) of the University Grants Commission available at UGC website [www.ugc.ac.in](http://www.ugc.ac.in)

## **CHAPTER-3**

### **DEPARTMENT OF TOURISM AND HOTEL MANAGEMENT : A PROFILE**

#### **A Trend setter in Tourism & Hotel Education and Training**

Perceiving the significance of an advanced tourism course for the healthy growth of Indian Tourism Industry and the underlying opportunities for professionally potential young people, Kurukshetra University took initiative to set up a Department of Tourism in 1990 under the Faculty of Commerce and Management.

Immediately after its inception, the Department attracted country-wide attention for launching the first ever Master's Degree course in Tourism in the continent.

The Department is not only appreciated to be a pioneer of higher learning in tourism in the country but also a trend setter in whole of Afro-Asia world, as it always strives to impart State-of-the art knowledge and innovative, training techniques in its curriculum.

The young and multi-disciplinary faculty of the Department is determined to make it a Centre of Excellence at par with international standards. It consistently makes efforts to redesign programme to blend it perfectly with changing industry requirements and with the objective of preparing leaders for 21<sup>st</sup> century.

Continuing with the same tradition, the department has introduced Masters of Hotel Management and Catering Technology (MHM&CT) besides the Masters of Tourism & Travel Management (MTTM). The course is designed to meet the specific requirements and challenges of hospitality industry.

The Department started Bachelor in Hotel Management & Catering Technology (BHM&CT) course in 2009 to give a fillip to the Master's course and to exploit the job opportunity in the Hotel Sector.

### **Educational Programmes :**

#### **Under-Graduate Courses**

1. Bachelor of Hotel Management and Catering Technology (BHM&CT)
2. Bachelors in International Hospitality Business Management (BIHBM) is run at Ashok Institute of Hospitality & Tourism Management, ITDC, New Delhi (through an MOU)

#### **Post-Graduate Courses**

1. Master of Tourism & Travel Management (MTTM)
2. M. Phil. (Tourism & Travel Management)
3. Master of Hotel Management & Catering Technology (MHM&CT)
4. M. Phil. (Hotel Management & Catering Technology)

#### **Doctoral Programme**

Ph.D. in Tourism & Hotel Management

### **Aims and Objectives :**

The Department is devoted to

Create professionally competent manpower to meet the executive/managerial level requirements of the industry.

Generate, assimilate and disseminate knowledge on tourism and hospitality.

Create and enhance awareness about quality tourism and share expertise in the sphere of academics, industry and society.

Actively pursue tourism research in academic and applied fields.

Provide an effective platform for healthy interaction between the diverse sectors of tourism and hospitality industry.

### **Interactive Programmes**

The Department has a tradition of serving the industry by organizing fruitful interactive programmes on the contemporary issues concerning growth and development of Indian Tourism Industry. The Department has organized number of national/international seminars/conferences/workshops on following themes:

- i) Contemporary Issues in Tourism – March 3-5, 1994.
- ii) Domestic Tourism – January 19, 1996.
- iii) Pilgrimage Tourism - A focus on Kurukshetra Oct. 11-13, 1996.
- iv) Indian Tourism - Introspection, Prognosis & Strategic Models – March 8-10, 1999.
- v) A Talk on International Tourism understanding, March 23, 2000.
- vi) A Talk on Tourism Satellite Accounting, 13.2.2003.
- vii) National Seminar on Heritage Tourism : Discourse on Gita Jayanti Samaroh–2003– Dec.1,2003.

- viii) National Seminar (Under SAP) on “Tourism Education and Contemporary Issues”, March 27-28, 2005.
- ix) International Seminar on “Global Tourism: Issues and Challenges, March 28-30, 2005.
- x) National Seminar on Tourism Development, impacts and future strategies, February 23-24, 2007.
- xi) National Seminar on Tourism Education: Meeting HR Challenges for future, February 23-24, 2008.
- xii) Workshop Tourism/Hospitality Education: Issues & Perspectives, September 06, 2008.
- xiii) National Seminar on Kurukshetra: Planning for World Heritage City, December, 07, 2008.
- xiv) National Seminar on Changing paradigms in Indian Tourism and Hospitality: Implications for Growth and Sustainability, March 16-17, 2009.
- xv) One day Director’s workshop on “The Future Directions of Tourism & Hospitality Management Education in India” (under SAP) on Feb.20, 2010.
- xvi) Workshop on "responding to the changing consumer need" on 26.03.2011.
- xvii) National Seminar on Tourism Planning and Development in India: Setting Agenda for Tourism Research (Under SAP) February, 28-29, 2012.
- xviii) National Seminar on Industry Academia Interface : Challenges before Tourism education (under SAP) February, 23<sup>rd</sup> 2013.

#### **BACHELORS OF HOTEL MANAGEMENT & CATERING TECHNOLOGY (BHM & CT)**

Bachelor of Hotel Management and Catering Technology (BHM&CT) opens a wide vista of opportunities to the young graduates both in India as well as abroad. With increasing globalization, career opportunities in this field are not only limited within the country but there are chains of hotels, which operate internationally providing scope of a career abroad. It is a glamorous profession, which has a bright future. With the growth of hotel industry propelled by foreign and domestic tourism and business travel, the demand for well-trained quality personnel too has grown impressively. The diversity of experience in hotel management is greater than in any other profession. Hotel industry involves combination of various skills like management, food and beverage service, housekeeping, front office operation, sales and marketing, accounting. Today, the rise in corporate activity (leading to greater number of business trips) as well as the wish to travel on holiday has made the hotel industry a very competitive one. The excellent communication skills, extrovert personalities, caring and positive attitude and smart outlook of the hotel management graduates make them an ideal and unmatched choice for the service sector. The professional find abundant openings in the following service areas :

##### **1. HOTELS :**

- Front Office
- Food & Beverage Service
- Food Production
- House Keeping
- Marketing & HR
- Events/Conferences

##### **2. CORPORATE OFFICES & ESTABLISHMENTS**

##### **3. CATERING SERVICES IN THE AIRLINES**

**BACHELOR IN INTERNATIONAL HOSPITALITY BUSINESS MANAGEMENT (BIHBM)**  
**at**  
**ASHOK INSTITUTE OF HOSPITALITY AND TOURISM MANAGEMENT,**  
**(ITDC, GOVT. OF INDIA) NEW DELHI**

The four – year BIHBM course is run at the Ashok Institute of Hospitality & Tourism Management which is an organ of India Tourism Development Corporation, Ministry of Tourism, Government of India. The course is run in collaboration with the Kurukshetra University, Kurukshetra through a Memorandum of Understanding (MOU). The admission are made at Kurukshetra University through the Department of Tourism & Hotel Management and the classes are held at the Ashok Institute of Hospitality & Tourism Management, New Delhi.

India Tourism Development Corporation (ITDC), a Govt. of India Undertaking, has been associated with pioneering efforts in Human Resource Development for the Hospitality & Tourism Sector for more than three decades.

Ashok Institute of Hospitality & Tourism Management (AIH&TM) of ITDC in New Delhi (formerly known as Manpower Development Centre) has the distinction of being the first HRD establishment in the Hospitality industry in South Asia to be awarded the International renowned ISO 9001-2000 Certification from American Quality Assessors, USA. Training Programme are designed and conducted as per international standards so as to update knowledge, skills & self-development of students to enable them to compete internationally.

Professional skills are imparted by highly qualified & experienced faculty. Some of the activities undertaken at AIH&TM are:

- Designing and conducting customized Training Programs for Organizations like Air Hostess Academy, FICCI, State Tourism Departments, IAS Academy.
- Extending Professional expertise in Hospitality Facility Planning Consultancy.
- Imparting on-the-job training to industrial/summer trainees from various professional Hospitality institutes of the country.
- Training of Management Trainees, Craft Trainees, Hotel Operation Trainees, and Apprentices etc.
- In-house Executive Development Programmes & Career Development Schemes for the Executives, Supervisors and Staff of ITDC.

With a view to expand its activities and to impart quality education in the Hospitality & Tourism sectors, ITDC signed a Memorandum of Understanding with the prestigious Kurukshetra University for starting 4 years Bachelor's Degree Course in International Hospitality Business Management through AIH&TM from July 2004. The classes will be held at Ashok Institute of Hospitality and Tourism Management, at New Delhi.

The Course content has been designed after taking into account the requirements of the International Hospitality Industry thereby including requisite inputs for a successful career. Provision has been made to provide Theory inputs by Industry experts, Practical Training in the Hotel operational areas covering Cookery demonstrations, Industrial Training in Hotels and an International internship Programme which will be optional.

During Food Production Sessions, hands on Practical Training will be imparted in Indian and International Cuisines. In order to offset the raw material cost for Food Production sessions and lunch, nominal additional charges shall be borne by the students.

The students will have the advantage of dual certification and recognition from the Kurukshetra University and the India Tourism Development Corporation, which will empower them to take up challenging assignments. A bright future awaits the successful students in India and abroad.

International Internship Programme is being planned for an exposure of the International Hospitality Operations to the students in the field of their choice of specialization.

## CHAPTER-4

### The Faculty

The Department has well qualified multi-disciplinary faculties to take care of diverse needs of Tourism and Hospitality Education. Presently the permanent faculties are :

#### **MTTM/MHM & CT/BHM&CT**

**Dr. Ravi Bhushan Kumar,**  
**Professor & Chairperson,**  
M.A., M.Phil., Ph.D.(Geography)

**Dr.(Mrs.) Manjula Chaudhary, (on Leave)**  
**Professor,**  
M.B.A., Ph.D.(Management)

**Dr. S.S. Boora,**  
**Professor,**  
M.A., Ph.D.(Indian Culture), MBA

**Dr. Mohinder Chand,**  
**Professor,**  
M.Com., PGDHM, MSc. Hotel Mgt., M.Phil., Ph.D.(Commerce)

**Dr. R.H. Taxak,**  
**Professor,**  
M.Com., FDPM(IIMA),M.Phil. Ph.D.(Tourism)

**Dr. Surjeet Kumar,**  
**Assistant Professor,**  
MHM&CT, Diploma in French, Ph.D. (Hotel)

**Dr. Ankush Ambardar,**  
**Assistant Professor,**  
MHM&CT, BHM, Diploma in Food and Beverage Mgt., Ph.D. (Hotel)

**Mr. Dinesh Kumar**  
**Assistant Professor,**  
M.Sc., MTM

Apart from above, the Department uses visiting faculty from academics and industry to impart essential skills to its students

#### **BIHBM**

Mr. Niraj Bachkheti,	Vice President (C&HRD)
Mrs Sudha Chandra	DGM (HRD)
Mr. Rajkumar Sharma	DGM (HRD)
Mr. Vidyut Gautam	Manager (HRD)
Mr. Amit Gothwal	SOUS CHEF (HRD)
Mr. Syed Shafat Rizvi	Manager (HRD)
Ms. Priya Meena	Asst. Manager (HRD)
Mr. Rohit Sharma	Asst. Manager
Mr. Pritam Pandey	Asst. Manager
Mr. Hardik Sahni	Chef (HRD)
Mr. Saurabh Siddhu	Chef (HRD)

**CHAPTER-5**  
**COURSE STRUCTURE**

**MTTM**  
**1<sup>st</sup> Semester**

<b>Course No.</b>	<b>Title of Course</b>
MTTM-101	Tourism Business
MTTM-102	Principles and Practices of Management
MTTM-103	Computer Applications in Tourism
MTTM-104	Travel Agency & Tour Operations Business
MTTM-105	Geography of Tourism
MTTM-106	Communication Techniques
MTTM-107	Managerial Economics for Tourism
MTTM-108	Personality Development
MTTM-109	General Viva-Voce

**2<sup>nd</sup> Semester**

<b>Course No.</b>	<b>Title of Course</b>
MTTM-201	International Tourism
MTTM-202	Tourism Marketing
MTTM-203	Airlines Ticketing
MTTM-204	Tour Packaging Management
MTTM-205	Culture Heritage & Tourism
MTTM-206	Event Management
MTTM-207	Accounting for Managers
MTTM-208	Soft Skills Development
MTTM-209	Field Survey Report & Viva-Voce

**3<sup>rd</sup> Semester**

<b>Course No.</b>	<b>Title of Course</b>
MTTM-301	Tourism Planning Development & Management
MTTM-302	Tourist Behaviour
MTTM-303	HRD for Tourism
MTTM-304	Presentation Skills
MTTM-305	Training Report And Viva –Voce of on-the-job Training

**Optional Papers (Select any four)**

MTTM-306	Haryana Tourism
MTTM-307	Hotel Management
MTTM-308	Cargo Management
MTTM-309	Transport Management
MTTM-310	Adventure Tourism
MTTM-311	Entrepreneurship in Tourism
MTTM-312	Case Studies in Tourism
MTTM-313	Project Management
MTTM-314	Major Destinations of India

**4<sup>th</sup> Semester**

<b>Course No.</b>	<b>Title of Course</b>
MTTM-401	Major Destinations of the World
MTTM-402	Marketing Research & Sales Management
MTTM-403	Advanced Travel Agency Management
MTTM-404	Interactive & Interpersonal Skills
MTTM-405	Training Report and Viva –Voce of on-the-job Training
<b>Optional Papers (Select any four)</b>	
MTTM-406	Field Techniques
MTTM-407	Customer Relationship Management
MTTM-408	Information Technology & On-Line Travel
MTTM-409	Financial Management
MTTM-410	Legal & Ethical Issues in Tourism
MTTM-411	Environment, Ecology & Tourism
MTTM-412	Rural Tourism
MTTM-413	Sustainable Tourism
MTTM-414	French for Tourism

**MHM&CT****1<sup>st</sup> Semester**

<b>Course No.</b>	<b>Title of Course</b>
MHM&CT -101	Introduction to Hospitality and Tourism Industry
MHM&CT -102	Hotel Industry in India
MHM&CT -103	Communication in Hotels
MHM&CT -104	Computers and ICT in Hotels
MHM&CT -105	Hotel Front Office
MHM&CT -106	Housekeeping Operations
MHM&CT -107	Principle and Practices of Management
MHM&CT -108	Personality Development

**2<sup>nd</sup> Semester**

<b>Course No.</b>	<b>Title of Course</b>
MHM&CT -201	Hotel Material Management
MHM&CT -202	Ecological Management in Hotel Industry
MHM&CT -203	Housekeeping Operations-11
MHM&CT -204	Food and Beverage Production
MHM&CT -205	Food and Beverage Service
MHM&CT -206	Food and Beverage Bar Operations
MHM&CT -207	French for Hotel and Tourism(Elementary Level)
MHM&CT -208	Soft Skills Development
<b>Two months Hotel Induction Training</b>	

**3<sup>rd</sup> Semester**

<b>Course No.</b>	<b>Title of Course</b>
MHM&CT -301	Marketing Research and Sales Management for Hotels
MHM&CT -302	Hotel Marketing
MHM&CT -303	Human Resource Management in Hotels

MHM&CT -304	Event Management
MHM&CT -305	French for Hotel and Tourism-Intermediate Level)
MHM&CT -306	Presentation Skills
MHM&CT -307	Training Report and Viva-Voce of 2 months Hotel Induction Training
<b>Optional Papers (select any two)</b>	
MHM&CT -308	Facility Planning
MHM&CT -309	Entrepreneurship in Hotel Business
MHM&CT -310	Business Research Methodology
MHM&CT -311	Hotel Accounting and Financial Management
MHM&CT -312	Customer Relationship Management
MHM&CT -313	Case Studies in Hotel Industry
MHM&CT -314	Catering Management
MHM&CT -315	Hazard Analysis Critical Control Point (HACCP)
<b>4<sup>th</sup> Semester : 6 Months On-the-Job Training in Hotel (from 1<sup>st</sup> January to 30<sup>th</sup> June) and Training Report</b>	

**BHM&CT**

**1<sup>st</sup> Semester**

Course No.	Title of Course
101	Introduction to Hospitality Industry
102	Front Office Operation-I
103	Housekeeping Operation-I
104	Food & Beverage (Production)-I
105	Food & Beverage (Service)-I
106	Hygiene and Sanitation
107	Personality Development-I

**2<sup>nd</sup> Semester**

Course No.	Title of Course
201	Communication Skills
202	Front Office Operation-II
203	Housekeeping Operation-II
204	Food & Beverage (Production)-II
205	Food & Beverage (Service)-II
206	Nutrition & Principles of Food Science
207	Basics of Computers

**3<sup>rd</sup> Semester**

Course No.	Title of Course
301	Advance Nutrition & Principles of Food Science
302	Front Office Operation-III
303	Housekeeping Operation-III
304	Food & Beverage (Production)-III
305	Food & Beverage (Service)-III
306	Engineering and Maintenance
307	Hotel Accountancy-I

**4<sup>th</sup> Semester**

<b>Course No.</b>	<b>Title of Course</b>
401	Principles of Management
402	Hotel Laws
403	Accommodation Operations-I
404	Food & Beverage Production-IV
405	Food & Beverage Service-IV
406	Hotel Accountancy-II
407	Tourism Business

**5<sup>th</sup> Semester**

<b>501</b>	<b>Industrial Training (from June 01-Nov.15), Training Report &amp; Viva Voce</b>	<b>400 marks</b>
------------	---	------------------

**6<sup>th</sup> Semester**

<b>Course No.</b>	<b>Title of Course</b>
601	Human Resource Management in Hotels
602	Hotel Facility Planning
603	Accommodation Operations-II
604	Food & Beverage Production-V
605	Food & Beverage Service-V
606	Financial Management
607	Elementary French

**7<sup>th</sup> Semester**

<b>Course No.</b>	<b>Title of Course</b>
701	Research Methodology
702	Hotel Marketing
703	Accommodation Operations-III
704	Food & Beverage Production-VI
705	Food & Beverage Service-VI
706	Hotel Economics
707	Advance French

**8<sup>th</sup> Semester**

<b>801</b>	<b>INTERNSHIP CUM PROJECT REPORT (FROM JAN 01 – MAY 31)</b>	<b>400 marks</b>
------------	---	------------------

## CHAPTER-6

### TRAINING AND PLACEMENT

#### MASTER OF TOURISM & TRAVEL MANAGEMENT (MTTM)

The Department has the track record of very good placement and its MTTM students have made a mark for themselves in the industry. For the past few years the placement has been 100%. A few of our past employers are :

##### **Travel Agencies**

Amrican Express, New Delhi  
SITA World Travel, New Delhi  
Thomas Cook(I) Ltd., New Delhi  
Cox & Kings, New Delhi  
Zenith Leisure Holidays, New Delhi  
Balmer Lawrie & Co. Ltd., New Delhi  
Hopp World Wide, New Delhi  
Stic Travels, New Delhi  
Travel Corporation of India, New Delhi  
Yeti Travels, Kathmandu, Nepal  
Etho-Metho Tours, New Delhi  
Holiday Makers, New Delhi  
Creative Travel Pvt.Ltd., New Delhi  
Jet Airways, New Delhi,  
Journey Tour & Travels, New Delhi  
Alpine Travels, New Delhi  
Travels & Rental, Calcutta  
Ashoka Tour & Travels, New Delhi  
CTI Travels, New Delhi  
Far Horizon Tours, New Delhi  
Concord Tours & Travel, New Delhi  
Indrama, New Delhi  
Indus Tour & Travel, New Delhi  
Inter Globe Holidays and Air Transport, Delhi  
Khanna Tours & Travels, New Delhi

##### **Hotels & Resorts**

Sapphire Resorts Ltd. Chandigarh  
Apple Valley Resorts, Manali  
Nanda Tels Group of Hotels & Resorts, Chennai  
The Manali Inns, Manali  
Rejice Resorts, Chennai  
Sterling Resorts, Chandigarh  
Toshali resorts, Puri & Shimla  
32<sup>nd</sup> Mile Stone, Gurgaon  
World Resort, Ahmedabad

##### **Public Sector Tourism Organisations**

Bhutan Tourism Development Corporation  
India Tourism Development Corporation  
Kerla Tourism Development Corporation  
Rajasthan Tourism Development Corporation  
Haryana Tourism Development Corporation

##### **Travel Agencies**

Lemiur Group, New Delhi  
Mercury Travels, New Delhi  
Orbit Travels, New Delhi, Banglore, Bombay  
Ritco, Bombay, Delhi, Banglore  
Ekido Holidays, Chandigarh  
Trade Wings, Chandigarh  
Travel Life, New Delhi  
Travel Spirit International, New Delhi  
Vaishali Travels, New Delhi  
Wanderlust Travels, New Delhi  
Shikhar Travels, New Delhi  
Maharaja Tours & Travels, New Delhi  
Banyan Tours & Travels, New Delhi  
Jyoti Travels, New Delhi  
Peak Adventure, New Delhi  
Interserve, New Delhi  
India Calling, New Delhi  
Travel Pals, New Delhi  
Discoveries & Destinations, Ludhiana  
Nimble Travels Pvt. Ltd, New Delhi  
Equator Voyagers Pvt. Ltd, New Delhi  
Orbitz Corporate & Leisure Travels (I) Pvt. Ltd,  
Mumbai, Delhi, Surat, Ahmedabad  
AA Recreations Tours & Travels Pvt. Ltd.  
La Passage to India, New Delhi

##### **Tourism Education and Training Institutions**

IITTM, Gwalior  
HNB Garhwal University, Srinagar  
IMS, Bikaner  
H.P. University Shimla  
School of Mgt& Technology, Noida  
MLN College, Ya.m.unagar  
IMS, DAVV, Indore  
Institute of Vocational Studies, Chandigarh  
Govt Colleges at Ambala, Karnal, Kaithal

## **MASTER OF HOTEL MANAGEMENT & CATERING TECHNOLOGY (MHM & CT)**

On the Job Training and Placements for MHM&CT students has been successfully organized in the following reputed **Five Star Deluxe, Five Star, Four Star, and other categories of Hotels, Travel Agencies and Educational Institutes :**

### **Hotels & Resorts**

Cecil Oberoi, Shimla	Mansingh Hotel, Jaipur
Chokhidhani Village Resort, Jaipur	Mansingh Palace, Agra
Comfort Inn Royale Residency, New Delhi	Marriott Welcome Group Hotels, New Delhi
Corbett Claridges Hidway, Nanital	Mountview, Chandigarh
Crown Plaza, New Delhi	Nagpal Regency, Ludhiana
Explore Himalaya, Rishikesh	Radisson Grand Windsor, Jalandhar
Galaxy hotel, Gurgaon	Radisson, New Delhi
Heritage Village Resort, Manaser, Gurgaon	Ramada, Gurgaon
Holiday Inn, Manali	Shangri-La, New Delhi
Hotel 32 Miles Stone, Gurgaon	Shivalikview, Chandigarh
Hotel Contry Inn, New Delhi	Sunbeam., Chandigarh
Hotel Hans Plaza, New Delhi	Taj Palace, New Delhi
Hotel Kanha Shayam, Allahabad	Taj GVK, Chandigarh
Hotel Mehal, Ludhiana	The Aroma, Chandigarh
Hotel Park Premier, Gurgaon	The Bristol, Gurgaon
Hotel Ritz Plaza, Amritsar	The Caunaught, New Delhi
Hotel Vikram	The Centaur, New Delhi
Hotel Vikran Vintage Inn, Nanital	The Claridges, New Delhi
Hyatt Regency, New Delhi	The Fortune Umeed, Jodhpur
Inter Continental, New Delhi	The Grand Lilly Resort, Jalandhar
ITC Umeed Bhawan, Kota	The Jewels, Karnal
ITDC- Asoka, New Delhi	Trident, Jaipur
Le Meridien, New Delhi	Umaid Bhawan Palace, Jodhpur
Lemon Tree, Gurgaon	Unitech Country Club, Gurgaon
Majorda Beach Resort, Goa	

## CHAPTER-7

### ELIGIBILITY, NUMBER OF SANCTIONED SEATS, DISTRIBUTION OF SEATS, ADMISSION PROCEDURE AND PREPARATION OF MERIT LIST

**Eligibility :** The minimum qualification for admission to MTTM/MHM&CT, BHM&CT and BIHBM will be as under :

Dept.	Course	Duration	Eligibility
Tourism & Hotel Mgt.	MTTM/ MHM & CT	2 Yrs.	Candidate has passed Bachelor Degree in any discipline from Kurukshetra University or equivalent Degree recognized by the Kurukshetra University with atleast 50% marks in the First Degree course. Minimum pass marks for SC/ST candidates in the qualifying examination. There shall be no rounding of percentage of marks from 49.5% and above to 50%.
	BHM & CT	4 Yrs.	Candidate has passed Senior Secondary Certificate Examination (10+2 Standard) of Board of School Education, Haryana or of any other Board recognized equivalent thereto by the Kurukshetra University.
ITDC, New Delhi	BIHBM	4 Yrs.	Candidate has passed Senior Secondary Certificate Examination (10+2 Standard) with English as one of the subjects from Board/ Institution recognized as equivalent thereto by the Kurukshetra University

**Note:**

1. 5% relaxation in eligibility condition will be given to the differently abled candidates.
2. Foreign students, if admitted, will have to produce No Objection Certificate from the Ministry of External Affairs and/or Ministry of Education, Govt. of India, irrespective of anything contained in any other Handbook Calendar published by this University.
3. A list of derecognized Boards/Universities and Fake Universities is given in this Prospectus at **Appendix-C**. A candidate, who has passed any examination from such Boards/Universities, shall not be eligible for admission.

**For MTTM/MHM&CT :**

Candidates who have appeared in the final year of the degree examination in April/May 2013 can also apply. In such cases, **selection will be provisional subject to production of proof of fulfillment of eligibility requirements at the time of counseling.** In the event of this requirement being not met by the due date, a candidate will have no claim for admission under any circumstances.

**For BHM&CT/BIHBM :**

A candidate will be considered eligible for admission to the BHM&CT/BIHBM course, if he/she has passed the qualifying examination by the date and time of counseling.

**Total Number of Sanctioned Seats, Distribution and Reservation**

**Number of Seats :** The number of seats for MTTM/MHM &CT, BHM & CT and BIHBM courses are as follows :

- |             |          |              |          |
|-------------|----------|--------------|----------|
| (i) MTTM    | : 40 +1* | (iii) BHM&CT | : 60 +1* |
| (ii) MHM&CT | : 35 +1* | (iv) BIHBM   | : 60 +1* |

**\*one additional seat for Kashmiri Migrant**

**Note: After Second Counseling of BIHBM course, all the vacant seats, other than SC vacant seats, will be filled up out of All India Category on 27.07.2013.**

**(A) DISTRIBUTION OF SEATS**

The seats shall be distributed as under :

- (1) All India Category including Haryana : 15%
- (2) Bonafide Residents of Haryana : 85%

(70% of the seats earmarked for bonafide residents of Haryana will be reserved for the categories as mentioned at (B) below, as per State Govt. policy and remaining 30% seats will be filled from among Haryana General Category)

**(B) RESERVATION OF SEATS FOR BONAFIDE RESIDENTS OF HARYANA**

The seats shall be reserved for the categories as under :

- (i) Scheduled Castes : 20%
- (ii) Backward Classes of Haryana (except Socially advanced persons/Sections (creamy layer) : 27% (16 % for Block-A) (11 % for Block-B)
- (iii) Special Backward Classes (except Socially advanced persons/Sections (creamy layer) : 10%
- (iv) Economically Backward Persons in the General Castes Category : 10%
- (v) Differently Abled (1% Blind or low vision, 1% Hearing impairment, 1% Locomotor disability or cerebral palsy) : 03%

If the seats reserved for Differently Abled persons remain vacant due to non-availability of suitable Differently Abled candidates, it may be offered to Ex-servicemen and their wards (1%) and dependents of Freedom Fighters (1%).

- (vi) Further 3% horizontal reservation is also provided to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of General category, 1% out of Scheduled Castes and 1% from Backward Classes category for admissions to the various educational institutions of the Govt. and Govt. aided/institutes located in Haryana. As far as block allocation in Block A and Block B of Backward Classes category is concerned, year wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the Academic Year 2013, the next Block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2014 and so on. The Chairperson of the Department shall maintain a roster register for horizontal reservation of Ex-servicemen/ Freedom Fighter & their dependents and carry forward all fractions till one seat is accumulated through different fractions over the year. As and when the total comes to one, a seat will be provided to the concerned category.

**Guidelines for Reservation :**

1. The Reservation of seats is as per the Reservation Policy of the Haryana Govt. and is subject to any change/amendment by the State Govt. from time to time.
2. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice versa.
3. The seats remaining vacant under various reserved categories other than SC category will be converted into General Category only if up to the date of display of final list no eligible candidate belonging to the respective reserved categories is available for admission.
4. Candidates claiming reservation under Scheduled Caste will submit the certificate as per Annexure-II, Backward Class (Block 'A' & 'B') will submit the certificate on the prescribed

Performa as per Annexure-III, Special Backward Classes as per Annexure-IV and affidavit as per Annexure V, at the time of Counseling.

5. The BC candidates (Block A&B) and Special Backward Classes for benefit of reservation shall also have to furnish an affidavit **duly attested by Executive Magistrate** on the prescribed proforma to the effect that he/she is not covered under the criteria of creamy layer as per Annexure-V at the time of Counseling. The said affidavit shall be furnished jointly by both father and mother of the candidate.
6. The Economically Backward Persons in the General Castes Category for benefit of reservation shall have to furnish a certificate from the concerned competent authority.
7. Only the candidates having permanent disability of not less than 40% (being otherwise fit for admission to the course) will be considered for admission as Differently Abled. Disability certificate must be issued by the Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board of the University constituted for the purpose and the decision of the Board shall be final. Differently abled candidates belonging to Haryana are required to submit the certificate as per Annexure-VI at the time of Counseling.
8. Children and Grand-Children of Freedom Fighters of Haryana are required to submit a certificate from the concerned Deputy Commissioner of the concerned District as per Annexure-VII at the time of Counseling.
9. Wards of Ex-servicemen of Haryana are required to submit the certificate as per Annexure-VIII at the time of Counseling.
10. For horizontal reservation, candidates of General, SC and BC categories will also have to furnish ESM/DFP certificate.
11. Under differently abled category, at least one candidate will be admitted, even if the share is less than 0.5 seat.
12. All the eligible candidates, whether from Haryana or from reserved categories can also compete for seats allocated under All India Category.
13. All the eligible candidates of reserved categories shall be considered first for Haryana General category seats.
14. Candidates who have passed their qualifying examination from a university in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.

#### **Admission Procedure and Preparation of Merit List :**

##### **MTTM/MHM&CT**

Admission to MTTM/MHM & CT courses will be made on the basis of merit of qualifying Examination.

**Note :** In case two or more candidates in merit list have equal percentage of marks, the marks obtained in the qualifying Examination will be taken into consideration. In case there is still a tie, the marks obtained in the next lower examination will be taken into consideration and in case there is still a tie, the candidate senior in age shall be considered first.

##### **BHM&CT and BIHBM**

Admission to BHM&CT and BIHBM courses will be made on the basis of merit of qualifying Senior Secondary Certificate (10+2) Examination.

**Note:** In case two or more candidates in merit list have equal percentage marks in 10+2 examination, the marks obtained in the Matriculation Examination will be taken into consideration in case there is still tie the candidate senior in age will be considered first.

## **CHAPTER-8**

### **HOW TO APPLY**

1. Before filling the Application Form, the candidates should read the Prospectus thoroughly.
2. Application Form can be downloaded from website should be accompanied with a Bank Draft of Rs.400/- (Rs.100/- for SC/BC candidates of Haryana only) drawn in favour of the Registrar, Kurukshetra University, Kurukshetra and payable at Kurukshetra.
3. No Original/Photostat of certificate/document/testimonial should be attached with the Application Form. All the necessary certificates/documents/testimonials, in original and a set of two attested Photostat copies of all such certificates/documents/testimonials, will be required at the time of counseling
4. All the particulars in the Application Form must be written carefully and legibly by the candidate in his/her own handwriting in English. Incomplete applications will not be considered.
5. All the entries in the Application Form should be filled. No entry should be left unfilled.
6. Please note and ensure that the application consists of Application Form, Address Slips, Acknowledgment Card and one envelop.
7. Affix the duly attested recent passport size photographs on the Application Forms at the places meant for them.
8. Self addressed and duly stamped Acknowledgment Card should be enclosed with the Application Form.
9. Duly filled address slips must be enclosed with the Application Form.
10. The Application Form duly completed in all respects in candidate's own handwriting should reach the Chairperson, Department of Tourism & Hotel Management, Kurukshetra University, Kurukshetra-136 119 on or before the last date.
11. It could be delivered personally or sent by registered post. Applications Forms received after the closing date and time would not be entertained and rejected summarily. The Kurukshetra University shall not be responsible for postal or any other delay as well as loss of Application Form(s) or document(s) in transit.
12. If the last date for receipt of Applications falls on a holiday or that day is declared holiday by the University, the next working day will be considered as the last date for the purpose. However, the timings will remain unchanged.
13. The candidate must ensure that they obtain the certificate from the appropriate competent authority approved and notified by Govt. of Haryana.

**CHAPTER-9**  
**FEE STRUCTURE**

The fees will have to be deposited **ON THE SPOT** at the time of counseling.

Sr. No.	Course	Amount (Rs.)	Remarks
1.	MTTM	30,000/- p.a.	It includes tuition fee of Rs.25,000/- and examination fee of Rs.360/- and other monthly dues and training-cum-placement fee.
2.	MHM & CT	35,000/- p.a.	
3.	BHM & CT	54,000/- p.a.	Examination fee will be charged separately.
4.	BIHBM	60,000/- p.a.	The Fee will be Rs.60,000/- per year. Students can deposit fee by Bank draft. One Bank draft of Rs.48,000/- is to be drawn in favour of M/S MPDC, ITDC, New Delhi and another Bank draft of Rs.12,000/-(Rs.6000/- for SC candidates of Haryana) shall be drawn in favour of Registrar, Kurukshetra University, Kurukshetra.

For paying fees in cash Rs.48,000/- is to be deposited in the account of ITDC at State Bank of India, Kurukshetra University. Rs.12,000/- (Rs.6000/- for SC candidates of Haryana) includes Rs.1000/- as exam fees and Rs.1100/- as Registration fee and Rs.500/- as continuation fee for II, III & IV year in account of Kurukshetra University at State Bank of India, Kurukshetra.

Ashok Institute of Hospitality and Tourism Management, charges separately for providing lunch to students on working days of the food production practicals approximately Rs.18,000/ p.a.

**CHAPTER-10**  
**SCHEDULE OF COUNSELING**

Counseling for admission to MTTM/MHM&CT, BHM&CT and BIHBM courses for All India Category, Haryana General Category and Reserved Categories will be held at Department of Tourism & Hotel Management, Kurukshetra University, Kurukshetra as under :

Counseling	Date	Time From	To	Date for depositing fees/dues
<b>MTTM/MHM&amp;CT</b>				
<b>1<sup>st</sup> Counseling</b>				
For All India Category and Haryana General Category Seats	24.07.2013	10.00 a.m.	1.00 p.m.	24.07.2013
For all Reserved Categories Seats	24.07.2013	2.00 p.m.	5.00 p.m.	24.07.2013
<b>2<sup>nd</sup> Counseling, if seats remain vacant</b>				
For all categories	26.07.2013	10.00 a.m.	1.00 p.m.	26.07.2013
<b>Final Counseling, if seats remain vacant</b>				
For all categories	29.07.2013	10.00 a.m.	1.00 p.m.	29.07.2013
<b>BHM&amp;CT</b>				
<b>1<sup>st</sup> Counseling</b>				
For All India Category and Haryana General Category Seats (all candidates)	12.07.2013	10.00 a.m.	1.00 p.m.	12.07.2013

For all Reserved Categories Seats	12.07.2013	2.00 p.m.	5.00 p.m.	12.07.2013
<b>2<sup>nd</sup> Counseling , if seats remain vacant</b>				
For all categories	15.07.2013	10.00 a.m.	1.00 p.m.	15.07.2013
<b>Final Counseling, if seats remain vacant</b>				
For all categories	17.07.2013	10.00 a.m.	1.00 p.m.	17.07.2013
<b>BIHBM</b>				
<b>1<sup>st</sup> Counseling</b>				
For all categories	22.07.2013	10.00 a.m.	1.00 p.m.	22.07.2013
For all Reserved Categories Seats	22.07.2013	2.00 p.m.	5.00 p.m.	22.07.2013
<b>2<sup>nd</sup> Counseling , if seats remain vacant</b>				
For all categories	25.07.2013	10.00 a.m.	1.00 p.m.	25.07.2013
<b>Final Counseling, if seats remain vacant</b>				
For all categories	27.07.2013	10.00 a.m.	1.00 p.m.	27.07.2013

The merit list will be displayed on the notice board of the Department. The list shall also be available on the web-sites : [www.kuk.ac.in](http://www.kuk.ac.in) and merit list of BIHBM will also be available on [www.itdc.org](http://www.itdc.org).

**Note :** The reserved category candidates will be first considered in All India/Haryana General Category seats as per their rank in general merit list.

**MTTM/MHM&CT, BHM&CT and BIHBM :**

1. The classes will commence from **30.07.2013 for BHM&CT, 05.08.2013 for MTTM/MHM&CT and BIHBM**. If a candidate, who has been admitted does not report to the Department within seven days from first day of commencement of Class, then his/her admission shall be cancelled and fee forfeited.
2. Those candidates, who could not get admission during the First Round of Counseling, are eligible to get admission in Second/Final Counseling on the basis of merit of qualifying examination for MTTM/MHM&CT, BHM&CT and BIHBM courses. **No separate notice shall be published in any newspapers. Candidates are required to verify the status of vacant seats at their own level. In case of any difficulty, please contact Chairperson, Department of Tourism and Hotel Management, Kurukshetra University, Kurukshetra.**
3. Same process will be repeated for Final Counseling of MTTM/MHM&CT, BHM&CT and BIHBM on the dates as mentioned in the Counseling schedule and vacant seats, if any, shall be notified after one week from the date of commencement of classes.
4. The candidates are required to present themselves, in the Counseling Hall strictly according to the counseling schedule. They will be called for counseling one by one on the basis of rank.
5. Any candidate, who fails to turn up for counseling at his/her turn, he/she will be considered for the remaining seats at the time he/she reports for counseling.
6. The candidates will have to produce all the original certificates/documents/testimonials as mentioned in list of documents to the Admission Committee for verification. They are also required to bring two sets of attested copies of all such certificates/documents/testimonials. The Admission Committee will check the eligibility of the candidate. In case, the candidate is found ineligible, his/her candidature will be cancelled.
7. When a candidate is found eligible, only then, the Admission Committee will offer all available seats under various applicable categories.

8. Then, the candidate will be required to choose a seat ON THE SPOT. Once the seat is chosen by the candidate, he/she will not be allowed to change the seat in any case. Selected candidates will have to deposit all the original certificates with the Admission Committee.
9. After that, the Admission Committee will issue an admission slip to the selected candidate. Thereafter, the candidate will be required to deposit his/her fee ON THE SPOT. In case, he/she fails to deposit the required amount of fee, then he/she will forfeit the claim to the seat. The fee can be deposited in the form of demand draft in favour of Registrar, Kurukshetra University, Kurukshetra or in the form of cash.
10. After every round of counseling, the Department of Tourism and Hotel Management, Kurukshetra University shall display on their Notice Boards, category-wise lists of candidates admitted along with their names, rank in merit list, State of domicile, etc.
11. After the completion of all formalities, including verification of certificates/documents/testimonials, and admission, the original certificates/documents/testimonials will be returned to the candidates. However, the attested copies (two sets of each certificates/documents/testimonials) will be retained.
12. The decision of the Admission Committee in all matters relating to the admissions shall be final.

## **CHAPTER-11**

### **GENERAL INSTRUCTIONS**

#### **MTTM/MHM&CT/BHM &CT/BIHBM**

1. In case any candidate is found to have supplied false information, certificate, documents etc. or is found to have withheld or concealed some information in his/her Application Form he/she shall be liable to be debarred from admission to the course.
2. If a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false later on, his/her admission, will be cancelled and all fees and other dues paid by him/her shall be forfeited. The University/Institute may also take further action, as deemed fit, against the candidate and his/her guardian that considers suitable.
3. Any legal dispute relating to admission of students will be subject to Courts at Kurukshetra or Courts having jurisdiction in Kurukshetra.
4. Nothing contained in this Prospectus should be construed to convey sanction or cited as an authority for which University regulations alone are applicable.
5. All the rules and regulations for submission of migration certificate by the candidates who have passed the lower examinations from other Universities/Boards will be applicable as per the University Rules.
6. Always quote your Registration No. and/or Roll No. for reference while making correspondence regarding admission.
7. If the University Authorities are not satisfied with the character, past behaviour and antecedents of a candidate, they may refuse to admit him/her in the University. In order to ensure academic standards, discipline and peaceful atmosphere in the University, the Vice-Chancellor may cancel the admission of any student for a specified period.
8. Each admitted student shall have to furnish Self Declaration by him/her and his/her Parent/Guardian as per specimen given at Annexure-IX & X from himself/herself and his/her parent/guardian that he/she was never found guilty of ragging and shall not indulge in any act of ragging. Each admitted student shall furnish his/her information as per Annexure-XI.
9. If a student fails to attend his/her classes continuously for seven days from the date of commencement of the classes (date of attendance), his/her admission shall be cancelled.

10. An official E-mail ID will be allotted and communicated to every regular student by the concerned Department/Institute for sending official communication to him/her.
11. Weekly attendance report of all students will be put on the University Website. If a student remains absent from the class for 14 days or more in a month his name will be struck off from the rolls and his/her parents will also be informed.
12. Use of Alcohol is prohibited in the University Campus. Every student must observe discipline on the Campus failing which strictly action will be taken against him/her.
13. A student should keep his/her ID card always with him/her. The same should be shown when demanded by the University officer/official.
14. The student should get issued for their vehicle after submission of copy of Registration Card to the Chief Security Officer through Chairperson of the Department.

## CHAPTER-12

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

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

- (i) Matriculation Certificate.
- (ii) Senior Secondary Certificate Examination (10+2).
- (iii) Detailed-Marks-Card (DMC) of Qualifying Examination.
- (iv) **Character Certificate :**
  - (a) **Regular Candidates:** The candidates who passed their qualifying exam. from School/College/Dept. as regular student are required to submit the Character Certificate as per Annexure-I.
  - (b) **Private Candidates:** Candidates, who have passed the qualifying examination as private candidate should submit their Character Certificate, duly signed by a First Class Magistrate.
- (v) Residential Certificate as per Appendix-A, if applicable. Candidates, who have passed their qualifying examination from a University in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.
- (vi) Scheduled Caste Certificate as per Annexure-II, if applicable.
- (vii) Backward Class Certificate and affidavit as per Annexure-III.
- (viii) Special Backward Classes as per Annexure-IV.
- (ix) Affidavits jointly by the both parents of the BC/SBC category candidates as per annexure-V.
- (x) Certificate in respect to Differently Abled Candidates as per Annexure-VI, if applicable.
- (xi) Certificate required to be furnished by the Children & Grand-Children of Freedom Fighters as per Annexure-VII, if applicable.
- (xii) Certificate from wards of Ex-Servicemen Annexure-VIII.

**Note :**

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

**APPLICATIONS WHICH DO NOT HAVE THE ABOVE DOCUMENTS WILL BE TREATED AS INCOMPLETE AND SUCH APPLICATIONS WILL NOT BE CONSIDERED FOR ADMISSIONS.**

**ELIGIBILITY CERTIFICATE**

The eligibility for admission to various courses will be checked by the Chairperson of the Department concerned at their own level and after provisional admission the Registration Branch will check all documents of admitted candidates.

Candidates who have passed lower/last examination from other University/Board are required to obtain an Eligibility Certificate from the Registration Branch before he/she has been admitted provisionally by the Department concerned. For Eligibility Certificate the prescribed form can be had from the concerned Department. Application Form alongwith original certificates and eligibility fee should be submitted to the Deputy Registrar (Regn.).

**CHAPTER-13**

**RULES FOR ADJUSTMENT/REFUND OF FEE**

1. If a candidate after having deposited fee for admission in one course joins another course in another University Teaching Dept./Institute in the same session, as mentioned below, and is permitted to withdraw his/her candidature, fee/funds except admission fee already deposited by him/her for the course from which he/she has withdrawn, shall be adjusted/refunded against the fee/funds of the course he/she joins subject to the condition that the difference, if any, shall be paid by the candidate :

- (i) from a general course to another general course;
- (ii) from a general course to a self-financing course or vice-versa.
- (iii) from a self-financing course to another self-financing course.

However, in self-financing courses, adjustment/refund of fee will be allowed only if the seat so vacated is filled by the last date of admission.

2. In case a candidate leaves the University after seeking admission in a particular course, following conditions will apply for refund of fee:

- (a) If a candidate leaves before the commencement of the classes, the entire fee deposited by the candidate will be refunded after deducting Rs.1000/- only.
- (b) In case a candidate leaves after commencement of the classes, proportionate deduction of fee upto the month of his/her leaving will be made, subject to minimum of Rs.1000/-. However, refund will be allowed only if the seat so vacated is filled by the last date of admission.

**Benefits of fee for SC Candidates of Haryana**

There is a Post Matric Scholarship Scheme of GOI for welfare of SC as per letter No.FC SC/BC/2011/204/98 dated 17.01.2011 of the Financial Commissioner & Principal Secretary to Govt. Haryana Welfare of SC & BC, Chandigarh. SC students whose parents/guardian income is upto Rs.2.00 lac per annum are eligible for benefits under the scheme. The benefits includes enrollments/registration, tuition, games, Union, Library, Magazine, Medical Examination and such other fees compulsory payable by the student to the institution or University/Board. Refundable deposit like caution money, security deposit will, however, be excluded. **For students admitted under this scheme the application form has to be submitted by the students to the concerned Chairperson/Director of the Department/Institute.**

**Note :** An income declaration will be furnished by the self-employed parents/guardian of SC candidates, stating definite income from all sources by way of an affidavit on non-judicial stamp paper. Employed parents/guardian are required to obtain income certificates from their employer and for any additional income from other sources, they would furnish declaration by way of an affidavit on non-judicial stamp paper.

**CHAPTER-14**  
**HOSTEL FACILITIES**

The University has 23 Hostels (10 for boys, 1 for Foreign male students and 12 for Girls students). The accommodation in the Hostels would be provided strictly on the basis of departmental merit list of admissions; and in accordance with limited number of seats in hostels allocated by the Chief Wardens to each Department with reservations (20% for SC category, 3% for Handicapped- blind/disabled with 70% and 1 seat for BPL category). The forms for Hostel accommodation are required to be submitted to the concerned hostel duly recommended by the concerned Chairperson/Director/Principal. Proof of Residence viz. Ration Card/Voter Card/Passport shall have to be shown in original and an attested photocopy of the same needs to be enclosed with the Hostel Admission Form at the time of submission. Subletting is strictly prohibited. The sub letters and sublettees-both are liable to be expelled from the Hostel. Students willing to seek Hostel accommodation are advised to refer to the Hostel Rules Booklet available with the Manager Printing & Publications of University on payment of prescribed price. Any hosteller desirous of possessing vehicle in the Hostel shall have to submit an attested photocopy of R/C of the vehicle alongwith Driving License in the office of the Warden of the respective Hostel. If the Hostel authorities are not satisfied with the character, past behaviour and antecedents of a student, they may refuse accommodation to him/her in order to ensure discipline and peaceful atmosphere of the Hostels.

**CHAPTER-15**

**CURBING THE MENACE OF RAGGING**

Ragging is totally prohibited in the University and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 as well as under the penal law for the time being in force.

Anti Ragging Helpline Toll Free Number, Anti Ragging Committee, Squad, Monitoring Cells, Nodal Officers and Counselors :

**University Grants Commission Anti Ragging Helpline Toll Free Number : 1800-180-5522 & E-mail-helpline@antiragging.net .**

**Vice-Chancellor : [vc.kuk@rediffmail.com](mailto:vc.kuk@rediffmail.com)**

**Registrar : [reg.kuk@rediffmail.com](mailto:reg.kuk@rediffmail.com)**

**Proctor : [proctor@kuk.ac.in](mailto:proctor@kuk.ac.in)**

<b>Anti Ragging Committee</b>		<b>Phone No.(Code No. 01744)</b>	<b>Mobile No</b>
(i)	Proctor	238901-2762(Ext.)	9991140540
(ii)	Dean of Colleges	238347	9896392006
(iii)	Dean Students' Welfare	238096	9416191876
(iv)	Deputy Proctor	238410-2729(Ext.)	9416191876
(v)	Chief Warden (Boys)	238711	9896338717
(vi)	Chief Warden (Girls)	238278	9416448939
(vii)	Officer Incharge, Security (CSO)	238410-3080(Ext.)	9812122097
(viii)	Director, Public Relations	239639	9896130411
(ix)	President, KUTA	238410-2532(Ext.)	9416566068
(x)	President, KUNTEA	238410-2135(Ext.)	8053056370
(xi)	Director, Women Studies Research Centre	239665	9896329909

(xii)	SDM, Thanesar (Nominee of DC, KKR)	220032	9466112322
(xiii)	DSP, Pehowa Nominee of SP, KKR)	220462	9729990404
(xiv)	Sh. Vijay Shabharwal, Local Media Representative		9896244822
(xv)	Mr. Vinod Jindal, Local Media Representative		9896334769
(xvi)	Four Students Representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare every year		
(xvii)	Dr. B.R. Ambedkar Studies Centre	238410-2551(Ext.)	9416566908
(xviii)	Dr. J.R. Dheer (Retired Professor)	238975	9896894940
<b>Anti Ragging Squad</b>			
<b>Zone-I (Boys Hostels)</b>			
(i)	Chief Warden (Boys)	238711	9896338717
(ii)	Deputy CSO for Boys Hostels Zone		9416369401
(iii)	All Wardens		
	Wardens		
	1. Partap Bhawan	238176	9416055522
	2. Narhari Bhawan	201020	9416380411
	3. Harsh Bhawan	238178	9416948144
	4. Arjun Bhawan	238627	9992416045
	5. Bhim Bhawan	238174	9466365149
	6. Tagore Bhawan	238626	9416550245
	7. Ambedkar Bhawan	239698	9466174661
	8. Ch. Devi Lal Bhawan	239404	9416369401
	9. International Hostel		9466620957
	10. Ch. Ranbir Singh Bhawan		9416545332
(iv)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.		
<b>Zone-II (Girls Hostels)</b>			
(i)	Chief Warden (Girls)	238278	9416448939
(ii)	Deputy Chief Warden	238630	9991912927
(iii)	Deputy CSO for Girls Hostels Zone		9896065661
(iv)	All Wardens		
	Wardens		
	1. Bharti Bhawan	238081	9466094490
	2. Meera Bhawan	238553	9466737766

		3. Kasturba Bhawan	238630	9315540545
		4. Saraswati Bhawan	238177	
		5. Gargi Bhawan	238638	9896065661
		6. Subhadra Bhawan	238407	9315016448
		7. Ahilya Bhawan	238024	9813109477
		8. Ganga Bhawan	239491	
		9. Uttra Bhawan	239990, 238540	
		10. Devyani Bhawan	238445, 238197	9896506209
		11. Kalpana Chawla Bhawan	238522	9315016449
		12. Laxmi Bai Bhawan	238526, 238874	
	(v)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.		

	<b>Zone III (UIET, IOL, UCK, UCEK, Inst. of Pharmacy, IMC &amp; MT, Inst. of Mgt.)</b>			
	(i)	Deputy Proctor	238410-2729(Ext.)	9416191876
	(ii)	Officer Incharge, Security	238410-3080(Ext.)	9812122097
	(iii)	Directorate of UIET, Inst. of Law, Inst. of Pharmacy, IMC& MT, Inst. of Management will depute two senior teachers (one male & one female) from each of these Institutes and will intimate the Proctor.		9896246590 9896438118 9996542422 9416007826 9466174087
	(iv)	Principal, University College and University College of Education will depute two teachers from each of the Colleges and will intimate to the Proctor.	238049, 238125	9896362499
	(v)	Supervisor, Security		9354181631
	(vi)	Police Officials, Officer Incharge, Security will take measure for seeking help from the District Administration		
	(vii)	Four Students representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare		
	<b>Zone IV (University Campus &amp; other Vulnerable Places excluding Zone-I, II &amp; III.</b>			
	(i)	Deputy Proctor	238410-2729(Ext.)	9416191876
	(ii)	Officer Incharge Security	238410-3080(Ext.)	9812122097

	(iii)	Directors, IIE, School of Management and Chairperson, Dept. of Commerce will nominate one teacher to the Anti-Ragging Squad and shall inform the same to the Proctor		9816566908 239555
	(iv)	Dean, Faculty of Sciences, Social Sciences, Life Sciences, Arts & Languages, Indic Studies will nominate one teacher of that Faculty to the Anti-Ragging Squad and will inform the same to the Proctor.		9896014327 9896362620 9896261253 9896774157 9896693146
	(v)	Four Students Representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare		
	(vi)	Police Officials, Officer Incharge, Security will take measure for seeking help from the District Administration		
3.	<b>Monitoring Cell</b>			
	(i)	Registrar	238026	238026
	(ii)	Dean, Academic Affairs	238045, 2490 (Ext.)	9896235132
	(iii)	Proctor	238901-2762(Ext.)	9991140540
	(iv)	Dean of Colleges	238347	9896392006
	(v)	Dean Students' Welfare	238096	9416191876
4.	<b>Nodal Officers</b>			
	(i)	Nodal Officer for all teaching Departments, Institutes and University maintained colleges		: Proctor
	(ii)	Nodal Officer for affiliated colleges		: Dean of Colleges
5.	<b>Counselors</b>			
	(i)	Prof Umed Singh, Dept. of Psychology		9416781400
	(ii)	Dr. Hardeep Lal Joshi, Dept. of Psychology		9416785665
	(iii)	Dr. Rakesh Pal Sharma, MD (Psychiatric), Aggarwal Hospital, KKR		9812434648
	(iv)	Mrs. Rita Chopra, Dept. of Education		9416950514

#### **Instructions against Ragging :**

With fifty Six years of its existence, Kurukshetra University has earned recognition as one of the renowned centres of teaching and research in the country. We appreciate the parents and the students for their interest and option towards pursuing their higher studies at Kurukshetra University. We wish them success in their plans towards getting admission in the programme of their choice on the campus. Those who succeed in joining a course, should be making best use of the excellent facilities and congenial atmosphere available in the University towards all-round development of their personality. We would expect our students

to make best use of this opportunity and grow as able and responsible citizens. Students will be required to work hard with their energies focused towards achieving their goal.

We take pride in informing all those desirous of seeking admission, that over all these years, our University has the best traditions of maintaining a healthy and congenial academic environment. We are also glad to convey that with the determined and sincere efforts of our senior students and faculty, our campus has been free from the menace of Ragging.

**What Constitutes Ragging :** Ragging constitutes one or more of any of the following acts :

- (a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

All the senior students are advised to guide and treat junior students affectionately.

Junior students may contact their Chairpersons or other University functionaries like Proctor, Dean Students Welfare, Chief Warden, Wardens or Chief Security Officer for help and guidance.

## Appendix-A

Instructions regarding Bonafide Residents of Haryana issued vide letter No.62/17/95-6 GSI dated 3<sup>rd</sup> October, 1996, No.62/32/2000-6GSI dated 23<sup>rd</sup> May, 2003, No.62/27/2003-6GSI dated 29<sup>th</sup> July, 2003 and No.62/62/2011-6GSI dated 17<sup>th</sup> January, 2012 by the Chief Secretary to Government, Haryana.

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

1. I am directed to invite your attention to Haryana Govt. letters noted in the margin on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institution (including technical/medical institution). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pradeep Jain vs. Union of India and others reported as AIR 1984-SC-1421, wherein it has been held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Government and it has been decided to revise the Government instructions. Henceforth, the following categories of persons would be eligible for the grant of Resident Certificate :-
  - (i) Candidates, who have passed the examination qualifying there for selection in an institution from a school/college in Haryana.
  - (ii) Children/Wards (if parents are not living)/Dependents :-
    - (a) of the regular employees of Haryana State posted in or outside Haryana State or working on deputation;
    - (b) of the regular employees of the statutory bodies/corporations established by or under an act of the State of Haryana who are posted in Chandigarh or in Haryana or outside Haryana.
    - (c) of the regular employees of the Government of India posted in Chandigarh or in Haryana in connection with the affairs of the Haryana Government;
  - (iii) Children/wards (if parents not living)/dependents of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the State of Haryana.
  - (iv) Children/wards (if parents are not living)/dependents of pensioners of Haryana Government irrespective of the fact that the original home of the retiree is in a state other than Haryana or he has settled after retirement in or outside Haryana;
  - (v) Children/Wards (if parents are not living)/dependents of persons, who have permanent home in Haryana and include persons who have been residing in Haryana for a period of not less than 15 years or who have permanent home in Haryana but on account of their occupation they are living outside Haryana;
  - (vi) The wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage;
  - (vii) Persons who were born in Haryana and produce a certificate to that effect; provided that the parents/ guardians (if parents are not living) of persons belonging to any one of the above mentioned categories are :
    - (a) Citizen of India;
    - (b) Produce an affidavit to the effect that they or their children/wards (if parents are not living)/ dependents have not obtained the benefit of Resident in any other State.
  - (viii) Children & Wards of the accredited journalists residing at Chandigarh and recognised by Govt. of Haryana.
2. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Resident Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District/Sub-Divisions/Tehsildars of Revenue to which the candidates

belong. Resident Certificates in respect of elsewhere or in respect of the Children/Wards/Dependents of Haryana Govt. employees who are posted at Chandigarh, Delhi or elsewhere or in respect of Children/Wards/Dependents of pensioners of Haryana Govt. or in respect of the Children/Wards/Department of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.

3. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
4. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time is discovered that his claim was false, the student shall be removed from the institution, all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.
5. The children/wards/dependents of the employees of Punjab & Haryana High Court, who are discharging their duties in connection with the affairs of the State of Haryana and have not availed facility from their parent State, the State of Punjab and U.T. Administration Chandigarh, would also be eligible for grant of Resident Certificate of the State of Haryana only for the purpose of admission in academic/technical/medical institutions of the State of Haryana. However, in that case the employees of the Punjab & Haryana High Court shall be entitled to draw this benefit at one place/State only. Head of the Department of the Punjab & Haryana High Court would be competent to issue such a certificate.

**LIST OF THE SCHEDULED CASTES IN HARYANA STATE**

Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste
1.	Ad Dharmi	2.	Balmiki,Churra, Bhangi	3.	Bangali	4.	Brar,Burar,Berar
5.	Batwal, Barwala	6.	Bauria, Bawaria	7.	Bazigar	8.	Bhanjra
9.	Chanal	10.	Dagi	11.	Darain	12.	Daha, Dhaya,Dhea
13.	Dhanak	14.	Dhogri,Dhangri, Saggi	15.	Dumna, Mahasha, Doom	16.	Gagra
17.	Gandiala,Gandhil, Gondalao	18.	Kabirpanth, Julaha	19.	Khatik	20.	Kori,Koli
21.	Marija, Marecha	22.	Mazhabi, Mazhibi Sikh	23.	Megh, Meghwal	24.	Nat, Badi
25.	Od	26.	Pasi	27.	Perma	28.	Pherera
29.	Sanhai	30.	Sanhal	31.	Sansi, Bhedkut Manesh	32.	Sansai
33.	Sapela, Sapera	34.	Sarera	35.	Sikligar, Bariya	36.	Sirikiband
37.	Chamar	38.	Jatia Chamar	39.	Rahgar	40.	Raigar
41.	Ramdasi	42.	Ravidasi	43.	Balahi	44.	Batai
45.	Bhatoi	46.	Bhambi	47.	Chamar-Ravidas	48.	Jatav
49.	Jatava	50.	Mochi	51.	Ramadasia		

**LIST OF BACKWARD CLASSES IN HARYANA (BLOCK-A)**

1.	Aheria,Aheir,Heri,Naik, Thori or Turi, Hari	2.	Barra	3.	Beta, Hensi or Hesi
4.	Bargin	5.	Barwar	6.	Barari, Tamboli
7.	Baragi,Bairagi,Swami,Sadh	8.	Battora	9.	Bharbhunja Bharbuja
10.	Bhat, Bhatra, Dapri, Ramiya	11.	Bhuhalia Lohar	12.	Changar
13.	Chirimar	14.	Chang	15.	Chimba, Chhipi, Chimpa Darzi, Rohilla
16.	Diaya	17.	Dhobis	18.	Dakaut
19.	Dhimar,Mallah, Kashyap Rajpoot, Kahar Jhinwar, Dhinwar, Khewat, Mehra Nishad Sakka, Bishti, Sheikh-Abbasi	20.	Dhosali, Dosali	21.	Faquir
22.	Gwaria,Gauria or Gwar	23.	Ghirath	24.	Chasi, Chasiara or Ghosi
25.	Gorkhas	26.	Gawals. Gowala	27.	Gadaria, Pal, Bagnel
28.	Garhi –Lohar	29.	Hajjam, Nai, Naie, Sain	30.	Jhangra Brahman, Khati, Suthar, Dhiman, Tarkhan, Barnai, Baddi
31.	Joginath, Jogi Nath Jangum Jogi. Yogi	32.	Kanjar or Kanchan	33.	Kurmi
34.	Kumhars, Prajapati	35.	Kamboj	36.	Kanghera
37.	Kuchband	38.	Labana	39.	Lakhera, Manihar, Kachera
40.	Lohar, Panchal	41.	Madri	42.	Mochi
43.	Mirasi	44.	Nar	45.	Noongar

- |                         |                                      |                                  |
|-------------------------|--------------------------------------|----------------------------------|
| 46. Nalband             | 47. Pinja, Penja                     | 48. Rehar, Rehara or Re          |
| 49. Raigar              | 50. Rai Sikh                         | 51. Rechband                     |
| 52. Shorgir, Shergir    | 53. Soi                              | 54. Singrkant, Singrwala         |
| 55. Sunar, Zargar, Soni | 56. Thathera, Tamera                 | 57. Teli                         |
| 58. Vanzara, Banjara    | 59. Weaver (Jullaha)                 | 60. Badi/Baddon                  |
| 61. Bhattu/Chlattu      | 62. Mina                             | 63. Rahbari                      |
| 64. Charan              | 65. Charaj (Maha Brahman)            | 66. Udasin                       |
| 67. Ramgarhia           | 68. Rangrez, Lilgar, Nilgar, Lallari | 69. Dawala, Soni-Dawala, Nyaaria |
| 70. Bhar, Rajbhar       | 71. Nat (Muslim)                     |                                  |

At present Raigar, Mochi and Julaha castes find a mention in the list of the both scheduled castes and backward classes and it has been decided that persons belonging to these castes, who are not covered under the scheduled castes being Non-Hindus or Non-Sikh, can take the benefits under the backward classes only.

**(BLOCK B) :** 1. Ahir/Yadav 2. Gujjar 3. Lodh/Lodha 4. Saini/Shakya/Kushwaha/Koeri and Maurya  
5. Meo

#### **LIST OF SPECIAL BACKWARD CLASSES IN HARYANA**

1. Jat 2. Jat Sikh 3. Bishnoi 4. Ror 5. Tyagi

**State-wise List of fake Universities declared by the University Grants Commission**

- Bihar**
1. Maithili University/Vishwavidyalaya, Darbhanga, Bihar
- Delhi**
2. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (U.P.) Jagatpuri, Delhi
  3. Commercial University Ltd., Daryaganj, Delhi
  4. United Nations University, Delhi
  5. Vocational University, Delhi
  6. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi
  7. Indian Institute of Science and Engineering, New Delhi
- Karnataka**
8. Badganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka
- Kerala**
9. St. John's University, Kishnattam, Kerala
- Madhya Pradesh**
10. Kesarwani Vidyapith, Jabalpur, Madhya Pradesh
- Maharashtra**
11. Raja Arabic University, Nagpur, Maharashtra
- Tamil Nadu**
12. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu
- West Bengal**
13. Indian Institute of Alternative Medicine, Kolkata
- Uttar Pradesh**
14. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad
  15. Gandhi Hindi Vidyapith, Prayag, Allahabad (U.P.)
  16. National University of Electro Complex Homeopathy, Kanpur (U.P.)
  17. Netaji Subhash Chandra Bose University (Open Univ.), Achaltal, Aligarh, U.P.
  18. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura (U.P.)
  19. Maharana Partap Shiksha Niketan Vishwavidyalaya, Pratapgarh (U.P.)
  20. Indraprastha Shiksha Prishad, Institutional Area, Khoda, Makanpur, Noida Phase-II, U.P.
  21. Gurukul Vishwavidyalaya, Vrindavan, Uttar Pradesh
- Examinations of the following Boards not recognized for the purpose of higher studies :**
1. All India Board of Secondary Education, New Delhi
  2. Uttar Madhyama & Purva Madhyama of MDU Rohtak (Gurukul Jhajjar Scheme)
  3. Central Board of Higher Education, New Delhi
  4. Board of Adult Education and Training/Board Shiksha Sansthan, New Delhi
  5. Any Diploma/Exams. of Prachin Kala Kendra, Chandigarh
  6. Bhartiya Siksha Prishad, Lucknow
  7. Board of Higher Secondary Education, Delhi
  8. Hindi Sahitya Sammelan, Prayag, Allahabad (U.P.)
  9. Indian Education Council of U.P., Lucknow

**Note :** This is not an exhaustive list of Fake Universities and Boards. Before finalizing the admissions the updated list of recognized examinations of the UGC and the Board of School Education, Haryana, Bhiwani is also required to be consulted.

**Annexure-I**

**CHARACTER CERTIFICATE**

Name of the Department/College/School.....Session.....Certified that  
Mr./Miss/Mrs.....son/daughter of Shri.....  
.....has been a bonafide student of this Department/College/School during the  
period.....He/She appeared in the .....  
Examination of the University/Board held in .....under Roll  
No.....and \*passed obtaining.....marks out of .....marks or  
\*failed/\*placed under compartment in the subject of .....

- 1. Academic Distinction, if any.....
- 2. Co-curricular activities, if any.....
- 3. Brief particulars of disciplinary action by College/Department/University (including punishments such as expulsion, warning, fined for violation of College/Department/Hostel rules, UMC/ Disqualification etc., if any.....
- 4. General Conduct during stay in the Institution: Good/Satisfactory/Unsatisfactory.

Dated:.....

Signature of the Principal/  
Chairperson of the Deptt.  
(with office seal)

-----  
\*Strike out whichever is not applicable.  
-----

**Annexure-II**

**SCHEDULED CASTE CERTIFICATE**

Photo of Applicant to be Attested by the Issuing authority
---

Certified that Mr./Ms.\_\_\_\_\_ son/daughter of Shri\_\_\_\_\_ resident of (complete  
address)\_\_\_\_\_ belongs to \_\_\_\_\_ caste, which has been Notified as  
Scheduled Caste by the Haryana Government.

No. \_\_\_\_\_  
Dated \_\_\_\_\_  
Place \_\_\_\_\_

Sub-Divisional Officer (C)  
(with legible seal)

**BACKWARD CLASS CERTIFICATE (BLOCK ‘A’ OR ‘B’)**

Photo of Applicant to be Attested by the Issuing authority
---

Certified that Mr./Ms. \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of (complete address) \_\_\_\_\_ belongs to \_\_\_\_\_ caste, which has been notified as Backward Class by the Haryana Government and is placed in Block \_\_\_\_\_ (mention Block ‘A’ or ‘B’).

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No.1170-SW(1)-95 dated 07.06.1995, No.22/36/2000-3GS-III dated 09.08.2000 & No.213-SW(1)-2010 dated 31.08.2010.

This certificate is being issued to him/her on the basis of verification of Sarpanch/Patwari/Kanungo.

Signature with seal of issuing Authority  
Full Name .....  
Designation .....  
Address with Telephone No. with code .....

Sr. No. ....

Place .....

Dated .....

**Issuing Authority** : Tehsildar or Naib Tehsildar  
Head of Department in case of Government employees

-----  
The affidavit should be of the month of May 2013 or later.

**SPECIAL BACKWARD CLASS CERTIFICATE**

Photo of  
Applicant to be  
Attested by the  
Issuing authority

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of village/town \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste. This caste is mentioned in the State list of Special Backward Classes.

Shri/Smt./Kumari \_\_\_\_\_ and/or his family ordinarily reside (s) in Village \_\_\_\_\_ Tehsil \_\_\_\_\_ Distt. \_\_\_\_\_ of the Haryana State.

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No.1170-SW(1)-95 dated 07.06.1995, No.22/36/2000-3GS-III dated 09.08.2000. This certificate has been issued under the Govt. instructions No.59 SW(1)-2013 dated 24.01.2013.

This certificate is being issued to him/her on the basis of verification of Sarpanch/Patwari/Kanungo.

Signature with seal of issuing Authority  
Full Name .....  
Designation .....  
Address with Telephone No. with code .....

Sr. No. ....

Place .....

Dated .....

**Issuing Authority** : Tehsildar or Naib Tehsildar  
Head of Department in case of Government employees

.....  
The affidavit should be of the month of May 2013 or later.

**AFFIDAVIT**

**(By the Parents of the Backward Class/Special Backward Classes Category Candidates)**

I \_\_\_\_\_ Father/Mother of \_\_\_\_\_  
Resident of \_\_\_\_\_ Tehsil \_\_\_\_\_ Distt. \_\_\_\_\_ seeking  
admission to \_\_\_\_\_ course in K.U.Kurukshetra do hereby solemnly affirm & declare that I  
belong to \_\_\_\_\_ caste which is included in the list of Backward Classes Block  
'A'/'B'/Special Backward Classes approved by the Haryana Govt. I further declare and affirm that I and my  
wife/husband are not covered under the criteria fixed by Haryana Govt. vide letter No. 1170/SW(1)-95 dated  
07.06.95, No.22/36/2000-3GS-III dated 09.08.2000, No.22/22/2004-3GS III dated 22.01.2009. No.213-  
SW(1)-2010 dated 31.08.2010.and Haryana Govt. instructions No.59 SW(1)-2013 dated 24.01.2013 for  
excluding socially advanced persons/ sections (Creamy Layer) from BC/SBC.

I further undertake that in case the information contained in the above para is found false at any  
stage, the Competent Authority will be entitled to cancel the admission.

DEPONENT

Dated:.....

Place:.....

**VERIFICATION**

Verified that the above statement is true and correct to the best of my knowledge and belief and  
nothing has been concealed therein.

DEPONENT

---

The affidavit should be of the month of May, 2013 or later.

**Annexure-VI**

**MEDICAL CERTIFICATE FOR DIFFERENTLY ABLED**

**OFFICE OF THE CHIEF MEDICAL OFFICER \_\_\_\_\_**

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

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

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

Thus the candidate is Differently Abled as per standard norms of Haryana.

(Signature of the Applicant)

Chief Medical Officer  
\_\_\_\_\_, Haryana

Dated : \_\_\_\_\_  
Place : \_\_\_\_\_

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

**Annexure-VII**

**CERTIFICATE TO BE FURNISHED BY  
CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTERS**

Certified that Mr./Ms. \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of (Complete address) \_\_\_\_\_ Freedom Fighter of Haryana (Identity No. \_\_\_\_\_) is father/grandfather of Mr./Ms. \_\_\_\_\_ of village/Town \_\_\_\_\_ Police Station \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

No. : \_\_\_\_\_  
Dated: \_\_\_\_\_  
Place: \_\_\_\_\_

Deputy Commissioner of concerned  
District of Haryana  
(Office Stamp)

**CERTIFICATE FOR THE EX-SERVICEMEN OF  
INDIAN DEFENCE SERVICES/PARA-MILITARY FORCES**

Certified that Number \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ Son of  
Sh. \_\_\_\_\_ Father of \_\_\_\_\_ Resident of Village \_\_\_\_\_ Post Office \_\_\_\_\_  
Tehsil \_\_\_\_\_ Distt. \_\_\_\_\_ belonging to the State of Haryana, as per his/her service record at the  
time of entry into service, had served in the Army/Air Force/Navy/ \_\_\_\_\_ (Name of the Para-Military  
Force) from \_\_\_\_\_ to \_\_\_\_\_ and subsequently discharged/retired from the service on  
\_\_\_\_\_ as per his/her service record. At the time of entry into service the home address given is  
\_\_\_\_\_ (Distt. \_\_\_\_\_) Haryana.

Place \_\_\_\_\_

Dated \_\_\_\_\_

Signature  
Officer Commanding/  
Competent Authority  
(with Official Seal)



**SELF DECLARATION BY PARENT/GUARDIAN**

1. I, Mr./Mrs./Ms \_\_\_\_\_ (*full name of parent/guardian*) father/mother/guardian of, (*full name of student with University Roll Number*), having been admitted to \_\_\_\_\_ (*name of the institution*) have carefully read “ THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions contained in the said Ordinance.
2. I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is 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) My ward will not indulge in any behaviour or act that may be constituted as ragging under the Ordinance.
  - (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Ordinance.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to Ordinance without prejudice to any other criminal action that may be taken against my ward under any penal law or any, law for the time being in force.
6. I hereby declare that my ward has 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, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ 2013.

Signature of the Parent/Guardian  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone/Mobile No. \_\_\_\_\_  
Email ID \_\_\_\_\_

**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
(Established by the State Legislature Act XII of 1956)  
("A" Grade, NAAC Accredited)

Annexure-XI

Paste Passport  
size coloured  
unattested  
photograph  
(Not to be stapled)

**STUDENTS INFORMATION**

(This form is to be filled completely by the candidate at the time of admission and is to be signed by the parents of the students)

Name : \_\_\_\_\_ Phone No. : \_\_\_\_\_  
Father's Name : \_\_\_\_\_ Phone No. : \_\_\_\_\_  
Mother's Name : \_\_\_\_\_ Phone No. : \_\_\_\_\_  
Class : \_\_\_\_\_ E-mail ID : \_\_\_\_\_  
Roll No. : \_\_\_\_\_  
Dept./Institute : \_\_\_\_\_  
Do you reside in Hostel : (Yes/No) \_\_\_\_\_  
(Mentioned the name of  
Hostel, if yes)  
Permanent Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_

**(Attach a copy of Ration Card in support of the above address)**

Phone No. of a person who is to be contacted in case of an Emergency : \_\_\_\_\_  
Blood Group : \_\_\_\_\_  
Whether your name exist in a voter list of any Assembly/Parliament : \_\_\_\_\_  
Constituency (If yes, attach copy of Voter Identity Card

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

**(Signature of Student)**

**Declaration :**

Certified that all the above information given by my ward are correct to the best of my knowledge.

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

**(Signature of Father/Mother)**

**GROUP PERSONAL INSURANCE OF STUDENT PROPOSAL/NOMINATION PROFORMA  
(To be filled by the student)**

1. Name and Address of Proposer : Dean Students' Welfare, Kurukshetra University, Kurukshetra.
2. Name and Permanent Address of the Student .....
  
3. Father's Name .....
4. Class and Section .....
5. Class Roll No. ....
6. Any Disability (Please specify) .....
  
7. Period of Insurance : 2013-14 (01.08.13 to 31.07.14)
8. Sum Insured : Rs. One Lac
9. Name and Complete Address of Nominee/Assignee .....

Relation with Insured .....

I declare that the above information is true to the best of my knowledge and belief and that I have disclosed all particulars affecting the assessment of the risk. I agree that this proposal and declaration shall be the basis of the contract between me and the company. I also declare that I do not suffer from any disability other than described above.

Place.....  
Dated.....

Signature of the student

Countersigned

Date:.....

Chairperson,  
Dept. of Tourism & Hotel Management  
Kurukshetra University, Kurukshetra.

**ADDRESS SLIPS**

**PLEASE WRITE YOUR NAME AND MAILING ADDRESS IN THE THREE PLACES BELOW :**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

**APPLICATION FORM FOR ADMISSION TO MTTM/MHM & CT, BIHBM, BHM & CT : 2013**

**LAST DATE FOR RECEIPT OF APPLICATION FORM : MTTM/MHM&CT/BIHBM/BHM&CT: 01.07.2013**

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

(To be filled in by the Dept.)

Received on \_\_\_\_\_

Sign of the receiver \_\_\_\_\_

**Important:** Candidates should study the instructions given in the Prospectus carefully before filling this Application Form. No column should be left unfilled. Write "N.A." against the column(s), which do not apply to you. Fill the complete Form in BLOCK Letters in your own handwriting only.

**For downloaded Form only**

Bank	DD No.	Date	Amount

Affix  
Attested  
Photograph

1. Name of the Course \_\_\_\_\_

2. Name of the candidate \_\_\_\_\_

3. Father's name \_\_\_\_\_

4. Mother's name \_\_\_\_\_

5. Date of birth 

--	--

--	--

--	--	--	--

Date      Month      Year

6. Do you belong to All India Category or Haryana State Quota

All India Category	
Haryana State Quota	

7. Reserved Categories (for candidates belonging to Haryana State only):

(Tick (✓) in the appropriate box)

(a) Scheduled Caste

(e) Differently Abled

(b) Backward Classes (Block A)

(f) Wards of ESM

(c) Backward Class (Block B)

(g) Wards of Freedom Fighter

(d) Special Backward Classes

(h) Economically Backward Persons  
in the General Castes Category

8. Present (mailing) address

Permanent address

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Email \_\_\_\_\_

9. Nationality \_\_\_\_\_

10. Sex (Male/Female) \_\_\_\_\_

11. Father's/Guardian's particulars:

- (a) Occupation \_\_\_\_\_  
(b) Annual Income (Rs.) \_\_\_\_\_

12. Write 'Yes', if Resident of Haryana or passed the Qualifying Examination from a recognized University located in Haryana, otherwise write 'No' (Please refer Appendix-C)

Yes/No

13. Academic Record:

Exam.	University/ Board	Year of Passing	Roll No.	Subjects	Marks obtained	Max. Marks	% age of Marks
Matric							
10+2 or Equivalent							
B.A./B.Sc./ B.Com./BE./ BTM/BHM& CT/BIHBM							
Any other							

**Declaration by the applicant :**

*I declare that entries made by me in this Application Form are true in all respects and in any case, any entry or information is found to be false, this shall entail automatic cancellation of my admission besides rendering me liable to such action as the university may deem proper.*

*I note that my admission to the university and my continuance on its rolls are subject to the provision of the university and any other rules and instructions, which may be issued from time to time. I shall abide by the rules of discipline and proper conduct, which may be framed in this regard. I am fully aware of the law regarding ragging as well as the punishment and that if found guilty on this account, I am liable to be punished appropriately.*

*I undertake that I shall not indulge in any act of ragging.*

Signature of the Father/Mother/Guardian

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature of the Applicant

**KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

**ACKNOWLEDGEMENT CARD**

Ref. No.....

Dated. ....

Your application for admission to ..... course for the session 2013-14 has been received in this Department on ..... Your Registration No. is ..... In all correspondence please quote the above Registration No.

Authorized Signatory  
Dept. of Tourism & Hotel Management,  
Kurukshetra University Kurukshetra-136 119.

**SELF ADDRESS**

*(to be filled in by the Applicant in capital letter)*

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin \_\_\_\_\_

Affix  
Postage  
Stamp of  
Rs.6/-

From :  
Chairperson,  
Dept. of Tourism & Hotel Management,  
Kurukshetra University Kurukshetra-136 119.

**REGD. POST**

**APPLICATION FOR ADMISSION TO MTTM/MHM&CT, BHM&CT, BIHBM -2013**

To

The Chairperson,  
Department of Tourism & Hotel Management  
Kurukshetra University, Kurukshetra-136 119.

From :  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_