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G. Sailaja

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Sl. No. 1288 Date 25/8/04

**G. SAILAJA**

Sold to J. Kodanda Ram

S.V.L. No. 81/93 R.L. No. 11/02,

D/o. W/o. S/o. hote Subbanna Pothya

246/3RT, S.R. Nagar, Hyderabad-38.

For Whom Dr. B.R. AMBEDKAR OPEN UNIVERSITY, HYD



**MEMORANDUM OF UNDERSTANDING (MoU)  
FOR INSTITUTIONAL COLLABORATION FOR LAUNCHING  
AND ESTABLISHING PROGRAMME CENTRES FOR  
THE BACHELOR'S DEGREE IN HOTEL MANAGEMENT  
UNDER DISTANCE EDUCATION**

Dr. B.R. Ambedkar Open University is the first of its kind in India which is offering Certificate, Degree, Post-graduate, Professional and Research Programmes in various disciplines all over the state proposes to enter into MoU with the Society for Employment Promotion and Training in Twin Cities (SETWIN) which is a registered body under Societies Act by the Government of Andhra Pradesh to launch Bachelor's Degree Programme in Hotel Management on Thursday, 26<sup>th</sup> August, 2004.

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The two parties agree upto the following terms and conditions.

1. Dr. B.R. Ambedkar Open University is to undertake the responsibility of entire academic planning like designing the course structure, preparation of syllabus, course writing work, production and distribution of course material to the students etc.,
2. The Department of Business Management prepares prospectus, administers the screening test, conducts personal interviews / group discussions and finalises the list of applicants for admission to Bachelor's Degree in Hotel Management with necessary support and assistance of SETWIN. The selected candidates will be allotted to the respective Programme Centres.
3. Dr.B.R.Ambedkar Open University reserves the right of either opening new programme centres or deleting the existing programme centres basing on their academic performance, infrastructure, commitment of the institutional head etc.,
4. The entire management of programme centres is the responsibility of SETWIN. The Programme Centres are expected to manage and organise theoretical sessions, practical sessions, make arrangements for industrial training and establish a placement cell for the benefit of outgoing students. SETWIN has to strive for excellence and maintain high standards so as to establish credibility in the market.
5. Dr.BRAOU conducts the examination for both theory and practicals as per the University procedure in the respective Programme Centres. Dr.BRAOU evaluates the papers, issues marks memo and finally awards the degrees.



*Sumita Datta*

6. All the payments by students are to be paid in the form of Demand Draft drawn in favour of "The Registrar, Dr.BRAOU". The University disburses the amount payable to the SETWIN as per the agreed terms.

7. Dr.BRAOU pays Rs.14,500 per student per annum who registers for the programme. Since the students are expected to pay in two installments every year, the collected amount will be paid to SETWIN on pro-rata basis from the amount received through installments.

However, out of such installments collected, Dr.B.R.Ambedkar Open University pays 10% to SETWIN and the balance of 90% directly to the Programme Centres to meet the cost of conducting the theoretical and practical sessions of the programme.

8. All the incidental expenses including theory sessions, practicals, infrastructural facilities like institution rent, telephone, practical equipment, kitchenware, kitchen items, front office training and accommodation training etc., related to the Programme Centre are to be borne by the SETWIN out of the above said Rs.14,500/- which is fixed for a period of five years. <sup>90% component</sup>  
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9. Dr.BRAOU admits students by conducting an Entrance Test followed by Group Discussion / Personal Interview as per the University procedure and allots the students to the respective Programme Centres once in a year during June and July. The intake is 100 for each centre in a batch and the rule of reservation is observed.

10. The Department of Business Management directly monitors the academic inputs of Programme Centres from time to time and suggests on all academic matters for the improvement of quality and standards.

11. SETWIN will promote Bachelor's Degree in Hotel Management, organises both theory and practical sessions and provide counselling and other support required by the learners.
12. a) SETWIN shall nominate ~~Sri. S.Raghu Ram~~ <sup>1/2/2018</sup> Deputy Manager, Training, Setwin, as act as Programme Co-ordinator for the Bachelor's Degree in Hotel Management to facilitate continuous interaction with Dr.B.R.Ambedkar Open University.
- b) Dr.B.R. Ambedkar Open University nominate ~~Prof./ Dr. / Mrs.~~ <sup>HOD,</sup> K.Swamy, as Co-ordinator for this Programme.
13. The Programme Co-ordinator of SETWIN shall continuously interact with learners and Dr.BRAOU to facilitate better support services for the learners.
14. Publicity and Promotion
- i) To create necessary awareness among potential target groups, Dr.BRAOU will give wide publicity through Radio, News Papers, Television and Brochures indicating the local contact address of the Programme Centres.
- ii) The SETWIN will also canvass and take up promotional work like
- a) Organising awareness campaigns in colleges, Polytechnics, Management Institutions.
- b) Publishing Information relating to the programme, Releasing Press Note in the local newspapers / magazines / televisions etc.,
- c) Providing information regarding future prospects to the students, maintaining rapport with employment exchanges, Hotels, Bars,



Airline Services, Marine Institutions, Call Centres, Industrial Associations, Social Organisations etc.,

d) Any other promotional measures deemed to fit.

15. SETWIN is to shoulder the responsibility of organising the theoretical and practical session efficiently, effectively and economically.

The above terms and conditions are agreed upon by SETWIN and Dr.BRAOU. This agreement is valid for five years effective from the date of signing the MoU. This agreement may be reviewed thereafter and continued based on mutual consent.

16. The amount payable to the students during apprenticeship training period by the hotels may be directly paid to the students.

Registrar

Dr.BRAOU

Name: Sri. P. Krishna Rao

Address: Registrar, Dr.BRAOU

Prof. G.Ram Reddy Marg,

Road No.46, Jubilee Hills,

Hyderabad.

Tel. No. 23548270

Fax.: 91-040-23544830

Date: 26<sup>th</sup> August, 2004

WITNESS

Signature .....

Name SABER MOHAMMUDIN

Designation Finance officer

Date 26/08/04

Sumita Dawra  
Managing Director

SETWIN

Name : Smt. Sumita Dawra

I.A.S.

Address : Managing Director

SETWIN, (A Govt. of A.P. Society)

No.4, Azmath jah Palace,

Purani Haveli, Hyderabad.

Tel. No: 24578267

Fax: 91-40-24577697

Date: 26<sup>th</sup> August, 2004.

Signature .....

Name Md. Kabeeruddin Khan

Designation Administrative officer

Date 26/08/2004

Sumita Dawra

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