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S.S. Ramiah  
Venkataiah  
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L.No:15-13-007/1997, R.L.No:15-13-008/2012  
3-4-11/2, R.T.C.Colony, L.B.Nagar, Sarcoornagar,  
Ranga Reddy Dist-500 074. Ph: 949187396

**MEMORANDUM OF UNDERSTANDING (MOU) FOR ESTABLISHING PROGRAMME CENTERS  
FOR OFFERING THE BACHELOR OF HOTEL MANAGEMENT PROGRAMME**

Dr. B.R. Ambedkar Open University is renewing MOU with International Institute of Hotel Management (I I H M) Hyderabad, (is a unit of Society for Training and Employment Promotion) (STEP), Chaitanyapuri, Hyderabad which will function as Programme centre for its Bachelor of Hotel Management Programme on 13th day of November, 2013 at Hyderabad.

Both the Parties agree to the following terms and conditions:

- 01) PROGRAMME:** Bachelor of Hotel Management Programme the details of which are given in Annexure - I, will be offered from the academic year 2013-14:
- 02) INTAKE:** The maximum intake per batch at each centre is 100. If the number of applicants is more than the number of maximum intake at the Centre for any Programme, the rest of the applicants may be accommodated in another batch by the University in coordination with the Programme Centre.

*S. S. Ramiah*  
REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

*S. S. Ramiah*  
Chief Executive Officer  
Society for Training &  
Employment Promotion



**03) SHARING OF TUITION FEE BETWEEN THE UNIVERSITY AND THE PROGRAMME CENTRE:** The Tuition Fee shall be shared between the University and Programme Centre as per the ratio given below:

Share of the University: 30%

Share of the Programme Centre: 70%

**04) PROCEDURE TO COLLECT TUITION FEE AND RELEASE OF THE SHARE OF THE PROGRAMME CENTRE:** The students shall pay the Tuition Fee in two installments every year (see Annexure-I for fee structure). While submitting the Application Form for admission itself, the candidate pays the Tuition Fee in the form of a Crossed Demand Draft drawn on any Nationalized Bank and submit the same along with the application form, to the University. After completing the admission process, as per the sharing ratio mentioned in point 3, i.e., 30:70, the share of the respective Programme Centres shall be released not later than 30 working days after the last date for the payment of fee (including late fee). However, the late fee paid by the student will not be considered as part of the tuition fee for sharing.

**05) DISTRIBUTION OF COURSE MATERIAL:** The course material for the Programme shall be sent by the University to the students directly, as they pay the tuition fee in a single installment.

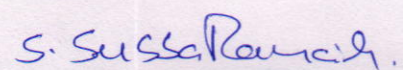
**06) EXAMINATION FEE:** Examination Fee has to be collected from the students as per the norms prescribed by the University. From the amount collected towards Examination Fee for Practicals of the programme, 70% shall be shared with the Programme Centre for conducting Practical Examinations.

**07) STARTING / CLOSING / SHIFTING OF PROGRAMME CENTRES:** The University reserves the right either to identify a new programme centre or to shift the center from one college to another college in a place or to merge centres or to close an existing centre. If, any centre in a city, is closed by the University, because of any reason, the students of that centre will be transferred to another existing centre(s) either in the same city or to a nearby city. If, due to any reasons, a Programme Centre decides to close the college, any other centre existing either in the same city or a nearby city should accommodate the students attached to that Centre. The shifting of a centre or closing of a centre shall be done only at the beginning of the academic year in order to avoid any inconvenience to the students and also because the tuition fee for that academic year will be shared with the existing programme centre.

**08) MONITORING THE FUNCTION OF PROGRAMME CENTRES:**

- a) The students shall be attached to the Regional Coordination Centres at the respective places (in the case of Twin Cities, it shall be Government Degree College, Khairatabad, Hyderabad) and the Coordinators of these RCCs may be requested to monitor the functioning of the Programme Centres from time to time.

  
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Employment Promotion



- b) The Programme shall be monitored by the Dean, Faculty of Commerce / Head, Department of Business Management of Dr. BRAOU and by the Chief executive Officer (CEO), International Institute of Hotel Management, a unit of Society for Training and Employment Promotion (STEP), Chaitanyapuri, Hyderabad.
- c) Student Services Branch of Dr BRAOU shall nominate one officer of the rank of Assistant Registrar / Deputy Registrar to monitor the Programme from the administration point of view. He / She is responsible to calculate the share of the Programme Centre and release its share in time as mentioned in 'Point 4', sending letters to the students from time to time regarding payment of next installment fee, etc.

**09) CONDUCTING CLASSES AND EXAMINATIONS:** The Theory and Practical Classes and also Practical Examinations will be conducted at the Programme Centres and Theory Examinations will be conducted at the respective Regional Coordination Centres of the University.

**10) Responsibilities of the University:**

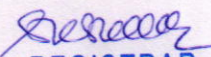
- a) Giving notification in the Newspapers.
- b) Collecting the tuition fee from the students and releasing the funds to the Programme Centres as per the norms prescribed.
- c) Developing the Course Material.
- d) Printing and Distribution of the Course Material.
- e) Preparing and Academic Schedule (Time Table) every year for the students of all three years and sending it to the programme centre for conduct of classes.
- f) Conducting Examinations, and taking up other works relating to post-examination activity.
- g) Monitoring the functioning of the Programme Centres to ensure quality of the Programme.


**11) Responsibilities of Department:**

- a) Designing the Course Structure
- b) Developing / Revising the Course Material
- c) Preparing the Assignment Questions
- d) Sending the Panel of Paper Setters and cooperating with the Examinations Branch for completing other works relating the examination
- e) Monitoring the academic functioning of the Programme Centres.

**12) Responsibilities of the Programme Centres:**

- a) Taking necessary measures to promote the Programme after discussing with the Department and / or the University.

  
REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

  
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- b) Conducting Classes – Both Theory and Practical, irrespective of the strength of the students.
- c) Making payments to the counselors/ resource persons for theory sessions, practicals, and meeting other incidental expenses like institution rent, telephone, practical equipment, kitchenware, kitchen items, front office training and accommodation training, etc., relating the Programme.
- d) Ensuring Quality of the Programme.
- e) Having tie-ups with the reputed Hotels and other Organizations for organizing Internship Training for the students in consultation with the Department in 2<sup>nd</sup> year of the Programme.
- f) Providing Placement services to the students and maintain an alumni data base.
- g) Cooperating with the University from time to time in running the programme successfully.
- h) Getting the assignments and project reports evaluated in time and sending the marks to the University.
- i) Maintenance of the records to meet the audit requirements of the University
- j) Dissemination of the information of the University relating to other programmes also.

13) Admissions shall be done only once during an academic year for BHM Programme

14) The Memorandum of Understanding is valid for a period of three years from the date of signing the same. The agreement may be reviewed annually by mutual consent to streamline it further. After the expiry of the three years, the MoU may be continued for a further period based on mutual consent.


15) If a Programme Centre violates the rules and regulations of the University, the MoU with that Programme Centre shall be cancelled from the beginning of the next academic year.

16) If a Programme Centre wants to discontinue the MOU the same shall be intimated to the University at least (03) three months before the commencement of the next academic year.

17) Any alteration in the terms and conditions mentioned above shall be done with the mutual consent of both the parties.

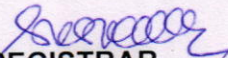
18) Both the parties hereto agree that any dispute, arising out of this MoU shall be settled mutually through discussions and that in the event of their failure to settle the dispute, the matter shall be referred to the Arbitrator appointed by the University within the jurisdiction of twin cities of Hyderabad & Secunderabad.

  
**REGISTRAR**  
**Dr. B.R. AMBEDKAR OPEN UNIVERSITY**  
**JUBILEE HILLS, HYDERABAD, A.P.**

  
**Chief Executive Officer**  
**Society for Training &**  
**Employment Promotion**



The above terms and conditions are agreed upon by Dr. B.R. Ambedkar Open University represented by its Registrar Prof. A. Sudhakar and International Institute of Hotel Management (IIHM), a unit of Society for Training and Employment Promotion (STEP), Chaitanyapuri, Hyderabad represented by its Chief Executive Officer (CEO), Mr. S.S.Ramaiah.

  
**REGISTRAR**

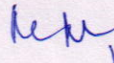
Dr. B.R.AMBEDKAR OPEN UNIVERSITY  
ROAD NO 46, JUBILEE HILLS,  
HYDERABAD - 500033  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.


*S. SussarRamaiah*

**Chief Executive Officer**  
**IIHM,**  
**SOCIETY FOR TRAINING & EMPLOYMENT**  
**PROMOTION, CHAITANYAPURI, HYDERABAD**

**Chief Executive Officer**  
**Society for Training &**  
**Employment Promotion**

WITNESSES:

1.   
13/11/13

2.   
13.11.13



## ANNEXURE - I

### BACHELOR OF HOTEL MANAGEMENT

**Duration :** Minimum duration is **Three Years** and maximum duration to complete the Programme is **9 ( Nine) academic years**.

**Eligibility :** a) Citizen of India; and b) Possess Intermediate or its Equivalent Qualification.

**Tuition Fee Structure :** 10,000/- p.a. (Payable in Single Installment)

**Admission Procedure:** While submitting the Application Form itself, the candidate shall pay First Installment of Tuition Fee of 1 year, after getting the original certificates verified at the respective RCCs. However, after receiving all the applications at the Head Quarters, on verification if it is found that the candidate is not eligible to take admission into the programme, the DD will be returned to such candidate by the University.

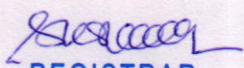
### PROGRAMME STRUCTURE


#### FIRST YEAR

- BHM – 101 : FOUNDATION COURSE IN FOOD & BEVERAGE PRODUCTION
- BHM – 102 : FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE
- BHM – 103 : FOUNDATION COURSE IN FRONT OFFICE MANAGEMENT
- BHM – 104 : FOUNDATION COURSE IN ACCOMMODATION OPERATIONS
- BHM – 105 : PRINCIPLES OF MANAGEMENT
- BHM – 106 : COMMUNICATION SKILLS IN ENGLISH

#### SECOND YEAR

- BHM – 201 : FOOD & BEVERAGE PRODUCTION – II
- BHM – 202 : FOOD & BEVERAGE SERVICE – II
- BHM – 203 : ACCOMMODATION OPERATIONS MANAGEMENT

  
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BHM – 204 : ACCOUNTING AND COMPUTER APPLICATIONS FOR HOTEL  
MANAGEMENT

BHM – 205 : INTERNSHIP (Project Report and Viva-Voce Examination)

### THIRD YEAR

BHM – 301 : ADVANCED FOOD & BEVERAGE PRODUCTION

BHM – 302 : FOOD & BEVERAGE MANAGEMENT

BHM – 303 : FRONT OFFICE MANAGEMENT

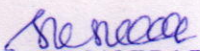
BHM – 304 : ACCOMMODATION MANAGEMENT


BHM – 305 : HUMAN RESOURCE MANAGEMENT AND HOTEL LAWS

BHM – 306 : MARKETING OF HOSPITALITY SERVICES

#### Evaluation System:

- a) For courses 101, 102, 103, 104, 201, 202,, 203, 301, 302, 303, & 304 ----- Maximum Marks for each course are 150, out of which 30 marks are for Assignments, 50 marks are for Practicals and 70 marks are for year-end examinations.
- b) For Courses 105, 106, 204, 305 & 306 --- Maximum Marks for each course are 100, out of which 30 marks are for Assignments and 70 marks are for year-end examinations.
- c) For course 205 (Internship), maximum marks are 150, out of which 100 marks are for Project Report and 50 marks are for Viva-Voce Examination.
- d) Total Marks : 2300
- e) The candidate shall get Minimum Marks to clear a course as per the norms of the University (in Assignments / Practical Examinations / Theory Examination) ., 40% in each segment separately.
- f) Division will be awarded as per the norms of the University.

  
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ఆంధ్రప్రదేశ్ ఆంధ్ర ప్రదేశ్ ANDHRA PRADESH

BD 488165

30858 12/11/2013 1001  
Sold to S. S. Ramiah  
Venkataiah by 11/10  
Step

*G. ARJUN*  
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LICENSED STAMP VENDOR

L.No:15-13-007/1997, RL.No:15-13-008/2012  
3-4-11/2, R.T.C.Colony, L.B.Nagar, Saroornagar,  
Ranga Reddy Dist-500 074. Ph: 949187396

**MEMORANDUM OF UNDERSTANDING (MoU) FOR ESTABLISHING PROGRAMME CENTERS  
FOR THE DIPLOMA / CERTIFICATE PROGRAMMES IN HOTEL MANAGEMENT AREA**

Dr. B.R. Ambedkar Open University is entering into MOU with International Institute of Hotel Management (I I H M) Hyderabad, (is a unit of Society for Training and Employment Promotion) (STEP), Chaitanyapuri, Hyderabad which will function as Programme centre for its Diploma / Certificate Level Programmes in Hotel Management Area on 13<sup>th</sup> day of November, 2013 at Hyderabad.

Both the Parties agree to the following terms and conditions:

01) **PROGRAMMES:** The Programmes listed below and the details of which are given in Annexures I to IV, will be offered from the academic year 2013-14:

- Diploma in Hotel Management Programme
- Certificate Programme in Food & Beverage Production
- Certificate Programme in Food & Beverage Service; &
- Certificate Programme in Accommodation Operations.

*S. S. Ramiah*

REGISTRAR

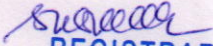
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

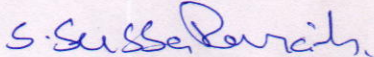
*S. S. Ramiah*  
Chief Executive Officer  
Society for Training &  
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If both the parties agree to offer any other Programme in this area, a separate annexure, duly signed by both the parties, may be added to this MoU.

- 02) INTAKE:** The maximum intake per batch at each centre is 50 for Diploma and each Certificate Programme. If the number of applicants is more than the number of maximum intake at the Centre for any Programme, the rest of the applicants may be accommodated in another batch by the University in coordination with the Programme Centre.
- 03) SHARING OF TUITION FEE BETWEEN THE UNIVERSITY AND THE PROGRAMME CENTRE:** The Tuition Fee, for all the Programmes mentioned in Point 01, shall be shared between the University and Programme Centre as per the ratio given below:
- Share of the University: 30%
- Share of the Programme Centre: 70%
- 04) PROCEDURE TO COLLECT TUITION FEE AND RELEASE OF THE SHARE OF THE PROGRAMME CENTRE:** The students shall pay the Tuition Fee in a single installment (see Annexures I - IV for fee structure). While submitting the Application Form for admission itself, the candidate pays the Tuition Fee in the form of a Crossed Demand Draft drawn on any Nationalized Bank and submit the same along with the application form, to the University. After completing the admission process, as per the sharing ratio mentioned in point 3, i.e., 30:70, the share of the respective Programme Centres shall be released not later than 30 working days after the last date for the payment of fee (including late fee). However, the late fee paid by the student will not be considered as part of the tuition fee for sharing.
- 05) DISTRIBUTION OF COURSE MATERIAL:** The course material for all courses of all programmes shall be sent by the University to the students directly, as they pay the tuition fee in a single installment.
- 06) EXAMINATION FEE:** Examination Fee has to be collected from the students as per the norms prescribed by the University. From the amount collected towards Examination Fee for Practicals of different programmes, 70% shall be shared with the Programme Centre for conducting Practical Examinations.
- 07) STARTING / CLOSING / SHIFTING OF PROGRAMME CENTRES:** The University reserves the right either to identify a new programme centre or to shift the center from one college to another college in a place or to merge centres or to close and existing centre. If, any centre in a city, is closed by the University, because of any reason, the students of that centre will be

  
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transferred to another existing centre(s) either in the same city or to a nearby city. If, due to any reasons, a Programme Centre decides to close the college, any other centre existing either in the same city or a nearby city should accommodate the students attached to that Centre. The shifting of a centre or closing of a centre Shall be done only at the beginning of the academic year in order to avoid any inconvenience to the students and also because the tuition fee for that academic year will be shared with the existing programme centre.

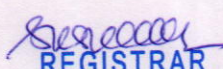
#### **08) MONITORING THE FUNCTION OF PROGRAMME CENTRES:**


- a) The students shall be attached to the Regional Coordination Centres at the respective places (in the case of Twin Cities, it shall be Government Degree College, Khairatabad, Hyderabad and the Coordinators of these RCCs may be requested to monitor the functioning of the Programme Centres from time to time.
- b) The Programme shall be monitored by the Dean, Faculty of Commerce / Head, Department of Business Management of Dr. BRAOU and by the Chief executive Officer (CEO), International Institute of Hotel Management, a unit of Society for Training and Employment Promotion (STEP), Chaitanyapuri, Hyderabad.
- c) Student Services Branch of Dr BRAOU shall nominate one officer of the rank of Assistant Registrar / Deputy Registrar to monitor the Programme from the administration point of view. He / She is responsible to calculate the share of the Programme Centre and release its share in time as mentioned in 'Point 4', sending letters to the students from time to time regarding payment of next installment fee, etc.

**09) CONDUCTING CLASSES AND EXAMINATIONS:** The Theory and Practical Classes and also Practical Examinations will be conducted at the Programme Centres and Theory Examinations will be conducted at the respective Regional Coordination Centres of the University.

#### **10) Responsibilities of the University:**

- a) Giving notification in the Newspapers.
- b) Collecting the tuition fee from the students and releasing the funds to the Programme Centres as per the norms prescribed.
- c) Developing the Course Material.
- d) Printing and Distribution of the Course Material.
- e) Preparing and Academic Schedule (Time Table) every year for the students of all three years and sending it to the programme centre for conduct of classes.
- f) Conducting Examinations, and taking up other works relating to post-examination activity.

  
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- g) Monitoring the functioning of the Programme Centres to ensure quality of the Programme.

**11) Responsibilities of Department:**

- a) Designing the Course Structure
- b) Developing / Revising the Course Material
- c) Preparing the Assignment Questions
- d) Sending the Panel of Paper Setters and cooperating with the Examinations Branch for completing other works relating the examination
- e) Monitoring the academic functioning of the Programme Centres.

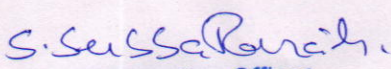
**12) Responsibilities of the Programme Centres:**

- a) Taking necessary measures to promote the Programme after discussing with the Department and / or the University.
- b) Conducting Classes – Both Theory and Practical, irrespective of the strength of the students.
- c) Making payments to the counselors/ resource persons for theory sessions,, practical's, and meeting other incidental expenses like institution rent, telephone, practical equipment, kitchenware, kitchen items, front office training and accommodation training, etc., relating the Programme.
- d) Ensuring Quality of the Programme.
- e) Having tie-ups with the reputed Hotels and other Organizations for organizing Internship Training for the students in consultation with the Department in 2<sup>nd</sup> year of the Programme.
- f) Providing Placement services to the students and maintain an alumni data base.
- g) Cooperating with the University from time to time in running the programme successfully.
- h) Getting the assignments and project reports evaluated in time and sending the marks to the University.
- i) Maintenance of the records to meet the audit requirements of the University
- j) Dissemination of the information of the University relating to other programmes also.

- 13)** Admissions shall be done only once during an academic year for Diploma Programme and twice in the case of Certificate Level Programmes, subject to the demand to these programmes.

- 14)** The Memorandum of Understanding is valid for a period of three years from the date of signing the same. The agreement may be reviewed annually by mutual consent to streamline it further. After the expiry of the three years, the MoU may be continued for a further period based on mutual consent.

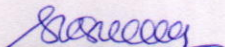
  
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Chief Executive Officer  
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Employment Promotion



- 15) If a Programme Centre violates the rules and regulations of the University, the MoU with that Programme Centre shall be cancelled from the beginning of the next academic year.
- 16) If a Programme Centre wants to discontinue the MOU the same shall be intimated to the University at least (03) three months before the commencement of the next academic year.
- 17) Any alteration in the terms and conditions mentioned above shall be done with the mutual consent of both the parties.
- 18) Both the parties hereto agree that any dispute, arising out of this MoU shall be settled mutually through discussions and that in the event of their failure to settle the dispute, the matter shall be referred to the Arbitrator appointed by the University within the jurisdiction of twin cities of Hyderabad & Secunderabad.

The above terms and conditions are agreed upon by Dr. B.R. Ambedkar Open University represented by its Registrar Prof. A. Sudhakar and International Institute of Hotel Management (IIHM), a unit of Society for Training and Employment Promotion (STEP), Chaitanyapuri, Hyderabad represented by its Chief Executive Officer (CEO), Mr. S.S.Ramaiah.

  
**REGISTRAR**

Dr. B.R.AMBEDKAR OPEN UNIVERSITY  
ROAD NO 46, JUBILEE HILLS.  
HYDERABAD -500033

**REGISTRAR**

Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

WITNESSES:



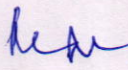
**Chief Executive Officer**

**IIHM,**


**SOCIETY FOR TRAINING & EMPLOYMENT  
PROMOTION, CHAITANYAPURI, HYDERABAD**

**Chief Executive Officer  
Society for Training &  
Employment Promotion**

1.

  
13/11/17

2.

  
13.11.13



## ANNEXURE - I

### DIPLOMA IN HOTEL MANAGEMENT PROGRAMME

**Duration :** Minimum duration is **One Year** and the maximum duration to complete the Programme is **Three Years**.

**Eligibility :** a) Citizen of India; and b) Possess Intermediate or its Equivalent Qualification.

**Fee Structure :** Rs. 8,000/- (Payable in a Single Installment)

**Admission Procedure:** While submitting the Application Form itself, the candidate shall pay First Installment of Tuition Fee of 1 year, after getting the original certificates verified at the respective RCCs. However, after receiving all the applications at the Head Quarters, on verification if it is found that the candidate is not eligible to take admission into the programme, the DD will be returned to such candidate by the University.

#### PROGRAMME STRUCTURE

COURSE 1: FOUNDATION COURSE IN FOOD & BEVERAGE PRODUCTION

COURSE 2: FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE

COURSE 3: FOUNDATION COURSE IN FRONT OFFICE MANAGEMENT

COURSE 4: FOUNDATION COURSE IN ACCOMMODATION OPERATIONS

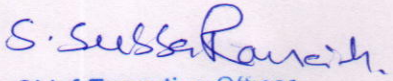
COURSE 5: COMMUNICATION SKILLS IN ENGLISH

COURSE 6: INTERSHIP FOR 2 MONTHS

#### EVALUATION SYSTEM :

- a) Maximum marks for each course is 150 (for courses 1, 2, 3, & 4). Out of 150 marks, 70 marks are for theory, 30 marks are for assignments and 50 are for practicals .
- b) In the case of course 5, as there are no practicals, 100 marks are allotted, out of which 70 are for theory and 30 marks are for assignments.
- c) For course 6, after Internship, the student has to submit a log book and attend viva-voce exam. the marks allotted for viva-voce exam are 50
- d) TOTAL MARKS = 750
- e) The candidate shall get Minimum Marks to clear a course as per the norms of the University (in Assignments / Practical Examinations / Theory Examination) ., 40% in each segment separately.

  
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Society for Training &  
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## ANNEXURE - II

### CERTIFICATE PROGRAMME IN FOOD & BEVERAGE PRODUCTION

**Duration:** Minimum duration is **6 Months** and the maximum duration to complete the Programme is One & a Half Years (i.e., 3 consecutive examinations)

**Eligibility :** a) Citizen of India; and b) Possess SSC or its Equivalent Qualification.

**Fee Structure:** Rs. 5,000/- (Payable in a Single Installment)

**Admission Procedure:** While submitting the Application Form itself, the candidate shall pay First Installment of Tuition Fee of 1 year, after getting the original certificates verified at the respective RCCs. However, after receiving all the applications at the Head Quarters, on verification if it is found that the candidate is not eligible to take admission into the programme, the DD will be returned to such candidate by the University.

### PROGRAMME STRUCTURE

COURSE 1: FOUNDATION COURSE IN FOOD & BEVERAGE PRODUCTION

COURSE 2: FOOD & BEVERAGE PRODUCTION - II

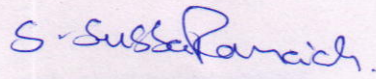
COURSE 3: FOOD & BEVERAGE MANAGEMENT

COURSE 4: COMMUNICATION SKILLS IN ENGLISH

### EVALUATION SYSTEM :

- a) Maximum marks for each course, in the case of courses 1, 2, & 3, are 150. Out of 150 marks, 20 marks are for assignments, 80 marks are for term-end examinations, and 50 are for practicals
- b) In the case of course 4, as it is not a practical-oriented one, 100 marks are allotted, out of which 20 are for assignments and 80 are for term-end examinations
- c) Total marks = 550
- d) The candidate shall get Minimum Marks to clear a course as per the norms of the University (in Assignments / Practical Examinations / Theory Examination) ., 40% in each segment separately.

  
REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

  
Chief Executive Officer  
Society for Training &  
Employment Promotion



## ANNEXURE – III

### CERTIFICATE PROGRAMME IN FOOD & BEVERAGE SERVICE

**Duration:** Minimum duration is **6 Months** and the maximum duration to complete the Programme is One & a Half Years (i.e., 3 consecutive examinations)

**Eligibility :** a) Citizen of India; and b) Possess SSC or its Equivalent Qualification.

**Fee Structure:** Rs. 5,000/- (Payable in a Single Installment)

**Admission Procedure:** While submitting the Application Form itself, the candidate shall pay First Installment of Tuition Fee of 1 year, after getting the original certificates verified at the respective RCCs. However, after receiving all the applications at the Head Quarters, on verification if it is found that the candidate is not eligible to take admission into the programme, the DD will be returned to such candidate by the University.

#### PROGRAMME STRUCTURE

COURSE 1: FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE

COURSE 2: FOOD & BEVERAGE SERVICE - II

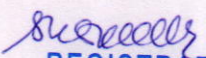
COURSE 3: FOOD & BEVERAGE MANAGEMENT

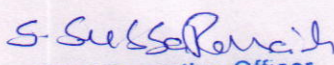
COURSE 4: COMMUNICATION SKILLS IN ENGLISH

#### EVALUATION SYSTEM

:

- a) Maximum marks for each course, in the case of courses 1, 2, & 3, are 150. Out of 150 marks, 20 marks are for assignments, 80 marks are for term-end examinations, and 50 are for practicals
- b) In the case of course 4, as it is not a practical-oriented one, 100 marks are allotted, out of which 20 are for assignments and 80 are for term-end examinations
- c) Total marks = 550
- d) The candidate shall get Minimum Marks to clear a course as per the norms of the University (in Assignments / Practical Examinations / Theory Examination) ., 40% in each segment separately.

  
REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

  
Chief Executive Officer  
Society for Training &  
Employment Promotion



## ANNEXURE – IV

### CERTIFICATE PROGRAMME IN ACCOMMODATION OPERATIONS

**Duration:** Minimum duration is **6 Months** and the maximum duration to complete the Programme is One & a Half Years (i.e., 3 consecutive examinations)

**Eligibility :** a) Citizen of India; and b) Possess SSC or its Equivalent Qualification.

**Fee Structure:** Rs. 5,000/- (Payable in a Single Installment)

**Admission Procedure:** While submitting the Application Form itself, the candidate shall pay First Installment of Tuition Fee of 1 year, after getting the original certificates verified at the respective RCCs. However, after receiving all the applications at the Head Quarters, on verification if it is found that the candidate is not eligible to take admission into the programme, the DD will be returned to such candidate by the University.

#### PROGRAMME STRUCTURE

COURSE 1: FOUNDATION COURSE IN ACCOMMODATION OPERATIONS

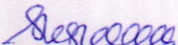
COURSE 2: ACCOMMODATION OPERATIONS MANAGEMENT


COURSE 3: ACCOMMODATION MANAGEMENT

COURSE 4: COMMUNICATION SKILLS IN ENGLISH

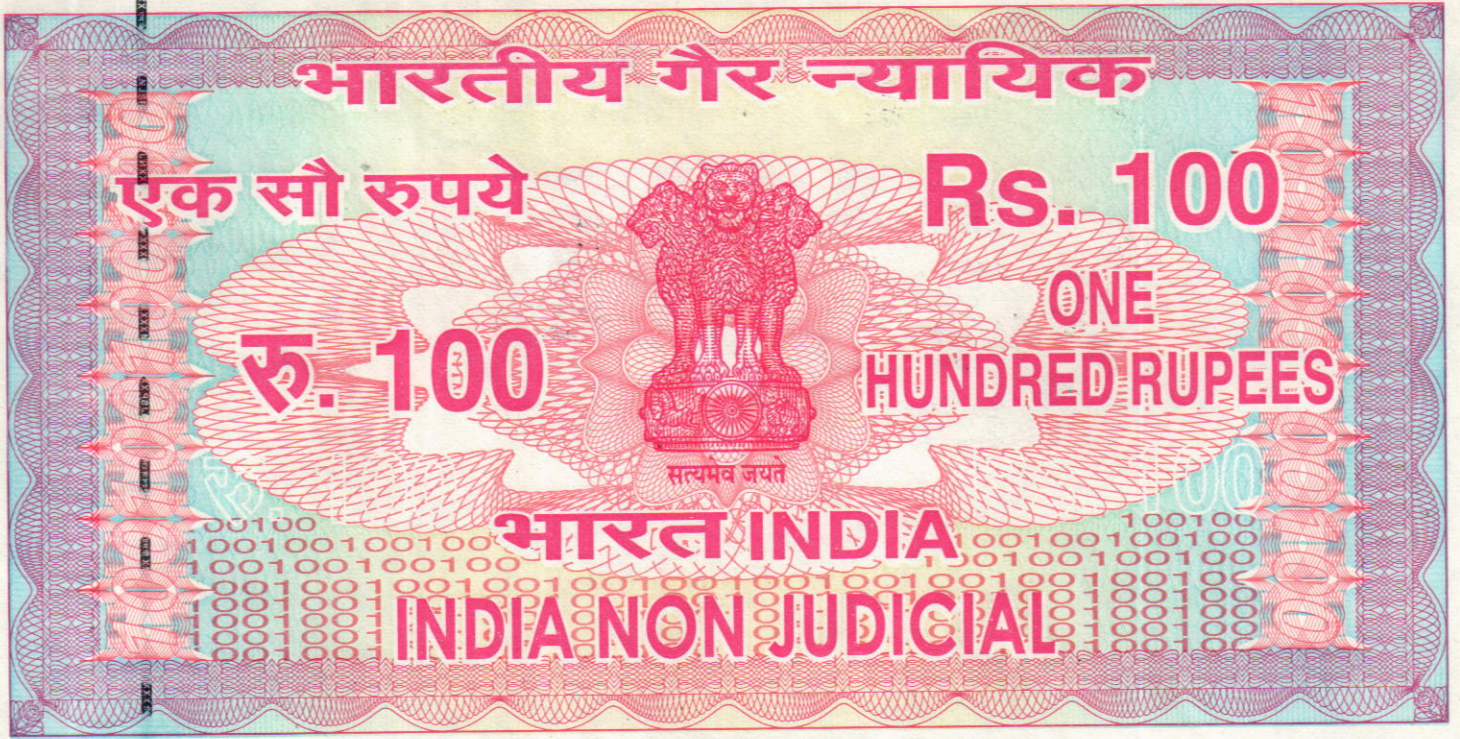
#### EVALUATION SYSTEM :

- a) Maximum marks for each course, in the case of courses 1, 2, & 3, are 150. Out of 150 marks, 20 marks are for assignments, 80 marks are for term-end examinations, and 50 are for practicals
- b) In the case of course 4, as it is not a practical-oriented one, 100 marks are allotted, out of which 20 are for assignments and 80 are for term-end examinations
- c) Total marks = 550
- d) The candidate shall get Minimum Marks to clear a course as per the norms of the University (in Assignments / Practical Examinations / Theory Examination) ., 40% in each segment separately.

  
REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

  
Chief Executive Officer  
Society for Training &  
Employment Promotion





SI. No. 23831  
Date 30/9/13  
Sold to Subba Ramaiah  
For whom STE P.  
ANDHRA PRADESH  
& Venkataraj  
H.V.

BD 531152  
CH. KESHAVA REDDY  
LICENSED STAMP VENDOR  
L.No: 15-13-020-95, R.L.No: 15-13-002-1013  
Shop No:24, Huda Complex, Saroornagar,  
R.R. Dist-500 035. Ph: 7207125902

**MEMORANDUM OF UNDERSTANDING (MOU) FOR ESTABLISHING PROGRAMME CENTERS FOR OFFERING THE BACHELOR OF HOTEL MANAGEMENT PROGRAMME**

Dr. B.R. Ambedkar Open University is renewing MOU with International Institute of Hotel Management (I I H M) Hyderabad, (is a unit of Society for Training and Employment Promotion) (STEP), at **Visakhapatnam**, which will function as Programme centre for its Bachelor of Hotel Management Programme on 13th day of November, 2013 at Hyderabad.

Both the Parties agree to the following terms and conditions:

- 01) **PROGRAMME:** Bachelor of Hotel Management Programme the details of which are given in Annexure - I, will be offered from the academic year 2013-14:
- 02) **INTAKE:** The maximum intake per batch at each centre is 100. If the number of applicants is more than the number of maximum intake at the Centre for any Programme, the rest of the applicants may be accommodated in another batch by the University in coordination with the Programme Centre.

*S. S. Ramaiah*  
REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

*S. S. Ramaiah*  
Chief Executive Officer  
Society for Training &  
Employment Promotion



**03) SHARING OF TUITION FEE BETWEEN THE UNIVERSITY AND THE PROGRAMME CENTRE:** The Tuition Fee shall be shared between the University and Programme Centre as per the ratio given below:

Share of the University: 30%

Share of the Programme Centre: 70%

**04) PROCEDURE TO COLLECT TUITION FEE AND RELEASE OF THE SHARE OF THE PROGRAMME CENTRE:** The students shall pay the Tuition Fee in two installments every year (see Annexure-I for fee structure). While submitting the Application Form for admission itself, the candidate pays the Tuition Fee in the form of a Crossed Demand Draft drawn on any Nationalized Bank and submit the same along with the application form, to the University. After completing the admission process, as per the sharing ratio mentioned in point 3, i.e., 30:70, the share of the respective Programme Centres shall be released not later than 30 working days after the last date for the payment of fee (including late fee). However, the late fee paid by the student will not be considered as part of the tuition fee for sharing.

**05) DISTRIBUTION OF COURSE MATERIAL:** The course material for the Programme shall be sent by the University to the students directly, as they pay the tuition fee in a single installment.


**06) EXAMINATION FEE:** Examination Fee has to be collected from the students as per the norms prescribed by the University. From the amount collected towards Examination Fee for Practicals of the programme, 70% shall be shared with the Programme Centre for conducting Practical Examinations.

**07) STARTING / CLOSING / SHIFTING OF PROGRAMME CENTRES:** The University reserves the right either to identify a new programme centre or to shift the center from one college to another college in a place or to merge centres or to close and existing centre. If, any centre in a city, is closed by the University, because of any reason, the students of that centre will be transferred to another existing centre(s) either in the same city or to a nearby city. If, due to any reasons, a Programme Centre decides to close the college, any other centre existing either in the same city or a nearby city should accommodate the students attached to that Centre. The shifting of a centre or closing of a centre Shall be done only at the beginning of the academic year in order to avoid any inconvenience to the students and also because the tuition fee for that academic year will be shared with the existing programme centre.

**08) MONITORING THE FUNCTION OF PROGRAMME CENTRES:**

a) The students shall be attached to the Regional Coordination Centres at the respective places and the Coordinators of these RCCs may be requested to monitor the functioning of the Programme Centres from time to time.

  
REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

  
Chief Executive Officer  
Society for Training &  
Employment Promotion



- b) The Programme shall be monitored by the Dean, Faculty of Commerce / Head, Department of Business Management of Dr. BRAOU and by the Chief executive Officer (CEO), International Institute of Hotel Management, a unit of Society for Training and Employment Promotion (STEP), Chaitanyapuri, Hyderabad.
- c) Student Services Branch of Dr BRAOU shall nominate one officer of the rank of Assistant Registrar / Deputy Registrar to monitor the Programme from the administration point of view. He / She is responsible to calculate the share of the Programme Centre and release its share in time as mentioned in 'Point 4', sending letters to the students from time to time regarding payment of next installment fee, etc.

**09) CONDUCTING CLASSES AND EXAMINATIONS:** The Theory and Practical Classes and also Practical Examinations will be conducted at the Programme Centres and Theory Examinations will be conducted at the respective Regional Coordination Centres of the University.

**10) Responsibilities of the University:**

- a) Giving notification in the Newspapers.
- b) Collecting the tuition fee from the students and releasing the funds to the Programme Centres as per the norms prescribed.
- c) Developing the Course Material.
- d) Printing and Distribution of the Course Material.
- e) Preparing and Academic Schedule (Time Table) every year for the students of all three years and sending it to the programme centre for conduct of classes.
- f) Conducting Examinations, and taking up other works relating to post-examination activity.
- g) Monitoring the functioning of the Programme Centres to ensure quality of the Programme.

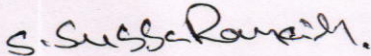
**11) Responsibilities of Department:**

- a) Designing the Course Structure
- b) Developing / Revising the Course Material
- c) Preparing the Assignment Questions
- d) Sending the Panel of Paper Setters and cooperating with the Examinations Branch for completing other works relating the examination
- e) Monitoring the academic functioning of the Programme Centres.

**12) Responsibilities of the Programme Centres:**

- a) Taking necessary measures to promote the Programme after discussing with the Department and / or the University.
- b) Conducting Classes – Both Theory and Practical, irrespective of the strength of the students.

  
**REGISTRAR**  
 Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
 JUBILEE HILLS, HYDERABAD, A.P.

  
**Chief Executive Officer**  
**Society for Training &**  
**Employment Promotion**



- c) Making payments to the counselors/ resource persons for theory sessions, practicals, and meeting other incidental expenses like institution rent, telephone, practical equipment, kitchenware, kitchen items, front office training and accommodation training, etc., relating the Programme.
- d) Ensuring Quality of the Programme.
- e) Having tie-ups with the reputed Hotels and other Organizations for organizing Internship Training for the students in consultation with the Department in 2<sup>nd</sup> year of the Programme.
- f) Providing Placement services to the students and maintain an alumni data base.
- g) Cooperating with the University from time to time in running the programme successfully.
- h) Getting the assignments and project reports evaluated in time and sending the marks to the University.
- i) Maintenance of the records to meet the audit requirements of the University
- j) Dissemination of the information of the University relating to other programmes also.

13) Admissions shall be done only once during an academic year for BHM Programme

14) The Memorandum of Understanding is valid for a period of three years from the date of signing the same. The agreement may be reviewed annually by mutual consent to streamline it further. After the expiry of the three years, the MoU may be continued for a further period based on mutual consent.


15) If a Programme Centre violates the rules and regulations of the University, the MoU with that Programme Centre shall be cancelled from the beginning of the next academic year.

16) If a Programme Centre wants to discontinue the MOU the same shall be intimated to the University at least (03) three months before the commencement of the next academic year.

17) Any alteration in the terms and conditions mentioned above shall be done with the mutual consent of both the parties.

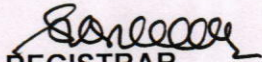
18) Both the parties hereto agree that any dispute, arising out of this MoU shall be settled mutually through discussions and that in the event of their failure to settle the dispute, the matter shall be referred to the Arbitrator appointed by the University within the jurisdiction of twin cities of Hyderabad & Secunderabad.

  
**REGISTRAR**  
 Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
 JUBILEE HILLS, HYDERABAD, A.P.

  
**Chief Executive Officer**  
**Society for Training &**  
**Employment Promotion**



The above terms and conditions are agreed upon by Dr. B.R. Ambedkar Open University represented by its Registrar Prof. A. Sudhakar and International Institute of Hotel Management (IIHM), a unit of Society for Training and Employment Promotion (STEP), Chaitanyapuri, Hyderabad represented by its Chief Executive Officer (CEO), Mr. S.S.Ramaiah.

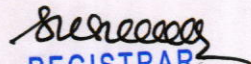
  
REGISTRAR

Dr. B.R.AMBEDKAR OPEN UNIVERSITY  
ROAD NO 46, JUBILEE HILLS.  
HYDERABAD -500033

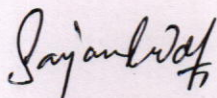
Chief Executive Officer  
IIHM,  
SOCIETY FOR TRAINING & EMPLOYMENT  
PROMOTION, CHAITANYAPURI, HYDERABAD

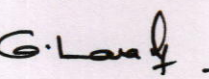
  
Chief Executive Officer  
Society for Training &  
Employment Promotion

WITNESSES:

1.   
REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

2.

1.  ( Sanjana , Co-ordinator , IIHM )

2.  (Dr. G. Lakshmi Reddy, Director, Student Services,  
Dr. BRAOU)



## ANNEXURE - I

### BACHELOR OF HOTEL MANAGEMENT

**Duration :** Minimum duration is **Three Years** and maximum duration to complete the Programme is **9 ( Nine) academic years**.

**Eligibility :** a) Citizen of India; and b) Possess Intermediate or its Equivalent Qualification.

**Tuition Fee Structure :** 10,000/- p.a. (Payable in Single Installment)

**Admission Procedure:** While submitting the Application Form itself, the candidate shall pay First Installment of Tuition Fee of 1 year, after getting the original certificates verified at the respective RCCs. However, after receiving all the applications at the Head Quarters, on verification if it is found that the candidate is not eligible to take admission into the programme, the DD will be returned to such candidate by the University.


### PROGRAMME STRUCTURE

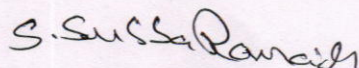
#### FIRST YEAR

- BHM – 101 : FOUNDATION COURSE IN FOOD & BEVERAGE PRODUCTION
- BHM – 102 : FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE
- BHM – 103 : FOUNDATION COURSE IN FRONT OFFICE MANAGEMENT
- BHM – 104 : FOUNDATION COURSE IN ACCOMMODATION OPERATIONS
- BHM – 105 : PRINCIPLES OF MANAGEMENT
- BHM – 106 : COMMUNICATION SKILLS IN ENGLISH

#### SECOND YEAR

- BHM – 201 : FOOD & BEVERAGE PRODUCTION – II

  
REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

  
Chief Executive Officer  
Society for Training &  
Employment Promotion



- BHM – 202 : FOOD & BEVERAGE SERVICE – II  
BHM – 203 : ACCOMMODATION OPERATIONS MANAGEMENT  
BHM – 204 : ACCOUNTING AND COMPUTER APPLICATIONS FOR HOTEL  
MANAGEMENT  
BHM – 205 : INTERNSHIP (Project Report and Viva-Voce Examination)

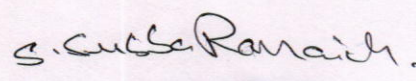
### THIRD YEAR

- BHM – 301 : ADVANCED FOOD & BEVERAGE PRODUCTION  
BHM – 302 : FOOD & BEVERAGE MANAGEMENT  
BHM – 303 : FRONT OFFICE MANAGEMENT  
BHM – 304 : ACCOMMODATION MANAGEMENT  
BHM – 305 : HUMAN RESOURCE MANAGEMENT AND HOTEL LAWS  
BHM – 306 : MARKETING OF HOSPITALITY SERVICES

#### Evaluation System:

- a) For courses 101, 102, 103, 104, 201, 202,, 203, 301, 302, 303, & 304 ----- Maximum Marks for each course are 150, out of which 30 marks are for Assignments, 50 marks are for Practicals and 70 marks are for year-end examinations.
- b) For Courses 105, 106, 204, 305 & 306 --- Maximum Marks for each course are 100, out of which 30 marks are for Assignments and 70 marks are for year-end examinations.
- c) For course 205 (Internship), maximum marks are 150, out of which 100 marks are for Project Report and 50 marks are for Viva-Voce Examination.
- d) Total Marks : 2300
- e) The candidate shall get Minimum Marks to clear a course as per the norms of the University (in Assignments / Practical Examinations / Theory Examination) ., 40% in each segment separately.
- f) Division will be awarded as per the norms of the University.

  
REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

  
Chief Executive Officer  
Society for Training &  
Employment Promotion





ఆంధ్రప్రదేశ్ ఆంధ్ర ప్రదేశ్ ANDHRA PRADESH

*O. Arjun*  
O. ARJUN

BD 488164

LICENSED STAMP VENDOR

L.No:15-13-007/1997, RL.No:15-13-008/2012  
3-4-11/2, R.T.C.Colony, L.B.Nagar, Saroornagar,  
Ranga Reddy Dist-500 074. Ph: 949187396

30867 12/11/2013 100/-  
Sold to... S. S. Ramiah  
for... Venkatarah by HMD  
for whom... Step

**MEMORANDUM OF UNDERSTANDING (MoU) FOR ESTABLISHING PROGRAMME CENTERS FOR THE DIPLOMA / CERTIFICATE PROGRAMMES IN HOTEL MANAGEMENT AREA**

Dr. B.R. Ambedkar Open University is entering into MOU with International Institute of Hotel Management (I I H M) Hyderabad, (is a unit of Society for Training and Employment Promotion) (STEP), **Visakhapatnam**, which will function as Programme centre for its Diploma / Certificate Level Programmes in Hotel Management Area on 13<sup>th</sup> day of November, 2013 at Hyderabad.

Both the Parties agree to the following terms and conditions:

**1) PROGRAMMES:** The Programmes listed below and the details of which are given in Annexures I to IV, will be offered from the academic year 2013-14:

a) Diploma in Hotel Management Programme

*S. S. Ramiah*  
REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

*S. S. Ramiah*  
Chief Executive Officer  
Society for Training &  
Employment Promotion



- b) Certificate Programme in Food & Beverage Production
- c) Certificate Programme in Food & Beverage Service; &
- d) Certificate Programme in Accommodation Operations.

If both the parties agree to offer any other Programme in this area, a separate annexure, duly signed by both the parties, may be added to this MoU.

**02) INTAKE:** The maximum intake per batch at each centre is 50 for Diploma and each Certificate Programme. If the number of applicants is more than the number of maximum intake at the Centre for any Programme, the rest of the applicants may be accommodated in another batch by the University in coordination with the Programme Centre.

**03) SHARING OF TUITION FEE BETWEEN THE UNIVERSITY AND THE PROGRAMME CENTRE:** The Tuition Fee, for all the Programmes mentioned in Point 01, shall be shared between the University and Programme Centre as per the ratio given below:

Share of the University: 30%


Share of the Programme Centre: 70%

**04) PROCEDURE TO COLLECT TUITION FEE AND RELEASE OF THE SHARE OF THE PROGRAMME CENTRE:** The students shall pay the Tuition Fee in a single installment (see Annexures I - IV for fee structure). While submitting the Application Form for admission itself, the candidate pays the Tuition Fee in the form of a Crossed Demand Draft drawn on any Nationalized Bank and submit the same along with the application form, to the University. After completing the admission process, as per the sharing ratio mentioned in point 3, i.e., 30:70, the share of the respective Programme Centres shall be released not later than 30 working days after the last date for the payment of fee (including late fee). However, the late fee paid by the student will not be considered as part of the tuition fee for sharing.

**05) DISTRIBUTION OF COURSE MATERIAL:** The course material for all courses of all programmes shall be sent by the University to the students directly, as they pay the tuition fee in a single installment.

**06) EXAMINATION FEE:** Examination Fee has to be collected from the students as per the norms prescribed by the University. From the amount collected towards Examination Fee for Practicals of different programmes, 70% shall be shared with the Programme Centre for conducting Practical Examinations.

  
**REGISTRAR**  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

  
**Chief Executive Officer**  
**Society for Training & Employment Promotion**



**07) STARTING / CLOSING / SHIFTING OF PROGRAMME CENTRES:** The University reserves the right either to identify a new programme centre or to shift the center from one college to another college in a place or to merge centres or to close and existing centre. If, any centre in a city, is closed by the University, because of any reason, the students of that centre will be transferred to another existing centre(s) either in the same city or to a nearby city. If, due to any reasons, a Programme Centre decides to close the college, any other centre existing either in the same city or a nearby city should accommodate the students attached to that Centre. The shifting of a centre or closing of a centre Shall be done only at the beginning of the academic year in order to avoid any inconvenience to the students and also because the tuition fee for that academic year will be shared with the existing programme centre.

**08) MONITORING THE FUNCTION OF PROGRAMME CENTRES:**


- a) The students shall be attached to the Regional Coordination Centres at the respective places (in the case of Twin Cities, it shall be Government Degree College, Khairatabad, Hyderabad and the Coordinators of these RCCs may be requested to monitor the functioning of the Programme Centres from time to time.
- b) The Programme shall be monitored by the Dean, Faculty of Commerce / Head, Department of Business Management of Dr. BRAOU and by the Chief executive Officer (CEO), International Institute of Hotel Management, a unit of Society for Training and Employment Promotion (STEP), Chaitanyapuri, Hyderabad.
- c) Student Services Branch of Dr BRAOU shall nominate one officer of the rank of Assistant Registrar / Deputy Registrar to monitor the Programme from the administration point of view. He / She is responsible to calculate the share of the Programme Centre and release its share in time as mentioned in 'Point 4', sending letters to the students from time to time regarding payment of next installment fee, etc.

**09) CONDUCTING CLASSES AND EXAMINATIONS:** The Theory and Practical Classes and also Practical Examinations will be conducted at the Programme Centres and Theory Examinations will be conducted at the respective Regional Coordination Centres of the University.

**10) Responsibilities of the University:**

- a) Giving notification in the Newspapers.
- b) Collecting the tuition fee from the students and releasing the funds to the Programme Centres as per the norms prescribed.
- c) Developing the Course Material.
- d) Printing and Distribution of the Course Material.

  
REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

  
Chief Executive Officer  
Society for Training &  
Employment Promotion



- e) Preparing and Academic Schedule (Time Table) every year for the students of all three years and sending it to the programme centre for conduct of classes.
- f) Conducting Examinations, and taking up other works relating to post-examination activity.
- g) Monitoring the functioning of the Programme Centres to ensure quality of the Programme.

**11) Responsibilities of Department:**


- a) Designing the Course Structure
- b) Developing / Revising the Course Material
- c) Preparing the Assignment Questions
- d) Sending the Panel of Paper Setters and cooperating with the Examinations Branch for completing other works relating the examination
- e) Monitoring the academic functioning of the Programme Centres.

**12) Responsibilities of the Programme Centres:**

- a) Taking necessary measures to promote the Programme after discussing with the Department and / or the University.
- b) Conducting Classes – Both Theory and Practical, irrespective of the strength of the students.
- c) Making payments to the counselors/ resource persons for theory sessions,, practical's, and meeting other incidental expenses like institution rent, telephone, practical equipment, kitchenware, kitchen items, front office training and accommodation training, etc., relating the Programme.
- d) Ensuring Quality of the Programme.
- e) Having tie-ups with the reputed Hotels and other Organizations for organizing Internship Training for the students in consultation with the Department in 2<sup>nd</sup> year of the Programme.
- f) Providing Placement services to the students and maintain an alumni data base.
- g) Cooperating with the University from time to time in running the programme successfully.
- h) Getting the assignments and project reports evaluated in time and sending the marks to the University.
- i) Maintenance of the records to meet the audit requirements of the University
- j) Dissemination of the information of the University relating to other programmes also.

- 13) Admissions shall be done only once during an academic year for Diploma Programme and twice in the case of Certificate Level Programmes, subject to the demand to these programmes.**

  
 REGISTRAR  
 Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
 JUBILEE HILLS, HYDERABAD, A.P.

  
 Chief Executive Officer  
 Society for Training &  
 Employment Promotion



- 14) The Memorandum of Understanding is valid for a period of three years from the date of signing the same. The agreement may be reviewed annually by mutual consent to streamline it further. After the expiry of the three years, the MoU may be continued for a further period based on mutual consent.
- 15) If a Programme Centre violates the rules and regulations of the University, the MoU with that Programme Centre shall be cancelled from the beginning of the next academic year.
- 16) If a Programme Centre wants to discontinue the MOU the same shall be intimated to the University at least (03) three months before the commencement of the next academic year.
- 17) Any alteration in the terms and conditions mentioned above shall be done with the mutual consent of both the parties.
- 18) Both the parties hereto agree that any dispute, arising out of this MoU shall be settled mutually through discussions and that in the event of their failure to settle the dispute, the matter shall be referred to the Arbitrator appointed by the University within the jurisdiction of twin cities of Hyderabad & Secunderabad.

The above terms and conditions are agreed upon by Dr. B.R. Ambedkar Open University represented by its Registrar Prof. A. Sudhakar and International Institute of Hotel Management (IIHM), a unit of Society for Training and Employment Promotion (STEP), Chaitanyapuri, Hyderabad represented by its Chief Executive Officer (CEO), Mr. S.S.Ramaiah.

*S. S. Ramaiah*  
REGISTRAR

Dr. B.R.AMBEDKAR OPEN UNIVERSITY  
ROAD NO 46, JUBILEE HILLS.  
HYDERABAD -500033

*S. S. Ramaiah*  
Chief Executive Officer  
IIHM,

SOCIETY FOR TRAINING & EMPLOYMENT  
PROMOTION, CHAITANYAPURI, HYDERABAD

Chief Executive Officer  
Society for Training &  
Employment Promotion

WITNESSES:

1. REGISTRAR  
Dr. B.R. AMBEDKAR OPEN UNIVERSITY  
JUBILEE HILLS, HYDERABAD, A.P.

2.

1. *Sanjana* (Sanjana - coordinator IIHM)
2. *G. Laxmi* (Dr. G. Laxmi Reddy, Director, Student Services, Dr. B.R.A.U)



## ANNEXURE - I

### DIPLOMA IN HOTEL MANAGEMENT PROGRAMME

**Duration :** Minimum duration is **One Year** and the maximum duration to complete the Programme is **Three Years**.

**Eligibility :** a) Citizen of India; and b) Possess Intermediate or its Equivalent Qualification.

**Fee Structure :** Rs. 8,000/- (Payable in a Single Installment)

**Admission Procedure:** While submitting the Application Form itself, the candidate shall pay First Installment of Tuition Fee of 1 year, after getting the original certificates verified at the respective RCCs. However, after receiving all the applications at the Head Quarters, on verification if it is found that the candidate is not eligible to take admission into the programme, the DD will be returned to such candidate by the University.

#### PROGRAMME STRUCTURE

COURSE 1: FOUNDATION COURSE IN FOOD & BEVERAGE PRODUCTION

COURSE 2: FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE

COURSE 3: FOUNDATION COURSE IN FRONT OFFICE MANAGEMENT


COURSE 4: FOUNDATION COURSE IN ACCOMMODATION OPERATIONS


COURSE 5: COMMUNICATION SKILLS IN ENGLISH

COURSE 6: INTERSHIP FOR 2 MONTHS

#### EVALUATION SYSTEM

- :
- Maximum marks for each course is 150 (for courses 1, 2, 3, & 4). Out of 150 marks, 70 marks are for theory, 30 marks are for assignments and 50 are for practicals .
  - In the case of course 5, as there are no practicals, 100 marks are allotted, out of which 70 are for theory and 30 marks are for assignments.
  - For course 6, after Internship, the student has to submit a log book and attend viva-voce exam. the marks allotted for viva-voce exam are 50
  - TOTAL MARKS = 750
  - The candidate shall get Minimum Marks to clear a course as per the norms of the University (in Assignments / Practical Examinations / Theory Examination) ., 40% in each segment separately.

  
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## ANNEXURE - II

### CERTIFICATE PROGRAMME IN FOOD & BEVERAGE PRODUCTION

**Duration:** Minimum duration is **6 Months** and the maximum duration to complete the Programme is One & a Half Years (i.e., 3 consecutive examinations)

**Eligibility :** a) Citizen of India; and b) Possess SSC or its Equivalent Qualification.

**Fee Structure:** Rs. 5,000/- (Payable in a Single Installment)

**Admission Procedure:** While submitting the Application Form itself, the candidate shall pay First Installment of Tuition Fee of 1 year, after getting the original certificates verified at the respective RCCs. However, after receiving all the applications at the Head Quarters, on verification if it is found that the candidate is not eligible to take admission into the programme, the DD will be returned to such candidate by the University.

#### PROGRAMME STRUCTURE

COURSE 1: FOUNDATION COURSE IN FOOD & BEVERAGE PRODUCTION

COURSE 2: FOOD & BEVERAGE PRODUCTION - II


COURSE 3: FOOD & BEVERAGE MANAGEMENT

COURSE 4: COMMUNICATION SKILLS IN ENGLISH

#### EVALUATION SYSTEM :

- Maximum marks for each course, in the case of courses 1, 2, & 3, are 150. Out of 150 marks, 20 marks are for assignments, 80 marks are for term-end examinations, and 50 are for practicals
- In the case of course 4, as it is not a practical-oriented one, 100 marks are allotted, out of which 20 are for assignments and 80 are for term-end examinations
- Total marks = 550
- The candidate shall get Minimum Marks to clear a course as per the norms of the University (in Assignments / Practical Examinations / Theory Examination) ., 40% in each segment separately.

  
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## ANNEXURE – III

### CERTIFICATE PROGRAMME IN FOOD & BEVERAGE SERVICE

**Duration:** Minimum duration is **6 Months** and the maximum duration to complete the Programme is One & a Half Years (i.e., 3 consecutive examinations)

**Eligibility :** a) Citizen of India; and b) Possess SSC or its Equivalent Qualification.

**Fee Structure:** Rs. 5,000/- (Payable in a Single Installment)

**Admission Procedure:** While submitting the Application Form itself, the candidate shall pay First Installment of Tuition Fee of 1 year, after getting the original certificates verified at the respective RCCs. However, after receiving all the applications at the Head Quarters, on verification if it is found that the candidate is not eligible to take admission into the programme, the DD will be returned to such candidate by the University.

### PROGRAMME STRUCTURE

COURSE 1: FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE

COURSE 2: FOOD & BEVERAGE SERVICE - II

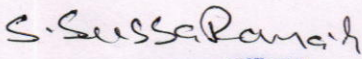
COURSE 3: FOOD & BEVERAGE MANAGEMENT

COURSE 4: COMMUNICATION SKILLS IN ENGLISH

### EVALUATION SYSTEM

- a) Maximum marks for each course, in the case of courses 1, 2, & 3, are 150. Out of 150 marks, 20 marks are for assignments, 80 marks are for term-end examinations, and 50 are for practicals
- b) In the case of course 4, as it is not a practical-oriented one, 100 marks are allotted, out of which 20 are for assignments and 80 are for term-end examinations
- c) Total marks = 550
- d) The candidate shall get Minimum Marks to clear a course as per the norms of the University (in Assignments / Practical Examinations / Theory Examination) ., 40% in each segment separately.

  
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## ANNEXURE – IV

### CERTIFICATE PROGRAMME IN ACCOMMODATION OPERATIONS

**Duration:** Minimum duration is **6 Months** and the maximum duration to complete the Programme is One & a Half Years (i.e., 3 consecutive examinations)

**Eligibility :** a) Citizen of India; and b) Possess SSC or its Equivalent Qualification.

**Fee Structure:** Rs. 5,000/- (Payable in a Single Installment)

**Admission Procedure:** While submitting the Application Form itself, the candidate shall pay First Installment of Tuition Fee of 1 year, after getting the original certificates verified at the respective RCCs. However, after receiving all the applications at the Head Quarters, on verification if it is found that the candidate is not eligible to take admission into the programme, the DD will be returned to such candidate by the University.

#### PROGRAMME STRUCTURE

COURSE 1: FOUNDATION COURSE IN ACCOMMODATION OPERATIONS

COURSE 2: ACCOMMODATION OPERATIONS MANAGEMENT

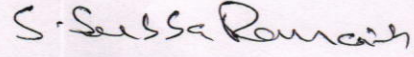
COURSE 3: ACCOMMODATION MANAGEMENT

COURSE 4: COMMUNICATION SKILLS IN ENGLISH

#### EVALUATION SYSTEM

- :
- Maximum marks for each course, in the case of courses 1, 2, & 3, are 150. Out of 150 marks, 20 marks are for assignments, 80 marks are for term-end examinations, and 50 are for practicals
  - In the case of course 4, as it is not a practical-oriented one, 100 marks are allotted, out of which 20 are for assignments and 80 are for term-end examinations
  - Total marks = 550
  - The candidate shall get Minimum Marks to clear a course as per the norms of the University (in Assignments / Practical Examinations / Theory Examination) ., 40% in each segment separately.

  
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