

**SCHEME FOR AFFILIATION OF
PRIVATE HOSPITALITY INSTITUTES
OFFERING PROGRAMS RELATED TO
HOSPITALITY EDUCATION & TRAINING**



**NATIONAL COUNCIL FOR HOTEL MANAGEMENT &
CATERING TECHNOLOGY
(NCHMCT)
A-34, Sector 62, NOIDA – 201 301 (UP)**

**SCHEME FOR AFFILIATION OF HOSPITALITY PRIVATE INSTITUTES
OFFERING PROGRAMS RELATED TO HOSPITALITY EDUCATION AND
TRAINING**

NEED FOR PRIVATE SECTOR PARTICIPATION:

The training capacity available in the Government Institutes of Hotel Management/Food Craft Institutes is being augmented continually to maximize the delivery of trained personnel to the industry. The demand of trained manpower leaves enough scope for the delivery of the trained manpower by the institutes set up in private sector. It has, therefore, become necessary that private institutions imparting hospitality education and training assume a significant role in meeting the expanding hospitality industry' s demand for quality trained personnel. In this context, there is need to involve participation of educational institutes in the private sector to provide quality education in this area and thus provide an opportunity to such institutions to come forward to fill the existing gap between demand and supply.

As a direct consequence, the Ministry of Tourism is keen that the efforts of private institutions should be turned to an advantage by a scheme that could accord affiliation to institute for hospitality training programs ranging from Craft level to Post Graduate level of education offered by National Council for Hotel Management. This will be linked to a system whereby candidates from private institutes qualify for a proficiency that would be in line with the quality of students turned out by the existing institutes affiliated to the National Council for Hotel Management and Catering Technology (NCHMCT).

SCHEME FOR AFFILIATION TO THE NATIONAL COUNCIL:

In the above scenario, the National Council for Hotel Management and Catering Technology, as the pioneering body, would accord affiliation, on a uniform basis, to such privately managed and operated institutions, which offer hospitality programs catering to requirements of hotel and other service sectors. Institutions with established reputation in the field of hospitality education may apply for affiliation once they acquire specific infrastructural requirements based on Norms & Standards set by NCHMCT. The scheme will not involve any monetary participation by the Government and at the same time institutes will also not be allowed to charge any capitation fees except for the annual or semester fee as announced publicly by the institution.

For the purpose of affiliation the National Council for Hotel Management and Catering Technology has drawn-up norms and standards including curriculum and teaching guidelines for institutions imparting hospitality education and training. These include norms for land, buildings, laboratories, etc. and also for faculty positions. Adherence to these norms and standards will be mandatory for any institute to qualify for affiliation. The approval for affiliation will be given after due consideration by competent authority.

BROAD NORMS FOR AFFILIATION:

- Existing institutes imparting hospitality education and training will be eligible to apply in the prescribed format for hospitality program offered by National Council for Hotel Management through the affiliation process. Application to the National Council for Hotel Management and Catering Technology should be accompanied by separate Demand Drafts drawn in favour of the National Council for Hotel Management and Catering Technology payable at Noida towards:

- Application and Scrutiny fee of Rs.1.00 lakh (non-refundable);
 - Registration-cum-Affiliation fee of Rs.3.00 lakh (refundable in case of affiliation not granted);
 - Annual Maintenance of affiliation fee of Rs.50,000/- for each subsequent year (payable only after provisional affiliation has been acceded to by the NCHMCT). The above fees will, however, be subject to periodic revision by the Board of Governors of NCHMCT, which shall have binding on the affiliated Institute;
 - Students registration fee of Rs.3000/- per candidate shall be charged after allotment of students by the Council.
- The applicant institute will be informed about the status of its affiliation within 30 days of the last date of receipt of such application and institutes short listed for affiliation will be notified about the date of inspection by the Council while others will be intimated suitably.
 - Affiliation Committee from the National Council will undertake the inspection and verify the facilities provided by the applicant institute. Based on the merit of each case the recommendations of Affiliation Committee shall be submitted to Chairman, BOG, NCHMCT and President of the NCHMCT Society.
 - Expenses towards inspection shall be borne by the applicant institute, which would include only to and fro travel cost, board and lodging and local transport.

- Upon approval by competent authority, the applicant institution shall be granted provisional affiliation to begin with for first three years and upon successful implementation of the educational programs and compliance with Norms & Standards, the NCHMCT shall consider the case for regular affiliation of the Institute.
- Each of the affiliated institutions will be subject to periodic joint inspections by the NCHMCT and IGNOU to ensure maintenance of standards prescribed. In case of non-adherence of prescribed Norms & Standards, the National Council for Hotel Management and Catering Technology would be at liberty to pass de-affiliation orders under intimation to IGNOU.
- Consequent upon affiliation the Institute shall be permitted to participate in All India JEE/Counselling. The NCHMCT and IGNOU shall conduct term-end examination for the B.Sc. Hospitality and Hotel Administration program for which the candidates admitted in affiliated institutes shall pay the prescribed examination fees of respective examination bodies.
- The B.Sc. Hospitality and Hotel Administration Degree will be awarded by IGNOU through NCHMCT. In the event of termination of Memorandum of Understanding between NCHMCT and IGNOU, the National Council for Hotel Management or a body thereof conferred a Deemed to be University status under Ministry of Tourism by the University Grants Commission, shall award Degrees directly.
- In the event of any information furnished by the applicant Society/ Trust/Institute is found to be incorrect/misleading or having suppressed or concealed any material facts at any point, subsequently the NCHMCT reserves its right to cancel/withdraw its affiliation to such an Institute and claim damages, costs etc. arising thereof.

- In the event of any dispute arising on account of any default in the terms and conditions of affiliation and its implementation, the decision of the Chairman, Board of Governors of the NCHMCT shall be final and binding on applicants.
- In case of legal dispute and arbitration, the jurisdiction shall be New Delhi.

**INSTRUCTIONS FOR SUBMISSION OF PROPOSALS BY INSTITUTION(S)
SEEKING AFFILIATION FROM THE NATIONAL COUNCIL FOR HOTEL
MANAGEMENT AND CATERING TECHNOLOGY FOR HOSPITALITY
PROGRAMS**

1. Programs offered under affiliation scheme are as under:

B.Sc. Hospitality & Hotel Administration	From 2010 academic session
PG Diploma / Diploma / Certificate Courses	From 2010 academic session

2. a) Complete proposals must be submitted in the prescribed format available on the web site of NCHMCT www.nchmct.org.
- b) Incomplete proposals and those not submitted in the prescribed format will not be accepted.
- c) Proposals received late but are in order will be processed for the affiliation for subsequent academic year.
- d) Proposals should be submitted on ' A-4' size paper only. Even larger sized documents should be reduced to ' A-4' size wherever possible.

3. Four copies of the proposal, complete in all respects, should reach the Secretary, National Council for Hotel Management and Catering Technology by 11th September 2009.

4.
 - a) Piece of land in possession of Society/Trust/Institute must be registered in the name of applicant with clear title.

 - b) Documents regarding land in possession of the applicant with proper certificates of land use issued by the competent authority be enclosed.

 - c) The requisite area of land shall not be less than 0.5 acres in metro cities or not less than 2.5 acres in urban area or not less than 5 acres in other rural areas.

 - d) The drawing of campus building on the said plot of land housing institute activities should be duly certified by the competent authority. A building completion certificate etc. issued by the said competent authority be enclosed. The approach road should be all weather road to said campus and easily accessible with transport facilities.

 - e) In case the institute has been in existence for more than 3 years, balance sheet and income and expenditure statement of last 3 years, duly audited by statutory auditors should be submitted along with financial projections for next 3 years. For new institutes, projections for 3 years including risk analysis and back up funding resources should also be furnished.

5. An undertaking to be signed by the authorized signatory/signatories of the Trust/Society/Institution for compliance with existing guidelines and requirements of NCHMCT for affiliation and future guidelines applicable to all such institutes shall have to be furnished.
6. The applicant institute should furnish the evidence of the academic and administrative staff, their tenure of employment and terms & conditions.
7. List of equipments available in the Institute should be detailed in the prescribed format.
8. Applications will be examined by the National Council, which process will take up to 15 days from the last date of receipt of application. The fact that application for affiliation has been made to the National Council will not entitle the applicant institute to use terms like “ Applied for” or “ Under Process” till such time the affiliation is granted. Any such usage shall as such render the institute ineligible for affiliation.
9. Registration cum Affiliation fees of Rs.3.00 lakh apart from an Application & Scrutiny fee of Rs.1.00 lakh shall be remitted through separate or single Bank Draft(s) drawn in favour of Secretary, National Council for Hotel Management and Catering Technology, payable at NOIDA along with the application. In the event of the application being rejected, the Registration-cum-Affiliation fee paid shall be refunded.
10. An undertaking to be furnished by the applicant Institute/Trust/ Society to safeguard the interests of the students on roll, in case of non-compliance of norms, standards or delivery of curriculum and other general instructions issued by the NCHMCT from time to time.

11. An undertaking to be furnished by the applicant Institute/Trust/ Society that without prior approval of the NCHMCT the seats for any course/ program shall not be increased or notified.
12. An undertaking to be furnished by the applicant institute that the applicant institute will not seek any affiliation in respect of hospitality programs from any other body granting affiliation from the year the affiliation is granted by NCHMCT.

LIST OF DOCUMENTS TO BE ATTACHED:

Applicant Institute/Society/Trust should ensure to attach the following documents with the application:

- a) Attested copy of document of incorporation and Memorandum of Association of the Society/Trust/Institution.
- b) Certified copies of the land registration papers/registered lease deed/registered gift deed/registered GPA (as applicable) detailing clearly the type of land with Khasra numbers.
- c) Certificate from the municipal / competent authority confirming that the land allotted to and is held by the Society/Trust/Institution conforms to the land use for running educational institutions.
- d) A certificate from the executive authority that the land and facilities are not being shared with any other institution/activity except for the areas mentioned in Annexure.

- e) A copy of master plan and buildings thereon sanctioned by the municipal / competent authority showing layout of existing and proposed building(s) on the plot of land and floor-wise plan of each building along with photographs thereof.
- f) Approved plans from the municipal / concerned state authority as per local bye-laws for the existing buildings for institutional purposes along with completion/possession certificate of the buildings.
- g) Approved site plan of the campus.
- h) A copy of city road map showing location of the institution along with approach road to the campus.
- i) Photocopies of latest bank statements, fixed deposit receipts etc. regarding availability of funds in hand.
- j) Photocopies of duly audited statements of income/ expenditure, balance sheet and audited reports of the Institute for preceding three years.
- k) Authenticated documents to support mobilization of additional funds.
- l) Authenticated documents to support claim of meeting non-recurring and recurring expenditure.
- m) An undertaking to follow NCHMCT and IGNOU curriculum/ syllabus and teaching and examination scheme for the 3-Year B.Sc. in Hospitality & Hotel Administration.

- n) Details of staff in position together with their updated bio-data and recruitment procedures involved.
- o) Copy of resolution of the Board of Management / Governors of the institute / society affirming and approving the institute to apply for affiliation to the NCHMCT and to undertake and follow the terms and conditions of the affiliation in case provisional affiliation is offered by NCHMCT. Such copies need to be attested by Notary/ Gazetted Officer.
- p) An undertaking for compliance with the general conditions of the National Council for Hotel Management and Catering Technology on non-judicial stamp paper duly attested by Notary or any similar competent authority as per the format at Annexure-I.

(UNDERTAKING ON NON-JUDICIAL STAMP PAPER OF Rs.100/- DULY
ATTESTED BY FIRST CLASS JUDICIAL MAGISTRATE)

I/We, the (name of the College/Institution/Mandal/Trust/Society etc.) hereby undertake to comply with the following in connection with our application for seeking affiliation for _____ (Name of the Course) _____ offered by the National Council for Hotel Management and Catering Technology.

1. That the Management including the Governing Body / Council of the (Institute/Trust/Society) has been constituted and the Chairman of the Body / Council appointed.
2. That the said management has authorized its President/Secretary to be the authorized signatory for all the documents/deeds together with the resolution that the Body/Institute has resolved to seek affiliation with NCHMCT.
3. That the infrastructural, instructional and other facilities shall be provided as per norms prescribed by the NCHMCT.
4. That the Institute granted affiliation shall follow the curriculum as per the prescribed teaching scheme and examination scheme of NCHMCT & IGNOU as prescribed from time to time. Candidates shall be allowed to take examinations on fulfillment of prescribed curriculum and prescribed attendance rules of NCHMCT and payment of the requisite examination fee charged by NCHMCT & IGNOU from time to time.

5. That fee from candidates will be charged as per a public & published document containing the total fee structure and that no capitation fee will be charged.
6. That the accounts of the institution will be audited annually by a Chartered Accountant and will be open for inspection by the National Council at the time of inspections from time to time. Annual audited balance sheet and income and expenditure statement to be submitted to the National Council regularly.
7. That the teaching and other staff will be selected and appointed according to procedures, qualifications and experience prescribed by the National Council for Hotel Management and Catering Technology from time to time.
8. That the Management shall strictly follow all such terms and conditions as may be laid down by the National Council for Hotel Management and Catering Technology from time to time.
9. Expenses towards inspection shall be borne by the applicant institute, which would include only to and fro travel cost, board and lodging and local transport as per entitlements. Such expenses shall be subject to scrutiny by the Council.
10. That the institute shall pay regularly Rs.50,000/- as annual maintenance fee for affiliation.
11. That the Institute will pay annual registration fee as prescribed by the Council from time to time.

12. That Institute/Society will subject itself to periodic academic audit and shall bear the expenses involved for the same.
13. That all admissions to the B.Sc. Program shall be through All India JEE held by NCHMCT and there won' t be any management seats.
12. That in the event of non-compliance of guidelines and conditions laid/prescribed by National Council for Hotel Management and Catering Technology from time to time, the National Council for Hotel Management and Catering Technology or a body authorized by it will be free to take measures for withdrawal of its affiliation and that all liabilities arising out of such a withdrawal would solely be that of the Society/ Institute/College.
13. That due representation will be given to the National Council for Hotel Management and Catering Technology including the nominees from the industry as nominated by the Council on the Governing Board/Trust and other Committees of the Institute.

Place :

(Name of the authorized person giving

Date :

understanding along with official position)

(S E A L)