

ADVANCED DIPLOMA IN HOSPITALITY AND TOURISM

Government College Nalagarh, Solan-174101 (H.P.)



Prospectus 2023-24



Information Book of Community College
A Govt. Of India (MHRD) Scheme, approved by UGC in May, 2014
Email: ccgcnalagarh@gmail.com

Principal's Communique



Dear young Aspirants,

Great ambition and Conquest without Perseverance in without significance. Success is no accident. It is hard work, learning, studying sacrifice, and most of all, love of what you are doing or learning to do. I take this opportunity as the head of the family and consider it my privilege to welcome you to the G.C. Nalagarh family. You are going to become a part of the great tradition that this college upholds. I assure you-You have brains in your head, you have feet in your shoes. You can steer yourself in any direction you choose. We at G.C. Nalagarh pledge to provide you with the best of faculty and know how; the most Congenial of atmosphere that will inspire you to fare even better than your previous years. We aim at creating an environment where education becomes a life style that permeates your whole life. We the family of G.C. Nalagarh welcome you with the assurance that your experiences in this institution will be a journey worth the toil and it will add new dimensions to your perspectives towards life and future.

The Department of Hospitality and Tourism better prospects would lie open for our students in the ever expanding Hotel Industry and Tourism sector. The vast expanse of Industries in the vicinity of the College fed our determination further and visualizing the possibilities of employment a thought of conjugating the Academics to Employment became a point of focal consideration for us. It is also a matter of honour for me to lead an Institution that had served as a platform for innumerable young aspirants and had steered them to success in diverse fields of life.

Govt. College Nalagarh is successfully running Community College since 2015, which has provided ample opportunities to the youth of the area. Govt.College Nalagarh has been fortunate enough for having been granted this opportunity by the UGC under the Govt. initiative to provide vocational and skill based education to all beneficiaries from all sections of the Indian society. We have young and dynamic faculty which is nurturing the students in the right direction. Our passes out students have been well placed. Many have established themselves as young entrepreneurs in the hotel management and Tourism Sector which is a fast growing industry.

I am hopeful that this course will be a successful venture and wishing you all the best in the upcoming session.

Dr. Sapna Sanjay Pandit
Principal
Govt. College Nalagarh

**Community College, Govt. College Nalagarh
Distt. Solan (H.P.) 174101
Email : ccgcnalagarh@gmail.com**

Chairperson cum Member-Secretary Community College Nodal Officer	:	Dr. Sapna Sanjay Pandit, Principal Mr.Sandeep Kumar Dept. of Hindi Mob. : 70185-80497, 98162-32125
Admission Committee	:	Mr. Sandeep Kumar, Nodal Officer (CC) & Teaching Faculty of ADHT
Guest Faculty	:	Arranged as per requirement.

DRESS CODE

For Students of A.D.H.T.

Blazer & Trouser	Black
Shirt	White
Neck Tie	Black
Shoes	Black

Note: - Dress is Compulsory on Monday, Wednesday & Saturday

Admission Schedule

30th June -17th July, 2023

Last Date for fee deposit

20th July, 2023

Note: Students can take admission in Community College from 10am to 03:00 pm in working days. For more information contact the Nodal Officer on the Mobile no. 70185-80497

CONTENTS

S. No.	Subject	Page
1.	An Introduction	3
2.	Community College Introduction	3
3.	Objectives	4
4.	Calendar of the activities of community college 2022-23	5
5.	Course Offered under community college scheme	5
6.	Duration of the courses	6
7.	Admission Criteria, Documents Required	6
8.	Fees for the Courses	6
9.	Roster	7
10.	Outline of Syllabus/Curriculum	8
11.	Faculty Profile	9,10

Abbreviations

B.Voc	:-	Bachelor in Vocational Course
CC	:-	Community College
HPU	:-	Himachal Pradesh university
MTA	:-	Master of Tourism Administration
NSQF	:-	National Skill Qualification Framework
NVEQF	:-	National Vocational Education Qualification Framework
PU	:-	Punjab University
SSC	:-	Sector Skills Council
UGC	:-	University Grant Commission
UIHTM	:-	University Institute of Hotel and Tourism Management

AN INTRODUCTION

GOVT. COLLEGE NALAGARH

Situated in the industrial hub of Himachal Pradesh, Government College, Nalagarh is one of the most prestigious colleges of the state. The college was established in the year 1973. Over the past Forty seven years this college has established a glorious record of academic excellence and notable achievements in sports & co-curricular activities.

The college provides education in Arts, Science and Commerce faculties with the help of well qualified, experienced and committed teaching staff. The college is also running post graduate classes in Chemistry, English, Economics, Political science and M.Com. This is a co-educational institute and it is one of the few colleges in the state, which provide hostel facilities both for boys **and girls**.

The college has well equipped laboratories, a well-stocked library, sports, NCC and NSS facilities. A college magazine "Parbat Rekha" is also published every year. Self Financing Courses like BCA & PGDCA are also running in the college since July, 2009. BBA Course is also introduced in the session 2021-22. IGNOU study centre has also been working in this college since 2009. Affiliation to run advanced Diploma in Hospitality & Tourism and Advanced Diploma in Pharmaceuticals has been granted to the college vide UGC Notification No.F.1-315/2014(CC) dated 21st May, 2014. This is one of the two colleges of Himachal Pradesh selected by UGC to run community colleges.

INTRODUCTION OF COMMUNITY COLLEGE

Education plays a major role for the all-around development of a human being. It is an unique investment both for present as well as future. Every country develops its own education system to express and promote its unique socio-cultural identity.

India, at present is recognised as one of the youngest nation in the world with over 50% of its population under the age of 30 years. It is also expected that in 2025, India will have 25% of the world's total workforce. So, in order to utilize this workforce India needs an education system which is of **high quality, affordable, flexible and more over relevant** to the individual as well as society.

Now a days our country is facing Demand- Supply mismatch. Because, economy needs more skilled workforce than produced annually. At the same time it is observed that most of the contemporary institutions remain disconnected with the requirements of the work place. The skill oriented courses provided by them are of low credibility in the market.

On the other hand, Traditional Education System is also rigid in terms of duration of courses, timings, teaching-learning, choice of subjects and place of studies. Special emphasis was given on skill based education/ programme in 12th Five Year Plan document. The idea of **Community College** was unanimously endorsed in the conference of state education ministers on 22nd February, 2012. A committee of nine Education Ministers was constituted to finalise the concept and framework of the community college. Committee presented its report on 6th June, 2012 in the conference of Education Ministers and was accepted. **Govt. of India** also accepted the report and introduced the scheme in 12th five year plan.

COMMUNITY COLLEGE:-

- 1) Offers high quality education at low cost locally.
- 2) Includes both traditional and vocational/skill based education.
- 3) Provides opportunities to the learner to move directly to the employment sector or higher education.
- 4) Offers a flexible and open education system.
- 5) Caters the needs of the industry as well as community.
- 6) Entirely Autonomous.
- 7) Establish a synergistic relations between Community, Community College & Job Market.

OBJECTIVES OF THE COMMUNITY COLLEGE :-

- 1) To make higher education relevant to learner and community.
- 2) To integrate relevant skills into the higher education system.
- 3) To provide Skill Based Education to those who wants to enter workforce as the earliest opportunity.
- 4) To provide employable and certifiable skill to those who don't want to join existing higher education system.
- 5) To provide upgradation and certification of acquired traditional skills irrespective of age.
- 6) To offer bridge –course to certificate holders of general/ vocational education to bring them at par with appropriate NVEQF/NSQF level.
- i) To provide opportunities for community-based life-long learning by offering courses of general interest to the community for personal development and interest ;and
- ii) To provide opportunity to move to higher education in future.

SALIENT FEATURES OF COMMUNITY COLLEGE:-

- 1) No Age Bar.
- 2) Credit Banking System i.e. Free Entry & Exit at any level without any loss of credits.
- 3) Career Oriented Education.
- 4) High Tech Remedial Education.
- 5) Easy Access to Underprivileged.
- 6) Earning while learning.
- 7) Better job opportunities as the Hospitality and Tourism is the second largest Industry in the world.
- 8) Job Placement records in Agencies like Himachal Tourism , Royal Park, Le-Mariet, Sarovar Portico and many others.
- 9) Compulsory job Training and Training in good hotels to provide practical exposure and experience of the market.
- 10) Assessment of the students by SSC an independent Assessing Agency.
- 11) If number of Applications exceeds 50 then UGC seats will be filled by the merit of written. There are 20 management quota seats w.e.f July, 2018.

CALENDAR OF THE COMMUNITY COLLEGE 2023-24

Sr. No.	Detail of Events	Date of Events
1.	Admission Schedule	30th June -17th July, 2023
2.	Written Test, if required	18th July, 2023, 10 am to 11 am
3.	Merit List Displayed on Notice Board, if required	18th July, 2023
4.	Last Date for fee deposit :	20th July, 2023
5.	Orientation Programme :	25th July, 2023
6.	Regular Teaching of 1st & 3rd Sem. : Regular Teaching of 2nd & 4th Sem. :	21st July to 23rd Dec. 2023 20th Feb. to May, 2024
7.	Examination 1st & 3rd Sem. of Courses Examination 2nd & 4th Sem. of Courses	Between 26-31 Dec, 2023 Last week of May, 2024
8.	Training / Industrial Visits for 1st & 3rd Sem. Training / Industrial Visits for 2nd & 4th Sem.	After Examination ESE for 45 days (Both odd & Even Semesters)

Note: - Admission to this course is entirely separate to the admission in other courses running in the college. No student can take admission simultaneously in this course when he/she is enrolled in any regular course run by any institute. Student is eligible for only one course at a time. He/ She may be awarded **Certificate, Diploma** and **Advanced Diploma Course** after completing 6 months, **one year** and **two years** course respectively.

COURSES OFFERED UNDER COMMUNITY COLLEGE SCHEME: - ADVANCED DIPLOMA IN HOSPITALITY & TOURISM

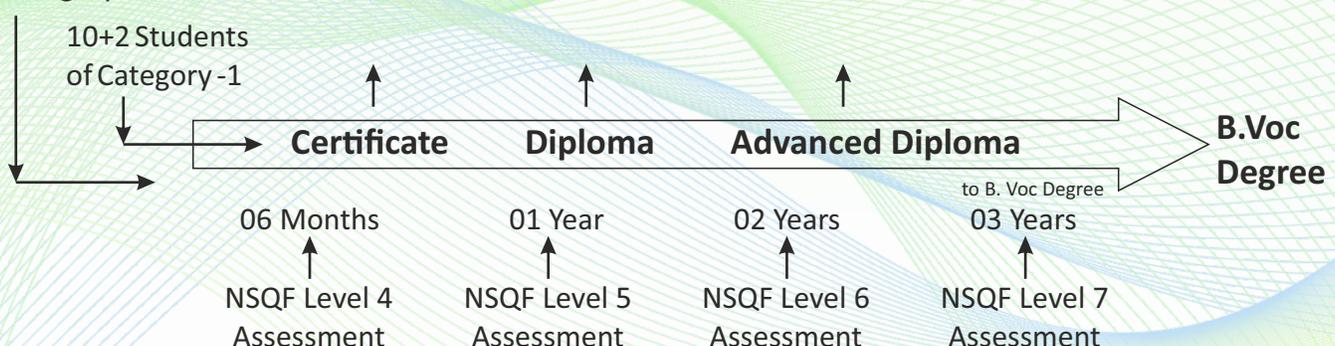
(NOTE: - Vocational /skill component of these courses /programmes will be confirmed to the NVEQF/NSQF and general education component will be confirmed by our college. Skill/ vocational component of the courses will be Employment Oriented and Credit Based. Banking of the credits will be permitted so as to enable multiple entry & exit).

Entrance to Vocational Courses under CC - Scheme / B. Voc Degree

Category 1:- Students already acquired NSQF certification Level 4 in particular industry sector. Category 2:- Students who have acquired NSQF certification Level 4 but may like to change their trade and may enter into skill based courses in a different trade.

Category 3:- Students passed 10+2 examination with conventional schooling without any background of vocational training.

10+2 Students
of Category - 2 & 3



DURATION OF THE COURSE

NVEQF level	Skill Component Credits	General education Credits	Total Credits (One Credit = 14-15 Hrs for Gen Edu & 50% less in Skill component)	Normal Duration	Exit Points/ awards
7	108	72	180	6 semesters (3 years)	B.Voc Degree
6	72	48	120	4 semesters (2 years)	Advanced Diploma
5	36	24	60	2 semesters (1 year)	Diploma
4	18	12	30	1 semester (6 months)	Certificate

Entry: At least 10+2 or equivalent certificate along with certificate for meeting the learning outcomes of the vocational/skill components of level to-4 under NSQF.

Number of Seats recommended: 50 Seats in the Course i.e. Advanced Diploma in Hospitality & Tourism has been recommended by the expert committee of the UGC.

Admission Criteria:-

1. Candidate must be 10+2 Pass or equivalent in any stream.
2. Admission is purely on the merit basis of entrance exam.
3. Reservation of seats as per State/HPU-Shimla roster.
4. Any +2 Pass candidates from any Board can get admission in these courses. Preference will be given to local Himachali students. Students from other States shall be preferred as per availability of seats.
5. Parents/guardian must accompany the student at the time of filling admission form.

Documents Required:

1. Photocopy of Matric & 10+2 Certificate.
2. Photocopy of BPL/ IRDP Certificate.
3. Photocopy of SC/ST Certificate.
4. Photocopy of Himachali Bonafide Certificate.
5. One Passport size photograph.

Fee for the Courses: UGC Seats

1. Rs. 4000/- per Semester for every Course and Rs.2000/- per semester as CC Development Fees.
2. Rs. 8000/-for one year i.e. for Diploma Course and Rs.4000/- per semester as CC Development Fees.
3. Rs. 16000/-for two years i.e. Advanced Diploma Course and Rs.8000/- per semester as CC Development Fees.
4. Rs. 200/- Re-appear fee (If a student does not attain minimum passing marks i.e.35%)

Fee for the Courses under Management Quota Seats

1. Rs. 4000/- per Semester for every Course and Rs.2000/- per semester as CC Development Fund and Rs.4000/-Management quota fees.
2. Rs. 8000/-for one year i.e. for Diploma Course and Rs.4000/- per semester as CC Development Fund and Rs.8000/-Management quota fees.
3. Rs. 16000/-for two years i.e. Advanced Diploma Course and Rs.8000/- per semester as CC Development Fund and Rs.16000/-Management quota fees.

Note: Fee should be deposited in beginning of every semester.

Note: PTA Fund Rs.500/-and Maintenance Charge Rs.500/-will be charged once in every year.

Examination / Re-appear / Re-evaluation / Re-assessment Fee : Students will not be charged any examination fee but in case of re-appear & re-evaluation he/she will be charged Rs. 200 /- & Rs. 100/- respectively. Also in case of assessment of skill component by the Sector Skill Council of Hospitality & Tourism the assessment fee for the all Levels will be paid by the students.

Fine for the Courses : If student remain absent from the theory classes for more than 10 days in a month without prior information his name will be struck off form the college roll. He/She will be charged Rs. 100/- as Re-admission charges (Relaxation shall be given to the on job students. But he/she has to inform in writing in advance about his/her job place)

Rs.50/- (per day) for not following dress code.

Fine: As per college norms.

ROSTER

120 Point reservation roster for Admission to Skill based course under CC-Scheme					
1PWD	21PWD	41ST	61CUL	81CUL	101PWD
2	22	42PWD	62PWD	82PWD	102
3	23	43	63	83	103
4	24	44	64	84	104
5	25	45	65 SC	85SC	105
6	26SC	46SC	66	86	106SC
7SC	27ST	47	67ST	87	107ST
8	28	48	68	88	108
9	29	49	69	89	109
10	30	50	70	90	110
11	31	51	71	91SC	111
12SC	32	52SC	72SC	92	112
13ST	33SC	53ST	73	93ST	113SC
14	34	54	74	94	114
15	35	55	75	95	115
16	36	56	76	96	116
17	37	57	77	97SC	117SP
18SC	38 CUL	58	78SC	98CUL	118CUL
19SP	39SC	59SC	79SP	99SP	119SC
20CUL	40SP	60SP	80ST	100	120ST

PWD-Persons with disabilities, CUL-Cultural, SP-Sports person, SC-Scheduled Caste, ST-Scheduled Tribe

EXAMINATION PROCEDURE & EVALUATION/ ASSESSMENT PROCEDURE OF THE COURSES:-

Academic Assessment / Evaluation are to be done at college level. Community College has its academic linkage with MTA Department of HPU, UIHTM department of Punjab University. These institutes render their services in setting question paper, evaluation & designing curriculum of the courses etc. Skill part of the courses is assessed & certified by the respective SSCs (i.e. Sector Skill Councils of Life Sciences and Hospitality & Tourism) in each course (i.e. Certificate, Diploma, Advanced Diploma) 60% credits are given to Skill component & 40% credits to theory component. College follows the guidelines of UGC and respective Sector Skill Councils (SSCs) for the assessment/ Evaluation.

OUTLINE OF SYLLABUS/ CURRICULUM
ADVANCED DIPLOMA IN HOSPITALITY AND TOURISM
UNDER COMMUNITY COLLEGE SCHEME OF GOVT. OF INDIA (MHRD)

PROJECT HOTEL TRAINING

One credit is equivalent of 14-15 periods of 60 minutes for theory & 7-8 hours for practical/workshop/ lab visits & industrial training. The syllabus for written test will constitute GK of H.P., General Awareness, Current Affairs, English, Hindi, Arithmetics & Reasoning. The Maximum Marks of the Test will be 100.

	COURSE TITLE	COURSE CODE	CREDITS	
			Theory	Skill
SEM I	BASICS OF TOURISM	ADHT-101	3	18
	COMMUNICATION SKILLS	ADHT-102	3	
	FRONT OFFICE OPERATION	ADHT-103	3	
	FRONT OFFICE OPERATION (LAB)	ADHT-103 (LAB)		
	HOTEL HOUSE KEEPING-I	ADHT-104	3	
	HOTEL HOUSE KEEPING-I (LAB)	ADHT-104 (LAB)		
Industrial Training for Level - 4 for 45 days			12	
II	BASICS OF TOURISM MANAGEMENT	ADHT-205	3	18
	BASIC FOOD AND BEVERAGE SERVICES	ADHT-206	3	
	BASIC FOOD AND BEVERAGE SERVICES (LAB)	ADHT-206 (LAB)		
	BASIC FOOD AND BEVERAGE PRODUCTION	ADHT-207	3	
	BASIC FOOD AND BEVERAGE PRODUCTION (LAB)	ADHT-207 (LAB)		
	TRAVEL AGENCY AND TOUR OPERATIONS	ADHT-208	3	
	TRAVEL AGENCY AND TOUR OPERATIONS (LAB)	ADHT-208 (LAB)		
Industrial Training for Level - 5 for 45 days			12	
III	BASICS OF COMPUTER APPLICATIONS IN HOSPITALITY	ADHT-309	3	18
	BASICS OF COMPUTER APPLICATIONS IN HOSPITALITY (LAB)	ADHT-309 (LAB)		
	MARKETING OF TOUR PACKAGES	ADHT-310	3	
	HOTEL HOUSE KEEPING-II	ADHT-311	3	
	HOTEL HOUSE KEEPING-II (LAB)	ADHT-311 (LAB)		
	FOOD AND BEVERAGE SERVICE OPERATION-I	ADHT-312	3	
	FOOD AND BEVERAGE SERVICE OPERATION-I (LAB)	ADHT-312 (LAB)		
Industrial Training for Level - 6 for 45 days			12	
IV	FOOD AND BEVERAGE PRODUCTION-I	ADHT-413	4	18
	FOOD AND BEVERAGE PRODUCTION-I (LAB)	ADHT-413 (LAB)		
	ADVANCED FRONT OFFICE OPERATIONS-I	ADHT-414	4	
	ADVANCED FRONT OFFICE OPERATIONS –I (LAB)	ADHT-414 (LAB)		
	HOTEL HOUSE KEEPING OPERATION–III	ADHT-415	4	
	HOTEL HOUSE KEEPING OPERATION–II (LAB)	ADHT-415 (LAB)		

FACULTY PROFILE

**Chairperson cum Member-Secretary
Community College**



Dr. Sapna Sanjay Pandit
(Principal, Government College Nalagarh)
BJMC, M.A. English, M.Phil, Ph.D

NODAL OFFICER



Mr. Sandeep Kumar
M.A., B.Ed. (UGC-NET)

TEACHING PROFILE

DEPARTMENT OF HOSPITALITY & TOURISM



Dr. Suneela Sharma
M.A. English,
M.Phil, Ph.D



Dr. Shipra
M.A. English,
M.PHIL., Ph.D



Mrs. Shalini
M.A. English,
M.PHIL, NET, SET



Dr. Rishi Jerath
M.Com, M.Phil,
NET, Ph.D,
Advance Diploma in
Finance and Taxation



Dr. Ankur Sharma
Department of
Computer
Application



Mr. Vishal Mehta
B.Sc., MA
[Hotel Management]



Ms. Kirti Chaturvedi
M.C.A.



Mr. Pankaj Sharma
M.C.A.



Mr. Jitender Singh
M.Sc.(IT),M.C.A.



Mr. Hardev Singh
Clerk
(Community College)

STUDENTS OF COMMUNITY COLLEGE





Nodal Officer ADHT: Sandeep Kumar (Mobile No. 70185-80497)