



# **PROSPECTUS**

B.Sc. Hospitality Studies  
(Batch 2023-2026)



## About Us:

The Apeejay Institute of Hospitality (AIH) established under the aegis Apeejay Education Trust is located at CBD Belapur and shares its premises with The Park Navi Mumbai. It is an initiative of the Apeejay Surrendra Park Hotels Ltd. that operates the collection of luxury boutique hotels in India.

The institute offers a 3 year B.Sc. Hospitality Studies programme affiliated to the University of Mumbai, recognized by the University Grants Commission.

AIH is the center of learning for The Park Hotels. It conducts the Management Training Programme of The Park Hotels, Zone by The Park Hotels and also offers Professional Development Programmes to the industry.

The highly accomplished faculty team is drawn from academics supplemented by visiting faculty from reputed institutions, experts from The Park Hotels and professionals from the Hospitality and Services sector.

The institute boasts of a world class curriculum augmented by state of the art facilities on campus with separate hostels for Girls and Boys.

Not only academics but extracurricular activities are also given equal impetus. Students have the advantage of getting hands-on operational training at The Park, Navi Mumbai. The students undergo their Internship at one of The Park hotels or any other reputed hotel in India or abroad. After completion of the course, students are encouraged to take up careers with The Park Hotels, other reputed hotels of the student's choice or any other vertical within the Industry.

## Our Vision:

Leadership through knowledge

## Mission Statement:

We commit to develop talented men and women, through a dynamic learning environment, to enable them to lead our industry into the future.

We commit to instill in them timeless values of humility, reliability and integrity & encourage them to grow as individuals and excel as a team.

We commit to being a leading educational institute based on our unique culture of hospitality.



### The Apeejay Legacy:

In 1910, Pyare Lal, a young patriot, responding to the nation's call for self-sufficiency, set up a small unit in Jalandhar, to manufacture steel goods for the domestic agricultural market. His untiring efforts saw the firm 'Amin Chand Pyare Lal' grow and by World War II, become profitable enough to employ 100 people. The small unit in Jalandhar rapidly expanded into an enterprise, fuelled by a fierce pioneering spirit. It was destined to achieve many breakthroughs in post-independence India.

The Group was among the first importers of steel into India, challenged by the bottleneck created by the scarcity of steel and steel goods in the 1950s. It also set up the country's most advanced steel mill in Calcutta and was among the first to manufacture stainless steel in India. Soon it emerged as the third largest exporter of steel, pioneering exports to markets like UK and Japan.

Having started as steel importers, the company took an early interest in freight costs and shipping. It was therefore natural that in the mid-1950s the Group expanded to shipping. The 1960s saw the Group venture into hotels, real estate, construction and pharmaceuticals and in 1980s to tea with the acquisition of tea estates in Assam.

Over the years, this successful conglomerate came to be recognized as Apeejay Surrendra Group - the **A** standing for Amin Chand (Pyare Lal's father) **P** for Pyare Lal and **J** for Jalandhar. It is a perfect tribute to the industrious ancestors and founders as well as remembering the place from where this illustrious journey began. It also honours its dynamic late Chairman, Mr. Surrendra Paul.

Today, Apeejay Surrendra Group employs close to 42000 people in rapidly expanding operations in Tea, Hospitality, Shipping, Real Estate & Retail and Financial Services. The family values that have nurtured the Group continue to guide the conglomerate as it diversifies into new initiatives like Shipyards, Logistics and Knowledge Parks. Apeejay Surrendra Group completed 100 years in the year 2010.



### The Park Hotels:

Located in Kolkata, Visakhapatnam, New Delhi, Bangalore, Chennai, Navi Mumbai, Hyderabad, Goa and Indore. The Park Hotels are a collection of luxury boutique hotels managed by Apeejay Surrendra Park Hotels Limited. With over 50 + years of industry experience, we are renowned for our global standards of product quality and service excellence. The location of the hotels makes them the preferred luxurious downtown spots for corporate and leisure travellers from India and abroad, looking for easy access to key commercial and leisure districts, while the exciting dining and entertainment options in store make them a magnet for many.

Each of The Park Hotels lays significant emphasis on the use of contemporary design, both in public and private spaces. Be it a painting or a piece of furniture, a restaurant layout or a live band, we treat it like a symbol of style and luxury that enhances every experience.

The Park Hotels have attained market leadership through constantly upgrading products and services, adopting an efficient and warm personal style, and offering a truly contemporary and international experience. Apart from product and service innovations, the chief focus for every hotel remains the customer. The hotels also have a portfolio of initiatives that address relevant social issues. We work to nurture art and culture in each region, and take vital steps towards the preservation of the environment.

Pioneers of the 'boutique hotel' concept in India, The Park Hotels are a part of the Design Hotels™. As a member hotel, 'The Park' name has distinguished itself through innovative interior design and architecture, smooth service, an eye for creative details, and a distinct identity.

**Zone by The Park Hotels:** Zone by The Park, envisioned as a Social-Catalyst brand, is much more than a hotel, designed to cater to the needs of 'design conscious, price conscious' customers. With relaxed, un-boxy spaces, a happening bar, restaurant and buzzing nightlife, it is a place where people can make new connections, refresh and recharge themselves. Drawing from The Park's design spirit, the concept envisions an interactive series of lively spaces using the best of contemporary design, with creative and playful interiors, multi-functional spaces, great restaurants, bars and vibrant nightlife. Zone has its presence in Coimbatore, Jaipur, Chennai, Bengaluru, Jodhpur, Kolkata, and Jammu, with Zone Connect Goa, Coimbatore.



## COURSE HIGHLIGHTS

### BACHELOR OF SCIENCE (HOSPITALITY STUDIES)

Affiliated to University of Mumbai, Maharashtra State  
3 Years Full Time Degree Course

#### Eligibility:

- a. A candidate for being eligible for admission to the Degree Course in Hospitality Studies shall have passed XII Standard Examination of any State Board / University for Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate and 40% in respect of reserved category candidates.
- b. Every candidate admitted to the Degree Course in the Constituent/Affiliated college/Recognized institution conducting the course, shall have to register himself/herself with the University.
- c. All admissions made by our institution are provisional until they are confirmed by the University of Mumbai.

Reservation: Reservation of seats for students belonging to the different eligible categories, are reserved as per University of Mumbai and Government of Maharashtra rules.

#### How to Apply:

1. Application form along with the application fee of Rs. 500/- can be submitted online through the institute's website.
2. Alternatively, application form can be downloaded from [www.aih.edu.in](http://www.aih.edu.in)  
Attach the filled in application form with a cheque / demand draft of Rs.500 drawn in favor of Apeejay Institute of Hospitality, payable at Mumbai and post it to the institute address.

Cash can also be paid at the Office of Admissions, if visiting the institute.

#### On-line registration with the University of Mumbai:

It is mandatory for every applicant to register his/her details on the online portal of the University of Mumbai. We will assist in completing the online registration process.

Kindly contact the Office of Admissions for the same.

**Selection:** On receipt of the completed application form, candidates will be invited to attend an experiential workshop followed by an online test comprising of Basic English, General Knowledge, Service aptitude, Logic and Reasoning, Essay writing and personal interview with

the selection committee. The interview schedule will be intimated to the candidate by the office of admissions.

**Duration:**

The course shall be a full time six semester course. The duration of the course shall be three years.

**Scheme of Examination:**

- A. The Semester Examinations shall be conducted at the end of each semester as per the University of Mumbai Norms.
- B. Theory exam shall carry 100 marks while practical exam shall carry 50 marks. The evaluation of the performance of the students in theory papers shall be on the basis on both internal assessment (25%) & Final Examination (75%). Internal evaluation shall be on the basis of class assignment, tests, group discussions, seminars, attendance, active participation in the class activities etc.
- C. The responsibility of conducting examinations on behalf of the University of Mumbai during the first 4 semesters shall rest with the institution while the University of Mumbai shall conduct the examination for the 5<sup>th</sup> and 6<sup>th</sup> semesters.

**Passing Standards:**

The passing requirements for a learner are to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E in each course, wherever applicable, to pass a particular semester. A learner will be said to have passed the course, if the learner passes the Internal Assessment & Semester End Examination together.

For further details refer to the University of Mumbai Manual of Semester Based Credit and Grading System

[http://archive.mu.ac.in/2\\_\\_Manual\\_SCGS\\_Science\\_09-06-2011.pdf](http://archive.mu.ac.in/2__Manual_SCGS_Science_09-06-2011.pdf)

### Internship:

The Office of Training and Placements will coordinate the Internship for students. They will be subsequently placed in any reputed hotel in India or abroad for a period of 20 weeks. The interns should follow the rules and regulations of the respective hotel during the

period of industrial training and obtain a training completion certificate as per the requirements of University of Mumbai curriculum.

### Placements:

Through Campus placements, our students have been selected as Management Trainees, Executive Trainees and Operations Trainees with leading hotel and tourism brands.

Our Alumni are holding managerial positions in reputed organizations like The Park Hotels, Taj Group of Hotels, Oberoi Hotels, ITC Welcome group, IHG, Marriott, Hyatt, Starwood, Accor, Air India, P & O Cruises, Emirates, Reliance Industries, Apollo Hospitals, Cox & Kings, MakeMyTrip, Bookings.com, Jubilant FoodWorks, Tommy Hilfiger, Calvin Klein and many more.

### Course Fee:

(i) The Tuition fees for the course will be as prescribed by the University of Mumbai; from time to time. The details of the fees to be paid on admission confirmation will be intimated to the selected candidates.

(ii) Other fees per semester shall be payable, as laid down by the institute.

Fee payment schedule for the batch 2023- 2026

1st semester Rs. 80,000/- (to be paid at the time of admission)

2nd semester Rs. 82,750/- (to be paid before the commencement of second semester on or before 15th October 2023)

3rd semester Rs. 82,750/- (to be paid before the commencement of third semester, on or before 15th March 2024)

4th semester Rs. 83,750/- (to be paid before the commencement of fourth semester, on or before 15th October 2024)

5th semester Rs. 83,750/- (to be paid before the commencement of fifth semester, on or before 15th March 2025)

6th semester Rs. 84,750/- (to be paid before the commencement of sixth semester, on or before 15th October 2025)

**Late payment of fees & Cheque bounce:** If fees is not paid as per the prescribed schedule due date, a late payment fee shall be payable and will be calculated at the rate of Rs 50 per day from the due date till the actual date of payment. In case of cheque dishonor/cheque bounce, Rs 500 will be levied as administrative charges.

**Cancellation policy:**

If a student chooses to cancel/ withdraw the admission, the refund will be processed as follows:

The student and the parent/ legal guardian are required to submit in writing the admission withdrawal/ cancellation letter in the prescribed format of Apeejay Institute of Hospitality, Navi Mumbai.

The refund of fees will be based on the schedule given below:

Sl. No	Percentage of refund of fees	Point of time when notice of withdrawal of admission letter is submitted to the institute
1	100 %	15 days before the formally-notified last date of admission*
2	80%	Not more than 15 days after the formally-notified last date of admission
3	50%	More than 15 days but less than 30 days after formally-notified last date of admission
4	0%	More than 30 days after formally notified last date of admission

**\*Formally-notified last date of admission is intimated by the University of Mumbai.**

**Uniforms & Toolkit:** Actual cost of the uniforms and kitchen toolkit to be paid by the candidate as per the course requirements.



**Field visits and Domestic study tours (Optional):** will be charged on actuals towards transport, food and entry fees.

**Hostel:** (Optional & subject to availability): Rs.18,000/- for three months, inclusive of accommodation on sharing basis. We also offer single and double sharing at an additional cost. Rs. 5000/- to be paid as refundable deposit, Retention charges (50% of monthly rental) will be applicable while the student exits the hostel for Internship of five months in the third semester (June 2023 to October 2023).

**Hostel Fees payment schedule:** A late fee of Rs 50/- per day will be charged for nonpayment of hostel fees before the due date. Please refer to the hostel fees payment schedule below:

1. At the time of admission
2. Second term hostel fees : On or before 30<sup>th</sup> September 2023
3. Third term hostel fees: On or before 30<sup>th</sup> December 2023
4. Fourth term hostel fees: On or before 30<sup>th</sup> March 2024
5. Fifth term hostel fees: On or before 30<sup>th</sup> June 2024
6. Sixth term hostel fees: On or before 30<sup>th</sup> September 2024
7. Seventh term hostel fees: On or before 30<sup>th</sup> December 2024
8. Eight term hostel fees: On or before 30<sup>th</sup> March 2025
9. Ninth term hostel fees: On or before 30<sup>th</sup> June 2025
10. Tenth term hostel fees: On or before 30<sup>th</sup> September 2025
11. Eleventh term hostel fees : On or before 30<sup>th</sup> December 2025
12. Twelfth term hostel fees: On or before 30<sup>th</sup> March 2025

**Food:** Prepaid coupons available for breakfast, lunch and dinner on all working days except Saturday, Sunday and Public Holidays.

**Value addition courses (Optional):** Apeejay Institute of Hospitality will conduct value addition courses from professionals and experts as required by the hospitality and services sector. The objective of these courses is to enhance competencies and capabilities of students joining the hospitality and services sector. There will be certain charges/fees for each course and will be notified by the institute. Enrollment for these courses will be optional.

**IATA Foundation in Travel & Tourism diploma (Optional)** – Rs 35,000 + GST+ IATA Registration fee in USD as prescribed by IATA, Canada.

**Submission of Medical Certificate:** A medical & fitness certificate from a MBBS doctor to be submitted before the provisional admission process in the prescribed format. (Please refer to annexure).

**Submission of Anti Ragging declaration:** An anti-ragging declaration is required to be submitted during the admission process. (Please refer to annexure).

**Confirmation of Admission:** Admission shall be confirmed only after payment of fees and subject to submission of all the required documents. The same has to be accepted by the University of Mumbai in accordance with their prescribed norms and statutory requirements.

**Uniforms:** Actual cost of the uniform to be paid by the candidate.

**International / Domestic exposure tours (Optional):** The actual cost to be paid before the commencement of the tour.

**Financial Assistance:** We provide assistance for Education loan from banks / financial institutions.

**Scholarship:** Students can apply for scholarship as and when announced.

**Counselling:** In house counselling facility by a trained counselor is offered to all students. Our counselor will help the students to resolve any issues.

**Public Holidays:** The institute will remain closed on all public holidays as prescribed by the University of Mumbai and Government of Maharashtra.

**Semester Term Break:** As per the Academic Calendar prescribed by the University of Mumbai.

### **Student Facilities**

Apart from academics, the institute also offers a set of support services to students.

- Personal counseling and mentoring
- Assured industrial training with The Park Hotels and other star
- hotels
- Extended Library hours

- On-campus placements
- Faculty Student ratio of 1:15
- Career guidance
- Free access to high speed broadband Wi-Fi network
- Medical Assistance
- Centrally air-conditioned class rooms, Library and Laboratory facilities
- Group Personal Accident Insurance
- Bank loan assistance
- Student's concession for public transport
- Separate hostel facilities for girls and boys.

Semester 1 - B.Sc.(Hospitality Studies)																		
Course Code	Subject	Class Room Instruction Face to Face									Notional			Total	Credits			
		Per Week			Per Sem			Per Sem Hrs										
		L	P	T	L	P	T	L	P	T	L	P	T		L	P	T	Total
USHO101	Food Production & Patisserie I	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO102	Food & Beverage Service I	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO103	Front Office I	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO104	Housekeeping I	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO105	Rooms Division Management(Practicals)-I	-	4	-		60	-	-	60			10		70	-	2	-	2
USHO106	Communication Skill I (English & French)	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO107	Information Technology	1	2	-	15	30	-	15	30	-	20	5	-	70	2		-	2
USHO108	Food Safety & Nutrition	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
	Total	19	14	-	285	210	-	285	210	-	170	35	-	700	14	6	-	20
	L one lecture / period of 60 minutes (1 hr.) P Practical T Tutorial																	
	Notional includes time spent in library / home / other institutions for preparation and writing of assignments, quizzes, open book test, journal, case studies, project, practical, field work, excursion, etc.																	
	Information Technology will be single head of passing.																	

## Semester II - B.Sc. Hospitality Studies

Course Code	Subject	Class Room Instruction Face to Face									Notional			Credits				
		Per Week			Per Sem			Per Sem Hrs										
		L	P	T	L	P	T	L	P	T	L	P	T	Total	L	P	T	Total
USHO201	Food Production & Patisserie II	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO202	Food & Beverage Service II	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO203	Front Office II	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO204	Housekeeping II	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO205	Rooms Division Management(Practicals) II	-	4	-	-	60	-	-	60	-	-	10	-	70	-	2	-	2
USHO206	Communication Skill II (English & French)	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO207	Principles of Hotel Accountancy	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO208	Principles of Management	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
	<b>Total</b>	21	12	-	315	180	-	315	180	-	175	30	-	700	14	6	-	20

**L** one lecture / period of 60 minutes (1 hr.) **P** Practical **T** Tutorial

Notional includes time spent in library / home / other institutions for preparation and writing of assignments, quizzes, open book test, journal, case studies, project, practical, field work, excursion, etc.

## Semester III/IV - B.Sc. Hospitality Studies

		Class Room Instruction Face to Face									Notional				Credits				
Course Code	Subject	Per Week			Per Sem			Per Sem Hrs											
		L	P	T	L	P	T	L	P	T	L	P	T	Total	L	P	T	Total	
USHO301	Food Production & Patisserie III	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4	
USHO302	Food & Beverage Service III	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4	
USHO303	Front Office III	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2	
USHO304	Housekeeping III	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2	
USHO305	Rooms Division Management(Practicals)-III	-	4	-		60	-	-	60			10		70	-	2	-	2	
USHO306	Hotel Accountancy & Cost Control	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2	
USHO307	Hospitality Law & Human Resource Management	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2	
USHO308	Management Information System in Hospitality Industry	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2	
	Total	21	12	-	315	180	-	315	180	-	175	30	-	700	14	6	-	20	
	L one lecture / period of 60 minutes (1 hr.) P Practical T Tutorial																		
	Notional includes time spent in library / home / other institutions for preparation and writing of assignments, quizzes, open book test, journal, case studies, project, practical, field work, excursion, etc.																		

Students will be sent for Industrial Training either during the IIIrd or IVth semester as per the convenience of Industry/Institute. Classes will be conducted for the batch of students not undergoing Industrial Training.
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The Industrial training semester will be a minimum of 20 weeks.  
This is required as students need minimum 4 weeks exposure to each of the core departments.(Kitchen, Food & Beverage Service, Front Office & Housekeeping. The Training hours are calculated on the basis of 6 days a week and minimum 8 hours per day.

This is required as students need minimum 4 weeks exposure to each of the core departments.(Kitchen, Food & Beverage Service, Front Office & Housekeeping. The Training hours are calculated on the basis of 6 days a week and minimum 8 hours per day.

## Semester IV - B.Sc. Hospitality Studies

Course Code	Subject	Class Room Instruction Face to Face									Notional				Credits			
		Per Week			Per Sem			Per Sem Hrs										
		L	P	T	L	P	T	L	P	T	L	P	T	Total	L	P	T	Total
USHO401	Industrial Exposure Training	-	48	-		960	-	-	960			40		1000	-	20	-	20
	Total	-	48			960	-	-	960			40		1000	-	20	-	20
L one lecture / period of 60 minutes (1 hr.) P																		
Notional includes time spent in library / home / other institutions for preparation and writing of assignments, quizzes, open book test, journal, case studies, project, practical, field work, excursion, etc.																		

## Semester V - B. Sc. (Hospitality Studies)

Course Code	Course	Class Room Instruction									Total	Total Marks		Credits			Total
		Per Week			Per Semester			Per Semester Hrs									
		L	P	T	L	P	T	L	P	T		TH	PR	L	P	T	
USHO501	Food Production & Patisserie	3	4	-	45	60	-	45	60	-	105	100	100	2	2	-	4
USHO502	Food & Beverage Operations Management	3	4	-	45	60	-	45	60	-	105	100	100	2	2	-	4
USHO503	Front Office	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO504	Housekeeping	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO505	Rooms Division Management(Practical)	-	4	-	-	60	-	-	60	-	60		100	-	2	-	2
USHO506	Corporate English	3	3	-	45	45	-	45	45	-	90	100	100	2	2	-	4
USHO507	Environmental & Sustainable Tourism	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
	Total	18	15	-	270	225	-	270	225	-	495	600	400	12	8	-	20
	L one lecture / period of 60 minutes (1 hr.) P Practical T Tutorial																



## Semester VI - B. Sc. (Hospitality Studies)

Course Code	Subject	Class Room Instruction									Total	Total Marks		Credits			Total
		Per Week			Per Semester			Per Semester Hrs									
		L	P	T	L	P	T	L	P	T		TH	PR	L	P	T	
USHO601	Organizational Behaviour	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO602	Strategic Management	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO603	Event Planning, Marketing & Management	-	4	-	-	60	-	-	60	-	60		100	-	2	-	2
USHO604	Core Elective (Any TWO)	6	16	-	90	240	-	90	240	-	330	200	400	4	8	-	12
USHO614	Advanced Food Production	3	8	-	45	120	-	45	120	-	165	100	200	2	4	-	6
USHO624	Advanced Food & Beverage Operations Management	3	8	-	45	120	-	45	120	-	165	100	200	2	4	-	6
USHO634	Advanced Housekeeping	3	8	-	45	120	-	45	120	-	165	100	200	2	4	-	6
USHO644	Advanced Front Office	3	8	-	45	120	-	45	120	-	165	100	200	2	4	-	6

USHO654	Advanced Bakery & Confectionery	3	8	-	45	120	-	45	120	-	165	100	200	2	4	-	6
USHO605	Allied Elective (Any ONE)	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO615	Revenue Management	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO625	Foreign Language (French)	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO635	Services Marketing	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO645	Financial Management	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
USHO655	Strategic Human Resource Management	3	-	-	45	-	-	45	-	-	45	100		2	-	-	2
	Total	15	16	-	225	240	-	225	240	-	525	500	500	10	10	-	20
L one lecture / period of 60 minutes (1 hr.) P Practical T Tutorial																	



## ADMISSION, FEES, TRANSFERS & CANCELLATION

### Application and documents required:

No application shall be considered for the admission unless it is accompanied with the attested copies of the following documents:-

### Documents required (Original and Photocopy):

1. 10th and 12th standard mark sheets.
2. Passing Certificate of Standard 12th from the respective board.
3. Leaving / Transfer Certificate from the respective board.
4. Migration Certificate of students appearing from other boards  
(Exempted for HSC Board Students of Maharashtra)
5. Aadhaar Card
6. Caste Certificate/ Certificate for reserved category (if any)
7. Gap Certificate in case of any gap in studies.
8. Twelve (12) Stamp size photographs and twelve (12) Passport size photographs

Copies of certificate/s attached to the application form should be self attested.

Original Certificates are required to be produced at the time of scrutiny of application prior to admission and they will remain in the institute till the student completes his/her course.

### Application for admission will not be considered unless it is:

- a. Correctly filled in.
- b. Accompanied by attested copies of the requisite certificates in support of the claims made in the application.
- c. Received in the office on or before the last date & time prescribed, else it will not be entertained under any circumstances.

### **Selection:**

On receipt of the completed application form, candidates will be invited to attend a presentation followed by an online test comprising of Basic English, General Knowledge, Service Aptitude, Logical Reasoning, Essay Writing and Personal Interview with the selection committee. The interview schedule will be intimated to the candidate by the office of admissions.

## **ADMISSION, FEES, TRANSFERS & CANCELLATION**

### **Reservation of Seats:**

For students belonging to categories other than general, seats are reserved as per the University of Mumbai and Government of Maharashtra rules.

**Payment of Fees:** The semester fees to be paid as per the schedule. The payment should be made by Cheque/Demand Draft/Online transfer.

### **Caution Deposit:**

Caution deposits received from a student in the institute will be deemed to have lapsed, if it is not claimed in writing within 90 days after the date of successful completion of the course,

### **Award of Degree:**

After successful completion of the three year degree programme, BSc (Hospitality Studies) Degree will be awarded, in person during the Degree Distribution Ceremony to those candidates who submit the requisite form along with the prescribed fees.

The date of the Degree Distribution Ceremony at the institute shall be communicated by the University of Mumbai.



### RULES OF THE INSTITUTE

1. Every Student must on admission obtain an Identity Card / Smart card and name badge which will be provided by the office of admissions, to be displayed on their uniform whenever they are in the institute premises.
2. Students must not attend classes other than their own without the special permission of the faculty concerned.
3. Students must be present in their respective classrooms before commencement of a lecture.
4. Students are required to conform to the grooming standards of the Institute.
5. Students are required to attend Theory Classes, Practical Classes and Demonstrations and also undergo Hotel exposure training at The Park, Navi Mumbai as per the schedule.
6. The students must maintain the decorum in their classes and on the premises of the Institute and shall not cause any disturbance to the fellow students. The Principal may expel a student whose work or conduct is not satisfactory and the entire fees paid shall be forfeited.
7. Students must not loiter in the Institute premises while the classes are in progress.
8. Smoking or using any Tobacco or Tobacco Products or any Intoxicating substance is strictly prohibited in the classrooms, Institute and Hostel Premises.
9. Students should not bring anything inside the Institute that will in any way interfere with its orderly administration and discipline. This includes mobile phones, personal music systems, video games, etc.
10. No Society or Union shall be formed in the Institute and no person would be invited to address a meeting without the prior permission of the Principal.
11. In the Institute, when debates and other meetings are held, the chair



must be taken by a responsible person approved by the Principal and the subject of the debates must be previously approved by the Principal.

12. No student should communicate any information or write about any matter pertaining to the Institute's administration to any kind of media including the social media.
13. Students are expected to take proper care of the Institute property and help to keep it neat and tidy. All damages done to the property of the Institute by disfiguring walls, door fittings or breaking furniture etc. is a breach of discipline. Those responsible for the same shall be duly punished and the cost of the damages will be recovered from the concerned students.
14. For better safety and security of the students and staff, the institute is equipped with 24/7 CCTV surveillance.
15. Non-compliance with rules of the Institute will be dealt with appropriate disciplinary action.
16. Students shall not undertake any outdoor catering assignments/ waitings during the tenure of their study in the Institute without the written permission of the Principal. The Principal may take strict action against students who indulge in such activities.
17. Lunch given in the Institute is not a statutory obligation on the part of the Institute. Students are required to accept what is offered as training food.
18. Cafeteria facility will be offered to students on payment basis.
19. Picnics, Excursions, Class Trips, Parties, cannot be organized by the students without the written permission of the Principal.
20. Students are prohibited to participate in any inter-collegiate/inter university meets/festivals without the prior permission of the Principal.
21. Students are expected to read the Institute notice board every day for any information displayed by the institute.
22. No student will be allowed to take active part in politics or associate

with any political organizations.

23. Students are advised to carry with them their books, valuables, and other belongings whenever they leave their classrooms. The Institute is not responsible for any loss of student's property. Those who find any lost property should deposit them in the institute office. The owner should claim the lost property at the institute office the following day after due identification.
24. Students will be encouraged to make maximum use of the Institute Library. Students shall abide by its rules :( Kindly refer to Library Rules)
25. If a student is absent at the beginning or in between the normal working hours shown in the timetable (Theory / Practical) he / she will be marked absent for the respective period.
26. Students must attend theory classes, practical classes of the Institute and must participate in field visits /workshops/seminars/co curricular and extra- curricular activities of the institute.
27. All students must appear for the Examinations / Tests and must not be absent for any co-curricular and extracurricular activities without prior permission of the Principal. Such absence without leave may lead to loss of term.
28. Each student is required to have a minimum of 75% attendance of the total number of working days of the same academic semester failing which he/ she will be disqualified from appearing for the University Examination.
29. Students are expected to be regular while attending classes and in submission of term work of various subjects. Terms will not be granted and a student will not be certified for the university examination if his/her progress including the performance at the internal examination, regularity, conduct and attendance are not to the satisfaction of the Principal, who will have full right to detain the student.
30. Failure to appear for the continuous internal assessment even on medical grounds, will not be accepted as an excuse and the final decision to allow the candidate to appear for the examinations will be at the discretion of the Principal.

31. Absence without leave is considered as a breach of discipline. Leave without permission is liable to disciplinary action. No leave will be granted except in case of illness or emergency. Prior permission must be obtained from the Principal who will consider the application of leave on individual merit. All leave applications should be duly endorsed by the parents or legal guardians concerned.

32. Absence due to ill health should be notified as soon as possible and a doctor's certificate should be produced on the student's return to the institute.

33. No student can leave the institute premises during the working hours without a written permission from the Principal. The breach of this rule is liable to result in suspension.

The Management will not be responsible for any accident that may be caused to any student during his/ her work in the institute or during any excursions, field trips, outdoor activities that the student has voluntarily participated in. An indemnity form is required to be signed by the parents/ legal guardian and the student concerned.

34. Any student detected using unfair means during tests/exams will face a committee constituted to deal with such cases by the Institute and if found guilty, will be debarred from all exams from that term and will be awarded a 'zero' for all papers in that term depending on the severity of the offence.

35. Any student indulging in any kind of criminal activities will be reported to the concerned authorities as per law.

36. Any student suffering from illness should contact the hostel warden or the institute authorities for medical assistance. Pre-existence diseases should be brought to the notice of institute authorities.

37. No student should create webpage, website or any other community/groups on social media using institution's logo and name for any kind of external or internal communication, comments and discussions.

38. Any kind of offensive activity involving students and staff members on the cyber world/internet will be reported to the concerned authorities





and will be governed as per the rules and regulations of Information Technology Act 2000.

39. Any kind of sexual harassment will be dealt as per the The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
40. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.

### HOSTEL RULES

#### Terms & Conditions/Rules for Boys & Girls.

1. Accommodation is provided on sharing basis for a period of 12 months.
2. The occupant shall use the premises only for the residential purpose.
3. Consumption of alcohol/tobacco and intoxicating substances are strictly prohibited inside the premises. Anyone indulging in such activities will be asked to vacate the premises immediately.
4. Occupant shall not carry or store any combustible or hazardous materials inside the premises.
5. Occupants have to maintain the furniture and fixtures provided, in good condition. Any expense incurred towards repair / replacement of parts (except normal wear and tear) due to mis-handling will have to be borne by the occupant and the same will be deducted from the security deposit.
6. At the end of the tenure the occupant should quietly vacate the premises along with his /her belongings.
7. The Occupant should maintain discipline and not create nuisance for other residents in the hostel and the locality.
8. The hostel rent is payable on quarterly basis and is non-refundable.

9. The occupants will not indulge in playing loud music or creating any kind of noise that could cause disturbance to the immediate neighborhood.

#### Facilities.

1. Separate Hostel facility for boys and girls
2. All rooms are self-contained and the occupancy of each room will depend on the chosen room plan.
3. Each person will be provided with a Cot, Mattress, Pillow, Table, and Chair and storage cupboard.
4. Uninterrupted water supply, Common dining area, microwave oven, washing machine, refrigerator and television etc.
5. One common water purification system installed for drinking water.
6. Two-wheeler parking is available which can be availed by the residents at their own risk. The hostel management will not be responsible for any loss or damage of the vehicle.
7. Security and Housekeeping services are provided by the management.
8. Prepaid coupons available at the institute for breakfast, lunch and dinner on all working days except Saturday, Sunday and Public Holidays.

# Resource Centre-Library and IT laboratory

## LIBRARY RULES AND REGULATIONS

### [1] General Instructions

- The readers shall maintain silence and proper decorum in the Library and not indulge in any act, which would create inconvenience to fellow readers and the library staff.
- Mobile phones should be switched off in the reading hall.
- Smoking, eating, drinking and are strictly prohibited in the Library.
- The readers are expected to maintain cleanliness in the library.
- The Librarian is authorized to take suitable action, including expulsion from the library, if a user is found to break any rule.

### [2] Library Timings

Working days	Monday -Friday
Working Hours (Reference work)	9.00 a.m. – 5.00 p.m.
Home Issue	9.00 a.m. – 5.00 p.m.
Lunch Break	1.00 p.m. – 2.00 p.m.

### [3] Home lending of books

- The maximum number of books/journals which a member can borrow shall be as under:

Users	Books	Duration
Faculty	2	15 Days
Students	1	7 days

- Periodicals will be issued only to faculty members.
- Books can be borrowed only by faculty and students.
- Books/Journals kept on display shall not be issued for home lending.
- The students shall exercise utmost care while handling the library books borrowed. The reader shall not write upon, mark, disfigure or tear the books.
- If a book is not returned on or before the due date, an overdue charge of Re.10.00 per day per book shall be levied. The collection of overdue charges may be waived in genuine cases by the Principal.
- If a book borrowed is found to be damaged, the borrower shall be asked to replace the book.
- If a book borrowed is lost by the borrower, he/she must report the same immediately to the librarian and make every effort to replace the book within 60 days from the due date. If the book is out of print, 200 percent cost of the book will be recovered from him / her.

- The borrower shall be responsible for loss or non – return of a book issued against his/her name.

#### [4] Use of library collection

- The library has collections in the following categories:
  - (i) Reference works: Information sources which one needs to refer such as dictionaries, encyclopedias, directories, etc.
  - (ii) Journals, Magazines and Newspapers.
  - (iii) Books other than the above.
  - (iv) CD-ROM databases, Audio-visual aids.
- Reference books, volumes/books from rare collections, reference volumes, data books, CD-ROMs, etc. may be used within the premises allotted for the purpose and shall not be issued for lending under any circumstances.
- The duration for home lending of books shall be decided by the librarian based on the importance and frequency of use, and the same shall be indicated on the books.

#### Information Technology Lab Rules & Regulations

1. Timings of the IT lab - 09:00 Hrs to 17:00 Hrs (Monday to Friday)
2. Students are allowed to use their Pen drives & CD writers for data storage purposes.
3. There is no printing facility available in the IT lab.
4. Kindly take care to shut down the computer after use and also put off the main switch.
5. The computers are to be used for reference and software skill enhancement purposes only.
6. It is mandatory to enter details in a register in a suggested format before using the computer and also depositing the ID card with the IT lab-In charge.



7. Use of the IT lab computers for accessing social networking sites is strictly prohibited.
8. If there are students waiting in a queue to use the computer then the time limit for the students using the computer is 30 minutes only.
9. Students are strictly prohibited from installing any new software on the IT lab machines.
10. Saving/storing any files on the IT lab computer is prohibited. All the files stored/saved would be deleted regularly during the weekly maintenance process.
11. Under no circumstances the IT lab desktops are to be used for watching movies and accessing adult content is strictly prohibited.
12. Installation of unauthorized software (Games etc) is strictly prohibited.

### UNIFORM / PROTECTIVE CLOTHING

Students are required to follow the prescribed dress code:

#### a) Food Production

Full sleeved chef coat, chef trousers, apron, chef cap, scarf, closed safety shoes and socks.

#### b) Food and Beverage service

White shirt, black trouser, jacket, black shoes, socks and black tie.

#### c) Front Office

White shirt, black trouser, jacket, black shoes, socks and tie for boys. Uniform sarees will be provided to the girl students for front office practical.

#### d) Housekeeping

Blue half sleeve shirt, black trouser, black shoes and socks.

e) Uniform for Campus Interviews and Special Occasions

Blue suit, light blue shirt and blue tie provided only to the final year students.

College T-Shirt will be provided as a part of the uniform kit to the all students; to be worn on special occasions.

GENERAL GROOMING STANDARD FOR BOYS:

HAIR:	Short and neatly combed. Daily close shave, students are not allowed to keep moustache and beard.
NAILS:	Should be trimmed up to cuticles.
JEWELLERY:	Prescribed jewellery and wristwatch
BELTS:	Plain black belt with a simple belt buckle.
FOOTWEAR:	Polished plain black leather shoes with laces. No slip-ons allowed.  Kitchen shoes and black socks as specified by the faculty, to be worn only with food production uniform.
UNIFORMS:	All uniforms must be clean, well ironed and in good condition, (i.e. no tears, missing buttons, wrong coloured buttons, etc)

GENERAL GROOMING STANDARD FOR GIRLS:

HAIR	Short hair (i.e. upto neck) to be held back from the forehead with a plain black hair band/ clips. Mid length hair (up to shoulders) can be tied into a neat pony. Longer hair should be neatly tied back into a bun along with a black hair net. No loose strands of hair & no hair falling on the forehead is permitted.
NAILS	Nails to be trimmed up to cuticles. Subtle nail polish shades allowed.

JEWELLERY	Prescribed jewellery is permitted
MAKE UP	Light Make up is permitted
UNIFORMS	All uniforms must be clean, well ironed and in good condition, (i.e. no tears, missing buttons, wrong colored buttons, etc)



# Annexures

**ANNEXURE I  
AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (full name of student with Institute Roll Number)  
s/o d/o Mr/Mrs/Ms. \_\_\_\_\_, having  
been admitted to \_\_\_\_\_ (name of the institution), have  
received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in  
Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and  
fully understood the provisions contained in the said Regulations.

1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes  
ragging.

2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully  
aware of the penal and administrative action that is liable to be taken against me in case I am  
found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to  
promote ragging.

3) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3  
of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that  
may be constituted as ragging under clause 3 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause  
9.] of the Regulations, without prejudice to any other criminal action that may be taken against  
me under any penal law or any law for the time being in force.

5) I hereby declare that I have not been expelled Or debarred from admission in any institution  
in the country on account of being found guilty of, abetting or being part of a conspiracy to  
promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am  
aware that my admission is liable to be cancelled.

6) Along with the above mentioned points I do hereby declare that

a) I will obey the code of conduct of the institute and do not indulge in any kind of in-  
disciplined activity while in and off the institution campus.

b). I will be solely responsible for any kind of accident/mishap caused on account of the  
above mentioned clause (6.a).

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

\_\_\_\_\_  
Signature of deponent

Name: \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of  
the affidavit is false and nothing has been concealed or misstated therein. +

Verified at ----- (place) on this the -----(day) of -----(month) , -----(year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the -----(day) of -----  
(month) , -----(year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

*Note : It is mandatory to submit this affidavit in the above format if you desire to register for  
the forthcoming academic session.*

**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of , (full name of student with University Roll Number) , having been admitted to (name of the institution) , have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3) I hereby solemnly aver and undertake that:

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

6) Along with the above mentioned points I do hereby declare that

a) My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.

b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

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

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER Note: [I is mandatory (O submit this affidavit in (him above formal, If you desire to register for the forthcoming academic session.

**ANNEXURE III**  
**Provisional Admission Cancellation Letter**

To  
The Principal  
Apeejay Institute of Hospitality  
No 1 Sector 10, CBD Belapur, Navi Mumbai-400 614

With reference to the provisional admission confirmation letter dated \_\_\_\_\_ Ms/Mr \_\_\_\_\_ father/  
mother/guardian of Mr/Ms. \_\_\_\_\_ would like to cancel my son/daughter's  
admission from the BSc Hospitality Studies programme, batch 2022-2025, University of  
Mumbai on our own accord.

We are fully aware that our son/daughter's admission stands cancelled and the seat will be  
offered to any other candidate.

We also authorize you to cancel the provisional admission from the online portal of the  
university if registration process is initiated/ completed.

Kindly refund the fees/deposit and return all the original documents submitted as per the rules  
and policy of your institution.

We are enclosing:

1. Original & one photocopy of fee receipt ☐
2. Identity card - if applicable ☐
3. Name badge- if applicable ☐

Thanking you

Yours Sincerely

( \_\_\_\_\_ )

Date of cancellation : _____ Time of cancellation : _____	Name : _____ Signature of the student: _____
Name : _____ Signature of the parent/guardian: _____	Address: _____ _____ Mobile number: _____ Email id: _____

**For Office use only**

Amount paid : Rs. _____ Amount deducted: Rs. _____ Amount refunded: Rs. _____	Cheque number, date, bank _____ NEFT transaction number: _____
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Signature of the Principal \_\_\_\_\_

ANNEXURE IV

**CERTIFICATE OF MEDICAL FITNESS**  
(To be obtained only from Registered Medical Practitioner)  
To be submitted at the time of admission

Name of Candidate: ..... (In Block letters)

Date of Birth: ..... Father's Name:.....

Signature of the Candidate: .....

Mother's Name: .....

**Medical Report**

Blood Group:..... Height: ..... Weight:.....

Any Communicable/chronic disease:.....

Any other disease/Medical History:.....

Allergies, if any..... Any drug allergy:.....

Family history of any illness:.....

Admitted in Hospital for long time.....

Any other remarks:.....

I certify that Mr/Ms .....son/daughter of .....is  
physically, mentally & psychologically fit/unfit for studying and staying in the  
Institute's hostel.

Name & Signature of the Medical Officer with legible seal:.....

Registration number..... Date: .....

**For Office use only**

Checked By: ..... Remarks(if any):

Checked On:



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