

**COMMUNITY COLLEGE,
FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE**



**INFORMATION BROCHURE
FOR ADMISSION INTO 1-YEAR
“DIPLOMA IN TOURISM & HOSPITALITY MANAGEMENT”
(SPONSORED BY THE U.G.C. NEW DELHI)
SESSION: 2016-17**



College website: www.fmcollege.nic.in

Contact Number- 9437169198

INFORMATION BROCHURE FOR ADMISSION INTO 1-YEAR “DIPLOMA IN TOURISM & HOSPITALITY MANAGEMENT” FOR THE SESSION – 2016-17

Established in 1944, Fakir Mohan Autonomous College, Balasore, is one of the premier institutions of Higher Education of advanced learning in the State. It has been covered Under Section 2 (f) & 12(b) of UGC Act, 1956 and is functioning as an Autonomous College since 1999-2000. It was conferred the status of "College with Potential for Excellence (CPE)" in 2006-07. The College was accredited by NAAC with 'B++' Grade in 2005-06 and has been re-accredited with 'B' Grade by NAAC in 2014. It has also been selected and approved by UGC as a Potential Centre for running the “Community College” Scheme from the session 2014-15.

1. COMMUNITY COLLEGE:

The 12th Five Year Plan Document of the Planning Commission has laid down special emphasis on expansion of skill-based programmes in higher education. It recommends setting up of Community Colleges (CC) to serve multiple needs, including (i) career oriented education and skills to students interested in directly entering the workforce; (ii) contracted training and education programmes for local employers; (iii) high-touch remedial education for secondary school graduates not ready to enroll in traditional colleges, giving them a path to transfer to three or four year institutions; and (iv) general interest courses to the community for personal development and interest. The Plan Document also states that Community Colleges will be located to afford easy access to underprivileged students and such colleges could either be established as affiliated colleges of universities or as entirely autonomous institutions.

INTRODUCTION:

- ❖ The Community College model, by and large, will be accessible to a large number of individuals of the community, offer low cost and high quality education locally, that encompasses both vocational skills development as well as traditional coursework, thereby providing opportunities to the learners to move directly to the employment sector or move into the higher education sector. It offers a flexible and open education system which also caters to community-based life-long learning needs. It has a synergistic relationship between the community, community college and the job market.
- ❖ The idea of establishing such colleges in the country was unanimously endorsed in the Conference of State Education Ministers held on 22nd February, 2012 and a Committee of Education Ministers of nine States was constituted to finalize the concept and framework of the Community College scheme. The Committee, after wide consultations with all concerned, presented its report to the Government which received the concurrence of the State Education Ministers in the conference held on 6th June, 2012.
- ❖ The Government of India has accepted this report and decided to introduce this scheme during the 12th Five Year Plan.
- ❖ **Out of the seven Community Colleges in the State of Odisha, Fakir Mohan Autonomous College, Balasore has been selected by the UGC for the Community College to cater the needs of local youths from the academic year 2014-15.**

OBJECTIVES:

The main objectives of the scheme are:

- (a) To make higher education relevant to the learner and the community.
- (b) To integrate relevant skills into the higher education system.
- (c) To provide skill based education to students currently pursuing higher education but actually interested in entering the workforce at the earliest opportunity.
- (d) To provide employable and certifiable skills with necessary general education to Senior Secondary School pass-outs not willing to join existing higher education system.
- (e) To provide for up-gradation and certification of traditional / acquired skills of the learners irrespective of their age.
- (f) To provide opportunities for community-based life-long learning by offering courses of general interest to the community for personal development and interest.
- (g) To provide opportunity to move to higher education in future and to offer bridge courses to certificate holders of general / vocational education, so as to bring them at par with appropriate NVEQF level.

2. SELECTION PROCEDURE, FEES & INCENTIVES:

- a) The minimum qualification for admission into the programme is **+2 pass or its equivalent** from any recognized Board/Council/University.
- b) For admission into the programme offered by the community college, preference would be given to the learners living in **the local community i.e. in the Balasore District**. If requisite candidates from Balasore District will not be available, then the cases of the applicants of the other District will be considered.
- c) Reservation at SC, ST, PH and other categories would be as per the existing policy of the **State i.e. Government of Odisha**.
- d) There is no age bar for admission into the programme.
- e) The course will be of 12 months duration comprising **two semesters with 60 credits** (maximum 900 hours of class).
- f) The **maximum student intake is 50** and **the minimum intake should not be less than 30** and selection will be made **on the basis the marks secured in +2 examinations or its equivalent** examinations.
- g) The applicants seeking re-entry into the course shall be given preference in admission over the new applicants.
- h) **In order to motivate students to join courses under the scheme, a scholarship of `1,000/- (Rupees one thousand) only per month will be provided to the students at the end of each semester, subject to their satisfactory attendance and on successfully qualifying the end semester examination without any back paper/back log. In the event of short attendance or failure of student in the end semester examination, she/he will not be entitled for scholarship during that semester. No arrears shall be admissible to the student for such period.**
- i) A candidate has to pay a sum of **`100.00 (Rupees one hundred) only towards application fee** for the programme *“Diploma in Tourism & Hospitality Management”* for the Session - 2016-17.

- j) The admission fees will be collected from the selected candidates at the time of admission in accordance with the fees structure to be decided by the **Board of Management of the Community College**, Fakir Mohan Autonomous College, Balasore. However, *the maximum amount of admission fees will be within Rs.1500/- per candidate.*

3. PLACEMENT:

The Community College will have a Placement Cell to facilitate placement to pass out students. But placement cannot be guaranteed to all pass out students. It is subject to requirement of the Industry Partner(s) and demand in the job market.

4. PROCEDURE FOR APPLICATION

- i. Application Forms and the Information Brochure can be obtained from the College Counter on payment of ` **100.00 (Rupees one hundred) in cash** between **11:00 A.M. & 2:00 P.M.** on working days from **25th June, 2016 to 20th July, 2016**. The same can also be downloaded from the College website www.fmcollege.nic.in. However, in case of downloaded application form, the candidates has to deposit a **sum of ` 100.00 (Rupees one hundred)** only towards application fee at the time of submission of application form. **The last date of submission of filled in application forms is 20.07.2016 by 2.00 P.M.**
- ii. The applicants are required to fill-in the forms in their own handwriting and furnish the necessary information as required therein. They shall fill-in the main application form(s), Acknowledgement/Index Card. The applicant is advised to collect the Index card while submitting the form. The out-station candidates may send their application form along with relevant documents through registered Post/Speed Post to **“The Principal, Community College, F.M. Autonomous College, Balasore-756001”**. All such applications sent through post must be super-scribed with **“APPLICATION FOR ADMISSION INTO DIPLOMA IN TOURISM & HOSPITALITY MANAGEMENT COURSE”**. **ALL APPLICATIONS DULY FILLED IN MUST REACH COMMUNITY COLLEGE ON OR BEFORE THE LAST DATE i.e. 20.07.2016 by 2:00 P.M.**
- iii. Documents to be submitted along with the application form: (All **self-attested documents** are to be written **"Submitted by me" and signed by the candidates.**)
 - a) Self attested copy of Mark sheet of +2 pass or its equivalent Examinations.
 - b) Self attested copy of Board Certificate of H.S.C/Matriculation or its equivalent Examinations.
 - c) Self attested copies of caste certificate (in case of SC/ST/PH candidates) Ex-Serviceman certificate along with the discharge certificate/physically Handicapped certificate, whichever is applicable.
 - d) Self attested residential certificate or any proof for residence like Voter ID Card or AADHAR card etc.
 - e) Filled in Format for Index Card and Intimation Letter
 - f) Two No. of self addressed envelopes of Size 10” x 6”

5. RESERVATION OF SEATS:

The seats will be reserved as per the existing **State Government Rules** for admission for SC/ST /PH/Ex-Servicemen etc.

- i. **SC** – 16.25% of the sanctioned strength shall be reserved for SC applicants.
- ii. **ST** – 22.5% of the sanctioned strength shall be reserved for ST applicants.
 - The reserve seats are not interchangeable between SC & ST.

- SC/ST applicants selected for admission on merit shall not be counted against reserved seats.
 - However, reserved seats lying vacant after 1st selection admission would be de-reserved.
- iii. **Physically Handicapped [PH]/Orthopedically Handicapped [OH]** - 3% of sanctioned seats shall be reserved for PH / OH Students (Extent of handicap not below 40%).
- iv. **Ex-Serviceman [ESM]** - 1% of the sanctioned seats shall be reserved for Self / Children / Wife / Husband of Ex-Serviceman.
- v. **Serving Defense Personnel [SDP]** - 1% of the sanctioned seats shall be reserved for Self/Children/Wife/Husband of serving defense personnel. (G.O. No. 55588/HE, Dt. 16.10.2000)
- vi. **Children of Martyrs [CoM]** - 2% of sanctioned seats shall be reserved for the children of martyrs.

6. WEIGHTAGE:

A maximum of 10% of the seats in each stream shall be filled up by weightage claiming candidates. This 10% seats will be proportionately distributed among reserved category.

An applicant who is selected under weightage category (10%) and takes admission will continue to remain under weightage category even if cut-off mark is reduced in subsequent selection.

NCC

- Applicants holding certificate "B" shall be given Weightage of additional **10%** of marks over and above the aggregate marks secured in the Higher Secondary (+2) or Equivalent examinations.
- Applicants who have represented at the All India level NCC Camps/ Courses/ Activities shall be given Weightage of additional **5%** of marks over and above the aggregate marks secured at the +2 Council or Equivalent examinations.

NSS

- Applicants who have represented the country at International Level Camp shall be given direct admission.
- Applicants who have represented the state at National Level Camp shall be given Weightage of additional **07%** of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- Applicants who have represented the inter State Category Camp shall be given Weightage of additional **05%** of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- Applicants who have got the best NSS Volunteer award in University level shall be given Weightage of additional **03%** of mark over and above the aggregate marks secured in CHSE/Equivalent examination.

Rover & Ranger

- If an Applicant produces the original certificate signed by the President of India shall be given Weightage of additional **10%** of marks over and above the aggregate marks secured at the Higher Secondary (+2) / Equivalent examination
- If an Applicant produces the original certificate signed by the Governor of State (Rajya Purashkar) shall be given Weightage of additional **5%** of marks over and above the aggregate marks secured at the CHSE/equivalent examinations.

Sports & Games

- Applicants who have represented the country at International Level shall be given **direct admission**.
- Applicants who have represented the state at National Level shall be given Weightage of additional **10%** of marks over and above the aggregate marks secured at the HSC/Equivalent examination.
- Applicants who have represented the school at the Inter State School Sports Meet level shall be given Weightage of additional **5%** of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

Certificates & Documents:

- Schedule Tribe / Schedule Caste certificates from revenue officer not below rank of Tahasildar / Additional Tahasildar. For ST applicant, her/his father's caste certificate may be taken into consideration. Land passbook authenticated by the Tahasildar / Additional Tahasildar may also be taken as a proof of caste in absence of caste certificate. (No caste certificate other than revenue officer not below the rank of Tahasildar / Additional Tahasildar shall be considered)
- PH/OH certificate from CDMO/SDMO/CMO of Capital Hospital (in case of Bhubaneswar).
- Ex-Service Man certificate from Zilla Sainik Board.
- Service Defence Personnel-SDP (Army/Navy/Air Force) Certificate from the Commanding Officer of the unit.
- Children of Martyrs (CoM) certificate from the District Collector.
- NCC certificate from the Group Commandant/ Camp Commandant.
- NSS certificate from the State Programme Coordinator.
- Migration certificate for the applicants passing from other Boards except CHSE, Odisha
- Permanent resident/nativity certificate from a revenue officer not below the rank of Tahasildar / Additional Tahasildar.
- Ranger & Rovers certificate from the competent authority.
- Sports certificate from the appropriate authority & counter signed by Commissioner-cum-Secretary, Sports & Youth Services, Govt. of Odisha or Director of Sports & Youth Services, Govt. of Odisha or Director Secondary Education, Govt. of Odisha

N.B.: All Sports & games Certificate must have been awarded within two years of time.

7. ADMISSION INFORMATION:

- i) Selection list will be notified on the Notice Board of the College and in the College web site www.fmcollege.nic.in.
- ii) Selected candidates will be intimated through Registered Post on due time.

8. CONDITIONS FOR RUNNING THE COURSE:

The admission to the above programme is subject to the following conditions:

- (i) *The programme won't run if less than 30 candidates would be available for admission for 2016-17 academic year.*

INTERPRETATION OF RULES:

In matters of dispute relating to any of the rules and procedures the decision of the Principal shall be final and binding.

9. CHANGES IN RULES:

The rules / Information given herein are subject to change at any time.

10. DRESS CODE:

The details of College Uniform will be intimated to the students on the date of admission

NO STUDENT SHALL BE ALLOWED INTO THE CAMPUS WITHOUT PROPER COLLEGE UNIFORM.

11. Students taking admission into this course are not allowed to take part in the college election; neither can they participate in any of the competitions organized by the Students' Union.

12. AUTHORITY:

In case of dispute on any other matter, the interpretation and decision of the Principal, Community College of Fakir Mohan Autonomous College, Balasore shall be final and binding.

Sd/-
PRINCIPAL
Community College,
Fakir Mohan Autonomous College, Balasore

**COMMUNITY COLLEGE
FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE**



APPLICATION FORM

**FOR ADMISSION INTO DIPLOMA IN
TOURISM & HOSPITALITY MANAGEMENT**

Sl. No. _____

FOR OFFICE USE		Passport size Photograph signed by the applicant to be pasted
Application Index No.	Roll No.	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Verified by _____		

All the blank columns are to be filled in by the applicant's own handwriting and responses not applicable to be struck off.

1. Name of the Candidate (IN CAPITAL LETTERS)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Father's Name (IN CAPITAL LETTERS)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Mother's Name (IN CAPITAL LETTERS)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Date of Birth
(as per H.S.C.) D D M M Y E A R

Tick the appropriate option

5. Nationality Indian Others
6. Sex: Male Female
7. Category: SC ST OBC PH OTHERS
8. Rural / Urban Rural Urban
9. Home District:

10. Weightage Details:

a.	NCC	NCC(B)	NCC(C)		b.	NSS	State	National	International
c.	Rovers & Ranger	Rajya Puraskar (RP)	President Recognition (PR)		d.	Sports & Games	State	National	International

P.T.O.

**COMMUNITY COLLEGE,
FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE**

**INTIMATION FOR ADMISSION
INTO DIPLOMA IN TOURISM & HOSPITALITY MANAGEMENT**

Index No. _____ **Intimation No.** _____ **Date:** _____

To

..... (Name)

.....

..... (Address)

You have been provisionally selected/ placed under waiting list for admission into Diploma in Tourism & Hospitality Management class of Community College of Fakir Mohan Autonomous College, Balasore for the session 2016-17.

You are required to produce all the documents in original for verification in person at _____ on _____. You shall have to deposit of Rs. _____ towards admission fees in the College Cash Counter. No extension of time shall be permitted. The case of candidates placed under waiting list shall be considered subject to availability of seats.

Documents to be produced for verification.

- i. Original Intimation Letter.
- ii. Original HSC, +2/OTHER Certificates and Mark-sheets.
- iii. Original CLC/Transfer Certificate & Conduct Certificates.
- iv. Four Copies of Recent Passport Size Colour Photographs.
- v. Original Certificate in respect of Reservation.
- vi. Original Certificate for weightage.
- vii. Original Residential Certificate or any residential proof.

PRINCIPAL
Community College,
F.M. Auto. College, Balasore

**COMMUNITY COLLEGE,
FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE**

ACKNOWLEDGEMENT/ INDEX CARD No. _____

Full Signature of the applicant with Address

Full signature of Receiving Officer
Date:

Please quote the Index Number for any correspondence