

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
INSTITUTE OF
HOTEL MANAGEMENT AND CATERING TECHNOLOGY AHMEDNAGAR
Lal Taki Road, Ahmednagar – 414001. Ph. / Fax (0241) 2326778

Approved by AICTE, Govt. of Maharashtra, DTE & Affiliated to Uni. of Pune

Criterion 1 – Curricular Aspects		
Key Indicator – 1.3 Curriculum Enrichment		
1.3.2. Number of courses that include experiential learning through project work/field work/internship during the year		
Sr. No.	List of Documents	Page No.
1.	Details of MoU's with organization for courses that include experiential learning	1
2.	MoU copy of Gajraj Dry Cleaners and Syllabus Copy of the Course	2
3.	MoU copy of Career 4 You and Syllabus Copy of the Course	9



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
INSTITUTE OF
HOTEL MANAGEMENT AND CATERING TECHNOLOGY AHMEDNAGAR
(NAAC Accredited with 'B' Grade)

Lal Taki Road, Ahmednagar - 414 001. Ph. / Fax (0241) 2326778

Approved by AICTE, Govt. of Maharashtra, DTE & Affiliated to S.P.Pune University

AICTE No. F 421 / MS - 16 / APR (HM) / ET / 96 INST.CODE NO. C001863

Ref. No. :

Date : / / 20

MOU'S WITH ORGANIZATION
FOR COURSES THAT INCLUDE EXPERIENTIAL LEARNING

ACDEMIC YEAR 2023 – 24

Sl. No.	Program	Course Name and Code	Relevance to experiential learning (activity conducted)	Organization with MoU signed
1.	Bachelor of Science in Hospitality Studies (B.Sc.HS) 2019 pattern	Accommodation Operations – I (HS303)	Laundry Visit	Gajraj Dry Cleaners, Ahmednagar
		Internship (HS401)	Seminar on Overseas Internship and Career Opportunities	Career4You Mumbai


I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

MEMORANDUM OF UNDERSTANDING (MoU)

Between

GAJRAJ DRY CLEANERS
Gokul Nagar, Pipeline Road, Ahmednagar

and



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
INSTITUTE OF
HOTEL MANAGEMENT AND CATERING TECHNOLOGY
AHMEDNAGAR
Lal Taki Road, Ahmednagar – 414001.



This memorandum of understanding has been duly agreed, approved and signed by the authorized signatories of the above mentioned establishments on 14/07/2023 at Ahmednagar.

Brief details of the signatories of this agreement is mentioned below –

Gajraj Dry cleaners with its head office located at Gokul Nagar, Pipeline Road, Ahmednagar – 414003 with the following details.

Address:- Gokul Nagar, Pipeline Road, Ahmednagar – 414003 Maharashtra, India.

E-mail: rajanv13@gmail.com

Contact No.:- +91 9890790001 / 9422224400 / 9890044388 / 0241- 2424522

and

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's Institute of Hotel Management and Catering Technology, Ahmednagar

Address:- Residential High School Ground, Lal Taki Road, Ahmednagar, Maharashtra 414001.

Email:- ihmctajmvps@gmail.com

Contact No.:- +91 9822522733 / 0241- 2326778

Website:- <http://www.ihmct.in>

About Gajraj Dry Cleaners:

A Gajraj Dry cleaner is a reputed and highly esteemed establishment in Ahmednagar district. It is mainly involved in the washing, dry cleaning and ironing of different types of cloths like dress (ladies and gents), sarees, curtains, silk and cotton material pertaining to dresses and upholstery. For this purpose it has modern set up, a modern unit with the latest machinery and equipments of the state of the art. It uses all procedures which are defined for the purpose of laundering and dry cleaning. It ensures timely delivery of the articles in the proper designed manner. The processes involved are bio-friendly in nature.

About the Institute:

The AJMVPS Institute of Hotel Management and Catering Technology, Ahmednagar has been approved by different authorities and is affiliated to world renowned S P Pune University (formally University of Pune). The institute conducts undergraduate courses in the field of hospitality education since 1997. The institute is managed by Ahmednagar Jilha Maratha Vidya Prasarak Samaj which has been engaged in establishing and managing educational units for



about a century. The institute imparts quality education to the students through installation of modern state of the art facilities for teaching and practical purpose. It has also lays stress on the use of modern technologies for this purpose. The faculty is highly educated and experienced. The institute provides ample opportunities to the students to improve and enhance their personal skills through a large number of co-curricular and extra-curricular activities.

As a part of the syllabus, the students have a course on housekeeping throughout their study. For this study the important aspect is about the laundering procedures and practices. In order to make the students aware of such practices it is essential to have an industrial visit for firsthand information. Moreover such a profession can be a part of entrepreneurship amongst the hospitality students. On this particular basis the institute has entered into the MoU.

Purpose of MoU:

The visit of the students from a hospitality institute to a modern and well equipped laundry is helpful in the following manner.

- It help to understand the procedure of receiving and delivery of material received by the laundry
- It provides information about different steps involved in the washing processes like sorting, tagging, stain removal, identification of damage, use of proper detergents (laundry chemicals), dry cleaning, ironing, folding, hanging and channeling to the delivery counters.
- To understand bio-friendly procedures like heating water through solar panels, use of eco-friendly bio-detergents.
- Understanding the modern equipments used with respect to their availability, make, prizes and agents for purchase.
- To understand the various skills of the employees and benefits provided to them
- To understand the cost of laundering and dry cleaning of different materials / articles.

Terms and Conditions:

- The MoU between the two parties is for mutual benefits and to provide exposure to the students to laundry operations.
- There shall be no financial obligations on either party.



- The MoU will be valid for a period of 1 year from the date of agreement and is subject to termination by one month's notice by either party.
- Both the parties shall work in coordination and provide timely assistance for the beneficiaries.
- Both the parties shall nominate a representative for interaction.

Date: 14/07/2023

Place: Ahmednagar

Signatories of MoU:


For

AJMVPS Institute of Hotel Management
and Catering Technology, Ahmednagar

I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

For GAIRAJ CLEANERS


PARTNERS

For
Gajraj Dry Cleaners
Ahmednagar

Witness:

- 1) Prof. B.R. Shendage - S
- 2) Prof. R.R. Khatawkar - Khatawkar

Witness:

- 1) Uday R. Utkar Utkar
- 2) Nikesh L. Javle Nikesh





Subject : ACCOMODATION OPERATIONS - I
Subject Code : HS 303
Subject Credits : 04
Semester : III

Course Outcomes:

- Establish the importance of Rooms Division Principles within the hospitality Industry.
- 2. Learn basic skills and knowledge necessary to successfully identify the required standards in this area
- 3. Understand all aspects of cost control and establishing profitability.

SECTION - I

		Hours
Chapter 1	Contract Cleaning	02
1.1	Definition, Concept	
1.2	Jobs given on contract by Housekeeping	
1.3	Advantages & Disadvantages	
1.4	Pricing a contract	
Chapter 2	Pest Control	04
2.1	Definition of Pests.	
2.1	Types of Pests	
2.2	Preventive and Control Measures of common pests – (Bed Bugs, Carpet Beetles, Fabric moths, Mosquitoes, Fungi ,Silverfish, Cockroaches, Mice and rats)	
Chapter 3	Safety & Security Processes	03
3.1	Potentially Hazardous Conditions	
3.2	Safety Awareness- Importance of Safety and Security.	
3.3	Safety of Guest Property, Hotel Property	
3.4	Accidents: Causes & Prevention	
3.5	First Aid and its remedies	
3.6	Fire safety	
3.7	Role of Security Department	
Chapter 4	Environment practices in Housekeeping	05
4.1	Introduction to Green Housekeeping	
4.2	Eco friendly practices followed by Housekeeping	
4.3	Waste Reduction Programs	
4.4	Recycling of Materials	
Chapter 5	Linen & Uniform room	06
5.1.	Layout of Linen Room	
5.2.	Classification & Selection of Linen	
5.3.	Classification of Bed, Bath & Restaurant linen	



5.4	Sizes of Linen	
5.5.	Calculation of Linen requirement	
5.6.	Linen Control – Linen Inventory	
5.7.	Par stock, Linen Coverage	
5.8	Handling of Hotel Uniforms	
5.9	Discard Management	
Chapter 6	Laundry Operations	05
6.1	Types of Laundry – OPL , Commercial	
6.2	Layout of a Laundry	
6.3	Laundry Equipment & Uses	
6.4	Laundry Process	
6.5	Dry Cleaning	
6.6	Handling Guest Laundry – Laundry list and Valet Service	
Chapter 7	Flower Arrangement	05
7.1	Concept, Importance & Principles	
7.2	Types and shapes	
7.3	Tools, Equipment and Accessories	
7.4	Conditioning of Plant Materials	

Section –II

Chapter 1	Front Office Accounting	06
1.1.	Accounting fundamentals (types of accounts, ledger, folios, vouchers)	
1.2.	Record keeping system (non automated, semi-automated and fully automated)	
1.3.	Credit Monitoring and Charge Privileges	
1.4.	Cash sheet	
1.5.	Floor Limit, House Limit	
Chapter 2	Calculation of various Statistical data using Formulae	06
	- ARR,	
	- Room occupancy %,	
	- Double Occupancy%,	
	- Foreign Occupancy %,	
	- Local Occupancy %,	
	- House Count,	
	- Under stay %,	
	- Overstay %,	
	- No show %,	
	- Rev PAR	
Chapter 3	Reports	06
	Daily Report, Revenue Report, Discrepancy Report, High Balance Report, GHC etc.	
Chapter 4	Guest Relations	06



4.1	Hospitality Desk	
4.2	Functions and role	
4.3	Maintenance of records like guest history card etc)	
4.4	Special personality traits for a Guest Relations Executive	
Chapter 5	Situation Handling	06
5.1	Types of Guest Complaints	
5.2	Complaint handling procedure	
5.3	Dealing with unusual situations (Death, theft, fire etc.)	
	Total	60

Note: Glossary of Terms -Students should be familiar with the glossary of terms pertaining to

Above mentioned topics

Assignments :

Minimum of 3 assignments to be submitted by students by the end of the semester based on following topics:

- List and collect information on Equipment's used for Security Systems in Hotels
- Presentation on study of Housekeeping practices followed in allied sectors (any 1) – hospitals, aircrafts, malls, cruise ships,
- Power point presentation on use of Information Technology in Front Office.
- Collection of sample reports used at front office in hotels

Suggested Field Visit:

1. Visit to a Commercial Laundry
2. Visit to a Nursery
3. Visit to an Ecotel to learn about eco friendly practices.

Subject : Food Production – III (P)
Subject Code : HS 304
Subject Credits : 2
Semester : Second
Hours per week : 04

Practical's:

Minimum **12 Individual Practical's** to be conducted during the semester.
The practical should comprise of the following:



MEMORANDUM OF UNDERSTANDING (MoU)

Between



CAREER 4 YOU
Vashi, Navi Mumbai, 400705, India.

and



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
**INSTITUTE OF
HOTEL MANAGEMENT AND CATERING
TECHNOLOGY AHMEDNAGAR**
Lal Taki Road, Ahmednagar – 414001.

MEMORANDUM OF UNDERSTANDING



(MoU)

Between

CAREER 4 YOU

We Grow Business Facilitators, Unit no. 10, 8th Floor,
Arunachal Bhavan, Sector 30A,
Vashi, Navi Mumbai, 400705, India.

and

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
Institute of Hotel Management and Catering Technology,
Residential High School Ground, Lal Taki Road,
Ahmednagar, Maharashtra
414001.**

**This memorandum of understanding has been duly agreed, approved and signed by the
authorized signatories of the above mentioned establishments on 07/07/2022 at
Ahmednagar.**



Brief details of the signatories of this agreement is mentioned below –

CAREER 4 YOU is a registered establishment with the following details -

Mumbai Office:

Address: We Grow Business Facilitators, Unit no. 10, 8th Floor, Arunachal Bhavan,
Sector 30A, Vashi, Navi Mumbai, 400705, India.

Email: internship@career4you.org
ravi@career4you.org

Mobile: +91-9892003936/ 96752 71628

Philippines Office:

Address: Unit B-10, Manuela Bldg San Juan St. Plazamart Bacolod City,
6100 Negros Occidental, Philippines

and

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's Institute of Hotel Management
and Catering Technology, Ahmednagar**

Address: Residential High School Ground, Lal Taki Road, Ahmednagar,
Maharashtra 414001.

Email: ihmctajmvps@gmail.com

Contact No.: +91 241 2326778 / 9822522733

Website: <https://www.ihmct.in>

About CAREER 4 YOU:

Career4You is founded in 2009 by an academicians and industry veterans, who is passionate about his role of providing university students and recent graduates a complete guidance in gaining international experience in their field of study. Mr. Ravi Kumar who have walked the path and knows the pitfalls and the gains.

Career4You provides specialized service in helping in high-quality paid international internships & traineeships in Hospitality Industry to the aspirants. They have exclusive



placement tie-ups with establishments in abroad that are guaranteed to open the doors of the developed economy.

With the mission to provide dependable, current and relevant career guidance to young students and professionals by helping them to bridge the skill gap in rising to high-ranking positions with reputed international organizations. The main objective of the firm is to supply leading hospitality operations with enthusiastic international caliber talented resources from around the globe.

The firm is able to strongly leverage their network of Hotels, Visa partners and Educational partner institutes to make a strong difference in career development of students. The firm offer students, graduates and young professionals a brilliant opportunity for their future, work intensively on their written and spoken English language skills, develop culture-related competencies, learn to overcome regional and linguistic barriers, develop new, hands-on skills, through online training or a paid hospitality internship.

Career4You has placed more than 5000 skilled students across the globe in various countries. Career4You commands many years of experience with J-1 Internship & Trainee Visas, as well as Work & Travel visas for Cultural Exchange programs in the U.S.A and many other Internship Programs in various countries like Germany, France, Mauritius, Middle East, Malaysia & Australia and always seeking opportunity to expand their business.

About the Institute:

The AJMVPS Institute of Hotel Management and Catering Technology, Ahmednagar has been approved by different authorities and is affiliated to world renowned Savitribai Phule Pune University (formerly known University of Pune). The institute conducts undergraduate courses in the field of hospitality education since 1997. The institute is managed by AJMVPS which has been engaged in establishing and managing educational units for about a century. The institute imparts quality education to the students through installation of modern state of the art facilities for teaching and practical purpose. It has also lays stress on the use of modern technologies for this purpose. The faculty is highly educated and experienced. The institute provides ample opportunities to the students to improve and enhance their personal



skills through a large number of co-curricular and extra-curricular activities. All the students are generally placed for training in reputed hotels across the country. Moreover presently a large number of students have settled in countries like Canada, UK, Australia and New Zealand

Purpose of MoU:

Hospitality sector is an the industry that requires educated and skilled manpower. The industry is interested to provide employment, internship and part time jobs for the students in various areas. This industry has expanded worldwide and thus number of opportunities do exists. In order to have this information the MoU has been undertaken for the following purpose.

- To provide the latest information regarding availability of internship / job opportunities in different countries
- To assist in the preparation of application, submission of documents, processing and forwarding of applications to overseas hotels.
- To arrange for interviews and trade test of the students.
- To receive and forward the offer letter from hotel and forward it to the students for further processing.
- To provide assistance with regards to requirements of documents of preparation of visa papers.
- To coach or help students in facing visa interviews.
- To track the progression of the students working abroad.
- To provide for local assistance in foreign countries.

Terms and Conditions:

- The MoU between the two parties is for mutual benefits and to provide international exposure to the students.
- There shall be no financial obligations on either party.
- The MoU will be valid for a period of 1 year from the date of agreement and is subject to termination by one month's notice by either party.
- Both the parties shall work in coordination and provide timely assistance for the beneficiaries
- Both the parties shall nominate a representative for interaction



Date: 21/10/2023

Place: Ahmednagar



Signatories of MoU:



For
The Principal, (Ms. Yogita Sadre)
AJMVPS Institute of Hotel Management
and Catering Technology, Ahmednagar

I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001



Witness:

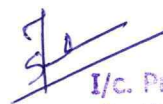
- 1) Prof. B.R. Shendage - 
- 2) Prof. Sagar Malwade - 



For
Mr. VAIBHAV GUPTA
Career4You,
Vashi, Navi Mumbai.



- 1) Manisha Kumar - 
- 2) Sunil Sahu - 



I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001



Reference Books;

- Communication Skills – Sanjay Kumar, Oxford
- Business Communication – Urmila Rai, Himalaya Publishing House
- Fifty ways to improve Presentation Skills in English – Bob Dignen, Oriental Black Swan
- How to talk to Anyone, Anytime, Anywhere – Larry King
- Soft Power – An Introduction to Core and Corporate Soft Skills – Edited by Anitha Arunsimha

Subject : Internship
Subject Code : HS 401
Subject Credits : 12
Semester : IV

Industrial Training Outcome:

- It gives an opportunity for the students to explore various departments of the hotel.
- It allows students to get familiar with the equipments used in the operational areas.
- Students would be able to understand the hierarchy in each department.
- Students would be aware of the hotel operations at macro level.
- Students would get an insight with the new trends followed in Hospitality Industry.

Duration of Industrial Training: **Sixteen weeks**

In this semester the student shall be sent for industrial training for a period of 16 Weeks, where they would follow the following schedule:

- Food Production-4 weeks
- Food & Beverage Service- 4 weeks
- Front Office- 3 weeks
- Housekeeping- 3 weeks
- Ancillary Department- 1 week (any one department like ,Accounts/ HR/ Stores, etc.)

The Industrial Training needs to be undertaken in hotels which are of the level of three star and above category. During the internship period, the student shall maintain a logbook on daily basis. The Log book would contain personal observations of the students of the various facilities and equipment's used in the course of their training. In addition, they would also maintain a monthly record of feedback/ appraisal provided by the HR /Training Head of the concerned hotel. At the end of the industrial training the student shall submit a training report along with the logbook maintained and performance appraisals from each department trained.

Practical Examination: (Internal & External)

The internal exams to be assessed by the internal examiner for 100 Marks. External exams to be jointly conducted by internal as well as external examiner for 200 Marks.

The following documents are to be submitted with the internal examiner prior to the exams

1. Certificate of training (hard and soft copy)
2. Logbook with Appraisals (hard copy)
3. Training Report (hard and soft copy)
4. Presentation of maximum 5 slides (soft copy), especially emphasising the learning outcome.

