



**INDIRA GANDHI NATIONAL  
TRIBAL UNIVERSITY**

**(IGNTU)**

**AMARKANTAK, MADHYA PRADESH – 484887**

*(A Central University established by  
an Act of Parliament)*

**[www.igntu.ac.in](http://www.igntu.ac.in)**

**INDIAN INSTITUTE OF TOURISM  
& TRAVEL MANAGEMENT**

**(IITTM)**

**GOVINDPURI, GWALIOR, M.P. - 474011**

*(An Autonomous Body under  
Ministry of Tourism, Govt. of India)*

**[www.iittm.ac.in](http://www.iittm.ac.in)**

## **ADMISSION BULLETIN**

**MBA (Tourism & Travel Management) 2021-23**

**IITTM Campuses**



## CONTENTS

1. About IGNTU	2
2. About IITTM	3
3. MBA (Tourism and Travel Management)	4
4. Our Top Recruiters	5
5. Intake Capacity	6
6. Reservations	6
7. Age limit	6
8. Eligibility for Admission	6
9. Mode of application	8
10. Selection process	8
11. Admission Calendar	9
12. Refund Policy	9
13. Fee Structure	10
14. Important Points	11
15. Scholarship	11
16. Facilities at IITTM	11
17. Faculty members	12
18. Syllabus of MBA (Tourism and Travel Management)	12
19. Contact Details	12
20. Reservation of rights	13
21. Annexure A: Prescribed Format for OBC Certificate	14
22. Instructions against Ragging	15

\*\*\*\*\*

## ABOUT IGNTU

The Indira Gandhi National Tribal University, Amarkantak has been established by an Act of the Parliament of India, the Indira Gandhi National Tribal University Act, 2007. The University started functioning from July 2008. The jurisdiction of the University extends to the whole country and it is fully funded by the Central Government through the University Grant Commission. The university caters to the tribals' long cherished dream of higher education.

### ***Aims and Objectives***

The tribal people are rich in cultural heritage and skill of art and craft but they are still marginalized in respect to higher education as well as in other walks of life. Now in the present age of globalization the world has shrunk into a village as the society has advanced in technology. But the tribes, who are the custodians of Indian culture in real sense, are far behind in this race of advancement. In order to rescue them from the present plight, the university has put before itself the following aims and objectives:

- To provide avenues of education, especially higher education and research facilities primarily for the tribal population of India.
- To disseminate and advance knowledge by providing instructional and research facilities in tribal art, tradition, culture, language, medicinal systems, customs, forest based economic activities, flora, fauna and advancement in technologies relating to the natural resources of the tribal areas.
- To collaborate with national and international universities and organizations, especially for undertaking cultural studies and research on tribal communities.
- To formulate tribal centric development models, publish reports and monographs and to organize conferences and seminars on issues relating to tribes and to provide inputs to policy matters in different spheres.
- To take appropriate measures for promoting the members of tribal communities capable of managing, administering and looking after their own needs by access to higher education through a university of their own.
- To disseminate and advance knowledge by providing instructional and research facilities in such other branches of learning as it may deem fit.
- To take appropriate measures for promoting innovations in teaching learning process in interdisciplinary studies and researches and to pay special attention to the improvement of social, educational and economic conditions and welfare of the scheduled tribes within the Union of India.

In view of the aims and objectives of the university the major thrust will be on providing more opportunity for the tribes. However, the university is open to all.

***The Salient features of the academic system followed by the University are:***

- To provide value-based education aiming for morale and character building;
- To provide an easy access to an affordable quality education, research and training for enhancement of employable skills
- To undertake basic and advanced research activities related to empowerment of tribal population
- To continuously engage in transferring new knowledge for the welfare of tribal population
- To participate persistently in community extension activities
- To strengthen facilities for modern scientific research
- To inculcate good values and morale among the University stakeholders for effectiveness, transparency and accountability
- To keep pace with the changing scenario in higher education and research at the National and International levels
- To collaborate with premier institutions for sharing of knowledge
- To foster interdisciplinary education and research
- To design course curriculum with explicit focus on tribal issues and development; and
- To position the University as the finest Centre of Excellence in education and research, at the global level.

**ABOUT IITTM**

Indian Institute of Tourism and Travel Management (IITTM) is an autonomous body under the **Ministry of Tourism, Government of India**, is one of the premier Institutes in the country offering education, training, research and consultancy in the field of tourism, travel and allied sectors. IITTM was established in 1983 and presently IITTM campuses are located at Gwalior, Bhubaneswar, Goa, Noida and Nellore. IITTM is a founder member of UN-ESCAP promoted Network of Asia-Pacific Educational and Training Institutes in Tourism (APETIT).

IITTM is committed to developing quality human resources for tourism and allied services. The target groups of its educational/ training programmes extend much beyond the organized sectors of the economy. IITTM endeavours to nurture professional and managerial excellence, social and cultural sensitivity, moral and ethical responsibility with a concern for the environment and strive for latest techniques to develop decision making abilities with a resolute approach towards productivity, excellence, innovation and value for others to enable its participants to keep pace with the changing scenario of the economy and its environs.

The faculty, staff, students and the administration of the Institute contribute to the building up an organizational culture marked by team spirit, confidence, mutual respect and concern for others. The students of the regular courses and the participants of various training programmes

enrich the culture of the Institute with their diverse background and experience. IITTM welcomes people working at different levels to attend MDPs and various tailor-made training programmes in IITTM centres at Gwalior, Bhubaneswar, NOIDA, Goa\*, Bodh Gaya\*, Shillong\* and Nellore as well as in other parts of the country.

Our programmes incorporate both subject-specific and generic business modules and have been designed to reflect industry practices and academic developments. Each of our existing courses touches upon tourism as a business activity - the organization, dimensions, social significance and impact of tourism are studied.

With entry profiles ranging from beginners to advanced levels, our programs are tailor made to meet the present need of the tourism industry. Learners are supported at every stage of learning and career development.

Two year full-time Masters of Business Administration in Tourism & Travel Management and Bachelor of Business Administration in Tourism & Travel (As per the MoU signed for collaboration with IGNT University – Ministry of HRD, Govt. Of India) is offered for learners to enable them to acquire the right skill set with ample flexibility to adapt to employing the organization's needs.

\* These campus are under the final stages of construction

### **MBA (TOURISM & TRAVEL MANAGEMENT)**

Two year full-time Masters of Business Administration (Tourism & Travel Management) degree (as per the MoU signed under the collaborative scheme of IGNT University, Amarkantak – Ministry of HRD, Govt. of India) is offered for learners to enable them to acquire the right skill set with ample flexibility to adapt to employing the organization's needs.

Our programmes incorporate both subject-specific and generic business modules and have been designed to reflect industry practices and academic developments. Each of our existing courses touches upon tourism as a business activity - the organization, dimensions, social significance and impact of tourism are studied.

With entry profiles ranging from beginners to advanced levels, our programs are tailor made to meet the present need of the tourism industry. Learners are supported at every stage of learning and career development.

## OUR TOP RECRUITERS



THE RITZ-CARLTON®



Teen Eco-Action & Adventure



### \*INTAKE CAPACITY

There are 750 seats available in all the courses at various centers of IITTM located at Gwalior, Bhubaneswar, Noida & Nellore.

S. No.	IITTM Center	Total seats	UR	OBC	SC	ST	EWS*
1.	Gwalior	334	136	90	50	25	33
2.	Bhubaneswar	112	45	31	17	8	11
3.	Noida	189	77	51	28	14	19
4.	Nellore	75	30	20	11	6	8
5.	Goa	40	16	11	6	3	4
Total		750	304	203	112	56	75

(\*10% seats are allocated to Economically Weaker Section (EWS), as per vide OM No. 20013/01/2018-BC-II dated 17 January, 2019, to access the order copy, visit [https://www.ugc.ac.in/pdfnews/8174449\\_Letter--Reservation-for-EWS.pdf](https://www.ugc.ac.in/pdfnews/8174449_Letter--Reservation-for-EWS.pdf))

(\*5% seats of the total intake are approved for the International Students)

### RESERVATION:

Reservation (for Indian Nationals) will be applicable as per central government guideline i.e. 7.5% for ST, 15% for SC, 27% for OBC (under non-creamy layer) and 10% for EWS candidates. In all the available seats, 3% horizontal reservation shall also be applicable for physically disabled candidates, for admission to MBA (Tourism & Travel Management) 2021-23. Physically disabled candidates are strongly encouraged to apply.

*Note: The candidate, who belongs to SC / ST / OBC / PWD category, must produce the valid category certificate issued by the competent authority. The OBC candidate has to produce a non-creamy layer certificate as per central Govt. regulations and issued by the competent authority within the last three years (please refer Annexure A).*

### AGE LIMIT:

The candidates seeking admission to MBA (TTM) 2021-23 programme shall not be more than 27 years of age as on July 1, 2021 (Age relaxation of 5 years will be applicable to SC/ST candidates).

### ELIGIBILITY FOR ADMISSION:

- 1) Candidates seeking admission to MBA (TTM) programme shall be required to possess a Bachelor degree from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General and OBC categories and 45% in case of candidates belonging to SC/ST categories are eligible to apply.



Note: If the seats reserved for SC/ST remain vacant then the same will be filled by the SC/ST candidates who appear for entrance exam irrespective of their ranking in the exam.

Candidates appearing in final year examination of graduation are also eligible to apply, **subject until he / she must submit their result of graduation with the requisite percentage of marks by September 30, 2021, failing which their admission will be cancelled and course fee deposited in the institute, will also be forfeited.** (In this regards, the student must submit an affidavit on non-judicial stamp paper of Rs.100/- ).

**And**

2) Must appear in any of the following Management Entrance Test and submit a valid score card between June 1, 2020 to May 31, 2021):

- i. **MAT** (Management Aptitude Test) conducted by AIMA (All India Management Association) [<http://www.aima.in>] OR
- ii. **CAT** (Common Admission Test) conducted by IIMs (Indian Institutes of Management) [<https://iimcat.ac.in>] OR
- iii. **CMAT** (Common Management Admission Test) conducted by AICTE (All India Council for Technical Education) [[www.aicte-cmat.in](http://www.aicte-cmat.in)] OR
- iv. **XAT** (Xavier Aptitude Test) conducted by XLRI (formerly known as Xavier Labour Relations Institute) [<http://www.xatonline.net.in>] OR
- v. **GMAT** (Graduate Management Admission Test) conducted by GMAC (Graduate Management Admission Council) [<http://www.mba.com>] OR
- vi. **ATMA** (AIMS Test for Management Admissions) conducted by AIMS (Association of Indian Management Schools) [<http://www.atmaaims.com>]

**OR**





- vii. Appear in written test **“IGNTU IITM Admission Test (IIAT)”** to be conducted by IGNTU & IITM.

The candidate has to write their answers on OMR Sheet. It will be an objective type test with four options of nearest answers carrying 100 questions /100 marks [General Awareness (50 Marks), Verbal ability (25 Marks) and Quantitative ability (25 marks)]. One mark for each right answer and no negative marking for wrong answer.



### 3) Group Discussion And Personal Interview:

Short-listed candidates will be required to appear for **GD and PI** at any one of the **IITTM centres**, which they have to mark in the admission form:

-  IITTM Bhubaneswar
-  IITTM Gwalior
-  IITTM Nellore
-  IITTM Noida

**Note:** Candidates must carry all the original documents for verification before being allowed for the GD and PI.

#### MODE OF APPLICATION:

- The candidate will have to apply Online.
- Kindly read the Admission Bulletin for MBA (TTM) 2021-23 thoroughly, before applying for the Admissions 2021 by visiting [www.iittm.ac.in](http://www.iittm.ac.in)

#### SELECTION PROCESS:

A candidate to be considered for admission in MBA (TTM) 2021-23 would have to participate in all the three components of the screening process, as mentioned below. If any case the candidate does not appear in one of components of the screening process will not included in the merit list. The admission in MBA (TTM) 2021-23 would be strictly on the basis of **overall performance of written test + GD + PI**, as explained follows:

i.	<b>Score Card:</b> CAT / MAT / CMAT / XAT / GMAT / ATMA	70%
	<b>OR</b>	
	<b>Written Test:</b> IGNTU IITTM Admission Test (IIAT) 2021	
ii.	<b>Group Discussion</b>	15%
iii.	<b>Personal Interview</b>	15%
		<hr/>
		<b>100%</b>

Inter-se-merit will be determined on the basis of above out of maximum 100 marks, by moderating the score of written test into 70% of marks of total marks obtained by the candidate, as practiced by the institute.

- a. In case of two or more candidates have scored equal marks, the inter-se-merit of such candidates shall be determined based on higher score and thereafter older in age.

- b. In case the candidate fails to establish their eligibility by **November 30, 2021**, the admission would be cancelled and fees will be forfeited.

### ADMISSION CALENDAR\*

• Last date of applying to appear in written test (IIAT)	August 15, 2021
• Last date for depositing of admission fee	August 31, 2021
• Commencement of Academic Session	September 9, 2021
• Last date of apply for internal transfers from one program / center to another programme / center	September 13, 2021
• Communication of decision on transfers cases	September 17, 2021
• Completion of MBA (TTM) Central Admission 2021-23	September 20, 2021

\*Tentative

### REFUND POLICY

The refund policy is applicable as per the guidelines of UGC / IGNT University, Amarkantak, M.P.

- Process of refund of tuition, development and other fees after cancellation of admission secured through CAP rounds, institute level round(s) and vacancy round(s) of admission.
- The candidate, who has been provisionally admitted, may cancel admission by submitting an application for cancellation in duplicate and may request for refund of fee within prescribed date.
- In case of the online portal will fail to detect the non-eligible applicant, then the responsibility lies with the applicant. So, the applicant needs to ensure to check his / her eligibility before applying for the Admissions 2021.
- The refund of fee as applicable shall be made in due course. It is made clear that such application for cancellation will be considered if and only if the admission is confirmed by paying the prescribed tuition fee and other fees in full and by submitting the original documents.
- **Refund shall be made after deduction of the cancellation charges as shown:**

<i>Situation</i>	<i>Refund</i>
i. On request received before the date of start of the academic session & seat could be filled by the institute	Entire fee less by Rs.5,000/- as processing +Cancellation charges of Rs.1,000.
ii. On request received on or after the date of start of the academic session & seat could be filled by the institute	Entire fee less by Rs.5,000/- + cancellation charges on Pro-rata basis
iii. On request received after the start of the	No refund

academic session & seat could not be filled by the institute

(except security deposit)

**Note:**

- The commencement date of academic season 2021-23 is **September 9, 2021** and it will count for all purposes of refund of fee cases.
- However, the late admission after the date of start of the academic session would not cover in the refund policy, only security deposit will be refunded.
- All the refund cases will be settled in the **month of October 2021**.

**\*FEE STRUCTURE**

IITTM has a modest fee regime. The fee is payable at the beginning of each semester. The inclusions in the fees are described as follows:

MBA (Tourism & Travel) Program	First Year First and Second Semesters (in Rs.)	Second Year Third and Fourth Semesters (in Rs.)	Total (inRs.)
	1,88,600	1,51,250	3,39,850

*\*Approved by the Institute's BOG in March 2019*

**Note:**

1. Students would be required to deposit academic and hostel fee semester-wise in their respective IITTM center, accordance to the schedule of deposit, failing which a late fee will be paid by the student or disciplinary action will be taken as decided by the authority under the rules of the institute.
2. The hostel fee will have to pay separately to the respective IITTM center and it is applicable only to those students who are allotted hostel by the institute.
3. Caution money deposit in the first semester of the program, is refundable to the student after the completion of his / her MBA (TTM) 2021-23 course after the production of No Dues Certificate (NDC) as well as receipt of fees along with the caution money.
4. Study Tour is mandatory for all the students and the study tour fee is non-refundable in any case.

*\*Fee estimates are indicative and are subject to approval of the competent authority.*

**IMPORTANT POINTS**

1. Institute shall not be responsible for any postal / courier delays in correspondence related to the admission process.

2. Candidates, who are admitted to the programme in the merit list and are unable to get admission to the programme of their first choice, shall be placed on a waiting list for that programme. Movements through waiting lists are strictly on the basis of merit.
3. Once a candidate has taken admission in one of the programmes of IITTM at any of the centres and his / her name is forwarded to IGNTU, his / her admission shall not be transferred to any other programme of the institute.
4. Admission to the hostel is purely on merit basis and the availability of accommodation in it.
5. A candidate / guardian must declare ailment and medical history, if any, at the time of admission.
6. Students on taking admission shall be deemed to have agreed to abide by the rules and regulations of the institute, hostel & examination etc.
7. All matters are to be settled subject to the jurisdiction of the Madhya Pradesh High Court - Gwalior Bench.

## SCHOLARSHIP

Students of IITTM can avail of **government scholarships** offered by various agencies to students of different categories. The Central Govt. as well as State Governments are providing the scholarship (*refund of tuition fee*) to the students belongs to OBC, SC, ST, PH and minorities. On an average, approximately 150 students are availing benefits from these scholarships in every academic session. For details, please contact the Scholarship Cell and the detail information is available at the website [www.iittm.ac.in](http://www.iittm.ac.in)

## FACILITIES AT IITTM

IITTM centers have state-of-the-art infrastructure that supports a learning environment. Some of the variant features are as follows:

- All the classrooms are having the facilities of air-conditioner and are well-equipped with state-of-the-art technology like projectors etc.
- All the campuses are having the facility of Wi – Fi around the clock.
- Gwalior campus is having hostel facility, auditorium, gym facility, conference room, computer lab, one of the best libraries of tourism in the country, canteen, gym facility, hostel mess, medical facilities, playground and sports facilities like the best billiards table within Gwalior city, PNB ATM facility, etc.
- Bhubaneswar campus is having the hostel facility, gym facility, conference room, computer lab, library, canteen, hostel mess, medical facilities, sports facilities etc.
- Noida campus is surrounded by the pleasing atmosphere and it is having hostel facility, gym facility, conference room, computer labs, library, canteen, hostel mess, medical facilities, sports facilities etc.

- Nellore campus is situated in the lap of the nature near to coastal areas and it is having hostel facility, conference room, computer lab, library, canteen, medical facilities, sports facilities etc.

Moreover Gwalior, Bhubaneswar, Nellore and Noida campuses offer limited hostel facilities to students at a very affordable price (*though a hostel room is not guaranteed*). Hostel rental varies from Rs. 5,500/-\* to Rs. 7,500/-\*, for a semester, depending upon the type of accommodation. This excludes the caution money deposit and electricity charges. The hostel mess costs in the range of Rs. 3,500/-\* to Rs. 4,000/-\* per month.

\*(subject to revision)

### **FACULTY MEMBERS**

Please visit <https://www.iittm.ac.in/faculty.html> to access the list of Faculty Members or else the details are available at [www.iittm.ac.in](http://www.iittm.ac.in)

### **SYLLABUS of MBA (Tourism and Travel Management)**

Please visit <https://www.iittm.ac.in/BBA.html> to access the syllabus or else the details are available at [www.iittm.ac.in](http://www.iittm.ac.in).

### **CONTACT DETAILS**

#### **Gwalior**

Indian Institute of Tourism and Travel Management,  
Govindpuri, Gwalior (MP) – 474011  
Phone: 0751 – 2437300  
Email: [admissions@iittm.ac.in](mailto:admissions@iittm.ac.in)  
Website: [www.iittm.ac.in](http://www.iittm.ac.in)

#### **Bhubaneswar**

Indian Institute of Tourism and Travel Management,  
Dumuduma, Bhubaneswar (Odisha) – 751019  
Phone: 0674 – 2472014 / 2472016; Fax: 0674-2472013  
Email: [iittmb@gmail.com](mailto:iittmb@gmail.com)  
Website: [www.iittmb.in](http://www.iittmb.in)

#### **Noida**

Indian Institute of Tourism and Travel Management,  
Plot no. A 36, Sector - 62, NOIDA, Gautam Buddha Nagar, UP – 201301  
Phone: 0120 – 2459100  
Email: [info@iittmnoida.ac.in](mailto:info@iittmnoida.ac.in) / Website: [www.iittmnoida.ac.in](http://www.iittmnoida.ac.in)

#### **Nellore**

Indian Institute of Tourism and Travel Management, South campus  
Golagamudi (Village & Post), via - Sarvepalli,

SPSR, Nellore, Andhra Pradesh-524321  
Phone: 0861 – 2353199; Fax: 0861 2353299  
Email: [iittmnlr@gmail.com](mailto:iittmnlr@gmail.com)  
Website: [www.iittmsouth.org](http://www.iittmsouth.org)

#### **Goa**

National Institute of Water Sports (NIWS) -  
A Center of IITTM  
Aivavo, Near Dona Paula Circle Caranzalem, Panjim, Goa, 403002  
Tel: 91-832-2454800 / 2456050  
E-mail: [niwsgoa@gmail.com](mailto:niwsgoa@gmail.com) and [babspillai@gmail.com](mailto:babspillai@gmail.com)  
Website: <http://www.niws.nic.in/>

#### **RESERVATION OF RIGHTS**

The Admission Bulletin 2021-23 is applicable for admission to **MBA (Tourism & Travel Management)** programs and its specializations. However, IGNTU and IITTM reserves all the right to make changes in requirements and regulations for admission, regulation for continuing the courses, contents of the courses, fee charge or regulations affecting students or making any other suitable modifications in any matter incidental or ancillary thereto, should these be deemed necessary in the interest of the student, profession or the institute. All matters of dispute, regarding the above, if any, will be subject to the legal jurisdiction of Madhya Pradesh High Court - Gwalior only.

**NOTE: THIS ADMISSION BULLETIN IS SUBJECT TO THE APPROVAL OF IGNTU**

\*\*\*\*\*

**Annexure-A: Prescribed Format for OBC Certificate**  
**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR**  
**APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs),**  
**UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum. \_\_\_\_\_ Son /  
 Daughter of Shri / Smt. \_\_\_\_\_ of Village/Town  
 \_\_\_\_\_ District/Division  
 \_\_\_\_\_ in the \_\_\_\_\_ State  
 belongs to the \_\_\_\_\_ Community which is recognized as a backward class  
 under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri / Smt. / Kum. \_\_\_\_\_ and / or his family  
 ordinarily reside(s) in the \_\_\_\_\_ District / Division of \_\_\_\_\_ State.  
 This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3  
 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT)  
 dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.  
 Dated: \_\_\_\_\_

District Magistrate / Deputy Commissioner / Competent Authority  
 Seal

**NOTE:**

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar' and
  - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.



## INSTRUCTIONS AGAINST RAGGING

With thirty-eight years of its existence, Indian Institute of Tourism and Travel Management (IITTM) has earned recognition as one of the renowned centers of teaching and research in the country. We appreciate the parents and the students for their interest and option towards pursuing their higher studies at IITTM. We wish them success in their plans towards getting admission in the programme of their choice on the campus. Those who succeed in joining a course should be making best use of the excellent facilities and congenial atmosphere available in the Institute towards all round development of their personality. We would expect our students to make best use of this opportunity and grow as able and responsible citizens. Students will be required to work hard with their energies focused towards achieving their goal.

We take pride in informing all those desirous of seeking admission, that over all these years, our IITTM has the best traditions of maintaining a healthy and congenial academic environment. We are also glad to convey that with the determined and sincere efforts of our senior students and faculty, our campus has been free from the menace of Ragging.

Course Chairpersons / Nodal Officers of all the IITTM Centers to ensure that every student and their parents be asked to submit an undertaking every academic year to the effect that the concerned students will not take part in any activity leading to ragging of junior students.

### **What Constitutes Ragging?**

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
10. Any act of physical or mental abuse (including bullying and exclusion) targeted at another

student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

11. All the senior students are advised to guide and treat junior Students affectionately.
12. Junior students may contact their Chairpersons or other Institute functionaries like Nodal Officer, Assistant Professor, Programme Officer, Administrative Officer, Chairman Students' Welfare, Wardens or Security Officer for help and guidance.

**Note: Use of Alcohol is prohibited in the Institute Campus.**