

# GUIDELINE TO OPEN T.I.H.M CENTER

भारत सरकार पंजीकृत.

## RULES TO START T.I.H.M AFFILIATED NEW STUDY CENTER

1. Application For Establishing Study Center Should Be Submitted Within The Date Stipulated In The Form.
2. The Application Should Be Submitted By Self Of The Institute Chairman/secretary / Principal Along With A Declaration On A Non Judicial Stamp Paper Worth Rs. 100.
3. If The Institute Is Registered, The Application Should Be Along With Certified Copy Of Registration.
4. The Application Should Be Self Attested.
5. The New Study Center/ Franchise Fees Should Be Make Neft/ Online Payment To "central Edu And It Research Committee". Franchise Fee Is Non Refundable.
6. Attached Photocopy Of Photo Id Proof Of Chairman/secretary /principal And Address Proof.

## CONDITION FOR APPROVAL OF NEW CENTER

1. Generally Only One Center Will Be Approve However, If Necessary, More Than One Center Can Be Accepted.
2. According To The T.I.H.M- India Rules Approval For Opening Of A New Center Will Be For Five Years But Second Year Approval Will Be Given After First Year Admission.
3. If The Centers Performance Is Satisfactory The Question Of Giving Extension For Recognizing It As A Permanent Center Can Be Considered For Five Years.
4. No Centers Are Entitled To Open A Sub Center Or A Branch Without Prior Approval From T.I.H.M - India. The Jurisdiction Of A Study Center Will Be Strictly Permitted By The T.I.H.M - India.

## RIGHTS, RESPONSIBILITIES AND WORK

1. To Distribute Study And Teaching Material.
2. To Make Arrangements For The Exam And To Appoint To Invigilator And Examiners After Obtaining Approval From The T.I.H.M- India.
3. Teachers Salary And Educational Institutes Rent Is Paid By The Center In Charge / Franchise.
4. For Successfully Running Of Courses All The Advertisement Expenses Will Be Born By Center In Charge/ Franchise.
5. Center In Charge Will Deposit Rs. 100 With A Fee (as Per Examination Fee Structure) Within A Week After Submission Of Online Admission.
6. T.I.H.M - India Issue Online Student Id With Enrollment Number After Receiving Above Mentioned Fee.
7. To Prepare Statement Of Registered Students Coming For Study At The Center And Submit Same To The T.I.H.M- India From Time To Time And Also To Furnish Required Documents For The Inspection Of The T.I.H.M - India Representatives.



## Times Institute of Hotel Management

AN AUTONOMOUS INSTITUTION REGD. BY THE GOVT. OF NCT OF DELHI UNDER ITA 1882 GOVT. OF INDIA

REGD. BY NCS-MINISTRY OF LABOUR AND EMPLOYMENT GOVT. OF INDIA  
REGD. AT MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSME), GOVT. OF INDIA  
An Autonomous Organization works for IT, HRD & Literacy



NCS- REGD. OFFICE  
Govt. of India



सत्यमेव जयते

REGD. NO.: S14K81-1040424644087

- 8.To Make Arrangement Of Conducting The Exam Of The Students Transfere From Nother Centers By The T.I.H.M - India.
- 9.The Center In Charge/ Franchise Has To Make Arrangements For The Practical Exams.
- 10.To Observe Scrupulously All Instruction/ Orders By Time To Time And Do Nothing Which May Violate T.I.H.M - India Or Come In The Way Of The Code Of Conduct Laid Down By The T.I.H.M- India.
- 11.For Any Query, The Center In Charge May Contact Head Office In Personal Or By Telephone On Any Working Day.
- 12.Hindi Is Recognized Language In Case Of Any Controversy English Is Just A Translation.
- 13.Any Center Violating The Rules Or Working Against The Prestige Will Run The Risk Of Its Registration Being T.I.H.M- India Without Any Prior Notice And All Expanses There On Will Be Born By The Center Incharge/franchise Canceled.
- 14.Any Type Of Fee Is Non Refundable If Admission Is Approved.
- 15.In The Event Of Any Controversy/ Dispute Amount Of Any Student/mebers/teachers /employees The Center/franchise Will Be Resolves By The Committee Appointed By T.I.H.M - India. Direct Approach To The Court Will Not Be Permissible, The Decision Of The Committee Is Final.

### RULES FOR REMUNERATION

Center In Charge/ Franchise Has The Right On Other Fees (admission Fee + Tuition Fee + Practical Fee) Charged From The Students  
(except Rs. 100 Registration Fee And Examination Fee As Per Fee Structure).

### SPECIAL ATTENTION

- 1.Prospectus Cum Admission Form Will Be Issued By The T.I.H.M - India At The Cost Of Rs. 100 /- The Mrp Of Prospectus Is Rs. 150.
- 2.Every Year Session Begins From July And The Final Examination Is Conducted In May/jun. The Exam Will Be Conducted In English. Question Papers Are Available In English.
- 3.Certificate And Mark Sheet Will Be Issued By “central Edu And It Research Committee”. After Fifteen Days Of Declaration Of Result.
- 4.Students Id Card, Syllabus, Answer Sheet And Questions Papers Will Be Provided Free Of Cost By T.I.H.M- India.
- 5.All Study Books And Courier Is Supplied By T.I.H.M - India On Mrp (rs. 50/- Per Kg Will Be Charge As Courier Expanses In Case The Parcels Are Delivered Through The Courier). This Is Optional.
- 6.Uniform, Bags And Study Material For The Students Has Been Issued By T.I.H.M - India On Mrp (optional).

**FEE STRUCTURE** The Total Fee Of The Course Is Payable As Under

- 1.Registration Fees Rs. 100/- (Each Student)
- 2.Admission Fee Rs. ( Self Decided )
- 3.Tution Fee Rs. ( Self Decided )
- 4.Practical Fee Rs. ( Self Decided)
5. Certificate Charges (Follow the Table)

DURATION OF CERTIFICATION	CERTIFICATION CHARGES Each Reg.	REGISTRATION CHARGES Each Reg.
<b>03 Months</b>	<b>Rs. 1500/-</b>	<b>Rs.100/-</b>
<b>06 Months</b>	<b>Rs. 5000/-</b>	<b>Rs.100/-</b>
<b>12 Months</b>	<b>Rs.10000/-</b>	<b>Rs.100/-</b>