

GENERAL NOTICE



Institute of Tourism & Hotel Management

Institute Campus & Admissions

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Admissions & Marketing

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Information & Admissions

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Class Timing:

(From January, 2011)

Higher Diploma / Diploma Programs (Morning Shift): 09:00 am to 01: 00 pm

Higher Diploma / Diploma Programs (Day Shift): 02: 00 pm to 05: 00 pm

Diploma / Certificate/ Short Course (Evening Shift): 5:30 pm to 8: 30 pm

Classes begin at the just time mentioned in the routine and terminate according to the schedule given to each class. All students are expected to be present in the class rooms at least 10 minutes before the class starts.

Visiting/Office Hours:

Institute office timing is Saturday through Thursday 9.00 am to 6.00 pm. The Admissions & Administrative office of the institute, Chairman & Marketing and Information & Liaison offices are open 09:00 am to 06:00 pm. Parents or Guardians are requested to observe these timings strictly. For meeting the Chairman it is always advisable to make a prior appointment over the telephone through the respective Front Desk or Student Affairs officers of the institute.

Holiday:

The Institute remains closed on Fridays and all Public Holidays. The Annual Holiday list is included in the Academic Calendar which is issued at the beginning of the year. Students are expected to follow this and attend in classes accordingly. Notice of unexpected closures and unplanned holidays will be given verbally or in writing whenever possible. However students are advised to use their discretion during hartals, flood or other emergencies or to enquire in the institute office when in doubt.

Please note that the telephones in the institute campus at Dhanmondi will be attended even in the late evenings.

English:

The delivery of lectures in ITHM is in English. To maintain international standard of education and training at ITHM, students and parents/guardians are reminded that English courses are included in Short Course/ Certificate Course/ Diploma/ Higher Diploma programmes and each student must secure pass marks in order to be promoted in the next semester. Students may be given permission to study at the appropriate level for them. However, they are encouraged to attain the minimum standard expected in their programme of study. Students are also requested to join in the "English Foundation Programme" conducted by the institute if they require more support to improve their English at a certain level which commensurate with the requirements in the industry.

Uniform:

All students are required to wear uniform as per the approved dress code of the institute. Uniform should at all times be neat and clean and meet the standard set by the institute.

For the Higher Diploma/Diploma in Hotel Administration, Diploma in Hospitality Management, Diploma in Hotel Management and Diploma in Tourism and Hotel Management students, the uniform is for male students - white shirt, black trouser, black shoes, and maroon long tie. For female students - white shirt/kamis, maroon veil/scarf, black trouser/shalwar, and black shoes.

For the Diploma/ Certificate Course in Food and Beverage Service male students the uniform is- white shirt, black trouser, black shoes, and black bow-tie. *For female students* - white shirt/kamis, black veil/scarf, black trouser/ sallower, and black shoes. If shirt and trouser is used black bow-tie.

For Diploma in Rooms Division/ Certificate Course in (Front Office and Housekeeping) Operations students - male have to use white shirt, black trouser, black long tie and black shoes. *For female students* - the same or white kamis and black shalwar and a black veil/scarf.

For the Diploma/ Certificate Course in Food & Beverage Production male students, the uniform is- white chef coat, white chef cap, black trousers, black shoes. *For female students* - white chef coat, white chef cap, black shalwar, black shoes.

For the Diploma in Travel and Tourism Administration, Diploma and Certificate Course in Travel Agency & Tour Operation male students the uniform is- white shirt, blue trouser, black shoes, and blue long tie. *For female students* - white shirt/kamis, blue veil/scarf, blue trouser/shalwar, and black shoes.

Girls are allowed to wear plain gold tops or rings in their ears and plain white or black clips or hair bands. Hairs must be tightened by clip/ribbon/bands. No other trinkets will be allowed. No make up in any form will be allowed for any students.

Students will not be allowed in classes or in practical labs without proper uniform.

Sandals/snickers and Jeans are never accepted.

Students have to pay for their own uniform.

For any tailored made courses in ITHM premises uniform is not mandatory but formal dress code may mutually be agreed upon and followed.

Students are required to carry raincoats/umbrella during the rainy season.

Students of Institute of Tourism and Hotel Management have to use the institute's uniform throughout the period of their industrial placement. In case the respective undertaking, where the students are attached for training, ask to maintain their own dress code that should be notified to the institute's authority immediately.

Identity Card:

The colour coded personal identity card that is issued by the Institute (in a plastic cover with ribbon) must be put on as a part of uniform by all students at all times within the institute premises. There will be a replacement charge of Tk. 200/= for any loss or damage of the Identity Card.

Photograph:

Student photographs (4 Passport size and 2 Stamp size) should be submitted in two weeks time after the admission. 3 years Higher Diploma and 2 years Diploma students should submit the above required photographs at the beginning of every year.

Academic Rules and Regulations:

All students are expected to behave as civilized people, both within and outside the institute premises. For any conduct that damage the reputation of, or dishonour the institute, the disciplinary

committee may take actions and impose penalty including expulsion from the institute.

The institute will be a completely smoking free zone as per government declaration for all educational institutes. The responsibility remains with students that they will never bring any cigarettes and any legal or illegal alcoholic drinks and drugs of any sort at the institute premises. Any violation of this need to be dealt by individual student and actions will be taken as per the law of the country.

Students must follow high standard of ethics of academic life. They need to show their performance without any improper or unauthorized help. Disciplinary actions will be taken against the students in cases of proven dishonesty, plagiarism, cheating and any inappropriate behaviour.

If any student fails to attend in 1st or 2nd or 3rd or all class tests he/she has to submit an application to the respective course teacher stating the reasons of the failure and for arranging the re-take exam. In any case he has to submit relevant documents along with the application i.e. Medical Certificate. The same he has to do in case of failure to complete each assignment and presentation on time.

In case of failure to sit for the Mid-term Examination an application for the re-take to be submitted to the Principal through the course teacher along with the payment receipt of the retake fees, and this must be completed within the next semester, otherwise he has to re-register for the said course(s).

If any class tests and or Mid-term examination remains incomplete no students are allowed to sit for the semester final examination of any courses. In that case he/she has to meet the Principal making a prior appointment through the Front Desk Officer for further steps. For participating in the semester Final application for re-take examination has to be submitted within the next semester with the respective faculty's approval and the fees for retake exam.

Absences and Late attendance:

1. Students attending late on three consecutive days will be marked as absent for one day.
2. Please note that entry is restricted after 10 minutes from the class start and students will not be allowed to enter after that.
3. If a student is absent due to ill health a letter of excuse from him must be submitted on the first day he/she attends after the absence. In case any student is absent for more than 3 days due to ill health a letter of excuse along with the Medical papers must be submitted on the first day the student attends after the absence.
4. Prior permission to be taken from the Principal if any student needs to remain absent from the institute for any reasons other than ill health. Any tests/ exams/ practical missed during such absences cannot be taken unless specific permission has been obtained from the institute, otherwise the student may lose those marks from the total.
5. Attendance is compulsory of all students in all classes. If any student is found absent for more than 30% in any subject without a valid justification, his/her name is automatically be stuck-off from the said course. In addition to that he/she will not be allowed to take part in the midterm or semester final examinations. Also no certificate or testimonial will be issued for the completion of any courses.
6. Early leave in any emergency could be obtained informing the respective Faculty member or the Principal, if he remains available at the premises.

Students are requested to keep in contact with the institute and to notify the institute in writing in case of illness, long absence or inability to sit for any examination. Any application related with any

unusual issue to be submitted to the Principal through the Students' Affairs Officer.

Rules of using Practical Labs:

Institute of Tourism and Hotel Management is committed to provide full-fledged practical laboratory facilities to its students. It ensures the best education in the field of hotel and tourism by a flexible but standard hybrid curriculum which is supported by well equipped different practical laboratories. The combination of theory and practice at the institute will generate the future hotel and tourism associates in Bangladesh and as well as around the world. The students are strictly advised to maintain the following rules and regulations while they will be in the practical laboratory in the training classes.

1. Get permission from the Instructor before entering into any practical laboratory.
2. Get properly uniformed for using specific lab and attending different practical classes.
3. By handing over all belongings of the institute to the Faculty/ Instructor and permission seek before leaving the lab.
4. For any sorts of breakage/loss/damage of any equipments/utensils draw attention immediately of the Instructor and Management of the institute to take care and decide on the matter. For any damage caused by the students, replacement will be made through fine that will be adjusted from the caution money kept with the institute.
5. Put all dirties in the waste bin and help the office staff to clear all the bins for the next batch to use the labs.
6. Seek permission from the Instructor before start working and also declare about your own belongings.
7. Always follow the instructions of the Faculty/Instructor and remain safe to use the respective lab properly.

The Flame-

1. Receive materials/utensils/ingredients from the Faculty/ Instructor before start working
2. Ensure the best use of all the kitchen equipments/utensils belong to the institute and clean and return all in working conditions to the Instructor before leaving the kitchen.
3. Clean all working tables/burners/sink properly as other group of students can use those immediately after using by one group.
4. Clean the floor properly and dry it up before leaving the kitchen.
5. Keep the kitchen always in hygienic condition to prepare the best quality food.

The Sweet Reverie-

1. Ensure the best use of all the housekeeping equipments belong to the institute and clean and return all in working conditions to the Instructor before leaving the lab.
2. Clean all electrical and mechanical equipments and agents as and when required, which ensures that other group of students can use those immediately after your use and the safe use of chemicals and electrical equipments by you.
3. Keep the Housekeeping lab bathroom always in hygienic condition.

Bon Appetite-

1. Ensure the best use of all the restaurant equipments belong to the Institute and clean and return all in working conditions to the Instructor before leaving the restaurant.
2. Clean all working tables/sideboard/counters/crockery/cutleries/glassware properly as other group of students can use those immediately after your use.
3. Clean the floor properly and vacuum it up before leaving the restaurant.
4. Keep the restaurant always in hygienic condition to ensure the best quality Food service.

Blue Nights Bar-

1. Ensure the best use of the entire bar equipment/utensils belong to the Institute and clean and return all in working conditions to the Instructor before leaving the bar.
2. Clean all working tables/sideboard/counters/crockery/cutleries/glassware properly as other group of students can use those immediately after your use.
3. Clean the counter Shelf properly before leaving the bar. And the keep the Bar in hygeinic condition to ensure the best quality Beverage Service.

Global Span-

1. Do not touch any tools/equipments without the presence or permission of the respective course teacher.
2. Ensure the best use of the tools/equipments of the computer lab belongs to the Institute.
3. Connecting any pen drive to any computer of computer lab is strictly prohibited.
4. Clean all Computer tables/desks, shut down and switched off the computer properly as other group of students can use those immediately after your use.

Certificate and Testimonial:

1. The Institute's academic year is divided into 2 semesters each comprising a 4½ months session and rest of the 3 months industrial attachment every year. For admissions the institute follows 4 intakes in a year i.e. Spring semester starts in January, Summer in April, Autumn in July and Winter in October.
2. Students/ Guardians are requested to collect the Certificates and Testimonials personally after successful completion of respective courses, clearing all the dues and paying respective fees. Close cooperation in this respect is essential. In absence of any student, parents or siblings can collect the Certificate on his behalf with proper authorization letter signed by the respective student or Certificate could be posted to his/her mailing address provided that the payment is made for the certificate issuing fee and certain amount for the postal charges (i.e. required amount of stamps, returning envelop mentioning forwarding address of the students.)
3. Students scoring less than the minimum stated below as an aggregate for the semester will also not be promoted to the next semester. Those unable to attain a minimum requirement for continuing in the institute will be asked to leave the institute at the end of the year/semester.
4. Students repeating semester for the 2nd time and fail to pass will be unable to continue in the institute.

Course	Minimum for Promotion	Minimum for Retaining Seat
Certificate	60%	50%
Diploma	60%	50%
Higher Diploma	60%	50%

5. Certificate, Transcript and Testimonial should be handled carefully as these are permanent documents for the students and when it is issued the receiving copy must be signed by the student /guardian /authorized person. There will be a duplicate copy/ replacement charge of Tk.1000/= (Taka One Thousand Only) for any loss or damage of the original Certificate/ Transcript/ Testimonial.

Change of Programs of Studies:

It is extremely difficult for the institute to allow any students to change their programs of studies once they got admitted or finish their orientation program or start classes. Students are requested not to do so. However if any circumstances changes or arise then they can submit an application stating the reason in details to the Chairman through the Principal. Students should remember that any changes in their programs of studies is entirely depends on the discretion of the authority of the institute, never can be considered as students right.

Industrial Attachment:

All students of Higher Diploma, Diploma and Certificate Courses are obliged to continue practical training sessions and industrial attachments for certain duration and after completion of the attachment they must submit formal report before getting their course completion certificates.

Some attributes required for students in order to place in good hotels or tourism industry undertakings. They select the students under their own criteria and their selection policy is without caring any interfare of the authority of the institute. They usually seek -

- i. Ability of the students to communicate in English
- ii. Subjective knowledge of the respective program of studies they have studied
- iii. Attitude to serve and well groomed
- iv. Well mannered, courtious, neat and clean

Rules for Refund of Training Lab Security Deposit:

- i. Application on a prescribed Form should be submitted at least 10 working days prior to the date payment is requested. Application Forms to be collected from the Accounts office of the Institute. Original Security Deposit Fee Receipt must be attached to the completed Form.
- ii. Training Lab Security deposit refund is not possible under the following conditions-
 - a. If the student leaves without prior written information to the institute.
 - b. If the student has completed the first semester and leaves the institute after the second semester has begun.
 - c. If the students name is stuck-off for non payment of fees.
- iii. All dues should be paid inclusive of the semester in which the student informs the Institute that he/ she is leaving and applies for a Testimonial.

- iv. Clearance must be obtained from Institute Resource Centre that all books have been returned.
- v. Clearance must also be obtained from the Institute that any equipment is not due.
- vi. Security Deposit will be forfeited if it is not collected within four months of students leaving.

Rules for Payment of Fees:

- i. Students and Parents or Guardians are highly encouraged to pay all fees in cash or cash/crossed cheque directly to the Accounts Office of the institute. It is advised that without official money receipt of the institute no fees should be deposited. Money Receipts could be checked at any time during the classes and students will be obliged to show it upon request.
- ii. All the due fees should be paid within the given time of the ongoing semester. If the last date of payment falls on a scheduled holiday such as a weekly or Public Holiday then the fee should be paid before that date not after holiday.
- iii. Students who continue 2nd/3rd year of education after finishing industrial attachment have to pay the instalment or the payment of first semester of 2nd/3rd year before Final Exam of Second/fifth Semester of 1st/2nd year. Otherwise their 1st/2nd year Final Exam is not taken and attachment is not arranged by the institute.
- iv. At the time of admission students have to pay admission and tuition fee in full of the program along with the security deposit. Only where instalments are allowed students need to pay the admissions and 1st instalment of the tuition fees along with security deposits for using the lab.
- v. If course requires one laboratory to use students have to pay Taka 2,000/= and in case of all labs to be used then students have to pay Taka 5,000/= as security deposit.
- vi. Students can use the resource centre of the institute only after the procurement of the Library Card by paying Tk. 500/- for the same. For the Library Card students have to provide 2 PP size photograph along with the prescribed Form of the resource centre. In case of loss or damage of the library card students have to pay Tk. 200/- for the reissuing fee.

In case of any loss or damage of the book the penalty will be charged 3 times of the published value of the book.
- vii. Prime Bank Ltd., Dutch Bangla Bank Ltd., Standard Bank Ltd. and Bangladesh Commerce Bank Ltd. are authorized to collect fees of the students on behalf of the institution. All Branches in Bangladesh of these banks receive all kinds of fees for the institute. Students or Parents or Guardians are requested to receive filled up deposited slip from the institute at the time of admission. As soon as any student's payment is realized in the institute's bank accounts an official money receipt is issued quickly and informed the students to collect.
- viii. If payments are made by crossed cheque then the fee must be paid before the 3 working days of the last date of payment as the Banks normally post this cheque to collect money which takes usually 3 working days.
- ix. The fine for late payment is as follows -
 - a. If the student receives the 1st Reminder after the last date of payment mentioned in the usual "Fees Collection Notice" whether it is at the end or middle of ongoing semester the fine will be Taka 250/=. The usual "Fees Collection Notice" is issued 15 days before the payment date.
 - b. If the student receives the 2nd Reminder after the last day of payment date mentioned in the 1st Reminder the fine is Taka 500/=. 2nd Reminder is issued after one week of issuing the 1st Reminder.

- c. If the student fails to pay the dues within the last date mentioned in the 2nd Reminder then the name stuck-off notice will be issued. The fine after receiving name stuck-off notice will be Taka 1000/= . Name Stuck-off Notice is usually issued after one week of issuing the 2nd Reminder.
- d. If any student fails to pay the dues before the last date mentioned in the name stuck-off notice then the student's enrolment will be cancelled and the lab security deposit will be forfeited. Re-admission entirely depends on the availability of the seats and payment in full of the re-admission fees, semester charges and fresh security deposit. Usually re-admission fee of Taka 10,000/- is charged along with tuition fees of the semester of the respective program and security deposit.
- e. Please note that the fees are collected with proper notices so that the rules for late or non payment are enforced very strictly.
- f. No Testimonial, Transcript and Certificate are issued unless the student has cleared all outstanding dues.
- g. Students have to pay Taka 1000/- for the Final Certificate, Taka 500/- for the Transcript and Taka 250/- for the Testimonial.
- h. A duplicate copy will be issued by the institute in case of any loss or damage of the original document of any of the above. In that case Taka 1000/- will be charged to the student for Certificate or Transcript or Testimonial.
- i. If students fail to sit for the scheduled examinations (e.g. Class Test, Assignment, and Semester Final Exam.) of the respective semester can attend the retake examination provided that they have to pay the following fees for arranging those examinations:
 - 1. Semester Final ----- Taka 1,000 per subject (if applied within next semester)
 - 2. Mid Term ----- Taka 500 per subject
 - 3. Class Test ----- Taka 250 per subject
 - 4. Assignment ----- Taka 250 per subject
- j. Students and Parents or Guardians are requested to contact Accounts Office of the Institute regarding any of these matters or any unusual circumstances.
- k. Fee deposit slips for depositing fees in Banks are given free of cost at the time of admission but if it is lost or damaged then lost fee deposit slips will be replaced at a cost of Taka 20/=.

Discount on the Tuition Fees:

Usually no waiver on the tuition fees is given to the students once they start classes. Fees waiver application in a specific Form is accepted before the admission. However, if any students circumstances change suddenly they may submit an application but still the possibility of getting waiver remains at very low level. Students of the institute are strongly advised not to try to submit this kind of application.

Change of Payment of Installments:

The institute is very strict in collecting the tuition & all kinds of fees. It never compromises with the specific payment dates for collecting the tuition fees. Usually if any student fails to pay the tuition fees after receiving 15 days advanced notice of the payment he/she is given restriction to enter in the classes or sit for the exam. Payment of fees instalments are mandatory for all students within the time

limit which at the time of admission is communicated to every students. However, if any student do not know the procedure correctly he/she has to check with the respective admissions personnel of the institute as soon as classes start. If any student faces any problem and seek any alternate arrangement of the instalments that is only can be decided before admission. After admission payment of fees in installments cannot be changed. Students are advised not to try to pay the fees to the accounts in the way which is not prescribed.

Institute Policy regarding the general appearance of Students:

The institute requires students to wear the prescribed Institute uniform in order to establish a formal, academic and training atmosphere that is conducive to learning. Also they have to behave completely formally and courteously in every interaction with the respective Faculty, office personnel and students of the institutes.

Institute policy is to emphasize the development of the personal and intellectual qualities of the students by making physical considerations such as dress irrelevant. We are committed to the development and growth of a strong international spirit and a deep sense of regard for certain norms and customs of local and global tourism and hospitality industry. The students are strongly advised to be accustomed gradually with the most sobre, soft and courtious behaviour which the institute refers "Hospitality Manner".

A sobre and decorous general appearance is a part of the overall requirement for dress for these reasons. Students are expected to have a neat and smart physical appearance that encourages active participation in all aspects of the learning process. Institute believes that the correct general appearance and hospitality manner of any student help them to enter in global hospitality industry smoothly.

General:

1. Students must inform the institute in writing immediately in case of any changes in telephone numbers and address.
2. Extra curricular activities such as debates, extemporaneous speech competition, drama, music, quiz competitions, publishing wall magazines, etc. are encouraged.

Discipline:

The greatest emphasis is put upon general discipline and students are requested to learn all the institute's rules that are strictly observed. The institute reserves the right to take such action in the case of infringement of institute rules as may be judged necessary at the absolute discretion of the institute authorities. This may include suspension, withdrawal or expulsion of any student from the institute at any time during the semester of the year. If any student faces any unusual or awkward situation and wants to make a complain he/she is highly encouraged to submit a written document in a sealed envelop addressing to the Chairman at the front office of the institute. Usually the students complain is taken care with highest confidentiality by the Chairman and handled the grievance with proper witness, proofs and documents as per the policy and procedures. In case of any student wants to meet the Chairman with the complaint then he/ she has to take a prior appointment through the front office of the institute.

Certification:

1. The academic records and results are maintained by the Institute and the answer scripts and other academic documents are kept up to maximum of five years. Therefore, applications for Certificates or Transcripts or Testimonial should be made within that period to avoid any discrepancies at later stage.
2. Certificates along with transcripts to be provided to the successful students during the Award giving ceremony each year. Prior enrolment must be made by the students for ensuring their participation in the ceremony.
3. Regular and any special requests for Certificates, Transcripts and Testimonials etc. are issued only upon submission of a written application. The minimum time for completing the procedure is five working days.
4. All dues and charges for the respective document must be cleared before Certificates and Transcripts or Testimonials are issued to the student.

Institute Policy regarding Change of Name and Date of Birth:

The entry level record of Name and Date of Birth (DOB) in the institute is entered following the Secondary School Certificate (SSC) since the practice of official registration of birth is not widespread or common in Bangladesh. If Passport/ National Identification/ Voter Identity Card carries different information for the same student even then SSC Certificate records will be accepted. As such it becomes incumbent upon the Institute to be very particular about the accuracy and credibility for the facts for which certification is issued to other institutions or authorities. All the facts, which are submitted to the institute such as Date of Birth, Spelling of Name, previous institutions records etc. are deemed to have been accurately recorded by the students when they fill out the Admission Forms. Change of date of birth at a later stage makes the entire process of Admission open to questions and the institution's credibility. Students or Parents or Guardians are requested to ensure that all the information given to the institute is factually correct in keeping with all other official documents and records.

The institute reserves the right to reject any application for change of factual information made after the student has been given admission.

Documents Verification:

The institute reserves the right to verify all documents i.e. previous academic certificates and transcripts, training/ course certificates and experience certificates. The verification process is completed by the institute before/after the course of the students at the institute. If any fraud/ fake document determines which are submitted by the student at the time of admission then the admission of the student at the institute is dismissed and no official documents i.e. Certificate or Transcripts or Testimonial in favour of the student and his courses will be issued. Even the institute is entitled to take further action if required on the basis of the level of the fraud.

Complaints & Grievances:

If any student faces any problem related to his/her academic issue he/she is suggested to discuss with the respective Faculty. If it is not solved he/she is requested to discuss with the Student Affairs or Front Desk Officer seeking attention of the Principal. If the problem remain sping then he/she is advised to submit an application to the Principal. And if the problem is unsolved after that he is

requested to take an appointment from the Front Desk Officer or Students Affairs Officer to meet the Chairman.

There is no alternation or consideration or special favour in collecting the tuition fees which is why students or parents or guardians are requested not to discuss their irregular tuition fees payment issues to any officers of the institute. If any student or parent or guardian has any complain or seeks any favour then he/she has to take an appointment of the Chairman through the Front Desk Officer or Students Affairs Officer. If the student, parent or guardian has any specific complain or grievance then he/she is not entitled to challenge or threat or misbehave with the officers/staffs of the institute. Handling complain and grievance is the responsibility of the Management only. If any student/parent/guardian has any complain against the respective officers then it should be reported to the Chairman in writing. Apart from the regular process if any student misbehave or misconduct with the officers/staffs of the institute a tough disciplinary action will be taken by the disciplinary committee against the student.

Institute is committed to many kinds of services to be rendered to the students which is mentioned in marketing & promotional literatures. As per the policy the institute always provides personalised and specific professional counselling service before admission. After admission if he/she is not satisfied with the services then he/she has to contact the management individually/ personally through the Students Affairs Officer or Front Desk Officer. Standing on its own policy institute never handles a group of parents or group of students or group of guardians to discuss any specific issue. Please institute ensures personalised services for each and every student, this is why it only handles the grievances or complains case to case basis.

Transfer to Local Private Universities:

The institute never encourages its students to transfer to other university since it is on the verge of offering Bachelor Degree. However students can transfer to local Private Universities i.e. IBAIS University, The Peoples' University of Bangladesh and Primeasia University which have cooperation with the institute. The students transfer to local private universities only for Bachelor Degree in Tourism and Hotel/ Hospitality Management. They transfer after completion of 2 years duration Diploma and 3 years duration Higher Diploma in Hotel Administration programmes. Without completing the programs successfully students are not entitled to receive their Academic Transcripts, Certificates and Testimonials/ Recommendations to transfer to those universities. For getting admission in the local private universities students have to apply through the institute. They have to complete the application Form well in advance before the semester starts there. Students are advised not to communicate the respective universities by themselves. Usually the institute authority contact the university, handle the students admission and monetary matters.

Local Job Placement and Transfers:

Apart from the work placement/industrial training the institute is engaged in the placement of its' graduates for their careers not only in Bangladesh but also in overseas countries. Local Job Placement works are solely handled by the Management of the Institute.

Normally tourism & hospitality industry undertakings like airlines, travel agencies, tour operators, hotels, restaurants, resorts, clubs, fast food shops, theme parks and recreational service providers inform the institute about their vacancies. The institute put notices in its Notice Board in order to inform the students. The institute contact directly the respective authority of the interested

graduates to the organisations. The Institute handles the whole process to secure the jobs for its students. In any circumstances the institute provides special testimony and recommendation to the students. In maximum cases the institute uses its' connection for ensuring the jobs for the students.

Although the Institute handles the whole process to put the students in the job just like an Employment Agency but the institute provides this service to its' students/ graduates free of cost. The institute charges neither the students/graduates nor the employers/companies for rendering this service.

The students/ graduates are very strongly advised not to involve in any monetary affairs for securing their jobs. They must remember that no body from institute or employer has the capacity to interfere in any part of the selection process. For any special consideration or request the students have to discuss this with the Chairman. Upon the consent of the Chairman the institute will take care of the students.

In any case if any student pays any money to any organization or the company for ensuring job there and if it is known by the authority of the institute then the student will not receive any recommendation and testimony from the institute. At the same time his/her job placement process will be cancelled. Institute of Tourism and Hotel Management never takes any responsibility for any unfair deal on unethical practice. The students/ graduates must remember that institute never receives any money without their Official Money Receipt signed by its' accountant and respective authority.

International Transfers for Further Studies:

The institute has strong academic partnerships with the specific and selected specialized hotel tourism institutions of the world. Institute of Tourism and Hotel Management is in a position to counsel the students from the very beginning for their further studies & career pathways. Usually the students' credit transfers along with the visa are handled by the office of the Chairman at - Meherba Plaza, Suite # 8A (8th Floor), 33 Topkhana Road, Dhaka-1000, Bangladesh. Phone: 88029557855, 9569605, 7174862, Fax: 88029571868, Email: abuhena@uspaabd.com. Website: www.uspaabd.com. The Chairman of the institute ensures the best & professional services for its' students for their Admissions Abroad, Credit Transfers & Scholarships, Grants, documentations for Visa and related travel arrangements.

For transfers to abroad students are strongly advised to contact the Chairman's office of the institute. In case if the Chairman is not available in any of his Bangladesh offices, students are encouraged to contact him in his UK office at - USPAA (UK) Ltd., Registered Office: 24 Osborn Street, London E1 6TD, UK, Mobile: 00447535016214 by SMS or email at- abuhenamkamal@yahoo.com or request the Student Affairs Officer of the institute to make arrangement to talk to the Chairman through the institute's telephone. The Chairman in person handles the students Admission abroad, Credit Transfer, Scholarships and Visa documentation so that the students have to contact the Chairman and have a formal counseling with him for accurate & correct career decision. When the Chairman of the institute works in his UK office then he takes the responsibility to keep the communication good standing with the students who are on the way of international transfer.

Study in overseas countries is a very critical and serious decision of a student and the family. It is connected with huge monetary affairs. This is why the institute gives highest priority to ensure high quality service to its' outbound students. Before securing the visa no service charges or other relevant expenses is concerned with the processing accept the payment of the overseas institutions. Payment

of the tuition fees in the overseas colleges is done only by the Telegraphic Transfer in the name & account of overseas institution. Students and parents are clearly instructed and advised not to pay any extra money for any services before visa. After visa the students are obliged to pay the service and related charges to the office of the Chairman only upon receiving the official Money Receipt. Without official receipt the students are instructed not to give any amount of money. The Chairman of the institute will never take any responsibility for any outbound student if he/she pays any amount of money before or after visa without any official money receipt.

International Job Placement:

The Institute of Tourism and Hotel Management is committed to secure high quality service for Job placement of institutes' graduates. Institute invites and hosts International Employers of different Hotels, Restaurants, Clubs, Pubs, Theme Parks, Cruise lines, Airlines, Travel Agencies, Tour Operators, Recreation Centres and Gulf courses to conduct Job interview with the graduates directly at the institute premises. Institute tries it utmost to secure Jobs for it's graduates in overseas countries taking in consideration that the local hospitality and tourism industry is not that much attractive for high profile graduates and tendency of most of the graduates to go abroad for securing better career.

As and when the office of the Chairman receives any requirement/order from the Overseas Employers it is announced immediately at the institutes' notice board mentioning the contact details for further steps. Graduates have to apply through a formal process to the Chairman of the institute. The Graduates are requested to pay to the Chairman of the institute or in his office at any stage of their Jobs or settlement only upon the consent from him. Institute is never entitled to receive any money without its' official Money Receipts with authorized person's signature. It is very well known to the country people that securing overseas employments through the recruitment agency is extremely risky and uncertain this is why the institute never instructs any of its' students to go to any recruitment agency. The graduates and their parents are advised to get consent of the Chairman about the total expenses, phases and mode of payment for the overseas employment and visa processing. The institute is never responsible for any payment made to anyone else without the official Money Receipt of the Institute Chairman's office with authorized signature. The overseas employment handling process is done by the Chairman's office of the institute and a very fair and neutral treatment is given to every one. There is no need for any persuasion or any lobbying or secret contacts for better opportunity or better service. Graduates or parents are advised to refrain from these sorts of practices. They are ensured that standing on the high ethical standard the Chairman is committed to maintain equal opportunity to every one and proper justification for the deserving graduates.
