



hiscet

**HARYANA-IGNOU SOCIETY FOR
COMMUNITY EDUCATION AND TRAINING**

**A JOINT VENTURE OF
GOVT. OF HARYANA & IGNOU**



STUDENT HANDBOOK & PROSPECTUS

Certificate in Security Management

Certificate in Fire Safety

Diploma in BPO : Finance & Accounting

Certificate in House Keeping Operations

Certificate in Front Office Management Operations



₹ 100/-

HARYANA – IGNOU SOCIETY FOR COMMUNITY EDUCATION & TRAINING ®
(A Joint Venture of Govt. of Haryana & IGNOU)

**Govt. Polytechnic Campus, Manesar,
Gurgaon, Haryana – 122051**

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1.1 HISCET

Haryana – IGNOU Society for Community Education and Training is a joint venture of Technical Education Department, Government of Haryana and Indira Gandhi National Open University. The Society has been constituted to run and manage two institutes

1. Institute for Competency Advancement of Teachers, Manesar, Gurgaon
2. Haryana-IGNOU Community College, Manesar, Gurgaon

2.1 Community College

Community Colleges are a complimentary system of education which aims to empower individuals through appropriate skill development leading to gainful employment in collaboration with the local industry and community. They offer the advantage of tailoring programmes to local needs and state-based requirements by using approaches that will be most acceptable to workers in the given community. Community Colleges generally have a 1-2 year curriculum that either leads to an Associate Degree for transfer to an undergraduate college or to the student's direct entry into any occupation or trade. These colleges are a source of economic growth because they provide an educated and skilled workforce that improves the quality of life for individuals, students, communities, and the nation.

The purpose of Community Colleges is to provide skill-based livelihood enhancing education and potentiality for employment to the disadvantaged and the underprivileged, providing appropriate skill development, in collaboration with local industries leading to gainful employment. The Community College in India is, thus aimed at the empowerment of the urban poor, rural poor, tribal poor and women. The Vision of the Community College is built on the idea of a college *of the Community, for the Community and by the Community* and to produce responsible citizens. The Community College initiative is in conformity with the wish of the people and instead of imposing the programme on the people, it builds programmes which are based on the need of the community.

The key thrust areas of the Community College system are access and equity, flexibility in curriculum and teaching methodology, cost effectiveness and inclusiveness, collaboration with the industrial, commercial and service sectors of the local area. Community Colleges respond to the social needs and issues of the local community. These Institutions plan for internship and job placement within the local areas, promotion of self employment and small business development.

3.1 TECHNICAL EDUCATION DEPARTMENT, GOVT. OF HARYANA

The Haryana State Board of Technical Education has been constituted by the Government of Haryana vide Haryana Act No.19 of 2008 which received the assent of the Governor of Haryana on 18-04-2008 and the Act came into force after the same was notified on 6th May, 2008 by the State Government into Haryana Govt. Gazette (Extra.).

Our Mission : To Impart Diploma Education in the field of Engineering & Technology, Architecture, Pharmacy, Management , Accounts, Applied Art & Craft.

Our Vision : To reorient Technical Education which shall be Relevant to the Real World-of-Work, attractive to the students, responsive to the industries & connected to the community at large.

- Our Objectives** To create Technological Capacities (Technician, Engineer, Scientist & Manager Level) near to developed Nations.
- To produce technical manpower capable of accepting global challenges & employable from day-1
- To prepare work force for unrecognised sector through Informal Technical Education.

4.1 INDIRA GANDHI NATIONAL OPEN UNIVERSITY

The Indira Gandhi National Open University (IGNOU) was established by an Act of Parliament in 1985 to achieve the following objectives:

- democratizing higher education by taking it to the doorsteps of the learners;
- providing access to high quality education to all those who seek it irrespective of age, region, religion and gender;
- offering need-based academic programmes by giving professional and vocational orientation to the courses;
- promoting and developing distance education in India;
- setting and maintaining standards in distance education in the country as an apex body.

4.2 Prominent Features

IGNOU has certain unique features such as:

- International jurisdiction
- Flexible admission rules
- Individualised study: flexibility in terms of age, place, pace and duration of study
- Use of latest information and communication technologies
- Nationwide student support services network
- Cost-effective programmes
- Modular approach to programmes
- Resource sharing, collaboration and networking with conventional universities, open universities and other institutions/organisations
- Socially and academically relevant programmes based on students need analysis
- Convergence of open and conventional education systems

4.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Taking IGNOU programmes to African and West Asian countries including Maldives, Mauritius, Nepal and Seychelles in all to 35 countries.
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channel 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Launch of 'Edusat' videoconferencing channel (2 way video, 2 way audio).
- Launch of Gyan Vani and other dedicated educational FM channels.

5.1 List of Programmes offered

Sl.	Name of the Programme	Prog. Code	Eligibility	Credit	Min. Age	Duration		Medium	Fee
1	Certificate in Security Management	CMS	Class 10 Pass	16	18	6 Months	2 years	Hindi	Rs. 7500
2.	Certificate in Fire Safety	CFSTY	Class 10 Pass	16	18	6 Months	2 years	English/ Hindi	Rs.15000
3.	Diploma in BPO : Finance & Accounting	DBPO (FA)	10+2 with English as Compulsory Subject Passed with Aggregate 50% marks or Bachelor degree and above with English as a complesory subject at 10+2 level)	16	No Bar	1 year	3 years	English	Rs.14000
4	Certificate in Housekeeping operations	CHO	Class 10+2 or its equivalent	18	18	6 Months	2 years	English	Rs.7500
5.	Certificate in Front office Operations	CFO	Class 10+2 or its equivalent	18	18	6 Months	2 years	English	Rs.7500

5.2 Course Preparation

Learning material are prepared for the courses by a team of experts. Self Learning Printing Material will be supplied directly to the students. The cost of the printed material is included in the tuition fee.

5.3 Admission Procedure

Based on merit & physical fitness.

5.4 Evaluation System

The Term-End-Examination will be conducted by IGNOU.

The weightage for the Assignments (20%), Term-End-Examination (60%) and Practical (20%). The minimum marks required for completion of programme are : assignment (50%), term end examination (50%) and Practical(50%).

Overall marks:

1st Division: > 60%,

2nd Division : 50% - 59%

Failed: < 50%

Candidate is required to get minimum marks (50%) in each component.

5.5 Term-end Examination and payment of Examination Fee

The Term-end Examination will be conducted twice a year in the months of June and December. Students will be permitted to appear in term-end examination subject to the conditions that registration for the courses, in which they wish to appear is valid, minimum time to pursue these courses is completed and they have also submitted the required number of assignment (s), in those courses by the due date.

Examination fee per course is required to be paid.

5.6 Refund of Fee

Fee once paid will not be refunded under any circumstances.

5.7 Disputes on Admissions & other matters

The place of jurisdiction of filing of suit, if necessary, will be only at Gurgaon.

5.8 Recognition

All the programmes are recognized courses of IGNOU, New Delhi and Certificate/Diploma will be issued by IGNOU, New Delhi.

6.1 DETAILED CONTENTS OF THE COURSES OFFERED

6.1.1 CERTIFICATE IN SECURITY MANAGEMENT

Sr. No.	Course Code	Title	Credits
1.	0SEI-001	DUTIES OF SECURITY PERSONNEL	4
2.	0SEI-002	DEALING WITH RISKS	4
3.	0SEI-003	CONTROLLING & MONITORING	4
4.	0SEI-004	SAFETY & FIRST AID	4

6.1.2 CERTIFICATE IN FIRE SAFETY

Sr. No.	Course Code	Title	Credits
1.	0SEI-011	INTRODUCTION OF FIRE	4
2.	0SEI-012	FIRE FIGHTING EQUIPMENT	4
3.	0SEI-013	TOOLS & GEARS	4
4.	0SEI-004	PREVENTIVE MEASURES	4

6.1.3 DIPLOMA IN BUSINESS PROCESS OUTSOURCING: FINANCE & ACCOUNTING

1st Semester: Finance and Accounting

Sl. No	Course code	Course Title	Credits
1	DBPOI-001	Introduction to Finance and Accounting	2
2	DBPOI-002	Fundamental of Accounting	4
3	DBPOI-003	Procure to pay (p2p, Accounts payable)	4
4	DBPOI-004	Order to cash (O2O, Accounts Receivable)	3
5	DBPOI-005	Record to Report	3

IInd Semester: English Communications and IT Skills

Sl. NO	Course Code	Course Title	Credits
6	DBPOI-006	English Communication	8
7	DBPOI-007	IT Skills	8

6.1.4 CERTIFICATE IN HOUSE KEEPING OPERATIONS

Sr. No.	Course Code	Title	Credits
1.	BHY-001	UNDERSTANDING TOURISM	4
2.	BHY-002	FUNCTIONAL COMMUNICATIVE SKILL AND PERSONNEL GROOMING	4
3.	BHY-005	HOUSE KEEPING OPERATIONS (PART I)	4
4.	BHY-006	HOUSE KEEPING OPERATIONS (PART II)	4
5.	-	PROJECT	2

6.1.5 CERTIFICATE IN FRONT OFFICE OPERATIONS

Sr. No.	Course Code	Title	Credits
1.	BHY-001	UNDERSTANDING TOURISM	4
2.	BHY-002	FUNCTIONAL COMMUNICATIVE SKILL AND PERSONNEL GROOMING	4
3.	BHY-L003	FRONT OFFICE OPERATIONS (PART I)	4
4.	BHY-L004	FRONT OFFICE OPERATIONS (PART II)	4
5.	-	PROJECT	2

7.1 Rules

7.1.1 Reservation

In HISCET, Reservation for SCs/STs, OBCs, females etc. will be as per the Govt. of Haryana norms.

7.1.2 Category Code

(a) All India Category Seats	(AIO)	= 15% of the sanctioned intake
(b) State Quota		= 85%
[b-1] Haryana Open (General)	(Hry. Gen)	= 50% of State Quota i.e. 42.5% of total intake
[b-2] Reserved category of Haryana		= 50% of State Quota i.e. 42.5% of total intake
Schedule Castes	(SC)	= 20% of SQ (17% of total intake)
Backward classes of Haryana (A)	(BCA)	= 16% of SQ (13.6% of total intake)
Backward classes of Haryana (B)	(BCA)	= 11% of SQ (9.3% of total intake)
Physically Handicapped	(PH)	= 3% of SQ (2.55% of total intake)
ESM and their wards/	(ESM)	= 3% of SQ (1% each out of Haryana open
Dependents of freedom Fighters and /DEF/ Freedom Fighter	(FF)	= General Category, SC & BC)

25% of horizontal reservation in all above categories shall be provided for girl students.

8.1 GUIDELINES FOR FILLING UP THE APPLICATION FORM

Some instructions for filling-up of application form are given below:

1. Fill Programme Code
2. Leave the Enrolment No. blank for office use.
3. Candidates must ensure filling of relevant codes in the boxes.
4. Please follow the rule of Date/Month/Year e.g. 5th June 1976 should be written as

D D		M M		Year			
0	5	0	6	1	9	7	6

5. If your name is VIRENDER KUMAR HASIZA, then write as following in the boxes provided for

V	I	R	E	N	D	E	R		K	U	M	A	R		H	A	S	I	Z	A
---	---	---	---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---

6. Please write your Father's/Husband's/Mother's name. If the name is KEDAR NATH HASIZA, then write it as follows :

K	E	D	A	R		N	A	T	H		H	A	S	I	Z	A
---	---	---	---	---	--	---	---	---	---	--	---	---	---	---	---	---

7. Furnish the details of scholarship, if any received by you

8. Note that

- (a) Write your main subjects in short form.
- (b) Fill in the year of passing.
- (c) Write down aggregate percentage obtained by the you at the highest level of your qualification and round off to the nearest integer (i.e.61.3 should be of 61 and 65.7 should be of 66) while filling in the form.
- (d) Write the name of the Board/University from where you have attained the qualification.

9. Fill in your address for correspondence where you would like to receive your all correspondence. Do not give post box no. as address. Leave a box blank between each unit of address like house No., street name, P.O., etc. The address given by a student must be in India otherwise the Registration will be invalid.

10. Write down your landline Telephone No., Mobile No., E-mail Address if any.



Application Form



[To be submitted at the HISCET Office]

Session : July / Jan.
(Strike out whichever is not applicable)

1. Program Code (Fill in the code of the Programme)

2. Enrolment No. (For Office Use Only)

3. Are you already registered with IGNOU Yes No

4. If 'Yes', Enrolment No.

Programme Code

5. Name of the Candidate (IN CAPITAL LETTERS)

6. Father's Name (IN CAPITAL LETTERS)

7. Mother's Name (IN CAPITAL LETTERS)

8. Date of Birth

(Tick (✓) the Appropriate option in 8,9,10)

9. Nationality Indian others

10. Sex Male Female

11. Rural/Urban Rural Urban

12. Educational Qualification

S.No.	Exam Passed	Year	Board / University	Subjects	Total Marks	Marks Obtained	Percentage
1	Matric						
2	10+2						
3	ITI						
4	Others						

13. Details of Demand Darft No. (DD)

Registration fees: DD Date

14. Bank Name & City



ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining HISCET Programme. We acknowledge the receipt of your application form. Please mention Enrolment Number and the programme applied for in all your future correspondence with the University.

To be filled in by the Student.

Programme/Course Applied for :

DD/Challan No. :

DD/Challan Date :

Amount :

DD Drawn on :

For Office Use Only
Your Enrolment Number is

Please mention your full postal address at the space allocated

HISCET
Manesar

Enrolment No. _____

Name of the Programme _____

Name _____

Father's/Husband's Name _____

Address (in Capital Letters) _____

Pin Code _____

Full Signature of the Candidate _____

LATEST PHOTOGRAPH
TO BE PASTED WHICH
WILL BE
ATTESTED BY
UNIVERSITY OFFICE

Attested by
Principal _____
Community College
(HISCET)

Please mention full postal address at the space allocated

Affix Postage
stamp for
Rs 6/-

To, _____

From
The Principal
Community College
(HISCET) Manesar
Gurgaon - 122051

CITY : _____

STATE : _____

PIN :

INSTRUCTIONS

1. This card should be produced on demand at the Community College and Examination Centre or any other Establishment of HISCET to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Principal Community College, on payment of Rs. 100/- by way of Demand Draft only in favour of Haryana – IGNOU Society for Community Education and Training, Manesar
4. Loss of Identity Card is to be reported immediately to the nearest Police Station.
5. Identity card is to be submitted to the issuing authority after completion of this said programme.



STUDENT CARD

FOR USE OF HISCET FACILITIES ONLY