



**OFFICE OF THE PRINCIPAL, IHMCT&AN, HYDERABAD – 500 007**

IHM(H)/U-III/Cir./2024-25/

03-03-2025

**CIRCULAR**

Sub: Submission of Research Project Report (BHM 309) for B.Sc. III Year  
(Regular) – Reg.

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In continuation of our previous circular dated **24/02/2025**, all students of B.Sc. III Year (Regular) are hereby informed that the last date for submission of the Research Project Report (BHM 309) is **17-03-2025**. They are required to submit the hard copies to **Ms. Suvarchala Manasa** after completing all required formalities on or before the given date.

Please follow the specified format and sequence of material in your Research Project Report as mentioned below:

1. Cover Page of Dissertation (Format Given in Annexure B)
2. First Page of the Dissertation (Format given in Annexure C)
3. Letter of Approval from Supervisor
4. Table of Contents
5. List of Figures/Tables
6. Acknowledgement
7. Main Text (comprises of the chapters, bibliography and appendices)

**Note:** Before you send your Dissertation for evaluation, have a copy made for yourself. The dissertation which is submitted for evaluation will not be returned.

रसम  
3/3/25

HBM  
03/03/25

Sarat

gsm

Principal/Secretary  
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Govt. of India, Ministry of Tourism  
'एफ' पंक्ति, डी. डी. कालोनी, 'F' Row, D.D. Colony,  
विद्यानगर, हैदराबाद/Vidyanagar, Hyderabad-500 007

**B.SC. IN HOSPITALITY AND HOTEL  
ADMINISTRATION (BHM)**

**BHM-309  
RESEARCH PROJECT GUIDE**



**School of Tourism and Hospitality Services Management  
Indira Gandhi National Open University**

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## **PART-I: GENERAL INFORMATION**

This guide has been prepared to assist you in your Project Work and to familiarize you with its various aspects. You are advised to go through the guide before you begin work on the Project. The first part of the booklet provides general guidelines; the second part suggests broad themes from which you may identify your area of work; and the third part consists of annexures which give you a format in which to supply basic information about the Project.

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### **1.1 WHAT IS A PROJECT?**

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A Project is a preliminary form of research. It is an independent investigation. It is very largely own work and is to be pursued by you all the way from the inception till completion. The purpose of the Project Work is to enable you to gain practical experience. Please remember that in this course we are not asking you to take up a major research project. The aim here is to sharpen your research skills, provide a practical understanding of the tourism system, give some field experience, etc. This will help you develop managerial capabilities or develop yourself as a researcher. Of course, this will depend on the topic that you pursue for your Research Project.

This Research Project Guide not only acquaints you with the procedures and rules to be followed for completing **BHM-309** but also provides you an understanding of how to go about it. It starts with a brief discussion on the nature of tourism research and goes on to explain the steps related to Research Project Work. Some of the relevant questions that we attempt to answer in this Guide include:

- How to select a topic and prepare a Project Proposal?
- What type of methodology should be adopted?
- How to write your Research Project Report? Etc.

You must therefore go through the guide carefully before taking up the Research Project work.

Your Project Work constitutes four credits. This means that you are expected to spend about 120 study hours in completing your project work. Award of the degree is subject to a successful completion of your Project. To be able to successfully complete the diploma/degree you must secure a minimum of 40% of marks (Grade D). **We would prefer to receive a typed and bound copy of your Project Work.** The format of the front page is given in **Annexure B**. The length of your Project Work may be between **10000 to 15000** words. Keep both these things (expected study hours and the expected length of your work) in mind while choosing the Project theme. The idea is that you should be able to say all that you want to within this word limit.

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### **1.2 PRELIMINARY INFORMATION**

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Ideally the Project Work should start soon after you enroll in third year of your degree programme. You are going to receive guidance from your supervisor in the Project Work. Your supervisor is familiar with the skills of working on such Projects.

#### **1.2.1 Project Supervision**

Your Project shall be guided by a supervisor recognized by the Indira Gandhi National Open University. All counsellors are recognized as supervisors for Project. A list of supervisors is

available with the Coordinator of your Study Centre. You can also have a supervisor from university/college teachers or from the hospitality or tourism industry. However, such person:

- Should hold the rank of Manager or above (if chosen from the Hospitality/Tourism industry)
- Should have at least three years of teaching experience (for academics)

Once you have selected a broad area for your study, please contact your Coordinator who will assign a supervisor to you, suited to your study. The next step is to get in touch with your supervisor and prepare a Project Proposal.

### **1.2.2 Project Proposal**

After identifying the area of study and a proper theme, you should prepare a Project Proposal/Synopsis in not more than 500 words. Your Proposal is essentially a description of what you propose to do and how you intend to go about it. In your Proposal, you should outline the objectives of your study, mention the kind of data that is available and state a work plan that you propose to follow. Proposal should also include the issues you are going to raise while conducting your work. You may also discuss your Project Proposal, with your friends and colleagues, your counsellor and any experts in that field that you know about.

You should choose a theme which is to your liking and one which should sustain your interest. It is very important that you are familiar with the geographical area you wish to base your theme on. It should also be accessible to you. Generally, it is a good idea to choose a surrounding which is close by, or within your travelling range. It is a good thing to be close to one's sources. Prepare two copies of your Proposal (preferably typed), obtain the approval of your supervisor on the format given in Annexure-A.

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## **1.3 HOW CAN THE SUPERVISOR HELP YOU?**

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The supervisor will:

- acquaint you with such local groups and agencies as may be relevant to your work;
- give you letters of authorization which would enable you to make enquiry and investigations indifferent offices pertaining to your work;
- make accessible to you the library at the study centre for consultation purposes; and
- advise you, to the best of his/her efforts, about your theme, location of your data and general work plan.

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## **1.4 HOW TO GO ABOUT WORKING?**

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This is an application oriented course and should ideally be pursued at four different levels. Each level is equally important and requires you to devote sufficient attention to it. The proportion of time spent at each level, however, may vary depending on the nature of your theme.

### **1.4.1 Selecting a Topic**

Selecting a topic is your first step towards the completion of your Dissertation. About the only thing you will be sure of at the end of the previous semesters is that you do want to write on a subject that directly relates to your choice of a career in tourism. Any narrower topic will probably elude you, for the moment anyway. Knowing this much gives you something to work with.

Focused and specified topic will probably elude you, for the moment anyway. In fact, at this moment you are in the "**thinking about it stage**". (S. Joseph Leirne (**Writing or Presenting your Thesis or Dissertation**, [www.learnerassociates.net/dissthes/](http://www.learnerassociates.net/dissthes/)). Go to the library or consult the managers in the tourism sector. As an introduction and overview (which is all you want at this time) read any text that relates to your area of interest. You might return with some ideas. Do not try to remember all that is in it. You are looking just for ideas. A wealth of possible topics lies before you. You will probably decide, however, that some of these ideas are too large for a dissertation. At the same time, you would also gather several ideas that are good and can be explored further. There could possibly be a manageable idea as well. At this point you may also begin to question whether this idea and the related topic, interesting though it might be, might not be too narrow for you to work on. Broaden the topic somewhat. Perhaps you will want to return to another idea. You should find a suitable topic –a topic on which data will be available.

In fact, a lot of thinking and creativity is required at this stage. You should not eliminate ideas in a haste nor should you sit on them for a long time. Narrow down your ideas and pin your idea down to a broad topic. This topic, however, will have to be narrowed down still further in order to focus your research. The next **Section (1.4.2)** will be of some help to you.

Ask for the Supervisor's advice. Inform them what you have read or experienced, what your thinking is, and ask his/her help. The Supervisor's question provides an opportunity to learn something that the specialist in tourism studies knows. Seize the opportunity. If you do, you will have a good working topic for your research project. You will also have completed the hardest task, selecting the working topic. From here on, completing the course on research project will be just a matter of technique.

The purpose of giving you Research Project Work is to make you face real situations in your professional training in different areas of tourism. The Research Project Work should, therefore, be selected by you in order that you can

1. learn something about the variety and locations of tourism development situations;
2. learn how to evaluate the potential of these situations;
3. improve organizing and managerial skills, etc.

In short, it is to teach you how to research, analyze, and assess the tourism potential of areas/regions/products. The first purpose teaches the fullest and most efficient use of the tourism resources; the second and third purposes teach how best to manage these resources.

Here is a final check. Does each of these statements describe you? If they do you are ready to prepare your research proposal.

I am **familiar** with researches that have been conducted on themes related to my dissertation topic.

(  Yes)

(  No) If no, try to familiarize yourself

I have a clear **knowledge** of the steps that I follow in conducting my research.

(  Yes)

(  No) If no, first understand the steps

I have an adequate **theoretical framework** of study.

(  Yes)

(  No) If no, first develop some theoretical base

I am aware of my sources from where to **collect the required data**.

(  Yes)

(  No) If no, first look for your sources

I feel that I have the **ability, motivation and drive** to get through each of the steps necessary to complete my research project.

(  Yes)

(  No) If no, understand the steps first

#### **1.4.2 Some Sample Themes of Research**

Here, we provide you some sample themes out of which you can select one and narrow down on a topic. However, **these are only samples** and you can select beyond this list also. At the same time note that, for example, Use of Technology in tourism is a theme. It is not a topic for research. The topics under this broad theme could be many like "Technology in hotel marketing: A case study of hotel Hyatt, New Delhi" or "Impact of technology on small travel agencies: A case study of travel agencies in Delhi".

**The various themes outlined below are only samples and should not be mistaken for specific Research Project Topic/Title**

#### **Hotel Management**

- Revenue Management practices in hotel
- Guest facilities and their impact on satisfaction
- Service Quality and success of hotel business
- Restaurant services and guest satisfaction
- Role of technology in hotel
- Application of AI in hospitality industry
- HR Policies in employee retention
- Housekeeping role in profit maximization
- ICT application in Hotel

#### **Tourism Management**

- HRM Policies in Organizations and their Critical Evaluation
- Organizational Culture
- Group Dynamics, Interpersonal Relationship and Conflict Management
- Gender Issues and Possible Solutions
- Safety and Security Concerns and their Management
- Host Guest Relationship and Visitor Management
- Carrying Capacity of Sites/Destinations

- Linkages among various Constituents of Tourism Industry
- Role of Unorganized Sector in Tourism Development and Management
- Public-Private Partnership (PPP) in Tourism and Hospitality Industry
- Information Management in Tourism
- HRD Policies and Practices
- Critical Analysis of Tourism Policies
- CSR in Tourism and Hospitality Industry
- Role and Functions of Tourism Organizations

**Further you are absolutely free to add to these themes or look for more. These are just samples for guidance.**

In case of any additional academic query, you may write to:

**Programme Coordinator, BHM & MHA  
School of Tourism and Hospitality Services Management (SOTHSM)  
Block-15, Swami Vivekanand Bhawan,  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi - 110 068  
Or call at  
Telephone No. 011-29571753  
Or e-mail at  
E-mail ID: [hospitality@ignou.ac.in](mailto:hospitality@ignou.ac.in)**

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## **1.5 METHODOLOGY: SOME HINTS**

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All matters relating to dissertation work must be planned and decided in advance. This means designing your research work.

The meaning of 'design' in research will be clear to you with the help of an analogy. Imagine, for a moment, how an architect designs a building, say a house. To begin with, the architect conceives the layout of the building. They decide how large it will be, how many rooms it will have, what materials will be used and so on. They consider each decision that will have to be made during the construction of the house. They do all this before the actual construction begins. Thus they prepare a design so as to have a clear picture of the house. The preparation of such a design helps to eliminate the difficulties which may be encountered at the time of construction. It also avoids wastage of time, money and material. Further, such an exercise enables the construction plan to be executed successfully.

The above analogy is equally relevant to the field of research. After selecting the topic and before conducting the research investigation, it is necessary for a researcher to make a number of decisions concerning aspects such as:

- Type of data to be collected;
- Tools of data collection (Research Methods) e.g. questionnaires, interviews, etc.;



- Equipment to be used (e.g. a voice recorder);
- Sources to be used;
- Field work to be done;
- Whether to take attachment with some organisations;
- Tabulation and Analysis;
- Time frame of study;
- Cost estimates; etc.

These decisions are to be articulated in such a manner that they remain feasible. Thus, broadly speaking, the research design is a symbolic representation of such decisions that help in the creation of conditions for the successful completion of a research investigation combining relevance and purpose of research with costs and procedures.

### 1.5.1 Collecting Data

Data collection, which is the process of gathering information from different sources, begins after your topic and research problem have been identified and your research objectives stated. There are two types of data:

- **Primary data:** These are data collected through first-hand investigation and generated specifically for purposes to address the identified problem/ objectives of a particular research study. Common method of collecting primary data includes observation, interviews, questionnaires, surveys, focus groups etc.
- **Secondary data:** These are data already available and collected for purposes other than the research problem at hand. Secondary data can be found in published or unpublished sources, journals, newspapers etc.

Collecting data, please remember, is the most important stage of your Dissertation Work since it provides all the sources that you will eventually need while writing your report. Data collection begins after your topic has been identified and approved. It is a rigorous process. The exact nature of your data collection depends on your theme.

However, certain points need to be kept in mind:

- It is always better to over collect than under collect your material. Eventually it is only half of it, and sometimes even less than that, which is utilized directly in your report. But every piece of information collected at this stage contributes to your knowledge of Tourism Studies. **Do not get overwhelmed by the volume of your data.** Do not, therefore, leave opportunities of data collection, or put it off for another day. You may not get the same opportunity again. Your sources, whether in the form of books, documents, sights or people may not be always available to you.
- Some thinking, a system screening and monitoring are crucial in data collection. Certain principles of selection and the development of a framework in which to operate are as useful before you begin the work of data collection as they are during the process. If, for instance, you have to collect samples of responses, then do spend some time in preparing your questionnaire. Consult your supervisor, speak to experts in the field and read some literature related to it. Your questionnaire should evolve out of all these. The kind of answers you get in your **questionnaire** will depend, to a very large extent, on the kind of questions you ask. Time spend on this exercise will save you from landing into many

problems later. If you want to organize a group meeting, then selection of people, representation of cross-sections and preparation, by you, of questions, statements and interventions in the debate will be useful. Your ability to record or put down on paper various view points and arguments will enable you to store material. Remember, these group meetings may not always proceed as you plan originally. If it so happens do not get disheartened. Spontaneous and unanticipated responses are often very useful material. The important principle is thorough home work so that you approach your sources fully prepared and equipped, intellectually and psychologically.

Some important things to remember are given here:

- **Classification and cataloguing** of data will enable you to make an effective use of your material later.
- You should note the date and place etc. of the interviews taken.
- Maintaining separate files of different kinds of sources will help you later at the time of writing your report.

### 1.5.2 Analyzing Data

Analyzing data may not in all the cases exist as a separate stage. It often overlaps with the earlier and later stages. Analysis of your source material begins immediately after you have started collecting data. Analyzing data requires maintaining constant interaction with your source material, developing different ways in which to look at your data, applying different interpretations to it and finally translating your material into a set of arguments around which your report should be written. It is while going through your material again and again that you become clear about the various aspects of the theme under investigation and the possibilities it contains. This helps you in building your argument.

Remember, your data can be in the form of written records, articles, copies of rules and regulations, impressions, recorded interviews, your own diary, observations, questionnaires, government documents, newspaper clippings, and minutes of group meetings etc. In other words, you will have access to material collected from a variety of sources. As you sort them out you will realize that they contain facts and information on the one hand and impressions and opinions on the other. Quite often the two may be at variance with each other, and present a very complex and somewhat self-contradictory picture of things. While retaining the complexity (that is to say not simplifying it unnecessarily) you have to avoid making your report appear contradictory. **You can do this by distinguishing facts from opinions and making sure that other people's judgements do not appear as your own.** While scanning your data, for example, you may find that an official document on a particular monument may be very different from popular versions about the same monument. In another case, for instance, media's handling of the environmental issues may not correspond with your own discoveries in your region. In such situations you will have to record your own impressions without being dismissive or unfaithful to other versions.

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## 1.6 WRITING YOUR DISSERTATION

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Writing a dissertation is a specialized task and in the following Sub-sections we give you some hints.

### 1.6.1 Writing

Good writing is clear writing. One who writes well writes plain English and avoids jargon and slang. If you find yourself writing a sentence you cannot end, break down the sentence into its component ideas and start over again with several simple sentences in place of the cumbersome one. It has a beginning, middle, and an end. A good beginning introduces the subject as briefly as possible. A good ending sums up and concludes, again, as briefly as possible. A good Dissertation is structured, can be outlined easily because it was written from an outline, avoids tangents, and is devoid of emotional language.

It is written in well-formed sections/chapters. Each section/chapter is formed by the elaboration of one idea or by the elaboration of more than one idea, when the ideas are closely related.

You should also see that every paragraph evolves out of the paragraph that preceded it; that is, the ideas flow smoothly. If you quote from somewhere give reference.

Finally, a good Dissertation is an honest writing. It is one that contains no hot air, no waffling, no padding, no attempts to substitute meaningless words merely to fill the required number of pages. Say what you have to say and stop. Indeed, if you have done your research well, you will have no problem. The self-discipline necessary is to learn how to write well. You will learn to make every word count.

Two theories exist on the problem of starting to write. One theory counsels you to put something, anything, on paper, just as long as you start. The hypothesis is that you can rewrite later. The other theory counsels you to do the best job of writing that you can do on the very first draft.

The approach you use will depend largely on the use you made of the time. If you have not percolated in a productive way, you will find that you have to resort to the first; your thoughts will not be sufficiently integrated to attempt the second approach. If, on the other hand, you have percolated profitably, you will be able to use the second approach; the material will be so much a part of your thoughts that your sentences and paragraphs will form themselves without difficulty.

All your arguments should be neatly tied and logically culminated at the end of each section and again in your conclusion. At the same time the interconnections between different sections should be clearly maintained.

**Material directly copied or reproduced from any other published or unpublished projects/dissertations or directly downloaded and copied from various websites would be disqualified. Such Dissertation Report would not be evaluated and the learner has to do the Dissertation all over again.**

### Format and Sequence of material in the Dissertation Report

The length of your Dissertation Work may be between **10,000 to 15000** words and should be typed or word-processed. Choose a presentable font; the Times New Roman Font is now more or less standard. Pages should be numbered sequentially at bottom-center.

- Cover Page of Dissertation (Format given in Annexure B)
- First Page of the Dissertation (Format given in Annexure C)
- Letter of Approval from Supervisor
- Table of Contents
- List of Figures/Tables
- Acknowledgement
- Main Text (comprises of the chapters, bibliography and appendices)

### 1.6.2 Editing and Writing

Read your Dissertation in a detached a manner. Pretend that someone else has written it and that you are being paid to find fault with it. Also that you are being paid to recognize and praise its good points. In short, be objective. As you read your Dissertation the first time, do not concern yourself with content. With as many errors in style as it undoubtedly contains, you cannot begin to evaluate its content; poor style obscures the value of its content.

The average learner does not know how to edit his first draft because he does not recognize everything that is wrong with it. Even if you are not a gifted writer, however, your work will be improved if you will delete its most glaring errors.

The second concern will be its content.

- Change all unnecessary uses of the passive voice to the active voice.
- Check all your adjectives, one by one. Is each one necessary? Does it add substance to your statement? Could you delete it and strengthen the statement by choosing a more dramatic verb instead?
- Check your conciseness. Have you put in unnecessary words and phrases?

Editing is hard work. It demands objectivity. It demands the willingness to read and reread, to delete, and to rewrite. Nevertheless, this hard work will pay off. We promise you in the quality of your finished work.

As you learn to make yourself conscious of errors as you are making them and as you discipline yourself not to let those errors enter into your writing, the text will improve. As the quality of your writing improves the time, effort, and pain involved in editing and rewriting will lessen. Let that bright promise stir you to do your best work for the first time. If you will so train yourself, you will find that you will begin to enjoy the challenge of writing.

**Before you send your Dissertation for evaluation, have a copy made for yourself. The Dissertation which is submitted for evaluation will not be returned.**

Dear learner; if we have laid down fast rules for you to follow, we have done so because both you and your Supervisor will respond favorably to a Dissertation that gives evidence of having been prepared with careful attention to the trifles that make perfection. That attention to trifles begins with your first trip to the library and ends only with your completing the Dissertation.

Our aim in writing this guide has been to map the road that lies between, to light up the dark places, to recommend a safe speed limit, and to post the danger signs, in short, to make that road less hazardous to travel. If you experience a sense of satisfaction when you finish your journey, we shall have achieved that aim.

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## **1.7 FINAL DISSERTATION REPORT SUBMISSION AND EVALUATION**

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Prepare two copies and send **one** to us on the following address:

Registrar,  
Student Evaluation Division (SED),  
Block-12,  
Indira Gandhi National Open University (IGNOU)  
Maidan Garhi  
New Delhi - 110 068

**On top of the envelope, please write:**

**BHM-309: Research Project Report**

### **CHECK LIST BEFORE SUBMISSION OF DISSERTATION REPORT**

Make sure your Dissertation report has:

- The same title as approved by your supervisor
- The declaration, given in Annexure C duly signed by you and your Supervisor

### **EVALUATION**

Upon its submission, your Dissertation will be sent to an examiner. You must secure a minimum of 40% in your Dissertation Work in order to successfully complete your course. Dissertation Report are evaluated twice a year, one along with the June Term End Examination and the other along with the December Term End Examination.

### **Last Date for Submission of Final Dissertation Report**

<b>For Evaluation of Dissertation Report for the JUNE Term End Examination</b>	<b>For Evaluation of Dissertation Report for the DECEMBER Term End Examination</b>
31 <sup>st</sup> May (of the same year as the June TEE)	30 <sup>th</sup> November (of the same year as the December TEE)

Dissertation Report received after the last date specified above would be considered for evaluation for the next Term End Examination. For example, if a student submits his/her Dissertation Report on THE 1<sup>ST</sup> OF June, the Dissertation Report would be evaluated not for the June TEE but only in the next TEE i.e. in December.

**REMEMBER:**

- Dissertation Work should be original and in your own language;
- You should not copy or reproduce any other published or unpublished projects or dissertations else it would be cancelled;
- Arguments should be substantiated by your data;
- Information should be properly documented; give photographs etc. if necessary;
- The research methodology adopted by you should be stated at the beginning of your work;
- Give a **bibliography** at the end. It should include all your sources like records, documents, reports, questionnaire format, interviews, group meetings, newspapers, magazines, etc. listed under separate heads.

**1.8 LET US SUM UP**

We hope you have understood the various aspects regarding dissertation work. You must follow the steps carefully and abide by the procedures (see the figure on next page).

**In case you secure less than 40% marks, you will have to do it all over again. In that case, you will have to deposit the prescribed fee inform of Demand Draft/Challan drawn in favor of IGNOU, payable at New Delhi, along with your new Dissertation to ‘The Registrar, Student Evaluation Division (SED), IGNOU, New Delhi’.**

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**RESEARCH PROJECT PROPOSAL PROFORMA**

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Candidate's Information (to be filled by the candidate)

**Date:**

**Name:**

**Programme Code: BHM**

**Course Code: BHM-309**

**Enrolment No.:**

**Regional Centre:**

**Complete Postal Address:**

**Study Center:**

**Study Center Code:**

**Mobile No.**

**Email ID:**

Title of the Dissertation: (Enclose the proposal/synopsis)

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**LETTER/CERTIFICATE OF APPROVAL**  
**(by the supervisor)**

I hereby certify that the proposal for the Dissertation entitled ‘ \_\_\_\_\_  
by (Candidate's Name) \_\_\_\_\_  
has been prepared after due consultation with me. The proposal has my approval and has, to my  
knowledge, the potential of developing into a comprehensive Dissertation Work. I also agree to  
supervise the above mentioned Dissertation till its completion.

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

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**COVER PAGE OF RESEARCH PROJECT REPORT**

---

**(Title of Research Project)**

Under the Supervision of

\_\_\_\_\_  
(Supervisor's Name)

**RESERCH PROJECT REPORT SUBMITTED TO  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR  
THE AWARD OF  
BSC. IN HOSPITALITY AND HOTEL ADMINISTRATION (BHM)**

**STUDENT NAME :  
ENROLLMENT NUMBER :  
STUDY CENTRE :  
REGIONAL CENTRE :**



**ANNEXURE C**

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**FIRST PAGE OF THE RESEARCH PROJECT REPORT**

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**Programme Code:** : BHM                      **Enrolment No.** :

**Course Code:** : BHM-309                      **Study Centre Code** :

**Regional Centre** : \_\_\_\_\_

**(TITLE OF THE RESEARCH PROJECT)**

Dissertation submitted to the Indira Gandhi National Open University in partial fulfilment of the requirements for the award of the BSc in Hospitality and Hotel Administration (BHM). I hereby declare that this is my original work and has not been submitted or copied from elsewhere.

Signature of the Candidate \_\_\_\_\_

Name of the Candidate \_\_\_\_\_

Address \_\_\_\_\_

Date of Submission \_\_\_\_\_

---

**CERTIFICATE BY THE SUPERVISOR**

---

**CERTIFICATE**

Certified that the Dissertation entitled (Topic) \_\_\_\_\_ submitted by (Candidate's Name) \_\_\_\_\_ is his/her own work and has been done under my supervision.

It is recommended that this Dissertation be placed before the examiner for evaluation.

**(Signature of the Supervisor)**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Study Centre** \_\_\_\_\_

**Regional Centre** \_\_\_\_\_

**Date** \_\_\_\_\_

## IMPORTANT INFORMATION

- Read the Dissertation Guide carefully.
- After reading it, identify a few themes.
- Discuss these themes with the Supervisor and select any one topic to pursue your Dissertation Work.
- Prepare your proposal in consultation with your Supervisor and get it approved by your supervisor.
- Work on your Dissertation as per guidelines given in the Dissertation Guide.
- Prepare Dissertation Report in English only.
- The letter of Proposal approval forms the supervisor should be attached in the Dissertation Report.
- Mail/submit your Dissertation Report to “**The Registrar, Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110068**”. *The cover should clearly mention BHM-309 Research Project Report.*

**\*Dissertation Report are evaluated only twice a year.**

**\*Last Date for Submission of Final Dissertation Report**

<b>For Evaluation of Dissertation Report for the JUNE Term End Examination</b>	<b>For Evaluation of Dissertation Report for the DECEMBER Term End Examination</b>
31st May (of the same year as the June TEE)	30th November (of the same year as the December TEE)