

***ORDINANCE: Diploma Courses in Hotel Management**

(w.e.f. the Academic session 2012-13)

- 1.1 The MM Institute of Computer Technology & BM (Hotel Management) will impart instruction in the Diploma Courses:-
- Bakery and Confectionary
 - Food Production
 - Room Division Management
 - Health & Fitness Nutrition

Provided that more disciplines for Diploma Courses with relevant provisions can be introduced with the approval of the Vice-Chancellor.

- 1.2 The duration of the courses leading to the Diploma in Food Production/Bakery/Room Division Management/Health & Fitness Nutrition shall be of one academic year & six Months Industrial Training. Academic year shall be divided into two semesters i.e. July to December and January to June. Each semester shall have a minimum of 90 teaching days excluding admission, preparation and examination days. The examination for the first semester of the year shall be held in the month of November/December and for the second semester in the month of May/June on such dates as fixed by the Vice-Chancellor and notified by the Controller of Examinations.

- 1.3 The last date by which the examination forms and fees must reach the Controller of Examinations shall be as approved by the Vice-Chancellor and notified by the Controller of Examinations.

2. A candidate who has passed Senior Secondary Examination (10+2) with at least five subjects including English as a compulsory subject from any recognized Board/University shall be eligible for admission to above Diploma Courses.

3. The First and subsequent Semester examination shall be open to a student who:-

- (i) has passed the requisite qualifying examination as laid down in Clause 2 above, if he/she is a candidate for the First Semester Examination, **or**, has passed the preceding Semester Examination if he/she is a candidate for the Second semester, which is however, subject to Clause 7 below;
- (ii) has his/her name submitted to the Controller of Examinations by the Principal of the Institute concerned and produces the following certificates signed by the Principal of the Institute:-

(a) of good character;

(b) of having remained on the rolls of the Institute for the semester preceding the examination;

(c) of having attended not less than 75% of lectures delivered in each Paper, Seminars, Term Paper, Practice Field etc. This requirement shall be fulfilled separately for each course of study (course to be counted upto the date of commencement of the preparatory holidays i.e. 7 days before the commencement of examination). A deficiency upto 10% may be condoned by the Principal of the Institute in exceptional cases;

Provided that a candidate who has not attended the requisite percentage of lectures for any paper(s) will be eligible to take the examination in the remaining papers.

Explanation:-

For the purpose of counting of the last date when the classes shall break up for the preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all Semester classes will have the preparatory holidays from the same date i.e. 7 days before the date on which the first examination of any semester commences.

4. 40% marks in each paper excluding Term Paper/Seminar and Viva-Voce shall be assigned for Internal Assessment. The question papers will be set and answer-books examined by **single external examiner**.
- 5.1. A candidate for Diploma course shall be required to undergo six months practical training after second semester examination is over in any categorized hotel not less than 3 Star category and in any Health Club/Hospital in case of candidates of Diploma Course in Health & Fitness Nutrition, approved by the Principal of the Institute.
- 5.2. On successful completion of 6 months industrial training, candidate shall be required to submit Training completion Certificate from the concerned Hotel/Health Club/Hospital to the Principal of the Institute.
- 5.3. The Principal of the Institute shall forward the Internal Assessment marks on the basis of periodical tests, written assignments, case discussions, field trips, etc. to the Controller of Examinations at least one week before the commencement of the semester examination.
- 5.4. The Principal of the Institute shall preserve the records on the basis of which the Internal Assessment awards have been prepared, for inspection, if needed by the University upto six months from the date of declaration of semester examination results..
6. The candidate is required to obtain Pass Marks in each of the Theory and Practical papers in aggregate of the external and internal assessment/sessionals subject to obtaining pass marks separately in each paper of external examinations. The Internal Assessment award of a candidate who fails in one or more papers of any semester examination shall be carried forward to the next examinations. He/she will, however, be allowed to improve his/her marks of sessional examinations at the time of appearing in the Re-appear Papers.

- 7.1 A candidate who has appeared and failed in one or more paper(s) of the first semester shall be allowed to study for and appear in the second semester.
Such a candidate will be allowed to re-appear for the remaining paper(s) of the First semester along with the Second semester simultaneously when held, subject of the provisions of Clause 7.2 below. While re-appearing in the examination, the candidate shall be exempted from re-appearing in the papers(s), Term Paper/ Seminar and Viva-voce in which he has obtained at least 40% marks including the marks for Internal Assessment, where prescribed.
- 7.2 A candidate who has failed in one or more paper(s) or fails to appear in a semester examination shall be allowed two additional chances only to clear re-appear papers throughout the duration of a course.
8. The candidates shall be examined according to the Scheme of Examination and Syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination, or having been eligible, fails to appear in an examination, shall take the examination according to the syllabus prescribed for regular students appearing for that examination
9. The amount of examination fee to be paid by a candidate for each semester shall be as prescribed by the University from time to time. A candidate who re-appears in one or more paper(s) shall pay examination fee as for the whole examination.
10. The medium of instruction and examination shall be English.
11. The minimum pass marks in each semester examination, shall be:-
(i) 40% marks in each written paper and Internal Assessment;
(ii) 40% marks in Term Paper/ Seminar/Viva-voce and Practical Examination.
12. A candidate must pass all the two semester examinations with industrial training within three years of his admission to the first semester of the Diploma courses failing which he will be required to repeat the course de novo.
13. After the termination of the examination, the Controller of Examinations shall publish the result of the candidates and issue Detailed Grade Sheets as expeditiously as possible.
14. The candidates shall be awarded grade calculated on the basis of total marks obtained by the candidate including internal and Semester-end assessment. The award of

Grades based upon marks obtained out of 100 shall be as follows:-

Marks	Letter Grade		Marks
85<= and above upto	A ⁺	<	100
75<= and above upto	A	<	85
65<= and above upto	B	<	75
50<= and above upto	C	<	65
40<= and above upto	D	<	50
	E	<	40

- i) Each letter grade indicates the level of performance in a course and has a grade point for the purpose of computing the **Semester Grade Point Average (SGPA)/ Cumulative Grade Point Average (CGPA)** as given below:-

Letter Grade	Performance	Grade Point
A ⁺	Outstanding	10
A	Excellent	9
B	Very Good	8
C	Good	7
D	Satisfactory	6
E	Fail	-

SGPA:- Indicates the performance of the student in the current semester and is computed as below:-

Grade points earned in the current semester/total credits in the semester.

A student who earns “E” grade in a course shall have to re-appear in that course in the subsequent examination (s)

CGPA:-

It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the last semester and computed as follows:

$$\text{CGPA} = \frac{\sum C_i G_i}{\sum C_i}$$

=Total Grade Points earned since his entry/total credits.

Where C_i denotes credit assigned to i^{th} course and G_i indicates the Grade point equivalent to the letter Grade obtained by the candidate in the i^{th} course.

(ii) The division obtained by each student will be classified on the following basis:

<u>Division</u>	<u>CGPA</u>
First with Distinction	8.0 more
First	6.75 or more but less than 8.0
Second	Below 6.75

The percentage of marks obtained by a student may be calculated as:

CGPA multiplied by 9.0

(*Approved by the Academic Council vide its Res. No. 6 dated 25-10-2012 and Board of Management Res. No. 5 dated 18-1-2013)

