

***ORDINANCE- BACHELOR OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
(B.H.M.C.T.) (4-YEAR) PROGRAMME.
(Annual System)**

- 1.1 The duration of the course leading to the Degree of Bachelor of Hotel Management & Catering Technology (BHM&CT) shall be **four** academic years. There shall be actual teaching for a minimum period of 180 days in an academic year excluding the admission, preparation and examination days. The term end examinations shall ordinarily be held in the month of April/May on such dates as may be fixed by the Vice-Chancellor.
- 1.2 A Supplementary examination for re-appear candidates shall be held in the month of Sept./Oct. of the same year. .
- 1.3 The dates fixed under this clause shall be notified by the Controller of Examinations
2. The last date(s) by which examination forms and fee must reach the Controller of Examinations shall be as notified by the Controller of Examinations.
3. A person shall be eligible to join the First Year of the Bachelor of Hotel Management & Catering Technology course, if he/she has passed **Senior Secondary Certificate Examination(10+2 standard)** in any discipline with at least five subjects (English as compulsory subject) from a recognized Board or any other examination recognized as equivalent thereto by this University.
4. The Term End Examination in Part-I/II/III/IV shall be open to a student who:-
 - a) has passed the qualifying examination as laid down in Clause 3 above;
 - b) has passed the previous examination or is covered under Clause 13 below.
 - c) has been on the rolls on the constituent institution of this University during the year preceding the examination;
 - d) has attended not less than 75% of lectures delivered in each subject/paper, practicals separately(course is to be counted upto the date of commencement of the preparatory holidays viz., 10 days before the commencement of the examination). A deficiency upto 10% may be condoned by the Principal/Director of the Institute, in exceptional cases to his satisfaction

Credit may be given for the number of days on which lectures were delivered or tutorials or practical work done during this period of attendance or participation aforesaid, provided that the total period of absence shall not exceed 21 days in an academic year and that for (iii) above it shall not exceed two days.

- e) has obtained pass marks in the Internal Assessment of the paper(s) for which he is a candidate.

Provided that a candidate who has not attended the requisite percentage of lectures or has not obtained pass marks in the Internal Assessment for any paper(s) will be eligible take examination in the remaining paper(s).

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 examination of any part will apply to examinations of all parts and classes for all parts will have the preparatory holidays from the same date viz.10 days before the date on which the first examination of any part commences.

5. Every candidate shall be examined in the subjects as laid down in the syllabus prescribed by the Academic Council. The examination shall consist of:-
 - a) External – Term Papers, Practical Examination.
 - b) Internal - Sessionals, Presentations and Assignment.
6. 40% marks in each paper excluding Term Papers shall be assigned for Internal Assessment.
7. The question papers will be set and answer-books examined by single external examiner. Viva-Voce shall be conducted and the Training Report/ Dissertation/ Project Report shall be examined jointly by Internal and External examiners
- 8.1 The Principal/ Director of the Institute shall forward Internal Assessment marks on the basis of Periodical tests, Assignments, Discipline, Class Discussions, and Extra -Curricular Activities etc to the Controller of Examinations at least one week before the commencement of the term end examination.
- 8.2. The Internal Assessment award of a candidate who fails in yearly examination shall be carried forward to the next examination provided that a candidate who has not obtained pass marks in the internal assessment for any papers(s) will not be allowed to take examination in the said paper(s) in the relevant year unless he repeats the course in the paper(s) concerned and obtains the minimum pass marks in the Internal Assessment.
- 8.3 The Principal/ Director of the Institute will preserve the records on the basis of which the Internal Assessment awards have been prepared, for inspection, if needed by the University upto three months from the date of declaration of Term End Examination results.
9. The amount of examination fee to be paid by a candidate for each year shall be as prescribed by the University from time to time. A candidate who re-appears in one or more papers shall pay examination fee as for the whole examination.
10. The medium of instruction and examination shall be English.
11. 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 the examination, or having being eligible, fails to appear in the examination, shall, unless approved otherwise by the Academic Council take the examination according to the syllabus prescribed for regular students appearing for the examination.

12. The minimum number of marks required to pass in each term examination shall be as under:-
 - (i) 40% marks in each Written & Internal papers and Internal Assessment separately;
 - (ii) 40% marks in Term Papers /Seminar/Dissertation/Project Report, Training Report / Viva-voice and Practical Examination.
- 13.1 A candidate who has appeared and failed in one or more paper(s) of the First Year shall be allowed to study for and appear in the next year. He shall, however, be allowed promotion to the Third Year Examination provisionally only if he earns exemption in at least 50% papers of both the First and Second Year Examinations taken together.

Such a candidate will be allowed to re-appear for the remaining paper(s) of the First Year alongwith the Third Year and for the paper(s) of the Second Year alongwith the Fourth Year Examination simultaneously when held, subject to the provisions of clauses 13.2 and 13.3 below. While re-appearing in the examination the candidate shall be exempted from re-appearing in the papers(s), Term Paper(Seminar), Dissertation/ Project Report, Training Report and Viva-Voce in which he has obtained at least 50% marks including the marks for Internal Assessment, where prescribed.
- 13.2 Subject to clause 13.3 below, a candidate who has failed in one or more paper(s) or fails to appear in a Term End Examination shall be allowed **three** additional chances only to clear re-appear paper(s) alongwith respective Even or Odd Yearly Examination throughout the duration of a course.
- 13.3 A candidate must pass all the Four Year Examinations within **Six** years of his admission to the First Year of the Hotel Management Course failing which he will be deemed to be unfit for the BHMCT program.
14. The candidates, whose result is declared late for no fault of theirs, may be allowed to attend the classes of the next year provisionally at their own risk and responsibility, subject to their passing the concerned year examination/earning exemption in the requisite number of papers as provided in Clause 13 above.
15. A candidate, who having passed the Second Year Examination discontinues the studies, may be permitted to join Third Year within two years of his passing the Second Year Examination provided he/she has to pay the additional fee for the gap years also.
16. Each successful candidate shall receive a copy of the Detailed Grade Sheet of having passed the term end examination.
17. After the termination of the examination, the Controller of Examinations shall publish the result of candidates who have passed the Annual Examination.

18. a) The subject of Dissertation will be as approved by the Committee consisting of senior Teachers presided over by the Principal/Director of the Institute provided:-
- (i) The candidate has obtained written consent of the teacher for supervising his/her work of Dissertation/ Project Work and he has deposited the same in the office within two weeks from the commencement of Third Year;
 - (ii) Candidate who has offered Dissertation/ Project work will also submit his/her synopsis indicating the thrust area of his/her research to be undertaken by him/her;
 - (iii) A teacher of the Institute would supervise the Dissertation/ Project work as approved by a Committee consisting of teachers of the Institute in an academic year.
- b) The candidate shall be required to submit two copies of his Dissertation/Project Report/Training Report. The last date for receipt of Dissertation/Project Report in the office of the Controller of Examinations shall be 28th Feb. of Fourth Year Examination. However, after expiry of above date, the extension in date shall be permissible with penalty as laid down by the University. If a candidate fails to submit the Dissertation/Project Report even during the extended period he will be considered to have absented in the dissertation/project and his result shall be declared accordingly.
- c) The Dissertation/ Project work shall be evaluated jointly by Internal and External Examiners. The same Examiner(s) will also hold the Viva-Voce Examination.
- d) The marks obtained by the candidate for the Dissertation shall be taken into account when he appears in any future examination under 'Re-appear' Clause 13.
19. A candidate for BHMCT Degree shall be required to visit to four different sectors of Hospitality Industry such as –Fast food, Hotel, Institution ,Travel Houses and submit a report on prescribed format or undergo 12- weeks Industrial training during summer between June to August during first year .Similarly he/she is also required to undergo twenty-two weeks Practical Training normally in the Summer Vacation after Second Year Examination are over, in Hospitality Industry as approved by the Principal of the Institute/ Department. They shall be required to submit one copy of comprehensive Training Report by 20th February in 3rd Year Examination. The Training Report shall be evaluated by an internal team in weekly seminar/ presentation to be held on each Friday.
- The evaluation of the Sessional Work and Project Work/ Industrial Training Report shall be conducted in accordance with the guidelines laid down by the concerned Board of Studies. The Principal of the Institute shall ensure that these guidelines are followed and proper record is maintained and made available to the students also at the appropriate time.
20. The successful candidate shall be awarded Grade calculated on the basis of total marks obtained including internal and year- end assessment, as follows:-

Marks	Letter Grade	Performance	Grade Point
75-100	A	Excellent	10
65-74	B	Good	08
50-64	C	Fair	06
40-49	D	Poor	04
Below 40	E	Fail	To re-appear

Each letter grade awarded to the student indicates the level of performance in a course and has a grade Point for the purpose of computing the Cumulative Grade Point Average (CGPA) as given above.

A student who earns an ‘E’ grade in a course shall have to re-appear in that course in the subsequent examination (s).

CGPA is the weighted average of all the grades and computed as follows:

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

C_i denotes Credit assigned to ith course and G_i indicates the Grade Point equivalent to the letter Grade obtained by the student to ith course.

The division obtained by each student is classified on the following basis:-

<u>Division</u>	<u>CGPA</u>
First with distinction	8.5 or more
First	6.75 or more but less than 8.5
Second	4.5 or more but less than 6.75

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

$$CGPA \text{ multiplied by } 9.00$$

21. A successful candidate may publish his/her original result of the Dissertation, if permitted by the Principal/Director of the Institute, as paper in a Journal of repute.
22. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all the students whether old or new.

*** (Approved by AC vide Res. No. 4 (7) dated 30-03-2009 and BOM Res. No. 5 (7) dated 13-04-2009.)**