# DEPARTMENT OF HOTEL MANAGEMENT
## &
# CATERING TECHNOLOGY

## ORDINANCE

## &

## SYLLABUS

(New Education Policy, 2020)

*for*

## Bachelor of Hotel Management
## &
## Catering Technology

## *(BHM&CT)*

*Four Years Program*

**Faculty of Management**
**MJP Rohilkhand University**
**Bareilly 243006**

### _Ordinance and Course Outline_
_For_
### Bachelor of Hotel Management and Catering Technology (BHM&CT)
_(Under Choice Based Credit System)_

1. **Eligibility for Admission:** 10+2 or equivalent qualification with at least 45% marks; relaxation of 5% marks for SC/ST candidates. Maximum age of candidate – no age bar for any candidate of any category.

2. **Intake: 40 seats as per Govt./A.I.C.T.E. norms**

3. **Reservation:** Reservation shall be applicable as per State Government/University norms.

4. **Duration of the Course:** Duration of the Course leading to the **Degree of Bachelor of Hotel Management and Catering Technology (BHMCT)** shall be four academic years, spread-over _eight semesters_ i.e., two semesters in each academic year: _July to December/January_ and _January to May/June_, respectively.

5. **Admission:**

    a) Admissions to BHM&CT Course shall be as per NEP-2020/University norms.

    b) **Entrance Test:** As per NEP-2020/University norms.

    c) **Counseling:** Counseling will be conducted by the agency conducting the entrance examinations (as per NEP-2020/University norms) and students will be allotted seats as per their ranking and availability.

    d) **Admission against Vacant Seats:** If seats remain vacant after giving opportunity to all the eligible candidates standing in the merit of the Entrance Test, applications for direct admission may be invited by the Department (as per University norms) through appropriate notification. Admissions, in such case, shall be strictly made on the merit of the qualifying examination (i.e., 10+2 or equivalent) of the applicant.

    e) In any eventuality, if entrance test is not conducted for some reasons, admissions shall be made on the basis of performance of candidates in their qualifying examination (i.e., marks obtained in 10+2 or equivalent)

6. **Course Fee:**

   a) The course fee shall be remitted annually at the time of admission as prescribed by the University from time to time. Information to this effect will be specifically incorporated in the Admission Bulletin/Brochure of the concerned academic year. Candidates failing to deposit fee in time shall be liable for penalty as prescribed by the University.

   b) The fee structure laid down in the Admission Bulletin of the specific year will remain applicable all through the course duration of the candidates.

7. **Teaching:** There shall be actual teaching for a minimum of 90 days, excluding admission, preparatory and examination period in all semesters except semesters devoted to industrial training.

8. **Medium of Instruction:** Medium of Instruction in BHMCT course shall be 'English'.
   The condition of English medium has been laid down in view of the industry requirement vis-à-vis better entrepreneurial/employment opportunities for the incumbent students.
   Personality Development and Proficiency in English shall be encouraged via Classroom Method, Video presentation, Debates, Speech etc. in all semesters.
   To further employment opportunities students will be encouraged to gain proficiency in one of the multiple foreign language course offered within the university campus.

9. **Attendance:** It shall be mandatory for the students to fulfill the minimum requirement of attendance as per the University rules to qualify to appear in end semester exams.

10. **Examination:**

    a) **Mid-Semester Examination/Internal Assessment:** In every semester except semesters devoted to training, 30% marks shall be assigned for internal evaluation in each theory and practical subject/paper. Appearing in the mid-semester exams is mandatory for all students.

    In case any student fails to appear in one or more papers on medical ground/genuine ground, he/she may be provided one more chance to appear in the mid-term exams during the same semester with the due permission of the Dean/Head on payment of re-examination fee of Rs 1000/- for one or more papers. The exam shall be conducted before the end semester exam.

Whenever the score in internal evaluation (theory papers) is 75% or more the written test answer book shall be re-evaluated by two senior teachers of the department.

It is mandatory for all internal practical marks to be duly approved & counter signed by respective lab in-charge.

The department shall have to preserve the records of internal assessment for at least six months after declaration of result of the concerned end-semester examination.

b) **End Semester Examinations (Written/Theory Examination):** Examination of *odd* and *even* semesters shall normally be conducted during the month of *December* and *May*, in that order. The question paper will be set by examiners appointed by the Vice-Chancellor on the recommendation of the Board of Studies. The pattern of the question paper will be prescribed and duly notified by the University from time to time. The weightage of each theory paper will be 70 marks and duration of the examination shall be 3 hours each.

c) **Practical Examinations:** Practical examinations shall be normally convened before/after the theory examinations.

d) **Industrial Training/Extensive on the Job Training/ Hotel Visit:** Immediately after 4th & 7th semester examinations, students shall be required to undertake 6 months/Twenty-Two weeks' training in a leading hotel/resort property of not less than 4-Star Category duly approved by the Training In-charge/Department Head.

The evaluation of the Training Reports and Log Books submitted by the students on the prescribed format as well as viva voce will be conducted by a team of internal and external expert.

**Important-** *Last date for submission of the reports shall be notified by the Department and will usually be at least one week prior to the commencement of the end semester examination.*

The department shall also arrange for visit of students of first year to reputed/star rated hotels in or near Bareilly. The visits shall be mandatory for all students who will be required to pay for their own transportation cost and adhere to rules and regulations as followed within the dept.

c) **Research Project:** At the outset of Seventh Semester, every Student shall be assigned an applied topic (problem) for Research under the supervision of one of the core faculty members of the Department who is expert on the subject. A panel, comprising of one external and one of the internal experts who is in charge of Research Project shall evaluate the projects and conduct viva-voce examination on the same.

*Last date for submission of the project shall be notified by the Department and will usually be at least 15 days prior to the commencement of the end semester examinations.*

*Note: Students will be allowed to submit their Research project only if the respective supervisor is satisfied with the work and has accordingly recommended it for evaluation.*

11. **Qualifying Marks and Promotion:**

a) The minimum passing marks in each individual paper will be 40% and in aggregate 50% in each Semester. This percentage will apply on aggregate marks of internal evaluation and end semester examination. Any candidate who fails to secure minimum of 40% marks but secures 20% or more marks (internal+ external) in not more than three papers in end-semester exam will be promoted to the next semester if the candidate's aggregate marks are minimum 50% or more in that semester (a student can be promoted to the next semester if he/she has back in three or less papers in a semester and scores at least 50 % aggregate marks).

   If a student secures a total of less than 20% marks (Internal + External) in any theory paper and less than 50% marks (Internal + External) in any practical exam, he/she will be declared as fail and treated as an ex-student when he/she appears next time in the end-semester examinations.

b) A candidate who in any semester has secured minimum marks to pass in each paper but has not secured minimum required aggregate may reappear in any of the paper(s) of the semester concerned (subject to maximum of three), according to his/her choice in order to secure the minimum marks (50%), prescribed to pass in the aggregate. (i.e. to clear back in aggregate)

c) In the end-semester if any candidate fails to appear in any Practical /Seminar/Training Report/Logbook/Project Report/Viva-Voce Examination etc. then he/she may be provided a second chance after obtaining due permission from the Head of the Department and the Examination Controller on payment of prescribed fee decided by university authorities.

If a candidate fails in Practical /Training Report /Logbook /Project Report /Viva Voce Examination of any Semester then he/she will be declared as fail.

d) No regular admission will be given to fail students. Any candidate who fails in the exams or who is entitled to carry over papers as "back papers" may reappear in the next subsequent exams. However, the marks obtained previously by the fail candidate in the internal evaluation of the paper concerned shall be retained and added with the marks obtained in the subsequent end semester exams.

In case the fail/ex-student has obtained less than 50 % marks in internal exams, the candidate may also appear in the mid-semester exams, on the condition that, a maximum of 50% marks of the total of 30 marks of internal evaluation will be considered in the total assessment of the subject, even if the student obtains more than 50% marks in this fresh mid-semester exam. The student shall appear in the mid-semester exam as per schedule decided by the dept.

A maximum of three attempts shall be allowed to students to clear each back paper.

e) There shall be no re-evaluation or supplementary exams.

f) In each semester Grace Mark of one mark may be granted in any one paper. This mark will not be counted in Grand Total. This rule will also apply in case of Back in Aggregate.

g) The award of division to the successful candidate will be on the basis of the combined results of BHM&CT-I, II, III & IV Year (of all 8 semesters) as follows:

| | | |
|---|---|---|
| I | Candidates securing YGPA or CGPA 6.5 and above | I-Division |
| II | Candidates securing YGPA or CGPA 5.5 to 6.49 | II-Division |
| III | Candidates securing YGPA or SGPA less than 5.5 | fail |

## 12. Evaluation Pattern for BHM&CT:

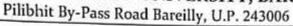**Credit:** A unit by which the course work is measured. It determines the number of hours of instruction required per week. One credit is equivalent to one hour of teaching (Lecture/Tutorials) or two hours of practical work/field work per week. This means, one theory paper of one credit will require one hour per week teaching and practical/field work/internship of one credit will require two hours per week of work.

**Credit Point:** It is the product of grade point and number of credits for a course.

*Award of Grades & Grade Points Based on Absolute Marks*

| Marks Range (out of 100) | Grade | Grade Point |
|---|---|---|
| 90 — 100 | O | 10 |
| 80 — 89 | A | 9 |
| 70.— 79 | B | 8 |
| 60 — 69 | C | 7 |
| 50 — 59 | D | 6 |
| 40 — 49 | E | 5 |
| 20 — 39 | Bp | 4 |
| 00 — 19 | F | 0 |
| Absent | Ab | 0 |

Letter grades O, A, B, C, D & E in a paper means that the student has been able to clear that paper (i.e. passed in paper).

Letter grade Bp in a paper means that the student has not been able to clear the paper and is entitled to appear in the back paper examination if he/she satisfies other conditions for Back Paper examination.

Letter grade F means that the student has failed in the semester.

Letter grade Ab means that the student was absent.

**Calculation of SGPA, YGPA and CGPA:** The following procedure shall be used to calculate the Semester. Grade Point Average (SGPA), Yearly Grade Point Average (YGPA) and Cumulative Grade Point Average (CGPA)

SGPA is the ratio of sum of the product of the number of credits multiplied with the grade points scored by a student in all the courses of the semester divided by the sum of the credits of all the courses of the semester i.e.

$$SGPA = \sum (C_i \times G_i) / \sum C_i$$

Where $C_i$ is the number of credits of the $i^{th}$ paper and $G_i$ is the grade point scored by the student in the $i^{th}$ paper.

YGPA is also calculated in the same manner taking into account all the semesters undergone by a student over a year, i.e.

$$YGPA = \sum (C_j \times S_j) / \sum C_j$$

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CGPA is also calculated in the same manner taking into account all the semesters undergone by a student over the program, i.e.

$$CGPA = \sum (C_j \times S_j) / \sum C_j$$

Where $S_j$ is the SGPA of that semester and $C_j$ is the total number of credits in that semester.

The SGPA, YGPA and CGPA shall be rounded off to 2 decimal points and reported inthe transcripts.

Illustration of Calculation of SGPA, YGPA and CGPA

**Illustration for SGPA**

| Paper | Credit | Grade Letter | Grade Point | Credit Point |
|-------|--------|--------------|-------------|--------------|
| Paper 1 | 3 | B | 8 | 3 x 8 = 24 |
| Paper 2 | 3 | C | 7 | 3 x 7 = 21 |
| Paper 3 | 3 | O | 10 | 3 x10 = 30 |
| Paper 4 | 3 | E | 5 | 3 x 5 = 15 |
| Paper 5 | 3 | D | 6 | 3 x 6 = 18 |
| Paper 6 | 3 | A | 9 | 3 x 9 = 27 |
| Paper 7 | 4 | C | 7 | 4 x 7 = 28 |
| | 22 | | | 163 |

Thus,

SGPA = 163/22

SGPA = 7.41

**Illustration for YGPA**

| Semester I | Semester II |
|-----------|-------------|
| Credit : 30 | Credit : 26 |
| SGPA : 6.9 | SGPA : 5.8 |

$YGPA = \sum (C_j \times S_j) / \sum C_j$

$YGPA = \{(30 \times 6.9) + (26 \times 5.8)\} / \sum C_j$

Thus, YGPA = 357.8/56

YGPA = 6.39

**Illustration for CGPA**

| Semester I | Semester II | Semester III | Semester IV | Semester V | Semester VI |
|-----------|-------------|--------------|-------------|------------|-------------|
| Credit : 30 | Credit : 26 | Credit : 32 | Credit : 34 | Credit : 32 | Credit : 30 |
| SGPA : 6.9 | SGPA : 5.8 | SGPA : 7.3 | SGPA : 6.8 | SGPA : 6.4 | SGPA : 6.9 |

$CGPA = \sum (Cj \times Sj) / \sum Cj$

$CGPA = \{(30 \times 6.9) + (26 \times 5.8) + (32 \times 7.3) + (34 \times 6.8) + (32 \times 6.4) + (30 \times 6.9\} / \sum Cj$

Thus, CGPA = 1234.4/184

CGPA = 6.71

The conversion formula for converting YGPA or CGPA to the corresponding Percentage of Marks will be as follows

$$X = 10\,Y - 5$$

Where, X = Percentage of Marks, Y = YGPA or CGPA

13. The student will have to fulfill the minimum requirement of attendance as per the university rule.

14. **Declaration of Results and Award of Degree:** The result of the concerned semester examination shall normally be declared as per University rules/norms. In the first seven semesters the candidate will be declared only as "Pass" or "Fail". Division will be awarded only on the basis of combined result of all the eight semesters of BHM & CT program.

15. **Ex-Student:** In case a student fails in the examination as per relevant provisions, he/she may be allowed to re-appear in subsequent examination as an ex-student, without having the need to attend classes. He/she shall be required to appear and clear all end semester papers, practical, dissertation, exam etc. as per provision of the syllabus of that year.

16. **Scrutiny:** Scrutiny facility will be given to the students as per prevailing norms of the University.

17. **Amendment:** Course structure, course fee, eligibility condition for admission, intake capacity and examination/evaluation procedure are subject to amendment from time to time as may be decided by the University. The syllabi will be prescribed by the Board of Studies and necessary amendments made as and when required.

Considering the developments in the hospitality industry, the dept. shall endeavor to revise the syllabus every two/three years.

## YEAR WISE SYLLABUS STRUCTURE OF BACHELOR OF HOTEL MANAGEMENT PROGRAM

### Bachelor of Hotel Management & Catering Technology- First Year

#### BHM&CT-I Sem.

| Course Code | Paper Name/Subject | Theory/Practical | Total Credit |
|---|---|---|---|
| BHM-101 | Food Production-I | T | 3 |
| BHM-102 | Food & Beverage Service-I | T | 3 |
| BHM-103 | Front Office Operations-I | T | 3 |
| BHM-104 | AccommodationOperations-I | T | 3 |
| BHM-105 | Basics of Hotel Accounting | T | 3 |
| BHM-106 | Communication skills for Hotel Industry | T | 3 |
| BHM-107 | Food Production Practical-I | P | 2 |
| BHM-108 | Food & Beverage Service Practical-I | P | 2 |
| BHM-109 | Front Office Operation Practical-1 | P | 1 |
| BHM-110 | Accommodation Operation Practical-1 | P | 1 |
| BHM-111 | Personality Development Practical-I | P | 1 |
| | | Total | 25 |

#### BHM&CT-II Sem.

| Course Code | Paper Name/Subject | Theory/Practical | Total Credit |
|---|---|---|---|
| BHM-201 | Food Production-II | T | 3 |
| BHM-202 | Food & Beverage Service-II | T | 3 |
| BHM-203 | Front Office Operations-II | T | 3 |
| BHM-204 | AccommodationOperations-II | T | 3 |
| BHM-205 | Hygiene and Sanitation | T | 3 |
| BHM-206 | IHI (Introduction to Hospitality Industry) | T | 3 |
| BHM-207 | Food Production Practical-II | P | 2 |
| BHM-208 | Food & Beverage Service Practical-II | p | 2 |
| BHM-209 | Front Office Operations Practical-II | P | 1 |
| BHM-210 | Accommodation Operations Practical-II | p | 1 |
| BHM-211 | Personality Development Practical-II | P | 1 |
| | | Total | 25 |

| Bachelor of Hotel Management & Catering Technology- Second Year | | | |
|---|---|---|---|
| BHM&CT-III Sem. | | | |
| **Course Code** | **Paper Name/Subject** | **Theory/Practical** | **Total Credit** |
| BHM-301 | Food Production – III | T | 3 |
| BHM-302 | Food & Beverage Services-III | T | 3 |
| BHM-303 | Front Office Operations-III | T | 3 |
| BHM-304 | AccommodationOperations-III | T | 3 |
| BHM-305 | Food Science & Nutrition | T | 3 |
| BHM-306 | Hotel Accounting | T | 3 |
| BHM-307 | Food ProductionPractical-III | P | 2 |
| BHM-308 | Food & BeverageService Practical-III | P | 2 |
| BHM-309 | Front Office Operations Practical–III | P | 1 |
| BHM-310 | AccommodationOperations Practical-III | P | 1 |
| | | Total | 24 |
| BHM&CT-IV Sem. | | | |
| **Course Code** | **Paper Name/Subject** | **Theory/Practical** | **Total Credit** |
| BHM-401 | Advance Food ProductionOperations-I | T | 3 |
| BHM-402 | Advance Food & BeverageOperations-I | T | 3 |
| BHM-403 | Room Division Management-I (Accommodation Operations) | T | 3 |
| BHM-404 | Principles of Management | T | 3 |
| BHM-405 | Travel & Tourism Operations | T | 3 |
| BHM-406 | Computer Applications | T | 3 |
| BHM-407 | Advance Food ProductionPractical-I | P | 2 |
| BHM-408 | Advance Food & BeverageService Practical-I | P | 2 |
| BHM-409 | Room Division Management Practical-I (Accommodation Operations) | P | 1 |
| BHM-410 | Computer Application Practical | P | 1 |
| BHM-411 | Personality Development Practical-III | P | 1 |
| | | Total | 25 |

## Bachelor of Hotel Management & Catering Technology- Third Year

### BHM&CT-V Sem.

| Course Code | Paper Name/Subject | Theory/Practical | Total Credit |
|---|---|---|---|
| | 22-weeks Industrial Training in 4-Star or above category Hotel | | |
| BHM-501 | Training Report | P | 8 |
| BHM-502 | Log Book | P | 8 |
| BHM-503 | Presentation & Viva –Voce | P | 8 |
| | Total | | 24 |

### BHM&CT-VI Sem.

| Course Code | Paper Name/Subject | Theory/Practical | Total Credit |
|---|---|---|---|
| BHM-601 | Advance Food Production Operations-II | T | 3 |
| BHM-602 | Advance Food & Beverage Operations-II | T | 3 |
| BHM-603 | Room Divisions Management-II (Front Office Operations) | T | 3 |
| BHM-604 | Financial Management | T | 3 |
| BHM-605 | Business Economics | T | 3 |
| BHM-606 | I- Hospitality and Tourism Marketing | | |
| | Or | T | 3 |
| BHM-607 | II-Human Resource Management | | |
| BHM-608 | I-Environment Management | | |
| | Or | T | 3 |
| BHM-609 | II-Entrepreneurship | | |
| BHM-610 | Advance Food Production Practical-II | P | 2 |
| BHM-611 | Advance Food & BeverageService Practical-II | P | 2 |
| BHM-712 | Room DivisionsManagement Practical-II (Front Office Operations) | P | 1 |
| | Total | | 26 |

**Bachelor of Hotel Management & Catering Technology- Fourth Year**

### BHM&CT-VII Sem.

| Course Code | Paper Name/Subject | Theory/Practical | Total Credit |
|---|---|---|---|
| | Professional Elective Theory– any one of the following:- | T | 3 |
| BHM-701 | I- Food Production | | |
| BHM-702 | II- Food & Beverage Service | | |
| BHM-703 | III- Room Division Management | | |
| BHM-704 | Hospitality Law & Ethics | T | 3 |
| BHM-705 | 1. Customer Relation Management | T | 3 |
| | Or | | |
| BHM-706 | 2. Facility Planning | | |
| BHM-707 | Research Methodology | T | 3 |
| BHM-708 | Organizational Behavior | T | 3 |
| | ProfessionalElective Practical-any one of the following- | P | 2 |
| BHM-709 | I- Food production | | |
| BHM-710 | II- Food &Beverage Services | | |
| BHM-711 | III- Room Division Management | | |
| | Extensive Research Project on any one topic under any Sr. Faculty of the Dept. | P | 3 |
| BHM-712 | I- Hotel Operation | Viva Voce/ | |
| BHM-713 | II- Tourism Industry | Presentation | |
| BHM-714 | III- Airlines Industry | Hard copy along with soft copy of project | P | 3 |
| | | Total | 23 |

### BHM&CT-VIII Sem.

| Course Code | Paper Name/Subject | Theory/Practical | TotalCredit |
|---|---|---|---|
| | Industrial Training 22-weeks/On the Job Training in minimum 4/5-Star Category Hotel recommended by Dept. /Training-in-Charge. | | |
| BHM-801 | Training Report | P | 8 |
| BHM-802 | Log Book | P | 8 |
| BHM-803 | Presentation & Viva –Voce | P | 8 |
| | | Total | 24 |

### Internal Assessment & External Assessment

| Internal Assessment (Theory) | Marks 30 | External Assessment (Theory) | Marks 70 |
|---|---|---|---|
| Assignment and Seminars for all theory papers throughout the semester in allsemesters | 05 | Theory paper Semester 01 | 70 |
| | | Theory paper Semester 02 | 70 |
| Overall performance throughout the semester(ncluding. Behavior, Discipline and Attendance) | 05 | Theory paper Semester 03 | 70 |
| | | Theory paper Semester 04 | 70 |
| Class Test | 20 | Theory paper Semester 06 | 70 |
| | | Theory paper Semester 07 | 70 |
| **Internal Assessment (Practical)** | | **External Assessment (Practical)** | |
| Journal | 15 | Practical Work/Product Presentation/Tasting by Evaluators/Viva voce with all related papers- Journal/Dissertation/Project/Industrial Training Report etc. | 70 |
| Viva Voce/Grooming(Uniform)/Attendance | 15 | | |