

**Bachelor of Hotel Management and
Catering Technology**

(BHMCT)

Proposed Course Outline

Approved by

Board of Studies of Tourism and Hotel Management

Submitted by

Institute of Tourism and Hotel Management

Bundelkhand University

J H A N S I

Proposed Ordinance and Course Outline
for
Bachelor of Hotel Management and Catering Technology
(BHMCT)

1. Eligibility for Admission:

10+2 or equivalent qualification, passed with at least 50% marks; relaxation of 5% marks for SC/ST candidates

2. Intake: 60 seats

3. Reservation:

Reservation shall be applicable as per State Government/University norms; *i.e.*, Unreserved – 50%, SC – 21%, ST – 2%, OBC – 27%. Prescribed horizontal reservation for female, handicap and dependent of Freedom Fighters etc shall be applicable to each category.

4. Duration of the Course:

3.a. 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 November/ December* and, *January to April/ May*, respectively.

3.b Maximum duration to complete the course shall be 6 years.

4. Admission

4.a Admissions to BHMCT Course shall be based on the merit of the Entrance Test conducted by U.P. Technical University on duly notified date.

4.b Entrance Test

Generally the entrance test shall be convened during last week of May or First week of June and result shall be available on U.P.T.U. website within 15 days of the conduct of entrance test.

4.c Counseling

List of successful candidates shall be displayed in the official website of the University, along with time, date and place of counseling. The candidates, short listed for counseling, shall also be informed to this effect through counseling letters.

Weightage: *In preparation of the final merit for admission, there shall be provision for addition of 15% of the percentage marks obtained by the candidate in the entrance test, in case, he/she has passed the qualifying examination (i.e., 10+2 or equivalent*) from any college/institution falling within the academic jurisdiction of the University in which he/she is intending to take admission.*

****Equivalent qualification shall essentially mean the study Programme equivalent to 10 +2 but duly recognized by U.P.T.U, and the concerned University where the candidate intends to seek admission***

4.d Admission Against Vacant Seats

If the 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 concerned University 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 applicants.

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

Weightage applicable to 4.d and 4.ec above:

In preparation of the final merit for direct admission, there shall be provision for addition of 15% of the percentage marks of qualifying examination (i.e., 10+2 or equivalent) in case of such candidates who have passed the examination from a college/institution falling within the academic jurisdiction of the University where he/she intends to seek admission.

5. Course Fee

- 5.a** The course fee, to be remitted annually, shall be 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. The course fee shall have to be remitted by the students in the beginning of every academic year on duly notified dates. Candidates failing to deposit the fee in time shall be liable for penalty, as prescribed by the University.

- 5.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 who have taken admission in the concerned academic year. However, if fee is reduced during the subsequent year(s), the reduced fee will also be applicable to the students who have taken admission during previous year(s).

6. Teaching

In each but Eighth Semester, there shall be actual teaching for a minimum of 90 days, excluding admission, preparatory and examination period. The Eighth Semester shall be devoted to Industrial Training and final preparation of Dissertation and Training Report.

7. 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.

8. Attendance

- 8.a** Minimum attendance required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- 8.b** In case a student is short of attendance due to illness; or participation in university/state/national level sports/extra curricular activities etc., the following conditions shall apply.
- (i) *Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.*
 - (ii) *Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department.*
- 8.c** Name of such student, who remains absent for consecutive six days without prior permission/citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Re-admission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, as also on valid disciplinary ground(s).

9. Examination

- 9.a Sessional Examination/Internal Assessment:** In every semester, 30 marks shall be assigned for internal assessment/ sessional examination, in each theory and practical subject/paper. The subject teacher shall conduct two sessional examinations of 15 marks each, on a date notified at least one week in advance. Students failing to appear in the sessionals, or obtaining less than 40% marks in the internal assessment of any paper, shall not be eligible to appear in concerned semester examination. The department shall have to preserve the records of internal assessment at least for six months from the date of the commencement of the concerned semester examination.
- 9.b 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.
- 9.c Practical Examinations**
Practical examinations may be normally convened before theory examinations. However, in unavoidable circumstances, practical examinations can also be held after theory papers.
- 9.d Preliminary Industrial Training (Ten Weeks):** The Student shall have to undergo a ten weeks' preliminary industrial training in a leading hotel/resort property, duly approved by the institute. Though the institute may help the incumbent students in arranging their training in suitable institutions, the sole responsibility, in this context, will rest on the students.

They will have to submit a comprehensive training report on the format prescribed by the Department, at least one month before commencement of the fifth semester examinations. Alongside the training report, candidates shall also have to submit Logbook incorporating details of day-today training inputs. The reports and Logbooks will be evaluated by an external expert, while viva voce examination based on the report shall be conducted jointly by external and internal expert. *Maximum marks for Preliminary Industrial Training report and Log Book shall be 25 each while 50 marks will stand or viva voce examination based on training report and logbook.*

- 9.e Extensive on the job training (Twenty Two Weeks):** Immediacy after their Seventh Semester Examinations, the Students shall be required to undertake a Twenty-Two weeks' extensive on-the-job training in a leading hotel/resort property, duly approved by the Department. The training reports submitted by the students on the prescribed format, will be evaluated by an external expert, while viva voce examination based on the report shall be conducted jointly by a panel of external and internal expert. Maximum marks for on-the job training shall be 200 (150 marks for report evaluation and 50 marks for viva voce examination). *Last date for submission of the report shall be May 15 (or, next working day if May 15 is a holiday) of the concerned academic year*
- 9.f Log Book:** While on the training, the students shall have to systematically maintain a Log Book in the format prescribed by the Department. The Log Book, to be submitted along with the training report, will be evaluated by a panel of experts (One internal and one external). Maximum marks for Log Book shall be 200 (150 for evaluation of Logbook and remaining 50 for viva voce examination). Last date for submission for submission of the Log Book shall be May 15 (*or, next working day if May 15 is a holiday*) of the concerned academic year
- 9.g Dissertation:** At the outset of Sixth Semester, every Student shall be assigned an applied topic (problem) for Dissertation under the supervision of one of the faculty members of the Department. A panel, comprising of one external and one internal expert shall evaluate the dissertation and conduct viva voce examination on the same. Maximum marks for Dissertation shall be 200 (150 for evaluation of Dissertation and remaining 50 for viva voce examination). *Last date for submission for submission of Dissertation shall be May 15 (or, next working day if May 15 is a holiday) of the concerned academic year* **Note:** *Students will be allowed to submit their Dissertation only if the respective supervisor is satisfied with the work and has accordingly recommended it for evaluation.*

10. Qualifying Marks and Promotion:

- 10a.** Minimum pass marks to be obtained by a candidate to pass in the semester examination, shall be 40% of the maximum marks separately in each theory/practical paper/essentials (Internal Assessment); training report/logbook/dissertation (which-ever is applicable), 50% of the aggregate marks in each semester.
- 10.b** An examinee who fails to secure minimum pass marks in not more than 50% of the papers and/or secures 40% marks in every paper but does not secure 50% in the aggregate in a particular semester examination (including internal assessment), shall be declared to have secured back log/back paper. Such candidate may be admitted provisionally to the next semester on his/her own risk, subject to clearing the backlog, as prescribed here- in- after. No student will be promoted to the next higher semester if he/she has a back-log of 50% or more papers including theory/practical/ viva/training/logbook/dissertation (whichever is applicable) of the previous semesters taken together. Maximum chancee to clear the backlog shall be two.
- 10.c** A candidate whose result is declared late for no fault of his/her, may be permitted provisionally to attend classes of the next higher Semester at his/her own risk and responsibility, and shall be finally admitted to the higher semester on his/her passing the concerned Semester Examination. In such a case, the lectures will be counted from the date a candidate started attending classes. In case a candidate fails to pass the concerned Semester Examination and is not eligible to be promoted to higher semester under the norms prescribed above, his/her Attendance/Internal Assessment in the next higher Semester in which he/she was allowed to attend classes provisionally, shall stand cancelled.
- 10.d** Students declared 'Failed' or do not fulfill conditions for promotion to higher semester as per the conditions specified above, may be allowed to reappear, in the said examinations convened in the subsequent year, as ex-students without undergoing a repeat of regular academic programme. They shall be required to appear and clear only those papers/practical/viva;dissertation, in which they could not secure minimum pass marks in the aggregate of the semester concerned. The marks in subjects already cleared by them, shall be carried over, as such.
- 10.e** A candidate must pass all the eight Semester Examinations within six years of the admission to the First Semester of the BHM course, failing which he/she will be deemed to be unfit for the BHM Programme, or will have to afresh seek admission in the first semester of the course.
- 10.f.** A candidate, who after having passed a particular Semester Examination, discontinues his/her studies, may be permitted to join the next semester within one year of his/her passing the last Semester Examination when the

next semester is in operation.

10.g On the basis of percentage of total marks secured in the aggregate of all years, the performance of the students shall be indicated as per below :

- (i) Second Division: 50% or more than 50% marks but less than 60%.
- (ii) First Division: 60% or more than 60% marks but less than 75%.
- (iii) First Division with Distinction: 75% or more than 75% marks.

In case, a candidate is able to clear at least 50% papers in annual examination, he/ she will be promoted to next year on the condition that he/she has to clear remaining 50% paper as back-papers. If such student fails to clear the backlog in two attempts, his/her admission to BHMCT course shall be deemed to be automatically cancelled.

11. Declaration of Results and Award of Degree :

The result of the concerned semester examination shall normally be announced within three weeks after conduct of the last theory paper examination of the concerned semester. Candidates declared successful may get the provisional degree from the Registrar / Vice-Chancellor of the University after one week of the announcement of the result. Original degree will be conferred at the time of convocation to be generally held annually.

12. Back-paper and Improvement:

In case, a candidate is able to clear 50% or more papers in the semester examination, he/ she will be promoted to next year on the condition that he/she has to clear remaining 50% paper as back paper, which shall be conducted along with the scheduled semester examinations. Such candidate will be given maximum of two attempts to clear their back papers. The University may also hold a special back paper exam for students who appeared in their final semester examination. A candidate may also be allowed one chance to appear in a maximum of two papers to improve his/her performance. The candidates shall have the choice *to take either one paper in each semester or two papers of the same for improvement examination.*

13. Special Back-paper:

Students appearing in their final year (seventh semester) examination, or those who have already appeared in the final semester examination, may be allowed to clear their backlogs by filling the requisite form and depositing the prescribed fees for the same. The prior approval for the same has to be taken from the concerned authorities.

14. 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 papers, practical, dissertation, exam etc. as per provision of the syllabus in that year.

15. Scrutiny

Scrutiny facility will be given to the student in two papers on payment of prescribed fee as decided by the University from time to time.

16. 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 U.T.P.U./concerned University.

Miscellaneous:

Industrial Visit: After First Semester Examinations, the students shall be required to undertake a week-long orientation trip to hotel/ resort properties at multiple destinations/ Tourist Center(s). They will be accompanied by one of the faculty members of the Department. On the basis of the field visit report and presentation on the same, certificate of excellence shall be given to the top five performers.

Training at Bundelkhand University International Center; In order to expose the students to real-life situations, the BHM incumbents shall be periodically deputed to work in the University Guest House, or in the event of the University functions/events. Every year, the top five performers shall be rewarded with certificate of excellence. Failing to attend such assignment shall amount to indiscipline.

Bachelor of Hotel Management and Catering Technology
BHMCT

Proposed Course Outline

First Year
Semester – I

Sl. No.	Subject Code	Subject	Theory 100		Practical. 100	
			Int. 30	Ext. 70	Int. 30	Ext. 70
1.	BHM- 101	Introduction to Hospitality, Hotel and Hoteliering	30	70	-	-
2.	BHM- 102	Growing Dimensions of Travel and Tourism	30	70	-	-
3.	BHM- 103	Introduction to Computers Application	30	70	-	-
4.	BHM- 104	Principles of Management	30	70	-	-
5.	BHM - 105	Basics of Communication	30	70	-	-
6.	BHM- 106	Conceptual Framework of Marketing	30	70	-	-
7.	BHM- 107	Contemporary Ecological and Environmental Issues	30	70	-	-
		Total Marks	700			

Industrial Visit: After their First Semester Examinations, shall be required to undertake a weeklong orientation trip to hotel/ resort properties located at multiple destinations/Tourist Center(s). They will be accompanied by one of the faculty members of the Department.

First Year
Semester – II

Sl. No.	Subject Code	Subject	Theory 100		Practical 100	
			Int. 30	Ext. 70	Int. 30	Ext. 70
1.	BHM- 201	Front Office Operations - I	30	70	30	70
2.	BHM- 202	Food Production Operations – I	30	70	30	70
3.	BHM- 203	Food and Beverage Services Operations – I	30	70	30	70
4.	BHM- 204	Housekeeping Operations – I	30	70	30	70
5.	BHM- 205	Hygiene and Sanitation	30	70	-	-
6.	BHM- 206	Hotel Accounting - I	30	70	-	-
		Total Marks	1000			

Second Year
Semester – III

Sl. No.	Subject Code	Subject	Theory 100		Practical 100	
			Int. 30	Ext. 70	Int. 30	Ext. 70
1.	BHM- 301	Front Office Operations – II	30	70	30	70
2.	BHM- 302	Food Production Operations – II	30	70	30	70
3.	BHM- 303	Food and Beverages Services Operations – II	30	70	30	70
4.	BHM- 304	Housekeeping Operations - II	30	70	30	70
5.	BHM- 305	Nutrition and Food Science	30	70	-	-
6.	BHM- 306	Hotel Accounting - II	30	70	-	-
		Total Marks	1000			

Second Year
Semester – IV

Sl. No.	Subject Code	Subject	Theory 100		Practical 100	
			Int. 30	Ext. 70	Int. 30	Ext. 70
1.	BHM- 401	Front Office Operations – III	30	70	30	70
2.	BHM- 402	Food Production Operations – III	30	70	30	70
3.	BHM- 403	Food and Beverage Service Operations- III	30	70	30	70
4.	BHM- 404	Housekeeping Operations – III	30	70	30	70
5.	BHM- 405	Ethical Legal and Regulatory Aspects of Hoteliering	30	70	-	-
6.	BHM- 406	Organizational Behavior	30	70	-	-
		Total Marks	1000			

Ten Weeks' Preliminary Industrial Training: As per the course requirement, incumbent students have to go on a preliminary industrial training in a leading hotel/resorts property, duly approved by the Department. Though the Department may help the incumbent students in arranging their training in suitable institutions, the sole responsibility, in this context, will rest on the students. They will have to submit a comprehensive training report along with the logbook, on the formats prescribed by the Department, at least one month before commencement of the fifth semester examinations. The report and logbook shall stand for 50 marks each.

Third Year
Semester – V

Sl. No.	Subject Code	Subject	Theory 100		Practical. 100	
			Int. 30	Ext. 70	Int. 30	Ext. 70
1.	BHM- 501	Front Office Operations-IV	30	70	30	70
2.	BHM- 502	Food Production Operations-IV	30	70	30	70
3.	BHM- 503	Food and Beverage Services Operations - IV	30	70	30	70
4.	BHM- 504	Housekeeping Operations-IV	30	70	30	70
5.	BHM- 505	Material Management	30	70	-	-
6.	BHM- 506	Hotel Engineering	30	70	-	-
7.	BHM- 507	Training Report + Log Book (50 + 50)	100			
Total Marks			1000			

Third Year
Semester – VI

Sl. No.	Subject Code	Subject	Theory 100		Practical. 100	
			Int. 30	Ext. 70	Int. 30	Ext. 70
1.	BHM- 601	Front Office Operations-V	30	70	30	70
2.	BHM- 602	Food production Operations-V	30	70	30	70
3.	BHM- 603	Food and Beverage Services Operations-V	30	70	30	70
4.	BHM- 604	Housekeeping Operations-V	30	70	30	70
5.	BHM- 605	Research Methodology	30	70		
6.	BHM- 606	Human Resource Management	30	70		
Total Marks			1000			

Immediately on the commencement of sixth semester studies, an applied research topic/problem, under the supervision of one of the faculty members of the department shall be assigned to the incumbent students. It is advised and expected that students should take the problem according to their area of interest, *vis a vis* the specialization areas they intend to opt for their studies in the seventh semester. The dissertation shall stand for 200 marks (*150 for evaluation of Dissertation and remaining 50 for viva voce examination*). The dissertation, as per norms, is to be submitted latest by May 15 (or, next working day if May 15 is a holiday) of the concerning academic year. No dissertation shall be entertained for evaluation without a clear certification from the supervisor that ‘the work is original based on actual research findings’.

Fourth Year

Semester – VII

Sl. No.	Subject Code	Subject	Theory 100		Practical 100	
			Int. 30	Ext. 70	Int. 30	Ext. 70
1.	BHM- 701	Elective – I	30	70	30	70
2.	BHM- 702	Elective – II	30	70	30	70
3.	BHM- 703	Hotel Marketing	30	70		
4.	BHM- 704	Entrepreneurship Development	30	70		
5.	BHM- 705	Financial Management	30	70		
6.	BHM- 706	Event Management	30	70		
7.	BHM- 707	Business Communication	30	70		
8.	BHM- 708	Facility Planning	30	70		
		Total Marks	1000			

Extensive on the job training (Twenty Two Weeks') and Training Report:

Immediacy after the Seventh Semester Examinations, the Students shall be required to undertake a Twenty-Two weeks' extensive on the job training in a leading hotel/resort property, duly approved by the Department. The training reports submitted by the students on the prescribed format, will be evaluated by an external expert, while viva voce examination based on the report shall be conducted jointly by external and internal expert. Maximum marks for on-the job training shall be 200 (150 marks for report evaluation and 50 marks for viva voce examination). *Last date for submission of the report shall be May 15 (or, next working day if May 15 is a holiday) of the concerned academic year*

Log Book: While on the extensive on the training, the trainees shall have to systematically maintain a Log Book in the format prescribed by the Department. The Logbook, incorporating the day- to- day training inputs shall realistically indicate the training exposure *vis a vis* the professional aptitude and sincerity of the professional in making. The Log Book, to be submitted along with the training report, will be evaluated by the panel of experts (One internal and one external). Maximum marks for Log Book shall be 200 (150 for evaluation of Logbook and remaining 50 for viva voce examination). Last date for submission for submission of the Log Book shall be May 15 (*or, next working day if May 15 is a holiday*) of the concerned academic year

Fourth Year
Semester – VIII

Sl. No.	Subject Code	Subject	Maximum Marks - 200	
			Evaluation of Report / Log Book/ Dissertation	Viva – Voce
1.	BHM-801	On the Job Training Report	150	50
2.	BHM-802	Log Book Evaluation	150	50
3.	BHM-803	Dissertation	150	50
		Total Marks	600	
Grand total of maximum marks			7300	

Semester VIII has been designed to expose the students to real life perspectives of the profession. Alongside undertaking the 23 week' on-the-job training, they will also have to maintain the training logbook, while also working on their training report and dissertation/mini research. Combination of these activities will provide opportunities to the students for self-assessment and self-realization. This in turn will also help them to perceive their interest and aptitude for specific area where they can effectively carve-out successful career niche for themselves.