

DEPARTMENT OF HOTEL MANAGEMENT

Master in Hotel Management (MHM)  
(Two years Programme)

Intake-15 Seats

1. Definitions:

- 1.1 **Programme** stands for MHM
- 1.2 **Course** stands for individual paper
- 1.3 **Credit** is the weightage assigned to a course in terms of contact hours.
- 1.4 **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a course on the 10 point scale.
- 1.5 **Grade point** stands for the numerical equivalent of the letter grade.

2. Duration:

The Duration of MHM programme Shell be of Four semesters. Each semester will be 90 working days. However, all candidates will be required to complete the programme within the maximum period of four years.

3. Admission:

- 3.1 **Eligibility:** The minimum qualification for Admission to the first semester of the course shall be open to candidates who:-
  - 3.1.1 Bachelor degree with 45% marks in any stream and 42.75 for SC/ST/Divyang person from recognized universities from the Country or Abroad or equivalent and preference will be given to the students having Bachelor degree in Hotel/Hospitality Management.
  - 3.1.2 **Procedure:** Admission shall be done on the basis of Merit of qualifying Examination.

4. Fees:

The Programme fee shall be paid by the candidate as prescribed by the University from time to time.

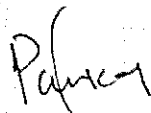
5. Teaching Methodology:

The Methodology shall include class room teaching, assignment, practical work, seminar, workshop, presentations, group discussions, quiz, filed work, and project work etc.

6. Credit Weightage:

Each course has a certain number of credits which reflect its weightage. Credits of a course are evaluated as under:-

- 6.1 **Lecture:** One credit per lecture per week per semester will generally be adopted.

  
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- 6.2 **Tutorial:** One credit per tutorial hour per week per semester will be adopted.
- 6.3 **Practical:** Half credit per hour per week per semester will be assigned half credit.
- 6.4 **Seminar/Presentation/Group Discussion:** Half credit each.

## 7. Examination:

- 7.1 The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of examiners for each course shall be recommended by the Board of Studies.
- 7.2 The examination shall consist of theory papers and practical examination. Theory papers are to be set by the external/internal paper setters.
- 7.3 For practical examination, viva-voce etc. shall be conducted jointly by the external and internal examiners.
- 7.4 The end term examination (External Examination) for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June, on such dates as may be fixed by the University.
- 7.5 Supplementary examinations will be held for re-appear/failed candidates as under:

Semester	When held
(a) First Semester	Along with the Odd Semester
(b) Second Semester	Along with the even Semester
(c) Third Semester	Along with the Odd Semester
(d) Fourth Semester	Along with the next immediate regular Semester examination

Note: If a candidate fails to clear/pass the re-appear paper(s) in the first chance, as per the above schedule, he/she will be required to re-appear in such paper(s) in the relevant semester examinations as the case may be.

- 7.6 The schedule for conducting internal examination will be finalized by the faculty(s) concerned in consultation with the Chairperson of the Department.
- 7.7 The medium of instruction and the examination shall be English.
- 7.8 The practical examination(s) of the courses (relating to IT/Computers, or wherever specified) shall be conducted by the following Board of Examiners, consisting of two members to be appointed by the Vice- Chancellor on the recommendations of the Chairperson, PG Board of Studies in Hospitality & Hotel Administration :-

- 7.8.1. Internal Faculty Member of the Institute (to be appointed by the Chairperson of the concerned Institute) and
- 7.8.2. One External Examiner.

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## 8. Evaluation & Grading:

- 8.1 The assessment will be 20 % Internal and 80% External.
- 8.2 The students will have to obtain 40% in external examination and 40% in the aggregate of internal and external in case a student fails to acquire 40% in the aggregate of internal and external, she will be awarded re-appear in the theory (External) paper of that subject. There will be no re-appear in the internal assessment. The marks obtained in the internal assessment of a subject shall be carry forwarded, if a student gets re-appear in the external examination.

- 8.3 The weightage for internal evaluation is as follows :-

Component	Weightage
8.3.1 Class test/minor test/Sessional tests Assignments/Presentation/Seminars/	10% i.e. 10 marks out of 100
8.3.2 Group Discussion	5% i.e. 5 marks out of 100
8.3.3. Attendance	5% i.e. 5 marks out of 100
Less than 75%	0 Marks
75% and above and less than 80%	2 Marks
80% and above and less than 85%	3 Marks
85% and above	5 Marks

- 8.4 **Industrial Exposure:** Every student of MHM shall be required to undergo practical training in a Hotel/Hospitality organization for twenty weeks, after the end of the third semester examinations. Training report & log book shall be completed by the students during the period of training. The work done by the candidate during the training period shall be submitted in the typed form three copies of a training report as per the guidelines provided by Department of Hotel Management. The last date for the receipt of training report in the office of the Controller of Examinations shall be ten days before the examination.

- 8.5 The evaluation of the Training Report shall be done as follows:

- 8.5.1 Evaluation for 20 percent by the internal examiner, and 80 percent by External Examination.

- 8.6 **Grade Points :**

- 8.6.1. The academic performance of a student shall be graded on a ten- point scale. The award of grades based upon marks obtained out of 100 shall be made as follows:

Academic Performance	Letter Grades	Grade Points (p)
Outstanding	A <sup>+</sup>	10
Extra Ordinary	A	09
Excellent	B <sup>+</sup>	08
Very Good	B	07

Good	C <sup>+</sup>	06
Average	C	05
Poor	D	04
Very Poor	E	03

**Note:** 1. Pass Grade is Grade C and higher grades  
2. Grades D, and E are fail grades

8.6.2. The award of grades based on absolute marks out of 100 shall be made as follows:-

Marks		Grades		Marks
90	>	A <sup>+</sup>	<	100
80	>	A	<	89
70	>	B <sup>+</sup>	<	79
60	>	B	<	69
50	>	C <sup>+</sup>	<	59
40	>	C	<	49
30	>	D	<	39
0	>	E	<	29

8.6.3. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average is calculated as follows:-  

$$GPA = \frac{S \text{ (Number of credits x Grade Points)}}{S \text{ (Number of Credits Registered)}}$$

For the purpose of calculation of GPA for SGPA and CGPA only those courses (including projects) will be taken into account in which the student has been awarded pass grade. Here S stands for the sum of

$$(i) SGPA = \frac{\sum C_i P_i}{\sum C_i}$$

Where

$C_i$  = Number of credits earned in the  $i^{th}$  course of a semester for which SGPA is to be calculated.

$p_i$  = Grade point earned in  $i^{th}$  course

$i = 1, 2, 3, \dots, n$ , represent the number of courses in which a student is registered in the concerned semester.

$$(ii) CGPA = \frac{\sum C_j P_j}{\sum C_j}$$

Where

$C_j$  = Number of credits earned in the  $j^{th}$  course up to the semester for which CGPA is to be calculated.

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$P_j$  = Grade point earned in the  $j^{\text{th}}$  course. Any grade lower than the pass grade in a course shall not be taken into account.

$J - 1, 2, 3, \dots, n$ , represent the number of courses in which student was registered and obtained a grade not lower than C up to the semester for which CGPA is to be calculated.

8.7. There will be no improvement facilities for the students of MHM.

#### 9. Promotion:

9.1 A Student will be eligible for promotion to second, third and fourth, semester(s) who:-

9.1.1. Has been on the rolls of the Institute during the semester preceding the respective semester examination; and

9.1.2. Has attended not less than 75% of lectures in the respective semester; and

9.1.3 Has passed at least 50% of the papers in the preceding year examination.

9.2 EXPLANATION: 50% of five papers will be taken as three.

9.3 A candidate shall have to pass all the semester examinations within maximum period of four years of her admission, failing which she will be deemed to be unfit for the programme.

#### 10. Attendance:

10.1. No candidate shall be considered to have pursued a regular course of the study unless she has attended not less than 75% of the lectures, Practicals and Tutorials delivered. A deficiency upto 10% may be condoned by the Chairperson of the department. Further, a relaxation of 20% may be given in attendance by the Chairperson in case of maternity, miscarriages and in similar cases.

10.2 If a student is absent from the Department for more than four weeks without intimating to the Chairperson/In-charge of department her name will be removed from the department rolls.

10.3 In case the student name is struck off due to nonpayment of fee and is readmitted later, her attendance shall not be counted for that period.

#### 11. General Guidelines:

11.1 Where this document is silent about any rule, the University Ordinance from time to time will be applicable.

11.2 Eligibility Criteria, Fee Structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus.

- 11.3 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of University.
- 11.4 A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:
- 11.4.1 She has satisfied all the academic requirements as per the regulations; and
  - 11.4.2 She has paid all fees due from her; and
  - 11.4.3 There is no case of indiscipline pending against her.
- 11.5 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the programme permissible under the regulations.
- 11.6 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by the Dean of Academics Affairs.
- 11.7 The calendar for the academic year will be framed and declared at the beginning of the session by the university.

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