

UTTARAKHAND TECHNICAL UNIVERSITY, DEHRADUN

Ordinances for

BACHELOR OF HOTEL MANAGEMENT & CATERING TECHNOLOGY PROGRAMME

1. Admission

Admission to Bachelor of Hotel Management & Catering Technology Programme will be made as per the rules prescribed by the Academic Council of the Uttarakhand Technical University, Dehradun.

2. Eligibility for Admission

2.1. For Admission through Entrance Examination

A Candidate should have passed 10+2 examination of the Board of High School and Intermediate Education, U.P. and its equivalent.

2.2 Direct Admission on vacant seats at Institution/College level

The eligibility criteria for direct admission on seats remaining vacant in 1st year after the Entrance Examination Counselling shall be such as may be notified from time to time.

2.3 The Academic Council shall have power to amend or repeal the eligibility criteria laid down at clause 2.1 & 2.2, as per the guidelines of AICTE.

3. Attendance :

3.1 Every student is required to attend all the lectures, tutorials, practicals and other prescribed curricular and co-curricular activities. The attendance can be condoned upto 25% on medical grounds or for other genuine reasons beyond the control of students.

3.2 A further relaxation of attendance upto 15% for a student can be given by Head of institution/college provided that he/she has been absent with prior permission of the Head of the institution/college for the reason acceptable to him.

3.3 No student will be allowed to appear in the end semester examination if he/she does not satisfy the overall average attendance requirements of Clause Nos 3.1, and 3.2.

3.4 The attendance shall be counted from the date of admission in the college.

4. Duration of Courses :

- 4.1 Total duration of the Bachelor of Hotel Management & Catering Technology Course shall be 4 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by AICTE from time to time.
- 4.2 A candidate, who has failed twice in first year due to any reason (either due to his/her non-appearance or he/she being not permitted to appear in semester examinations) shall not be allowed to continue his/her studies further subject to clause 10.
- 4.3 The maximum time allowed for a candidate admitted in 1st semester for completing the Bachelor of Hotel Management & Catering Technology Course shall be 7 years, failing which he/she shall not be allowed to continue for his/her Bachelor of Hotel Management & Catering Technology Degree.

5. Curriculum:

- 5.1 The 4 year curriculum has been divided into 8 semesters and shall include lectures, tutorials, practicals, seminars and projects etc. in addition to industrial training and educational tour etc. as defined in the scheme of instructions and examination and executive instruction issued by the University from time to time.
- 5.2 The curriculum will also include such other curricular, co-curricular and extra-curricular activities as may be prescribed by the University from time to time.

6. Change of College:

7. Within the Uttarakhand state Change of College shall not be permitted.

8. Examination:

- 7.1 The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on class tests, assignments/tutorials, quizzes/viva-voce and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be conducted by means of written papers, practicals and/or viva-voce, inspection of certified course work in classes and laboratories, project work, design reports or by means of any combination of these methods.
- 7.2 The distribution of marks for sessional, end semester theory papers, practicals and other examinations, seminars, practical training and General Proficiency shall be as per the prescribed scheme of examination.
- 7.3 The maximum marks of a theory/ practicals subject shall consist of marks allotted for end semester theory paper/ practicals examination and sessional work respectively in the scheme of examination.

- 7.4 The minimum pass marks in each theory subject (including sessional marks) shall be 40% but 30% marks in essential in each theory paper in the end semester examination. If there is no provision of sessional marks in any theory subject, the minimum pass marks in that theory subject shall be 30% as required in the end semester examination.
- 7.5 The minimum pass marks in a practicals/project subject (including sessional marks) shall be 50%.
- 7.6 A candidate, in order to pass, must secure 50% marks in the aggregate in a particular academic year inclusive of both semesters of the academic year.
- 7.7 The minimum pass marks to pass in seminar, industrial training and educational tour, viva voce etc. shall be 50%.
- 7.8 There shall be no pass marks in General Proficiency (GP). However, marks of General Proficiency marks shall be added for the purpose of declaring result.

9. Promotion:

- 8.1 A candidate satisfying all the requirements under clause 7 shall be promoted to the next academic year of study.
- 8.2 a) A candidate shall be eligible for provisional promotion to the next academic year of study provided:
- (i) he/she fails to satisfy the requirements of clause 7.4, 7.5 and 7.7 in not more than 4 theory and 2 practical/project subjects on the basis of combined result of both semester examinations of a particular academic year.
- (ii) he/she fails to satisfy the requirement of clause 7.4, 7.5 and 7.7 (theory and/or practical/project subjects) in not more than 3 theory subjects and 2 practical/project subjects in addition he/she fails to satisfy requirement of clause 7.6 (aggregate marks) in the combined result of both semester examinations of a particular academic year. In such a case, aggregate marks shall be treated as one theory subject.
- (b) If a candidate satisfies the requirement of clause 7.4, 7.5 and 7.7 but fails to satisfy the requirement of clause 7.6, he/she shall be eligible for provisional promotion with carry over. He/she may choose upto a maximum of any four theory papers of that particular academic year as per his/her choice to pass the examination of that year.

ONLY FOR OLD STUDENTS (STUDENTS ADMITTED BEFORE THE SESSION 2004-05)

- 8.2 (a) A candidate shall be eligible for provisional promotion to the next academic year of study provided:
- (i) he/she fails to satisfy the requirements of clause 7.4, 7.5 and 7.7 in not more than 6 subject (theory and/or practical/project subjects) on the basis of both semester examinations of a particular academic year.

(ii) he/she fails to satisfy the requirement of clause 7.4, 7.5 and 7.7 (theory and/or practical/project subjects) in not more than 5 subjects and in addition he/she fails to satisfy requirement of clause 7.6 (aggregate marks) in the combined result of both semester examinations of a particular academic year. In such a case, aggregate marks shall be treated as one theory subject.

(b) If a candidate satisfies the requirement of clause 7.4, 7.5 and 7.7 but fails to satisfy the requirement of clause 7.6, he/she shall be eligible for promotion with carry over. He/she may choose upto a maximum of any six theory papers of that particular academic year as per his/her choice to pass the examination of that year.

8.3 A candidate shall not be promoted to third year unless he/she passes all the examination of first year. Similarly, he/she shall not be prompted to 4th year unless he/she passes all the examinations of 2nd year.

8.4 All other candidates who do not satisfy conditions laid down in clause 8 shall be declared fail and shall be required to repeat the whole academic year after taking re-admission or opting for ex-studentship. This facility is, however, subject to the time limits stipulated in clause-4.

10. Carryover System:

9.1 (a) A candidate who satisfies the requirements of clause 8.2(a) will be required to appear in those theory papers/practicals in which he/she failed in subsequent examinations of the same semester.

(b) A candidate satisfying clause 8.2 (b) shall be required to exercise his/her choice upto a maximum of **four** theory papers in which he/she desires to appear in the examination to fulfill the requirements of clause 7.6. He/she shall inform the college about his/her choice within 15 days after the start of new session.

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(b) A candidate satisfying clause 8.2 (b) shall be required to exercise his/her choice upto a maximum of six theory papers in which he/she desires to appear in the examination to fulfill the requirements of clause 7.6. He/she shall inform the college about his/her choice within 15 days after the start of new session.

9.2 The highest marks secured in any subject in various attempts (end semester and carryover examinations) shall be considered.

11. Ex-studentship:

10.1 A candidate opting for ex-studentship shall be required to appear in all the theory and practical subjects in the end semester examinations of both semesters of the same academic year. However, the marks pertaining to sessional, Industrial Training, Seminar and General Proficiency shall remain the same as those secured earlier.

10.2 A candidate opting for ex-studentship shall be required to apply to the college by paying only examination fee within 15 days from the start of new session.

12. Re-admission in the Institution/College:

A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions:

11.1 A candidate is declared fail

11.2 A candidate did not appear in a semester examination and/or he/she was granted permission for not to appear in the examination.

11.3 A candidate has been detained by the institute and has also been permitted to take re-admission.

11.4 A candidate as an ex-student passed the examination of the academic year or qualified for carryover system.

11.5 A candidate promoted with carryover subjects and he/she opted for re-admission.

13. Results:

12.1 The result of a candidate shall be declared on the basis of performance of both semesters of the same academic year. However, a final year student, who is not permitted in any one of the final year semester examinations due to shortage of attendance, will be permitted in that particular semester of the next academic session to study as a regular student and appear at that semester examination.

12.2 Result of the final year shall be declared on the basis of working out Grand Total by adding marks of all the years of study in the following ways:

I Year 100% of aggregate marks

II Year 100% of aggregate marks

III Year 100% of aggregate marks

IV Year 100% of aggregate marks

14. Award of Division:

13.1 The division shall be awarded on the basis of final year result.

13.2 If a candidate passes all examinations and secures 50% or more marks but less than 60% marks of the Grand total, he/she shall be placed in SECOND DIVISION.

13.3 If a candidate passes all examination and secures 60% or more marks of the Grand total, he/she shall be placed in FIRST DIVISION.

13.4 If a candidate passes all examinations in first attempt without grace and secures 75% or more marks, he/she shall be placed in FIRST DIVISION WITH HONOURS and the candidates at first two top positions amongst First Div. with Honours only will be awarded medals viz. Gold and Silver respectively in order of merit.

15. Award of Rank:

On the basis of final year result, the top ten candidates shall be awarded rank according to their merit provided they pass all the examinations in single attempt.

16. Grace Marks:

A candidate may be awarded grace marks upto a maximum of total 10 marks, in maximum four subjects **but not more than five marks in any subject** including theory papers, practicals, project, seminar, industrial training and/or aggregate marks in each academic year provided he/she can be declared to have passed the academic year by the award of these marks.

Anybody getting less than 50% marks in aggregate will be treated as if he/she has failed in that year. Grace marks will be applicable only to students who can be declared clear pass after awarding grace marks.

Some cases of grace marks eligibility:

A student has passed in all subjects except one in which he/she scored 24 marks out of 100- he/she will not be entitled for grace marks as it crosses maximum limit of 5 marks.

A student has failed in 4 subjects but by applying grace though he/she will clear the papers but his/her aggregate will remain less than 50% - no grace will be allowed

A student has failed in 3 papers and short in aggregate by 3marks-grace may be allowed if he /she clear all papers along with aggregate. The grace marks may be awarded simultaneously both in subject and in aggregate with the condition of maximum 10 Marks.

17. Scrutiny and Revaluation:

17.1 Scrutiny shall be allowed in only theory papers as per the rule of the University.

17.2 Revaluation of theory/practical papers is not permitted.

18. Unfair means:

Cases of unfair means shall be dealt as per the rules of the University and The Uttarakhand Public Examination (Prevention of Unfair means) Act, if any, in prevalence.

19. Award of Sessional Marks:

18.1 Sessional marks for theory subjects shall be awarded as per the provisions in the scheme of examination. The break-up of sessional marks shall be as follows:-

- (i) Theory Subjects:
 - (a) Class test which will comprise 60%
(two mid-term tests of equal weightage)
 - (b) Teacher Assessment
 - Tutorial/Assignment/Quizzes 20%
 - Attendance 20%
- (ii) Practicals
 - (a) Two mid-term viva-voce/tests 60%
 - (b) Teacher Assessment
 - Lab, Record 20%
 - Attendance 20%

18.2 Make-up test may be held only for those students who could not appear in anyone of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/College was taken. Make up test shall ordinarily be held about two weeks before the end semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher upto that time.

19. Award of General Proficiency Marks at Institution/College level:

19.1 The marks in General Proficiency shall be awarded on the following basis:

- 1. Co-curricular & Extra curricular activities 60%
(Games, Sports, Cultural and Literary activities etc.)

(To be awarded by the Officer-Incharge, Extra-Curricular Activities)
- 2. Discipline (Inside and Outside Institution/college campus) 40%
(To be awarded by the Officer Incharge, Discipline)

19.2 The marks of General Proficiency will be compiled by the Head of Institution/College or his/her nominee.

20. Award of Industrial Training & Project Marks at Institution/College level:

(a) Industrial Training

20.1 All students shall be required to undergo 22 weeks compulsory industrial training in a reputed Hospitality Establishment after completion of VII semester examination

20.2 All students shall have to submit industrial training report to the Head of Department/Director with in 4 weeks after the completion of training alongwith a certificate of satisfactory completion of the training from the competent authority of the concern organization/establishment.

20.3 The marks of industrial training shall be awarded on the following basis :

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|------|---|-----|
| (i) | Written report evaluation (internal & external examiners) | 50% |
| (ii) | Presentation | 50% |

(b) Project

20.4 Each student shall be required to work on a project related to Hospitality Industry and submit the Project report in duplicate to the Head of Department/Director one month before the commencement of the end semester examination. The project report will be evaluated as follows:

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| (i) | Project report viva voce (internal & external examiners) | 50% |
| (ii) | Oral Presentation by the students | 50% |

21. Cancellation of Admission:

The admission of a student at any stage of study shall be cancelled if:

- (i) He/She is not found qualified as per AICTE/ State Government norms and guidelines or the eligibility criteria prescribed by the University.

or

- (ii) He/She is found unable to complete the course within the stipulated time as prescribed in clause 4.2

or

- (ii) He/She is found involved in creating indiscipline in the Institution/College or in the University.

22. The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.

