

VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY

(Formerly Uttarakhand Technical University, Dehradun, established by Uttarakhand State Govt. wide Act No. 415 of 2005)

*Suddhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand
(Website: www.uktech.ac.in)*



ORDINANCE

For

**Bachelor of Hotel Management & Catering
Technology**

(BHMCT/ BHM)

(For admission in 2022-23 and onwards)



1. Admission:

- 1.1. Admission to Bachelor of Hotel Management and Catering Technology (BHMCT) first year in first semester will be made as per the rules prescribed by the Academic Council of the VMSB Uttarakhand Technical University, Dehradun.
- 1.2. Admission on migration of a candidate from any other University to this University is not permitted.

2. Eligibility for Admissions:

2.1. Admission to BHMCT First Year:

- As per AICTE norms approved by academic council of the university
- A candidate shall be eligible for admission to BHMCT programme if he/she has passed the 10+2 examination in any stream from a board recognized or established by Central/State Government through legislation shall eligible to apply.
- Further the candidate should have obtained at least 45% marks (40% in case of candidate belonging to SC/ST category) in the qualifying examination.

3 Direct admission on vacant seats at institution /college I level:

3.1 The eligibility criteria for direct admission on seats remaining vacant in first year after entrance examination/ counseling shall be such as may be notified from time to time by the University.

3.2 The Academic Council of University shall have power to mend or repeal the eligibility criteria laid down.

4 BHMCT Programme:

There are two regular semesters in a year. The semester that usually begins in July (July to November/December) is known as the Odd Semester and the semester that usually begins in December/January (December/January to May) is known as the Even Semester. Academic session may be scheduled in the winter/summer vacations as well. This program aims to provide professional and managerial expertise in hotel management. This course will also focus on Revenue Management and Sales & Marketing. Students will receive extensive exposure to hotel operations through practice to acquire knowledge and attitude to work in hospitality organizations.

This programme will all so provide a pathway to a career in hospitality related research, teaching, and consultancy.

This programme is well-suited for all hotel management professionals, as well as other



Graduates who wish to upgrade their qualifications in order to gain a competitive advantage in their careers. To give a boost for the career advancement one needs higher levels of managerial skills and knowledge which would be met by giving a UG level program which has a curriculum focused on the development of conceptual skills of the students.

The term “Hospitality” is now more holistic and encircled much more than four primary functional areas of a hotel. However, many institutions are offering hospitality based programmes in India but still focusing on hotels only. Hospitality encompasses diverse type of establishment such as Hotels, Hospitals, Restaurants, Airlines, Convention Centres, Events Destinations and related services.

This programme is designed for those hotel management graduates or graduates in any stream or any veteran of hospitality seek to leverage his skills and knowledge to achieve the next level of competency. This programme is designed keeping in mind the profile of a graduate who wants to advance in his career and gain the necessary conceptual skills required in the middle and middle management level.

This could be an ideal course for the people seeking to obtain specialized knowledge overture in to their own business. Four year Bachelor of Hotel management and Catering Technology program is based on the philosophy of bringing together the arts and sciences of hospitality. This will allow the aspirants to learn managerial, analytical and decision-making skills required in hospitality business in different level of hierarchy.

4.1 Curriculum Structure:

The University follows a specialized credit/grade based semester system. This programme will have specific curriculum for all semesters (Semester 1 to Semester 8) with a syllabi consisting of Theory, Practical, Project work, etc. as given below and shall be in accordance with the prescribed syllabus. The subjects shall be covered through lectures, Tutorials, laboratory classes, seminar, and specialized industrial training/internship/ specialized on job training and practical training, projects, tour etc. as prescribed by university.

Under Graduate Core courses include subjects from:

- (i) Food production
- (ii) Food & beverage service
- (iii) Accommodation operations
- (iv) Front office



Under Graduate Program Electives includes subjects from:

- (i) Professional Electives
- (ii) Open Electives
- (iii) Ability enhancement Course
- (iv) Value added Courses
- (v) Non credit course

Teaching Methodology

Under the aegis of All India council for Technical Education & University, identification & development of critical managerial qualities of the students are a primary focus of the faculty members. Innovative teaching methods are adopted in order to clarify concepts and theories. Conventional classroom lectures with case studies, assignments, group projects, seminars, debates, elocution, and role playing and psychoanalysis is help in further developments of the students. Field work and guest lectures are arranged to give practical exposure. The idea behind the whole academic exercise is not only to make students exam oriented but business inclined. The ability to ask questions & challenge the established norms can only come through such an endeavor.

4.2 Audit Courses:

The status and marks allotted for the aid it courses are tabulated as below.

Sino	Audit course status	Marks obtained
1.	Audit Pass (AP)	40% and above
2.	Audit fail (AF)	Below 40%, candidate has to repeat The course

All students admitted to the first year of the BHMCT programme are required to take a diagnostic test in English. Based on their performance in this test, they may be advised to undertake certain additional non-credit course(s) in English Language and Foreign languages. Further, forerunning BHMCT in collaboration and twinning programme with Indian and Foreign University/Institutions in the field of Technical Education, Hospitality, Research and Training, the Academic Council of the University will be prescribing the norms in accordance with AICTE/UGC/ State Government / University norms as applicable.



4.3 Curriculum

- 4.3.1** The 4 (four) year curriculum is divided in to 8 semesters. It shall include lectures, tutorials, practical's, seminars, projects etc. in addition to specialized On Job training/internship, educational tour etc. as defined in the scheme and instructions issued by the University from time to time.
- 4.3.2** The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.

5. Duration of Course:

- 5.1 Total duration of the BHMCT course shall be of 04 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or a prescribed by AICTE/ UGC /University from time to time it shall be the responsibility of institute / college to ascertain the minimum number of working day for teaching.
- 5.2 The maximum time allowed for a candidate for completing the BHMCT course shall be 10 (Ten) years, After every course rider of two year course should be provided to the student to enter the new course for the failing which he/she shall not be allowed to continue for his/her BHMCT degree.
- 5.3 The student may complete the programme at a slower pace by taking more time but not more than prescribed maximum duration as per the provision of Clause 5.2
- 5.4 The student can complete credit requirements prescribed for BHMCT degree in expedient mode by taking the maximum number of permissible credits in respective semesters, however the final examination of the specialized on job training in 8th semester will be held along with the end semester examination of the 8th semester i.e. end of final year i.e. fourth year.
- 5.5 Exit Option with Certificate in Hotel Management (With the completion of courses equal to a minimum of 52 Credits) after two semesters.
- 5.6 Exit Option with Diploma in Hotel Management after 4 semester (With the completion of courses equal to a minimum of 100 Credits)
- 5.7 Exit Option with Degree in Hotel Management (Bachelor of Hotel Management & Catering Technology) after 6 semester (With the completion of courses equal a minimum of 152 Credits)
- 5.8 Students opting for an award of 4 year Bachelor of Hotel Management & Catering Technology with Honors & Research Degree must continue with theory and practical classes in the 7th & 8th Semester and undergo research course and dissertation in the chosen topic in 8th semester (with successful completion of course equal to 197credits).



6 Change of college

In a normal course a candidate can complete one course such as for example one year certificate in hotel Management from one college there shall be no changes in the college before. However upon the successful competition and clearing all dues a student can take admission in lateral entry in other within same college or other university as per the provisional aid down.

7. Attendance:

7.1 Every student is required to attend all the lectures, tutorials, practical's and other prescribed curricular and co-curricular activities. The attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students i.e. 75% attendance is required.

7.2 Relaxation of attendance up-to 15 % for a student can be given by the head of the institution/ college provided that he/ she has been absent with prior permission of the Head of the Institution / College for there as on accept table to him i.e. attendance cannot go below 60% in any case.

7.3 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 No. 7.1 and 7.2. And such candidate (s) shall be treated as having failed and will be further governed by clause no. 5.1 & 5.2.

7.4 The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

7.5 Marks for the attendance should be given on the basis given below:

75-80%	5Marks
80-85%	10Marks
85-90%	15Marks
90% and above	20Marks



8. Examination:

- 8.1** 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, projects, presentations, attendance, etc. The marks for continuous assessment (Sectional marks) shall be awarded at the end of the semester by the subject teacher and forwarded to University through Head of Department/Head of Institution. The end semester examination shall comprise of written examination, practical and viva-voce.
- 8.2** The distribution of marks for Sectional, end semester theory papers, practical and other examinations, seminar, project, industrial training/internship and general proficiency shall be a prescribed.
- 8.3** The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination & Sectional work. The grade will be awarded based on marks obtained. The “F” graded notes the failure in passing respective subjects and student has to make another attempt to pass the subject as per the provisions of this Ordinance Clause14.
- 8.4** The minimum pass marks in each subject having Sectional marks component shall be 40% (including Sectional marks) with a minimum of 30% marks in the end semester examination of respective subject. If there is no provision of Sectional marks in any subject, the minimum pass marks in that subject shall be 40% in the end semester examination.
- 8.5** There shall be no pass marks in General Proficiency (GP). However the remark corresponding to marks obtained in General Proficiency shall be reflected in the result as non-credit course.

9. Unfair means:

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

10. Award of Sectional Marks:

Sectional marks for theory subjects, practical and project shall be awarded as will be prescribed and at present the break-up of Sectional marks shall be as follows:

(a) Theory Subjects

- (i)** Class tests (CT) which will comprise of **60%**
Two mid-term tests of equal weight age



(ii)	Teacher Assessment: Tutorial/Assignment/Quizzes	20%
	Attendance	20%
(b)	Practical:	
(i)	Two mid-term viva-voce/tests of equal weight age	50%
(ii)	Teacher Assessment of Lab Record	25%
(iii)	Attendance	25%

(c) Make-up test may be held only for those students who could not appear in any of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/ Head of Department in University campus was taken. Make up test shall ordinarily be held about two weeks before the semester examination.

The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time.

11. Awards of General Proficiency Marks:

Distribution of marks for General proficiency (non-credit) remarks will be based on the cumulative percentage of marks scored by student during each semester through various components as detailed below. Detailed distribution for award of marks in each component and/or their weight age may be as prescribed by the university from time to time.

S. No	Assessment	Weight age of marks
1	Discipline/Behavior of students inside/outside of institute/university campus (To be awarded by Proctor of institute/Registrar of university)	40%
2	Games/Sports/Cultural/Literary events (To be awarded by respective officer in-charge)	40%
3	Academic & research /Special lecture/Extra curricular events & industrial visits (To be awarded by concerned Head of Department)	20%



12. Award of Seminar, Project, specialized On Job Training/Internship, educational tour grades at Institution/ Head of Department in University campus level:

12.1 The marks of Seminar specialized on job Training/Internship, Educational tour grades shall be awarded on the following basis:

- | | | |
|------|-----------------|-----|
| (i) | Write-up/Report | 50% |
| (ii) | Presentation | 50% |

12.2 The grades in Seminar, specialized on job Training/Internship and educational tour shall be awarded by a committee consisting of following members:

- (i) Head of the Department or his/her nominee-Chairperson
- (ii) Concerned Officer In-charge/designated Faculty member-Member
- (iii) Senior Faculty Member of the department nominated by the Head of Department-Member

In Semester VII the student shall work under the supervision of the Faculty and carry out a Field Work and submit a structured report in a hard copy & one soft copy. The student is required to conduct research on a topic related to one (or more) of contemporary issues in Hotel Management & Catering Technology.

The topic is chosen in consultation with the faculty. The student will prepare and present a detailed research proposal prior to starting the work. A Field Work outlining the entire problem, including a survey of literature and the various results obtained along with the solutions is expected to be produced.

The student must submit the completed project and make an oral presentation of the same. Through the Field Work, the student is expected to furnish evidence of competence in understanding varied aspects of the theme/topic selected and a deep understanding of the specialty area. The completion of the project shall be certified by the Faculty Guide & approved by the Director of the Institute.

Based on the actual training, the student shall write a training report under the guidance of TPO and submit a copy of the same to the institute.

The report should be well documented and supported by—

- Certificate
- Acknowledgement
- Index
- Introduction
- Organization profile
- Outline of the task undertaken in a specific department
- Relevant charts, tables, formats, diagrams etc.
- Contribution to the host organization etc.
- Conclusion



13. Grace Marks:

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

14. Structure of Grading of Academic Performance:

The following shall be the structure of grading for academic performance of the students:

14.1 Award of Grades:

Students obtaining grades O to P shall be declared pass. Students failing in subject will be awarded F grade. The grades shall be decided on the aggregate of evaluation of all the components like:-

- (i) Three written tests: CT -1,CT-2 and End Semester Examination
- (ii) Assignments Quizzes, homework, tutorials and regularity in attendance etc.
- (iii) Practical (If part of the course).
- (iv) Practical and Project shall be evaluated & graded as per guideline.

Structure of Grades and Grade Points:

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O-Outstanding	10	90% and above
A ⁺ -Excellent	9	85% and above but less than 90%
A-Very Good	8	80% and above but less than 85%
B ⁺ -Good	7	70% and above but less than 80%
B-Above Average	6	60%and above but less than 70%
C-Average	5	50%and above but less than 60%
P-Pass	4	40%and above but less than 50%
F-Fail	0	Less than 40%

14.2 Evaluation of Performance:

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit/ non-credit courses, registered in the semester.

^s

$$\sum C_i G_i$$

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

$$\sum C_i$$

$$\sum_{i=1}^s$$



Where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

n = Total number of registered subjects in the semester, except non-credit courses.

Here the failed courseware also accounted.

The overall Grade of a student in the program of study up to the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, accepted it courses, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

n = Total number of registered subjects, except aid it/non-credit Courses. Here the failed courses are also accounted.

15. Definition of Credit:

1 Hr. Lecture (L) per week	1Credit
1 Hr. Tutorial (T) per week	1Credit
2 Hours Practical (P) per week	1Credit

16. Earned Credits (EC):

The credit assigned to a course in which a student has obtained” (minimum pass in g grade) or a higher Grade will be counted as credit seared by him/her.

17. Earning Credits through MOOC's

(a) BHMCTstudents can avail facility of earning up to a maximum of 8 credits of their degree Requirements through MOOC's.

(b) MOOC courses eligible for this purpose are the courses offered by NPTEL/ SWAYAM only. 4 week's course will enable students to earn 1 credit, 8 weeks course will enable to earn 2 credits, 12 weeks course will enable to earn 3 credits and 16 weeks course will enable to earn 4 credits.

(c) MOOCcourses can be take nine respective area only in lieu of Elective courses such as HSS Electives,



Science Electives, Open electives, Departmental Electives. No core, lab or project courses can be dropped in lieu of MOOC.

(d) A student desirous of opting for a MOOC shall submit an application not later than one week prior to the scheduled normal date of semester registration to the concerned Head of the Department (Hood) giving the following details: Subject Title, Agency Offering MOOC, Examination system and Credits of the Subject. Timing and duration of course and its examination, centers of conducting of examination and facilities at the centre of the examination to be opted by the candidate.

(e) On receipt of the application by the Hoods, the Hoods shall constitute a committee of at least 3 members with himself as Chairman and two other members. This committee shall examine the proposal in detail regarding subject contents, examination system, and suitability of the subject and equivalence of subject as per the University norms and give its recommendations for approval or non-approval including any special conditions to be imposed. The final approval of this will be granted by the University on explicate commendation of Head of Institution.

(f) Fee and other charges, if any, payable to MOOC providing and certification agency shall be borne by concerned student at his/ her own level.

(g) The student shall submit the original certificate issued by MOOC to the concerned Hoods and the Hoods will verify the same. The original will be returned after verification and verification shall be certified by the Hoods on the photo copy which shall be kept in records. The Hoods will submit their commendation report to the university authorities through Head of Institution. (i) An equivalent Grade corresponding to grade/marks awarded by MOOC agency shall be determined by a committee consisted by the University. This equivalent Grade shall be shunned in the mark sheet and a counted in the SGPA and CGPA calculations.

NOTE: - The above structure of courses through MOOC has been discontinued as per the instructions of the Academic Council & furthermore as discussed in the BOS Dated: - 18/07/2024. The syllabus has been designed as per the requirement.

18. Promotion:

A student has to earn a minimum of 40 % of the total numbers of credits in a semester to be eligible to register for the new subjects offered in the next semester. But in odd semesters if this requirement is not met, the student is to before warn and allowed to continue other esteem semester.

However at the end of even semesters this requirement will be strictly implemented as detailed



in” Eligibility criteria for registering for higher semesters”. Students who do not meet this requirement detailed in Table 1 are not permitted to register for new subjects in the higher semesters. They have to either register for appearing in examination of the failed subjects in normal semesters in which they are offered subject(s) or use the Summer Semester facility subject to the limitations imposed by the ordinances.

Summer Semester facility will be offered to the students for completing failed subjects in summer vacations by studying and appearing in examinations. The Summer Semester facility will be offered to those who donor satisfy promotion requirements norm after the 2nd as well as the 4th semesters and 6th semester.

Table1: Eligibility Criteria for Registering for Higher Semesters

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semesters
First	24	24	Not insisted
Second	26	50	20
Third	28	78	Not insisted
Fourth	22	100	40
Fifth	26	126	Not insisted
Sixth	26	152	60
Seventh	21	173	Not insisted
Eighth	24	197	

Faculty advisors (Head of Department to designate a Faculty advisor for maximum of 20 students) shall monitor advice and support the students for this. Institute shall make necessary arrangement to inform the students about the minimum cumulative credits requirement to register for higher semesters as in Table1.

19. Carryover System:

19.1 A candidate who satisfies the requirements of clause18 will be required to appear in that theory /practical/ other subjects in whom he/she failed i.e. secured “F” grade. A candidate has option to pass the failed subjects in summer semester and/or regular semester. It will be open to candidate to either enroll for summer semester by paying applicable fees as decided by University, attend classes and appear in examination at the end of summer semester which will be held in vacations or only appear in failed subject examination in regular semester(s) without attending the classes by merely filling the examination form and paying fee as applicable to appear only in failed subject examinations.

19.2 The highest marks secured in any subjects in various attempts (end semester and carryover examination either in Summer Semester or Regular semester examinations) shall be considered.



20. Ex-Studentship

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

20.2 A candidate opting for ex-studentship shall be required to apply to the college by paying only examination fee as per schedule notified by the University.

21. Re-admission:

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

21.1 A candidate is declared fail due to non fulfillment of required credits for promotion to higher semester after even semester (s) as applicable.

21.2 A candidate did not appear in a semester examination/or he/she was not granted permission to appear in the examination. Candidate has been detained by the institute and subsequently has been permitted to take re-admission.

21.3 A candidate as an ex-student passed the examination of the academic year or qualified for carry over system.

21.4 A candidate promoted with carry over subjects (i.e. those in which he/she secured "F" grade) and he/she Opted for readmission.

22. Results:

22.1 A candidate is declared fail due to non fulfillment of required credits for promotion to higher semester after even semester(s) as applicable. 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 Summer Semester or in that particular semester of the next academic session to study as a regular student and appear at respective end semester examination(s) within the permissible maximum duration of the programme.

22.2 A student will be eligible for BHMCT degree after completion of minimum 197 credits with Pass or higher grades and passing in all Audit /Non-credit courses.

22.3 A student completing minimum of 52 credits with P or higher grades and passing in Audit/Non-credit courses as applicable in 1st & 2nd semesters and willing to leave the programme will be allowed to leave and a Certificate in Hotel Management will be granted to him/her by the University.



- 22.4** A student completing minimum of 100 credits with P or higher grades and passing in Audit/Non-credit courses as applicable in 1st, 2nd, 3rd, 4th semesters and willing to leave the programme will be allowed to leave and a Diploma in Hotel Management will be granted to him/her by the University.
- 22.5** Students who have 4 year degree in BHMCT without any F grade at any stage in four year duration will be eligible to complete MHM in one more year of study as per the conditions prescribed by the University from time to time subject to completion of 208 credits (197 minimum credit requirements + 20 credits additional by opting for more than prescribed credit subjects during regular/ summer semesters in 4 year duration) securing CGPA of 8 or more and availability of seats for which University will make separate notification.

23. Award of Rank and Medals:

- 23.1** On the basis of final year result, the top ten candidates in BHMCT shall be awarded rank according to their merit provided they pass all the examinations in first attempt without grace marks.
- 23.2** The topper of BHMCT programme will be awarded by Vice Chancellor's Gold Medal subject to passing all the examinations in first attempt without grace marks.

24. Cancellation of admission

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

- (i) Hershel is not found qualified as per AICTE/State Government norms/Guidelines or the eligibility criteria prescribed by the University.
- Or
- (ii) Hershel is found unable to complete the course within the stipulated time as prescribed in Clause 5.2.
- Or
- (iii) He/ She are found involved in creating a discipline in the Institution/ College or in the University.
- Or
- (iv) The University can cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The University may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission.



- (v) The University reserves the authority to withdraw the degree conferred to a candidate on account of any discrepancy in the candidature observed at later stage.

26. General Rules:

26.1 Academic Calendar

The exact date so fall important events, such as registration/enrolment, induction, late registration/enrolment, commencement of classes, adding and dropping of courses, submission of documents, examinations, date of showing evaluated answer books, submission of grades, vacation, mid-semester break, etc., during the Academic Session shall be specified in the Academic Calendar of the University.

26.2 Registration/Enrolment

All students are required to register in each semester for the subjects to be pursued by them, as per their programme, on the dates specified in the Academic Calendar of the University. A student must ensure that he/she has completed the pre-requisites, if any, for each subject to be registered. Also; the student/Institute must ensure that there is no conflict in the timetable of the subjects that he/she has registered.

For students in the BHMCT programme, the course structure is flexible. Since the programmers follow accrued it based system, the students are allowed to register as per their choice. Template for each programme has been recommended to help the students to select courses in each semester. The template shave been designed to ensure that if a student follows them, there will be no scheduling conflicts.

The sole responsibility for registration rests with the student and the institution of study concerned.

26.3 Registration /Enrolment Procedure

A list of subjects to be offered during the semester will be available on the University website and is also made available to the Institute/Department which shall provide the necessary information on the curriculum, subjects offered, rules and procedures, and any other relevant information during registration in each semester. The registration procedure consists of two parts to be completed as per schedule given by the University academic Calendar:



Part 1: filling of the registration form mentioning the subjects to be credited in the next semester.

Part2: payment of fees and clearance of outstanding dues (if any).

26.4 Late Registration/Enrolment

If for any compelling reason (like illness) a student is unable to register on the day of registration, he/she can register on the late registration day specified in academic calendar on payment of the late registration fee. However, if a student seeks special permission to register late on valid grounds with recommendation of Director/Principal of college to the University, the University may allow and exempt him/her from payment of late registration fee.

26.5 Adding and Dropping of Courses

A student may add or drop course(s) till the last date(s) specified in the Academic Calendar with the permission of the College/University authorities. For this, he/she must fill the appropriate form, get the endorsement of the HOD and submit the form to the Head of Institution for approval of the University and also online in case of such options being made available by the University. A student may also drop course(s) up to the time of filling examination form whose exact date is specified in Academic Calendar with the following conditions.

1. Dropping of course(s) should not result in a net registration less than the specified minimum number of credits.
2. The request to drop course(s) must be endorsed by the HOD and Head of Institution for the approval of University in hard copy / online if such facility is made available by the University. The dropped subject will not be shown in the grade sheet and transcript of the student.

26.6 Academic Load

Each subject carries a weight age in terms of credits depending upon the number of contact hours (lectures, tutorials, laboratory hours). A student is allowed to register up to minimum allotted credit limit or 20 percent more credits than the normal load prescribed in the scheme of examination for respective semester.



26.7 Summer Semester Registrations

Students register for these failed subjects at the beginning of the Summer Semester which will be of 30-40 contact hours for each subject on the advice of HOD by paying the extra fees as prescribed by the University. No student is allowed to register for more than 20 credit's during the summer Semester. Adding of subjects is not permitted in the Summer Semester. However, a student may drop a subject up to two weeks prior to the last day of classes.

26.8 Termination of Programme

If a student fails to report and register by the last date of registration without any bonfire reason, his/her programme may be terminated by University.

26.9 Showing the Answer Scripts:

The answer scripts of all examinations i.e. Class Tests will be shown to student in classroom and the End Semester Examination answer scripts may be shown to the students as per policy prescribed by University from time to time.

Examinations Fee for Back Paper per subject will be as decided by the University from time to time will be charged from the students.

26.10 Course Committees and Class Committee:

The Course committee and Class committee are to be put in place for proper monitoring of course progress. Head of Department will be reviewing the activities of 'Course Committee' and 'Class Committee' and ensure the necessary actions to as certain good quality of Teaching-Learning-Evaluation processes.

26.10.1 Course Committee

There will be a separate 'Course Committee' for each of BHMCT programme. The Course Committee will be constituted by the Head of Department concerned. The Chairman of the Course Committee shall be Head of Department concerned. Members:-

- i) Head of Department
- ii) All teachers of respective Department.
- iii) Four student representatives of respective course, one from each year nominated by the Head of Department concerned.



26.10.2 Class Committee

BHMCT will have class committees forever semester constituted by the respective Heads of Departments. The Chairman of the committee shall be a faculty member of the department, usually senior most among teachers teaching in the respective semester with Members as detailed below.

1. All faculty member teaching subjects in that semester.
2. Two student representatives of respective class nominated by the Head of the Department.

The Course Committees and Class Committees shall meet at least thrice in a semester i.e. the first at the beginning of the semester, the second and third after the first and second class tests respectively. Both committees should monitor the conduction of courses, declaration and adherence to the course.

Plan, time schedule, and completion of the syllabus, standards of class tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time for slow learners and offer further opportunities to advanced learners. At the end of the semester, the committees should meet without student representatives to review the conduction of courses and propose corrections for future improvement.

27. 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 cell or of the University.

28. Prerequisite of BHMCT for Admission in MHM

The BHMCT students who successfully complete 4 years BHMCT with Honor and Research shall be eligible for the lateral entry in the Masters in Hotel Management. In Semester VIII the student shall work under the supervision of the Faculty and undergo research and prepare dissertation on the chosen topic.

At the end of semester, the examination will be held as prescribed by the University.

29. Minor Degree in Travel and Tourism.

The minor degree in travel and tourism is optional for the students of BHMCT, to get the minor degree in travel and tourism students may opt for eighteen (18) course credit the course of minor degree are given below which student may opt in 1st, 2nd, 3rd, 5th 6th and 7th semester respectively, each course will have 3 credit each.



COURSE MODULE			TEACHING PERIODS			WEIGHTAGE: EVALUATION			
COURSE			Credit	L	T	P	S E	ESE	Total
Code	Title	Component							
Minor101	Basics of Tourism	Minor	3	3	-	-	30	70	100
Minor201	Uttarakhand Tourism		3	3	-	-	30	70	100
Minor301	Uttarakhand Cuisine, Culture, Custom & Tradition		3	3	-	-	30	70	100
Minor501	Uttarakhand Tourism Policy		3	3	-	-	30	70	100
Minor601	Travel Documentation		3	3	-	-	30	70	100
Minor701	Transport Management in Tourism		3	3	-	-	30	70	100
Total				18					

Abbreviation:

CWA–Class work Allotted, SE–Sessional Exam., ESE–End Semester Examination., and DSC–Discipline Core. AEC- Ability Enhancement Course, VAC- Value Added Course, SEC- Skill Enhancement Course, PRQ-Prerequisite



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