

ORDINANCE AND SCHEME OF EXAMINATION FOR
BHM (BACHELOR OF HOTEL MANAGEMENT)
BTM (BACHELOR OF TOURISM MANAGEMENT)
TWO YEAR PROGRAMME
2011 Onwards



INSTITUTE OF HOTEL & TOURISM MANAGEMENT
MAHARSHI DAYANAND UNIVERSITY – ROHTAK
HARYANA INDIA 124001
www.mdurohtak.ac.in
e-mail: ihtm.mdurohtak@gmail.com

ORDINANCE

THREE YEAR BACHELOR OF HOTEL MANAGEMENT/ TOURISM MANAGEMENT

1. 3-Year Bachelor of HOTEL MANAGEMENT (BHM)
2. 3-Year Bachelor of TOURISM MANAGEMENT (BTM)

A. ADMISSION AND ELIGIBILITY

1. The duration of the Bachelor of Hotel Management (BHM)/ Bachelor of Tourism Management (BTM) shall be three academic years. Each year shall be divided into two semesters. Thus, the BHM/BTM Programme shall comprise of six semesters spread over three years. On the completion of all the six semesters, the students will be awarded the Bachelor's Degree in Hotel Management (BHM)/ Bachelors degree in Tourism Management (BTM). **A candidate can complete all the six semesters within a maximum period of 6 years from the date of admission to the first semester of the programme.**
2. Admission to the first semester of the Programme shall be open to candidates who have passed
Senior Secondary Examination i.e. 10+2 with at least 45% marks (pass marks in case of SC/ST candidates) in aggregate from Board of School Education Haryana, Bhiwani or any other examination recognized by M.D University Rohtak as equivalent thereto.
3. The first to sixth semester examination shall be open to a regular student who:
 - a) bears a good moral character;
 - b) has been on the rolls of the Institute for the concerned semester;
 - c) has at least 75% attendance in the class during the concerned semester;
 - d) The candidate may be promoted to the next semester class automatically unless detained from examination on any genuine grounds.

B. EXAMINATION

4. Every candidate shall be examined in the subject(s) as laid down in the Scheme of Examinations/Syllabus prescribed by the Academic Council from time to time.
5. The external examiner(s) will set the question papers as per the criteria laid down in the Scheme of Examinations for the programme.
6. **The medium of instruction and examinations shall be English ONLY.**
7. The last date of receipt of admission forms and fees shall be fixed by the Vice-Chancellor.
8. The amount of examination fee to be paid by a candidate for each semester shall be as per the decision of the University from time to time.
9. The Examinations 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 or on such dates as may be fixed by the Vice-Chancellor.

All Supplementary examinations will be held for re-appear/failed candidates along with regular semester examinations.

10. The Director/Principal of the Institute/College shall forward, a list of the eligible students who have satisfied the requirements of rules for appearing in the Examinations to the Controller of Examinations, as per the schedule of examinations of the University.
11.
 - a) As soon as possible, after the termination of the examinations, the Controller of Examinations shall publish a list of candidates who have passed the Semester Examinations.
 - b) Each successful candidate shall receive a copy of the Detailed Marks Card on having passed the Semester Examinations.
12. The list of successful candidates after the sixth semester examinations shall be arranged in three divisions on the basis of aggregate marks obtained in the first to sixth semester examinations (for the award of BHM/BTM Degree) taken together and the division obtained by the candidate will be stated in his degree as under:
 - (a) Those who obtain 40% marks but less than 50% marks – THIRD DIVISION
 - (b) Those who obtain 50% marks but less than 60% marks – SECOND DIVISION
 - (c) Those who obtain 60% or more marks – FIRST DIVISION;
 - (d) Those who pass all the semesters examination (1st to 6th semester) at the first attempt obtaining 75% or more marks in the aggregate shall be declared to have passed with – DISTINCTION.

C. EVALUATION

13.
 - a) The Director/Principal of the concerned Institute/College shall forward the Internal Assessment marks of the students, as per the scheme of examinations, wherever specified, to the Controller of Examinations as per the following criteria:

i) Seminar presentation, class participation and Attendance	10 marks
ii) Case analysis and presentation	05 marks
iii) Surprise test(s)	05 marks
 - b) The Director/Principal of the Institute/College will preserve the records on the basis of which the, Internal Assessment awards etc. have been prepared for inspection, if needed by the University up to one month from the date of declaration of the semester examinations results. This record, including the attendance, will be disposed off after one month.
14.
 - a) The internal assessment/training report/project report awards of a candidate who fails in any semester/paper(s) shall be carried forward to the next examinations.
 - b) Candidate(s) who has not obtained pass marks in the Internal Assessment in any paper(s) etc. will be provided an opportunity to appear before the Committee of Examiners, to be constituted by the Director/Principal of the Institute/College, to re-assess performance of the candidate, corresponding to schedule given for supplementary examinations in Clause 9 and the Internal Assessment/Practical/Viva-voce given by the Committee shall be final.
 - c) A candidate who fails to obtain pass marks in training report shall be accorded opportunity to undergo training again and the same shall be assessed by an External

Examiner.

- d) A candidate who fails to obtain pass marks in viva-voce shall have to re-appear before the board of examiners as laid down in Clause 17, as per schedule specified for supplementary examinations in clause 9.
15. (a) Every student of BHM/BTM shall be required to undergo a practical **training in an industrial** organization approved by the Institute for Twenty **weeks as prescribed in the syllabus**. The candidates shall be required to undergo training in the various areas of the organization concerned. The organization may assign a specific project to the candidate, which will be completed by him/her during the period of training. The work done by the candidate during the training period shall be submitted in the typed form two copies of a **training report**. The last date for the receipt of training report in the office of the Controller of Examinations shall be one month after the date of completion of training.
- (b) The evaluation of the Training Report shall be done by the external examine(s).
16. The Training Report will be submitted in the form specified as under:
- a) The typing should be done on both sides of the paper (instead of single side printing)
- b) The font size should be 12 with Times New Roman font.
- c) The Training Report may be typed in 1.5 line spacing. But the References/Bibliography should be typed in single space.
- d) The paper should be A-4 size.
- e) Two copies meant for the purpose of evaluation may be bound in paper- and submitted to the approved authority.
- 17 (a) The comprehensive viva-voce shall be conducted by a Board of Examiners to be appointed by the Vice-Chancellor on the recommendation of the Chairman, UG Board of Studies of the University, consisting of the following members:
- i) One Internal Faculty, nominated by the Director/Principal of the concerned Institute/College;
- ii) One External Examiners from the academic field; and
- iii) One Executive from reputed organizations.
- (Two members shall form the quorum.)
- (b) The marks obtained by the candidate in the viva-voce shall be taken into account when he appears in any future examiner under re-appear clause.
18. The practical exam(s) of the courses (wherever specified) shall be conducted by the following Board of Examiners, consisting of two members:
- a) One internal faculty member(to be appointed by the Director of the concerned Institute); and
- b) One external examiner (to be appointed by the Vice-Chancellor on the recommendations of the UG Board of Studies in Management.
19. The minimum percentage of marks to pass the examination in each semester shall be:

- a) 40% in each written papers and internal assessment/computer practical/workshop;
- b) 40% in Training Report and Viva-Voce/Comprehensive Viva-voce, separately;
- c) 40% in the total of each semester examination.

D. OTHER PROVISIONS

- 20. There will be no improvement facilities available to BHM/BTM students. However, grace marks will be allowed as per University Rules.
- 21. A candidate admitted as a regular student in BHM/BTM Programme would be eligible for transfer of his candidature to IHTM/ any affiliated institution/college of M D University running the above programme subject to availability of seats. However the migration can take place only in the beginning of II Year. No migration shall be applicable to candidates in first year and Final Year.
- 22. Lateral entry to II year of BHM/BTM Programme shall be applicable for candidates who have completed One Year diploma in F&B Service/ Housekeeping/ Food Production/ Front office or any other One Year Diploma offered in Hotel & Tourism Mgmt by MDU. In case of candidates from other recognized University/ Board/ Institutions the provision of lateral entry to II year shall be applicable only if the candidate has completed one year diploma programme in Hotel/ Tourism Management or related field after 10+2; and seventy percent syllabus should match with First year of BHM/BTM programme being offered by MDU.
- 23. Any dispute arising on account of implementation of this ordinance shall be referred to a committee of three members to be appointed by the vice chancellor and its decision shall be final and binding on all. The procedure and rules for this Programme, implementation shall be a binding on the college/ institutes, which will be framed and approved by the University from time to time.
- 24. Nothing in this Ordinance shall deem to debar the University from amending the Ordinance and the same shall be applicable to all the students whether old or new.
- 25. Any other provision not contained in the above shall be governed by the rules and regulations framed by the University from time to time.

**Course Structure
BACHELOR OF HOTEL MANAGEMENT - YEAR -1 SEMESTER - I**

Module No.	Subject	Periods			Evaluation Scheme			Practical	Total
		L	T	P	Internal Exam Ordinance Clause 13(A)	Univ Exam	Sub Total		

					TA	CA	CT	TOT				
11 BHM 101	F.P. Foundation - I	3	1	2	10	5	5	20	80	100	50	150
11 BHM 102	F&B S Foundation -I	3	1	2	10	5	5	20	80	100	50	150
11 BHM 103	Housekeeping- I	3	1	2	10	5	5	20	80	100	50	150
11 BHM 104	Front Office-1	3	1	2	10	5	5	20	80	100	50	150
11 BHM 105	Application of Computers	3	1	2	10	5	5	20	80	100	50	150
11 BHM 106	Personality Development	3	1								100	100
Total								100	400	500	350	850

TA= Teachers Assessment, CA=Case Analysis, CT= Class Test, TOT= Total

BACHELOR OF HOTEL MANAGEMENT - YEAR -1 SEMESTER – II

Module No.	Subject	Periods			Evaluation Scheme						Practical	Total
		L	T	P	TA	Internal Exam Ordinance Clause 13(A)			Univ Exam	Sub Total		
						CA	CT	TOT				
11 BHM 201	F.P. Foundation - II	3	1	2	10	5	5	20	80	100	50	150
11 BHM 202	F&B S Foundation -II	3	1	2	10	5	5	20	80	100	50	150
11 BHM 203	Housekeeping-II	3	1	2	10	5	5	20	80	100	50	150
11 BHM 204	Front Office-II	3	1	2	10	5	5	20	80	100	50	150
11 BHM 205	Foundation Course in Management	3	1		10	5	5	20	80	100		100
11 BHM 206	Business Communication	3	1		10	5	5	20	80	100	50	150
	Environmental Sc.	Internal Qualifying Paper as per UGC Guidelines										Grade
Total								120	480	600	250	850

TA= Teachers Assessment, CA=Case Analysis, CT= Class Test, TOT= Total

BACHELOR OF HOTEL MANAGEMENT -- YEAR -2; SEMESTER – III

Devoted to Industrial Exposure (20 Weeks)

Module No	Subject	Training Report	Viva Voce	Total

11 BHM 301	Training Report & Viva Voce	400		450		850	
	Food & Beverage Production		100		100		200
	Food & Beverage Service		100		100		200
	Housekeeping Operation		100		100		200
	Front Office Operation		100		100		200
	Presentation on IE & Log Book				50		50
Total		400		450		850	

BACHELOR OF HOTEL MANAGEMENT -- YEAR -2; SEMESTER – IV

Module No.	Subject	Periods			Evaluation Scheme						Practical	Total
		L	T	P	Internal Exam Ordinance Clause 13(A)				Univ Exam	Sub Total		
					TA	CA	CT	TOT				
11 BHM 401	F.P. Operation	3	1	2	10	5	5	20	80	100	50	150
11 BHM 402	F&B S Operation	3	1	2	10	5	5	20	80	100	50	150
11 BHM 403	Housekeeping Operation	3	1	2	10	5	5	20	80	100	50	150
11 BHM 404	Front Office Operation	3	1	2	10	5	5	20	80	100	50	150
11 BHM 405	Foreign Language - French	3	1		10	5	5	20	80	100	50	150
11 BHM 406	Accounting for Hospitality & Tourism	3	1	-	10	5	5	20	80	100		100
Total								120	480	600	250	850

TA= Teachers Assessment, CA=Case Analysis, CT= Class Test, TOT= Total

BACHELOR OF HOTEL MANAGEMENT -- YEAR -3; SEMESTER – V

Module No.	Subject	Periods			Evaluation Scheme			Practical	Total
		L	T	P	Internal Exam Ordinance Clause 13(A)	Univ Exam	Sub Total		

					TA	CA	CT	TOT				
11 BHM 501	Food Production Management	3	1	2	10	5	5	20	80	100	50	150
11 BHM 502	F&B S Management & Control	3	1	2	10	5	5	20	80	100	50	150
11 BHM 503	Housekeeping Management	3	1	2	10	5	5	20	80	100	50	150
11 BHM 504	Front Office Management	3	1	2	10	5	5	20	80	100	50	150
11 BHM 505	Marketing for Hospitality & Tourism	3	1	-	10	5	5	20	80	100		100
11 BHM 506	Human Resource Management	3	1	-	10	5	5	20	80	100		100
Total								120	480	600	200	800

TA= Teachers Assessment, CA=Case Analysis, CT= Class Test, TOT= Total

BACHELOR OF HOTEL MANAGEMENT -- YEAR -3; SEMESTER – VI
Semester Devoted to Industrial Exposure (20 Weeks)

Module No	Subject	Training Report		Viva Voce		Total
11 BHM 601	Training Report & Viva Voce	200				200
	Training in any of the Hotel / Hospitality Operational Areas			200		200
	Presentation on IE & Log Book				100	100
11 BHM 602	Project Report & Viva Voce	200			200	400
Total		400		500		900

Course Structure
BACHELOR OF TOURISM MANAGEMENT

BACHELOR OF TOURISM MANAGEMENT -- YEAR -1; SEMESTER – I

Paper	Name of Paper	External	Internal	Practical	Total	Duration
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Code		Marks	Marks/	/Viva Voce Exam		of Exam
11 BTM 101	Basics of Tourism	80	20		100	3 Hours
11 BTM 102	Tourism Products of India -1 (Natural)	80	20		100	3 Hours
11 BTM 103	Tourism Products of India –II (Cultural)	80	20		100	3 Hours
11 BTM 104	Geography of Tourism	80	20		100	3 Hours
11 BTM 105	Application of Computers	80	20	50	150	3 Hours
11 BTM 106	Personality Development			100	100	3 Hours
		400	100	150	650	

BACHELOR OF TOURISM MANAGEMENT -- YEAR -1; SEMESTER – II

Paper Code	Name of Paper	External Marks	Internal Marks/Re port Eval.	Practical/ Viva Voce Exam	Total	Duration of Exam
11 BTM 201	Tour Guiding and Escorting Skills	80	20		100	3 Hours
11 BTM 202	Tourism Organizations	80	20		100	3 Hours
11 BTM 203	Tourism Economics	80	20		100	3 Hours
11 BTM 204	Field Trip Report		50	50	100	
11 BTM 205	Foundation course in Management	80	20		100	3 Hours
11 BTM 206	Business Communication	80	20	50	150	3 Hours
	Env Sc		QUALIFY ING EXAM			3 Hours
		400	150	100	650	

BACHELOR OF TOURISM MANAGEMENT -- YEAR -2; SEMESTER – III

Paper Code	Name of Paper	External Marks	Internal Marks/Rep ort	Practical/ Viva Voce	Total	Duration of Exam
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			Eval.	Exam		
11 BTM 301	Religious Tourism in India	80	20		100	3 Hours
11 BTM 302	Tourism Management Information System	80	20		100	3 Hours
11 BTM 303	International Tourism	80	20		100	3 Hours
11 BTM 304	Eco Tourism	80	20		100	3 Hours
11 BTM 305	Hotel and Resort Management	80	20		100	3 Hours
		400	100		500	

BACHELOR OF TOURISM MANAGEMENT -- YEAR -1; SEMESTER – IV

Paper Code	Name of Paper	External Marks	Internal Marks/Report Eval.	Practical/Viva Voce Exam		Duration of Exam
11 BTM 401	Travel Agency and Tour Operations	80	20		100	3 Hours
11 BTM 402	Tour Package Management	80	20		100	3 Hours
11 BTM 403	Emerging Trends in Tourism	80	20		100	3 Hours
11 BTM 404	Consumer Behavior in Tourism	80	20		100	3 Hours
11 BTM 405	Foreign Language – French - I	80	20	50	150	3 Hours
11 BTM 406	Accounting for Hospitality & Tourism	80	20		100	3 Hours
		480	120	50	650	

BACHELOR OF TOURISM MANAGEMENT -- YEAR -3; SEMESTER – V

Paper Code	Name of Paper	External Marks	Internal Marks/Report	Practical /Viva	Total	Duration of Exam
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			Eval.	Voce Exam		
11 BTM 501	Impacts of Tourism	80	20		100	3 Hours
11 BTM 502	Travel Documentation	80	20		100	3 Hours
11 BTM 503	Airfare and Ticketing	80	20		100	3 Hours
11 BTM 504	Foreign Language – French - II	80	20	50	150	3 Hours
11 BTM 505	Marketing for Hospitality & Tourism	80	20		100	3 Hours
11 BTM 506	Human Resource Management	80	20		100	3 Hrs
		480	120	50	650	

Note: The 20 weeks industry training shall be arranged in the different sectors of the industry as per the requirement of the course. The work done by the candidate during the training period shall be submitted in the form of training report and will be evaluated in the manner as specified in the ordinance

BACHELOR OF TOURISM MANAGEMENT -- YEAR -3; SEMESTER – VI
Semester Devoted to Industrial Exposure (20 Weeks)

Module No	Subject	Training Report		Viva Voce		Total
11 BTM 601	Training Report & Viva Voce	100				100
	Training in any of the Tourism / Hospitality Operational Areas			100		100
	Presentation on IE & Log Book				100	100
Total						300

BACHELOR OF HOTEL MANAGEMENT/ TOURISM MANAGEMENT
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ihtm.mdurohtak@gmail.com

Guidelines for Paper Setting/ Exams

OBJECTIVE:

The course familiarizes the students with the Hospitality/Tourism Business & Management. The course is blend of theory and practical to develop a professional attitude & skills for trade in students. Being professional in nature the course aims to inculcate professional values & ethics with focus on hospitality/tourism management & operations.

APPROACHES:

Lectures, Group Discussions, Presentations, Practical, Case studies, Business Games & Field Tours

REQUIREMENTS:

Regular attendance and active participation during the course of the semester; Books & Literature Surveys, Long Essays and Assignments; Seminars Presentations etc.

EVALUATION:

The performance of the students will be evaluated on the basis of class participation, house tests; regularity & assignments, carrying 20% credit and the rest through term end examinations. (Three Hours Duration)

MODE OF PAPER SETTING:

There will be eight questions in all and candidates will have to attempt six questions. First question will be compulsory and of 20 Marks and shall contain 10 short answer type questions. These questions shall be spread over the whole syllabus. Rest seven questions shall be 12 marks each and will be set unit wise or in such a way that covers whole syllabus, where option of attempting any five among these 7 questions will be given. These questions shall judge both theoretical & applied knowledge of students. Case studies may also be given in the questions.

Sample Question Paper Format		BHM/BTM	Max Marks – 80
Time Allowed: 3 Hours			
Note: Attempt any six questions, Question No -1 is compulsory			
1.	Short answer type questions (<i>Compulsory</i>)		(2*10=20 Marks)
2.	Question 2		(12 - Marks)
3.	Question 3		(12 - Marks)
4.	Question 4 Subjective/ case study/ numerical/ other		(12 - Marks)
5.	Question 5		(12 - Marks)
6.	Question 6		(12 - Marks)
7.	Question 7		(12 - Marks)
8.	Question 8		(12 - Marks)