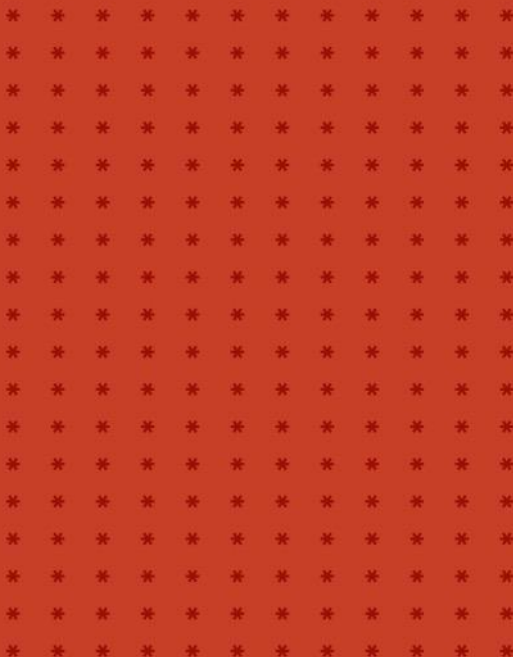# RAMAIAH UNIVERSITY OF APPLIED SCIENCES

Academic Regulations

BHM Programme

Faculty of Hospitality Management & Catering Technology
M.S. Ramaiah University of Applied Sciences

2019

University House, New BEL Road, MSR Nagar, Bangalore – 560 054

www.msruas.ac.in

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Academic Regulations for B.H.M. Programme

(Applicable for 2016 Batch onwards)

U.1 Short Title and Commencement

a. The regulations listed under this head are applicable for Bachelor of Hotel Management (B.H.M.) programme offered by the University.

b. T h e regulations hereunder are subject to amendments by the Academic Council of the University, from time to time, after obtaining approval of the Board of Management. Such amendments will be effective from such date and apply to such batches of candidates, including those already undergoing the programme, as may be determined by the Academic Council.

U.2 Definitions

a. "Programme" means a set of courses a student is required to successfully complete to become eligible for award of the B.H.M. Degree;

b. "Programme Specifications" mean the document that describes the educational aims, programme objectives, learning outcomes and the detailed programme structure for each Programme;

c. "Commission" means the University Grants Commission (UGC);

d. "Faculty" means the Academic Units of the University offering various academic programmes (e.g. Faculty of Hospitality Management & Catering Technology, Faculty of Engineering and Technology, etc.);

e. "Course" means a subject, either theory or practical or a combination of both, listed under a programme;

f. "Course Specifications" mean the document that describes the title, the learning outcomes, syllabus, teaching and learning methods and assessment methodology for each course;

g. "Statutes" mean the MSRUAS Statutes;

h. "University" means the M. S. Ramaiah University of Applied Sciences (MSRUAS);

i. "Answer scripts" means test, assignment or examination answer sheet or booklet;

U.3 Academic Programme

U.3.1 Nomenclature of the programme

The nomenclature and the abbreviation given below shall be used for this Programme of the University:

(i) Bachelor of Hotel Management (B.H.M.)

U.3.2 Medium of Instruction

The medium of instruction for the Programme is English.

U.3.3 Programme Offered

The Faculty (FHMCT) offers the Bachelor of Hotel Management (B.H.M.) degree programme.

U.3.4 Study Scheme

The University follows the semester scheme for the Programme.

U.3.5 Academic Calendar

The details of the academic calendar are given in Table – 1.

Table – 1 Academic Year		
Sl. No	**Description**	**Remarks**
1	Number of semesters in a year	Two semesters
2	Semester duration in weeks	20 weeks each for regular semesters (Odd/Even)
3	Typical academic activities in weeks	**Regular Semester:** <table><tr><td>Registration and Induction</td><td>0.5 week</td></tr><tr><td>Course Work</td><td>14.5 weeks</td></tr><tr><td>Examination Preparation</td><td>1 week</td></tr><tr><td>Laboratory Examination</td><td>1 week</td></tr><tr><td>Theory Examination</td><td>2 weeks</td></tr><tr><td>Holidays</td><td>1 week</td></tr></table>
4	Evaluation	Continuous Evaluation (CE) and Semester End Examination (SEE)
5	Other items	• The total number of working days in an academic year shall be > 180; • Academic schedules prescribed by the University shall be strictly adhered to by all the concerned;
Detailed Academic Calendar is available on University Website.		

U.4 Programme Duration

U.4.1 Normal Duration

The normal duration of the Programme is Four years.

U.4.2 Maximum Duration

The maximum duration a student can take to complete the Programme is double the normal duration. i.e., Eight years.

U.4.3 Duration for Lateral Entry Scheme

A student admitted directly to the third semester, under lateral entry scheme, shall complete the programme within a period of three academic years from the date of first admission to the Programme. However, the maximum period permitted is double the normal duration of the Programme, i.e., six years from the date of first admission to the Programme.

U.5 Admissions

U.5.1 Admission of Students

Admission of students to the programme listed under Section U.3.3 shall be made by the University as detailed in the Prospectus or Notification issued before the commencement of each academic year.

U.5.2 Eligibility

Candidates for admission to the Programme shall meet the eligibility criteria prescribed by the University. Table-2 describes these criteria:

Table – 2: Eligibility Criteria		
Sl. No	**Programme / Branch**	**Eligibility**
1.	B.H.M.	a. Pass 10+2 examination from a recognized board in any stream. b. Any International qualification approved by Association of Indian Universities as equivalent to 10+2 examination c. Admission to II year/ III semester Bachelor Degree in Hotel Management (Lateral Entry) shall be open to candidates who hold • A one year certificate programme (full time) in either Food & Beverage or Rooms Division from a recognized Board/University and a pass in 10+2 examination from a recognized board in any stream.

U.5.3 Selection of Students

Selection of students for admission under Government of Karnataka will be based on Notifications issued by the GoK from time to time.

Selection of students for admission to University quota of seats is based on admission policy of the University notified from time to time.

Selection of foreign students for admission to University quota of seats is based on the admission policy of the University notified from time to time.

U.5.4 Admission to Programme

The selected candidates shall complete the admission procedure within the prescribed date by paying the prescribed fees and completing all other admission formalities notified by the University. Failure to do so may lead to cancellation of the selection.

U.5.5 Annual Programme Fee

Details of the fees payable for each Programme will be notified well in advance to the commencement of the programme.

The fees, once paid, will not be refundable.

The continuation of a student's registration in subsequent academic years is subject to payment of the prescribed fees by eligible students.

U.5.6 Free-ships and Scholarships

The Board of Management, in consultation with the Board of Governors, may consider offering free-ships / scholarships to deserving students who maintain a minimum level of academic performance on a yearly basis.

U.6 Credits

U.6.1 Credit Definition

a. For theory classes: 1 credit is equivalent to 15 contact hours.

b. For laboratory / Tutorial/field work / workshops / Project work and allied activities: 1 credit is equivalent to 30 contact hours.

U.6.2 Typical Credit Structure

A typical Credit Structure for programme work is given in Table-3

Table -3: Credit Structure					
Lectures (L)	**Tutorials (T)**	**Practical (P)**	**Credits (L:T:P)**	**Total Credits**	**Total Contact Hours**
3	0	0	3:0:0	3	3
0	0	4	0:0:2	2	4
0	0	2	0:0:1	1	2
0	4	0	0:2:0	2	4
2	0	2	2:0:1	3	4
2	0	4	2:0:2	4	6
2	0	0	2:0:0	2	2
1	2	0	1:1:0	2	3
1	4	0	1:2:0	3	5
2	2	0	2:1:0	3	4
2	4	0	2:2:0	4	6
1	0	4	1:0:2	3	5
1	0	2	1:0:1	1	3
0	0	12	0:0:6	6	12
1	0	18	1:0:9	10	19
0	0	48	0:0:24	24	48

U.6.3 Credit Requirements

I.   The total number of credits required to be earned by a Regular student to qualify for award of the BHM Degree is shown in Table-4:

I.	Table – 4: BHM Programme Credit Requirements		
Programme	**Normal duration**		**Total number of credits to be earned**
	Years	**Semester**	
BHM	4	8	160

II. Lateral Entry Students:

Students admitted under the lateral entry scheme are required to undergo all the programme work required of Regular Students admitted to the programme and successfully complete the credits specified in the following table-5:

Table – 5: Credit Requirements for Lateral Entry					
Entry Qualification	**Normal duration**		**Total number of credits**	**Additional Courses to be completed for 14**	
	Years	**Semester**			
				Courses	Credits
				19HMC111A	3
				19HMC112A	2
				19HMC113A	3
As per the Eligibility Qualification	3	6	**16**	19HMC114A	2
				19HMC115A	2
				19HMC116A	1
				19HMC117A	2
				19HMC118A	1

III. Registration of Courses during a semester

Each academic year is divided into two Regular Semesters, Semester 1 and Semester 2, of 20 weeks' duration each

A Regular Student is normally required to earn a total of 160 credits over 8 regular semesters spread over 4 years and averaging 20 credits in each semester, such that the contact hours are around 30 hours per week. The credits to be earned by Lateral Entry students are 128 plus 16 credits required to be earned and prescribed at the time of admission.

The course details, including the hours and credit distribution for each semester is available in the **Programme Specification** document.

U.7 Curriculum

The curriculum includes the

1. **Programme specifications** document where the educational aims, programme objectives, learning outcomes of the programme and the detailed programme structure are described; and

2. **Course specifications** document which contains the course title, learning outcomes, syllabus, teaching and learning methods and the assessment methodology for each of the courses.

U.7.1 Development of Programme Curriculum

The Dean of the Faculty is required to establish a Board of Studies in the Faculty that offers B.H.M. Degree programme. The Board of Studies (BoS) comprises of a team of faculty members under the Chairmanship of the Dean. The members of BoS are nominated by the Dean of the Faculty. The BoS is responsible for formulating the curriculum of various courses for each B.H.M., Degree programme offered by the Faculty. The BoS is also required to seek and obtain the opinion of external academic and industry experts on the curriculum so formulated. The curriculum is then presented to the Academic Council for its approval before the programme is offered by the University.

The curriculum for every programme is reviewed by the BoS once in every 4 years i.e. after one complete delivery cycle and seek the approval of the Academic Council. A member of the Faculty who formulates the curriculum of a course, delivers and assesses students undergoing that course is known as "**Course Leader**".

U.7.2 Curriculum Framework

The curriculum framework for the Programme is given in Table-6.

Table-6: Curriculum Framework		
Sl. No.	Course area	Approximate no. of credits
1	Core Courses	76
2	Elective Courses	66
3	Ability Enhancement Compulsory Courses	6
4	Skill Enhancement Courses	12
	Total	**160**

U.8 Programme Delivery

The courses under each programme are delivered in accordance with the time table provided at the beginning of the semester. The delivery of a theory course may include but is not limited to:

1. Face to Face Lectures using Audio-Visuals

2. Workshops-Group Discussions, Debates, Presentations

3. Demonstrations

4. Guest Lectures

5. Laboratory-work/Field work/workshop

6. Industry Visit

7. Seminars

8. Group Exercises

9. Project work

10. Theme based events

11. Quiz

12. Role Plays

Typically, a laboratory practice session is scheduled based on the number of credits it carries. Normally one credit over the semester is equal to 30 hours. Laboratory work is normally delivered through a combination of instructions and demonstrations and is followed by student work.

Students are also required to carry out project work which forms part of the curriculum. The details of student project execution and assessment are available in the **Course Specifications**.

U.8.1 Attendance Requirement

- Considering the programme work load, students are advised to attend all classes conducted during a semester. The mandatory minimum attendance is 80% of the classes in each of the courses in a given semester.

- However, a shortfall in attendance, may be condoned by the Dean of the Faculty under special circumstances like medical emergencies, participation in sports, cultural activities, seminars, workshops and paper presentation etc. at the state, national or international level representing the University and with the prior permission of the Dean and intimation to his/her Proctor.

- The basis for calculation of attendance shall be the period prescribed by the University in its annual calendar of events.

- For first semester students attendance is computed from the date of registration to the programme.

U.9 Assessment

U.9.1   Achievement Testing

During each semester students' performance is assessed through Continuous Evaluation (CE) and a Semester End Examination (SEE). Both CE and SEE carry equal weight.

1.   **Continuous Evaluation (CE):**

This includes term tests, assignments, viva-voce, quiz, seminars, mini projects, practical journal and other such evaluation methods designed for specific courses and conducted as per the norms of the University for assessment.

2.   **Semester End Examination (SEE):**

This includes a written / laboratory examination conducted as per the norms of the University for Assessment.

U.9.2 Examiners

The Faculty Dean constitutes a **Board of Examiners (BoE)** for the purpose of assessment of students' performance. The BoE, comprising Internal and External examiners, is headed by a Chairman. The Dean is the Chairman of BoE or any Professor nominated by the Dean.

U.9.2.1 Internal Examiner

The course leader sets the question paper for both CE and SEE, supervises the examinations and evaluates the answer scripts as described in the programme specifications as well as course specifications. The course leader becomes the internal examiner for that course.

U.9.2.2 Marking System

The University follows the absolute marking system.

U.9.2.3 Rounding Off Policy
The rounding off policy is as below:

1. The values of attendance percentage, Component-1 and Component-2 marks are to be 'rounded up' to the next integers.
2. The SGPA and CGPA values are to be 'rounded off' up to two decimal places.

U.9.2.4 Retention of Assessed Documents
The following procedures are followed for retaining the assessment documents:

1. The Continuous Evaluation Documents consisting of assignments and test papers will be retained in the Examination and Assessment Section for a period of 12 months after the announcement of the results.

2. The Semester End Examination Evaluation Documents will be retained in the Examination and Assessment Section for a period of 24 months after the announcement of the results.

After the stipulated period, all documents will be destroyed.

U.9.3 Pass Criterion and Earning of Credits

U.9.3.1 Pass Criterion

To pass a course, a student is required to achieve a combined score of 40% in CE and SEE.

U.9.3.2 Earning of Credits

A student shall be considered to have successfully completed a course and earned the credit(s) if he/she has passed the course.

U.9.4 Credits not earned in a Course and Opportunities for Make-up

1. A student is permitted to carry-over all the courses from a given regular, odd semester to the next regular even semester.

2. Student who clears 50% and more courses in an academic year is promoted to the next academic year.

3. The student has the following opportunities to clear the failed courses:

   a. 4 weeks after the declaration of the even semester results (Supplementary)

   b. Following odd semester SEE (Resit)

   c. Following even semester SEE (Resit)

   d. 4 weeks after the declaration of the following even semester results (Supplementary)

4. The continuous evaluation marks earned in a course will be carried forward. No further opportunities will be given regarding the same.

5. A student has to clear all courses of 1st year BHM to be promoted to the 3rd year BHM

6. A student has to clear all courses of 2nd year BHM to be promoted to the 4th year BHM

7. Students who have not completed the Industrial Exposure Training and Specialization Training will not be promoted to the next academic year.

Academic Misconduct:

A 'RS' grade is awarded for a student when the student is involved in misconduct or unfair means in the theory or laboratory examinations.

In such cases, award of 'RS' is taken up as an immediate action. Further, the case may be referred to the Academic Disciplinary Committee (ADC) depending upon the seriousness of the offence for further decision.

U.9.5 Promotion Criterion

1. Student who fails to clear 50% and more courses in an academic year, will not be promoted to the next year of the programme. He/she will have to repeat the year

2. Student who fails in less than 50% of courses in an academic year, will be promoted to the next year of the programme. He/she will have to re-sit the courses at the next available opportunity.

U.9.6 Programme Quality Monitoring

U.9.6.1   Staff Student Consultative Committee

The Staff-Student Consultative Committee looks into the quality of the programmes delivered by each Faculty. The committee comprises the Dean, Academic Registrar (Faculty), Administrative Registrar (Faculty), Course Leaders, Class Representatives and other member(s) invited by the Dean. Committee meetings for each batch of the programme are scheduled during the middle of each semester.

During the committee meetings the following issues are discussed and suitable action plans are initiated:

a. Student Academic issues
   I. Curriculum
   II. Programme Delivery
   III. Test and Assignment and their Assessment
b. Student Teaching and Learning Support
   I. Programme Operations
   II. Test and Assignment and their Assessment
   III. Library
   IV. ICT
   V. Laboratories & Workshops
c. Student Amenities
   I. Hostel & Cafeteria
   II. Sports & Recreation
d. Any other matter with the permission of the Chair

U.9.7 Academic Awards

U.9.7.1   Award of Grade

Students will be awarded Grades based on marks scored. The basis for awarding Grades is shown in table 9

Grade Definition and Grade Point			
Sl. No.	Marks Scored	Grading	GPA Grade Points
1.	> 90 to ≤ 100	O (Outstanding)	10
2.	> 74 to ≤ 90	A+ (Excellent)	9
3.	> 60 to ≤ 74	A (Very Good)	8
4.	≥ 55 to ≤ 60	B+ (Good)	7
5.	≥ 50 to < 55	B (Above Average)	6
6.	> 44 to < 50	C (Average)	5
7.	≥ 40 to ≤ 44	P (Pass)	4
8.	< 40	F (Fail/Absent)	0

Computation of CGPA:

$$\sum_{1}^{n} \frac{Grade\ Points\ scored\ in\ a\ given\ course * Number\ of\ Credits\ of\ that\ Course}{Total\ Number\ of\ Credits}$$

(n – Total number of courses registered in a given semester)

Example: Typical SGPA and CGPA calculations (for two semesters)

U.9.7.2 Announcement of Results

The office of the Academic Registrar (Faculty) will announce the results of the students during a given semester on the Faculty notice board as well as on the University website.

U.9.7.3 Re-evaluation of SEE

Students can apply for re-evaluation of SEE answer scripts on paying the fees prescribed within six working days after the announcement of results.

Re-evaluation is not applicable for laboratory examination.

The marks obtained after re-evaluation is the final marks scored by the student in that course in that attempt. The re-evaluation fees is nonrefundable.

U.9.7.4 Withholding of Results

Students' results may be withheld, if the student:

1. Has been subjected to disciplinary action and a decision is pending;
2. Has pending dues

All pending results will be announced as soon as the issue in question is resolved to the satisfaction of the University.

U. 9.7.5 Statement of Learning and Achievement

Every student will be issued a Statement of Learning and Achievement (Transcript/Marks card) at the end of each semester.

Request for consolidated statement of Learning and Achievement (Transcript/Marks card) of any semester will be issued by the University on request by the students.

A consolidated Grade Card of all semesters will be issued during the convocation along with the degree certificate.

The Consolidated Marks Card of all semesters will be issued only on request by the students on payment of prescribed fee.

The above documents will bear the signature (facsimile) of the Academic Registrar of the University.

U. 9.7.6 Degree Certificate

The degree certificate, issued under the University Seal, will have the student's name, University roll number, name of the degree awarded.

The degree certificate will bear the signature (facsimile) of the Vice-Chancellor.

U. 9.7.7 Provisional Degree Certificate

A Provisional Degree Certificate will be issued by the office of Academic Registrar- University, on

request by the students on payment of prescribed fee. The Provisional Degree Certificate will bear the signatures (facsimiles) of the Registrar and Academic Registrar of the University.

U. 9.7.8 Convocation

A Convocation ceremony will be held once every year. Students will be conferred their Degree by the Vice - Chancellor or his / her nominee (normally the Dean of the concerned Faculty) during the convocation ceremony. The degree will be awarded in the presence of the University's Mace.

Graduating students who are unable to attend the convocation, in person, can apply for award of the degree *in absentia* after paying the prescribed fee.

U.10   Other Academic Matters

U.10.1   Credit Framework for Online Courses

The students can complete up to 12 credits through online education such as Government of India – MHRD On-line platform 'SWAYAM' and an international On-line platform like:

- coursera.org,
- ureddit.com,
- udacity.com, or
- edx.com.

Registration:

Students are required to register with the permitted online platform organization of their choice for the courses on approval by the course leader.

Assessment:

The registered students are required to undergo assessment specified by the online platform. Further, the students are required to consult the course leader for completing the assessment process.

U.10.2   Student Transfers / Migration

Students can seek a transfer from one branch to another branch (Change of Branch) of the same Faculty in the University at the beginning of the second year (i.e. third semester) after obtaining the necessary approvals in this regard.

Migration of students from another Institution/University to the University may be accepted if there are vacancies available in the requested programme and subject to the submission of a **No Objection Certificate** from the Institution/University the student is presently studying in and meeting the programme requirements.
In such matters, the decision of the Academic Equivalence Committee will be final.

Students who would like to migrate to another University/Institution is required to comply with the University norms in this regard.

U.10.3   University Awards

The University may recognize meritorious performance of students by conferring various awards. These awards will be presented to students during the convocation.

U. 10.4   Donor Awards

For the award of prizes and medals instituted by donors the conditions stipulated by the donors will be considered by the Board of Management.

U. 10.5   Corrections in Statement of Learning and Achievement and Certificates

Students can apply for corrections in any transcript/marks card and degree certificate issued by the University within six months from the date of issue.

U.10.6   Duplicate Transcripts and Degree Certificate

In the event of a student losing the original transcripts or degree certificate, he/she can apply for the issue of re-printed documents. Re-printed transcripts will be issued against payment of the prescribed fee. The reprints will carry the caption "Duplicate".

U.10.7   Termination from the Programme

A student will be required to withdraw from the Programme and leave the University on the following grounds:

1. Failure to earn the required number of credits within the prescribed maximum number of attempts;

2. Absence for two or more semesters, in succession, during any part of the programme without prior approval;

3. Failure to meet the standards of discipline prescribed by the University from time to time;

4. Failure to complete the programme within the prescribed maximum duration permitted by the University's Regulations.

U.10.8   Conduct and Discipline

The provision relating to discipline and code of conduct that applies to every member of the University is as described in Chapter 8 of the MSRUAS Statutes.

U.10.9   Intellectual Property

The provision governing Intellectual Property that is generated by a member of the University is as described in Chapter 9 of the MSRUAS Statutes.

U.10.10 Amendments to the Academic Regulations

Any other issues not covered in this document will be referred to Academic Council. The decision of the Academic Council in such matters shall be final.

These Regulations may be amended from time to time by the Academic Council
and approved by Board of Management.

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All concerned are strongly urged to ensure their understanding of the Academic Regulations and
time to time amendments thereof.
Consequences borne out of failure to read and understand the Academic Regulations shall rest
only with the individual concerned.