

**Institute of Hotel & Tourism Management
Maharshi Dayanand University – Rohtak**

MASTER OF HOTEL MANAGEMENT

ORDINANCE

1. The duration of the course leading to the degree of Master of HOTEL MANAGEMENT shall be of two academic years. Each year shall be divided into two semesters. The Examination for the first and third semester shall ordinarily be held in the month of December/January and for the second and the fourth semesters in the month of May/June or on such dates as may be fixed by the Vice-Chancellor.

A supplementary examination for the first and the third semester shall be held along with their regular first and third semester examinations in December/January and for the second and fourth semester examinations along with their regular second and fourth semester examination which will be held ordinarily during the month of May/June.

A special examination may be held in the month of September/October for the candidates who have failed or failed to appear in fourth semester examination held in May/June. Such candidates may appear in the remaining paper(s) of semester(s) examination(s) subject to clause 12(i). The dates of examinations fixed under this clause shall be notified by the Controller of Examinations.

2. The Director of the concerned Institute shall forward to the controller of Examinations at least two weeks before the commencement of the examination in each semester, a list of the eligible students who have satisfied the requirement of rules for appearing in the Examination.

3. The last date of receipt of admission forms and fees shall be fixed by the Vice-Chancellor.

4. The minimum qualifications for admissions to the first semester of the programme shall be:

A Bachelor or post-Graduate Degree in any discipline with not less than 50% marks in the aggregate (minimum pass marks in case of SC/ST candidates) of this University or an examination recognized as equivalent thereto by this university

5. 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.

6. (i) The marks shall be awarded to the candidates pursuing the programme for the written papers, computer papers, field trip/training report/ project report/ viva-voce examinations as specified in the scheme of Examinations.

(ii) The Director shall forward the Internal Assessment marks awarded to the students to the controller of Examinations at least one week before the commencement of the semester examination. The internal assessment marks shall be based on factors such as participation in seminars, case discussions and

group word activities, Class tests, quizzes, individual and group oral presentations, submission of written assignments, term papers and viva-voce, class room participation and attendance.

The weightage given to each of these factors for a paper shall be decided and announced at the beginning of the semester by individual faculty member responsible for the paper.

(iii) The Director will preserve the records on the basis of which the Internal Assessment awards have been prepared for inspection, if needed by the University up to one month from the date of declaration of the semester examination results.

(iv) The question paper will be set by the external examiners. The external examiner will set 10 questions in all, selecting not more than two questions from each unit. If a case study is included in the question paper then it will carry marks equivalent to one question. The candidates will be required to attempt five questions in all, selecting atleast one question from each unit. However, in question paper(s) where any deviation is required, special instruction will be issued by the chairman, PG Board of Studies, Hotel & Tourism Management.

7. The first semester examination shall be open to a regular student who:
 - i. has been on the rolls of the Institute during the first semester;
 - ii. has attended not less than 75% of lectures in the semester; and
 - iii. has obtained pass marks in the internal assessment in each paper of the semester

8. The second, third and fourth semester examination shall be open to a regular student who:-

- i. has been on the rolls of the Institute during the semester preceding the respective semester examination;
- ii. has attended not less than 75% of the lectures in the respective semester;
- iii. has obtained at least 45% marks in the internal assessment in the papers of the relevant semester of which he/she is a candidate;
- iv. has passed at least 50% of the papers in the preceding semester examinations

9. The medium of instruction and examination shall be English

10. (i) The minimum percentage of marks to pass the examination in each semester shall be:

- a. 45% in each written paper and internal assessment/computer practical, separately;
- b. 45% in project Report, Field Trip/ training Report, and viva-voce separately;
- c. 50% marks in the total of each semester examination.

(ii) A candidate who has secured minimum marks required to pass in each paper but has not secured the minimum marks required to pass in aggregate for the semester concerned may take re-examination (in not more than two papers) to obtain the aggregate percentage required to pass the semester.

11. 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.

12. A candidate shall be promoted to the next higher semester if he/she passes at least 50% of the papers prescribed in the semester failing which he/she shall be declared as fail in that semester and he/she shall be required to get readmission in the failed semester and shall have to appear in all the papers currently in force. The opportunity shall be given to the candidate only once for that semester, subject to the condition of passing the **MASTER OF HOTEL MANAGEMENT** Examination within an overall period of four years.

EXPLANATION:

- i. 50% of the five papers will be taken as three and that of seven papers as four and that of nine papers as five under this clause.

 - ii. A candidate shall have to pass all the four semester examinations within a maximum period of four years of his/her admission to the first semester of **MASTER OF HOTEL MANAGEMENT** programme failing which he/she will be deemed to be unfit for the programme.
-
13. A candidate, who having passed the second semester examination discontinues his studies, for legitimate and justified reasons may be permitted to join third semester within two years of his passing the second semester examination.

14. The Internal Assessment awards of a candidate who fails in any semester examination shall be carried forward to the next examination provided that a candidate who has not obtained pass marks in the Internal Assessment for any paper(s) in the relevant semester unless he repeats the course in paper(s) concerned and obtains the minimum pass marks in the Internal Assessment.

15. As soon as possible; after the termination of the examination the controller of Examination shall publish a list of candidates who have passed the Semester Examination.

- 16.(i) Every student of MASTER OF HOTEL MANAGEMENT shall be required to undergo an industrial training during 4th semester of the course in an organization approved by the Institute for a period (22 weeks) as specified in the scheme of Examinations. The student shall take up the project as per the area of specialization, which will be completed by him/her during the period of training. The work done by the candidate during the Industrial training shall be submitted in the form of a project report. The candidate shall be required to submit three copies of the project report duly typed in double space in the office of the controller of Examinations. The last date for the receipt of project report in the office of controller of Examination shall be one month after the date of completion of training. Provided that in exceptional cases, the vice-chancellor on the recommendation of the Director/Principal of the Institute may extend the last date of the receipt of the training report with late fee.

16(ii) The viva-voce in respect of Project Report and Computer paper practical (wherever applicable) shall be conducted by the following board of examiners:-

- a. Director/nominee of the concerned Institute
- b. One external examiner(to be appointed by the vice-Chancellor out of the panel approved by the PGBOS)

17. Each successful candidate shall receive a copy of detailed marks card on having passed the Semester Examination.

18. The list of successful candidates after the fourth Semester examination shall be arranged as under in two divisions on the basis of the aggregate marks obtained in the first, second, third and fourth semester examinations taken together, and the division obtained by the candidate will be stated in his degree.

- a. Those who obtain 50% marks but less than 60% marks – SECOND DIVISION;
- b. Those who obtain 60% or more marks – FIRST DIVISION;
- c. Those who pass all the four semester examination at the first attempt obtaining 70% or more marks in the aggregate shall be declared to have passed with DISTINCTION

19. There will be no improvement facilities available to MASTER OF HOTEL MANAGEMENT students. However, grace marks will be allowed as per University rules.

20. Notwithstanding the integrated nature of this course which is spread over more than one academic year and the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this ordinance shall be deemed to debar the University from amending the ordinance and the amended ordinance if any, shall apply to all students whether old or new.

21. 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.

MASTER OF HOTEL MANAGEMENT (MHM) Curriculum and Scheme of Examination

The course will be divided into 4 semesters

FIRST SEMESTER

Paper Code	Name of the paper	External Marks	Internal Marks	Practical/ Vi va –voc Exam	Duration
MHM 101	Principles of Management	70	30		3 Hrs
MHM 102	Fundamentals of Hospitality Business	70	30		3 Hrs
MHM 103	Food & Beverage Service - I	70	30	50	3 Hrs
MHM 104	Accommodation operations	70	30	50	3 Hrs
MHM 105	Front Office operations	70	30	50	3 Hrs
MHM 106	Financial & Hotel Accountin	70	30		3 Hrs
MHM 107	Computer & Information system Mgt.	70	30		3 Hrs
MHM 108	Communication skills in English	70	30		3 Hrs

SECOND SEMESTER

Paper Code	Name of the paper	External Marks	Internal Marks	Practical/ Vi va –voc Exam	Duration
MHM 201	Tourism Business & Hotel Industry	70	30		3 Hrs
MHM 202	Human Resource Mgt. & Entrepreneurship	70	30		3 Hrs
MHM 203	Food & Beverage Production	70	30		3 Hrs
MHM 204	Front Office & Hospitality Law	70	30		3 Hrs
MHM 205	Food & Beverage Mgt.	70	30		3 Hrs
MHM 206	Business policy & Strategic Mgt.	70	30		3 Hrs
MHM 207	Hotel Safety, Security & Engineering	70	30		3 Hrs
MHM 208	Business Communications	70	30		3 Hrs

THIRD SEMESTER

Paper Code	Name of the paper	External Marks	Internal Marks	Practical/ Viva –voce Exam	Duration
MHM 301	Research Methodology	70	30		3 Hrs
MHM 302	Hotel Marketing	70	30		3 Hrs
MHM 303	Business Statistics & Managerial Economics	70	30		3 Hrs
MHM 304	Accommodation operations-II	70	30	50	3 Hrs
MHM 305	Food & Beverage Service – II	70	30	50	3 Hrs
MHM 306	Public Relation & Customer Relationship Mgt.	70	30		3 Hrs
MHM 307	Hygiene, Sanitation & Security Management.	70	30		3 Hrs
MHM 308	French Language	70	30		3 Hrs
MHM 309	Environment Management	Qualifying Status			3 Hrs

Note: Paper MHM 309 will be a qualifying paper to be conducted and evaluated internally in the IHTM itself. No marks will be added for the purpose of awarding decision & degree will be awarded only after the paper is qualified.

FOURTH SEMESTER

Paper Code	Name of the paper	External Marks	Internal Marks	Practical/ Viva –voce Exam	Duration
MHM 401	Industrial Training in Front Office, House Keeping Food & Beverage, Marketing & Sales & HR Departments.				
MHM 401A	Project Report	100	100		
	Viva –voce on the basis of project report (401)			100	

Note: Every student of MASTER OF HOTEL MANAGEMENT shall be required to undergo an industrial training in an organization approved by the Institute for a period of 22 weeks. The student shall take up the project as per the area of specialization, which will be completed by him/her during the period of training. The work done by the candidate during the Industrial training shall be submitted in the form of a project report which will be evaluated by the external examiner.

The project Report shall carry 200 marks which will be evaluated by Internal & the external examiner on the basis of the following criteria/break-up of marks:

1.	Contents & Layout of the Report	20
2.	Conceptual Framework	20
3.	Objectives & Methodology	15
4.	Data presentation & Analysis	20
5.	Implications & conclusions	15
6.	Bibliography	10
	Total	100