

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

ONE YEAR DIPLOMA IN F & B SERVICES

ORDINANCE

1. The duration of the course leading to Diploma in F & B Services shall be of one academic year followed by 3 Months on- the Job Training. The Academic year shall be divided into two semesters. The Examination for the first semester shall ordinarily be held in the month of December/January and for the second semester in the month of May/June or on such dates as may be fixed by the Vice-Chancellor.

A supplementary examination for the first semester shall be held along with regular first semester examination in December/January and for the second semester examinations along with regular second 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 Second 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 a list of the eligible students who have satisfied the requirement of rules for appearing in the Examination to the controller of Examinations at least two weeks before the commencement of the examination in each semester.

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:

10+2 (or equivalent) in any discipline from a recognized university/Board with at least 50% marks in aggregate. In case of SC/ST candidate the eligibility requirement is minimum pass marks in the qualifying examination.

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 work 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 08 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, UG 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 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 Pass marks in the internal assessment in the papers of the semester;
 - 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 **ONE YEAR DIPLOMA IN F & B SERVICES** Examination within an overall period of two 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 both the semester examinations within a maximum period of two years of his/her admission to the first semester of ONE YEAR DIPLOMA IN F & B SERVICES programme failing which he/she will be deemed to be unfit for the programme.

13. A candidate, who having passed the first semester examination discontinues his/her studies, for legitimate and justified reasons may be permitted to join second semester within One year of his/her passing the first 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 ONE YEAR DIPLOMA IN F & B SERVICES shall be required to undergo an industrial training after second semester of the course in an organization approved by the Institute for a period 12 weeks as specified in the scheme of Examinations. The work done by the candidate during the On-the Job training shall be submitted in the form of a Training report. The candidate shall be required to submit three copies of the training report duly typed in double space in the office of the controller of Examinations. The last date for the receipt of training

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 training 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 UGBOS)

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 Semester examination shall be arranged as under in two divisions on the basis of the aggregate marks obtained in the first & second semester examinations taken together, and the division obtained by the candidate will be stated in his/her 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 ONE YEAR DIPLOMA IN F & B SERVICES students. However, grace marks will be allowed as per University rules.

20. 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.

ONE YEAR DIPLOMA IN F & B SERVICES

Curriculum and Scheme of Examination

The course will be divided into 2 semesters

FIRST SEMESTER

Paper Code	Name of the paper	External Marks	Internal Marks	Practical/ Viva –voce Exam	Duration
DFB 101	Introduction to Hospitality Industry	70	30		3 Hrs
DFB 102	F & B Services I	70	30	100	3 Hrs
DFB 103	Business Etiquettes	70	30		3 Hrs
DFB 104	Hotel Management	70	30		3 Hrs
DFB 105	Hotel French	70	30	100	3 Hrs

SECOND SEMESTER

Paper Code	Name of the paper	External Marks	Internal Marks	Practical/ Viva –voce Exam	Duration
DFB 201	Service Marketing	70	30		3 Hrs
DFB 202	F & B Services II	70	30	100	3 Hrs
DFB203	Menu Planning	70	30		3 Hrs
DFB 204	Hotel Bar & Beverage operation	70	30	100	3 Hrs
DFB 205	Training Report.			200	