

ORDINANCE AND SCHEME OF EXAMINATION FOR
MHM (MASTER OF HOTEL MANAGEMENT)
MTM (MASTER OF TOURISM MANAGEMENT)
TWO YEAR PROGRAMME
2011 Onwards



INSTITUTE OF HOTEL & TOURISM MANAGEMENT
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ORDINANCE

TWO YEAR MASTER DEGREE PROGRAMMES IN HOTEL AND TOURISM MANAGEMENT (MHM/MTM)

Maharshi Dayanand University is running the following regular programmes leading to the award of Master's Degree in Hotel & Tourism Management under the aegis of Faculty of Management Sciences:

- (i) Two Year Master of Hotel Management (MHM);
- (ii) Two Year Master of Tourism Management (MTM);

A. ADMISSION AND ELIGIBILITY

1. The duration of Master of Hotel Management (MHM) and Master of Tourism Management (MTM) shall be of two academic years. Each year shall be divided into two semesters.

A candidate shall have to pass all the four semester examinations within a maximum period of five years of his/her admission to the first semester of 2-Year Hotel / Tourism Management Programme failing which he/she will be deemed to be unfit for the programme. However, a candidate, who having passed the second semester examination discontinues his/her studies, for legitimate and justified reasons may be permitted to join third semester within three years of his/her passing the second semester examination.

2. The minimum qualifications for admissions to the first semester of each of the programme shall be as under: -

Bachelor or Master's Degree in any discipline with not less than 45% marks in the aggregate (minimum pass marks in case of SC/ST candidates) of this university or any other examination recognized as equivalent thereto by this university

3. The first semester to fourth semester examination shall be open to regular student who:
 - a) Bears a good moral character.
 - b) Has been on the rolls of the Institute during the semester;
 - c) Has attended not less than 75% of lectures delivered in theory and practical.
 - d) The candidate may be promoted to the next semester 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/Syllabi prescribed by the Academic Council from time to time.
5. The external examiner will set the question papers as per the criteria laid down in the Scheme of Examination for the programme.
6. The medium of instruction and examination shall be English.
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 Examination for the first and the third semesters 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.

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 examination the Controller of Examinations shall publish a list of candidates who have passed the Semesters Examination.
- 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 fourth semester examinations shall be arranged in three 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/her 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 four semester examinations 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 awarded to the students to the Controller of Examinations, which shall be awarded as per the following criteria :
- | | | |
|------|---|----------|
| i) | Seminar presentation, class participation, 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 have been prepared for inspection, if needed by the University up to one month from the date of declaration of the semester examination results This record, including the attendance, will be disposed off after one month .
14. a) The internal assessment/training report awards of a candidate who fails in any semester/paper(s) shall be carried forward to the next examination.
- b) Candidate(s) who have not obtained pass marks in the Internal Assessment in any paper(s) will not be allowed to take examination in the said paper(s) in the concerned semester. He/she will, however, be provided an opportunity to appear before the Committee comprising three faculty members, to be constituted by the Director of the concerned Institute, to re-assess performance of the candidate as per the criteria laid down under Clause 13(a), corresponding to schedule given for supplementary examinations in **clause 9** and the internal assessment given by the Committee shall be final. The candidate will reappear in paper(s) in the next semester if passed.
- c) A candidate who fails to obtain pass marks as specified in clause 18 in training report shall be accorded opportunity to undergo training again and resubmit fresh training report.
- d) A candidate who fails to obtain pass marks (as cited in Clause 18) Comprehensive viva-voce shall have to re-appear before the board of examiners as and when held next time.
15. a) Every student of MHM/MTM shall be required to undergo a practical training in an industrial organisation approved by the Institute, for Twenty weeks, The students shall be required to undergo training in the various areas of the organisation concerned. The organisation 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 in the training shall be submitted in the form 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. The Candidate shall be required to submit two copies of his/her Training/Project Report. The Vice-Chancellor on the recommendation of the Director of the Institute may extend the last date of the receipt of the training report, with late fee.

- 16.
- a) Training/ Project Report will be evaluated by the external examiner only to be appointed by the P.G.Board of Studies in Hotel & Tourism Management.
 - b) The marks obtained by the candidate for the project report shall be taken into account when he appears in any future examination under reappear clause.
17. The Training Report/Project 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/Project 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.
18. The comprehensive viva-voce shall be conducted by a Board of Examiners to be appointed by the Vice-Chancellor on the recommendation of the PG Board of Studies in Hotel & Tourism Management comprising the following members;-
- a) One Internal Faculty to be nominated by the Director of the concerned Institute;
 - b) One External Examiners from the Academic field; and
 - c) One Executive from the Industry.
- (Two members shall form the quorum.)
19. 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 PG Board of Studies in Hotel & Tourism Management.

20. The minimum percentage of marks to pass the examinations in each semester shall be:-
- a) 40% in each written paper and internal assessment/workshop separately;
 - b) 40% in Training Report/Project Report/ Practical and Viva-Voce separately;
 - c) 40% in the total of each semester examination.

D. OTHER PROVISIONS

21. There will be no improvement facilities available to Management students. However, grace marks will be allowed as per University rules.
- 22.. 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.
- 23.. Any other provision not contained in the above shall be governed by the rules and regulations framed by the University from time to time.

**CURRICULUM AND SCHEME OF EXAMINATIONS FOR TWO YEAR MHM
PROGRAMME FROM THE SESSION 2011-12**

MHM - FIRST SEMESTER

Paper	Nomenclature	External	Internal assessment	Practical	Total
11 MHM 101	Hospitality & Tourism Business	80	20	-	100
11 MHM 102	Front Office-1	80	20	50	150
11 MHM 103	F&B S Foundation -I	80	20	50	150
11 MHM 104	Accommodation Operation-1	80	20	50	150
11 MHM 105	Management Functions in Hospitality & Tourism	80	20	-	100
11 MHM 106	Accounting for Hospitality & Tourism	80	20	-	100
11 MHM 107	Communication Skills & Personality Development	80	20	50	150
		560	140	200	900

MHM - SECOND SEMESTER

Paper	Nomenclature	External	Internal assessment	Practical	Total
11 MHM 201	Food Production -1	80	20	50	150
11 MHM 202	F&B S Foundation –II	80	20	50	150
11 MHM 203	Accommodation Operation-II	80	20	50	150
11 MHM 204	Entrepreneurship in Hospitality and Tourism	80	20	-	100
11 MHM 205	Human Resource Management	80	20	-	100
11 MHM 206	Research Methodology	80	20	-	100
11 MHM 207	Computer Applications	80	20	50	150
		560	140	200	900

MHM - THIRD SEMESTER

Paper	Nomenclature	External	Internal assessment	Practical	Total
11 MHM 301	Food Production –II	80	20	50	150
11 MHM 302	Front Office-II	80	20	50	150
11 MHM 303	F&B Management	80	20	-	100
11 MHM 304	Hotel Law	80	20	-	100
11 MHM 305	Hospitality & Tourism Economics	80	20	-	100
11 MHM 306	Marketing for Hospitality & Tourism	80	20	-	100
11 MHM 307	Foreign language - French	80	20	100	200
		560	140	200	900

MHM – FOURTH SEMESTER

Paper	Nomenclature	Training Report		Viva Voce		Total
11 MHM 401	Training Report & Viva Voce	100				100
	Based on Training in any of the Travel/ Tour Operations/ Tourism / Hospitality Operational Areas/ Presentation on IE & Log Book			100		100
11 MHM 402	Project Report & Viva Voce	100			100	200
Total		200		200		400

Sem- IV Shall be for Industrial Exposure Training (20 weeks)

**CURRICULUM AND SCHEME OF EXAMINATIONS FOR TWO YEAR MTM
PROGRAMME FROM THE SESSION 2011-12**

MTM - FIRST SEMESTER

Paper	Nomenclature	External	Internal assessment	Practical	Total
11 MTM 101	Hospitality & Tourism Business	80	20	-	100
11 MTM 102	Tourism Resources	80	20	-	100
11 MTM 103	Travel Agency & Tours Operation	80	20	-	100
11 MTM 104	Transport Management	80	20	-	100
11 MTM 105	Management Functions in Hospitality & Tourism	80	20	-	100
11 MTM 106	Accounting for Hospitality & Tourism	80	20	-	100
11 MTM 107	Communication Skills & Personality Development	80	20	50	150
		560	140	50	750

MTM - SECOND SEMESTER

Paper	Nomenclature	External	Internal assessment	Practical	Total
11 MTM 201	International Tourism Studies	80	20	-	100
11 MTM 202	Tourist Behavior	80	20	-	100
11 MTM 203	Destination Planning & Management	80	20	-	100
11 MTM 204	Entrepreneurship in Hospitality and Tourism	80	20	-	100
11 MTM 205	Human Resource Management	80	20	-	100
11 MTM 206	Research Methodology	80	20	-	100
11 MTM 207	Computer Applications	80	20	50	150
11 MTM 208*	Field Tour & Report				200
		560	140	50	950

* Field Tour & Report

Paper	Nomenclature	Tour Report		Viva Voce		Total
11 MTM 208	Field Tour & Viva Voce	100				
				100		200

MTM - THIRD SEMESTER

Paper	Nomenclature	External	Internal assessment	Practical	Total
11 MTM 301	Airlines Ticketing	80	20	-	100
11 MTM 302	Event Management	80	20	-	100
11 MTM 303	Cargo Management	80	20	-	100
11 MTM 304	Tour Packaging Management	80	20	-	100
11 MTM 305	Hospitality & Tourism Economics	80	20	-	100
11 MTM 306	Marketing for Hospitality & Tourism	80	20	-	100
11 MTM 307	Foreign language – French	80	20	100	200
		560	140	200	800

MTM – FOURTH SEMESTER

Paper	Nomenclature	Training Report		Viva Voce		Total
11 MTM 401	Training Report & Viva Voce	100				100
	Based on Training in any of the Travel/ Tour Operations/ Tourism / Hospitality Operational Areas/ Presentation on IE & Log Book			100		100
11 MTM 402	Project Report & Viva Voce	100			100	200
Total		200		200		400

Sem- IV shall be for Industrial Exposure Training (20 weeks)