

Annex-7

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1 Year Diploma in Hotel Management

Kumaun University, Nainital

Session: 2018-19 onwards

Hotel management is a service industry which focuses on serving the needs of its clients. Training in hotel management develops niche working skills which are transferable in the service industries. The prevailing Skill Gap and shortage of Human Resource at entry level creates a scope of starting short term job oriented Diploma Programme in field of Hotel Management which can provide students the basic knowledge of Hotel operation along with exposure in terms of Industrial training.

Students with short Diploma can besides working in hotels, can also work in following organisations:

- Restaurant management
- Fast food joint management
- Club management
- Recreation and health centre catering
- Cruise ship hotel management
- Hospital administration and catering
- Institutional and industrial catering
- Airline catering and cabin services
- Manufacturers and suppliers of hotel and restaurant equipment and services
- Hotel and catering institutes
- Hotel and tourism associations
- Catering departments in banks and insurance houses
- With government owned catering departments, e.g., railway, armed forces, ministerial conventions, etc.
- In food, confectionery, beverage production industries

It's henceforth proposed to re-continue the Diploma Programme already approved by BOS in year 2009-10. As industry has changed during these year's so a revised course structure is proposed on along with attached syllabus.

Proposed Course Structure:

1st Semester

Subject Code	Subject Title
Theory	
DHBM101	Fundamentals Of Food Production
DHBM102	Fundamentals Of Food And Beverage Service
DHBM103	Fundamentals Of Room Division Operation
DHBM104	Communication & Career Skills
DHBM105	Hygiene and Sanitation
DHHS109	Seminar
DHMG110	General Proficiency
Labs	
DHHP106	Food production Fundamental Practical
DHHP107	Food And Beverage Service Fundamental Practical
DHHP108	Room Division Fundamental Practical

2nd Semester

Subject Code	Subject Title
Theory	
DHHP204	Log Book & Training Project Report
DHHP205	Comprehensive Viva Voce
DHHS211	Seminar
DHMG212	General Proficiency
Labs	
DHHP201	Food Production Operation- Industry Exposure –Practical
DHHP202	Food And Beverage Service Operation- Industry Exposure –Practical
DHHP203	Room Division Operation Industry Exposure -Practical

The ordinances can be adopted as approved earlier for the course by BOS and University.

ORDINANCE AND SYLLABUS FOR THE DIPLOMA OF HOSPITALITY MANAGEMENT
DHM

1. Definition:

- 1.1 The title of the programme shall be Kumaun University's Diploma in Hospitality management (DHM). The Diploma in Hospitality management programme shall be a full time one year programme of Kumaun University.
- 1.2 These ordinances shall be called the ordinances for DHM programme of Kumaun University.

2. Number of Seats:

- 2.1 The number of seats in the DHM programme shall be as approved and prescribed by the competent authority of University from time to time. Out of these seats reservation shall be applicable as per the University rules.
- 2.2 Admission to these seats shall be given according to the order of merit of the candidates belonging to different categories as per the provisions of these ordinances.
- 2.3 If the required number of candidates in any of the reserved category is / are not available, the vacancies under such circumstances will be filled up out of general category candidates as per the rules, provided such candidates are eligible, otherwise.

3. Eligibility:

- 3.1 Minimum qualification for admission to the course is intermediate (10+2) or equivalent qualification with 45% marks, in any discipline from a recognized board/ University.
- 3.2 The age of the candidate at the time of admission should not be more than 24 years on first July of the concerned academic session. However, for reserve category candidates, the relaxation will be provide as per the government rules.

4. Admission

- 4.1 The candidates for admission to the DHM Programme shall be selected as per the following procedure.
(a) Entrance Test (b) Group Discussion / Interview
Selection shall be made on the basis of the combined merit of the above two. However, admission may also be allowed by the University on the basis of merit of qualifying examination.
- 4.2 Selection/ Admission to DHM programme shall be made as per the rules prescribed by the Kumaun University/ State government from time to time.

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Inter institute/ Department migration will not be permitted.

The candidates who fulfill the eligibility conditions as enumerated above shall be allowed to take admissions on or before the last date specified for the purpose.

Each candidate will have to decide the specialization group for the second semester at the time of admission to the DHM programme.

5. Attendance:

- 5.1 Every student is required to attend all the lecture, tutorials, practical and other prescribed curricular and co-curricular activities. He must have at least 75 % attendance in lectures and practical in each subject.
- 5.2 No student shall be considered to have pursued a regular course of study unless he is certified by competent authority of the Institute/Department to have attended the 3/4 of the total number of lectures, tutorials and practical conducted in each session during his course of study. The Authority may permit a student to proceed to next semester, who falls short of the required percentage of attendance by not more than 10 % of the lectures, practical and tutorials conducted during the semester for the course provided that he fulfils other conditions. But a student so permitted shall not be deemed to have completed a regular course of study in the succeeding semester unless he makes up the shortage so condoned.

6. Course Curriculum and Duration

- 6.1 Total duration of DHM Diploma course shall be of one academic year.
- 6.2 The curriculum for DHM programme shall be divided into two semester as provided in Annexure-1. It shall include lectures, practical, seminars in addition to industry training,
- 6.3 Programme shall also include co-curricular and extra-curricular activities as prescribed from time to time.
- 6.4 Maximum time allowed for completing the DHM- course shall be two academic years from the date of admission. Candidate must pass all the examinations within this period, failing which he shall be deemed unfit for the DHM course.

7. Scheme of Evaluation

- 7.1 The maximum marks allotted for all papers shall consist of marks for end-session examination (both theory and practical as applicable) and internal assessment. Each theory paper will carry 100 marks, out of which 30 marks will be reserved for internal assessment. Scheme of evaluation is provided in Annexure-1
- 7.2 Students' performance shall be evaluated through continuous assessment in the form of test, assignment, practical, seminar, viva-voce, class participation, industrial visit, field work, conduct and discipline. Weight given to each of these factors for internal assessment shall be as follows:
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|---|-----------------|
| a) Mid - term test | 15 marks |
| b) Presentation/ Assignment/Seminar/Quiz/ etc, | 05 marks |
| c) Industrial visit I/field work/extra curricular activities etc. | 05 marks |
| d) Attendance/class participation/conduct /Discipline | 05 marks |
| Total | <u>30 marks</u> |

7.3 The Institution shall preserve the record on the basis of which the internal assessment marks have been awarded, for inspection by the University, if needed. In case a candidate is awarded more than 80% marks in internal evaluation (excluding pure quantitative papers), it may be subjected to the scrutiny by the University.

7.4 Any student who fails to participate in classes, term paper, test, practical etc. may be debarred from appearing in the examination and no internal assessment marks will be provided. His internal assessment marks will be given when he attends regular classes in the next appropriate session. No special classes shall be conducted for him.

5 The remaining 70/60 marks in each theory paper shall be awarded on the basis of a written end semester examination of three-hours duration at the end of each semester.

6 Every student shall have to undergo industrial training for 4 weeks in a Star hotel/Industry. Upon completion of the training, each student shall submit a detailed training report in duplicate to the Institution along with a certificate from the concerned organization within four weeks of the completion of training. Which shall be evaluated by ~~of our~~ panel of internal and external examiner alongwith viva-voce.

3. Examination and Promotional Rules

8.1 Those students who have successfully completed (The session's Requirement will be eligible for appearing in the examination at the end of each-semester in theory, practical and viva-voce,

8.2 The minimum percentage of marks to pass the examination in each semester shall be 45% in each written paper and internal assessment jointly, and 50% in project report, practical, viva-voce, and aggregate total of the each Semester examination.

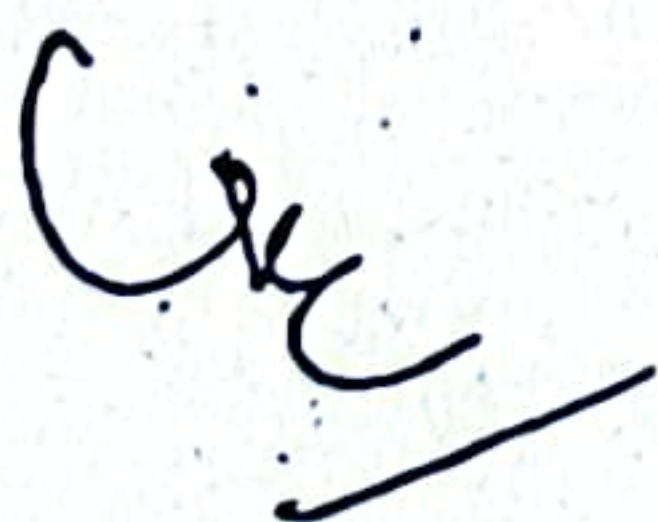
Provided that theory or practical shall be considered as a separate paper for this purpose.


8.3 The back paper shall be allowed to the student only when he secures at least 30% marks in the paper. In case a student secures less than 30% marks any paper he shall be declared as failed and shall be treated as ex-student.

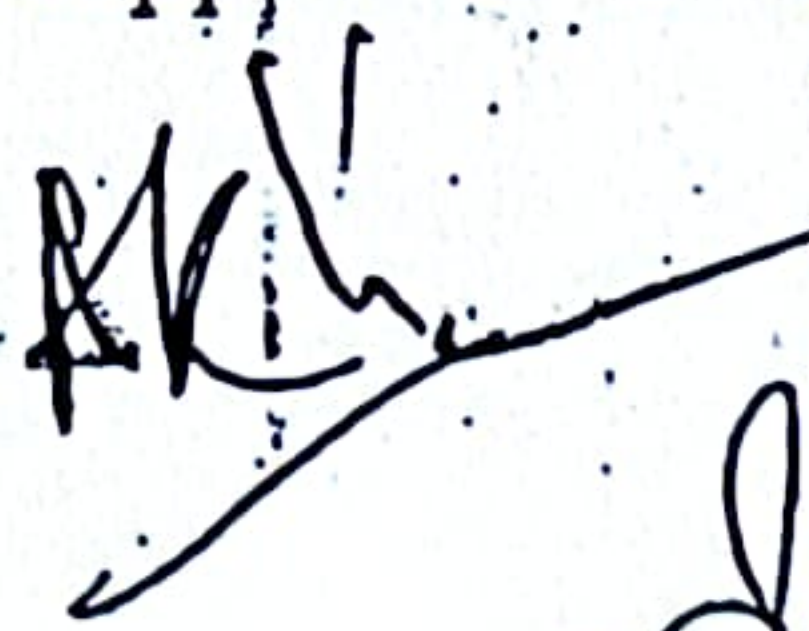
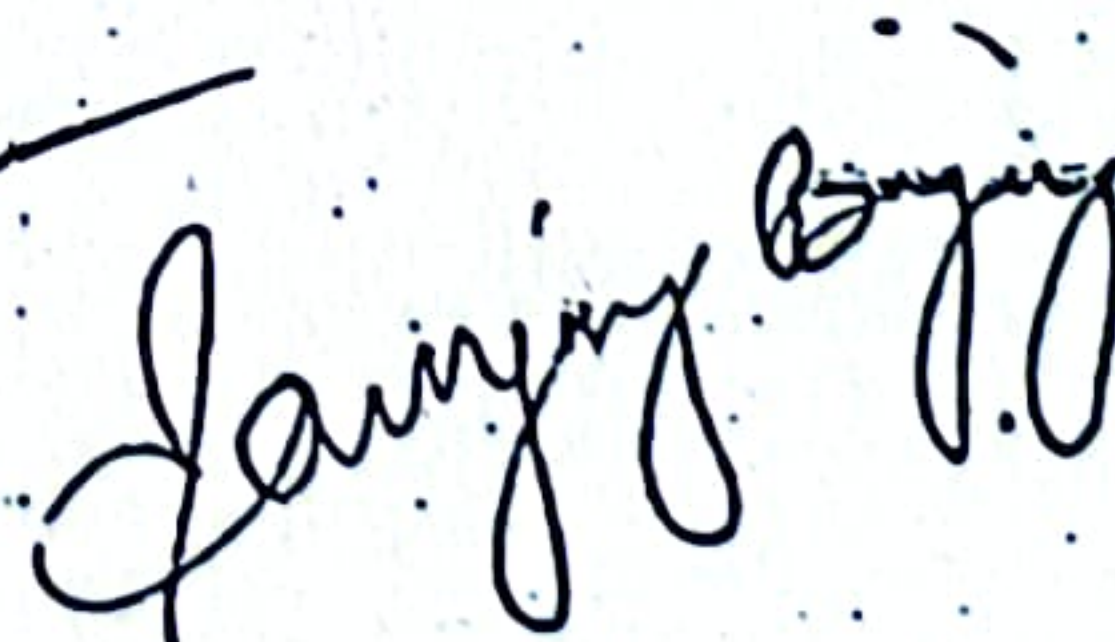
8.4 If any student secures less than 50% marks in aggregate in any Semester examination, he shall be awarded back paper in aggregate. Further, an aggregate back paper candidate can appear in only those papers in which he has secured less than 50% marks subject to maximum of three papers.

8.5 A student is permitted to appear in back paper only in any these papers in one attempt only. Candidate shall be allowed to appear in back paper examination only with the regular examination of the appropriate semester in the subsequent academic session.

8.6 No back paper facility shall be available in viva-voce examination. Students who fail in viva-voce examination shall have to reappear in all the papers in subsequent academic session as ex-student,



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8.7 Internal assessment marks of back paper shall not be changed for a promoted or an ex-student. However, if a failed candidate seeks re admission, his internal marks shall be awarded again.

8.8 Guidelines for paper-setting shall be as per the Annexure-II,

8.9 No grace marks will be awarded to a student in any condition.

8.10 No student allowed to appear in the University's improvement examinations, except as provided in these ordinances.

8.11 A student who secure back paper in more than two papers may be allowed to seek re admission continuation as regular /ex -student in the next immediate academic year.

8.12 Evaluation of Training report, viva-voce, and practical examinations shall be conducted jointly by internal and external examiners appointed by the University.

8.13 Successful candidates shall be awarded divisions on the basis of the combined result of one year as follows-

First Division with Distinction 75% or more
(provided all the examinations are passed in first attempt without back papers)

First Division 60% or more but less than 75%
marks in aggregate.

Second Division 50% or more but less than 60%
marks in aggregate.

9. Fee

9.1 Fee payable shall be such as may be decided by the University from time to time.

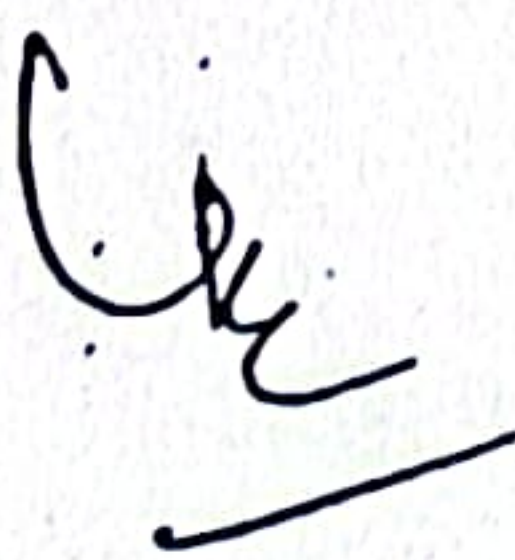
9.2 A candidate selected for admission shall be required to pay the prescribed fee and should secure admission on or before the last date notified for the purpose. Failure to do so will result in forfeiture of his claim for admission and the vacant seats will be offered to the next candidates in order of merit.

9.3 The amount of fee for examination of each year, for appearing in back paper or special back-paper, and for any related purpose shall be same as prescribed for other professional degree courses of the University or as decided by the University.

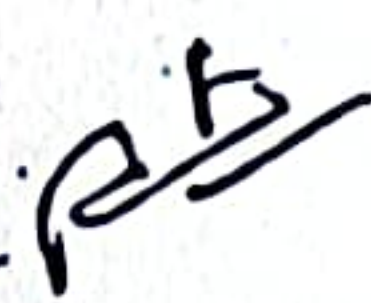
10. Miscellaneous:

10.1 The Medium of instruction for entrance examination, lectures and examination shall be English except for the Foreign language paper.

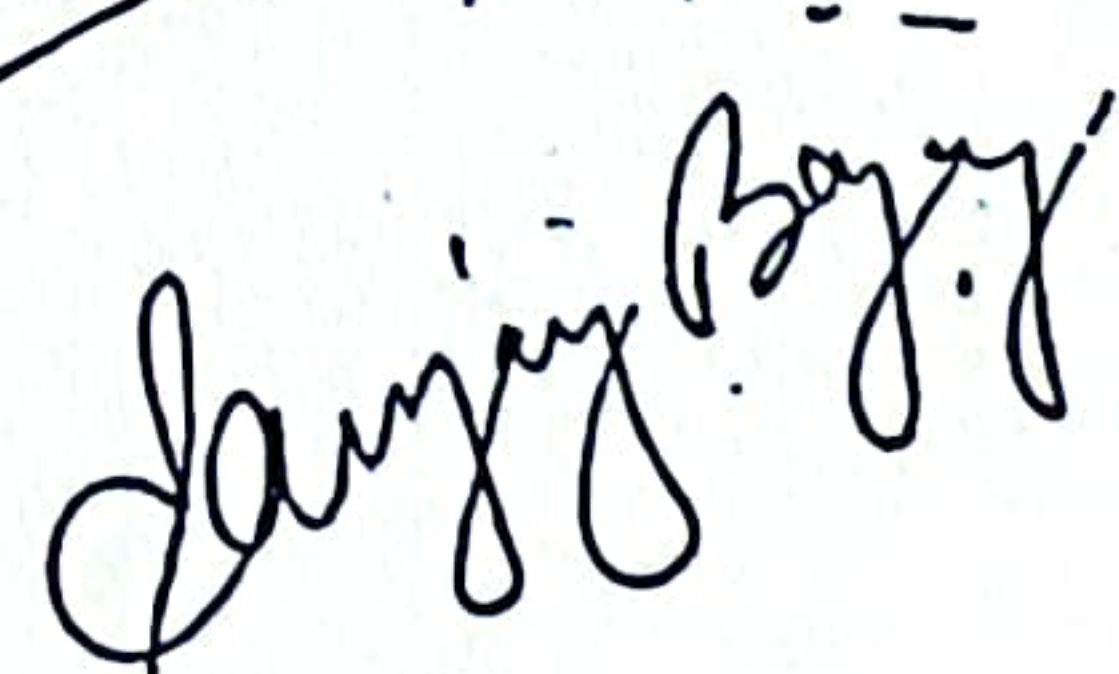
10.2 A student who has failed at the DHM examination, as per the rules, shall



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not he entitled to study as a regular student and will appears as an-ex-Student,

Provided that if a student fails to clear the DHM programme even after availing all the opportunities given by the ordinance he may be awarded a certificate of vocational training by the University with the specific approval of the Vice-Chancellor.

10.3 Academic calendar For the DHM programme shall be prepared each year by the University preferably by the end of April of the current academic year for subsequent academic year.

10.4 Training/Industrial visit shall be organized by the Institute/ department for the students of all the years any expenses occurred will be bear by the student concerned.

10.5 All the students shall wear the prescribed uniform.

10.6 Any aspect not explicitly mentioned in these ordinance shall he guided by other ordinances and it will be decided by the Vice-Chancellor in consultation with Convener of Management program which will be final and binding on All concerned.

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