



**APJ ABDUL KALAM TECHNOLOGICAL
UNIVERSITY**

REGULATIONS

**BACHELOR OF HOTEL
MANAGEMENT &
CATERING TECHNOLOGY
(BHMCT)**

2018



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

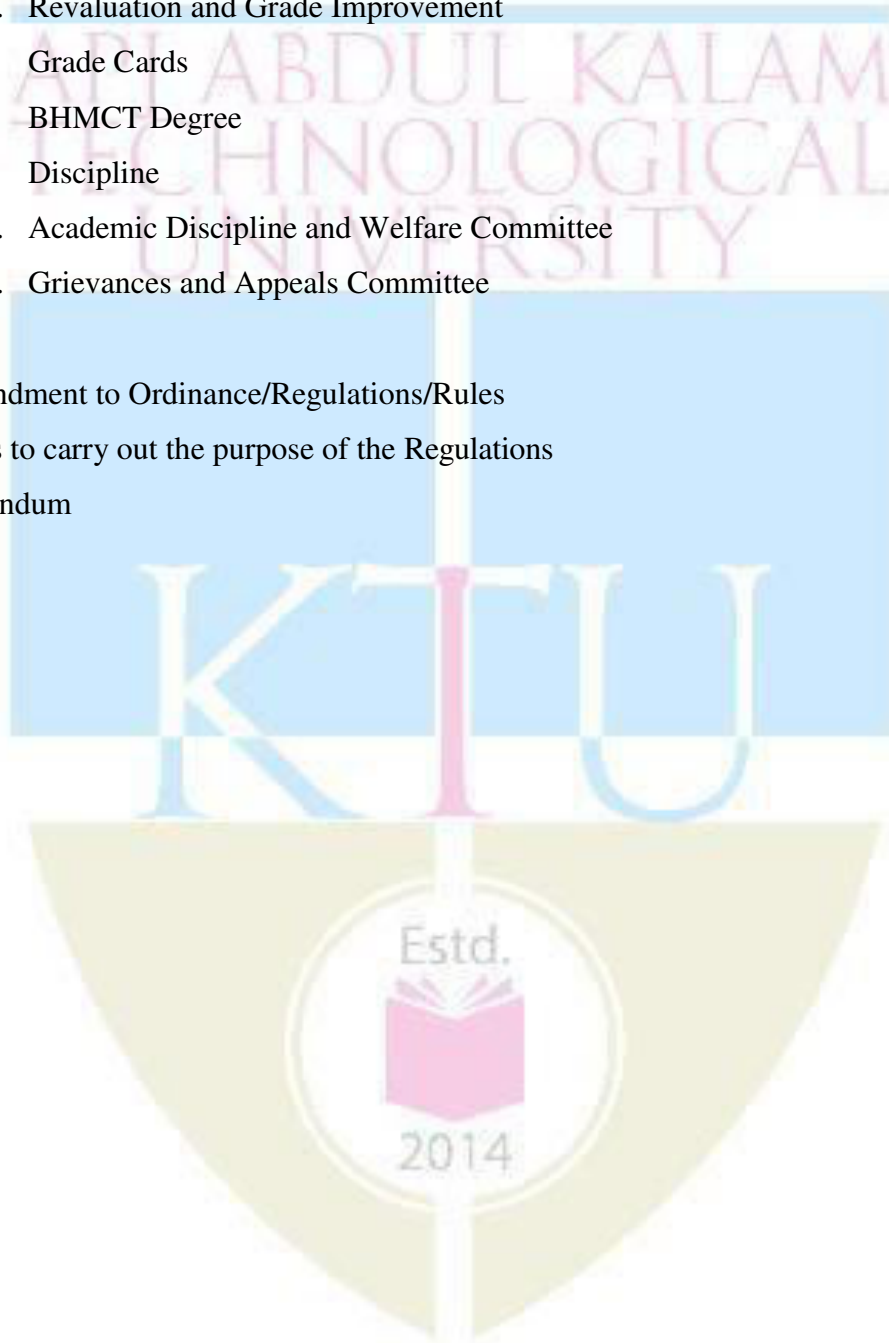
CET Campus, Thiruvananthapuram, Kerala-695016

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1. Admission to BHMCT

- a. Eligibility for admission to the BHMCT., programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala, the Government of India and statutory body such as AICTE.
- b. Subject to Clause 1(a), Admission to BHMCT., shall be based on an entrance examination conducted/approved by APJ Abdul Kalam Technological University. Candidates seeking admission to the BHMCT programme shall have passed the Higher Secondary Examination, Kerala or 12th Standard V.H.S.E., C.B.S.E., I.S.C or any other examination considered equivalent to the above-mentioned ones. Other eligibility criteria for admission is currently prescribed by the Government of Kerala through Government orders and the marks in the qualifying examination subject to the relaxations allowed for backward classes and other communities as specified from time to time.
- c. The number of students admitted is to be based on the approval by the All India Council for Technical Education and the APJ Abdul Kalam Technological University.
- d. Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to conform to directions from the Government of Kerala and the Government of India.
- e. The BHMCT programme is a credit based programme. The duration of the BHMCT programme will normally be four academic years spanning 8 semesters. The maximum duration shall be six academic years spanning 12 semesters.

2. Examination

- a. At the end of the semester, end semester examination will be conducted in all courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted after the declaration of results, for students who are eligible and have registered for the same

- b. Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.
- c. The main eligibility criteria for the end semester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.
- d. Students who could not write the end semester examination due to health reasons or other exigencies can register for the supplementary examination, with the approval of the principal.. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

2. Eligibility for Award of Degree

The award of BHMCT degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors and in accordance with the academic regulations, if any, issued for the said purpose by the University.

Award of BHMCT Degree

A student will be eligible for the award of BHMCT of the University on satisfying the following requirements.

- i. Earned credits for all the core courses and the Project.
- ii. Earned the required minimum credits as specified in the curriculum
- iii. No pending disciplinary action.

4. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

5. Discipline of the student – Action against breach of discipline

Every college shall have a *Student's Welfare Committee* and a *Disciplinary Action Committee*, constituted by the Principal of the college. Each college should have a *Grievance Redress and Appeals Committee* constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details of the constitution and terms of reference are outlined in 7(t), 7(u) and & 7(v).

6. Breach of guidelines and unfair practices in Examinations

These are viewed seriously, and appropriate actions are to be taken by the colleges as detailed in 7(t).

7. Miscellaneous Provisions

a. *Language of Instruction and Examination.*

Unless otherwise stated, the language of instruction and examinations shall be English.

b. *Academic Calendar*

The University shall publish in its website the academic calendar for every academic semester indicating the commencement of the semester and beginning of instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Summer course schedule and result declaration have also to be indicated in the calendar. Additionally, colleges must publish their academic calendar, in line with the University academic calendar, indicating other schedules and events they plan to conduct during the semester.

c. *BHMCT Programme Structure*

- i. BHMCT programme is structured on a credit based system following the semester pattern with continuous evaluation
- ii. The duration for the BHMCT programme will normally be 8 semesters.
- iii. The maximum duration shall be six academic years spanning 12 semesters.
- iv. Each semester shall have 90 working days of which at least 80 days of teaching is mandatory.
- v. Classroom and Laboratory contact, in total, shall be 36 hours per week.
- vi. The curriculum of the BHMCT programme is designed to have a minimum of 197 academic credits for the award of the degree.
- vii. The University follows Credit System and Credits are apportioned among the following knowledge segments.

BHMCT. Programme.

Knowledge Segment	Theory	Practical	Total Credits
Core Subjects	63	55	118
Ancillary Subject	42	4	46
Electives	8		8
Projects		5	5
Seminar		4	4
Industrial Training		20	15
Personality Development		1	1
Total Credits for BHMCT Degree			197

Credits are assigned to courses based on the following general pattern.

One credit for each lecture hour per week for one semester

One credit for each laboratory/ practical session of 2 or 3 hrs, per week for one semester

- viii) In a semester normally up to six lectures based courses and five laboratory/practical courses, carrying a maximum credit of 29, could be offered.
- ix) University may allow students to transfer credits they have earned at other Universities and Academic Institutions, as per the guidelines given by the Academic Committee and approved by the Board of Governors.

d. *Curriculum, list of Courses and Syllabi*

- i) BHMCT programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Committee of the University.
- ii) Courses are categorized as Core, Ancillary, and Electives
- iii) Each course has a course number. Course number includes the offering department or knowledge segment code and a three digit number. Knowledge segment code is used when a course is offered by any one or more departments with the same course content and syllabus. Details on this are given under Rule, RU-1.

e. *Faculty Advisor/Counsellor*

All students shall have faculty advisors whose role will be:-

- To guide and help students on academics
- To monitor their progress in academics and advise them
- To counsel them and hand-hold them in any difficulty

f. *Course Registration and Enrolment*

It is mandatory for students to register for all courses in a semester. Any late registration, allowed up to 7 working days from the stipulated date, will attract a late fee.

g. *Course Completion and Earning of Credits*

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university [RU-2] and appear for all the internal evaluation procedures for the completion of the course. Credits for the course are earned only on getting a pass grade in the composite evaluation.

h. Core courses and Electives

All courses listed in the curriculum, other than the electives, are core courses. Earning credits in the core courses is mandatory for the BHMCT degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective is permitted as a replacement course by the faculty advisor concerned.

i. Academic Assessment/Evaluation

Academic Evaluation of Courses

University follows a continuous academic evaluation procedure. Academic evaluation procedure and corresponding weights are as follows:-

- i. For theory courses: - Normally 30% weightage for internal evaluation and 70% for end semester examination.
- ii. For practical courses- Normally 30% weightage for internal evaluation and 70% for end semester examination.
- iii. Marks for Internal evaluation and end semester examination for Theory courses are fixed as 30 and 70 respectively.
- iv. Marks for Internal evaluation and end semester examination for Practical courses are fixed as 30 and 70 respectively.
- v. Marks for Internal evaluation and End semester examination for Projects are fixed as 30 and 70 respectively.

Scheme of evaluation is as follows.

For Theory courses

- i. Two internal tests of 30 marks of 60 minutes duration. Average score to be calculated out of a maximum of 15 marks(Internally by the College)
- ii. Tutorials/Assignments/Mini Projects carrying 15 marks.
(Internally by the College)
- iii. End Semester examination conducted by the University carrying maximum marks 100. Score will be recalculated out of a maximum of 70 marks.

For Practical courses

- i. Two internal tests each of 100 marks of 4 hours duration each. Average score to be calculated out of a maximum of 20 marks (Internally by the College)
- ii. Assignments/Mini Project/Record work 10 marks. (Internally by the college)
- iii. End Semester examination carrying 100 marks.(Conducted by the University). Score will be recalculated out of a maximum of 70 marks

All the above evaluations are mandatory requirements to earn credits.

Students who have missed the internal tests (Theory or Practical) can register with the consent of the faculty and the Head of the Department (HoD) concerned for a re-test which shall be conducted before the end semester examination. The re-test will cover both the course contents of first and second tests. Those who have missed both the tests are not eligible to appear for the end semester examination.

However if one misses both tests due to medical reasons or other personal exigencies, based on genuine evidence, a single test of 2 hour duration for 60 marks will be conducted covering the whole syllabus, before the end semester examinations. Decision on this will be taken by the Principal and verified by the external academic auditor.

Seminar

Each student has to make a presentation based on a current topic based on in his/her Open Elective in consultation with the faculty member in charge of the seminar in the Department. The seminar will be evaluated based on RU-5

Distribution of marks for the seminar is as follows.

Marks for the report: 30%

Presentation: 40%

Ability to answer questions on the topic: 30%

Project

Each student has to do a project on a topic based on in his/her Professional Elective in consultation with their faculty supervisor.

Evaluation scheme

Two progress assessments	30% of marks-	by the faculty supervisor
Final Project Report	30% of marks-	by the Internal Assessment Board
Project presentation & Viva	40% of marks-	by the Assessment Board including external expert

If the project work is not completed satisfactorily, the student has to put in more work and appear again for assessment on a specified date, not earlier than one month after the first evaluation. If the student fails in the project, a fresh registration for the project for one semester is mandatory.

The project internal assessment board shall consist of the following members.

Chairman: Head of the Department

Members: Project supervisor/s of the student

One faculty member from the Department

The assessment board for final evaluation (Project presentation & viva-voce) shall consist of the members of internal assessment board and an external subject expert, either from an academic/research institute or industry

Industrial training

Industrial Training Report—50 marks

Industrial Training Presentation to be made on a core department of choice. —50 marks

Industry Appraisal across departments—100 marks

The assessment board for industrial training shall consist of Head of the Dept, Staff advisor, two faculty members from the Dept (one must be of student's core dept) and expert from the industry. The industrial training shall be as per rule RU-6.

j. Eligibility to Continue

A student has to pass a minimum number of courses to be eligible to register for the courses offered in fifth and seventh semesters. The eligibility requirement is given below. Faculty advisors shall monitor advice and support the students in this. Students should be informed about this requirement.

Eligibility Criteria for Registering Higher Semester Courses

Semester (1)	Pass Requirement (2)
First	xxx
Second	xxx
Third	xxx
Fourth	xxx
Fifth	Not failed in more than 08 courses (including theory & practical) (Cumulative of semesters 1 to 4)
Sixth	xxx
Seventh	Not failed in more than 08 courses (including theory & practical together) (Cumulative of semesters 1 to 6)
Eighth	xxx

k. Class Committees

The class committee is to be in place in each college affiliated to the University. The chairman of the committee shall be a senior faculty member who does not offer any course in the concerned class during that semester.

Members:-

- i) All faculty members teaching courses in that semester.
- ii) Two student representatives nominated by the Principal.

The class committees shall meet at least thrice in a semester – the first at the beginning of the semester, the second and the third after the first and the second internal tests respectively. The committee should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time. At the end of the semester, the committee should meet without student representatives to review the conduct of the course and finalize the internal assessment marks and approve them.

l. Eligibility for grading

Theory/Practical/ Industrial Training/ Seminar/Project:

- Minimum of 40% marks in the internal assessment and end semester examination combined.
- A minimum of 40% marks in the end semester examination- theory and practical.

Otherwise, he/she will be considered to have failed in the course and an F grade will be awarded.

A student earns credits for a course if the grade is **P** or above.

m. Award of Grades

Grading is based on the % marks obtained by the student in a course, as given in 6n.

The grade card will only give the grades against the courses the student has registered.

Semester grade card will give the grade for each registered course, Semester Grade

Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

n. Grades and Grade Points

Grades and Grade Points followed by the University is as follows.

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O (Outstanding)	10	90% and above
A ⁺ (Excellent)	9	85% and above but less than 90%
A (Very Good)	8.5	75% and above but less than 85%
B ⁺ (Good)	8	65% and above but less than 75%
B (Above Average)	7	55% and above but less than 65%
C (Average)	6	45% and above but less than 55%
P (Pass)	5	40% and above but less than 45%
F (Fail)	0	Less than 40%
FE		Failed due to eligibility criteria
I		Course Incomplete

SGPA and CGPA are calculated based on the above grading norms and are explained at the end of this document.

o. Academic Auditing

The University shall have a detailed academic auditing procedure in place comprising of an *Internal Academic Auditing Cell* within the colleges and an external academic auditing for each college. The internal academic auditing cell in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell is to prepare academic audit statements for each semester at regular intervals. These reports are to be presented to the external academic auditor approved by the University, who will use it as a reference for his independent auditing and for the final report to the University.

Academic auditing shall cover:-

- i) Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation.
- ii) Co-curricular and Extra-curricular activities available for students, their organization and the mechanism of monitoring of activities points earned by the students.
- iii) Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, academic accountability, academic achievements and benchmarking.

p. Break of Study

A student may break study for a maximum duration of two semesters, preferably in one academic year, to initiate start-up ventures, product development etc. This is however permitted only on successfully completing the courses listed out in the first four semesters. Request for this with ample evidence to the seriousness of the venture should be forwarded to the college principal for approval. [RU-3]

Break of study on serious health reasons is also permitted with the approval of the college Principal. [RU-3]

All such cases of break of study are to be reported to the University. In both the cases, the maximum duration for completing the BHMCT programme will still be twelve semesters.

q. Revaluation and Grade Improvement

There is no provision for improving the grades. The student can apply for scrutiny and/or revaluation of answer scripts of theory papers of the end semester examination after the results are published. The final marks awarded will be the best of the two marks. If the difference in marks obtained in revaluation and the original revaluation is more than 15% of the maximum marks, it will be sent for third valuation. The final marks will then be the average of the closest of the two marks obtained in the three valuations to the advantage of the student or the marks obtained in the original valuation whichever is higher. The Controller of Examination shall examine such cases and conduct proper enquiry to see whether any of the examiners has inadvertently responsible for negligent valuation of answer script and recommend for suitable action.

r. Grade Cards

Students who have written the end semester examination will be given the grade cards for the registered courses, in every semester by the University. On earning the required credits for the degree, the University will issue the final consolidated grade sheet for the BHMCT programme including CGPA.

s. BHMCT Degree

BHMCT. degree will not have any classifications like distinction or first class.

t. Disciplinary Action Committee

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence

available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members.

In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University. The Controller of Examinations shall refer the case to the Examination Monitoring Committee. The Controller of Examination will consider the same as a Review.

u. *Student's Welfare Committee*

Every college shall have a *Student's Welfare Committee*, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

v. *Grievances and Appeals Committee*

Each college should have a *Grievances and Appeals Committee* constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior faculty member shall look into student's grievances and appeals and give its recommendations to the Principal for action.

8) **Amendment to Ordinance/ Regulations/Rules**

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/regulations from time to time.

RULES:

RU-1 Course Code and Course Number

Each course is identified by a course code and a three digit number. The letter code refers to the department offering the course or the knowledge segment of the course. And the last letter indicates whether it is a theory (T) or Practical (P) paper

Course Number is a three digit number and the first digit refers to the Academic year in which the course is normally offered, i.e. 1, 2, 3, or 4 for the BHMCT Programme of four year duration. Of the other two digits, the last digit identifies the semester in which the course is offered. The middle number would be zero.

FPT 101 is a course in Food Production-Theory offered in the first semester.

FPP 301 is a course in Food Production-Practical offered in the fifth semester.

These course numbers are to be given in the curriculum and syllabi.

RU-2 Attendance

Attendance is marked for each course. While 75% attendance is mandatory for writing the end semester examination in that course, students are expected to have 100% attendance. However under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extracurricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course.

In case of long illness or major personal tragedies/contingencies the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession

is applicable only to any two semesters during the entire programme. In case of prolonged illness, break of study is permitted as per RU-3.

RU-3 Break of Study

A student is permitted to have a break of study.

- i) In case of accident or serious illness needing prolonged hospitalization and rest.
- ii) In case the student has a bright idea and would like to initiate a start-up venture or develop a new product.
- iii) In case of any personal reasons that need a break in study.

For break of study due to illness, student should submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back the student should submit the fitness certificate from the doctor who treated him.

Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of an industry expert and a bank executive and take an appropriate decision based on the team's recommendation. In the semester system followed by the University, break of study for an academic year is preferred over a semester break.

Students who want a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.

RU-4 Leave of Absence

Students who want to take leave under RU2 have to submit a leave letter to the teacher conducting the course. This letter is to be forwarded to the Head of the Department with recommendation of the teacher indicating the total leave of absence the student has so far availed. Leave is to be sanctioned by the Head of the Department. For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

RU-5 Seminar

Students have to prepare a detailed report on the topic of the seminar and submit it to the teacher concerned. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. All students in the class have to attend the seminar without fail. Evaluation will be based on the report, seminar presentation as well as on the ability of the student to answer the questions put forward. Faculty member in charge of the seminar and another faculty member in the department nominated by the Head of the Department are the evaluators for the seminar.

RU-6 Industrial Training

Duration of training: - 20 weeks during Semester VI.

A week would consist of 06 working days. 10% of total working days can be availed as leave with prior permission of the hotel.

A further 10% can be condoned by the Principal on production of bonafide medical certificate in case of illness or due to extreme unforeseen circumstances.

Leave taken must be made up by doing double shifts or working on weekly offs.

Once a student has been selected / deputed for industrial training by the institute, he/ she shall not undergo IT elsewhere. In case students make direct arrangements with the hotel for industrial training, the same should necessarily be approved by the institute.

RU-7 Ragging

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

Addendum:-

1. Calculation of SGPA/CGPA

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

$SGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.

$CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.

CGPA for the BHMCT programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

