



आईएफटीएम विश्वविद्यालय, मुरादाबाद, उत्तर प्रदेश  
**IFTM University, Moradabad, Uttar Pradesh**  
**NAAC ACCREDITED**

# Academic Ordinance for Diploma in Hotel Management (DHM) Programme

(Amended with CBCS as per UGC guidelines  
&

Approved by the Academic Council in the Meeting held on 25/09/2021)

## IFTM UNIVERSITY

(Established under U.P. Govt. Act No.24 of 2010 and approved under section 22 of UGC Act 1956)

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**Director**

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## REGULATIONS

### 1. Short Title and Commencement

These regulations shall be called as "The Regulations for the **Diploma in Hotel Management** (DHM) Program (CBCS) of the IFTM University, Moradabad", latest revised from the Academic Year 2021-22. The regulations framed are subject to modifications from time to time by IFTM University, Moradabad.

### 2. Minimum qualification for admission

Candidate must have pass 10+2 examination with 45% (40% for SC/ST). Admission in DHM programme will be based on Merit/ Entrance examination. Only primary mode of evaluation (CGPA or percentage) as mentioned in the qualifying degree certificate/mark sheet will be considered while verifying eligibility. Conversion from CGPA to percentage or vice versa given by individual School/Institute/University will not be allowed.

Foreign National candidates, who apply through Ministry of Human Resource Development, Government of India, are eligible to apply provided that they possess the same minimum qualification.

### 3. Duration of the program

The course of study for DHM shall extend over a period of three semesters (one and a half academic year) for students. The curricula and syllabi for the program shall be prescribed from time to time by IFTM University, Moradabad.

### 4. Medium of instruction and examinations

Medium of instruction and examination shall be in English.

### 5. Working days in each semester

Each semester shall consist of not less than 90 working days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from December/January to May/June in every calendar year.

## 6. Attendance and progress

A candidate is required to put in at least 75% attendance to appear in End-Semester/ Annual examination. However, the same can be condoned to 15% on medical grounds or for other genuine reasons beyond the control of students.

## 7. Program/Course credit structure

As per the philosophy of Choice Based Credit Semester System, certain quantum of academic work viz. theory classes, practical classes, project report, internship etc. are measured in terms of credits. On satisfactory completion of the courses, a candidate earns credits. The amount of credit associated with a course is dependent upon the number of hours of instruction per week in that course. Similarly, the credit associated with any of the other academic, co/extra-curricular activities is dependent upon the quantum of work expected to be put in for each of these activities per week.

### 7A. Credits and Grade System

(a) All programmes shall have credits associated with them as per their Lecture/Tutorial/Practical (LTP) structure and shall be determined as follows:

- One lecture hour per week per semester shall be assigned one credit.
- One practical hour per week shall be assigned half credit.

However, the credits associated with every programme will be a whole number, i.e., wherever the sum comes out to be in half credit on calculation following the aforesaid process, the half shall be rounded to the next whole number.

(b) The letter grades based upon the overall marks obtained in a subject will be as follows:

S.No.	Marks	Letter Grade	Grade Point
1.	$\geq 90$	A+	10
2.	80-89	A	9
3.	70-79	B+	8
4.	60-69	B	7
5.	50-59	C+	6
6.	40-49	C	5
7.	35-39	D	4
8.	30-34	E	2
9.	$< 30$	F	0

'E' & 'F' Grade will be treated as Carry Over Paper.



In addition to the above grades, there shall be two more letter grades 'I' and 'AB' which shall stand for Incomplete and Absent Grades, respectively.

**(c) Semester Grade Point Average (SGPA)**

The SGPA is a weighted average of the grade points earned by a student in all the papers credited and described his/her academic performance in a semester. If the grade points associated with the letter grades awarded to a student are  $g_1, g_2, g_3, \dots, g_k$ , etc. and the corresponding credits are  $c_1, c_2, c_3, \dots, c_k$ , the SGPA is given by :

$$SGPA = \frac{c_1 g_1 + c_2 g_2 + c_3 g_3 + \dots + c_k g_k}{c_1 + c_2 + c_3 + \dots + c_k}$$

Where,  $k$  is the number of papers for which the candidate remains registered during the semester.

**(d) Cumulative Grade Point Average (CGPA)**

The Cumulative Grade Point Average (CGPA) indicates the overall academic performance of a student in all the papers registered in that particular academic year. It is computed in the same manner as the SGPA, considering all the papers (say,  $n$ ), and is given by:

$$CGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

**(e) Final CGPA**

It is the weighted average of the CGPA of all years of study.

**(f) Percentage equivalence of CGPA/Final CGPA**

The conversion of CGPA/Final CGPA to exact percentage of marks does not have perfect rationale. However, its equivalent at best can be arrived at by multiplying by 10.00.

**7B. Change of Grade already awarded**

Letter Grade 'E' will be changed into Letter Grade 'D' up to a maximum of 03 papers at the time of promotion to the next academic year provided he/she can be declared to have passed the academic year without any carry over paper, by changing the Grade.

**8. Academic work**

A regular record of attendance both in Theory and Practical shall be maintained by the teaching staff of respective courses.

### 9. Course of study

The course of study for D H M shall include Semester-Wise Theory & Sessional. The number of hours to be devoted to each theory, tutorial and practical course in any semester shall not be less than 40 sessions.

### DHM I Semester

#### Theory Papers (Total 6)

Sr. No.	Course Code	Category	Course Title	L	T	P	C	Evaluation Scheme		
Theory								Internal 30	External 70	Total 100
1	DHM 101	DSC	Food Production	4	-	--	4	30	70	100
2	DHM 102	DSC	Food & Beverage Services	4	-	--	4	30	70	100
3	DHM 103	DSC	Front Office Operations	4	-	--	4	30	70	100
4	DHM 104	DSC	Accommodation Operations	4	-	--	4	30	70	100
5	DHM 105	SEC	Basics of Computer Applications	2	-	--	2	30	70	100
6	DHM 106	AECC	Basics of Hospitality Communication	2	-	--	2	30	70	100
Practical										
1	DHM 101P	DSC	Food Production	--	-	4	2	30	70	100
2	DHM 102P	DSC	Food & Beverage Services	--	-	4	2	30	70	100
3	DHM 103P	DSC	Front Office Operations	--	-	4	2	30	70	100
4	DHM 104P	DSC	Accommodation Operations	--	-	4	2	30	70	100
Total				20	-	16	28	300	700	1000

# DHM II Semester

## Theory Papers (Total 5)

Sr. No.	Course Code	Category	Course Title	L	T	P	C	Evaluation Scheme		
Theory								Internal 30	External 70	Total 100
1	DHM 201 A	DSE (Select any one)	Food Production	4	-	--	4	30	70	100
2	DHM 201 B		Food & Beverage Services	4	-	--	4	30	70	100
3	DHM 201 C		Front Office Operations	4	-	--	4	30	70	100
4	DHM 201 D		Accommodation Operations	4	-	--	4	30	70	100
5	DHM 202 A	DSE (Select any one)	Bakery and Confectionery	4	-	--	4	30	70	100
6	DHM 202 B		Laundry Management	4	-	--	4	30	70	100
7	DHM 203 A	SEC (Select any one)	Basic Nutrition and Food Safety	4	-	--	4	30	70	100
8	DHM 203 B		Meetings, Incentive, Conventions and Events / Exhibitions (MICE)	4	-	--	4	30	70	100
9	DHM 204	SEC	Accounts and Costing for Hospitality	4	-	--	4	30	70	100
10	DHM 205	SEC	Entrepreneurship Development	4	-	--	4	30	70	100
Practical										
1	DHM 201AP	DSE (Any- 1 out of 4 on the basis of above selection)	Food Production	--	-	4	2	30	70	100
2	DHM 201BP		Food & Beverage Services	--	-	4	2	30	70	100
3	DHM 201CP		Front Office Operations	--	-	4	2	30	70	100
4	DHM 201DP		Accommodation Operations	--	-	4	2	30	70	100
5	DHM 202AP	DSE (Any- 1 out of 2)	Bakery and Confectionery	--	-	4	2	30	70	100
6	DHM 202BP		Laundry Management	--	-	4	2	30	70	100
Total				20	-	12	26	240	560	800

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**DHM III Semester****Training & Practical Papers (Total 2)**

Sr. No.	Course Code	Category	Course Title	L	T	P	C	Evaluation Scheme		
								Internal	External	Total
1	DHM 301P	DSE	Specialized Departmental Exposure (on the basis of above selection)	-	-	48	24	120	280	400
2	DHM 302P	SEC	Log Book & Presentation	-	-	4	2	30	70	100
<b>Total</b>				-	-	<b>52</b>	<b>26</b>	<b>150</b>	<b>350</b>	<b>500</b>

**10. Examinations/Assessments****10A. Internal/ Sessional Examination**

- (a) The minimum Grade required to pass in each Theory & Practical paper is 'GRADE D'.
- (b) A candidate, in order to pass must satisfy the requirement of Minimum CGPA of 4.50 in a particular academic year inclusive of both semesters of that academic year subject to conditions of clause 10D.
- (c) In case of audit/qualifying paper the minimum Grade required to pass is Grade D. However, the Grade obtained in audit paper shall not be included in SGPA.

**10B. End-Semester Examination**

There will be two End Semester Examinations in all theory and project subjects viz. Odd (I, III) Semester Examination and Even (II) Semester Examination in an academic year.

**10C. Carry Forward of Marks**

In case, if a student gets the back in a course/paper, the sessional marks of the subject concerned will be carried forward in the total of marks when he re-appears for the examination of the course in which he has got the back.

**10D. Heads of Passing**

- (a) The minimum passing marks in each theory subject (including Internal/ Sessional marks) will be 35%.
- (b) The minimum passing marks in each comprehensive viva/project will be 50 %.

(c) A student, in order to pass must satisfy the following:

Minimum 45% marks in aggregate of a particular academic year inclusive of both semesters of that academic year subject to the conditions of the clause 7B.

#### **10E. Carry Over System**

Maximum number of carry over papers (Theory/viva/project) permissible for promotion to next year will be 05.

#### **10F. Promotion**

(a) A candidate satisfying all the requirements under clause 10A shall be promoted to the next academic year of study.

(b) A candidate shall be eligible for provisional promotion with carryover (PCP status) to the next academic year of study provided he/she fails to satisfy the requirements of clause 10A(a) in not more than permissible carry over paper as mentioned in clause 10D.

(c) If a candidate satisfies the requirement of clause 10A(a) but fails to satisfy the requirement of 10A(b) he/she shall be eligible for provisional promotion with carryover (PCP-A {aggregate} status). He/she may choose up to a maximum of any 04 theory papers of that particular academic year as per his/her choice to pass the examination of that.

#### **10G. Ex-studentship**

A candidate opting for ex-studentship shall be required to appear in all the theory/practical/viva papers in the end semester examinations of both semesters/ annual examination of the same academic year However, the sessional marks of theory & practical both shall remain the same as those secured earlier.

#### **11. Evaluation of Performance**

(a) **Programmes:** Evaluation of performance of the students in a programme shall be a continuous process based on their performance in the class test, quizzes, assignments and the end semester examinations.

##### **Theory papers in semester system (Maximum Marks: 100)**

The evaluation will be done through two class test and one end semester examination.

This will be in addition to quizzes, assignments, attendance, etc. Each class test will carry a

  
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weightage of 10 marks, and the end semester examination will carry a weightage of 70 marks. The remaining 10 marks will be awarded on the basis of attendance and performance in quizzes and assignments.

**(b) Training, Project Report, Seminar etc.**

Training, Project Report, Seminar, and other learning-oriented activities shall have associated maximum marks and credits, as stated in the syllabus.

Evaluation Scheme			
	Internal	External	Total
Theory	30	70	100
Practical	30	70	100
Summer Training	30	70	100

**Question paper pattern for End-semester Examinations**

I. Multiple Choice Questions (MCQs) =  $20 \times 1 = 20$

II. Long Answers (Answer 1 out of 2) =  $5 \times 10 = 50$

(Internal Choice questions)

**Total Marks** = **70**

**Question paper pattern for Internal/ Sessional Examinations**

Long Answers (Answer 2 out of 3) =  $2 \times 5 = 10$  (each mid-sem)

**12. Award of Division**

- (a) The division shall be awarded on the basis of final year result.
- (b) If a student passes all examinations and secure minimum Final CGPA 4.50 to 5.99, he/she shall be eligible for the award of SECOND DIVISION.
- (c) If a student passes all examinations and secure minimum Final CGPA 6.00 to 7.49, he/she shall be eligible for the award of FIRST DIVISION.
- (d) If a student passes all examinations in first attempt without change of Grade and secures minimum Final CGPA 7.50 & above, he/she shall be eligible for the award of FIRST DIVISION WITH HONOURS.

  
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### **13. Scrutiny and Re-evaluation**

- (a) Scrutiny shall be allowed in only theory papers, in which Re-totaling of the marks awarded will be done and only unchecked answers (if any) will be evaluated.
- (b) Re-evaluation of theory/practical papers is not permitted.

### **14. Unfair Means**

Cases of unfair means shall be dealt as per the rules of the University.

### **15. Result**

- (a) The result of a candidate shall be declared on the basis of the performance of both semesters of the same academic year.
- (b) Result of the final year shall be declared on the basis of working out Final CGPA which is the weighted average of CGPA of all years of the study.

### **16. Improvement**

There shall be no provision of Improvement examination in all the courses running in the University.

### **17. Grade Card**

- (a) A copy of the Grade Card shall be issued to each student at the end of each academic year. The duplicate copy, if required can be obtained on payment of prescribed fee.
- (b) The Grade Report Card of a student may be withheld if he/she has not paid his/her dues or if there is a case of indiscipline pending against him/her or for any other such reasons.


### **18. Re-Admission**

A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions:

- (a) A candidate is declared fail.
- (b) A candidate promoted with carry over papers and opts for re-admission.

  
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