

STAREX UNIVERSITY GURUGRAM



SCHOOL OF HOTEL MANAGEMENT
**Bachelor of Science in Hospitality & Hotel Administration (B.sc.
H&HA)**

Ordinance, Scheme of Examination and Syllabi

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Bachelor of Science in Hospitality & Hotel Administration (B.sc. H&HA)

Saved as provided in the First Ordinance of the University, this Ordinance shall contain the following;

1. Title and Commencement

This Ordinance shall be called the Ordinance of Starex University and shall be effective from the Academic Session 2020-21.

2. Duration of the Course

The duration of B.Sc. H&HA Degree Course shall be of three academic years. Each year shall be divided in two Semesters i.e. semester-1, semester-2. Accordingly, the four years shall consist in eight Semesters. However, a student is required to pass out the said Course within a maximum period of 5 years from the date of admission to 1stSemester where after he/she shall stand unfit for the course.

3. Admission and Eligibility for the Same

Candidate should have passed 10+2 Examination with 45% marks from Board of School Education Bhiwani, Haryana or any other recognized Board with English as one of the Subject.

Candidate should note that for admission to Post Graduate Course must have earned minimum 24 credits at Under Graduate level in relevant subject.

4. Admission Schedule and Submission of Examination Forms and Fee

The admission schedule along with the last date for submission of admission forms and fee shall be fixed by the Vice-Chancellor from time to time and displayed by the University.

Date of Exams. & fee shall be fixed by the Vice- Chancellor and notified by the Controller of Examinations.

5. Change of Branch/ Discipline

A student will be entitled to change/switch over Branch/Discipline within 15 days after the commencement of Academic Session where after no change will be

allowed. Such a student must be eligible for admission to the Branch/Discipline intended to be admitted to.

6. Promotion to Higher Semester(s)

The student shall be promoted to 2nd, 4th, and 6th Semester automatically without any condition of passing minimum number of papers. For promotion from 2nd to 3rd Semester, the student shall have to clear at least 50% paper of 1st and 2nd Semester taken together. For promotion from 3rd to 4th Semester, the student shall have to clear at least 50% papers of 1st and 2nd Semester taken together. For promotion from 5th to 6th Semester, the student shall have to clear at least 50% papers of 3rd and 4th Semester taken together.

7. Reappear Examinations

Re-appear Examinations for odd semesters will be held along with the regular semester examinations of these semesters in December and those of even semesters along with the regular examinations of these semesters in May/June. However, the re-appear examination of 8th semester may be held in December along with the odd semester Examinations.

8. Medium of Instruction and Examination

The medium of instructions and writing question papers shall be in English.

9. Types of Courses/Subjects Offered

a) Core Courses/Subjects (To be studied in 1st to 4th Semester)

The course which is to be studied compulsorily as a core requirement is a Core Course as depicted in Annexure 01.

b) Elective Course (To be studied in 3rd to 6th Semester)

A course to be chosen from a prescribed pool of course is an Elective Course as depicted in Annexure 01.

c) Discipline Specific Elective Course (DSE) (To be studied in 1st& 2nd Semester)

The elective courses to be offered by the main Discipline/Subject of study is referred as the Discipline Specific Elective Course as depicted in Annexure 01.

d) Ability Enhancement Course (AEC)

Ability Enhancement Courses are:

- i) Ability Enhancement Compulsory Course (AECC) (To be studied in 1st and 2nd Semester)
- ii) Skill Enhance Course (SEC)

10. Type of Examinations

Wherever not otherwise provided in any Course Ordinance there will be two types of Examinations.

- (a) **End term:** End term Examination shall be held at the end of each Semester and will cover the entire syllabus for that Semester. First, Third, Fifth and seventh Semester Examinations shall ordinarily be held in the month of December and Second, Fourth, Sixth and eighth Semesters Examinations in the month of May.
- (b) **Internal Test:** There may be one/two Internal Assessment test(s) in each Semester. Each Internal Assessment test will cover the syllabus taught up to the date of test.

11. Scheme of Examinations

25% marks of the total marks of the concerned subject shall be earmarked for Internal Assessment.

a) Distribution of Mark

i)	Theory	75
ii)	Internal Assessment	25
iii)	Practical	50

b) Pass Percentage for BHM Course

Theory:

- i) 35% marks in written paper.
- ii) 35% marks in written paper and Internal Assessment taken together.
35% marks in Practical.
- iii) 35% marks in Practical and Internal Assessment taken together.

Viva-Voce: (Wherever provided)

- i) 35% marks in Viva-Voce separately.

Note:

- I. In case, a student is detained from appearing in the Examinations of Theory and Practical having failed to secure 20% marks in Internal Assessment, he/she may improve the same for appearing in the relevant subsequent Examination. In all other cases, the marks of Internal Assessment shall be carried forward for the subsequent examination.
- II. The concerned teacher shall preserve the records of the Internal Assessment and shall make the same available as and when required.

The concerned School/Faculty shall display the marks of Internal Assessment on the Notice Board for information of the students.

12. Eligibility to appear in the Examination

The Student should fulfill the following criteria to be eligible for appearing in the end term examination;

- i) He/she should bear a good moral character.
- ii) He/she should be on the rolls of the University during the Semester.

- iii) He/she should have not less than 75% of the attendance during the respective Semester. In case, a student fails to secure the prescribed percentage of lectures either in Theory or Practical, he/she shall be detained from appearing in the said part of examination (Theory or practical or both, as the case may be).
- iv) He/she should not be a defaulter of payment of tuition fee or any other dues of the University and no disciplinary action should be pending against him/her.

Note: In case, a student fails to secure 75% attendance in Theory or Practical or both, he/she will be detained from appearing in Theory or Practical or both examinations, as the case may be.

13. Exemption from Attendance/Condonation of Shortage of Attendance

The shortage of attendance can be condoned/relaxed as under:

Sr. No.	Category for Exemption/Condonation of lectures/attendance	Ground for Exemption/Condonation	Competent Authority
1	All periods of the day of Blood Donation	Voluntarily Blood Donation to the Blood Bank	Dean of the School/Faculty
2	All periods of the day of Examination	For appearing in the supplementary Examinations (Th./Pr./Vice-Voce)	-Do-
3	10 Days attendance during a Semester	For participation in University or Inter University/College Sports Tournaments/ Youth Festivals, NCC/NSS Campus/University Educational Excursions	-Do-
<p>*Provided that:</p> <ol style="list-style-type: none"> 1. He/she has obtained prior approval of the Dean of School/Faculty. 2. Credit may be given only for the days on which lectures were delivered or tutorials or practical work done during the period of participation in the aforesaid events. 			
4	Condonation/Relaxation up to 5% during a Semester	Genuine reason; such as: illness, transfer of parents, and sudden death in blood relation, on production of proof.	<ol style="list-style-type: none"> 1. The concerned Dean of his own or on the recommendation of HOD 2. Vice-Chancellor of his own or on the recommendation of

			Concerned Dean
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14. Setting of Question Papers and Re-Checking, Evaluation/Re-evaluation of Answer book(s)

As per provisions in the First Ordinance and rules and regulations of the University

15. Grace Marks

As per provisions in the First Ordinance of the University

16. Improvement of Examination Result

A student may be permitted to improve his/her result subject to the following: -

- i) The student will be permitted to appear in improvement examination as an ex-student with regular batches for the purpose of improvement of CGPA/Division.
- ii) Only one chance for improvement for a Semester will be given. The chance must be availed within a period of 1 year from passing the final examination.
- iii) In case the nature of result does not improve i.e. up to CGPA 5, 6, 7, 8 and 9, his/her improvement result shall be declared as “**PRS**” (Previous Result Stands).
- iv) There will be no separate examination for improvement i.e. the student intending to improve his/her result shall appear along with the regular batches in accordance with the syllabus prescribed for the regular batches.

17. Issuance of DGS, Award of Degree

A student shall be issued Detailed Grade Statement for each examination and shall be awarded Degree on successful completion of the course. The division and performance shall be indicated in the Degree as depicted in **Grading Method** as per the **Clause No. 20**.

18. Inter University Migration

- a) A student of this University may seek Migration as per provision in the First Ordinance of the University.
- b) Any student intending to seek Migration to this University may do so subject to the following;
 - i) The Migration cannot be claimed as a matter of right and shall subject to the availability of seat.

- ii) The Migration shall be allowed only in 2nd year (3rd semester).
- iii) The student must have pursued the previous exam(s) under Semester system.
- iv) At least 50% papers, of the papers passed by him/her in the previous Institute/University must have matched with the papers prescribed by this University.
- v) Rest of the unmatched Subjects/Papers will be required to be passed by him/her from this University as Deficient Subjects/Papers.

19. Choice Based Credit System

Definitions of Key Words

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
2. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).
3. **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
4. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
5. **Credit Point:** It is the product of grade point and number of credits for a Course.
6. **Credit:** A unit by which the Course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
7. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various Courses in all semesters and the sum of the total credits of all courses in all the Semesters. It is expressed up to two decimal places.
8. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
9. **Letter Grade:** It is an index of the performance of students in a said Course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
10. **Programme:** An educational programme leading to award of a Degree, Diploma or certificate.
11. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in

a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

12. Semester: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to May/June.

13. Transcript and Detailed Grade Certificate/Statement (DGS): Based on the earned credit points, a detailed grade certificate/statement (DGS) shall be issued to all the registered students after every semester. The grade certificate/statement will display the course details (course code, its nomenclature, total credit points and letter grade) along with SGPA of that semester and CGPA in the final semester. The grading method for evaluating students' performance involves award, of grade according to the range of total marks in the course. The grade will be awarded based on marks out of 100, as depicted below:

20. Grading Method

The grading method for evaluating students' performance involves award, of grade according to the range total marks in the course. The grade will be awarded bases on marks out of 100, as depicted below:

Formula for Computation of SGPA & CGPA

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where **C_i** is the number of credits of the **i**th Course and **G_i** is the grade point scored by the student in the **i**th Course.

- ii. The CGPA is also calculated in the same manner taking into account all the Courses undergone by a student over all the semesters of a programme, i.e.

Range of Percentage of Marks	Letter Grade	Grade Points	Range of Grade Points	Classification
90 and above	O (Outstanding)	10	9-10	Outstanding
80 & above but less than 90	A+ (Excellent)	9	8 < 9	Excellent
70 & above but less than 80	A (Very Good)	8	7 < 8	1 st Div. with Distinction
60 & above but less than 70	B+ (Good)	7	6 < 7	1 st Division
50 & above but less than 60	B (Above Average)	6	5 < 6	2 nd Division
Above 40 but less than 50	C (Pass-Average)	5	Above 4 < 5	3 rd Division
35 To 40	P (Pass)	4	3.5 To 4	Pass
Below minimum pass marks	F (Fail)	0	-	-

$$\text{CGPA} = \sum (\text{Ci} \times \text{Si}) / \sum \text{Ci}$$

Where Si is the SGPA of ith Semester and Ci is the total number of Credits is that semester.

- iii. The SGPA and CGPA shall be worked up to 2 decimal points and mentioned in the DGS and transcripts.
- iv. Formula for calculation of aggregate pass percentage **CGPA x 10**

Example

Course	Credit	Grade Letter	Grade Point Block	Range of Grade Points (Actual Grade Value as per marks obtd.)	Earned Credit Points (Credit × Actual Grade Value)
Course 1	3	O	10	9.2	3×9.2=27.6
Course 2	3	A+	9	8.2	3×8.2=24.6
Course 3	4	A	8	7	4×7=28
Course 4	3	B+	7	6.7	3×6.7=20.1
Course 5	3	B	6	5.6	3×5.6=16.8
Course 6	4	C	5	4.7	4×4.7=18.8
	20				135.9

Thus, **SGPA** = 135.9/20 = 6.79

Similarly, suppose SGPA for 2nd, 3rd, and 4th semester is 7.85, 5.6 and 6.0 with credits 22, 24 and 22 respectively than for a two-year programme, the CGPA will be computed as follows:

$$\text{CGPA} = 20 \times 6.79 + 22 \times 7.85 + 24 \times 5.6 + 22 \times 6.0 / 88 = 6.53$$

Formula for calculating percentage of marks

$$\text{CGPA} \times 10 \text{ e.g. } 6.53 \times 10 = 65.3$$

21. Other Provisions

- i) Nothing in this Ordinance shall debar the University from amending the Ordinance and the same shall be applicable to all the students whether old or new.
- ii) Any other provision not contained in the Ordinance shall be governed by the rule and regulations framed by the University from time to time.
- iii) All disputes shall Subject to Gurugram court Jurisdiction.

Lateral entry to 2nd year B.Sc. H&HA programme shall be applicable for candidates who have completed three-year diploma after 10 or 10+2 with 45% marks in the relevant field.

Important:

1. Each University/Institute should provide a brief write-up about each paper outlining the salient features, utility, learning objectives and prerequisites. University/Institute can add/delete some experiments of similar nature in the Laboratory papers.
2. A Two Credit, only theory paper will have 2 hours of lecture per week and in case of practical four of practical input per week. Similarly, a Six Credit, Only Theory paper will have 5 Hours of Lecture and 1 hr. of Tutorial Per Week, whereas 6 Credit Theory and Practical (4+2) 1 Paper shall have 4 Hrs. of Lecture and 4 Hrs. of Practical per week.
3. The size of the practical group for practical papers is recommended to be 12-15 students. We may have batches divided for practical and workload may be accessed batch wise. One Credit of Theory is equal to Two Labs, thus for Two Credit Paper No of theory classes per week shall be Two and/or Labs would be Four. In case of multiple batches, the lab workload shall be multiplied and accessed accordingly.
4. University/Institute can add to the list of reference books given at the end of each paper.
5. University/ Institute can plan activity-based learning events such as theme lunches, food festivals about 1-2 each year to supplement learning of students.
6. University/ Institute may organize Seminar/ Conferences/ Workshops/ Symposiums/ Interaction Programmes/ Extension Lecture focusing on key areas of Hospitality.

Details of Under Graduate Course (B.Sc. H&HA)

First Year: Semester – I

Course No.	Title of Course	Subject Code	Credit (L+T+P)	Hours per Week	External Marks (MM)	Internal Marks (MM)	Practical Marks (MM)	Total Marks (MM)
	Food Production Foundation – I		3+0+2	3+0+4	75	25	50	150
	Food & Beverage Service Foundation-I		3+0+2	3+0+4	75	25	50	150
	Front Office Operations Foundations – I		3+0+2	3+0+4	75	25	50	150
	Accommodation Operations Foundations – I		3+0+2	3+0+4	75	25	50	150
	Nutrition		2+0+0	2+0+0	40	10	-	50
Ability Enhancement Course								
AECC -1	Environmental Studies		2+0+0	2+0+0	40	10	-	50
Skill Enhancement Course								
SEC – 1	Information Technology Skills (Internal Exam)		-	2+0+0	30	-	20	50

First Year: Semester – II

Course No.	Title of Course	Subject Code	Credit (L+T+P)	Hours per Week	External Marks (MM)	Internal Marks (MM)	Practical Marks (MM)	Total Marks (MM)
	Food Production Foundation – II		3+0+2	3+0+4	75	25	50	150
	Food & Beverage Service Foundation-II		3+0+2	3+0+4	75	25	50	150
	Front Office Operation Foundation – II		3+0+2	3+0+4	75	25	50	150
	Accommodation Operation Foundation – II		3+0+2	3+0+4	75	25	50	150
	Hotel Accountancy		2+0+0	2+0+0	40	10	-	50

Ability Enhancement Course								
AECC – 2	English Communication		2+0+0	2+0+0	40	10	-	50
Skill Enhancement Course								
SEC-2	Basic Mathematics		-	2+0+0	40	10	-	50
Total Credit in this Semester			20	28				

Second Year – Semester – III

Course No.	Title of Course	Subject Code	Credit (L+T+P)	Training Report Evaluation (External)	Viva-voce (External)	Total Marks (MM)
Core Courses						
	Food Production Operation - Industrial Exposure I		6+0+0	100	100	200
	Food & Beverage Service Operation - Industrial Exposure I		6+0+0	100	100	200
	Accommodation & Front Office Operations – Industry Exposure I		6+0+0	100	100	200
Skill Enhancement Course						
SEC – 3	Personality Skills for Hospitality – Learning form Industry		2+0+0	-	100	100
Total Credit in this Semester						

Second Year – Semester – IV

Course No.	Title of Course	Subject Code	Credit (L+T+P)	Hours per Week	External Marks (MM)	Internal Marks (MM)	Practical Marks (MM)	Total Marks (MM)
	Food Production Operations		3+0+2	3+0+4	75	25	50	150
	Food & Beverage Service Operations		3+0+2	3+0+4	75	25	50	150

	Front Office Operation		3+0+2	3+0+4	75	25	50	150
	Accommodation Operation		3+0+2	3+0+4	75	25	50	150
	Food & Beverage Control		3+0+0	3+0+0	75	25	-	100
	Food Safety and Quality		2+0+0	2+0+0	40	10	-	50
	Human Resource Management		2+0+0	2+0+0	40	10	-	50

Third Year: Semester – V

Course No.	Title of Course	Subject Code	Credit (L+T+P)	Hours per Week	External Marks (MM)	Internal Marks (MM)	Practical Marks (MM)	Total Marks (MM)
	Advance Food Production Operation – I		3+0+2	3+0+4	75	25	50	150
	Advance Food & Beverage Service Operation – I		3+0+2	3+0+4	75	25	50	150
	Front Office Management – I		3+0+2	3+0+4	75	25	50	150
	Accommodation Management - I		3+0+2	3+0+4	75	25	50	150
	Financial Management		3+0+0	3+0+0	75	25	-	100
	Research Methodology		3+0+0	3+0+0	75	25	-	100
	Hotel Marketing		3+0+0	3+0+0	75	25	-	100

Third Year: Semester – VI

Course No.	Title of Course	Subject Code	Credit (L+T+P)	Hours per Week	External Marks (MM)	Internal Marks (MM)	Practical Marks (MM)	Total Marks (MM)
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Advance Food Production Operation – II		3+0+2	3+0+4	75	25	50	150
Advance Food & Beverage Service Operation – II		3+0+2	3+0+4	75	25	50	150
Front Office Management – II		3+0+2	3+0+4	75	25	50	150
Accommodation Management - II		3+0+2	3+0+4	75	25	50	150
Food & Beverage Management		3+0+0	3+0+0	75	25	-	100
Facility Planning		3+0+0	3+0+0	75	25	-	100
Research Report		0+0+2	0+0+2	-	-	100	100