

BHM&CT AND BCT&CA

RULES & REGULATIONS

(Effective from Academic Year 2023-2024)

UNDER CBCS



FACULTY OF TECHNOLOGY

**Osmania University
Hyderabad – 500 007**

**Sr.Prof. V.V. Basava Rao
Chairperson
BOS (Hotel Management & Catering Technology)
Faculty of Technology, Osmania University,
Hyderabad-7**



RULES AND REGULATIONS
Under Choice Based Credit Scheme
(EFFECTIVE FROM ACADEMIC YEAR 2023 - 2024)

Note:- All the rules and regulations, hereinafter, Specified, shall be read as a whole for the purpose of interpretation.

PART- I : ADMISSION

1. A candidate for admission to the Three Year Degree course in The Degree of Bachelor of Hotel Management & Catering Technology / Bachelor of Catering Technology & Culinary Arts must have passed the Intermediate examination of the Telangana State Board of Intermediate Education or any other examination recognized by the Osmania University as equivalent thereto.
2. All the eligible applicants will have to pass the Entrance Examination / Aptitude tests / Counseling conducted by the Colleges. The candidates will be admitted strictly in accordance with the merit secured at the Entrance Examination / Aptitude tests / Counseling evaluation keeping in view of the rules in force regarding the reservation of seats to various categories of candidates.

PART-II: DURATION OF THE COURSE

1. Each of the subsequent three academic years shall be divided into two semesters hereinafter referred to as the first semester and second semester in chronological order. Each semester shall comprise of
Instruction 90 working days
Preparation for examination 10 days
2. The three-year degree courses offered at affiliated colleges, Osmania University under the Faculty of Technology are
BHM&CT and BCT&CA
3. Candidates who fail to fulfill all the requirements for the award of the degree as specified hereinafter within 5 (3+2) academic years from the time of admission will forfeit their seat in the course.

PART III: AWARD OF DEGREE

1. The Degree of Bachelor of Hotel Management & Catering Technology / Bachelor of Catering Technology & Culinary Arts will be conferred on a candidate who has pursued a 'Regular Course of Study' for three academic years as hereinafter prescribed in the scheme of instruction and has passed all the examinations as prescribed in the scheme of examination.
2.
 - i. Regular course of Study' for eligibility to appear at the BHM&CT/ BCT&CA examination of any semester shall mean making with attendance of not less than 75% aggregate in theory subjects and 75% aggregate in practical subjects listed in the scheme of instructions of a semester , provided that in special cases and for sufficient cause shown, the Vice-Chancellor on the recommendation of the Principal, may condone the deficiency not exceeding 10% in attendance for ill-health when the application



Proposed R- 23 BHMCT & BCTCA Rules & Regulations
Under CBCS for BOS meeting scheduled on 18th July 2023

- submitted at the time of the actual illness is supported by a certificate from an authorized Medical Officer and approved by the Principal. The fee for condonation in theory / practical's on Medical grounds shall be Rs. 500/-
- ii. Attendance at NCC camps / Inter-collegiate / Inter-University / International matches / Debates / Educational excursions or such other activities as approved by the authorities will not be counted as absence. However, such absence should not exceed 4 weeks of the total period of instruction.
 - iii. In any semester of the course, if a candidate fails to secure the minimum percentage of attendance, he/she shall not be eligible to appear in the examination of that semester and he/she shall have to enroll himself/herself to undergo afresh a 'Regular course of study' of the corresponding semester in subsequent academic session in order to become eligible to appear for the examination.
 - iv. The attendance shall be calculated from the date of commencement of the classes as per the Almanac communicated by the University.
 - v. The candidates who have secured not less than 40% of attendance in 1st Semester can seek re-admission without appearing for the Entrance Test during subsequent academic year and such admissions shall be treated as supernumerary.
 - vi. In respect of others who have put in less than 40% attendance in First year first semester, they have to seek admission afresh after going through the Entrance Test along with fresh candidates in the subsequent academic year.
 - vii. The cumulative attendance of the students will be displayed preferably every month, on the Notice Board of the College. However, it shall be the responsibility of the student to check his attendance periodically so as to ensure to secure the required attendance.
 - viii. No admission/readmission/promotions to be made after 4 weeks after commencement of instruction in a semester. In case there is any court cases consequent on which the College is compelled to admit any one after the announced last date of admissions, the admission (seat) of such a student be reserved for the subsequent year on a supernumerary basis.
3. If a candidate who has pursued a 'Regular Course of Study' of any semester, wishes to undergo the same course again, he/she may be permitted to enroll again as a regular student for the course of that year/semester when next offered, depending on the availability of seats, provided that he/she undertakes to forego his/her attendance secured by him/her for that semester previously and provided further that he/she not pursued a 'Regular Course of Study' in any higher semester other than the immediately next higher semester. For the award of the division, however, he/she shall have the benefit of the higher of the aggregate secured in that semester.

PART-IV: SCHEMES OF INSTRUCTION, EXAMINATION AND SYLLABI

1. Instruction in various subjects in each semester shall be provided by the college.
2. The medium of instruction and examination shall be in English.
3. All the three years of programme instruction of BHM&CT / BCT&CA course shall be on the semester pattern as specified earlier.
4. The Division of marks for Sessional (based on internal assessment concerned by the respective teacher/ college) and University examinations shall be as follows:



Proposed R- 23 BHMCT & BCTCA Rules & Regulations
Under CBCS for BOS meeting scheduled on 18th July 2023

Subject	Sessional marks	Univ. Examination Marks
Each Theory subject	40	60
Each Practical subject	40	60
Industrial Training	40	60
Project Report	40	60

5. The programme of instruction, vacation and industrial tour, shall be notified by the College at the commencement of each academic year.

Grades and Grade Points :

For each subject, Grade and Grade Points will be allotted for the total marks secured by the candidate combined at the University Examination and Sessional.

Percentage of Marks	Grade	Grade Points
90 – 100	OS	10
80 – 89	S	9
70 – 79	A	8
60 – 69	B	7
50 – 59	C	6
40 – 49	D	5
0 – 39	F	0

(Conversion factor: From Average Grade Point to Percentage Marks is 10.)

- 6.
- a) At the end of each year/semester, University examination shall be held as prescribed in the respective schemes of examination.

AT THE END OF I SEMESTER

Main	Supplementary
BHM&CT /BCT&CA First year First Sem. (1st Semester)	----
BHM&CT /BCT&CA Second year First sem. (3rd Semester)	BHM&CT /BCT&CA First year Second sem (2nd Semester)
BHM&CT/BCT&CA Third year First sem. (5th Semester)	BHM&CT /BCT&CA Second year Second sem. (4th Semester)

AT THE END OF II SEMESTER

Main	Supplementary
BHM&CT /BCT&CA First year Second Sem. (2nd Semester)	BHM&CT /BCT&CA First year First Sem. (1st Semester)
BHM&CT /BCT&CA Second year Second sem. (4th Semester)	BHM&CT /BCT&CA Second year First sem (3rd Semester)
BHM&CT/BCT&CA Third year Second sem. (6th Semester)	BHM&CT /BCT&CA Third year First sem. (5th Semester)

A supplementary (make up) examination in the Third year, Second semester (6th Semester) in all subjects shall be conducted immediately after the declaration of BHM&CT /BCT&CA Third year Second semester (6th Semester) examination results.



- b) The subject titled **Industrial Exposure** in Second year Second semester (4th Semester) is allotted 16 credits in the scheme of Instruction & Examination while calculating the total number of second year first and second semester (3rd & 4th) credits put together for promotion to third year first semester (5th Semester)

7. The award of Sessional Marks shall be as follows:

a) Theory courses

For Class Tests (1hr 30 min)	30
For Seminars, quizzes, Surprise test, slip test/Assignments/Presentations	10

Total	40

In every Semester, for all the three years (1,2,3,5&6 Semesters), there shall be **two Class Tests** each of 1hr & 30 min duration. Both the Class Tests shall be considered for the evaluation of Sessional Marks.

b) Pattern of the Test Question paper for Sessionals

The class test duration will be 90 minutes (1.5 Hours) and the question paper in each subject shall consist Part-A of short answers for 12 marks (Six questions with 2 marks each) and Part-B of Long answers for 18 Marks (three questions to be answered out of Four, each carrying 6 marks). Questions of Part-A and Part-B should cover all the units of the subject concerned.

In case a candidate fails to appear in any of the Class Tests due to Medical emergency requiring hospitalization or attendance at NCC camps / Inter-collegiate/ Inter-University/ Inter-State/ International matches/ Debates or such other Inter University activities as approved by the University authorities, the candidate shall be allowed to take only one make up Class Test in those subjects as per convenience of the college. The make up Test shall be counted as only one of the tests for the evaluation of sessional marks. This facility is given to the student if and only if the candidate personally or through parents informs the College on the day of hospitalization along with the Medical Certificate.

Pattern of the End Semester Examination

a) The Question paper will be in two parts, Part-A and Part-B.

Part –A is compulsory and should cover the entire syllabus, and carries 20 marks (10 questions carrying 2 marks each).

Part –B carries 40 marks (five questions to be answered out of seven each carrying 8 marks) and should cover all the units into which the syllabus has been divided.

b) Practical courses:

Practical class work	30
Continuous evaluation /Slip Test/Viva	10

Total	40

(c) There shall be no Make up for Quizzes/Slip Tests/Viva for practicals.



Proposed R- 23 BHMCT & BCTCA Rules & Regulations
Under CBCS for BOS meeting scheduled on 18th July 2023

8. The University examinations (Regular/ Supplementary) prescribed for the BHM&CT / BCT&CA degree may be conducted by means of written papers, practical's and inspection of certified Sessional work in Laboratory or Industrial Trainings or Project Report or by means of any combination of these methods as may be deemed necessary. Candidates will be required to produce complete Lab records of the Practical work done by them in each subject of the examinations, along with other materials prepared or collected as part of Lab work/Industrial Training / Project
9. All the general rules for examination (given under Sec VIII) shall be adhered to.
- 10. A candidate shall be deemed to have fully passed the examination of an semester, if he /she secures not less than the minimum marks as hereinafter prescribed.**

Minimum pass marks in the University examinations be:

Each Theory subject	40%
Each practical subject	50%
Combined aggregate of Sessional marks and University Theory examination put together in each theory subject of the semester	40%
Combined aggregate of Sessional marks and University Practical examination put together in each Practical subject of the semester	50%
Project Report	50%

11. If a candidate in any semester examination of the course fails to secure the minimum marks in any subject, then he shall appear only in the failed subjects of the semester.



**PART-V: RULES OF PROMOTION TO VARIOUS SEMESTER OF
BHM&CT / BCT&CA COURSE.**

S.No.	Semester /Class	Condition to be fulfilled for promotion	
1	From BHM&CT/ BCT&CA I Sem to. BHM&CT/ BCT&CA II Sem	Regular course of study of BHM&CT /BCT&CA First semester	
2.	From BHM&CT/ BCT&CA II Sem to. BHM&CT/ BCT&CA III Sem	a	Regular course of study of BHM&CT /BCT&CA, Second semester
		b.	Number of backlogs, if any of BHM&CT /BCT&CA First year First Semester and Second Semester put together shall not exceed 50 % of the total number of papers prescribed for the First and Second semesters of BHM&CT /BCT&CA First year.
		Number of credits prescribed for First and Second semesters of BHM&CT/ BCTCA	Number of credits permitted in First year
		22	11
3	From BHM&CT / BCT&CA III semester to BHM&CT / BCT&CA, IV semester	Regular course of study of BHM&CT /BCT&CA III Semester	
4	From BHM&CT/BCT&CA Fourth semester to Fifth semester	a	Regular course of study of BHM&CT /BCT&CA Fourth semester- <u>INDUSTRIAL EXPOSURE TRAINING*</u>
		b	Number of backlogs, if any of BHM&CT /BCT&CA First Semester to Fourth semester BHM&CT /BCT&CA put together shall not exceed 50 % of the total number of papers prescribed for the III and Fourth semesters of BHM&CT /BCT&CA *.
		Number of papers prescribed for third and Fourth semesters of BHM&CT/BCTCA	Number of backlogs permitted from I semester to Fourth semester put together
		41 (25+16)	21
5	From BHM&CT / BCT&CA Fifth semester to BHM&CT/BCT&CA Sixth semester	a	Regular course of study of BHM&CT /BCT&CA Fifth semester

- As per the Rule 6 b.

Note: Environmental Study which is the subject of the BHM&CT /BCT&CA 2nd Semester shall not be considered as backlog; however, the candidate has to pass the subject for the award of degree.



PART-VI: DECLARATION OF RESULT & AWARD OF DIVISION ON A SCALE OF 10 AND AWARD OF DIVISION

For each semester on successful completion, the memorandum of marks show the grade secured in each subject along with respective credit, of University Exam . For each Semester SGPA (**Semester Grade Point Average**) will be calculated based on the Credit Value and Grade Weightage as shown below.

Percentage of Marks	Grade	Grade Points
90 – 100	OS	10
80 – 89	S	9
70 – 79	A	8
60 – 69	B	7
50 – 59	C	6
40 – 49	D	5
0 – 39	F	0

(Conversion factor: From Average Grade Point to Percentage Marks: 10)

$$SGPA = \frac{G_1 C_1 + G_2 C_2 + G_3 C_3 + \dots + G_n C_n}{C_1 + C_2 + C_3 + \dots + C_n}$$

Where G-Grade Points , C-Credit Value of each course

Candidates who have passed all the examinations of the BHM&CT/BCT&CA Programme shall be awarded Division in accordance with the marks secured by them in First and Second semesters examinations of First , Second and Third year taken together. At the end of Third year CGPA (**Cumulative Grade Point Average**) will be calculated based on SGPA and total credit value of the Semester under consideration.

$$CGPA = \frac{A_1 T_1 + A_2 T_2 + \dots + A_n T_n}{T_1 + T_2 + \dots + T_n}$$

Where A-SGPA of each semester, T-Total Credit Value for a Semester

The final results are declared based on CGPA on a scale of 10 as shown below.

Classification	CGPA
First Class with Distinction	7 & Above
First Class	6 & Above but less than 7
Second Class	5 & Above but less than 6
Pass Division	4 & Above but less than 5

A Minimum of 4 CGPA is required for the award of Degree. However, if CGPA is less than 4 but passed in all the subjects, he/she can appear for the Examination (Main / Supplementary) as and when they are conducted by the College to acquire the maximum of 4 CGPA only.

PART VII: IMPROVEMENT OF CGPA

A candidate who wishes to improve his/her division may do so within one academic year immediately after having passed all the examinations of the BHM&CT/BCT&CA degree programme, by reappearing at not more than two semesters (all subjects pertaining to these semesters taken together) examinations. For the award of Division, he/she will have the benefit of the higher of the two aggregates of marks secured in the corresponding semester (s) provided the candidate passes the improvement examination fully.

PART- VIII: GENERAL RULES OF EXAMINATIONS

1. All examinations of the Osmania University shall be held at such places as it may be decided and at such other centers on such dates as may be notified.
2. Application for permission to appear at every examination shall be made on the prescribed form accompanied by three passport size full face photographs (not profile) which along with the necessary certificates regarding attendance, practical work etc. , and the prescribed fee should be sent to the Controller of Examinations on or before the date fixed for this purpose.
3. When a candidate's application is found in order and he/she is eligible to appear at examination, the Controller of Examinations, shall furnish him with Hall Ticket with the photograph attached to it enabling the candidate to appear the Examination and this Hall Ticket shall have to be produced by the candidate before he/she can be admitted to the premises where the examination is being held or to a part of the said premises as well as to the examination hall.
4. A candidate who fails to present himself/herself for the examination for any reason whatsoever, excepting shortage of attendance and wherever prescribed or he/she fails to pass the examination shall not be entitled to claim refund of the whole or part of the examination fee nor for the reservation of the examination fee for a subsequent examination or examinations.
5. A candidate after he/she has been declared successful in the whole examination shall be given a certificate setting forth the year of examination, the subject in which he/she was examined and, the division in which he/she was placed.
6. No candidate shall be allowed to put in attendance for or appear at examinations for different degrees and different faculties at one and the same time.
7. Students who have appeared once at any examination of the course need not put in fresh attendance, if they want to reappear at the corresponding examination, notwithstanding the fact that new subject may have been introduced by the University. They will however have to appear at the examination according to the scheme of examination and syllabus in force.
8. Whenever, course or scheme of instruction is changed in a particular year, two more examinations immediately following thereafter shall be conducted according to the old syllabus/regulations. Candidates not appearing at the examinations or failing in them shall take the examination subsequently according to the changed syllabus/regulations.



PART IX: TRANSITORY REGULATIONS

Whenever, course or scheme of instruction is changed in a particular year, two more examinations immediately following thereafter shall be conducted according to the old syllabus/ regulations. Candidates not appearing at the examinations or failing in them shall take the examination subsequently according to the changed syllabus/regulations or with the regulations prevailing at the time of his / her Admission.

