

All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



APPROVAL PROCESS 2018-19

Extension of Approval (EoA)

F.No. Western/1-3508356408/2018/EOA

Date: 04-Apr-2018

To,

The Secretary,
Tech. & Higher Education Deptt.
Govt. of Maharashtra, Mantralaya,
Annexe Building, Mumbai-400032

Sub: Extension of Approval for the Academic Year 2018-19

Ref: Application of the Institution for Extension of approval for the Academic Year 2018-19

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations 2016 notified by the Council vide notification number F.No.AB/AICTE/REG/2016 dated 30/11/2016 and amended on December 5, 2017 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

| | | | |
|-----------------------|---|---------------------------|---|
| Permanent Id | 1-12373983 | Application Id | 1-3508356408 |
| Name of the Institute | A.J.M.V.P.S., INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY. | Name of the Society/Trust | AHMEDNAGAR JILHA MARATHA VIDYA PRASARAK SAMAJ |
| Institute Address | NEAR RESIDENTIAL HIGH SCHOOL, LAL TAKI ROAD, AHMEDNAGAR 414001 MAHARASHTRA, AHMEDNAGAR, AHMEDNAGAR, Maharashtra, 414001 | Society/Trust Address | OPP. POLICE HEAD QUARTERS, LAL TAKI ROAD, AHMEDNAGAR, AHMEDNAGAR, Maharashtra, 414001 |
| Institute Type | Unaided - Private | Region | Western |

| | | | |
|---|----|--|----|
| Opted for Change from Women to Co-Ed and vice versa | No | Change from Women to Co-Ed and vice versa Approved or Not | NA |
| Opted for Change of Name | No | Change of Name Approved or Not | NA |
| Opted for Change of Site | No | Change of Site Approved or Not | NA |
| Opted for Conversion from Degree to Diploma or vice versa | No | Conversion for Degree to Diploma or vice versa Approved or Not | NA |
| Opted for Organization Name Change | No | Change of Organization Name Approved or Not | NA |

To conduct following Courses with the Intake Indicated below for the Academic Year 2018-19

| Program | Shift | Level | Course | F/PT | Affiliating Body (Univ/Body) | Intake Approved for 2018-19 | NRI Approval Status | P.O./FN/Quota/OCI/Approval Status | Foreign Collaboration/Twinning Program Approval Status |
|-------------------------------|-------|----------------|--|------|------------------------------|-----------------------------|---------------------|-----------------------------------|--|
| HOTEL MANAGEMENT AND CATERING | 1st | UNDER GRADUATE | HOTEL MANAGEMENT AND CATERING TECHNOLOGY | FT | University of Pune, Pune | 30 | NA | NA | NA |

+FT - Full Time, PT-Part Time

Application No:1-3508356408
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Deficiencies Noted based on Self Disclosure

| Particulars | Deficiency |
|--|------------|
| Other Facilities/Deficiency | |
| Compliance of the National Academic Depository(NAD) as per MHRD Directives | Yes |
| Group Insurance for Employees | Yes |
| Administrative Area/Deficiency | |
| Principal / Director Office | Yes |
| Board Room | Yes |
| Office All Inclusive | Yes |
| Department Offices/Cabin for Head of Dept | Yes |
| Central Store | Yes |
| Maintenance | Yes |
| Security | Yes |
| Housekeeping | Yes |
| Pantry for Staff/Faculty | Yes |
| Exam Control Office | Yes |
| Training Placement Office | Yes |
| Amenities Area/Deficiency | |
| Boys Common Room | Yes |
| Girls Common Room | Yes |
| Cafeteria | Yes |
| Stationery Store | Yes |
| First aid cum Sick Room | Yes |
| Computational Facilities | |
| Legal Application S/W | Yes |
| Legal Application S/W-Applied Intake | Yes |
| Library Facilities | |
| Volumes | Yes |
| Library Management Software | Yes |
| Reading Room Capacity | Yes |
| Instructional Area/Common Facilities | |
| Computer Center | Yes |
| Library & Reading Room | Yes |
| Language Laboratory | Yes |
| Instructional Area: HOTEL MANAGEMENT AND CATERING | |
| Seminar Hall | Yes |
| Laboratories-Guest Room | Yes |

*Please refer Deficiency Report for details

A.J.M.V.P.S., INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, is hereby informed to submit the compliance of the deficiencies mentioned above to the Regional Office within a period of 6 months from the date of issuance of this letter failing which the council shall initiate strict action as defined in Approval Process Handbook 2018-19 during the subsequent Academic Year.

In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Strict compliance of Anti-Ragging Regulation: - Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 37-3/Legal/AICTE/2009 dated July 1, 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case Institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging, it will be liable to take any action as defined under clause 9(4) of the said Regulation.

Prof. A.P Mittal
Member Secretary, AICTE

Copy to:

1. The Regional Officer,

Application No:1-3508356408

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Letter Printed On:28 April 2018



All India Council for Technical Education
Industrial Assurance Building
2nd Floor, Nariman Road
Mumbai - 400 020, Maharashtra


2. The Director Of Technical Education**,
Maharashtra
3. The Registrar**,
University of Pune, Pune
4. The Principal / Director,
A.J.M.V.P.S., INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY.
NEAR RESIDENTIAL HIGH SCHOOL.
LAL TAKI ROAD.
AHMEDNAGAR 414001
MAHARASHTRA,
AHMEDNAGAR,AHMEDNAGAR,
Maharashtra,414001
5. The Secretary / Chairman,
AHMEDNAGAR JILHA MARATHA VIDYA PRASARAK SAMAJ
OPP. POLICE HEAD QUARTERS, LAL TAKI ROAD.,
AHMEDNAGAR,AHMEDNAGAR,
Maharashtra,414001
6. Guard File(AICTE)

Note: Validity of the Course details may be verified at <http://www.aicte-india.org/>

** Individual Approval letter copy will not be communicated through Post/Email. However, consolidated list of Approved Institutions(bulk) will be shared through official Email Address to the concerned Authorities mentioned above.

Application No:1-3508356408
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I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION



APPROVAL PROCESS HANDBOOK

2018-19



Appendix 7

7.0 Norms for Faculty requirements and Cadre Ratio for Technical Institution

7.1 Diploma/ Post Diploma Programme

| Programme | Faculty: Student based on Approved Intake | Principal/ Director | Head of the Department | Lecturer | Total |
|---|---|---------------------|------------------------|-----------------|-----------|
| | | A | B | C | D = A+B+C |
| Engineering and Technology/ Architecture/ Planning/ Applied Arts and Crafts/ Hotel Management and Catering Technology | 1:25 | 1 | 1 per Department | (S/ 25) – (A+B) | S/25 |
| Pharmacy | 1:20 | 1 | 1 per Department | (S/ 20) – (A+B) | S/20 |

S - Sum of number of students as per "Approved Intake" at all years

7.2 Under Graduate Degree Programme

| Programme | Faculty: Student based on Approved Intake | Principal/ Director | Professor | Associate Professor | Assistant Professor | Total |
|--|---|---------------------|----------------------|---------------------------|---------------------------|----------------|
| | | A | B | C | D | A+B+C+D |
| Engineering and Technology | 1:20 | 1 | $\frac{S}{20xR} - 1$ | $\frac{S}{20xR} \times 2$ | $\frac{S}{20xR} \times 6$ | $\frac{S}{20}$ |
| Pharmacy | 1:15 | 1 | $\frac{S}{15xR} - 1$ | $\frac{S}{15xR} \times 2$ | $\frac{S}{15xR} \times 6$ | $\frac{S}{15}$ |
| Architecture and Planning | | | | | | |
| a. Architecture | 1:16 | 1 | $\frac{S}{16xR} - 1$ | $\frac{S}{16xR} \times 2$ | $\frac{S}{16xR} \times 6$ | $\frac{S}{16}$ |
| b. Planning | 1:16 | 1 | $\frac{S}{16xR} - 1$ | $\frac{S}{16xR} \times 2$ | $\frac{S}{16xR} \times 6$ | $\frac{S}{16}$ |
| Applied Arts and Crafts | 1:10 | 1 | $\frac{S}{10xR} - 1$ | $\frac{S}{10xR} \times 2$ | $\frac{S}{10xR} \times 6$ | $\frac{S}{10}$ |
| Hotel Management and Catering Technology | 1:20 | 1 | $\frac{S}{20xR} - 1$ | $\frac{S}{20xR} \times 2$ | $\frac{S}{20xR} \times 6$ | $\frac{S}{20}$ |

S - Sum of number of students as per "Approved Intake" for all years, R = (1+2+6)



[Signature]
 I/c. Principal
 Institute of
 Hotel Management & Catering Technology
 Lal Taki Road, AHMEDNAGAR-414 001





ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Government of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi - 110070

Ph.: 011-29581000, 26131569

Website : www.aicte-india.org

PUBLIC NOTICE

NO DOWN SIZING THE TEACHING FACULTY DUE TO REVISION OF FACULTY STUDENT RATIO

AICTE has recently revised the Faculty Student Ratio from 1:15 to 1:20 in the interest of students as well as the institutions. AICTE has already issued to all the AICTE approved institutions that "downsizing the teaching faculty due to revision of Faculty Student Ratio norms will not be accepted in any case" by AICTE. The ratio can only be adjusted on superannuation of faculty or resignation on their own.

It is hereby notified that all institutes shall not make any downsizing of faculty till superannuation of faculty or resignation on their own on account of revision of Faculty Student Ratio.

The State Government and Universities may ensure that downsizing of faculty due to revised Faculty Student Ratio should not be done by any AICTE approved institutions.

Advt. No. Approval/06(03)/2018

Member Secretary, AICTE

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Nelson Mandela Marg, Vasant Kunj,
New Delhi -110070

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I/c. Principal
Institute of

Hotel Management & Catering Technology
101 Road, AHMEDNAGAR-414 001



UNIVERSITY OF PUNE

Faculty of Management

**Syllabus for Bachelor of Science - Hospitality Studies (BSc-HS)
w.e.f Academic Year 2008/2009**

BScHS - First Year

BScHS - Second Year

BScHS -Third Year

I. Introduction:


The basic idea is to revise the curriculum of the Three years Degree Course in Hospitality Studies (BScHS) with a view to keep abreast with the current changing trends in the hospitality industry.

II. Objectives and Framework of the curriculum of BScHS programme

1. The basic objective of the BScHS programme is to provide to the country a steady stream of competent young men and women with the necessary knowledge, skills, values and attitudes to occupy positions of management and administration in the Hospitality Industry.
2. The course structure of the given BScHS programme is designed keeping in view the basic objective stated above. Consequently certain essential features of such model programme structures would be
 - a. To impart to the students latest and relevant knowledge from the field of management theory and practice.
 - b. Providing opportunities to the participants, within and outside the institutions, for developing necessary operating skills and
 - c. Imparting / developing the right kind of attitudes to function effectively in operational, managerial / administrative positions.
3. Certain other essential considerations:
 - a. The knowledge inputs and opportunities for skill development have been offered in an evenly distributed and logically sequenced manner.
 - b. The design is simple and logical.
4. Imparting / developing suitable attitudes understandably is a very difficult and delicate task, and is to be done by the faculty as inconspicuously as possible.
5. The relative importance of skills development and attitudinal orientation in management education suggests that the Institution offering the program should have some freedom on course development in choosing methods of instruction, and internal assessment within a broad framework of objectives and curriculum structure.



BSc-HS -1


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6. A minimum weightage of 30 percent is given to internal continuous and sessional assessment, consisting of tasks like classroom exercises, tests, seminars, presentations, quizzes, group tasks, term papers etc, The external semester-end University examination has a maximum weightage of 70 percent.
7. The full time three-year programme in hospitality studies has 6 semesters, and a semester will have a total of 16 contact weeks.

III. The Curriculum:

1. The curriculum is presented in the accompanying chart along with the appendices containing a list of subjects and outlines of required courses.
2. Care and attention has been given to the basic objective of the curriculum and its academic rigour, without favouring strict straight- jacketing of management curriculum which would shut out the much needed experimentation and innovation in the field of hospitality studies.
 - a. The curriculum includes a total of 32 courses.
 - b. Of the 32 courses, course No. 101, 102, 103, 104, 201, 202, 203, 301, 302, 303, 501, 502, 503, 601, 602 and 603 are practical courses.
 - c. There is a provision for Project Report and Industrial Training in the fourth semester, which together carry a mark value of 400 marks for Industrial Training and Project Report.
 - d. Semester work load is balanced with six full courses of 100 marks each per semester, 36 hours per week for lectures, practicals and tutorials except for fourth semester of Industrial Training.
3. Ordinarily in each class, not more than 60 students will be admitted.
4. Appendix I: Outline of the structure of BSc-HS course.
Appendix II: Detailed syllabus, Semester-wise / Course-wise.

IV Eligibility for admission:

The minimum eligibility for this course would be HSC (12th Std) or its equivalent, passing with a minimum of 45% marks in the aggregate (40% in case of candidates of backward class categories belonging to Maharashtra State).

V Number of Lectures:

There shall be at least 36 hours per week, which include lectures/ practicals/tutorials/ Seminars/ Assignments for the internal assessment work. The duration of the lecture/practical period shall be of 60 minutes each.

VI Vacation Training

It is recommended that each student shall undergo a vacation training for a period of not less than 30 days during vacation at the end of the Second Semester.



VII Industrial Training

- a. In the Fourth Semester the students shall be sent for industrial training for a period of 20 weeks, where they would work desirably for a period of 8 weeks in Food Production, 6 weeks in Food and Beverage Service, 3 weeks in Front office and 3 weeks in House-keeping- in Government Classified Hotels of the level of three star and above category.
- b. The student shall maintain a logbook on daily basis.
- c. At the end of the industrial training the student shall submit a training report along with the logbook maintained on daily basis during the period of training and the performance appraisal from each department.
- d. The training report is to be prepared by the student in two typed copies and to be submitted to the Principal within the stipulated time for assessment.
- e. The report will be assessed by the internal examiner and only on the basis of a certificate of the examiner concerned that the training has been satisfactorily completed would the student be allowed to appear for the viva-voce of the Fourth Semester.
- f. The training report will be assessed by a panel of examiners comprising of one external examiner (the external would include preferably one from the Hotel Industry of the level of Head of the Department and above) and one internal examiner.

VIII Project Work

Each student shall write a Project Report on the topic based on the Hospitality Industry under the guidance of an internal Teacher and submit the same to the Principal.

The Project Report is to be prepared by the student in two typed copies and to be submitted to the Principal within the stipulated time for assessment (30th April). Only on the basis of a certificate of the internal examiner concerned that the project report has been satisfactorily completed, would the student be allowed to appear for the viva-voce of the Fourth Semester. The marks will be communicated by the Principal to the University before 31st May.

The Project Report will be assessed by a panel of examiners comprising of one external examiner (the external would include preferably one from the Hotel Industry of the level of Head of the Department and above) and one internal examiner.

IX Attendance:

The students are required to have at least 75% attendance in each course. The students who fail to comply with the above requirements shall not be allowed to appear for the examinations. Such students shall have to seek readmission in the same class of the succeeding year

X Teaching Faculty

- a. The Teaching Faculty must be as prescribed by the University of Pune. There must be one full time Principal and two full time lecturers for the First Year of the course. Subsequently, additional two full time Lecturers / Asst. Professors / Professors should be appointed for Second and Third Year each. Beside full time faculty members, visiting faculty members should be invited to conduct the appropriate course.
- b. Qualifications: The qualifications for Principal, Professor, Asst. Professor and

Lecturers should be on the lines of those as laid down by the AICTE for Hotel Management & Catering Technology and/or as prescribed by the Faculty of Management, University of Pune.

XI Classroom And Laboratories

Besides the classrooms for lectures and tutorials, the laboratories for practicals should include the following:

Basic Training Kitchen, Advanced Training Kitchen, Quantity Training Kitchen, Training Restaurant, Reception Counter, Housekeeping Guest Rooms Library and Computer Lab with LAN / Internet Facility, as per the ratio of students to Computers prescribed by the University.

The Laboratories should be well equipped to impart proper practical knowledge and develop professional skills of the students

XII Board of Paper Setters / Examiners

For each semester – end examination (external examination) there will be one Board of Paper- setters / Examiners. While appointing paper-setters/ examiners, care should be taken to see that there is at least one person specializing in each unit course out of the total number of paper- setters/ examiners comprising of faculty from University of Pune affiliated Hotel Management Institutes and the balance percent from the industry the fraction , if any, to be rounded off in favour of internal examiners.

XIII Examination

The BSc-HS Examination will be held in six semesters

1. The candidate will be allowed to carry maximum backlog of six (6) courses from any one or more semesters. However, admission to fifth semester would be based on the student passing all the subjects in the first three semesters.
2. The Training Report and the Project Report are to be prepared by the student and two typed copies to be submitted to the Principal by the stipulated date. The internal teacher of the subject will duly assess the report and the marks will be communicated by the Principal to the University. No student will be permitted to appear for Fifth semester unless he / she submits the Project Report as required.

XI Assessment

The Final total assessment of the candidate shall be made in terms of an internal assessment, practical assessment (where ever applicable) and an external assessment for each course, except in case of semester IV, i.e. Project Report and Industrial Training.

- a. The internal, practical and external assessment will constitute separate heads of passing and they will be shown separately in the transcripts.
- b. For each course, the ratio of marks of internal assessment in relation to the external assessment shall be 30:70



- c. The division of the 30 marks allotted to internal assessment shall be
10 marks for tutorial work or term papers,
10 marks for seminars / performances of Practicals and
10 marks for continuous assessment comprising of attendance, journal work,
discipline, attitude, etc
- d. The external assessment shall be based on the external written examination and
practical to be held at the end of each semester for each course.
- e. The Training Report and Project Report and Viva-voce shall constitute separate heads
of passing individually.
- f. The marks awarded by an examiner in the internal assessment shall be communicated
to the candidate.
- g. Reassessment of Internal Marks
In case of those students who have secured less than passing percentage of marks in
internal i.e. less than 12, the concerned institute shall administer a separate internal
test of 30 marks, and if the result of the internal test as above results in lower marks
than the original, the original figure of the marks shall prevail. In short, the rule is that
the higher of the two figures of the marks shall be taken into consideration.

XII Marks

- a. Each semester will carry a total of 600 marks each (100 marks for each Course).
- b. The marks allotted to each course shall be as follows:
 - 70 marks for external written comprehensive test and 30 for internal assessment.
 - 40 marks for written comprehensive test where practicals are conducted, along
with 30 marks for practicals and 30 marks shall be assigned for internal
assessment.

Industrial Training and Project Report shall carry 200 marks each= 60 marks for
Internal and 140 marks for External assessment.

XIII Standard of passing

- a. Every candidate must secure 40 % marks in aggregate. External examination
minimum 28 out of 70 marks and for internal examination minimum 12 out of
30 marks, separately in each subject.
- b. Final result will be computed based on the aggregate marks obtained in the
Fifth and Sixth Semesters of the programme.



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