



## **M.Sc. HOSPITALITY ADMINISTRATION**

**Offered by**

**NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND  
CATERING TECHNOLOGY**

**and**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**at**

**INSTITUTES OF HOTEL MANAGEMENT**

- **NCHM-IH, NOIDA**
- **NEW DELHI (PUSA)**
  - **BENGALURU**
  - **CHENNAI**
  - **LUCKNOW**
  - **KOLKATA**

**PROSPECTUS ( 2018-2020)**

## **About us**

National Council for Hotel Management and Catering Technology (NCHMCT) was established by Ministry of Tourism, Government of India in 1982 to oversee hotel management and catering education offered by Institutes set up by it. The Council has been responsible in providing professional and skilled human capital to the hotel and tourism industry through its eleven programs. In 2002, the Council and Indira Gandhi National Open University joined hands and launched the 3-Year B.Sc. Degree in Hospitality and Hotel Administration and this cooperation further graduated with commencement of M.Sc. Hospitality Administration Program in 2003.

## **About IGNOU**

Indira Gandhi National Open University (IGNOU) was established in September 1985 by an Act of Parliament, aimed at democratizing education to cover larger segments of the population focused on higher education for vocations and professions. IGNOU's Degrees are recognized in India by both UGC and AICTE and also worldwide by Commonwealth of Learning (CoL).

## **About the M.Sc. Hospitality Administration Program**

The M.Sc. Program launched by NCHMCT in collaboration with IGNOU has specific focus on the services sector as against majority of MBA programs which concentrate on merchandise and manufacturing businesses. Experimental components such as team project, mentorship under the guidance of industry specialists positions the M.Sc. scholar current with entire spectrum of hospitality and service industry.

## **Program Delivery**

The Program is a judicious blend of intensive classroom contact and counselling sessions.

## **Industry Interaction and Mentorship**

The M.Sc. Program's interface with industry is through built-in mentorship. Such an interface keeps the scholar current with industry trends and offers scope for building case studies and write dissertation in the elected area of specialization by the scholar. The mentor's relevant industry experience combined with one-to-one interaction immensely contributes to the scholar's professional growth and development. The mentorship experience also offers valuable networking opportunities.

### **The Program is designed to provide**

- ❖ Opportunity for Post Graduate studies to 3-Year/4-Year Degree holders in Hospitality/Hotel Management/Hotel Administration, who are keen to enhance their knowledge base and eye for opportunities of work in industry besides faculty positions in Hotel Management and Tourism Management Institutes. Those who have qualified through earlier programs have been placed in industry both in India and abroad in the area of training, sales and marketing and in human resource management;
- ❖ Avenue for in-service sponsored candidates from industry who wish to pursue higher studies in the field. Such in-service candidates can work their way to shoulder managerial responsibilities in their area of specialization;
- ❖ Opportunity for the faculty from recognized Hospitality/Hotel Management and Tourism Institutes for enhancement of professional qualification towards advancement in teaching careers.

### **Direct admission to the program without appearing in JEE**

Direct admission is also provided to the candidates who passed the B.Sc. Degree in Hospitality and Hotel Administration from NCHMCT-IGNOU; **OR** Bachelors Degree in Hotel Management from a recognized University and the Institute is approved by AICTE by securing 55% or more aggregate marks and having two-years or more working experience in 3-star and above rated hotel industry (Industrial training which is part of Degree not to be counted as working experience). Such candidates can download the application provided in the website [www.thims.gov.in](http://www.thims.gov.in) and send the duly filled in application along with copies of certificates of educational qualification and experience to NCHMCT latest by 30<sup>th</sup> April 2018. Applications received without copies of required certificates in support of qualification and experience will summarily be rejected. No application fee through DD is required to be sent along with application form.

### **Direct admission to the program for industry sponsored candidates without appearing in JEE**

Industry sponsored candidates can also get direct admission into M.Sc. HA program without appearing in the JEE. For this, candidates with above prescribed educational qualifications and working experience can apply by downloading the application provided in the website [www.thims.gov.in](http://www.thims.gov.in) and send the duly filled in application along with copies of certificates of educational qualification and experience to NCHMCT latest by 30<sup>th</sup> April 2018. **Sponsorship letter from the organization should compulsorily be sent along with the application.** Applications received without copies of required certificates in support of

qualification and experience will summarily be rejected. No application fee through DD is required to be sent along with application form.

### **Eligibility for admission to the Program through JEE**

- B.Sc. Degree in Hospitality and Hotel Administration from NCHMCT-IGNOU; **OR** Bachelors Degree in Hotel Management from a recognized University and the Institute is approved by AICTE.
- Candidates appearing in the final semester/final year exam (but passed all the papers in all earlier semesters/years) of the above said Degrees and able to submit their complete Bachelor's Degree latest by 31<sup>st</sup> October 2018 can also apply.

### **Criteria for selection**

Admission to the program will be based on merit in the joint entrance examination and choice of IHMs exercised by the candidates. **After allotment of seats through direct admission process, if any, under the above mentioned category (Direction Admission) the left out seats will be filled through candidates appeared in JEE.**

### **About written test**

Written test comprising of 100 MCQs on hospitality related generic questions of graduate level as well as general knowledge, general English and numeric aptitude, will be held by the Council at six IHMs (centres) in India viz., **Bengaluru; Chennai; Delhi (Pusa); Kolkata, Lucknow and Mumbai.** The written test will be held on **19<sup>th</sup> May 2018.** Duration of the written test will be 2 hrs. and the timing of the test will be from 10.00 AM to 12.00 Noon. For each question, four options of answers will be given and the candidate has to darken the appropriate bubble of correct answer in the answer sheet by using **blue/black ballpoint pen** only. Each question of this MCQ will carry one mark and there will be 0.25 negative marking for each wrong answer. However, the question not attended will fetch zero marks. While darkening the correct answer, one must keep in mind that if an incorrect answer is darkened inadvertently and thereafter the correct answer also darkened by cancelling the earlier answer, negative mark will be given for such double attempt. Therefore, the candidate is suggested to darken the correct answer when he/she is sure. Candidates are not allowed to bring electronic gadgets including mobile phones in the examination hall. Following is the pattern of MCQs in the written test:

Subject	No. of MCQs	Marks	Source
F&B Management	10	10	Graduation level
Front Office Management	5	5	
Accommodation Management	5	5	
Revenue Management	5	5	
F&B Cost Control	5	5	
Facility Planning	10	10	
Strategic Management	10	10	
Human Resource Development	10	10	
Tourism Marketing	10	10	
Application of Computers	10	10	
Communication Skills in English	10	10	General
Numeric Aptitude / IQ	10	10	
	<b>100</b>	<b>100</b>	

### Allotment of the Institute

Allotment of seat in the IHM shall be strictly on the basis of merit in the written test and choice of Institute exercised by the candidates. Written test results and allotment list will be displayed in the website [www.nchm.nic.in](http://www.nchm.nic.in), [www.thims.gov.in](http://www.thims.gov.in). Schedule of dates is as under:

Apply through On-line	-	25 <sup>th</sup> Feb – 25 <sup>th</sup> April 2018
Last date of receipt of confirmation sheet along with fee and other documents at NCHM	-	30 <sup>th</sup> April 2018
Download Admit Card	-	11 <sup>th</sup> to 18 <sup>th</sup> May 2018
Conduct of Entrance Exam (written test)	-	19 <sup>th</sup> May 2018
Declaration of first allotment list	-	15 <sup>th</sup> June 2018
Report for admission to accept the allotted seat	-	18 <sup>th</sup> – 22 <sup>nd</sup> June 2018
Declaration of second allotment list	-	29 <sup>th</sup> June 2018
Report for admission to accept the allotted seat	-	2 <sup>nd</sup> – 6 <sup>th</sup> July 2018
Last date for withdrawal, if any, by the candidates } Allotted seat in 1 <sup>st</sup> & 2 <sup>nd</sup> allotment lists, to avail } Full refund except Enrollment fee of Rs.1000 }		13 <sup>th</sup> July 2018
Declaration of third list to fill vacancies, if any	-	13 <sup>th</sup> June 2018
Report for admission to accept the allotted seat	-	16 <sup>th</sup> – 31 <sup>st</sup> July 2018

**Fee Structure:**

Component	NCHMCT Fee			IGNOU Fee	Total	Payment Date
	Enrolment Fee	Course Fee	Exam Fee			
1 <sup>st</sup> Semester	Rs.1000	Rs.40000	Rs.2000	Rs.10000	Rs.53,000	At the time of reporting
2 <sup>nd</sup> Semester	--	Rs.35000	Rs.2000	Rs.10000	Rs.47,000	First week of January 2019
3 <sup>rd</sup> Semester	--	Rs.40000	Rs.2000	Rs.10000	Rs.52,000	Last week of June 2019
4 <sup>th</sup> Semester	--	Rs.35000	Rs.2000	Rs.10000	Rs.47,000	First week of January 2020
<b>Grand Total</b>	<b>Rs.159000</b>			<b>Rs.40000</b>	<b>Rs.1,99,000</b>	

**Note:** Caution money, locker fee, library fee and other charges, if any will be charged by the Institute, which will have to be paid separately at the time of admission.

**Fee Refund Policy**

Candidates will have to pay the first semester fee of Rs.53,000/- through Demand Draft at the allotted IHM or at NCHMCT while reporting for admission. In case of withdrawal of admission, the fee refund policy is as under:

Seat allotted in 1 <sup>st</sup> & 2 <sup>nd</sup> rounds	Withdrawn by 13 <sup>th</sup> July 2018	Rs.52000 will be refunded (except enrollment fee)
	Withdrawn after 13 <sup>th</sup> July 2018	No refund will be made.
No refund will be made to the candidates allotted in 3 <sup>rd</sup> allotment list upon withdrawal for allotment as no further allotment lists will be declared by this Council.		

**Caution money; library fee etc. paid at the Institute will be refunded as per IHM's rules.**

**Institutes and Seat Matrix**

Institute	Actual Intake	Extra seats Considering dropouts	Total Seats	Reservation of Seats			
				Open	OBC	SC	ST
NCHM-IH, Noida	40	03	43	22	12	06	03
IHM, Pusa, New Delhi	40	03	43	22	12	06	03
IHM, Bengaluru	25	02	27	14	07	04	02
IHM, Chennai	25	02	27	14	07	04	02
IHM, Lucknow	25	02	27	14	07	04	02
IHM, Kolkata	25	02	27	14	07	04	02
<b>Total</b>			<b>194</b>	<b>100</b>	<b>52</b>	<b>28</b>	<b>14</b>

### Availability of Hostel

Availability of hostel facility for 1<sup>st</sup> semester students of 2016-18 batch at the Institutes is as under:

Institute	Boys	Girls
NCHM-Institute of Hospitality, Noida	100%	100%
IHM, Pusa, New Delhi	Nil	Nil
IHM, Bengaluru	100%	100%
IHM, Chennai	06 students	06 students
IHM, Lucknow	Nil	04 students
IHM, Kolkata	100%	100%

Hostel will be allotted to the candidates after completion of final admission process, based on the rank in the written test. However, allotment of hostel is at the discretion of the Principal of the Institute. Details of hostel/mess and other charges could be obtained from the Institute allotted to the candidates.

### Continuous Internal Assessment

Under the continuous internal assessment process that will be in vogue for the program, scholars will be required to submit two assignments out of which score of the better assignment will be taken into account. Minimum score required to complete a course is 50% separately for both assignments and term end examination. Based on the percentage of marks Division/Grade will be awarded as per range mentioned below:

Percentage of Marks	Division	Grade
75% and above	First with Distinction	A
60% or more but less than 75%	First	B
50% or more but less than 60%	Second	C
Less than 50%	Unsuccessful	-

### Examination Scheme, Evaluation and Grading

Evaluation for the program will comprise of continuous evaluation through assignments and semester-end examination. In the final result, all the assignments will carry 30% weightage while 70% weightage will be for term-end examinations.

Semester	Papers	Marks	Total
First	Four	100	400
Second	Four	100	400
Third	Four	100	400
Fourth	Three	100	300
	Dissertation		200
Total:			1700

Scholars shall identify the area of research in 3<sup>rd</sup> Semester and they will be assessed through viva-voice immediately after completion of the 4<sup>th</sup> Semester.

### **Attendance Requirement**

Each student will have to secure at least 75% attendance in each semester to be eligible for appearing in the semester-end exam.

### **Award of Degree**

The M.Sc. Degree will be awarded to scholars who successfully pass the NCHMCT and IGNOU components respectively with 50% marks. The Degree shall be awarded by IGNOU duly acknowledging credits of NCHMCT components.

### **Yield of Program**

The specialization built in the program are targeted to yield knowledgeable independent small and medium property managers, better equipped managers for operational areas in large scale enterprise, property development consultants besides smart faculty resource for Hospitality/Hotel Management & Tourism Institutes.

### **Placement of passed out students**

All the passed out candidates of previous batches have been well placed in the industry as well as in Hospitality Institutes.

### **Anti Ragging Regulations**

Candidates admitted to the Program will abide by anti-ragging regulations of NCHMCT. Any violation of these regulations will attract punishment as per the clause according to the gravity of misconduct.

### **How to apply**

Interested candidates can apply online only through admission notification in our online admission portal [www.thims.gov.in](http://www.thims.gov.in) or through Council's website [www.nchm.nic.in](http://www.nchm.nic.in) Candidates has to send print out of the filled in online application along with necessary fee (Rs.900 for General/OBC Categories and Rs.450/- for SC/ST/PD Categories) through a demand draft drawn in favour of NCHMCT payable at Noida or Delhi and other requirement documents, which should reach NCHMCT, Noida latest by 30<sup>th</sup> April 2018. Information Brochure can be downloaded from web site of this Council. Envelope



containing application should be superscribed as APPLICATION FOR ADMISSION TO M.Sc. HA PROGRAM. Applications received after 30<sup>th</sup> April 2018 will not be entertained.