

POKHARA UNIVERSITY
BACHELOR OF HOTEL MANAGEMENT (BHM)

Program Objectives

The Bachelor of Hotel Management (BHM) program at the Faculty of Management Studies (FMS) of Pokhara University provides students with sound conceptual knowledge, skills, and attitude required for the various areas of business and hospitality management. The BHM program aims at developing students' intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education with courses related to hospitality management. The program is targeted at building leadership qualities required for managing business functions. The program also aims to produce entrepreneurs who can initiate small scale hotel and restaurant business. After completion of all the requirements of the four-year study program, graduates should be able to:

- occupy supervisory positions in the hotel and catering industry with adequate background of management functions;
- acquire technical and social knowledge and skills required for professional handling of hotel and catering operations;
- apply management skills for greater economy and success of business operations;
- set standards for quality assurance of the services offered to customers;
- develop positive attitude towards the trade with greater initiative and self-confidence in handling the operations; and
- become a successful entrepreneur in a small/medium size enterprise.

Curricular Structure

The BHM curriculum comprises the followings six distinct components:

- **Foundation Courses:** These course develop students' conceptual foundational skills in various sectors of management and provide them with strong base in hospitality communication, statistics, and behavioral sciences.
- **Core Course:** These courses are focused on the core knowledge and skills required in managing hospitality services. These courses are divided into two groups, management core courses and hotel management core courses.
- **Elective Courses:** These courses help students get addition knowledge and skills in both foundation and core courses. Students are required to select two courses from two groups of the elective areas offered by the University.

- **Specialization Courses:** The Specialization courses help students to develop specialized advanced skills in the areas of their choice. Students are required to select two courses from two groups of the concentration areas offered by the University.

- **Project Work:** Students will be given project in sixth semester which will be a capstone module of the course; the objective of the project work will be to make students apply comprehensive knowledge and skills learned in the program and enhance the knowledge in the subjects. The project work requires a student to prepare a business plan for opening any hotel/ resort/ bakery/ restaurant/ coffee shop/ theme park or prepare a research paper in any areas of tourism and hospitality industry of the student's choice. The students are required to make a presentation of the project to a panel of judges, comprising of the college professors/lecturers/experts from the industry.

- **Internship:** Students will be placed in a fine dining restaurant, three to five-star hotels/resorts for 48 weeks of industrial exposure in seventh and eighth semester. During this time, they will be required to work on the job from single to multiple departments, namely, Food Production, Food and Beverage Service, Room Division and Accommodation Operations, Front Desk, Bar, Events, Bakery, Casino, In-flight Catering, Cruise in an assigned role. They will be provided with a list of learning objectives for this period; will make observations and record it in a structured manner in a report, which will be evaluated for grading. The departmental managers/supervisors under whom the students would undergo their on-the-job training. At the end of Seventh semester, students will submit Internship Mid-term Report to the college. At the end of Eight semester, the final report will be evaluated in physical/virtual presence mode.

Program Features

The BHM is a four-year program spread over eight semesters. A student needs to successfully complete 120 credit hours of course work, internship and project work for graduation. In the program, lectures are supported by case study, group discussions, project assignments, presentations, field visits, and demonstrations, practical and other suitable teaching methods. The medium of instruction and examination for BHM program will be in English. A student is expected to have good English language proficiency and acceptable communication skills.

The Semester System

In the program, each course is assigned a certain number of credits depending on its lecture, tutorial and practical work hours. All the foundation and management core courses have 3 credit hours with a total of 48 hours of theory classes for each course. The hotel management core courses (Food production, Food and Beverage Service, Room Division and Accommodation operations) have 3 credit hours for theory (48 class hours) and 1.5 credit hours for practical (24 hours). The specialization area requires students to take two courses of 3 credit hours each. The prominent feature of the semester system is the process of continuous evaluation of a student's performance and flexibility to allow the students to progress at a pace suited to his/her individual ability, subject to the regulation of credit requirements.

Entry Requirements and Admission Procedures

Eligibility

The entry requirement for a new student in BHM will be Intermediate or Higher Secondary level (10+2) or Proficiency Certificate Level (PCL), or equivalent as recognized by Pokhara University. The minimum criteria for entry area. The minimum CGPA 1.80 and each subject must score at least D or b. 45% or second division. In addition, the student must pass the entrance test conducted by the concerned college.

Documents Required

The applicant is required to submit the following documents with the application form made available by the concerned college/school by paying a predetermined fee:

- Completed and signed BHM application form
- Official transcripts from the academic institutions previously attended. Certificates of all degrees should be photocopied and submitted with proper attestation. Enrolment is conditional upon completion of all admission formalities including payment of all fees as determined by the college. Incomplete applications shall not be processed.

Admission Procedures

A notice inviting applications for admission is publicly announced. Application forms and information brochures are provided, on request, after the payment of the prescribed fee. The concerned college scrutinizes the application. The eligible candidates are informed to take the entrance test. The date and time for the entrance test are informed to the applicants by the concerned colleges. The college may also interview the candidates for the final selection for admission.

The candidates who are given provisional admission under special conditions are required to submit all necessary documents within a month after their regular classes begin. A student who fails to do so will have his/her admission cancelled.

Academic Schedule and Course Registration

The academic session consists of two semesters. The fall Semester starts in September and the Spring Semester starts in March. Students are normally admitted to the program in the Fall Semester once in a year.

Students are required to register courses at the beginning of each semester. Since registration is a very important procedural part of the credit system; all students must present themselves at 5 the college. Registration in absence may be allowed only in rare cases at the discretion of principal. A student's nominee cannot register for courses but will only be allowed to complete other formalities.

Addition and Withdrawal from the Course

A student will have the option to add or drop from the course. This can be done only during the first three weeks of the semester. A student wishing to withdraw from a course should apply on the prescribed form within one month of the beginning of the semester.

Attendance Requirements

A student must attend every lecture, tutorial, seminar and practical classes. However, to accommodate for late registration, sickness and other contingencies, the attendance requirements will be a minimum of 80 % of the classes actually held. If the student is absent from the college for more than four weeks without permission of the principal, his/her name will be removed from the college roll.

Normal and maximum Duration of Study

The normal duration and maximum duration for the completion of the requirements for the program is as follows:

- Normal duration: 4 Years (8 Semesters)
- Maximum duration: 8 Years A full-time student has to take a minimum of 12 credits.

Evaluation System

A student's academic performance in a course is evaluated in two phases:

- Internally by the concerned faculty member through quizzes, tutorials, lab works, home assignments, class tests, class participation, term papers, formal internal examination etc.
- Externally by the Office of the Controller of Examinations through semester-end examinations.

A fifty percent weight is given to each internal and external evaluation (semester-end examination). A student is required to pass the internal and external evaluations independently. The final grade awarded on the basis of his/her consolidated performance in both internal and external evaluations.

A student will get NOT QUALIFIED (NQ) status in the internal evaluation if his/her performance falls below the minimum requirement. Such students will not be allowed to appear in the semester-end examination of that particular course.

Grading System

Pokhara University follows a four-point letter grade system. The letter grades awarded to students will be as follows:

Grade	Grade Point	Description
A	4.0	

A-	3.7	Excellent
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Minimum Requirement
F	0	Fail

In some rare and unusual circumstances, if a student is unable to complete all the required works for the course, he/she may be temporarily marked with an incomplete grade "I". If all the required works are not completed within the following semester, the letter "I" will be automatically converted into "F". The performance of a student is evaluated in terms of the following two indices:

- The semester grade point average (SGPA) which is the grade point average for the semester and is given by:

$SGPA = \frac{\text{Total honor points earned in a semester}}{\text{total number of credit hours taken in a semester}}$.

- The cumulative grade point average (CGPA) which is the grade point average for all completed semester and is given by:

$CGPA = \frac{\text{Cumulative total honor points earned}}{\text{cumulative total number of credit hours taken}}$.

Repeating a Course A course may be taken only once for grade. Since passing of all courses individually is a degree requirement, the student must retake the failing course when offered and must successfully complete the course. A student will be allowed to retake maximum of two courses to achieve a minimum CGPA of 2.0. The grade earned on the retake examination will substitute the earlier grade earned by the student in that course. A student can retake a course only when it is offered by the college/University.

Credit Transfer and Withdrawal

A maximum up to 25 % of the total credit hours of courses completed in an equivalent program of a recognized institution may be transferred/ waived for credit on the recommendation of the Head of the Faculty. For transfer of credit, a student must have received a grade of B or better in respective course. Courses taken earlier than five years from the time of transfer may not be accepted for transfer of credit.

However, a student transferring from one program to another academic program of Pokhara University may receive a credit transfer of all the compatible courses completed with at least grade "C".

A student may apply for withdrawal from the entire semester only on medical grounds. The principal will examine each application for semester withdrawal and depending on the merit of the case: he/she will make an appropriate decision. No partial withdrawal from courses registered in a semester will be considered.

Provision for Re-totaling and Rechecking

Students may apply for re-totaling or rechecking of their grades as per the university rules, upon payment of the prescribed fee.

Dismissal from the Program

A student is normally expected to obtain a CGPA of 2.0 at the undergraduate level. A student, whose performance in the past semesters does not show the possibility of maintaining this CGPA, may be dismissed from the program.

Degree Requirements

For graduation a student should:

- Earn at least a 'D' grade in each course as specified in the grading system section,
- Complete the internship with 'Pass' grade,
- Complete all the courses, project work and internship as specified in the curricular structure, section within the maximum time period mentioned in the duration of study section,
- Maintain at least 2 CGPA

Distinction and Dean's List

A student who obtains a CGPA of 3.6 or better will receive the BHM degree with distinction. The Dean's list recognizes outstanding academic performances in the FMS. To quantify, a student must have a CGPA of 3.7 or better.

Unfair Means

Students are strictly forbidden from adopting unfair means in class assignments, tests, reportwriting and final examination.

The following would be considered as adoption of unfair means during examination:

- Communication with fellow students for obtaining help:

- Copying from another student's script/report/paper.
- Copying from disk, palm of hand, mobile phone, or other incriminating documents.
- Processing from any incriminating documents, whether used or not.
- Any approach in direct or indirect form to influence teacher concerning grade.
- Unruly behavior which disrupts academic program.

If the Lecturer detects a student using unfair means, the student may be given a grade at the discretion of the Examination Board of the University. Adoption of unfair means may result in the dismissal of the student from the program and expulsion of the student from the college and as such from Pokhara University.

CURRICULUR STRUCTURE

Foundation Courses		(12 Credits)
ENG 204 Business Communication for Hospitality Industry		3
STT 101 Hospitality Statistics		3
BSM 383 Behavioral Science in Hospitality Management		3
RCH 311 Research Methodology		3
Management Core Courses		(27 Credits)
THS 161 Fundamentals of Tourism and Hospitality		3
FHN 191 Food Hygiene & Nutrition		3
MGT 231 Foundation of Management		3
MIS 201 Introduction to Management Information System		3
ACC 126 Hospitality Accounting and Costing		3
MKT 143 Hospitality Marketing		3
FIN 133 Fundamentals of Financial Management		3
HRM 153 Hospitality Human Resource Management		3
MGT 312 Fundamentals of Entrepreneurship		3
Hotel Management Core Courses		(54 Credits)
FNB 171 Food Production and Patisserie I (Theory)		3

FNB 191 Food Production and Patisserie I (Practical)	1.5	
FNB 172 Food and Beverage Service I (Theory)	3	
FNB 192 Food and Beverage Service I (Practical)	1.5	
RDM 181 Accommodation Operations I (Theory)	3	
RDM 191 Accommodation Operations I (Practical)	1.5	
FNB 174 Food Production and Patisserie II (Theory)	3	
FNB 194 Food Production and Patisserie II (Practical)	1.5	
FNB 175 Food and Beverage Service II (Theory)		3
FNB 195 Food and Beverage Service II (Practical)	1.5	
RDM 183 Accommodation Operations II (Theory)	3	
RDM 193 Accommodation Operations II (Practical)	1.5	
FNB 271 Food Production and Patisserie III (Theory)	3	
FNB 291 Food Production and Patisserie III (Practical)	1.5	
FNB 272 Food and Beverage Service III (Theory)	3	
FNB 292 Food and Beverage Service III (Practical)	1.5	
RDM 281 Accommodation Operations III (Theory)	3	
RDM 291 Accommodation Operations III (Practical)	1.5	
FNB 274 Food Production and Patisserie IV (Theory)	3	
FNB 294 Food Production and Patisserie IV (Practical)	1.5	
FNB 275 Food and Beverage Service IV (Theory)	3	
FNB 295 Food and Beverage Service IV (Practical)	1.5	
RDM 283 Accommodation Operations IV (Theory)	3	
RDM 293 Accommodation Operations IV (Practical)	1.5	
Specialization Area		(6 Credits)
FNB 371 Advanced Food and Beverage Management	3	
RDM 381 Advanced Accommodation Operation	3	

FNB 372 Advanced Food Production Management	3
RDM 382 Advanced Room Division Management	3
Electives	(6 Credits)
MGT 412 Strategic Management	3
MGT 216 Tourism Business Environment	3
HEM 384 Hotel Engineering and Management	3
EMT 385 Event Management	3
CMI 386 Casino Management and Inflight Catering	3
BNC 387 Bakery and Confectionery	3
Project Work	(3 Credits)
INT Internship	(12 Credits)

Pokhara University
BHM Program
Semester-wise Curriculum Structure

Semester I		
Course code	Course Description	Credits Hours
ENG 204	Business Communication for Hospitality Industry	3
FNB171	Food Production and Patisserie I (Theory)	3
FNB191	Food Production and Patisserie I (Practical)	1.5
FNB 172	Food and Beverage Service I (Theory)	3
FNB 192	Food and Beverage Service I (Practical)	1.5
RDM 181	Accommodation Operations I (Theory)	3
RDM 191	Accommodation Operations I (Practical)	1.5
THS 161	Fundamental of Tourism and Hospitality	3
Total Credits		19.5

Semester II		
Course code	Course Description	Credits Hours

FHN 191	Food Hygiene & Nutrition	3
FNB 174	Food Productions and Patisserie II (Theory)	3
FNB 194	Food Productions and Patisserie II (Practical)	1.5
FNB 175	Food and Beverage Service II (Theory)	3
FNB 195	Food and Beverage Service II (Practical)	1.5
RDM 183	Accommodation Operations II (Theory)	3
RDM 193	Accommodation Operations II (Practical)	1.5
MGT 231	Foundation of Management	3
Total Credits		19.5

Semester III		
Course code	Course Description	Credits Hours
STT 101	Hospitality Statistics	3
FNB 271	Food Productions and Patisserie (Theory)	3
FNB 291	Food Productions and Patisserie III (Practical)	1.5
FNB 272	Food and Beverage Service (Theory) – III	3
FNB 292	Food and Beverage Service III (Practical)	1.5
RDM 281	Room Division Management I (Theory)	3
RDM 291	Room Division Management I (Practical)	1.5
MIS 201	Introduction to Management Information system	3
Total Credits		19.5

Semester IV		
Course code	Course Description	Credits Hours

ACC 126	Hospitality Accounting and Costing	3
FNB 274	Food Productions and Patisserie IV (Theory)	3
FNB 294	Food Productions and Patisserie IV (Practical)	1.5
FNB 275	Food and Beverage Service IV (Theory)	3
FNB 295	Food and Beverage Service IV (Practical)	1.5
RDM 283	Room Division Management II (Theory)	3
RDM 293	Room Division Management II (Practical)	1.5
MKT 143	Hospitality Marketing	3
Total Credits		19.5

Semester V		
Course code	Course Description	Credits Hours
FIN 133	Fundamentals of Financial Management	3
HRM 153	Hospitality Human Resources Management	3
MGT 312	Fundamentals of Entrepreneurship	3
RCH 311	Research Methodology	3
BSM 383	Behavioral Science in Hospitality Management	3
Total Credits		15

Semester VI		
Course code	Course Description	Credits Hours

PRJ 451	Project Work	3
Specialization I (Any One)		
FNB 371	Advanced Food and Beverage Management	3
RDM 381	Advanced Accommodation Operation	
Specialization II (Any One)		
FNB 372	Advanced Food Production Management	3
RDM 382	Advanced Room Division Management	
Elective I (Any One)		
MGT 412	Strategic Management	3
MGT 216	Tourism Business Environment	
Elective II (Any One)		
HEM 384	Hotel Engineering and Management	3
EMT 385	Event Management	
CMI 386	Casino Management and Inflight Catering	
BNC 387	Bakery and Confectionery	
Total Credits		15

Semester VII		
Course code	Course Description	Credits Hours
INT 396	Internship	6
Total Credits		6

Semester VIII		
Course code	Course Description	Credits Hours
INT 396	Internship	6
Total Credits		6

VIC operates all its academic programs in a well-built infrastructure and interiors attired with an A class furnishing decors proffering prolific and congenial learning environment. The college premises are amiable. Students can chose to study references in the library hall attended by the librarians from morning working hours till afternoon, or have an option to surf internet for electronic sources. Besides, the college

ensures all kinds of outdoor as well as indoor sports facilities apart from professional skill enhancement opportunities so as to supplement the needs of refreshing the students while being engaged in their intensive studies.

Victoria International College has perfectly managed hygienic factors as cafeteria, water system, sanitation and ambiance over physical environment within the college premises apart from sports, academic and functional aspects as the core managing components.

Facilities

Classrooms:

Spacious classrooms

All classrooms are equipped with powerful projectors and whiteboards

Library:

Open access library

E- Library

A library with reference books from renowned authors

Restaurant:

A fully functional restaurant utilized for practical purpose

Kitchen:

A fully operational kitchen with individual workstations

Internationally utilized kitchen equipment used for teaching

Advance or main kitchen, Bulk kitchen, Bakery Kitchen

Bar:

A fully functional bar

Equipped with modern bar equipment for training

Housekeeping:

Five star hotel standard guest room for training purposes.

All products and equipment for other housekeeping related training are available

Front Office:

Five star hotel standard reception desk and a lobby area

All equipment related to front office training is available

Software related to front office available

Computer:

A computer lab equipped with well-maintained computers

Air-conditioned

High-speed internet

Cafeteria:

A full-fledged cafeteria operating for Breakfast, Lunch and Hi tea

Well maintained and hygienic foods

Washrooms:

Hygienic washrooms for ladies and gentleman separately

Teaching/Learning Approach

VIC is making the use of innovative methods for teaching & learning which has the potential not only to improve education, but also empower the students, strengthen and galvanize the effort to achieve the goal. Hence VIC practices the following methods of teaching:

Practical and theory based education

Multimedia Learning Process

Teaching with sense of humor

Share story system

Workshop and seminar

Case Analysis

Guest Lecture

Opportunities for Students

There is no doubt that the BHM offers great career opportunities. Hotel Management and Hospitality is a field with a significant share in the service sector.

- Become a professional in the hospitality industry.
- Helps open up career avenues early on.
- Brushing up communication skills and help boost your confidence to ace in a professional role.
- Helps you throughout the career.

Career Opportunities after Hotel Management Courses

As mentioned up, job opportunities after BHM courses are practically endless. Candidates not only explore job opportunities in Nepal but a large portion of graduates are also able to land jobs abroad

Hotels / Spas / Resorts

Hotels are the primary employers of BHM graduates. The hotel industry offers good career opportunities and is great for fresher as it can help a candidate gain experience in a diverse range of operations. Hotels are also great as they are much more inclined to accept fresher graduates in trainee roles than many other avenues listed below.

Restaurants / Bars / Clubs

Many BHM graduates can also be found working in businesses such as restaurants, bars and clubs.

Airline Kitchens / In-Flight Operations

Airlines are another major recruiters for hospitality graduates. Airline industries mostly hire candidates who have a recognized degree, diploma or certificate course in hotel management. Plus, they have career opportunities not only in the kitchens but also in providing in-flight services.

Cruise Liners

Cruise Liners deserve a category of their own as they are one of the more glamorous jobs in hotel management. They keep you in touch with a lavish lifestyle while also offering a chance to travel on some of the most beautiful waters on board magnificent watercraft.

Fast Food Chains

Fast Food chains are one of the most booming businesses all around the world. Fast-food chains have an enormous network of outlets and have a restaurant even in many small towns and villages. Naturally, they have a good requirement for trained professionals to manage these outlets and hotel management graduates can look for executive and management roles in these companies.

National & International Internship

Students are required to gain the actual work experience through one year of structured practical training as industrial exposure in the Seventh and Eighth semester. The objective of the industrial training is to

bridge the gap between theoretical input and the real-life work experience in the business world locally and globally.

Proper management will be done for the national and international internship of students in Renowned Five star hotel properties

Beyond the Curricula

Behind the regular curriculum practices BHM students are facilitated with several extracurricular activities like:

First semester: Induction, Orientation

Second Semester: Field Visit or Hiking

Third Semester: Mixology Session

Fourth semester: Restaurant Operation

Fifth Semester: Event Management

Sixth Semester: Tour (Village development/Community tourism/Homestay)

Seventh & Eight: National or International Internship