

The Heritage Institution
KANYA MAHA VIDYALAYA, JALANDHAR
(Autonomous)

Session 2025-26



Minutes of 3rd Meeting of Board of Studies
P.G. Department of Commerce and Business Administration
&
Department of Hospitality and Tourism

Bachelor of Business Administration (Honours) – Airlines and Airport Management

Date: 10.07.2025
Time: 01:30 PM
Via Zoom Video Conferencing

KANYA MAHA VIDYALAYA, JALANDHAR
(UGC Autonomous College)

P.G. Department of Commerce and Business Administration
&
Department of Hospitality and Tourism

Minutes of 3rd Meeting of Board of Studies held on 10.07.2025

The Second meeting of the Board of Studies was held in online mode via Zoom on 10-07-2025 at 01.30 Noon

Date: Thursday, 10.07.2025

Time: 01.30 Noon

Venue: Online Meeting via Zoom

The following members have attended the meeting and detailed minutes are listed below:

Sr. No.	Members Invited	Attendance Status
1.	Dr. Neeraj Maini, Associate Professor, Head, Department of Commerce and Business Administration, Kanya Maha Vidyalaya, Jalandhar. (Chairperson)	Present
2.	Dr. Sunil Kumar, Head, Assistant Professor, Department of Hospitality and Tourism, Kanya Maha Vidyalaya, Jalandhar.	Present
3.	Dr. Aparna Bhatia, Associate Professor, University School of Financial Studies, Guru Nanak Dev University, Amritsar, (University Nominee)	Present
4.	Dr. Vineet Kamal, Assistant Professor, Institute of Vocational Studies, Himachal Pradesh University, Shimla. (Outside Parent University Nominee)	Present
5.	Mr. Shubhendu Krishna Sharan, Retd. Airport Director, Airport Authority of India. (Industry Expert)	Present

6.	Dr, Shakeel Bashir, Assistant Professor, Department of Hospitality and Tourism, Kanya Maha Vidyalaya, Jalandhar.	Present
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Agenda:

Item: AAM3:2025:1

To discuss and approve the minutes of meeting and Action Taken Report of the First Board of Studies meeting held on 02nd July 2024.

Item: AAM3:2025:2

To approve the syllabus of **Bachelor of Business Administration (Honours) – Airlines and Airport Management**, Semesters I to IV under Credit Based Continuous Evaluation Grading System for the Session 2024-25.

KANYA MAHA VIDYALAYA, JALANDHAR
(UGC Autonomous College)
P.G. Department of Commerce and Business Administration
&
Department of Hospitality and Tourism

The third meeting of the Board of Studies of the P.G. Department of Commerce and Business Administration and Department of Hospitality and Tourism started with a welcome address by the chairperson, Dr. Neeraj Maini, Associate Professor, Head, Department of Commerce and Business Administration, where she welcomed the members of the Board of Studies and apprised them about the program. Further, Dr. Sunil Kumar, on behalf of the Department of Hospitality and Tourism, introduced and explained the programme and department to provide skills for the outstanding job opportunities of airlines and airport management in the aviation industry, which include field and industrial visits as a part of the curriculum in the first semester, a course on computerised reservation system, which is widely used by the aviation industry, and 22 weeks of internship or on-the-job training in the 6th semester for practical and hands-on exposure in the dynamic atmosphere of airlines and airport management. After a brief overview and introduction to the Legacy of Kanya Maha Vidyalaya, the items of agenda were taken up for discussion by Dr. Sunil Kumar, Head, Department of Hospitality and Tourism with the permission of the house.

Item: AAM3:2025:1

To discuss and approve the minutes of meeting and Action Taken Report of the First Board of Studies meeting held on 2nd July 2024.

Proceedings:

Sr. No.	Agenda Item	Decision taken in Meeting	Action Taken
<u>Item:</u> <u>AAM2:2024:1</u>	To approve the syllabus of Bachelor of Business Administration (Honours) – Airlines and Airport Management, Semesters I to II under Credit Based Continuous Evaluation Grading System for the Session 2024-25.	An industry ready scheme and syllabus for Bachelor of Business Administration (Honours) – Airlines and Airport Management, semester I and II was developed with able inputs from industry and academia experts. The members approved the majority of the content proposed for the syllabus of Semesters I and II under the credit-based continuous evaluation system for the session 2024–25. Keeping the programme structure aligned with New Education Policy 2020, the programme Bachelor of Business Administration—Airlines and Airport Management has to be restructured to a 4-year undergraduate program as Bachelor of Business Administration (Honours)—Airlines and Airport Management, with an exit at bachelor’s degree after three years or a bachelor’s degree with Honours/Research after four years. I. It is suggested by the Board that Course “Introduction to Hospitality, Tourism and Aviation Industry” should be renamed according to the	All the changes were implemented as per the Board’s decisions

		order of the content in the course as “Introduction to Tourism, Hospitality and Aviation Industry”. II. It is suggested by the Board that course content related to the “Cargo” should be introduced in the Course “Fundamentals of Air Transport System” in Unit-I Introduction to the air transport system. III. As per the guidelines of NEP 2020, 4 Years degree Programme Bachelor of Business Administration (Honours)—Airlines and Airport Management has been introduced by KMV w.e.f. 2024-25 with total credits 188.	
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The house approved the Item: AAM3:2025:1

The minutes of meeting and Action Taken Report of the second Board of Studies meeting is approved by the house.

Item: AAM3:2025:2

To approve and discuss the syllabus of **Bachelor of Business Administration (Honours) – Airlines and Airport Management**, Semester I to IV under Credit Based Continuous Evaluation Grading System for the Session 2025-26.

Proceedings:

An industry ready scheme and syllabus for Bachelor of Business Administration (Honours) – Airlines and Airport Management, semester I and II was kept the same with able inputs from industry and academia experts as previous academic year 2024-2025. The members approved the majority of the content proposed for the syllabus of Semesters I and IV under the credit-based continuous evaluation system for the session 2025–26. They have approved the syllabus, which is kept the same as that of session 2024-25 with revised total marks with addition and deletion in courses as mentioned below:

SEMESTER-I		
Course Type	List of Courses	Credits
Discipline Specific Courses	Introduction to Tourism, Hospitality and Aviation industry	2-0-0
	Fundamentals of Air Transport System	3-0-0
	Business Organization and Systems	4-0-0
	Field Work and Report Writing	0-0-4
Compulsory Course	Punjabi (Compulsory) 1 Basic Punjabi 2 Punjab History and Culture	4-0-0
Multi-Disciplinary Course	Communication skills in English - I (Replacing the English Language and Literature -1)	3-0-1
Skill Enhancement Course	Computer Applications for Business	2-0-1
Value Added Course	Foundation Course	2-0-0
Total Credits: 26		
SEMESTER-II		
Discipline Specific Courses	Principles of Management	4-0-0
	Immigration and Custom Operations	4-0-0
	Aviation Economics	4-0-0
Compulsory course	Punjabi (Compulsory) 1 Basic Punjabi 2 Punjab History and Culture	4-0-0
Multi-Disciplinary Course	Communication skills in English - II (Replacing English Language Skills - 1)	2-0-2
Skill Enhancement Course	Computerised Reservation System	0-0-2
Value Added Course	Drug Abuse: problem, management and prevention (Compulsory-1)	2-0-0
Total Credits- 24		
SEMESTER-III		
Discipline Specific Courses	Aviation Geography	4-0-0
	Air Ticketing and Fare Constrictions	4-0-0
	Airport Ground Handling Operations	4-0-0
	Food and Beverage Services	1-0-1

Multi-Disciplinary Course	Basics of Statistics	4-0-0
Ability Enhancement Course	Fundamentals of Human Resource Management	4-0-0
Value Added Course	Environmental Studies (Compulsory)	1-0-1
Total Credits: 24		
SEMESTER-IV		
Discipline Specific Courses	Front Office Operations In Flight Food and Beverage Services Airlines Cabin Operations Field Project Report	2-0-2 2-0-2 0-0-2 0-0-4
Multi-Disciplinary Course	Financial Management	4-0-0
Ability Enhancement Course	Business Environment	4-0-0
Value Added Course	Gender Sensitization	2-0-0
Total Credits: 24		
SEMESTER-V		
Discipline Specific Courses		12
Compulsory Course		4
Ability Enhancement Course		4
Value Added Course	Personality Development	2
Total Credits: 22		
SEMESTER-VI		
Internship		20
Total Credits: 20		
SEMESTER-VII		
Discipline Specific Courses		16
MINOR		4
Total Credits: 20		
SEMESTER-VIII		
Discipline Specific Courses		16
MINOR		4
Total Credits: 20		

Exit Option 1: NHEQF Level 7: After successful completion of 3 years (6 semesters)

Exit Option 2: NHEQF Level 8: After successful completion of 4 years (8 semesters)

The house approved the Item: AAM3:2025:2

The syllabus with duly incorporated changes for the semester I – IV with PSO, CO and Course scheme of the entire programme is as attached herewith **Annexure -A.**

After discussing all the agenda items, the BOS meeting was summed up by Dr. Sunil Kumar by proceeding with the update of the suggested changes in semester I, II, III and semester IV. It is also advised that some of the changes suggested by the house will be incorporated in semesters V to VIII, as the syllabus of these courses is subject to change. It was advised by the house that students should take part in other aviation-related certifications offered through MOOCs, BCAS, and ICAO, and a vote of thanks was given.

Dr. Neeraj Maini,

Associate Professor, Head, Department of Commerce and Business Administration, Kanya Maha Vidyalaya, Jalandhar.

Dr. Sunil Kumar,

Assistant Professor, Head, Department of Hospitality and Tourism, Kanya Maha Vidyalaya, Jalandhar.

Dr. Chef Harpreet Singh,

Assistant Professor, Dept. of Hotel Management and Tourism, Guru Nanak Dev University, Amritsar.

Dr. Vineet Kamal,

Assistant Professor, Institute of Vocational Studies, Himachal Pradesh University, Shimla.

Mr. Shubhendu Krishna Sharan,

Retd. Airport Director, Airport Authority of India.

Dr. Shakeel Bashir,

Assistant Professor, Department of Hospitality and Tourism, Kanya Maha Vidyalaya, Jalandhar.