

The Heritage Institution
KANYA MAHA VIDYALAYA, JALANDHAR
(Autonomous)

Session 2026-27



Minutes of 4th 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: 13.07.2026
Time: 12:00 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 4th Meeting of Board of Studies held on 13.07.2026

The Second meeting of the Board of Studies was held in online mode via Zoom on 13-07-2026 at 12.00 Noon

Date: Thursday, 13.07.2026

Time: 12.00 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. Chef. Harpreet Singh Assistant Professor, Dept. of Hotel Management and Tourism 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. Mohan Pawar, Airport Manager, Sri Guru Ravidas Ji Maharaj Adampur Airport, Airport Authority of India (Industry Expert)	Present
6.	Dr. Shakeel Bashir, Assistant Professor, Department of Hospitality and Tourism, Kanya Maha Vidyalaya, Jalandhar.	Present
7.	Ms. Indu Bala, Assistant Professor, Dept. of Hospitality and Tourism, Kanya Maha Vidyalaya, Jalandhar.	Present

Agenda:

Item: **AAM4:2026:1**

To discuss and approve the minutes of meeting and **Action Taken Report** of the **Third** Board of Studies meeting held on 10th July 2025.

Item: **AAM4:2026:2**

To discuss and review the syllabus of BBA (Honours) Airlines and Airport Management,

Semester-I to Semester-II under Credit Based Continuous Evaluation Grading System for session 2026-2027.

Item: **AAM4:2026:3**

To discuss and review the syllabus of BBA (Honours) Airlines and Airport Management, **Semester-III to Semester-IV** under Credit Based Continuous Evaluation Grading System for session 2026-2027.

Item: **AAM4:2026:4**

To discuss and review the syllabus of BBA (Honours) Airlines and Airport Management, **Semester-V to Semester-VI** under Credit Based Continuous Evaluation Grading System for session 2026-2027.

Item: **AAM4:2026:5**

To discuss and approve the list of proposed examiners for above stated courses.

Item: **AAM4:2026:6**

To discuss teaching methodologies adopted in the department and inputs required to upgrade the same.

Item: **AAM4:2026:7**

To discuss and get approved online examination provision for the students in case of international training and placements for **Semester VI**.

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

The fourth 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.

Kanya Maha Vidyalaya, Jalandhar
(Dept. of Hospitality and Tourism)

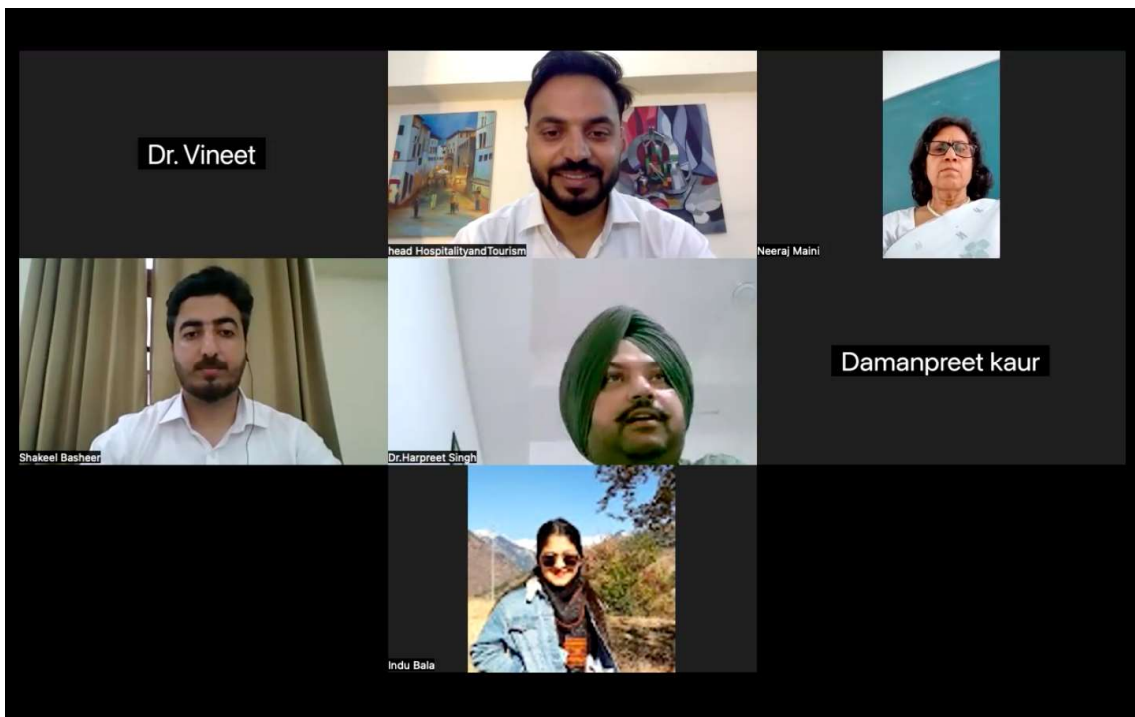
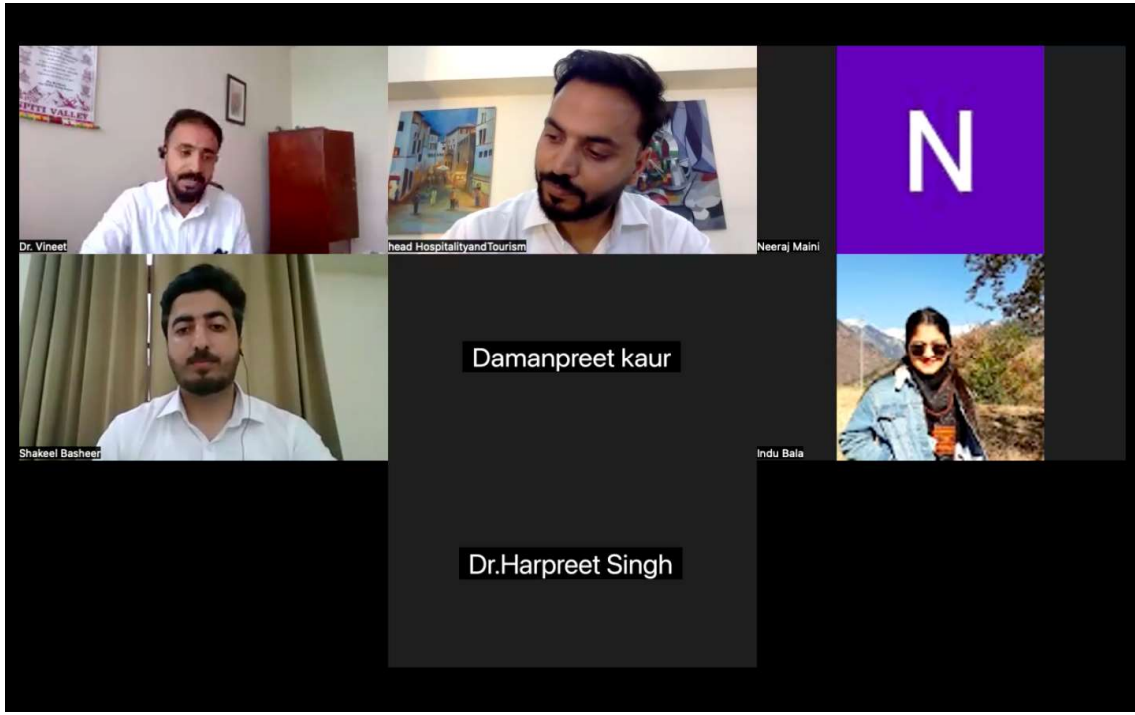
BOARD OF STUDIES MEETING

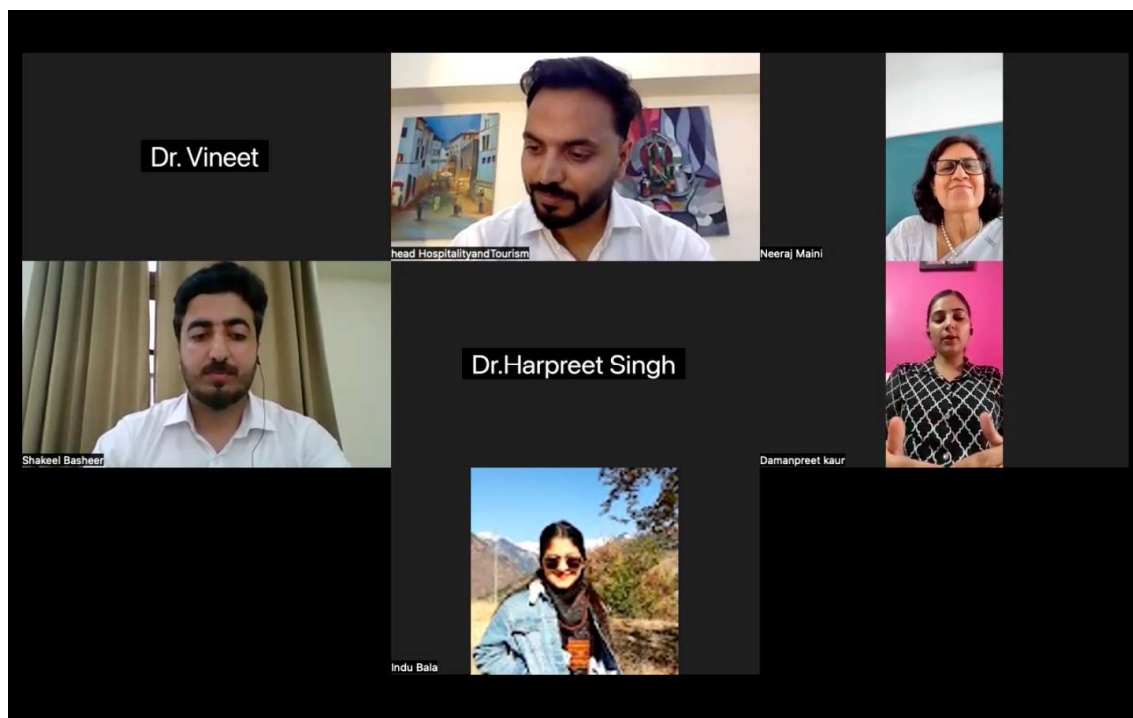
**Bachelor of Vocation
(Hospitality and Tourism)**

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

Organised by
**Dept. of Hospitality and Tourism,
Kanya Maha Vidyalaya, Jalandhar**

DATE: 13 July 2026 **TIME: 12:00 PM to 02:00 PM** **VENUE: KMV, Jalandhar**





Item:

AAM4:2026:1

To discuss and approve the minutes of meeting and **Action Taken Report** of the **Third** Board of Studies meeting held on 10th July 2025.

Proceedings:

Sr. No.	Agenda Item	Decision taken in Meeting	Action Taken
<u>Item:</u> <u>AAM3:2025:2</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 2025-26.	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 2025–26. 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. The course suggested Communication skills in English - I replaced the previous one English Language and Literature -1 in semester - I. II. The Course suggested Communication skills in English - II Replaced the previous one English Language Skills - 1 in semester - II.	All the changes were implemented as per the Board's decisions

<u>Item:</u> <u>AAM3:2025:3</u>	To approve the syllabus of Bachelor of Business Administration (Honours) – Airlines and Airport Management, Semesters III to IV under Credit Based Continuous Evaluation Grading System for the Session 2025-26.	Following courses are introduced for the semester III: ● Aviation Geography ● Air Ticketing and Fare Constrictions ● Airport Ground Handling Operations ● Food and Beverage Services ● Basics of Statistics ● Fundamentals of Human Resource Management Following courses are introduced for the semester IV: ● Front Office Operations ● In Flight Food and Beverage Services ● Airlines Cabin Operations ● Field Project Report ● Financial Management ● Business Environment	All the changes were implemented as per the Board's decisions.
<u>Item:</u> <u>AAM3:2025:4</u>	To discuss and get approved the list of proposed examiners for above stated courses.	The Board approved the list of examiners for above-stated courses.	Approved list is implemented.

Item: <u>AAM3:2025:5</u>	To discuss research inputs and plans of the department for Session 2024-25.	The board suggested that faculty members should keep strengthening the research based learning by participating in various national and international Conferences. In this time of automation and virtual learning, online conferences and conclaves at both national and international level are advised to be organised by the department. The board appreciated the participation of the faculty members in the research endeavours and recommended the preparation of proposals for the policy makers of Punjab to develop the tourism more efficiently.	· Research Papers presented by faculty in International conference and submitted to the journals in SCOPUS. · Students are encouraged to visit International and Domestic Airports. · Students are motivated to present their research papers in conferences. · The department will continue to take such research initiatives.
---	---	--	--

The house approved the Item: AAM4:2026:1

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

Item: **AAM4:2026:2**

To discuss and review the syllabus of BBA (Honours) Airlines and Airport Management, **Semester-I to Semester-II** under Credit Based Continuous Evaluation Grading System for session 2026-2027.

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 2025-2026. 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 2026–27. They have approved the syllabus, which is kept the same as that of session 2025-26 with revised Value added courses as mentioned below:

Semester I										
Sr. No.	Course Code	Course Titles	Course Type	Hours Per Week L-T-P	Credits L-T-P	Max Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		

1	BBML-1421 BBML-1031 BBML-1431	Punjabi (Compulsory)/ ¹ Basic Punjabi/ ² Punjab History and Culture	Compulsory	4-0-0	4-0-0	100	70	-	30	3
2	BBMM-1102	Communication skills in English - I	AEC	3-0-2	3-0-1	100	50	20	30	3
3	BBML-1663	Introduction to Tourism, Hospitality and Aviation industry	DSC	2-0-0	2-0-0	50	35	-	15	3
4	BBML-1714	Fundamentals of Air Transport System	DSC	3-0-0	3-0-0	100	70	-	30	3
5	BBML-1095	Business Organization and Systems	DSC	4-0-0	4-0-0	100	70	-	30	3
6	BBMF-1716	Field Work and Report Writing	DSC	0-0-8	0-0-4	100	-	100	-	3
7	BBMM-1120	Computer Applications for Business	SEC	2-0-2	2-0-1	100	40	30	30	3+3
8	USEP-0001	Entrepreneurship Mindset Level - I	SEC	0-0-4	0-0-2	50	-	50	-	-
9	VACF-1491	*Foundation Course	VAAC	2-0-0	2-0-0	50	35	-	15	3
TOTAL CREDITS					28					

Semester II										
Sr. No.	Course Code	Course Titles	Course Type	Hours Per Week L-T-P	Credits L-T-P	Max Marks				Examination time (in Hours)
						Total	Ext.		C A	
							L	P		
1	BBML-2421/ BBML-2031/ BBML-2431	Punjabi Compulsory/ ¹ Basic Punjabi/ ² Punjab History and Culture	Compulsory	4-0-0	4-0-0	100	70	-	30	3
2	BBMM-2102	Communication skills in English - II	MDC	2-0-4	2-0-2	100	50	20	30	3
3	BBML-2093	Principles of Management	DSC	4-0-0	4-0-0	100	70	-	30	3
4	BBML-2714	Immigration and Custom Operations	DSC	4-0-0	4-0-0	100	70	-	30	3
5	BBML-2715	Aviation Economics	DSC	4-0-0	4-0-0	100	70	-	30	3
6	BBMP-2710	Computerised Reservation System	SEC	0-0-4	0-0-2	50	-	35	15	3
7	USEP-0002	Entrepreneurship Mindset Level-II	SEC	0-0-4	0-0-2	50	-	50	-	3

8	VACD-2161	*Drug Abuse and Ethical Education	VAC	4-0-0	4-0-0	100	70	-	30	3
TOTAL CREDITS					28					

The house approved the Item: AAM4:2026:2

Item: **AAM4:2026:3**

To discuss and review the syllabus of BBA (Honours) Airlines and Airport Management, **Semester-III to Semester-IV** under Credit Based Continuous Evaluation Grading System for session 2026-2027.

Proceedings:

An industry ready scheme and syllabus for Bachelor of Business Administration (Honours) – Airlines and Airport Management, semester III and IV was kept the same with able inputs from industry and academia experts as previous academic year 2025-2026. The members approved the majority of the content proposed for the syllabus of Semesters III and IV under the credit-based continuous evaluation system for the session 2026–27. They have approved the syllabus, which is kept the same as that of session 2025-26 with revised Value added courses as mentioned below:

Semester III										
Sr. No.	Course Code	Course Titles	Course Type	Hours Per Week L-T-P	Credits L-T-P	Max Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		
1	BBML-3711	Basics of Statistics	MDC	4-0-0	4-0-0	100	70	-	30	3
2	BBML-3712	Fundamentals of Human Resource Management	AEC	4-0-0	4-0-0	100	70	-	30	3
3	BBML-3713	Aviation Geography	DSC	4-0-0	4-0-0	100	70	-	30	3
4	BBML-3714	Air Ticketing and Fare Constrictions	DSC	4-0-0	4-0-0	100	70	-	30	3
5	BBML-3715	Airport Ground Handling Operations	DSC	4-0-0	4-0-0	100	70	-	30	3
6	BBMM-3716	Food and Beverage Services	DSC	1-0-2	1-0-1	50	20	15	15	3
7	USEP-0003	Entrepreneurship Mindset Level - III	SEC	0-0-4	0-0-2	50	-	50	-	3
8	VACE-3221	*Environmental Studies (Compulsory)	VAC	2-0-0	2-0-0	50	35	-	15	3
TOTAL CREDITS					26					

Semester IV										
Sr. No.	Course Code	Course Titles	Course Type	Hours Per Week L-T-P	Credits L-T-P	Max Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		
1	BBML-4321	Financial Management	MDC	4-0-0	4-0-0	100	70	-	30	3

2	BBML-4322	Business Environment	DSC	4-0-0	4-0-0	100	70	-	30	3
3	BBMM-4713	Front Office Operations	DSC	2-0-4	2-0-2	100	35	35	30	3
4	BBMM-4714	In Flight Food and Beverage Services	DSC	2-0-4	2-0-2	100	35	35	30	3
5	BBMP-4715	Airlines Cabin Operations	DSC	0-0-4	0-0-2	50	-	35	15	3
6	BBMF-4710	Field Work Report	SEC	0-0-8	0-0-4	100	-	100	-	3
7	VACP-4511	Personality Development and Gender Sensitization	VAC	2-0-0	2-0-0	50	35	-	15	3
TOTAL CREDITS					24					

The house approved the Item: AAM4:2026:3

Item:

AAM4:2026:4

To discuss and review the syllabus of BBA (Honours) Airlines and Airport Management, **Semester-V to Semester-VI** under Credit Based Continuous Evaluation Grading System for session 2026-2027.

Proceedings:

An industry ready scheme and syllabus for Bachelor of Business Administration (Honours) – Airlines and Airport Management, semester V and VI was kept the same with able inputs from industry and academia experts as introduced for the session 2026-27. The members approved the majority of the content proposed for the syllabus of Semesters V and VI under the credit-based continuous evaluation system for the session 2026–27. They have approved the syllabus with courses as mentioned below:

Semester V										
Sr. No.	Course Code	Course Titles	Course Type	Hours Per Week L-T-P	Credits L-T-P	Max Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		
1	BBML-5321	Entrepreneurship and Small Business	MDC	4-0-0	4-0-0	100	70	-	30	3
2	BBML-5712	Cargo Operations and Management	DSC	4-0-0	4-0-0	100	70	-	30	3
3	BBML-5713	Research Methodology in Aviation Management	DSC	4-0-0	4-0-0	100	70	-	30	3
4	BBMP-5714	Computerised Reservation System - (Amadeus)	DSC	0-0-4	0-0-2	50	-	35	15	3
5	BBMM-5100	Soft Skills and Communication	SEC	4-0-0	4-0-0	100	70	-	30	3
6	VACJ-5551	Job Readiness	VAAC	2-0-0	2-0-0	50	35	-	15	3
TOTAL CREDITS					20					

Semester-VI									
S. No.	Course Code	Course Type	Course Titles	Credits L-T-P	Max Marks				Examination time (in Hours)
					Total	Ext.		C A	
						L	P		
1.	BBMI-6711	S	Internship and Report Writing	30	500	-	500	-	3
			TOTAL	30	500				

The house approved the Item: AAM4:2026:4
The syllabus with duly incorporated changes for the semester I – VI with PSO, CO and Course scheme of the entire programme is as attached herewith **Annexure -A.**

Item: AAM4:2026:5

To discuss and approve the list of proposed examiners for above stated courses.

Proceedings:

The Board of Studies (BoS) members approved the list of paper setters and practical examiners for the Bachelor of Business Administration (Honours) – Airlines and Airport Management programme for the academic session 2026-27.

The house approved the Item: AAM4:2026:5

The list of paper setters and practical examiners for the Bachelor of Business Administration (Honours) – Airlines and Airport Management programme for the academic session 2026-27 is as attached herewith **Annexure -B.**

Item: AAM4:2026:6

To discuss teaching methodologies adopted in the department and inputs required to upgrade the same.

Proceedings:

The Board of Studies (BoS) members discussed in detail the various teaching methodologies currently being adopted by the department. Constructive inputs and suggestions were provided by the members for further improvement and upgradation of the teaching-learning process. The recommendations were noted and approved by the BoS members.

The house approved the Item: AAM4:2026:5

Item: AAM4:2026:7

To discuss and get approved online examination provision for the students in case of international training and placements for **Semester VI.**

Proceedings:

The BoS members deliberated on the need to make provisions for online examinations for students undergoing international training and placements during Semester VI. After detailed discussion, the proposal for an online examination facility was approved by the members.

The house approved the Item: AAM4:2026:7

After discussing all the agenda items, the BOS meeting was summed up by chairperson Dr. Neeraj Maini by proceeding with the update of the suggested changes in semester I, II, III, IV, V and semester VI. It is also advised that some of the changes suggested by the house will be incorporated in semesters VII 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 with Ai blended curriculum offered through MOOCs, BCAS, and ICAO, and a vote of thanks was given.

1. Dr. Neeraj Maini, Associate Professor, Head, Department of Commerce and Business Administration, Kanya Maha Vidyalaya, Jalandhar. Chairperson.
2. Dr. Sunil Kumar, Head, Assistant Professor, Hospitality and Tourism, Kanya Maha Vidyalaya, Jalandhar.
3. Dr Chef. Harpreet Singh Assistant Professor, Dept. of Hotel Management and Tourism Guru Nanak Dev University, Amritsar (University Nominee)
4. Dr. Vineet Kamal, Assistant Professor, Institute of Vocational Studies, Himachal Pradesh University, Shimla. (Outside Parent University Nominee)
5. Mr. Mohan Pawar, Airport Manager, Sri Guru Ravidas Ji Maharaj Adampur Airport, Airport Authority of India (Industry Expert)
6. Dr. Shakeel Bashir, Assistant Professor, Dept. of Hospitality and Tourism, Kanya Maha Vidyalaya, Jalandhar.
7. Ms. Indu Bala, Assistant Professor, Dept. of Hospitality and Tourism, Kanya Maha Vidyalaya, Jalandhar.