

Kanya Maha Vidyalaya, Jalandhar City
(An Autonomous College)
(Under Credit Based Continuous Evaluation Grading System)



Minutes of 6th Meeting of Board of Studies
Faculty of Vocational Studies
Department of Hospitality and Tourism
Bachelor of Vocation (Hospitality and Tourism)

Date: 10.07.2025
Time: 12:30 PM
Via Zoom Video Conferencing

KANYA MAHA VIDYALAYA, JALANDHAR
(UGC Autonomous College)

Department of Hospitality and Tourism

Minutes of Sixth Meeting of Board of Studies held on 10.07.2025

The Sixth meeting of the Board of Studies was held in online mode via Zoom on 10-07-2025 at 12.30 Noon

Date: Thursday, 10.07.2025

Time: 12.30 Noon

Venue: Online Meeting via Zoom

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

Members of BOS:

Members Invited	Attendance Status	
1. Mrs. Neeti Kapoor, Assistant Professor, Head Dept. of Home Science, Kanya Maha Vidyalaya, Jalandhar, Chairperson.	Chairperson	Present
2. Dr. Gopi Sharma, Associate Professor, Director, DDU Kaushal Kendra, Kanya Maha Vidyalaya, Jalandhar.	Member	Present
3. Dr. Gurjot Kaur, Assistant Professor, Head Dept. of History, Kanya Maha Vidyalaya, Jalandhar.	Member	Present
4. Dr. Sunil Kumar, Head, Assistant Professor, Dept. of Hospitality and Tourism, Kanya Maha Vidyalaya, Jalandhar.	Member	Present
5. Mr. Harpreet Singh Assistant Professor, Dept. of hotel Management and Tourism, Guru Nanak Dev University, Amritsar (University Nominee)	Member	Present
6. Prof (Dr.) Nitin Vyas, Institute of Vocational Studies, Himachal Pradesh University (Outside Parent University Nominee)	Member	Present
7. Dr. Jay Prakash Kant, Head of the Department, Senior Lecturer-Cum-Senior Instructor, CIHM, Chandigarh (Outside Parent University Nominee)	Member	Present
8. Mr. Rohit Sammi, Head Hr & Training Manager, Ramada Encore, Jalandhar City. (Industry Expert)	Member	Present
9 . Dr. Shakeel Bashir, Assistant Professor, Dept. of Hospitality and Tourism, Kanya Maha Vidyalaya, Jalandhar.	Member	Present

Agenda:

Item HMT6: 2025:1

To discuss and approve the minutes of meeting and Action Taken Report of the Fifth Board of Studies meeting held on 22nd August 2024.

Item HMT6: 2025:2

To discuss and review the syllabus of B. Voc. Hospitality and Tourism, **Semester-I to semester-II** under Credit Based Continuous Evaluation Grading System for session 2024-2025.

Item HMT6: 2025:3

To review and update the syllabus of B. Voc. Hospitality and Tourism, **Semester-III and semester-IV** under Credit Based Continuous Evaluation Grading System (12+3 System of Education) for session 2025-2026.

Item HMT6: 2025:4

To discuss and review the syllabus of B. Voc. Hospitality and Tourism, **Semester-V to semester-VI** under Credit Based Continuous Evaluation Grading System for session 2024-2025.

Item HMT6: 2025:5

To discuss and get approved the list of proposed examiners.

Item HMT6: 2025:6

To discuss research inputs and plans of the department for Session 2025-26.

Item HMT6: 2025:7

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

Item HMT6: 2025:8

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

KANYA MAHA VIDYALAYA, JALANDHAR

(UGC Autonomous College)

Department of Hospitality and Tourism

The Sixth meeting of the Board of Studies of the Department of Hospitality and Tourism started with a welcome address by the chairperson, Mrs. Niti Kapoor, where she welcomed the members of the Board of Studies and apprised them about the events organized by the department to enhance teaching and learning activities. Later, Dr. Sunil Kumar presented the up-to-date infrastructure developed in the department. He also described the various projects taken by the students of Hospitality and Tourism in a process to bring about the overall entrepreneurial development of the students. The consultancy run and revenue generated by the students of Hospitality and Tourism was accessed by the board in the video conferencing, and pictures of field visits to the five-star hotels and various hospitality events organized by the students were also presented to the board members. Different mentoring workshops and quiz competitions were also organized. Dr. Sunil described and presented the view of the guest house maintained by the students of Hospitality and Tourism inside the campus.

After a brief overview and introduction to the Legacy of Kanya Maha Vidyalaya, the items in the meeting agenda were taken up for discussion one by one with the permission of committee members.

The proceedings of the Sixth meeting of the Board of Studies held on 10th July 2025 were approved by all members via email. The Chairperson however, again put up the summary of the proceedings for approval of the house.

Item HMT6: 2025:1

To discuss and approve the minutes of meeting and Action Taken Report of the Fifth Board of Studies meeting held on 22nd August 2024.

Sr. No.	Agenda Item	Decision taken in Meeting	Action Taken
Item HMT5: 2024:2	To review and update the syllabus of B. Voc. Hospitality and Tourism, Semester-I and semester-II under Credit Based Continuous Evaluation Grading System (12+3 System of Education) for session 2024-2025.	An industry ready scheme and syllabus for B. Voc. Hospitality and Tourism, semester I and II was developed with able inputs from industry and academia experts. The members approved the same content of the syllabus for the Semester I and II under Credit Based Continuous Evaluation Grading System for the Session 2024-25 with merging of courses of similar domain as the following changes: • It is suggested by the board that the courses “Hygiene, Sanitation and First Aid”, “Basics of Food Production –I (Practical)” should be Merged into “Food Production-I” and credits should be revised with LTP- 2-0-2. • It is suggested by the board that the course “Basics of Food and Beverage Service –I (Practical)” should be merged into “Food and Beverage Service - I” and credits should be revised with LTP- 2-0-2. • It is suggested by the board that the course “Basics of Accommodation Operations and Hotel Front Office –I”,	All the changes were implemented as per the Board’s decisions

		“Customer Service Executive” and “Basics of Accommodation Operations and Hotel Front Office –I (Practical)” should be shifted to the semester - III. • It is suggested by the board that the course “Tourism Geography” should be shifted from semester - III to semester - I in session 2024-25. • It is suggested by the board that the course “Introduction to Hospitality, tourism and Aviation industry” should be renamed as “Introduction to Tourism, Hospitality and Aviation industry”.	
<u>Item:</u> <u>HMT5:</u> <u>2024:3</u>	To revise the total marks as per the credits of B. Voc. Hospitality and Tourism, Semesters III to VI under Credit Based Continuous Evaluation Grading System for the Session 2024-25.	The proposed syllabus of B. Voc. Hospitality and Tourism, Semester-III to semester-VI under Credit Based Continuous Evaluation Grading System for the Session 2024-25 with 1 credit equivalent to the 25 marks was discussed with members of the Board of Studies. They have approved the syllabus, which is kept the same as that of session 2023-24 with revised total marks.	All the changes were implemented as per the Board’s decisions.
<u>Item:</u> <u>HMT5:2</u> <u>024:4</u>	To discuss and review the syllabus of B. Voc. Hospitality and Tourism, Semester-V to semester-VI under Credit Based Continuous Evaluation	The syllabus for the semester V to VI was discussed with members of the Board of Studies. They have approved the syllabus, which is kept the same as that of session 2024-25.	All the changes were implemented as per the Board’s decisions.

	Grading System for session 2024-2025.		
Item: HMT5: 2024:5	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: HMT5:2 024:6	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. 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 Five star Hotels, Resorts and Travel Agencies. · Students are motivated to present their research papers in conferences. · The department will continue to take such research initiatives.
Item: HMT5:2 024:7	To discuss teaching methodologies adopted in the department and inputs required to upgrade the same.	BOS members appreciated the teaching methodologies adopted by the department.	The Department of Hospitality and Tourism is well equipped with hands-on training laboratories, smart class rooms, e-content and demonstrations for better understanding of concepts. The department is doing excellent work for hands-on training to students by extending practical projects and continuously upgrading their library resources. The extension lectures from luminaries is a regular

			feature of the department and activities like workshops, quiz, and educational trips for overall development of students and to create passion for science are regularly organised. The participation of faculty members in development programmers and workshops was also appreciated by the board members.
Item: HMT5: 2024:7	To discuss the outcomes of above stated courses and programme.	The outcomes of all the above mentioned courses and programmes were discussed.	The approved outcomes of the courses and programmes are implemented.
Item: HMT5:2 024:8	To get approved online examination provision for the students in case of international training and placements in Semester-VI.	The Course scheme of Bachelor of Vocation (Hospitality and Tourism) under Credit Based Continuous Evaluation offers 22 weeks of industrial training as a part of course curriculum in the semester VI. The board agreed and approved the provision to allow students with international training and placements to fulfil the examination requirements such as final viva and training report submission in online mode.	The approved provision is implemented.

The house approved the Item: HMT6: 2025:1

Item: HMT6: 2025:2

To discuss and review the syllabus of B. Voc. Hospitality and Tourism, **Semester-I to semester-II** under Credit Based Continuous Evaluation Grading System for session 2024-2025.

Proceedings

The syllabus for the semester I to II was discussed with members of the Board of Studies. They have approved the syllabus, which is kept the same as that of session 2024-25 as attached herewith Annexure - A.

The house approved the Item: HMT6: 2025:2 (Annexure - A)**Item: HMT6: 2025:3**

To review and update the syllabus of B. Voc. Hospitality and Tourism, **Semester-III and semester-IV** under Credit Based Continuous Evaluation Grading System (12+3 System of Education) for session 2025-2026.

Proceedings:

The proposed syllabus of **B. Voc. Hospitality and Tourism**, Semester-III to semester-VI under Credit Based Continuous Evaluation Grading System for the Session 2025-26 with 1 credit equivalent to the 25 marks was discussed with members of the Board of Studies. 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:

B.Voc. Hospitality and Tourism			
Semester III			
Course Titles (2024-25)	Existing Credits	Course Titles (2025-26)	Revised Credits
	Credits L-T-P		Credits L-T-P
Tourism Products	4-0-0	Tourism Products	4-0-0
Tourism Geography	3-0-0	Shifted in Semester I	
Travel Agency and Tour Operation Business	3-0-0	Travel Agency and Tour Operation Business	4-0-0
Tour Guiding and Leading	4-0-0	Tour Guiding and Leading	4-0-0
Principles and Practices of Tourism	4-0-0	Tourism Entrepreneurship (Introduced as advised by Industry Experts)	4-0-0
Advanced Course in Room Division	2-0-0	Front Office Operations- I (Introduced as advised by Academia Experts)	2-0-2
Advanced Course in Room Division Practical	0-0-4	Housekeeping Operations-I (Introduced as advised by Academia Experts)	2-0-2
Destination Visit and Report	0-0-4	Destination Visit and Report	0-0-4
*Personality Development	2-0-0	*Personality Development	2-0-0
Total	30	Total	30

Semester IV				
Course Titles (2024-25)	Existing Credits		Course Titles (2025-26)	Revised Credits
	Credits L-T-P			Credits L-T-P
Human Resource Management	4-0-0		Human Resource Management	4-0-0
Tourism and Hospitality Marketing	4-0-0		Tourism and Hospitality Marketing	4-0-0
Customer Relationship Management	4-0-0		Customer Relationship Management	4-0-0
Event Management	4-0-0		Event Management	4-0-0
Ticketing and Consultation	3-0-0		Course Deleted	
Ecotourism	3-0-0		Foreign Language (French)	2-0-0
Foreign Language (French)	2-0-0		Front Office Operations-II (Introduced as advised by Academia Experts)	2-0-2
Ticketing and Consultation (Practical)	0-0-2		Housekeeping Operations-II (Introduced as advised by Academia Experts)	2-0-2
*Environmental Studies (Compulsory)	1-0-1		*Environmental Studies (Compulsory)	1-0-1
*Social Outreach	2-0-0		*Social Outreach	2-0-0
Total	30		Total	30

Syllabus for the semester III – VI is as attached herewith **Annexure - B.**

The house approved the Item: HMT6: 2025:3

Item: HMT6:2025:4

To discuss and review the syllabus of B. Voc. Hospitality and Tourism, Semester-V to semester-VI under Credit Based Continuous Evaluation Grading System for session 2025-2026.

Proceedings

The syllabus for the semester V to VI was discussed with members of the Board of Studies. They have approved the syllabus, with “Personality Skills for Hospitality and Tourism Industry” from semester V to be replaced with “Soft Skills and Communication” while rest of the syllabi is kept the same as that of session 2024-25 as attached herewith **Annexure - C.**

The house approved the Item: HMT6: 2025:4

Item: HMT6: 2025:5

To discuss and get approved the list of proposed examiners.

Proceedings:

The Board approved the list of examiners for above-stated courses is attached herewith **Annexure - D.**

The house approved the Item: HMT6: 2025:5

Item: HMT6:2025:6

To discuss research inputs and plans of the department for Session 2025-26.

Proceedings:

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.

The house approved the Item: HMT6:2025:6

Item: HMT6:2025:7

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

Proceedings:

BOS members appreciated the teaching methodologies adopted by the department as the Department of Hospitality and Tourism is well equipped with hands-on training laboratories, smart class rooms, e-content and demonstrations for better understanding of concepts. The department is doing excellent work for hands-on training to students by extending practical projects and continuously upgrading their library resources. The extension lectures from luminaries is a regular feature of the department and activities like workshops, quiz, and educational trips to for overall development of students and to create passion for hospitality and tourism are regularly organised. The participation of faculty members in development programmers and workshops was also appreciated by the board members.

The house approved the Item: HMT6:2025:7

Item: HMT6:2025:8

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

Proceedings

The Course scheme of Bachelor of Vocation (Hospitality and Tourism) under Credit Based Continuous Evaluation offers 22 weeks of industrial training as a part of course curriculum in the semester VI. The board agreed and approved the provision to allow students with international training and placements to fulfil the examination requirements such as final viva and training report submission in online mode.

The house approved the Item: HMT6: 2025:8

After discussing all the Agendas, the BOS meeting was summed up by Dr. Sunil Kumar, and a vote of Thanks was given by chairperson Mrs. Niti Kapoor.

(Chairperson)

Mrs. Neeti Kapoor,

Head of the Department, Home Science

External Expert Members:

1. Mr. Harpreet Singh
Assistant Professor, Dept. of Hotel Management and Tourism
Guru Nanak Dev University, Amritsar
(University Nominee)
2. Prof (Dr.) Nitin Vyas
Institute of Vocational Studies,
Himachal Pradesh University, Shimla
(Outside Parent University Nominee)
3. Dr. Jay Prakash Kant, Head of the Department,
Senior Lecturer-Cum-Senior Instructor, CIHM, Chandigarh
(Outside Parent University Nominee)
4. Mr. Rohit Sammi
Head Training and HR Manager, Jalandhar
(Industry Expert)

Internal Expert Members:

1. **Dr. Gopi Sharma,**
Associate Professor, Director, DDU Kaushal Kendra,
Kanya Maha Vidyalaya, Jalandhar.
2. **Dr. Gurjot Kaur,**
Assistant Professor, Department of History,
Kanya Maha Vidyalaya, Jalandhar.
3. **Dr. Sunil Kumar,** Head, Assistant Professor,
Hospitality and Tourism,
Kanya Maha Vidyalaya, Jalandhar.
4. **Dr. Shakeel Bashir,**
Assistant Professor, Hospitality and Tourism,
Kanya Maha Vidyalaya, Jalandhar.