

Minutes of Board of Studies Meeting

(3rd Meeting of Board of Studies for B.Sc. in Hospitality and Tourism)

The Board of Studies Meeting for the Department of Hospitality and Tourism was held in TLSU Tarsali Campus at **11.00 a.m. on 4th March 2017** to discuss issues as per the agenda forwarded to members of the Board.

The meeting was convened by the convener **Dr. Rahul Kanagat (Head, Department of Hospitality & Tourism Management)** and was conducted under the chairmanship of the **Registrar, Mr. Ashok Kumar K.**

Following members were present during the meeting:

1. Mr. Ashok Kumar K :Registrar
2. Dr. Rahul Kanagat : HOD HTM & I/C COE
3. Mr. Nirav Gandhi : Member (MD Express Group of Hotels)
4. Chef Kuldeep Sood : Member
5. Mr. JK Mangaraj : Member (Principal, IHM, Ahmedabad)
6. Ms. Bharti Sharma : Academic Associate
7. Chef Satish Jha : Academic Associate

Agenda:

1. Introduction of the Members/ Invitees of the Board of Studies (HTM) of TLSU.
2. Minutes of 2nd BOS held on 9th May, 2016.
3. Proposal for Introduction of B.Sc. Hospitality & Tourism Management – Work Based Learning programme (B.Sc. HTM -WBL) for approval.
4. Proposal Of programme structure of (B.Sc. HTM -WBL) program for approval.

5. Industry Views from Novotel, Hyatt Regency, Grand Mercure Surya Palace, Suba Hotels, Hotel Express Towers.
6. Proposal of first and second semester syllabus and curriculum of BHM-WBL programme for approval.
7. Proposal of work based Learning (WBL) scheme of BHM –WBL programme for approval.
8. Finalization of the Examination Scheme for B.Sc. HTM (WBL) program.
9. Requirement of new faculty member - Internal
10. Any item (s) approved by the Chairperson.

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Minutes of Meeting:

1. Minutes of 1st BOS held on 9th May, 2016: The proceedings of the minutes are approved by the members.
2. Recommendations on revision of Curriculum Content for B.Sc. (HTM) and B.Sc. HTM (WBL) for all semesters.

The Board of Studies (HTM) deliberated and provide recommendations on the following regarding B.Sc. HTM (WBL) program:

1. **Programme Title** -Name of the Programme to be changed to B.Sc. (Hotel Management: Work Based Learning) from Bachelor in Hotel Management. Suggested by Dr. Mangaraj and finally agreed by all members and Mr. Ashok Kumar. K (Chairman).
2. **Eligibility** - 10 +2 or equivalent in any stream, Entrance examination and personal round of interview to be introduced for the selection criteria. Weightage will be 75 percentage on Entrance examination and 25 percentage on Personal Interview.
3. **Attendance** – We should relook into the minimum attendance for qualifying to appear for the end term examinations conducted by the university. As suggested by Chef Kuldeep Sood, the minimum percentage for the industry attendance to be 90%.
4. The Life skill syllabus for all semesters to be sent to Dr. J K Mangaraj for his reference.
5. The Units should not exceed more than 5 for each subject.
6. The importance of hygiene and sanitation to be added in all subjects.
7. Food Production (Theory& Practical) Semester 1- Unit 4 and Unit 5 to be combined.
8. Food Production – (Theory) – Semester 2, Unit 1 (repeated topics to be removed).
9. Food Production (Practical) Unit 2- Sub Unit 2- Importance of Hygiene to be a unit itself.
10. Food Production – (Theory) semester 2, Unit 3 and unit 4 to be merged.
11. Introduction to cuts of vegetable to be added in Semester 1 (from Semester 2).
12. The segregation of the Dry and wet Garbage to be added in Food Production (Theory) in semester 1.
13. Food Production – (Practical) Standardized menu to be taught to all students irrespective of Hotels.
14. Group Exercises to be added in each unit.
15. **IDS Software** to be installed for front office practical.
16. Assignments to be given on case studies.
17. Housekeeping Semester 1(Practical) Unit 4 – The usage of duster for different area to be added.

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18. Housekeeping – Semester 2 – case studies to be added to Unit no 2 and Unit no 3.
19. Housekeeping – Semester 2- Unit 6- How to increase the self-life of flowers to be added.
20. F & B Service (Theory & Practical) – Regrouping of the units.
21. Evaluation Pattern Page 37- Instead of **Project Writing**, the name to be change to **Report Writing**.
22. The subject **Hotel Accounting** to be change to **Accounting and Book Keeping**.
23. Final Accounts to be removed from Unit 2 Hotel Accounting.
24. Accounts II to be added in Semester 3.
25. Unit 4 and Unit 5 to be added in Accounts II from Hotel Accounting.
26. Account practical to be removed as a subjects.
27. Personality Development (Theory)- More workshops on Public speaking to be added.
28. Case study of the Hotel Disposable system to be added in Semester 6.(Facility Management).
29. Online Journals to be added in 5th & 6th semester.
30. Semester II Unit 3,4&5 to remain in the syllabus.
31. The Fee of Rs.20.000/- plus Rs.5000/- security deposit was approved.
32. **Finalization of the Examination Scheme:**

Dr. Rahul Kanagat as I/C controller of examination presented the assessments of the programme:

1. Practical evaluation – 60% to industry mentor and 40% to University mentor
2. 60% weightage for Continuous Assessment (CA)
3. 40% weightage for term-end University Examination (UE)
4. 40% in aggregate to pass the course.

At the end of the meeting, the proposed structure of B.Sc. HTM (WBL) and changes in syllabus for B.Sc. in Hospitality & Tourism were accepted by the Board. The meeting ended with thanks to the chair and all the members.

Kanagat.

Dr. Rahul Kanagat
Professor and HOD for HTM
TeamLease Skills University,
Vadodara