SUMMARY SHEET

1.2.1 Percentage of new courses introduced of the total number of courses across all Programmes offered during the last five years

Name of the Department	HOTEL MANAGEMENT
Programme Name and code	BHM-0801
Course Code & course name	Details mentioned in Annexure 1 to 6(highlighted)
Year of Introduction	2015
Recommendation by Stakeholder	Faculty
Reason for New Courses introduced	
Percentage of New Courses introduced in Year	(Total no of New Courses / Total no of courses offered) * $100 => \frac{43}{71} \times 100 = 60.5\%$
Percentage of Change	<25 % courses introduced – No >25 % courses introduced – **YES**
Minutes of Board of Studies	Date :- 26/05/2014 Page No:- 2-9 Section No.:- Part c (pg.3 to 4) Point No.- Nil
Minutes of Academic Council	Date :- 30/10/2014 Page No:- 1 Section No:- 2 Point No:- Nil

2014①

MANIPAL
UNIVERSITY
JAIPUR

2014;15Pg 1 (AC)

Manipal
INSPIRED BY LIFE

MUJ/REGR/8ᵗʰ ACM/2014-12

October 30, 2014

Scheme & Syllabus of BHM Programmes

The Academic Council of the University in its 8ᵗʰ Meeting held on May 31, 2014 approved the revised Scheme & Syllabus of Hotel Management Programmes as under:
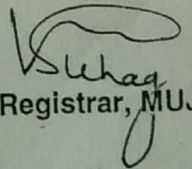
1) Scheme and Syllabi of BHM 2012-16 Batch

   a. Elimination of Course CG 1501 of 03 Credits & CG 1601of 03 Credits from VI Semester and VII Semester.
   b. Shifting of Open Elective of 3 Credits from VII Semester to VI Semester
   c. Elimination of Open Elective of 3 Credits from VIII Semester
   d. Inclusion of Bakery & Confectionery Lab (HM 1633) of 2 Credits in VI Semester
   e. Inclusion of Industrial Exposure (HM 1731)of 4 Credits in VII Semester
   f. Change of 1 credit course of Advanced Food Production Practical (HM 1631) of VI Semester to 2 Credit.
   g. Increase of Credit in Industrial Training Project Report (HM 1581) of V Semester by 2 Credit to balance the total credit to 200.

2) Revised Scheme & Syllabus of BHMCT 4 years program with BHM 3years Exit policy program.

The approved Scheme & Syllabus are enclosed.

This has been implemented from Academic year 2014-15.

Registrar, MUJ

To:
1. Director TSB
2. Professor In charge Academics ⎤ *Without enclosure*
3. In charge CoE
4. Head, Department of HM
5. Assistant Registrar (A)

Copy to: PS to President- for information of President

①

MINUTES OF THE MEETING

School of Hotel Management, Manipal University Jaipur

BOS Meeting Date: 26th May 2014

The Agenda of the meeting was of three parts:

PART A:

Mr. Sanjay Punj suggested that the infrastructure for delivering Practical Classes must be in place before the session begins and should be of very high standards.

Infrastructure like: Basic Training Kitchen, Quantity Training Kitchen, Bakery and Confectionery Lab, Advance Training Kitchen along with Garde Manger Section, F&B Training Restaurant (Basic & Fine Dining along with Bar), Suite rooms with attached bathrooms, Housekeeping Lab with laundry & Linen Room and Front Office with reception lounge and Back office.

Professor Rakesh Mangal further suggested that there should be Student Dining Area separately and the Training Restaurant should be for the faculties only.

Mr. Sanjay Punj further suggested that faculties from the School of Hotel Management should implore The WGSHA- Manipal, IHM-Aurangabad, Moti Mahal Institute of Hotel Management Mangalore and Anand; Gujarat and check the infrastructure of these institution and interact with the concerned authorities to understand how hotel management courses is delivered in these institution. He was of the view that this approach would help in meeting the Long Term Goal and the Hotel Management department to improve the quality of program there by attracting more number of students.

PART B:

The proposed amendments for the Course Structure of BHM of 2012-16 were discussed in details as below:

1. **Elimination of Current Affairs and General Studies (CG 1501, CG 1601) from 6th and 7th Semester.**

   - This course has already been eliminated from 2013-17 BHM batch curriculums and the subject is removed at University Level.

2. **Shifting Open Elective from 7th Semester to 6th Semester.**
   - At MUJ Open Elective is offered only in 4th and 6th Semester, this change is to match the curriculum as per university standard.

3. **Eliminating Open Elective from 8th Semester.**
   - Matching as per university standard.

4. **Adding Bakery & Confectionery Lab (HM 1633) in 6th Semester.**
   - Bakery and Confectionery is an important dimension of the Food Production Curriculum & the skills has to be taught exclusively to the students. The syllabus of it is attached.

5. **Adding Industrial Exposure (HM1731) in 7th Semester.**
   - This would help to send the students to the Industry for short durations to gain added knowledge and skills.

6. **Advanced Food Production Practical (HM 1631) of 6th Semester Credit has been increased to 02 credits.**
   - This course LTPC is 0 0 4 2, i.e. 4 contact practical hour per week.

7. **Increasing the credits in Industrial Training & Project Report (HM 1581).**
   - Industrial Training of 22 weeks credit has been increase from 24 to 26. This is done to balance the total course structure credit of 200 credits.

Course Structure of the Hotel Management program was discussed and the member; Mr. Sanjay Punj, Prof. R. Mangal, The Chairperson and other members gave their valuable suggestions on that. All the members were in a view that the:

a) The amendment of the Course Structure of BHM batch 2012-16 needs to be revised and it will match with the University standards.

b) All the proposed amendments which are mentioned above should be implemented.

PART C: Proposed Introduction of new course structure for BHMCT batch 2014-18.

The member's views on the newly introduced course structure are as below:

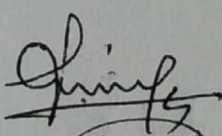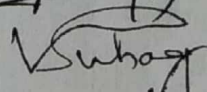a) The new introduced course structures would be beneficial for the school in attracting good number of students.

3

b) Proposed Nomenclature of the 4 years Hotel Management program to be termed as "BACHELOR OF HOTEL MANAGEMENT and CATERING TECHNOLOGY" (BHMCT) as per UGC norms.

c) Instead of the exit policy system the members proposed for the introduction of 3 years Hotel Management program to be termed as "BACHELOR OF HOTEL MANAGEMENT" (BHM) as per UGC norms in website.

d) The expert members recommended that there should be entry age limit criteria and which should be fixed to **below 22 years** but not less **than 17 years** as on 1st July of the admission year.

e) Expert members had recommended the comparative analysis of the course curriculum of other institutes like WAGSHA & IHM Aurangabad, to design the course curriculum of BHMCT. On analysis of the same, certain amendments are mentioned underneath.

f) The members recommended that the General English should be replaced with **Business Communication (BB 1104).**

g) The members recommended that the nomenclature of the Program Elective which is offered in 7th & 8th semester should be termed as **Program Elective: Specialization**

h) The members recommended the introduction of **Business Ethics and Corporate Social Responsibilities (HA1702)** in 7th semester.

i) **Hotel Information System (HA1207)** to be included in the second semester curriculum instead of Advanced Computer Application.

j) French course in the 8th Semester to be termed as **Conversational French.**

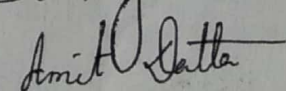**Signature of the members:**

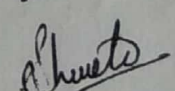Mr. Sanjay Punj   :   *Approval via mail is attached*

Prof. R. Mangal   :   *"*

Dr. Raghuvir Singh   :

Dr. Vandana Suhag   :

Mr. Amit Datta   :

Ms. Shweta Upamanyu   :

MANIPAL UNIVERSITY JAIPUR

SCHOOL OF HOTEL MANAGEMENT

Agenda for Board of Studies, 26ᵗʰ May 2014

The agenda for BOS, 2014 for School of Hotel Management are:

1. Revision of scheme and syllabus of BHM (batch 2012-16)

1.1 Elimination of Current Affairs and General Studies (CG 1501, CG 1601) from 6ᵗʰ and 7ᵗʰ Semester.

1.2 Shifting Open Elective from 7ᵗʰ Semester to 6ᵗʰ Semester.

1.3 Eliminating Open Elective from 8ᵗʰ Semester.

1.4 Adding Bakery & Confectionery Lab (HM 1633) in 6ᵗʰ Semester.

1.5 Adding Industrial Exposure (HM1731) in 7ᵗʰ Semester.

1.6 Advanced Food Production Practical (HM 1631) of 6ᵗʰ Semester Credit has been increased to 02 credits.

1.7 Increasing the credits in Industrial Training & Project Report (HM 1581).

2. Proposal of Exit Policy after third year of BHM course with B.Sc. in Hotel Management degree.

CONSTITUTION OF BOS MEMBERS:

External Members:

- Mr. Sanjay Punj   :   General Manager; Fortune Select Metropolitan, Jaipur
- Prof. R. Mangal   :   HOD, Food Production; IIHM Jaipur

Ex. Offico Member:

- Dr. Vandana Suhag   :   Registrar; Manipal University Jaipur

Internal Members:

- Prof. (Dr.) Raghuvir Singh   :   Director; TSB & Chairperson
- Mr. Amit Datta   :   HOD; School of Hotel Management
- Ms. Shweta Upamanyu   :   Assistant Professor; School of Hotel Management
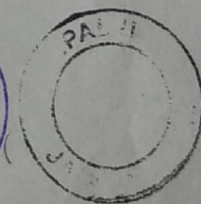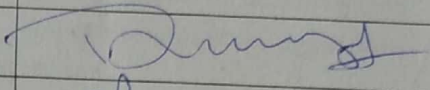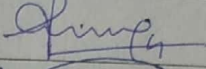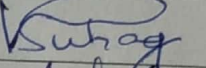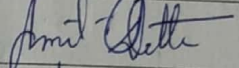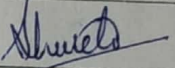
SCHOOL OF HOTEL MANAGEMENT : MANIPAL UNIVERSITY JAIPUR

ATTENDANCE SHEET OF 3rd BOS MEETING

ON 26 MAY 2014

Ser	Name	Designation	Signature
1.	Mr Sanjay Punj	GM, Hotel Fortune Jaipur	
2.	Mr R Mangal	HOD Food Production IIHM, Jaipur	
3.	Prof (Dr) Raghuvir Singh	Director TSB, Chairperson	
4.	Dr Vandana Suhag	Registrar, Ex Offico	
5.	Mr Amit Datta	HOD, SHM	
6.	Ms Shweta Upamanyu	Asst Professor	

NOTING SHEET   File No : MUJ/TSB/6037/2014

Sheet   : One of One

CONSTITUTION OF BOS MEMBERS

1.   The Department of Hotel Management is in the process of updating and revising syllabus for 2014-15 of BHM Programme. To get the valuable suggestions and inputs from the experts BOS needs to be re-constituted.

2.   The proposed names of the experts for BOS are given below :-

External Members

Prof RK Kapil, Former HOD Accommodation Dept of IIHM Jaipur

Prof R Mangal, HOD Food Production IIHM, Jaipur

Prof AK Srivastav, Former Principal IHM, Pusa New Delhi

Prof DK Mathur, HOD Food & Beverage Service IHM, Jaipur

Ex-Offico Member

Dr Vandana Suhag, Registrar

Internal Members

Prof (Dr) Raghuvir Singh	- Chairman – BOS, MUJ
Mr Amit Datta	- Member
Ms Shweta Upamanyu	- Member

3.   Put up for your kind approval please.

Amit Datta

Amit Datta

HOD HM

21 May 2014

one external member be nominated
for your kind approval Please

Director *[signature]*

President Pl. disum *[signature]* 21/5/14

Director (Mgmt.) As discussed mr. Sanjay phns, GM
Fortune as member of BOS is suggested
One member from the above list be made as
invited member. kindly approve
...al . allowed . Prof R. Mangal *[signature]*

2014-15 , Pg 8

|	
From:	Sanjay Punj - General Manager <sanjay.punj@fortunehotels.in>
Sent:	Thursday, May 29, 2014 1:19 PM
To:	Amit Datta [MU - Jaipur]
Cc:	Dr. Raghuvir Singh [MU - Jaipur]
Subject:	RE: Modified Minutes of the meeting

Amit, this looks fine, Mr Mangal also had given lots of valuable inputs, viz use of Management word etc
Idea of minutes is to capture all discussed and then to close the same as per point relevance.

I still recommend very strongly to do our home work first in order to be successful

Warm Regards,

Sanjay Punj |General Manager | Fortune Select Metropolitan
Near Nehru Sahkar Bhawan, C-Scheme,
Bais Godam Circle, Jaipur - 302 001
Phone / Fax   :+91 – 141 – 3099000 / 3099099
Mobile   :+91-99280 42858

Visit us @ www.fortunehotels.in
m.fortunehotels.in (mobile site)
Follow us on Facebook and Twitter
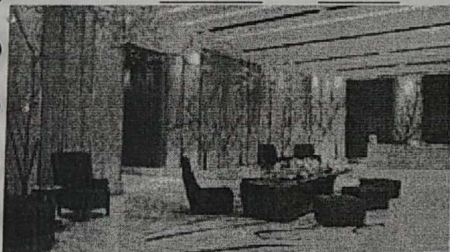
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For more details visit us at http://www.fortunehotels.in or call Toll Free 1-800-102-2333.*

From: Amit Datta [MU - Jaipur] [mailto:amit.datta@jaipur.manipal.edu]
Sent: 29 May 2014 11:30
To: sanjay.punj@fortunehotels.in

1

/O=MANIPAL/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS

From:	Rakesh Mangal <rm.rakeshmangal@gmail.com>
Sent:	Friday, May 30, 2014 10:42 AM
To:	Amit Datta [MU - Jaipur]
Cc:	Dr. Raghuvir Singh [MU - Jaipur]
Subject:	Re: Minutes of the Meeting

Dear Mr. Amit

I Would like to add couple of points as :

A Students Dining Area should be designated separately. Training Restaurant should be for staff only.

The entry age limit had been decided as 22 years on 1st July of the admission year.

Rest of the minutes are perfect and I hereby convey my approval of the same.

Regards

Rakesh Mangal

9828141015
rm.rakeshmangal@gmail.com

The minutes include

Rakesh Mangal

919828141015

On Thu, May 29, 2014 at 5:12 PM, Amit Datta [MU - Jaipur] <amit.datta@jaipur.manipal.edu> wrote:

Respected Sir,

It was a pleasure having you as an expert member for the BOS. Your valuable suggestions have shown us direction to move forward in preparing the course curriculums.

Please find attached the minutes of the meeting and revert us back with your approval, so that we can prepare the final draft for The Academic Council Meeting.

1

MANIPAL
UNIVERSITY
JAIPUR

MINUTES
11th ACADEMIC COUNCIL MEETING
15 & 20 July, 2015

11AC (D-2-2) Revised Course Structure and Syllabi of Second Year B Tech Chemical Engineering Programme

The revised Course Structure and Syllabi of Second Year B Tech Chemical Engineering Programme was approved by the Council.

11AC (D-2-3) Introduction of New Course and Revision of Scheme and Syllabi of B Tech, Mechanical Engineering Programme

Already approved as a part of B Tech first year curriculum in agenda item 11 AC (D-2-1).

2015

2015

11AC (D-3) FACULTY OF MANAGEMENT

11AC (D-3-1) Restructuring of MBA Curriculum from 2015-16

The Council approved the revised structure of MBA curriculum and suggested that nomenclature of 'TQM & Six Sigma' in fifth trimester be changed to 'Lean Six Sigma'. It was further suggested that credits allotted for dissertation in the sixth trimester be reduced by two and the same be adjusted in the dissertation of fifth trimester.

11AC (D-3-2) BHM 3 year's Programme from 2015 -16

The proposal was withdrawn.

11AC (D-3-3) Proposal to Change the Nomenclature of the Hotel Management Programme from BHMCT to BHM for Batch 2014-18 (Retrospective)

The proposal was dropped by the Council.

11AC (D-3-4) Proposal to Reduce the Credit of BHM Batch 2014-18 and BHM Batch 2013-17 from 200 to 190

The proposal was dropped by the Council.

MANIPAL
UNIVERSITY
JAIPUR

MINUTES
11th ACADEMIC COUNCIL MEETING
15 & 20 July, 2015

11AC (D-3-5) Revised Scheme & Syllabi BHM Batch 2014-18 and BHM Batch 2013-17

The proposal were not considered by the Council in view of the decisions on agenda items 11AC (D-3-3) and 11AC (D-3-4).

11AC (D-3-6) Revised Scheme and Syllabi of BHM Batch 2014-18 to be Offered to BHM Batch 2015-19

The revised scheme and syllabi of BHM batch 2014-18 to be offered to BHM batch 2015-19 were approved by the Council

11AC (D-3-7) Revision of Scheme and Syllabi of BBA Programme

The revised scheme and syllabi of BBA Programme were approved by the Council.

11AC (D-3-8) Revision of Syllabi of B.Com Programme:

The revised syllabi of B Com Programme were approved by the Council.

1AC (D-3-9) Introduction of New Programmes:

In principle approval for introduction of two new programmers, namely B Com (Hons.) and MFC (Master of Finance & Control) was accorded by the Council. The programmes will commence from academic session 2016-17.

The Council further suggested the matter be placed before the Board of Management, in its next meeting.

11AC (D-4) FACULTY OF DESIGN

11AC (D-4-1) Revised Structure and Syllabi of B. Arch:

Revised structure and syllabi of B Arch programme were approved by the Council. It will be implemented from 2015-16. The Council suggested that a course on GIS and Remote Sensing be included.

11AC (D-5) FACULTY OF ARTS & LAW

MANIPAL
UNIVERSITY
JAIPUR

11AC (C-18) Discontinuation of Undersubscribed programmes:

From previous years' experience it is seen that many of the M Tech programmes, advertised earlier, did not attract quality students. Also, lack of GATE scholarship adds to the poor quality intake. Consequently, their performance and placements have not been good. It was therefore recommended that some of the programmes may not be offered for the next two years. Accordingly, the following M Tech programmes were approved for discontinuation for a period of two years with effect from the academic year 2015-16:

a. Artificial Intelligence and Robotics
b. Computer Networks and Information Security
c. Industrial Mathematics
d. Micro Electronics
e. Power Electronics and Systems
f. Computer Aided Analysis & Design

The Council ratified the same.

11AC (D-1) UNIVERSITY AGENDA

11AC (D-1) Increased Intake in BHM / BBA Programmes:

The increased intake of BHM and BBA programmes was approved by the Council as under:

BHM -   from 30 to 50 ✓

BBA -   From 120 to 180

This will be effective from Academic Session 2015-16.

11AC (D-2) Supernumerary Quota Seat for the Students of J &K:

In compliance with the new guidelines of the Ministry of Human Resource Development (MHRD), 02 supernumerary quota seats were approved by the council for the students of J &K seeking admission. Director Admission was requested to initiate the process of publication of advertisement in J & K region separately.

BOARD OF STUDIES

(School of Hotel Management)

Constituted on: 23rd May 2015

Name	Designation	Address	Chairperson/Members	Remarks if any date of appointment	TENURE
Prof. Parvadha Vardhini Gopalakrishnan	Principal,	WGSHA, Manipal University, Manipal	External Member	23 May 2015	1 Yr.
Mr. Sanjay Punj	General Manager	Fortune Select Metropolitan, Jaipur	External Member	21 May 2014	2 Yrs
Dr. Vandana Suhag	Registrar	Manipal University Jaipur	Ex. Officio Member		
Dr. Sorab Sadri	Director, SHM	Manipal University Jaipur	Chairperson	23 May 2015	
Prof. Manoj Srivastava	Professor	SHM, MUJ	Member	23 May 2015	
Mr. Amit Datta	Associate Professor	SHM, MUJ	Member	21 May 2014	
Ms. Shweta Upamanyu	Assistant Professor	SHM, MUJ	Member	May 2012	

NOTE SHEET

Subject: CONSTITUTION OF BoS MEMBERS

1. The School of Hotel Management is in the process of updating and revising syllabus for 2015-16 of BHM programme. To get the valuable suggestions and inputs from the experts, BoS needs to be re-constituted.

2. The proposed name of the experts are given below:-

External Member:

- Prof. Parvadhavardani Gopalakrishnan (Principal, WGSHA)

Ex. Offico Member:

- Dr. Vandana Suhag (Registrar, MUJ)

Internal Members:

- Prof. (Dr.) Sorab Sadri (Director SBC & SHM) (Chairman – BoS)

- Prof. Manoj Srivastava (Professor, SHM)

- Mr. Amit Datta (HoD, SHM)

- Ms. Shweta Upamanyu (Assistant Professor, SHM)

3. Put up for your kind approval please.

Amit Datta 19/5/2015.
Amit Datta
(HoD, School of Hotel Management)

Director, SBC & SHM: S. Sadri

Recd on 21/6/15

President, MUJ: Pl. dis in ... 21/5/15
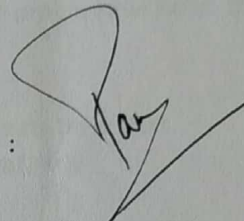
SCHOOL OF HOTEL MANAGEMENT, MANIPAL UNIVERSITY JAIPUR

ATTENDENCE SHEET OF BoS MEETING

On 23rd May 2015
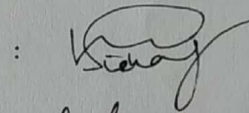
External Member:

- Prof. Parvadha Vardhini Gopalakrishnan (Principal, WGSHA)   :

- Mr. Sanjay Punj (GM, Fortune Select Metropolitan, Jaipur)   :   ABSENT
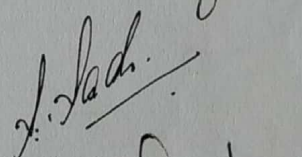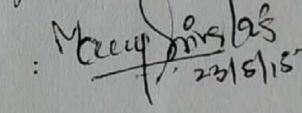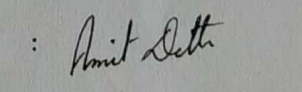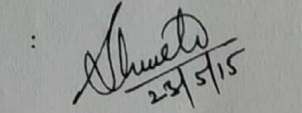
Ex. Offico Member:

- Dr. Vandana Suhag (Registrar, MUJ)   :
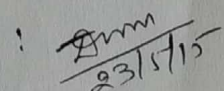
Internal Members:

- Dr. Sorab Sadri (Director SBC & SHM) CHAIRMAN – BoS

- Prof. Manoj Srivastava (Professor, SHM)   :   23/5/15

- Mr. Amit Datta (HoD, SHM)   :

- Ms. Shweta Upamanyu (Assistant Professor, SHM)   :   23/5/15

INVITED MEMBERS

- Dr. TEENA SHIVNANI   :   23/5/15

MANIPAL UNIVERSITY JAIPUR

SCHOOL OF HOTEL MANAGEMENT

Agenda for Board of Studies, 23rd May 2015

The agenda for BOS, 2015 for School of Hotel Management are:

1. Proposed to change of Nomenclature of the hotel management program from BHMCT to BHM for Batch 2014-18.
2. Proposed revision of scheme and syllabus of BHM (batch 2014-18).
3. Revised scheme and syllabus of BHM (batch 2014-18), will be proposed to BHM (batch 2015-19).
4. Proposed not to start the BHM 3 years course from 2015.
5. Increase batch intake from 30 to 60 seats in 2015 and to 90 seats thereafter.
6. Discuss possibilities of academic tie-up with MIS and with WAGSHA
7. Other Agenda

MINUTES OF THE MEETING

Date: 23rd May 2015

Members Attended:

- Prof. Parvardhavardhini Gopalakrishnan (External Member)
- Prof. Sorab Sadri (Director SBC & SHM, Chairman BoS)
- Prof. Manoj Srivastava
- Mr. Amit Datta (HoD, SHM)
- Ms. Shweta Upamanyu
- Prof. Teena Shivnani

Member Absent:

- Mr. Sanjay Punj (External Member and GM, Fortune Metropolitan Jaipur)
- ~~Dr. Vaibhav Sahay (Registrar, SHM)~~

Agenda 1: Proposed to change the Nomenclature of the hotel management program from BHMCT to BHM (Bachelors of Hotel Management) for batch 2014-18.

Agenda 4: Proposed not to introduce the BHM 3 year program from 2015.

➢ All the BoS members recommended the Agenda 1 & 4 in accordance to the new UGC norms, published in "The Gazette of India" 5th of July 2014, Part III, Section 4, Page no.: 2989.

➢ That all hotel management program to be of 4 year duration and since SHM should be out of AICTE purview.

Agenda 2: a) Proposed revision of scheme and syllabus of BHM batch 2014-18.

➢ The BoS members recommended to reduce the program credit from 200 to 190 and to offer the courses of Program Elective as compulsory courses.

➢ Members also recommended changes in Course nomenclature and syllabus.

➢ The revision of changes as suggested by the BoS members are mentioned semester wise:

Semester 1:

COURSE CODE	COURSE NAME	CREDIT	CHANGES	Reason
BB1104	Business Communication	3 0 2 4	3 1 0 4	Proposed change of credit structure and internal content.

Semester 2:

COURSE CODE	COURSE NAME	CREDIT	CHANGES	Reason
HA 1202	Food & Beverage Service II	3 0 0 3	Add module 6: Cheese	Proposing change in Internal Content
HA 1205	Corporate Grooming & Etiquettes	3 0 0 3		Proposing change in Internal Content

Semester 3:

COURSE CODE	COURSE NAME	CREDIT	CHANGES	Reason
HA 1302	Alcoholic Beverage - I	3 0 0 3	Remove the Module 3: Aperitifs	Proposing change in Internal Content
HA 1306	Business Law	2 0 0 2	• HOSPITALITY LAW • From content remove Factory Act	Proposed change of nomenclature and internal content ✓

Semester 4:

COURSE CODE	COURSE NAME	CREDIT	CHANGES	Reason
HA 1402	Alcoholic Beverage - II	3 0 0 3	Add Module: Aperitifs	Proposing change in Internal Content

Semester 5: NO CHANGE

Semester 6:

COURSE CODE	COURSE NAME	CREDIT	CHANGES	Reason
HA 1605	Financial Management	2 0 0 2	Remove module 4, 5 & 7	Proposing change in internal content
HA 1634	Personality Development & Interview Skills	0 0 2 1	PROFESSIONAL DEVELOPMENT	Proposed change of nomenclature and internal content ✓

Semester 7:

COURSE CODE	COURSE NAME	CREDIT	CHANGES	Reason
HA1701	Foundation of French	3 0 0 3	2 0 0 2	Proposed reduction of credits
HA1702	Business Ethics & CSR	2 0 0 2	• Ethics, Governance & CSR • 3 0 0 3	Proposed change of nomenclature and increase in credit ✓
HA1703	Facility Management, Planning & Designing	2 1 0 3	• Facilities Management • 3 1 0 4	Proposed Change of nomenclature and increase in credit ✓
HA1704	Entrepreneurship Management	2 1 0 3	No Change	NA

HA1705	Hospitality Economics	3 0 0 3	• Micro Economics • 3 1 0 4	Proposed Change of nomenclature and increase in credit ✔
HA1706	Environmental Education & Management	3 0 0 3	No Change (Proposed to Change the nomenclature to Environmental Management, since there is a same course running at MUJ, the proposal cannot be implemented	Proposed to shift in 8th semester ✔
HA1780	Vocational Training Report – II	- - - 4		Proposed not to be offered
HA175*	Program Elective - I	2 0 4 4		Proposed not to be offered
HA1731	Restaurant & Banqueting Management	0 2 4 4	Addition of subject	Proposed to be implemented ✔

Semester 8:

COURSE CODE	COURSE NAME	CREDIT	CHANGES	Reason
HA1801	Conversational French	3 0 0 3		Proposed not to be offered
HA1802	Customer Relationship Management	3 1 0 4		Proposed not to be offered
HA1803	Strategic Management in Service Sector	2 1 0 3	No Change	
HA1804	Methods & Techniques of Research Methodology	3 0 0 3	• Methods & Techniques of Research • 2 0 0 2	Proposed change of nomenclature and credits ✔
HA1881	Research Project	0 0 0 8	0 0 0 4	Credits to be reduced
HA185*	Program Elective – II	2 0 4 4		Proposed not to be offered
	Environmental Education & Management		3 0 0 3	Proposed to be offered in 8th sem from 7th sem ✔
HA1831	Event Management		0 2 4 4	Proposed to be introduced ✔
	Rooms Division Management		3 1 0 4	Proposed to be implemented ✔

Agenda 2: b) Proposed revision of scheme and syllabus of BHM batch 2013 -17.

➢ The BoS members recommended to reduce the program credit from 200 to 190 and to offer the courses of Program Elective as compulsory courses. The following changes in 7th & 8th semester of 2013-17 batch is mentioned below:-

7th Semester

COURSE CODE	COURSE NAME	CREDIT	CHANGES	Reason
HM1701	Facility Management, Planning & Designing	4 1 2 6	3 1 0 4	Proposed to reduce the credit
HM1702	Organizational Behavior	4 1 0 5	3 1 0 4	Proposed to reduce the credit
HM1703	Hospitality Marketing	4 1 0 5	3 1 0 4	Proposed to reduce the credit
HM1704	Customer Relationship Management-I	3 1 0 4		Proposed not to be offered
HM175*	Program Elective- I	4 0 4 6		Proposed not to be offered
	Ethics, Governance & CSR		3 0 0 3	Proposed to be implemented ✔
HM1731	Restaurant & Banqueting Management		0 2 4 4	Proposed to be introduced ✔
HM1732	Personality Development		0 0 2 1	Proposed to be introduced ✔

8th Semester

COURSE CODE	COURSE NAME	CREDIT	CHANGES	Reason
HM1801	Field Project	3 0 6 6	• Methods & Techniques of Research • 2 0 0 2	Proposed change of nomenclature and credits ✔
HM1802	Entrepreneurship Management	3 1 0 4	3 0 0 3	Proposed to reduce the credit
HM1803	Hospitality Human Resource Management	3 1 0 4	3 0 0 3	Proposed to reduce the credit
HM1804	Customer Relationship Management-II	3 1 0 4		Proposed not to be offered
HM185*	Program Elective - II	4 0 4 6		Proposed not to be offered
	Rooms Division Management		3 1 0 4	Proposed to be introduced ✔
HM1831	Event Management		0 2 4 4	Proposed to be introduced ✔
HM1881	Research Report		- - - 4	Proposed to be introduced, to separate practical from theory.

Agenda 3: Revised scheme and syllabus of BHM (batch 2014-18), proposed to be implemented to BHM (batch 2015-19)

- ➤ The BoS members recommended that the revised scheme & structure of BHM batch 2014-18 to be offered to BHM 2015 batch.
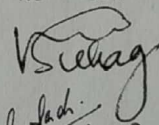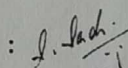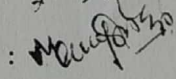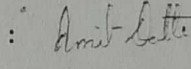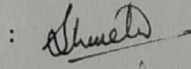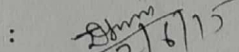
Agenda 5: Increase batch intake from 30 to 50 seats in 2015 and to 90 seats thereafter.

- ➤ As proposed by the Chairman BoS, the members recommended the increase of seat limit.

Other discussion topic:

- ➤ **SHM tie up with MIS:** All the members agreed that the tie up of SHM with MIS would be beneficial for the BHM students and for the department. The tie up would equip the department in providing better training opportunities to the students.
- ➤ **Academic tie up with WGSHA:** All the of MUJ representatives members agreed that the WGSHA is pioneered in hospitality education in India, tie up with WGSHA would be highly beneficial to SHM, MUJ. Prof. Parvadhavardhini Gopalakrishnan, Principal WGSHA whole heartedly agreed to extend the support towards faculty exchange, sharing academic resources & skill development trainings of faculty members of MUJ.
- ➤ Front Office Lab to be shifted from 201A 1 to 201A 3.

Signature of the BoS Members:

- Prof. Parvadhavardhini Gopalakrishnan (Principal, WGSHA) : Approval mail attached.

- Mr. Sanjay Punj (GM, Fortune Select Metropolitan, Jaipur) : Not Present

- Dr. Vandana Suhag (Registrar, MUJ) : *Suhag*

- Dr. Sorab Sadri (Director SBC & SHM) CHAIRMAN – BoS : *S. Sadri*

- Prof. Manoj Srivastava (Professor, SHM) : *[signature]*

- Mr. Amit Datta (HoD, SHM) : *Amit Datta*

- Ms. Shweta Upamanyu (Assistant Professor, SHM) : *Shweta*

- Dr. Teena Shivnani (HoD, SBC : Invited Member) : *[signature] 12/6/15*

BHM (Bachelor of Hotel Management) Course Structure

Semester: 1

Course Code	Course Title	L	T	P	C	Theory	Practical	CWS	PRS	MTE	PRE	ETE
	First Semester					**Exam Duration**		**Relative Weightage (%)**				
HA1101	Fundamentals of Food Production - I	3	0	0	3	3		10		40		50
HA1102	Food & Beverage Service - I	3	0	0	3	3		10		40		50
HA1103	Housekeeping Operations - I	3	0	0	3	3		10		40		50
HA1104	Front Office Operations - I	3	0	0	3	3		10		40		50
HA1105	Nutrition & Food Science	3	0	0	3	3		10		40		50
BB1104	Business Communication	3	1	0	4	3		10		40		50
HA1131	Food Production Lab - I	0	0	4	2		4		50		50	
HA1132	Food & Beverage Service Lab - I	0	0	2	1		2		50		50	
HA1133	Housekeeping Operations Lab - I	0	0	2	1		2		50		50	
HA1134	Front Office Operations Lab - I	0	0	2	1		2		50		50	
CS1132	Fundamentals of Computers Lab	0	0	2	1		2		50		50	
	TOTAL	18	1	12	25							

Semester: 2

Course Code	Course Title	L	T	P	C	Theory	Practical	CWS	PRS	MTE	PRE	ETE
	Second Semester					**Exam Duration**		**Relative Weightage (%)**				
HA1201	Fundamentals of Food Production - II	3	0	0	3	3		10		40		50
HA1202	Food & Beverage Service - II	3	0	0	3	3		10		40		50
HA1203	Housekeeping Operations - II	3	0	0	3	3		10		40		50
HA1204	Front Office Operations - II	3	0	0	3	3		10		40		50
HA1205	Corporate Grooming & Etiquette	3	0	0	3	3		10		40		50
HA1206	Hospitality Engineering	2	1	0	3	3		10		40		50
HA1207	Hotel Information System	2	0	0	2	3		10		40		50

HA1231	Food Production Lab - II	0	0	4	2		4		50		50	
HA1232	Food & Beverage Service Lab - II	0	0	2	1		2		50		50	
HA1233	Housekeeping Operations Lab- II	0	0	2	1		2		50		50	
HA1234	Front Office Operations Lab - II	0	0	2	1		2		50		50	
	TOTAL	**19**	**1**	**10**	**25**							

Semester 3

Third Semester						Exam Duration		Relative Weightage (%)				
Course Code	Course Title	L	T	P	C	Theory	Practical	CWS	PRS	MTE	PRE	ETE
HA1301	Food Production and Patisserie - I	3	0	0	3	3		10		40		50
HA1302	Alcoholic Beverages - I	3	0	0	3	3		10		40		50
HA1303	Linen & Laundry Management	2	0	0	2	3		10		40		50
HA1304	Front Office Management	2	0	0	2	3		10		40		50
HA1305	Hotel Accountancy	2	0	0	2	3		10		40		50
HA1306	Hospitality Law	2	0	0	2	3		10		40		50
HA1331	Ethnic Indian Cuisine Lab	0	0	4	2		4		50		50	
HA1332	Food and Beverage Service Lab - III	0	0	2	1		2		50		50	
HA1333	Linen & Laundry Management Lab	0	0	2	1		2		50		50	
HA1334	Front Office Management Lab	0	0	2	1		2		50		50	
HA1335	Bakery & Confectionery Lab – I	0	0	4	2		2		50		50	
HA1380	*Vocational Training Report – I*	-	-	-	4		2				100*	
	TOTAL	**14**	**0**	**14**	**25**							

* Presentation

Semester 4

Fourth Semester						Exam Duration		Relative Weightage (%)				
Course Code	Course Title	L	T	P	C	Theory	Practical	CWS	PRS	MTE	PRE	ETE
HA1401	Global Cuisine & Patisserie	2	0	0	2	3		10		40		50
HA1402	Alcoholic Beverages - II	3	0	0	3	3		10		40		50

Signature – Head of the Department

HA1403	Accommodation Management - I	2	0	0	2	3		10		40		50
HA1404	Hospitality Human Resource Management	3	0	0	3	3		10		40		50
HA1405	Hospitality Marketing	3	0	0	3	3		10		40		50
******	Open Elective - I	3	0	0	3	3		10		40		50
HA1431	International Cuisine Lab	0	0	4	2		4		50		50	
HA1432	Advanced Food and Beverage Service Lab	0	0	2	1		2		50		50	
HA1433	Bakery & Confectionery Lab - II	0	0	4	2		4		50		50	
HA1481	*Field Trip Project Report - I*	-	-	-	4		2				100*	
	TOTAL	16	0	10	25							

* Presentation

Semester 5

	Fifth Semester					Exam Duration		Relative Weightage (%)				
Course Code	Course Title	L	T	P	C	Theory	Practical	CWS	PRS	MTE	PRE	ETE
HA1581	Hotel Internship Project Report	—	—	-	15						300*	
HA1582	Hotel Internship Presentation	-	-	-	10						200*	
	TOTAL	—	—	-	25							

* Presentation

Semester 6

	Sixth Semester					Exam Duration		Relative Weightage (%)				
Course Code	Course Title	L	T	P	C	Theory	Practical	CWS	PRS	MTE	PRE	ETE
HA1601	Food & Beverage Management	2	1	0	3	3		10		40		50
HA1602	Accommodation Management - II	2	0	0	2	3		10		40		50

Signature – Head of the Department

		L	T	P	C	Theory	Practical	CWS	PRS	MTE	PRE	ETE
HA1603	Travel & Tourism Management	3	0	0	3	3		10		40		50
HA1604	Hospitality Organizational Behavior	2	0	0	2	3		10		40		50
HA1605	Financial Management	2	0	0	2	3		10		40		50
******	*Open Elective - II*	3	0	0	3	3		10		40		50
HA1631	Advanced Food Production Lab	0	0	4	2		4		50		50	
HA1632	Restaurant Service & Mixology Lab	0	0	2	1		2		50		50	
HA1633	Patisserie Lab	0	0	4	2		4		50		50	
HA1634	Professional Development	0	0	2	1		2		50		50	
HA1681	*Field Trip Project Report - II*	-	-	-	4		2				100*	
	TOTAL	**14**	**1**	**12**	**25**							

* Presentation

Semester 7

						Exam Duration		Relative Weightage (%)				
	Seventh Semester											
Course Code	**Course Title**	**L**	**T**	**P**	**C**	**Theory**	**Practical**	**CWS**	**PRS**	**MTE**	**PRE**	**ETE**
HA1701	Foundation of French	3	0	0	3	3		10		40		50
HA1702	Ethics, Governance, CSR	3	0	0	3	3		10		40		50
HA1703	Facilities Management	3	1	0	4	3		10		40		50
HA1704	Entrepreneurship Management	2	1	0	3	3		10		40		50
HA1705	Hospitality Economics	3	1	0	4	3		10		40		50
HA175*	Program Elective - I	2	0	2	3	3		10		40		50
	TOTAL	**16**	**3**	**2**	**20**							

PROGRAM ELECTIVE - I

Signature – Head of the Department

Course Code	Course Name
HA1751	Food & Beverage – I
HA1752	Room Division - I

Semester: 8

Course Code	Eight Semester Course Name	L	T	P	C	Exam Duration (Hrs) Theory	Practical	Relative Weightage (%) CWS	PRS	MTE	PRE	ETE
HA1801	Conversational French	3	0	0	3	3		10		40		50
HA1802	Environmental Education & Management	3	1	0	4	3		10		40		50
HA1803	Strategic Management in Service Sector	2	1	0	3	3		10		40		50
HA1804	Methods & Techniques of Research	3	0	0	3	3		10		40		50
HA1881	*Research report*	-	-	-	4		2				100*	
HA185*	Program Elective - II	2	0	2	3	3			50		50	
	Total	**13**	**2**	**2**	**20**							

PROGRAM ELECTIVE -II	
HA1851	Food & Beverage – II
HA1852	Room Division - II

* Customer Relationship Management & Vocational Training Report – II courses were removed from 2014-15 BHM structure to reduce the credit from 200 to 190.

Signature – Head of the Department