

# MINUTES OF THE MEETING

1<sup>st</sup> BOS2019  
SOHMCT, K.R  
MANGALAM  
UNIVERSITY

1<sup>st</sup> Meeting of Board of Studies (BOS) was held on 31<sup>st</sup> July 2019 at 02:00 pm in Conference Room, A Block, 4<sup>th</sup> Floor, K. R. Mangalam University, Gurugram. The following members were present in the Meeting:

**Prof. M. P. Verma**

**Dean SOHMCT & Chairperson**

**Ms. Neha Goel**

**Assistant Professor and Internal Member**

**Mr. G. S. Khera**

**Assistant Professor and Member Internal**

**Dr. Kanupriya Pathak**

**Assistant Professor and Member Internal**

**Prof. Mamta Bhatnagar**

**External Academic Expert**

1<sup>st</sup> BOS started with the Chairperson welcoming the members with a brief presentation about the school and the program. Thereafter agenda items were taken ahead for further discussion.

## **Agenda 1.01 – To approve the Mission and Vision of SOHMCT.**

The board was presented with the Mission and Vision of SOHMCT, the board approved the same (as per Annexure I).

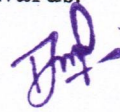
## **Agenda 1.02 – To approve the Scheme of Studies of the Bachelor of Hotel Management and Catering Technology from academic year 2019 onwards under SOHMCT.**

The board was presented with the Scheme of Studies of the BHMCT program to be followed for academic year 2019-20 onwards, the board approved the same (as per Annexure II).

## **Agenda 1.03- To approve the syllabus of BHMCT Batch 2019-2023.**

The board was presented with the detailed syllabus of BHMCT program (as per Annexure III A), along with syllabi of other Universities (as per Annexure III B). Board was also presented with academic and Industry experts' feedback on the detailed syllabus (as per Annexure III C). The board appreciated and finalized the proposed syllabus of the Bachelor of Hotel Management and Catering Technology (BHMCT) for session 2019-20 (as per Annexure III A).

## **Agenda 1.04- To approve the syllabus of VAC 104 “ETIQUETTE FOR PROFESSIONALS “ to be offered pan university by SOHMCT from academic year 2019 onwards.**

  
Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)



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The board was presented with the syllabus of Value-Added Course VAC 104 "ETIQUETTE FOR PROFESSIONALS" to be offered pan university by SOHMCT from academic year 2019 onwards. The board approved the same (as per Annexure IV).

### **Agenda 1.05 – To approve the list of Internal and External Paper Setters/ Moderators and Evaluators.**

The list of External and internal paper setters, moderators, and evaluators was shared with the Board. The list was reviewed and approved for the next two academic years (2019-20, 2020-21) (as per Annexure V).

The meeting ended with a vote of thanks to the Chair.



**Prof. M. P. Verma**

**Dean SOHMCT & Chairperson**

DEAN  
School of Hotel Management &  
Catering Technology (SOHMCT)  
K.R. Mangalam University  
Sohna road, Gurugram Haryana 122103



Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)



2<sup>nd</sup> Meeting of Board of Studies (BOS) was held on 22<sup>nd</sup> May 2020 at 01:00 pm virtually through Zoom App, K. R. Mangalam University, Gurugram. The following members were present in the Meeting:

**Prof. M. P. Verma**

**Dean SOHMCT & Chairperson**

**Ms. Neha Goel**

**Assistant Professor and Internal Member**

**Mr. G. S. Khera**

**Assistant Professor and Member Internal**

**Dr. Kanupriya Pathak**

**Assistant Professor and Member Internal**

**Prof. Mamta Bhatnagar**

**External Academic Expert**

2<sup>nd</sup> BOS started with the Chairperson welcoming the members with a brief presentation about the school and the program. Thereafter agenda items were taken ahead for further discussion.

**Agenda 2.01 – To confirm the minutes of the meeting of the 1<sup>st</sup> Board of Studies held on 31<sup>st</sup> July 2019**

The minutes of the 1<sup>st</sup> BOS Meeting were circulated to all the members of the BOS and no comments were received. Members considered and approved the minutes (as per Annexure-I) of the agenda item.

**Agenda 2.02 - To report the action taken on the 1<sup>st</sup> BOS meeting held on 31st July 2019**

The action taken on the minutes of the 1<sup>st</sup> BOS meeting dated 31<sup>st</sup> July 2019 were considered and approved (as per Annexure-II).

**Agenda 2.03 – To consider and approve the addition of 2 courses, Environment Studies, and Disaster Management in Semester 1st and Semester 2nd of the BHMCT program 2020-21 onwards respectively.**

The board was presented with the proposal for the addition of two courses Environment Studies and Disaster Management in Semester 1st and Semester 2nd of the BHMCT program 2020-21 onwards which are already being offered in the pan-university programs. The board approved the revised program structure (as per Annexure III). These are both mandatory courses.

**Agenda 2.04- To consider and approve the one-time swapping of Semester 3<sup>rd</sup> with Semester 4<sup>th</sup> of BHMCT batch 2019-2023, for the academic session 2020-2021 due to CoViD-19 pandemic situation.**

As the effects of COVID-19 spread across the entire world, the primary focus for governments and businesses is the safety of their people. During this time the hotel industry was not accepting the students for the internship as they are still not fully operational and working in a very limited set up with COVID Guidelines. The board considered the situation and approved the one-time swapping of the semesters (as per Annexure IV).

The meeting ended with a vote of thanks to the Chair.

**Prof. M. P. Verma, Dean SOHMCT & Chairperson**





**K.R. MANGALAM UNIVERSITY**  
EDUCATION FOR LIFE  
(Recognized by UGC and a member of AIU)

Dated: 17 June 2021

Minutes of the 3<sup>rd</sup> Meeting of Board of Studies (BOS) was held on 17<sup>th</sup> June 2021 at 1100 hrs virtually through Zoom App, K. R. Mangalam University, Gurugram and following were the participants of the meeting:

<b>Prof. M. P. Verma</b>	<b>Dean SOHMCT &amp; Chairperson</b>
<b>Mr. G. S. Khera (Assistant Professor)</b>	<b>Member Internal</b>
<b>Mr. Vivek Sharma (Assistant Professor)</b>	<b>Member Internal</b>
<b>Prof. Bharat Bhushan Sharma</b>	<b>Member External Academic Expert</b>
<b>(Dr.) Mahesh C. Uniyal (Associate Professor)</b>	<b>Member External Academic Expert</b>

3<sup>rd</sup> BOS started with the Chairperson welcoming the members with a brief presentation about the school and the program. Thereafter agenda items were taken ahead for further discussion.

**Agenda 3.01-To confirm and approve the minutes of meeting of 2<sup>nd</sup> Board of Studies meeting held on 22nd May, 2020.**

The minutes of 2<sup>nd</sup> BOS Meeting were circulated to all the members of the BOS and no comments were received. Members considered and approved the minutes as per Annexure-I of the agenda item.

**Agenda 3.02 - To report the action taken on 2<sup>nd</sup> BOS meeting held on 22<sup>nd</sup> May, 2020.**

The action taken on the minutes of 2<sup>nd</sup> BOS meeting dated 22<sup>nd</sup> May 2020 were considered and approved (as per Annexure-II).

**Agenda 3.03- To consider and approve the incorporation of Outcome Based Education inclusive of Pos, PEOs, PSOs and COs in the BHMCT program.**

The Outcome Based Education approach was incorporated to the curriculum inclusive of course-wise POs, PEOs, PSOs and COs in the BHMCT program. It was mapped as per UGC



guidelines and Outcome Based Education (OBE) (as per Annexure III). The Board deliberated and approved the same.

**Agenda 3.04- To consider and approve the one-time swapping of semester 4th with Semester 5th of BHMCT batch 2019-2023, for the academic session 2021-2022 due to CoViD-19 pandemic situation.**

As the effects of COVID-19 spread across the entire world, the primary focus for governments and businesses is the safety of their people. During this time the hotel industry was not accepting the students for the internship as they are still not fully operational and working in a very limited set up with COVID Guidelines. The board considered the situation and approved the one-time swapping of the semesters (as per Annexure IV).

**Agenda 3.05- To consider and approve the Value-Added Course (VAC) VAC 104 Etiquettes for Professionals to be offered by SOHMCT to pan university during academic year 2021-22.**

The board was presented with the proposal to offer a Value-Added Course (VAC) VAC 104 Etiquettes for Professionals to be taught by SOHMCT to pan university during academic year 2020-21, the board approved the addition of the course.

**Agenda 3.06- To report the action taken on feedback obtained from stakeholders viz: Students, Industry Experts and Academic Experts.**

The board was presented with the feedback obtained from the students of SOHMCT, Industry and Academic Experts, the suggestions provided were incorporated in the action plan for next academic year.

**The meeting ended with a vote of thanks to the Chair.**



**Prof. M. P. Verma**

**Dean SOHMCT & Chairperson**

**DEAN**

School of Hotel Management &  
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Sohna road, Gurugram Haryana 122103



**Registrar**  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)



4<sup>th</sup> Meeting of Board of Studies (BOS) was held on 22<sup>nd</sup> July, 2022 in Block C, training lab at 1400 hrs.

The following members were present in the Meeting:

<b>Ms. Jyoti Sehrawat</b>	<b>School Co-Ordinator &amp; Chairperson</b>
<b>Mr. Kanchan Aich (Assistant Professor)</b>	<b>Member Internal</b>
<b>Mr. Amit Kumar (Assistant Professor)</b>	<b>Member Internal</b>
<b>Ms. Sapna Panwar</b>	<b>Member External Academic Expert</b>
<b>Ms. Sonia Luthra</b>	<b>Member External Academic Expert</b>

At the outset, the Chairperson, Board of Studies extended a warm welcome to all the members present in the 4<sup>th</sup> meeting of BOS and thanked them for attending the meeting. Thereafter agenda items were taken ahead for further discussion.

**Agenda 4.01 – To approve the minutes of the meeting of the 3<sup>rd</sup> Board of Studies held on 17<sup>th</sup> June 2021.**

The minutes of the 3<sup>rd</sup> BOS Meeting were circulated to all the members of the BOS and no comments were received. Members considered and approved the minutes as per **Annexure-I** of the agenda item.

**Agenda 4.02 - To report the action taken on the 3<sup>rd</sup> BOS meeting held on 17<sup>th</sup> June 2021.**

The action taken on the decisions made of the BOS meeting dated 17<sup>th</sup> June 2021 were considered and approved as per **Annexure-II**.

**Agenda 4.03– To consider and approve the revision of the BHMCT program structure with respect to: advance French HMCT 212A Hotel French-III, and HMCT 313A Hotel French-IV from academic year 2022-23 onwards.**





Board was presented with feedback from faculty, academic and industry experts on the relevance of content covered in the syllabus of HMCT 212A Hotel French-III, and HMCT 313A Hotel French-IV. After due deliberation, the board agreed that students have already covered the related Hospitality French terms in the said courses in 1<sup>st</sup> Year (Semester 1 and Semester 2). Hence, the Board agreed to the revision in the program structure with respect to the removal of the said advanced French courses from the batch starting from 2022 onwards (as per **Annexure III**). The reallocation of credits has not affected the total credits of the program structure as students have been offered with Open Elective worth 2 credits.

**Agenda 4.04 – To consider and approve the re-creditization from 3 to 2 of the courses based on the content and feedback from concerned faculty, academic and industry experts :HMCT113 Business Communication, HMCT 102A Food Production Patisserie II , HMCT 202A Food Production Patisserie III and to consider and approve removal of HMCT 460A Hotel Project Report of 1 credit from academic year 2022-23 onwards.**

The Board was presented with feedback from Faculty, academic, and industry experts as well as based on the program structure from other Hospitality institutions viz a viz, IHM Pusa, MGM University Aurangabad, Himachal Pradesh State Technical University for rationalizing the credits from 3 to 2 for the above-mentioned courses based on the relevance and content. The above-suggested changes will not affect the PO and CO of the courses (as per **Annexure III**). Students of BHMCT do get 20 credits for their specialized internship for final semester, for which they produce a certificate of completion. To facilitate placements and joining in the hotel, it was recommended to remove Hotel Project Report of 01 credit.

After discussion and deliberation, the board approved the above agenda item. The total credits will be 184.

**Agenda 4.05-To approve the inclusion of two Value Added courses in semesters 2nd and 6th, one Open Elective course in semester 1st from Pan University pool to SOHMCT students, and MOOC course in the 5<sup>th</sup> semester from the academic year 2022-23 onwards.**



The Board approved the inclusion of non-credit qualifying Value-Added Courses in semesters 2<sup>nd</sup> and 6<sup>th</sup> and an Open Elective Course worth two credits in semester 1<sup>st</sup> from Pan University Pool to the SOHMCT students. The board also approved the inclusion of MOOC worth 2 credits in the 5<sup>th</sup> semester of the BHMCT program structure (as per **Annexure IV**).

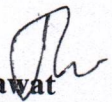
**Agenda 4.06-To approve the curricula of two Value Added courses titled Basics of Cooking (Odd Semester) and Etiquettes for Professionals (Even Semester), and two Open Elective Courses titled Basics of Customer Behavior (Odd Semester) and Introduction to Hospitality Skills (Even Semester) to be offered from SOHMCT for the students' pan university from the academic year 2022-23 onwards.**

The Board was presented with the academic and expert feedback and curricula of two non-credit qualifying Value-Added Courses worth 30 hours of study each from SOHMCT, titled Basics of Cooking (Odd Semester) and Etiquettes for Professionals (Even Semester), and two Open Elective Courses worth 2 credits each from SOHMCT titled Basics of Customer Behavior (Odd Semester) and Introduction to Hospitality Skills (Even Semester) (as per **Annexure IV**). The board approved the inclusion of all the above courses.

**Agenda 4.07-To approve the list of Internal and External Paper Setters/ Moderators and Evaluators**

The list of External and internal paper setters, moderators, and evaluators was shared with the Board. The list was reviewed and approved(as per **Annexure V**).


**The meeting ended with a vote of thanks to the chair.**

  
Ms. Jyoti Sehrawat

School Co-ordinator & Chairperson BOS SOHMCT

DEAN

School of Hotel Management &  
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