

GALGOTIAS UNIVERSITY  
GREATER NOIDA

Post Pre Bos Summary and Minutes of the meeting held in the office of VC on Friday 12<sup>th</sup> June 2015 at 10AM\*

In this meeting the following Honorable members were present.

- |                           |                         |
|---------------------------|-------------------------|
| 1. Dr. Renu Luthra        | Pro-Vice Chancellor     |
| 2. Dr. Siba Ram Khara     | Dean Academics          |
| 3. Prof. Onkar Nath Mehra | Dean –SOH               |
| 4. Prof. Vikas Singh      | Associate Professor-SOH |

The members were welcomed by Prof Mehra and made comfortable and were made aware of the curriculum changes which had been proposed for the session.

The following discussion and decision were taken in the meeting as directed by the Chair.

- Existing Business communication and proposed communicative English lab ,to be replaced with PDP /Soft Skills/English Communication -4 course to be developed by Lifelong learning for 4 semesters ie. Sem 1,2 ,4 and 5 . Course name and code to be given by School of Life Long Learning.
- The word accommodation to be replaced by the word Housekeeping in all semesters
- Lab (Practicals)for three courses for the courses Front ,office food and beverage service and Housekeeping are reduced from 2 credits to 1 credits i.e 2 house per week per course for the different semesters where they are being taught.
- All the semester the students should be encouraged to give presentation in English. The evaluation for Quizzes and other of 20 marks in each semester, for each course should presentation based, where the students is presenting a relevant given topic and explaining the same in English to improve communication.
- The training report in 3<sup>rd</sup> /4<sup>th</sup> sem to be reduced from 7x4=28 credits to 5x4=20 credits.
- The sem 6 report is increased from 18 credits to 20 credits.
- Reconstruct a simple syllabus for EVS, designed for SOH . To be developed by SOH .
- To review contents BHM 224, (proposed by Prof. Himanshu and Dean SOH and approved by VC) and make it more elaborate.
- Now as semester 6 is only a project report housekeeping theory and practical as well as Research Methodology have been moved to sem 5 . All the other Courses are merged with same titled course in semester 5. This ensures complete and balance learning outcome for all the courses.
- SOH propose a new course as Elective –FME – First Aid in Handling Medical Emergencies(Lab) of 2 Credit(2 hrs / week),Content to be developed by School of Nursing
- The panel appreciated the innovative and industry related courses under development for Session starting in 2016.
- The panel appreciated the good effort made by SOH team.
- All the proposals of SOH were approved including the change in Technical contents of some of the topic.



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**SEM – 1**

S.No	Course code	Course Name	L	T	P	C	Proposal	Remarks
1	?	Communicative English-I, Lab			2	2	New Course proposed – required for HM placement- Already there in Forensic Science, Law and other courses	OK but the course to be replaced by PDP/Soft Skills /Eng Communication –course name ,content ,code to be developed by school of Lifelong learning
2	BHM 114	Foundation Course in Accommodation Operation-I	2	1		3	Only the word Accommodation to be replaced by Housekeeping in Complete programme, the content remains the same	OK
3	BHM 144	Foundation Course in Accommodation Operation-I(Lab)			2	1	The word Accommodation to be replaced with Housekeeping, the content remains the same.	OK
4	BHM 143	Foundation course in Front office –I(Lab)			4	2	The Credit is to be reduced from 2 to 1	OK
5	BHM 142	Foundation course in F&B Service –I(Lab)			4	2	The Credit is to be reduced from 2 to 1	OK
6	BHM 146	Field work project			8	8	1.The Hours /week to be reduced to 2 and credit 1 2. To be shifted to 2 <sup>nd</sup> Sem.	OK
7	BHM115	Environment Studies			3	2	Needs to be discontinued from the syllabi./The present content do not match with the Hotel Industry requirements	Reconstruct a simple syllabus for EVS, designed for SOH . To be developed by SOH .
8	BHM 111	Foundation Course in Food Production-I	2	1		3	Poultry (chicken) and Fish to be added in the “Module 10, White Meat cookery	OK

**SEM 2**

S.No	Course code	Course Name	L	T	P	C	Proposal	Remarks
1	?	Communicative English -II			2	2	New Course proposed –required for HM placement- Already there in Forensic Science, Law and other courses	OK but the course to be replaced by PDP/Soft Skills /Eng Communication – course name ,content ,code to be developed by school of Lifelong learning



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Prepared on 12<sup>th</sup> June 2015\*

2	BHM 124	Foundation Course in Accommodation Operation-II	2	1	3	1. Only the word Accommodation to be replaced by Housekeeping in Complete programme, the content remains the same	OK
3	BHM 154	Foundation Course in Accommodation Operation-II(Lab)			4 2	1. The word Accommodation to be replaced with Housekeeping, the content remains the same. 2. The credit to be reduced from 4 to 2	OK
4	BHM 153	Foundation course in Front office -II(Lab)			4 2	The Credit is to be reduced from 2 to 1	OK
5	BHM 152	Foundation course in F&B Service -II(Lab)			4 2	The Credit is to be reduced from 2 to 1	OK
6	LLL 101	Universal Human Values & Ethics	2	1	3	Is not reflected in the Programme, but is being taught. Needs to be reflected in 2 <sup>nd</sup> sem	OK
7	BHM 121	Foundation Course in Food Production -II	2	1	3	a. Module 2, Commodities > Types of flour to be read as "Types of wheat flours". b. "Types of other flours, in brief" - to be added in the chapter of commodities c. "Role of Eggs in bakery" - to be added as a sub heading in chapter of simple breads in Module 5. d. Raising Agents in Module 2 - to be changed to leavening agents e. Module 4, Meat cookery - "Fish" to be removed and added to the "Module 10, White Meat cookery" of BHM 111.	OK
8	BHM 125	Nutrition & Food Science	2		2	1. Module 7 will be merged in Module 5 (Evaluation of Food) and will contain the following - a. Objectives b. Sensory assessment of food quality c. Methods of analysis of food d. Defining flavour e. Description of food flavours- tea, coffee, wine, meat, fish, spices	OK

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									2. Module 6 is removed as the similar content is covered in BHM 121.	
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### SEM – 3

S.N	Course code	Course Name	L	T	P	C	Proposal	Remarks
1	BHM 248/258	Accommodation Training Report				7	Only the word Accommodation to be replaced by Housekeeping in Complete programme, the content remains the same	Credit to be reduced to 5

### SEM 4

S.N	Course code	Course Name	L	T	P	C	Proposal	Remarks
1	BHM 213/223	Accommodation Operation	3			3	Only the word Accommodation to be replaced by Housekeeping in Complete program, the content remains the same	OK
2	BHM 244/254	Accommodation Operation(lab)			4	2	1. The word Accommodation to be replaced with Housekeeping, the content remains the same. 2. The credit to be reduced from 4 to 2	OK
3	BHM 243/253	Front Office operations,Lab			4	2	The credit to be reduced from 4 to 2	OK
4	BHM 242/252	F&B Service Operations,Lab			4	2	The credit to be reduced from 4 to 2	OK
5	?	PDP-I(Soft Skills)Lab			2	2	New Course proposed –required for HM placement-Already there Btech .	OK
6.	BHM 224	Accommodation operations	2	1		3	1. Only the word Accommodation to be replaced by Housekeeping in Complete programme, the content remains the same  2. Mr. Himanshu brought the observation of BHM 124 and BHM 224 found to be having the repetition of topics and revised syllabus ( Annexure – 1) for BHM 224 was discussed and finalized. The same has in principal approval of honorable vice chancellor, for the present semester.	1. Ok  2. OK already being followed, however  3. Review the content



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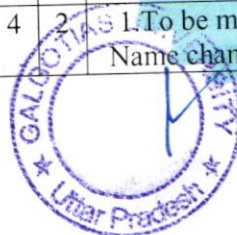
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**SEM - 5**

S.N o	Course code	Course Name	L	T	P	C	Proposal	Remarks
1.	?	PDP-I(Soft Skills)Lab			2	2	New Course proposed –required for HM placement-Already there Btech .	OK
2.	BHM 342	Food & Beverage Management –I(lab)			4	2	The course name to be changed to Food & Beverage Management, with 1 Credits	OK
3.	BHM 343	Front Office office Management – I(Lab)4			4	2	The course name to be changed to Front Office Management , with 1 Credits	OK
	BHM 311	Food production Management-I	2	1		3	The Course name to be changed to Food Production Management ,as the contents of 6 <sup>th</sup> sem are added to 5 <sup>th</sup> sem	OK
	BHM 312	Food & Beverage Management-I	2	1		3	The Course name to be changed to Food & Beverage Management, as the contents of 6 <sup>th</sup> sem are added to 5 <sup>th</sup> sem	OK
	BHM 313	Front Office Management-I	2	1		3	The Course name to be changed to Front Office Management, as the contents of 6 <sup>th</sup> sem are added to 5 <sup>th</sup> sem.	OK

**SEM -6**

S.N o	Course code	Course Name	L	T	P	C	Proposal	Remarks
1	BHM 321	Food Production Management-II	2	1		3	To be merged with 5 <sup>th</sup> sem, with course name Food Production Management	OK
2	BHM 322	Food & Beverage Mangement-II					To be merged with 5 <sup>th</sup> sem, with course name Food & Beverage Management	OK
3	BHM 323	Front Office Management-II					To be merged with 5 <sup>th</sup> sem, with course name Front office Management	OK
4	BHM 324	Accommodation Management-II					1.To be shifted to 5 <sup>th</sup> Sem with Course Code BHM 317, and course name Accommodation Management 2. The Word Accommodation to be changed to Housekeeping	OK
5	BHM 325	Research Methodology					To be Shifted to 5 <sup>th</sup> sem with course code BHM 318	OK
6	BHM 326	Research Project – Dissertation				4	Proposed to be the Final project for 6 <sup>th</sup> sem of 18 credits with course name Project Report	OK ,but it should be of 20 credits
7	BHM 351	Food Production Management-II,Lab			4	2	1.To be merged with 5 <sup>th</sup> sem , with Course Name changed to Food Production Management 2. The credits to be reduced to 2 credits	OK
8	BHM 352	Food & Beverage Management-II,Lab			4	2	1. To be merged with 5 <sup>th</sup> sem , with Course Name changed to Food & Beverage Management 2. The credits to be reduced to 2 credits	OK
9	BHM 353	Front Office Management-II,Lab			4	2	1.To be merged with 5 <sup>th</sup> sem Name changed to Front Office Management	OK



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						2. The credits to be reduced to 2 credits	
10	BHM 354	Accommodation Management-II,Lab		4	2	1.To be shifted with 5 <sup>th</sup> sem , with Course Name changed to Housekeeping Management 2. The credits to be reduced to 2 credits	OK

- The contents of BHM 324,BHM 325 have shifted from sem 6<sup>th</sup> th Sem 5
- The contents of BHM 312,BHM 322,BHM 323 ,BHM 351,BHM 352, BHM 253, BHM 354 is merged with same course in Sem 5
- 4. Summary of Benchmarking of comparison of curriculum & syllabi of Bsc. (HM)programme with that of National Council of Hotel Management

Subsequent to the submissions of observations received from all the concerned faculty of and related to SOH. Discussions were held with concerned faculty in the office of the Dean

After analyzing the findings of the faculty, we are proposing the important and essential differences which need to be discussed in the BOS, which are as follows

S.No	Course code and Course	Remarks	Proposed by	OK /NO/ _____
2.1	BHM 151,Foundation Course in Food Production	Topic of Cold Sweets to be added in Practical	Chef Vikas Singh	OK
2.2.	BHM 125,Nutrition & Food Science	Credits to be reduced from 2 to 1 credits	Prof. Mousumi	No –Not approved
2.3	BHM 112,Foundation Course in F&B Service -I	Topics of Rooms Service to be added	Prof Rajnish	OK
2.4	BHM 152,Foundation Course in F&B Service Lab	Special equipments for service of Oyster,Caviar, Smoked Salmon,Snails,etc to be purchased after these topics are added – incorporated	Prof Rajnish	OK
2.5	BHM 314, Facility Planning -	Topic Pert and CPM to be Added	Prof Vikas	OK
2.6	BHM 315, Human Resource Management	Add topics of Employee Benefits & Welfare schemes , labor laws and regulation related to Hotel Industry	Prof Rajnish	OK
2.7	BHM 325, Research Methodology	Add topics – Test of significance ,Chi square analysis	Prof Rajnish	OK

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Date: 28/05/15

Subsequent to the submissions of observations received from all the concerned faculty of and related to SOH. Discussions were held with concerned faculty in the office of the Dean SOH where the following were present

1. Mr. Onkar Nath Mehra - Professor, Dean
2. Mr. Vikas Singh - Associate Prof., Division Chair
3. Mr. Rajnish Shukla - Asst. Prof., Programme chair
4. Ms. Mousumi Dasgupta - Asst. Prof., Member
5. Mr. Himanshu Sharma - Asst. Prof., Member

The Following points were discussed and decided to be put up for pre BOS.

1. Proposed changes in present syllabus (course content)
2. Summary of Benchmarking of comparison of curriculum & syllabi of Bsc. (HM) programme with that of National Council of Hotel Management .
3. Labs - Upgrade & Functioning in order to fulfill the requirements of syllabus (Equipments & two attendants - Need for Provision of expenses (Rs 10 lakhs approx.)
4. CBCS- Choice Based Credit System—The draft has been earlier submitted on 9<sup>th</sup> April 2015. For Sem 6<sup>th</sup> the students have a choice to accept CBL/PBL (Project Based Learning)

1. Proposed changes in present syllabus (course content) & 2. comparison of curriculum & syllabi of Bsc. (HM) programme with that of National Council of Hotel Management .(Changes proposed)

Points of Meeting 26/2 /15:

- 1.1. Mr. Himanshu brought the observation of BHM 124 and BHM 224 found to be having the repetition of topics and revised syllabus ( **Annexure - 1**) for BHM 224 was discussed and finalized. The same has in principal approval of honorable vice chancellor, for the preseen semester. Same will be proposed to the BOS for final approval.
- 1.2 Mr. Prince Saluja, Accounts faculty's recommendations for text book and additional reference books (**Annexure -2**), was accepted and will be presented to BOS.
- 1.3 Mr. Rajnish Shukla suggested that looking at the heavy credit load in 1<sup>st</sup> sem, BHM 146 (Lab) - Field work project, shall be reduced to 2 credits instead of being 8 credit course. Same shall be allotted as a Lab course to a faculty, monitored throughout the semester and shall be evaluated by a committee at the end of the semester. This was accepted by one and all and <sup>is being up.</sup> will be put forward in BOS.
- 1.4 All members recognized the need for the regular upgrading of Communicative English for the students. It was decided that communicative English as a subject shall be introduced in all semesters throughout the course. Syllabus and curriculum for the same is being developed by School of Humanities and Social sciences and the same will be presented to Dean SOH for review



*Handwritten signature and date: 28/5/15*

*Handwritten signature and date: Himanshu 28/5/15*

*Handwritten signature and date: Onkar Nath Mehra 28/5/15*

*Handwritten signature and date: 28/5/15*

1.5 **BHM 121-** Following changes are discussed and finalized –

- a. Module 2, Commodities > Types of flour to be read as “ Types of wheat flours” .
- b. “Types of other flours, in brief” – to be added in the chapter of commodities
- c. “Role of Eggs in bakery” – to be added as a sub heading in chapter of simple breads in Module 5.
- d. Raising Agents in Module 2 – to be changed to leavening agents
- e. Module 4, Meat cookery > “Fish” to be removed and added to the “Module 10, White Meat cookery” of **BHM 111**.

1.6 **BHM 111** – Poultry (chicken) and Fish to be added in the “Module 10, White Meat cookery

1.7 **BHM 125** – Module 7 will be merged in Module 5 (**Evaluation of Food**) and will contain the following -

- a. Objectives
- b. Sensory assessment of food quality
- c. Methods of analysis of food
- d. Defining flavour
- e. Description of food flavours- tea, coffee, wine, meat, fish, spices

1.8 **BHM 125** – Module 6 is removed as the similar content is covered in BHM 121.

## 2. Summary of Benchmarking of comparison of curriculum & syllabi of Bsc. (HM)programme with that of National Council of Hotel Management

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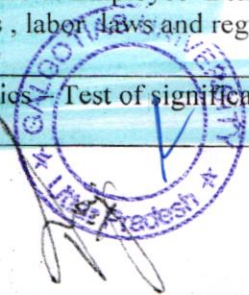
- Mr. Onkar Nath Mehra - Professor, Dean
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Vikas  
24/15

Himanshu  
23/5/15



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attendants – Need for Provision of expenses (Rs 10 lakhs approx.)

- In order to fulfill the basic practical requirements of our syllabus we will have to upgrade our labs.
- Some of the Important Basic equipments required are as follows

### 3.1 Furniture

- |   |   |               |
|---|---|---------------|
| a. Chairs 40 X Rs 5000                                | = | Rs 2,00,000/- |
| b. 4 side Boards X Rs 20000                           | = | Rs 80,000/-   |
| c. 1 Hostess desk X 20000                             | = | Rs 20,000/-   |
| d. 1 bar counter                                      | = | Rs 50,000/-   |
| e. 6 bar stools                                       | = | Rs 30,000/-   |
| f. Partitions for Front office and House keeping labs | = | 1,00,000/-    |

Total = Rs 4,80,000/-(approx 5 lakhs)

### 3.2 Equipments

- |   |   |             |
|---|---|-------------|
| a. Exhaust fan -2 nos (18 inch)   | = | Rs 10,000   |
| b. One deck oven  | = | Rs 1,00,000 |
| c. Proofing Chamber   | = | Rs 50,000   |
| d. Gate valve for water control   | = | Rs 2,000    |
| e. Three taps in dish washing sink                                      | = | Rs 2,000    |
| f. One geyser ,50 litres  | = | Rs 15,000   |
| g. One RO   | = | Rs 20,000   |
| h. One Gas Tandoor  | = | Rs 30,000   |
| i. Portable kitchen,bakery and service equipment and service equipments | = | Rs 30,000   |
| j. Planetary mixer  | = | Rs 20,000   |
| k. Wet grinder  | = | Rs 20,000   |
| l. Marble table top   | = | Rs 30,000   |
| m. Small cabin with AC (for Confectionary-Cake decorations )            | = | Rs 40,000   |
| n. Light equipments   | = | Rs 20,000/- |

Total =Rs 3,59,000/-(approx) This head of expense will increase .

Total estimated expense Rs 10,00,000(ten Lakh only)

Note:

This process of comparing our syllabus with Other leading Universities/ Institutions is an ongoing process , recommendation will be submitted virtually in every BOS for the next two to three years as we are developing a unique Industry friendly and Industry acceptable Bsc. Hotel Management Programme

*Mur*  
*28/5*

*Himanshu*  
*28/5/15*

*Ray*



*Dean*  
School of Hospitality  
Galgotias University, U.P.

## SUMMARY OF CHANGES PROPOSED

### University Core and Programme core are brought under the same subject code scheme - OK

#### SEM - 1

1. Economics of Hospitality and Tourism – BHM 106. Removed from the syllabus - OK
  2. All core subject's nomenclature has been changed – **OK (as per NCHMCT)**
    - Food production and culinary arts - Foundation course in food Production
    - Food and Beverage service Operations – Foundation Course in food and Beverage
    - Accommodation Operations – Foundation course in Accommodation Operations
    - Front office Operations - Foundation Course in Front Office
  3. Communication skills – BHM 108, BHM 208, BHM 308, BHM 507 & BHM 607 (5 credits totally) is combined in first SEM as **Business Communications (02 credit only) - OK**
  4. Fundamentals of Hospitality Accounting (2 credits), is changed to Accountancy (3 credits) in 2<sup>nd</sup> Sem. - OK
  5. Field Work Project - I (8 credits) has been changed to Field work Project – I (**2 credits) - NOT OK**
  6. Field work project – 1, BHM 114, is kept as it is. - OK
  7. Credits of Core subjects is changed from **one to three - OK**
- Core Subjects: Food Production, Food & Beverage Service, Front office, Accommodations Operations**

#### SEM – 2

1. Fundamentals of Hospitality Accounting – I & II (4 credits total), has become a 3 credit course **Accountancy**, in 2<sup>nd</sup> sem only. **OK**
2. Field work Project – II, BHM 214, is changed from **8 credits to 2 credits. -- NOT OK**
3. Field work Project – II, BHM 214, is removed completely in 2<sup>nd</sup> sem. - OK
4. Hotel engineering has been shifted to 3<sup>rd</sup> sem. **OK**
5. Core subjects will follow the new nomenclature **with – II**, added as suffix. (as per NCHMCT) - OK
6. Communication skills in 2<sup>nd</sup> sem, has been removed - **OK**
7. Computer Practical is 2<sup>nd</sup> sem (without theory) has been clubbed in 1<sup>st</sup> sem along with the theory. - **OK**
8. Nutrition & food Science – credits has been increased from 1 to 2. - **OK**
8. Credits of Core subjects is changed from **one to three - OK**
9. French has been removed in this sem. - **OK**

#### SEM – 3 / 4

1. Hotel Engineering from 2<sup>nd</sup> sem, brought to the 3<sup>rd</sup> sem (credit has increased from 1 to 2) - **OK**
2. Food Safety and Quality – 2 credits, introduced as **new subject. - OK**
3. Hotel Accountancy – 3 credits, introduced as a new subject. - **OK**
4. Nomenclature of all core subjects change from **Foundations to Operations. (as per the NCHMCT) - OK**
5. No changes brought in the training plan and pattern - **OK**
6. HRM is shifted to fifth sem. - **OK**
7. Term Paper – BHM 314 (3 credits) has been removed. - **OK**

#### SEM – 5

1. All the Core subjects nomenclature changes to **Management- I, - OK**
2. Credits of all core subjects is increased from 1 to 3 - **OK**
3. Facility Management, Planning and design – I & II (4 credits), has been clubbed and changed to **Facility Planning (3 credits)**, in 5<sup>th</sup> SEM only. - **OK**
4. Human Resource Management (2 credits) has been brought from 3<sup>rd</sup> sem to 5<sup>th</sup> sem. - **OK**
5. New subject – Hospitality Marketing Management (2 credits), is introduced in 5<sup>th</sup> sem. – **OK**
6. Accommodation management (Theory & Pract. – 3+2 credits) is added in the 5<sup>th</sup> sem - **NOT OK**
7. Accommodation management as a subject is not added in the 5<sup>th</sup> sem – **OK**

#### SEM – 6

1. All the core Subject's nomenclature has been given a suffix **Management – II**, and credits increased from 1 to 3. - **Ok**
2. Research Methodology (2 credits), is introduced as a new subject. - **OK**
3. Entrepreneurship Development – BHM 603 (1 credit) is been removed. - **OK**
4. Accommodation management – II (theory and Practical ) remains as It is in the 6<sup>th</sup> sem - **OK**



**Dean**  
**School of Hospitality**  
**Galgotias University, U.P.**

Pre BOS/ BOS – Proposal(2015)

The Last BOS was held on -----5<sup>th</sup> July ---2013. The issues raised in the previous BOS had been then addressed. Various issues now suggested by different faculties have been discussed and some of the have been accepted. All the matters are in serial order and are placed below.

**Galgotias University-School of Hospitality  
Summary of Changes Proposed for Pre BOS**

Date: 28/05/15

Subsequent to the submissions of observations received from all the concerned faculty of and related to SOH. Discussions were held with concerned faculty in the office of the Dean SOH where the following were present

1. Mr. Onkar Nath Mehra - Professor, Dean
2. Mr. Vikas Singh - Associate Prof., Division Chair
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The Following points were discussed and are being put up for pre BOS.

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Vikas Singh  
28/5/15

Himanshu  
28/5/15

Signature



Dean  
School of Hospitality  
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## BOS - Proposal

The Last BOS was held on -----5<sup>th</sup> June-----2013. The issue raised in the previous BOS had been then addressed. Various issues now suggested by different faculties have been discussed and some of the issues have been accepted. All the issues are in serial order with the corresponding documents attached and are placed below.



  
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