

Project:	4 th BOS, Regular
Subject:	Minutes of Meeting 2/6/2017
Attachments:	Detailed Syllabus -1 st semester to 6 th semester
Venue:	Sabarmati, TLSU Campus
Minutes taken by:	Satish Jha, Bharti Sharma
Attendee:	
Mr. Vikrant Pande - Chairperson	
Mr. Ashok Kumar K - Registrar, TLSU	
Dr. Rahul Kanagat - HOD HTM, TLSU	
Chef Satish Jha - Academic Associate, TLSU	
Ms. Bharti Sharma - Academic Associate, TLSU	
Mr. Salil Chatterjee - Academic Expert Ex- Principal, IHM	
Mr. Sanjay Zalate - Nominated – Industry Expert	
Agenda:	
Minutes of 2 nd and 3 rd BOS held on 9 th May, 2016 and 4 th March, 2017.	
Action Taken Report	
Recommendations on revision of Curriculum Content for B.Sc. (HTM) for 1 st , 2 nd and 3 rd semester. This will be for existing 3 rd semester students	
Proposal for Fifth and Sixth semester Syllabus for B.Sc. Hospitality and Tourism Management for approval	
Finalization of Examination scheme for B.Sc. Hospitality and Tourism Management	
Any other Item(s) as approved by the Chairperson	



Points of Discussion and Suggestion	Action Taken
1. Introduction of the members with other members of the BOS by Dr. Rahul Kanagat.	
2. Review/ recap of the minutes of meeting of 2 nd and 3 rd BOS by Dr. Rahul Kanagat	
3. Course code – HT15R101, After reviewing the course the team found that the content of the course should be incorporated in their individual domain which is a better way of explaining students hence same was incorporated and some of the content which is obsolete was removed. (Semester 1 with course code HT15R102, HT15R104, HT15R106, HT15R108 and in semester II Course code HT15R211(Unit III)	Approved by board members and incorporated
4. Hotel Classification Guidelines- Suggestion by Mr. Sanjay Zalate Discussed - Basic concept in Unit 1, Course Code HT15R102, and detailed in Unit 4, Course code HT15R603	Approved by board members and incorporated
5. Govt. Rules & Regulations for Hotel Industry- Suggestion by Mr. Sanjay Zalate	Approved and Incorporated in Unit 2 course code HT154R603
6. Government Tourism Policy – Suggestion by Mr. Sanjay added in unit 5 Course Code HT15R310,	Approved by board members and incorporated as suggested
7. Hotel Planning (Plan to Operation) – Suggestion by Mr. Sanjay Zalate– Throughout the Course From Semester 1 to semester 6,	Approved by board members and incorporated as suggested
8. Licencing & Certification Requirement of Hotel Industry in Unit 7 course code BE14R501	Approved by board members and incorporated as suggested

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<p>Proposed By Mr Salil Chatterjee to add following Larder Practice –</p> <ol style="list-style-type: none"> 1. Deboning of a whole chicken with skin - Deboning is taught in 1st semester 2. Stores Management Purchase cycle is most important, - incorporated in Semester V, unit 2 3. Study material for students – Reading material available on HTM domain for all semester 	<p>Approved by board members and incorporated as suggested</p>
<p>9. All units of HT15R201 has been incorporated in HT15R301, Hospitality Management Practices</p>	<p>Approved by board members and incorporated as suggested</p>
<p>10. Proposed By Mr Sanjay Zalate to add following in 5th Semester.</p> <p>A. Facility Management (HT15R501)</p> <ul style="list-style-type: none"> ● Gas supply to be add in Unit 3. ● Environmental Practices, Sewage & Garbage Management ,STP & Water Harvesting, Mandatory Staff Facilities at Hotel and Estimation of water requirements for hotels in Unit 5 ● Fire Rules & Regulations, Fire Fighting procedure Training & Crisis Management and Latest Fire Equipment & Fire Norms for Hotel Industry in Unit 2 ● AMC & Vendor Management in Unit 4 ● Hotel Equipment in Engineering Department in Unit 1 	<p>Approved by board members and incorporated as suggested</p>



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<p>11. Proposed By Mr. Sanjay Zalate to add following in 5th Semester.</p> <p>A. Accommodation Management HT15R502</p> <ul style="list-style-type: none"> • Latest HK Equipment used in Hotel Industry and Cleaning Chemicals & Method of Cleaning - Already covered in Unit 2 (HT15R108) • Latest Housekeeping Trends in Hospitality sectors (Unit 2) HT15R502 • Market Strategy as per the Location & Other factors, Revenue Maximisation and How to increase Revenue in Off season (Unit 3) • Energy and water conservation in Hotel operations (Unit 4) 	<p>Approved by board members and incorporated as suggested</p>
<p>12. Proposed By Mr Sanjay Zalate to add following in 5th Semester.</p> <p>A. Accommodation Management HT15R503-</p> <ul style="list-style-type: none"> • MOD Duties & Responsibilities Unit 2 (HT15R103) 	<p>Approved by board members and incorporated as suggested</p>
<p>13. Proposed By Mr Sanjay Zalate to add following in 5th Semester.</p> <p>A. Food and Beverage Management HT15R505</p> <ul style="list-style-type: none"> • Food and beverage Out let (P&L)- Unit 4 • Menu Engineering – Already covered in Unit 2 	<p>Approved by board members and incorporated as suggested</p>
<p>14. Proposed By Mr Sanjay Zalate to add following in 5th Semester.</p> <p>A. Food and Beverage Management HT15R506</p> <ul style="list-style-type: none"> • Prepare a Menu local Cuisine • Prepare for facility Management requirement list for 100 covers Restaurant • Plan for Food Festival and Promotion for Speciality Restaurants – Already covered in Semester 3 • Prepare a list of licences & Policies required for F & B Industry 	<p>Approved by board members and incorporated as suggested</p>



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<p>15. Proposed By Mr Sanjay Zalate to add following in 5th Semester.</p> <p>A. Food Production – Advance Kitchen 1 HT15R507</p> <ul style="list-style-type: none"> • Finalization of Approved Vendors, FIFO , Tagging , Labelling & Stacking and Store Policies – Do’s & Don’ts in Unit 1 • Derby in unit 4 	<p>Approved by board members and incorporated as suggested</p>
<p>16. Proposed By Mr Sanjay Zalate to add following in 5th Semester</p> <p>A. Basics of Entrepreneurship Development BE14R501</p> <ul style="list-style-type: none"> • Market Demand v/s. Supply Ratio and Creating Niche Market already covered in Unit 5 • Roll over or Surplus Cost – Unit 7 • Planning – Execution – Evaluation- Unit 7 Practice 	<p>Approved by board members and incorporated as suggested</p>
<p>17. Proposed By Mr Sanjay Zalate to add following in 6th Semester</p> <p>A. Facility Management II HT15R601</p> <ul style="list-style-type: none"> • Green Team of Hotel- Unit 3 • Physically challenged to be change to differently abled – Unit 4 	<p>Approved by board members and incorporated as suggested</p>
<p>18. Proposed By Mr Sanjay Zalate to add following in 6th Semester</p> <p>A. Sales and Marketing HT15R602</p> <ul style="list-style-type: none"> • Yearly Marketing Plan for Hotel & its Importance in Unit 1 • OTA & Their Roll – Functioning In Hospitality Industry in Unit 3 	<p>Approved by board members and incorporated as suggested</p>
<p>19. Proposed By Mr Sanjay Zalate to add following in 6th Semester</p> <p>A. Accommodation Management (Elective) HT15R603</p> <ul style="list-style-type: none"> • GOP – added in Unit 1 • The concept of club and resort incorporated in Unit 2 • Government norms for Room size requirement & Basic fixture facilities to be offered in Guest Room already covered in Unit 4. 1 	<p>Approved by board members and incorporated as suggested</p>



Points of Discussion and Suggestion	Action Taken
<p>20. Proposed By Mr Sanjay Zalate to add following in 6th Semester</p> <p>A. Food and Beverage Service (Elective) HT15R604</p> <ul style="list-style-type: none"> ● Pilferage / Wastage in Unit 3 ● Night Auditing / Shift Change / Date Change already covered in Unit 4 HT15R302 	<p>Approved by board members and incorporated as suggested</p>
<p>21. Proposed By Mr Sanjay Zalate to add following in 6th Semester</p> <p>A. Food Production (Elective) HT17R605</p> <ul style="list-style-type: none"> ● Bulk Cooking already covered in Unit 5 in semester III HT15R306 ● Basic Hygiene & Sanitations in Cooking Area already covers in Unit 3, HT15R106 ● FSSAI Rules & Regulations – already covered in Unit 2, HT15R210 ● Menu Balancing – Five Basic Food Groups added in Unit 1 ● Importance of Yield Management added in Unit 4 	<p>Approved by board members and incorporated as suggested</p>
<p>22. Proposed By Mr Sanjay Zalate to add following in 5th Semester</p> <p>A. Event Management (Elective) HT15R606</p> <ul style="list-style-type: none"> ● Licencing Requirements for the Event Management, Permission by Local body incorporated in Unit 1 ● MICE (Meeting, Incentives, Conferences & Events) Management in Hospitality already covered in Unit 9, HT15R204 	<p>Approved by board members and incorporated as suggested</p>
<p>23. Suggestions by Mr. Ashok Kumar</p> <ul style="list-style-type: none"> ● Topics of each unit to be in Paragraph ● Reference Books to be with numbering ● All practical topics to be numbered (Common Format to be followed) ● Only Reference books to be mentioned 	<p>Approved by board members and incorporated as suggested</p>

