

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
SCHOOL OF TOURISM & HOSPITALITY SERVICES MANAGEMENT

Minutes of the 33rd School Board Meeting held on 29th January, 2024 at 10:00 hrs in virtual mode through Google Meet.

The following members attended the meeting:

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| 1. Prof. Paramita Suklabaidya, Director, SOTHSM, IGNOU | - Chairperson |
| 2. Prof. Sitikantha Mishra, PVC, SOA, Bhubaneswr | - Member |
| 3. Prof. S. K. Gupta, Dean, Garhwal University, Srinagar (Online) | - Member |
| 4. Prof. Luvkush Mishra, Director, ITHM, Ambedkar University | - Member |
| 5. Prof. Amiteshwar Ratra, Professor, STRIDE | - Member |
| 6. Dr. Akshay Kumar, Associate Professor, SOCIS | - Member |
| 7. Dr. Richa Prakash, Assistant Professor, SOCE | - Member |
| 8. Dr. Reeta Gupta, Assistant Professor, SOH, IGNOU | -Member |
| 9. Prof. Harkirat Bains, Professor, SOTHSM, IGNOU | - Member |
| 10. Dr. Sonia Sharma, Associate Professor, SOTHSM, IGNOU | - Member |
| 11. Dr. Arvind Kumar Dubey, Associate Professor, SOTHSM, IGNOU | - Member |
| 12. Dr. Jatashankar R. Tewari, Associate Professor, SOTHSM, IGNOU | - Member |
| 13. Dr. Tangjakhombi Akoijam, Asstt. Professor, SOTHSM, IGNOU | - Member |

Mr. Manoj Mishra, Director, Zenith Leisure Holiday Ltd. & Mr. Kamal Manaktola, Hospitality Consultant, New Delhi could not attend the meeting due to prior commitments.

At the outset, Chairperson and Director, Prof. (Dr) Paramita Suklabaidya welcomed all the members to the 33rd meeting of the School Board. The Meeting commenced and transacted the following business:

Item No. SB: 33.1:

Confirmation of the minutes of Thirty Second School Board meeting held on 18th May, 2023

32nd Minutes of the School Board meeting held on 18th May, 2023 was presented by the Director, Prof. (Dr.) Paramita Suklabaidya. It was proposed by the Director to confirm the minutes placed.

The minutes of the 32nd School Board meeting were confirmed.

Item No. SB: 33.2:

Consideration of Action Taken Report of Thirty Second School Board meeting

The Action Taken Report of the Thirty Second School Board meeting was presented by the Director and discussed with the members.

Action Taken Report of the Thirty Second School Board Meeting placed by the Director was approved by the members.


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Item No. SB: 33.3:

To ratify agenda items approved via circulation on 19.06.23,

- (a) To approve the minutes of 52nd Doctoral Research Committee meeting held on 16th June, 2023 for admission of PhD Candidates.

Director thanked the members for sending approval for the above agenda item that were sent by email for approval via circulation. Director informed the members that of the 15 PhD scholars selected in July 2022 batch, 10 have joined the Research Programme and have completed their course work. Director placed the minutes of the above agenda item before the members for ratification.

The members observed that the above mentioned agenda item was already approved via circulation. Resolution of the above agenda item was ratified.

Item No. SB: 33.4:

To ratify agenda items approved via circulation on 23.11.2023

- (a) To approve names of Resource Person for Expert Committee Meeting of Tourism
- (b) To approve Credit Transfer from BTS/BTSOL Programme to BATS/BATSOL programme
- (c) To approve Paper Setters, Moderators and Evaluators for CTS, CTSOL, DTS, DTSOL, BTS, BTSOL, BATS, BATSOL, BAVTM, BAFSM, BHM, MHA & MTTM programme.
- (d) To approve the name of Unit Writers and Editors of the courses offered in the BA Facility and Services Management (BAFSM) programme
- (e) To approve the name of Question paper setters, Evaluators and Moderators for PhD programme Entrance Test and Term End Examination
- (f) To approve the change in Syllabus Structure of BA in Facility and Services Management (BAFSM)
- (g) Evaluation methodology for new courses offered in the BHM programme from July'22.

Director thanked the members for sending approval for the above agenda item that were sent by email for approval via circulation. Director placed the minutes of the above agenda item before the members for ratification.

The members observed that the above mentioned agenda item was already approved via circulation. Resolution of the above agenda item was ratified.

Item No. SB: 33.5:

To ratify the agenda items approved via circulation on 05.01.2024

- (a) To consider and approve the minutes of 53rd and 54th Doctoral Research Committee Meeting.
- (b) To consider and approve the PhD topic/titles of research scholars of the July 2021 batch.
- (c) Approval of the Programme Proposal Form (PPF), Programme Development Form (PDF) and Programme Project Report (PPR) of the FYUP BA in Facility and Services Management.

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(d) To approve Academic Counselors for programme offered at SOTHSM-TC Bhopal.

Director thanked the members for sending approval for the above agenda item that were sent by email for approval via circulation. Director placed the minutes of the above agenda item before the members for ratification.

The members observed that the above mentioned agenda item was already approved via circulation. Resolution of the above agenda item was ratified.

Item No. SB: 33.6:

To Approve qualifications of academic counselors for all the programmes of the school

Director, Prof. Paramita Suklabaidya apprised the members about the decision of School Council to identify the qualification of academic counselors of each course of each programme offered by the School. She informed the members the need of revisiting the academic qualification of the academic counselors in light of the UGC guidelines as well as availability of academic counselors of the courses across the country. The same is placed before the School Board Members for approval.

School Board members discussed the matter and observed that changing syllabus and new development in the field of tourism and hospitality would require revised qualification for academic counselor. The members approved the qualification of Academic Counselors of each course of each programme as approved in 73rd School Council. The same is given below:

MTTM PROGRAMME

Sl. No.	Course Code	Course Title	Required Qualification for Academic Counselor
1	MTTM-01	Management Functions and Behaviour in Tourism	MTA/MTTM/MBA (Tourism), NET or PhD with 5 years teaching experience in Tourism
2	MTTM-02	Human Resource Planning and Development in Tourism	MTA/MTTM/MBA (Tourism)/MBA (HR) NET or PhD with 5 years teaching experience
3	MTTM-03	Managing Personnel in Tourism	MTA/MTTM / MBA (Tourism) /MBA (HR), NET or PhD with 5 years teaching experience
4	MTTM-04	Information Management System and Tourism	MTA/MTTM/MBA (Tourism) with minimum 5 years teaching experience in Tourism
5	MTTM-05	Accounting and Finance for Tourism Managers	MTA/MTTM/MBA (Tourism)/M.Com/MBA (Finance), NET or PhD with 5 years teaching experience
6	MTTM-06	Marketing for Tourism Managers	MTA /MTTM /MBA (Tourism)/MBA(Sales and Marketing) with minimum NET or PhD with 5 years teaching experience
7	MTTM-07	Managing Sales and Promotion in Tourism	MTA /MTTM / MBA (Tourism)/ MBA (Sales and Marketing), NET or PhD with 5 years teaching experience

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8	MTTM-08	Managing Entrepreneurship and Small Business in Tourism	Masters in Tourism/MBA (Tourism) / MBA, NET or PhD with 5 years teaching experience
9	MTTM-09	Understanding Tourism Markets	MTTM/MBA (Tourism) NET or PhD with 5 years teaching experience
10	MTTM-10	Tourism Impacts	Masters in Tourism/MBA (Tourism), NET or PhD with 5 years teaching experience
11	MTTM-11	Tourism Planning and Development	Masters in Tourism/ MBA (Tourism), NET or PhD with 5 years teaching experience
12	MTTM-12	Tourism Products: Design and Development	MTA /MTTM /MBA (Tourism) NET or PhD with 5 years teaching experience
13	MTTM-13	Tourism Operations	MTA /MTTM /MBA (Tourism), NET or PhD with 5 years teaching experience
14	MTTM-14	Tourism Transport Management (Road Transport)	MTA/MTTM/MBA (Tourism) NET or PhD with 5 years teaching experience
15	MTTM-15/ MTTT115	Meetings, Incentives, Conferences And Expositions/ Mice Management	MTA/MTTM/MBA (Tourism) NET or PhD with 5 years teaching experience
16	MTTM-16	Dissertation	MTA/MTTM/MBA (Tourism) NET or PhD with 5 years teaching experience (All approved IGNOU Academic Counselors can Guide/Supervise the MTTM-16 Dissertation work)

Master of Science (Hospitality Administration) (MHA)

Sl. No.	Course Code	Course Title	Required Qualification for Academic Counselor
1	MHA 4	Information on Management Systems and Hospitality	Masters in Hospitality/ MTA /MTTM / MBA (Tourism)/IT, NET/PhD. with 5 years teaching experience in Tourism/Hospitality/Relevant Subject
2	MHA8	Managing Entrepreneurship: Small and Medium Business Properties	Masters in Hospitality/ MTA /MTTM / MBA (Tourism)/MBA, NET/PhD. with 5 years teaching experience in Tourism/Hospitality/Relevant Subject
3	MHA18	Managerial Economics	Masters in Hospitality/ MTA /MTTM / MBA (Tourism)/MBA/MA Economics, NET/PhD. with 5 years teaching experience in Tourism/Hospitality/Relevant Subject
4	MHA14	Union Management Relations	Masters in Hospitality/ MTA /MTTM / MBA (Tourism), NET/PhD. with 5 years teaching experience in Tourism/Hospitality/Relevant Subject
5	MHA20	Labour Laws	Masters in Hospitality/ MTA /MTTM /

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			MBA (Tourism), NET/PhD. with 5 years teaching experience in Tourism/Hospitality/Relevant Subject
6	MHA1	Management Functions and Behaviour in Hospitality	Masters in Hospitality/Tourism, NET/PhD. with 5 years teaching experience in Tourism/Hospitality/Relevant Subject
7	MHA6	Market Research/ Marketing Research	Masters in Hospitality/ MTA /MTTM / MBA (Tourism)/MBA(Marketing), NET/PhD. with 5 years teaching experience in Tourism/Hospitality/Relevant Subject
8	MHA9	Sales Management	Masters in Hospitality/ MTA /MTTM / MBA (Tourism)/MBA(Marketing), NET/PhD. with 5 years teaching experience in Tourism/Hospitality/Relevant Subject
9	MHA10	Principles of Marketing Management/Management for Managers	Masters in Hospitality/ MTA /MTTM / MBA (Tourism)/MBA(Marketing), NET/PhD. with 5 years teaching experience in Tourism/Hospitality/Relevant Subject
10	MHA19	Sales and Marketing	Masters in Hospitality/ MTA /MTTM / MBA (Tourism)/MBA (Marketing), NET/PhD. with 5 years teaching experience in Tourism/Hospitality/Relevant Subject
11	MHA13	Human Resource Planning	Masters in Hospitality/ MTA /MTTM / MBA (Tourism)/MBA (HR), NET/PhD. with 5 years teaching experience in Tourism/Hospitality/Relevant Subject

B.A. in Vocational Studies Tourism Management (BAVTM)

Sl. No.	Course Code	Course Title	Required Qualification for Academic Counselor
1	BTMC-131	History of Tourism - I	MTA /MTTM /MBA (Tourism) or History with 3 years teaching experience.
2	BTMC-132	Fundamentals of Management	MTA /MTTM /MBA (Tourism)/MBA with 3 years teaching experience.
3	BTMC-133	History of Tourism-II	MTA /MTTM /MBA (Tourism) with 3 years teaching experience in Tourism.
4	BTMC-134	Entrepreneurship & Small Business	MTA /MTTM /MBA (Tourism)/MBA with 3 years teaching experience.
5	BTMC-135	Concept and Impacts of Tourism	MTA /MTTM /MBA (Tourism) with 3 years teaching experience
6	BTMC-136	Tourism Marketing	MTA /MTTM /MBA (Tourism)/MBA with 3

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			years teaching experience in Tourism.
7	BTMC-137	Profile of Modern Tourism	Masters in Tourism with 3 years teaching experience
8	BTMC-138	Managerial Accounting and Finance in Tourism	MTTM/MBA (Tourism)/MBA (finance)/M.A. Commerce with 3 years teaching experience in Tourism.
9	BTME-141	Tourism Undertaking	MTA /MTTM /MBA (Tourism)with 3 years teaching experience
10	BTME-143	Procedure and Operations in The Tourism Business	MTA /MTTM /MBA (Tourism)with 3 years teaching experience
11	BTMP-142	Project	MTA /MTTM /MBA (Tourism)/History /Management /Geography /Environmental Sciences etc with 3 years of teaching experience
12	BTMG-171	Culture in Indian Subcontinent-I	MTA /MTTM /MBA (Tourism)or History with 3 years teaching experience
13	BTME-144	Globalization	MTA /MTTM /MBA (Tourism)/Political Science / Management / Commerce/ Economics with 3 years of teaching experience
14	BTMG-172	Culture in Subcontinent -II	MTA /MTTM /MBA (Tourism)or History with 3 years teaching experience
15	BTMS-185	Airport Handling	MTA /MTTM /MBA (Tourism)/Cargo Handling/IATA qualified with relevant 3 year teaching experience OR Graduate with Industry experience of 5years at supervisor level in relevant area.

B.A in Tourism Studies (BTS/BATS, BTSOL/BATSOL) & (DTS/DTSOL) and (CTS/CTSOL)

Sl. No.	Course Code	Course Title	Required Qualification for Academic Counselor
1	TS-1	Foundation Course in Tourism	MTA /MTTM /MBA (Tourism) with 3 years experience in teaching
2	TS-2	Tourism Development: Products, Operations and Case Studies	MTA /MTTM /MBA (Tourism) with 3 years experience in teaching
3	TS-3	Management in Tourism	MTA /MTTM /MBA (Tourism)with 3 years experience in teaching
4	TS-4	Indian Culture: Perspective for Tourism	MTA /MTTM /MBA (Tourism)/History 3 years teaching experience
5	TS-5	Ecology, Environment and Tourism	MTA /MTTM /MBA (Tourism)/Ecology /Geology /Geography/Environmental Sciences /Botany /Zoology with 3 years

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M.A. Teaching

			teaching experience in relevant subject
6	TS-6	Tourism Marketing	MTA /MTTM /MBA (Tourism)and minimum 3 years teaching experience in a recognized college / University.
7	TS-7	Human Resource Development	MTA /MTTM /MBA (Tourism)/Hospitality/HR with minimum 3 years teaching experience.
8	PTS-4		MTA /MTTM /MBA (Tourism)/M.A in History/M.A in Museums with 3 years teaching experience
9	PTS-5		MTA /MTTM /MBA (Tourism)/ Ecology / Geology / Geography / Environmental Sciences/Botany with 3 years teaching experience
	PTS-6		MTA /MTTM /MBA (Tourism)/Management with teaching experience of 3 years
8	BTMS-185	Airport Handling	MTA /MTTM /MBA (Tourism)/Cargo Handling/IATA qualified with relevant 3 year teaching experience OR Graduate with Industry experience of 5years at supervisor level in relevant area.

Bachelor of Arts (Facility and Services Management)

Sl. No.	Course Code	Course Title	Required Qualification for Academic Counselor
1	BFO-001	Basics of Management	MTA /MTTM /MBA (Tourism)/Management with 3 years of teaching experience
2	BFO-002	Building Services and Maintenance-I	M.E. /M. Tech. (with 3 year teaching experience) or B.E. / B. Tech. with 5 years teaching experience OR Masters in Hospitality with 3 years teaching experience of related subject. OR Graduate with Industry experience of 5years at supervisor level in relevant area.
3	BFO-003	Basics of Facility Management	Masters in Tourism/Hospitality/Event with 3 years of teaching experience OR Graduate with Industry experience of 3years at supervisor level in relevant area.
4	BFO-004	Building Services and Maintenance-II	M.E. /M. Tech. (with 3 year teaching experience) B.E. / B. Tech. with 5 years teaching experience OR Masters in Hospitality with 3 years teaching experience of related subject. OR Graduate with Industry experience of 5years at supervisor level in relevant area.
5	BFO-005	Fire Safety in Facilities	B.E. / Masters with 3 years teaching experience in Fire Safety related Courses OR B.E. / Masters in relevant discipline with 3

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			years teaching experience plus certificate/Diploma/industry experience in Fire Safety field
6	BFO-006	Professional Ethics	Masters in Philosophy, Management, Tourism with 3 years of teaching experience.
7	BFO-007	Safety and Security in Facilities	M.E. /M. Tech. (with 3 year teaching experience) B.E. / B. Tech. with 5 years teaching experience OR Masters in Hospitality with 3 years teaching experience of related subject. OR Graduate with Industry experience of 5 years at supervisor level in relevant area.
	BFO-008	Managing Housekeeping Services	Masters in Hospitality with 3 years of teaching experience. OR Graduate with Industry experience of 5 years at supervisor level in relevant area.
	BFO-009	Human Resource Management	Masters in Hospitality/Tourism/Management with 3 year teaching experience in relevant area.
	BFO-010	Hygiene, Sanitation and Waste Management	Masters in Hospitality/ Tourism/ Management/ Environmental Science with 3 year teaching experience in relevant area.
	BFO-011	Managing Facilities-I (Catering Facilities)	Masters in Hospitality with 3 years of teaching experience. OR Graduate with Industry experience of 5 years at supervisor level in relevant area.
	BFO-012	Basic Accounts and Finance	MTTM/MBA (Tourism)/MBA (finance)/M.A. Commerce with 3 years teaching experience in relevant area.
	BFO-013	Material Management	MBA with 3 years of teaching experience. OR Graduate with Industry experience of 5 years at supervisor level in relevant area.
	BFO-014	Practices and Applications of Facility Management-I	Masters in Tourism /Hospitality /Event with 3 years of teaching experience OR Graduate with Industry experience of 5 years at supervisor level in relevant area.
	BFO-015	Managing Facilities-II(Accommodation Facilities)	Masters in Hospitality with 3 years of teaching experience. OR Graduate with Industry experience of 5 years at supervisor level in relevant area.
	BFO-016	Emergency Preparedness	MBA with 3 years of teaching experience. OR Industry experience of 5 years at supervisor level in relevant area/Risk Management.
	BFO-017	Practices and Applications of Facility Management-II	Masters in Tourism/Hospitality/Event with 3 years of teaching experience OR Graduate with Industry experience of 5 years at supervisor level in relevant area.
	BFO-018	Entrepreneurship in	Masters in Tourism/MBA with 3 years

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		Small and Medium Business	teaching experience.
	BFOP-001	Dissertation	Masters in Tourism/Hospitality/Event with 3 years of teaching experience OR Graduate with Industry experience of 5years at supervisor level in relevant area.

Item No. SB: 33.7:

To approve Question Paper Setters, Moderators and Evaluators for CTS, CTSOL, DTS, DTSOL, BTS, BTSOL, BATS, BATSOL, BAVTM, BAFSM, BHM, MHA & MTTM programme.

Programme Coordinators of CTS, CTSOL, DTS, DTSOL, BTS, BTSOL, BAVTM, BAFSM, BHM, MHA and MTTM placed before the School Board members, A comprehensive list of evaluators (TEE, Project), Question Paper Setters, Moderators and Evaluators for approval.

The proposed list of evaluators (TEE, Projects), Question Paper Setters and moderators for CTS, CTSOL, DTS, DTSOL, BTS, BTSOL, BAVTM, BAFSM, BHM, MHA and MTTM programmes placed before the School Board members were approved.

Item No. SB: 33.8:

To approve the PPF and PRF of BA (Vocational Studies) Tourism Management (BAVTM) programme of the School.

Dr. Sonia Sharma, Programme Coordinator, BAVTM programme informed the members that the School is offering BAVTM programme of 132 credits as per CBCS since July, 2019. She further stated that the School proposes to offer BAVTM as 120 credits UG programme, as per NEP 2020 structure followed by University from January 2024 academic session. She placed PPF form alongwith the revised structure for the approval of School Board members.

Members observed that School has followed the NEP 2020 UG structure as proposed by the University and therefore, approved the PPF of BAVTM for launch in the January 2024 academic session.

Item No. SB: 33.9:

Approval of Programme Proposal Form (PPF), Programme Structure/course structure for 4 year Degree Programme in Tourism Programme.

Dr. Arvind Kumar Dubey, Programme Coordinator, BATS/BATSOL Programme informed that the School is offering BA in Tourism Management (BATS/BATSOL) programme of 120 credits from July 2023 academic session. However, BATS/BATSOL programme on offer are not as per NEP 2020 structure followed by the University. He further stated that the School proposes to offer Bachelor of Tourism and Travel Management –BTTM, Proposed programme code and title as per NEP 2020 structure from July 2024 academic session. This UG Programme will be completely new programme wherein new courses will be developed as approved in an expert committee held on 21st December, 2023. Dr. A. K. Dubey placed the PPF form with proposed new name of

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the programme alongwith the minutes of the expert committee meeting for the approval
School Board Members.

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15. Dr. Rubi
16. Dr. A.
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Members approved the proposed Bachelor of Tourism and Travel Management programme structure as per NEP 2020 and the PPF form for launch in July, 2024 academic session

Item No. SB: 33.10:

To approve the name of Unit Writers and Editors of revised BA in Tourism Management Programme.

Course Coordinators placed before the School Board members the names of Unit writers for new courses to be developed for the new FYUG Programme BA in Tourism Management Programme (BATS) programme for approval.

The School Board approved the list of Unit writers for the new courses to be developed for the new FYUG Programme of the School – BTTM, as given below:

DSC-1 Introduction to Tourism and Travel Management

(Course Coordinator: Dr. Sonia Sharma)

1. Prof. Sunil Kabia, Director, ITHM, Bundelkhand University, Jhansi, UP- 284128
Prof. Prashant Gautam, Professor, UIHTM, Panjab University, Chandigarh
2. Prof. Jitendra Mohan Mishra. Dean, Central Tribal University of Andhra Pradesh
Dr. Bharti Gupta, Assistant Professor, DTTM, Central University of Jammu,
3. Dr. Dileep M.R., Head- Dept. of Travel and Tourism, Pazhassiraja, Calicut University)
4. Dr. Vikash, Asst Prof., Govt. College for Women, Bhodia Khera, Fatehabad, HR - 124103
5. Dr. Suvidha Khanna, SHTM, University of Jammu, Jammu Tawi, J&K - 180006
6. Dr. Bharat B. Sharma, Swinburne University, Victoria, Australia
7. Dr. Shailja Sharma, Assistant Professor, IITTM, NOIDA
8. Dr. Anil Gupta, SHTM, University of Jammu, Jammu Tawi, J&K - 180006
9. Dr. Ranjeet Kumar Raman, Centre University of Jammu, Jammu (J&K)
10. Dr. Mou Roy, Siksha 'O' Anusandhan University, Bhubaneswar
11. Dr. Sonia Sharma, Associate Professor, SOTHSM, IGNOU

DSC-3 Understanding Tourism Marketing

(Course Coordinator : Dr. Tangjakhombi Akoijam)

1. Prof. S.C. Bagri, HNB University, Garhwal
2. Prof. Saurabh Dixit, North Eastern Hill University (NEHU), Shillong
3. Dr. Dilip M R, Director, KITTS, Kerala
4. Dr. Sandeep Walia, Associate Professor, Lovely Professional University, Jalandhar
5. Dr. Dinesh Dhankhar, Asst. Professor, DTHM, Kurukshetra
6. Dr. G.G Saxena, Former Executive Director, ICPB, Delhi
7. Dr. Smritee Raghubalan, Hospitality Consultant, Bengaluru
8. Dr. Priyakrushna Mohanty, Assistant Professor, DBA, Christ University, Bengaluru
9. Dr. Shilpi, Assistant Professor, IHTM, Maharshi Dayanand University, Rohtak
10. Dr. Lakhvinder Singh, Asst Prof., Dr B.R Ambedkar Govt. College, Kaithal, Haryana
11. Dr. Charu Sheela Yadav, Assistant Professor, IITTM, Noida
12. Ankita Saxena, Travel and Content Consultant, New Delhi
13. Dr. Sushma Maligi, Deptt. Of Tourism Studies, Karnatak University

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14. Dr. Sundararaman, Assistant Professor, DTTM, Central University of Dharamshala
15. Dr. Rubita Irengbam, Assistant Professor, CESD, Manipur University
16. Dr. Mamta Bhatnagar, Tourism Trainer, New Delhi
17. Dr. Tangjakhombi Akoijam, Assistant Professor, SOTHSM

DSC-4 Tourism Geography

DSC-8 Sustainable Tourism Development

DSC-10 Human Resource Management

(Course Coordinator :

Prof. Paramita Suklabaidya)

1. Prof. S.C. Bagri, HNB University, Garhwal
2. Prof. Jitendra Mohan Mishra, Dean, Central Tribal University of Andhra Pradesh
3. Prof. Sunil Kabia, ITHM, Bundelkhand University, Jhansi, Uttar Pradesh
4. Prof. Prashant Gautam, Professor, UIHTM, Panjab University, Chandigarh
5. Prof. Ranbir Singh, CUH, Mahendergargh, Haryana
6. Prof. Sarah Hussain, JMI, New Delhi
7. Dr. P. j. Shyju, Dept. of History of Art and Tourism, BHU, Varanasi
8. Dr. Sibi, Pondicherry University, Pondicherry
9. Dr. Sherry Abraham, Pondicherry University, Pondicherry
10. Dr. Anupama Srivastava, Institute of Tourism Studies, Lucknow University, Lucknow
11. Dr. Pawan Gupta, Associate Professor, IITTM, NOIDA
12. Dr. Charu Sheela Yadav, Assistant Professor, IITTM, NOIDA
13. Dr. Rinzing Lama, Assistant Professor, IITTM, NOIDA
14. Dr. Shailja Sharma, Assistant Professor, IITTM, NOIDA
15. Dr. Ankita Debnath, Assistant Professor, IITTM, NOIDA
16. Dr. Aditi Choudhry, Assistant Professor, IITTM, NOIDA
17. Dr. Ranu Chauhan, Assistant Professor, IITTM, NOIDA
18. Dr. Sandeep Walia, Associate Professor, Lovely Professional University, Jalandhar
19. Dr. Joby Thomas, Dean, Tourism Department, Christ University, Bengaluru
20. Dr. Priyakrushna Mohanty, Assistant Professor, DBA, Christ University, Bengaluru
21. Dr. Anil Gupta, Director, Faculty of Business Studies, University of Jammu, Jammu (J&K)
22. Dr. Bharti Gupta, Central University of Jammu, Jammu
23. Dr. Amit Gangotia, Central University of Jammu, Jammu
24. Dr. Amit Singh, Sikkim University, Gangtok
25. Dr. Jigme Wangchuk Bhutia, Sikkim University, Gangtok
26. Dr. Dawa Doma Sherpa, Sikkim Govt. College, Sikkim
27. Dr. Divya, Department of Tourism, Amity University, Mumbai
28. Dr. Sushma Maligi, Deptt. Of Tourism Studies, Karnatak University
29. Dr. Sundararaman, Assistant Professor, DTTM, Central University of Dharamshala
30. Dr. Mou Roy, Siksha 'O' Anusandhan University, Bhubaneswar
31. Dr. Anupama Kotur, Symbiosis, Pune
32. Dr. Monika Agarwal, IMS, Ghaziabad
33. Dr. Syed Ahmad Rizwan, Guest Faculty, ITS, Lucknow university
34. Dr. Parikshit Sharma, Associate Professor, Lake University, Bhopal
35. Dr. Surender Kumar, Govt. College, Hamirpur, Himachal
36. Dr. Nikhil Charak, Ambedkar University, New Delhi

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37. Dr. Neha Tandon, Tourism Consultant, New Delhi
38. Mr. Sanatomba Khetrimayum, Environment Engineer, Imphal
39. Ms. Ankita Saxena, Travel Consultant, New Delhi
40. Mr. Bhavesh Swamy, Climate Change Activist, Gurugram
41. Dr. Chiranjib Kumar, Gambella University, Ethiopia
42. Dr. Vikash, Asst. Prof., Govt. College for Women, Bhodia Khera, Fatehabad, HR – 124103
43. Dr. Deepanshu, Govt. College, Port Blair
44. Dr. Khuman, SOITS, IGNOU
45. Dr. Rachna Aggarwal, SOVET, IGNOU
46. Dr. Kakali Gogoi, SOS, IGNOU
47. Dr. Krishna Kumar, SOS, IGNOU
48. Prof. Paramita Suklabaidya, SOTHSM, IGNOU

DSC-5 Travel Agency and Tour Operation Business

(Course Coordinator : Dr. Tangjakhombi Akoijam)

1. Prof Mohinder Chand, DTHM, Kurukshetra
2. Prof. Saurabh Dixit, North Eastern Hill University (NEHU), Shillong
3. Dr. Dilip M R, Director, Kerala Institute of Tourism and Travel Studies Kerala
4. Dr. Sandeep Walia, Associate Professor, Lovely Professional University, Jalandhar
5. Dr Dinesh Dhankhar, Assistant Professor, DTHM,, Kurukshetra
6. Dr Smritee Raghubalan, Hospitality Consultant, Bengaluru
7. Dr Priyakrushna Mohanty, Assistant Professor, DBA, Christ University, Bengaluru
8. Dr Shilpi, Assistant Professor, IHTM, Maharshi Dayanand University, Rohtak
9. Dr. Lakhvinder Singh, Asst. Prof., Dr B.R Ambedkar Govt. College, Kaithal, Haryana
10. Ankita Saxena, Travel and Content Consultant, New Delhi
11. Dr. Sushma Maligi, Deptt. Of Tourism Studies, Karnatak University
12. Dr. Sundararaman, Assistant Professor, DTTM, Central University of Dharamshala
13. Dr Rubita Irengbam, Assistant Professor, CESD, Manipur University
14. Dr. Mamta Bhatnagar, Tourism Trainer, New Delhi
15. Mr. Yaiphaba Kangjam, Proprietor, ImphalWalks, Imphal
16. Dr. Tangjakhombi Akoijam, Assistant Professor, SOTHSM

MINOR VOC COURSES

VOC 1 - Food Tourism: Cuisine of India } (Course Coordinator :
VOC4 - Hotel and Resort Management } Prof. Jatashankar R Tewari)

1. Dr. Pankaj Mishra, Associate Prof., BPS Mahila Vishwavidyalay, Haryana
2. Dr. Indraneel Bose, Associate Prof., SVSU, Meerut
3. Mr. K. G. Dubey, Principal, IHM, Jodhpur
4. Dr. Neeraj Agrawal, UIHM., Punjab University, Chandigarh.
5. Mr. Manoj Joshi, The Lalit Suri School of Hospitality, Faridabad.
6. Mr. Jyoti Prakash, The Lalit Suri School of Hospitality, Faridabad.
7. Chef. Yamin Siddiqui, Lecturer, IHM, Kolkata.
8. Chef. Santanu Gain, Lecturer, IHM, Kolkata.
9. Ms. Dishari Adhikari, HIHT, Agra
10. Prof. (Dr.) Ashish Dahiya, Director, IHTM, M D University, Rohtak.
11. Dr. Jitender Kumar, Asst. Prof., CUH, Haryana.

Paramita's

12. Dr. Amit Kumar, Asst. Prof., CUH, Haryana
13. Dr. Bhupesh Kumar, Principal, State Institute of Hotel Management, Ranchi.
14. Mr. Pankaj Mishra, HOD, CMET, Lucknow
15. Mr. Vimal Kumar, Principal, The Lalit Suri School of Hospitality, Faridabad.
16. Dr. Tarun Bansal, Senior Lecturer, IHMCT, Aliganj, Lucknow.
17. Mr. Saurabh Tripathi, Asstt. Professor, SOHM, CSJM University, Kanpur
18. Mr. Arvind Chauhan, Asstt. Professor, SOHM, CSJM University, Kanpur
19. Dr. Pooja Gianchandani, Associate Prof., BBD University, Ayodhya Road, Lucknow.
20. Dr. Kavita Gupta, Associate Professor, BBD University, Ayodhya Road, Lucknow.
21. Ms. Aishwarya Arya, Asstt. Professor, SHM, CSJM University, Kanpur
22. Dr. Bhola Chourasia, HOD, Faculty of Commerce and Management, ADTU, Assam.

**Voc 2 - Special Interest Tourism (SIT) } (Course Coordinator :
Voc 3 - Tour Guiding and Escorting } Dr. Paramita Suklabaidya)**

1. Dr. Dilip M R, Director, KITTS, Kerala
2. Dr. Pawan Gupta, Associate Professor, IITTM, NOIDA
3. Dr. Charu Sheela Yadav, Assistant Professor, IITTM, NOIDA
4. Dr. Rinzing Lama, , Assistant Professor, IITTM, NOIDA
5. Dr. Shailja Sharma, Assistant Professor, IITTM, NOIDA
6. Dr. Ankita Debnath, , Assistant Professor, IITTM, NOIDA
7. Dr. Aditi Choudhry, Assistant Professor, IITTM, NOIDA
8. Dr. Ranu Chauhan, Assistant Professor, IITTM, NOIDA
9. Dr. Vikash, Govt. College for Women, Bhodia Khera, Fatehabad
10. Dr. Anupama Kotur, Symbiosis, Pune
11. Dr. Monika Agarwal, IMS, Ghaziabad
12. Dr. Syed Ahmad Rizwan, Guest Faculty, ITS, Lucknow university
13. Dr. Parikshit Sharma, Associate Professor, lake University, Bhopal
14. Dr. Surender Kumar, Govt. College, Hamirpur, Himachal
15. Dr. Nikhil Charak, Ambedkar University, New Delhi
16. Mr. Sanatamba Khtrimayum, Environment Engineer, Imphal
17. Dr. Tangjakhombi Akoijam, SOTHSM, IGNOU
18. Prof. Paramita Suklabaidya, SOTHSM, IGNOU

Item No. SB: 33.11:

To apprise the School Board Members about the status of MTTM

The MTTM programme coordinator, Dr Akoijam apprised the School Board that, Travel and Tourism is one of the domains notified in the AICTE Open and Distance Learning Education and Online Education Guidelines 2021 and that the Honourable Vice Chancellor had directed the School to apply for MTTM programme approval from the AICTE. Dr Akoijam further informed that upon the pursuance of the university with AICTE, the Post Graduate Degree programme nomenclature in Travel and Tourism was included in the AICTE application portal for the year 2024- 25 to 2026-27 and that the university is in the process of filling up the AICTE approval form for the MTTM programme.

Paramita

The members noted the status report of the Master of Tourism and Travel Management (MTTM, Programme

Item No. SB: 33.12:

Any other item with the permission of the Chair

(i) To approve the proposed names of Co-option members to the School Board under Clause (2)(e) of Statute 10 A

Director, Prof. Paramita Suklabaidya informed the members that the term of external members of the School Board will expire on 22nd February, 2024. Director placed before the members the list of Co-option members to the School Board under clause (2) (e) of Statute 10 A.

The School Board members considered and recommended the list of Co-option members. The list given below will be forwarded to Hon'ble VC for nomination and approval.

1. *Prof. Ch. Ibohal Meitei, Professor, Management Studies, MIMS, Manipur University, Indo-Myanmar Road, Canchipur – 795003, Imphal, Manipur*
2. *Prof. Somesh Dhamija, Dean Institute of Legal Studies and Research, GLA University, Mathura – 281406 (UP)*
3. *Prof. Aparna Raj, Professor, Instt. Of Tourism and Hotel Mgmt., Bundelkhand University, Jhansi - 284128*
4. *Prof. Ashish Dahiya, Director, Institute of Hotel & Tourism, M.D.University, Rohtak – 124001.*
5. *Prof. Ranbir Singh, HOD, Department of Tourism and Hotel Management, Central University of Haryana, Mahendergarh – 123031*

(ii) To Approve the Evaluation Methodology of BHM & MHA.

Dr. Jatashankar R. Tewari, Programme Coordinator, B.Sc. in Hospitality Management (BHM) and M.Sc. in Hospitality Administration (MHA) programme informed the members that the structure of BHM and MHA programmes were revised to make equal credits from IGNOU and NCHMCT from the academic session July 2022. Few courses were added as IGNOU component to bring IGNOU credits equal to that of NCHMCT credits. He placed the evaluation methodology for the newly added courses in the BHM and MHA programme before the School Board members for their approval.

School Board approved the evaluation methodology for new courses added to B.Sc. in Hospitality Management (BHM) and M.Sc. in Hospitality Administration (MHA) programme from 2022-23 academic session as attached:

BHM Evaluation Methodology:

Paramita

1

IGNOU, SLD EXAM -III
FORM FOR INCORPORATING RELEVANT PARAMETERS FOR INCLUSION IN
EVALUATION METHODOLOGY (REVISED)

1. Name of Programme: **B.Sc. in Hospitality and Hotel Administration**
2. Programme Code: **BHM** Annual/Semester wise: **Annual**
3. Month and Year of the actual commencement of Programme: **July 2002**
4. Duration of the Programme: Minimum: **3 Years** Maximum: **6 Years** Re-admission: **Not Applicable**
5. First examination to be held in: Month: **June** Year: **2023 (for students enrolled in July 2022 session)**
6. Number of the course prescribed for completion of the Programme: Compulsory: **09** Optional: **Nil**
7. Course code and Title of the course Prescribed:
 - a) List of compulsory Courses (Format attached as Annexure-I): **9**
 - b) List of Optional Courses (Format attached as Annexure-II): **Nil**
8. Weightage of the components of theory courses:
 - a) Weightage for Continuous Evaluation (Assignment): **30%**
 - b) Weightage of Term-End Examination: **70%**
9. Weightage of the components of Practical Courses:
 - a) Weightage of Continuous Evaluation (Internal Assessment): **Nil**
 - b) Weightage of Term-End-Practical (External Assessment of Industrial Training Report): **100%**
 - c) If number of components in a practical course is more than one, whether each component is required to be completed separately OR comprehensive score is required to complete in course
Not Applicable
10. Weightage of the components of Project Courses:
 - a) Weightage of Project Report/Dissertation: **100%**
 - b) Weightage of Via-Voce: **Nil**
11. Weightage of the component of Integrated Courses (Theory + Practical courses)
 - a) Theory: Weightage of continuous Evaluation (Assignment): **Not applicable**
Weightage for Term-End-Examination: **Not applicable**
 - b) Practical: if comprehensive, Weightage of Term-End-Practical: **Not applicable**

Page 1 of 5

HS

Parameter

If Practical has more than one component:

Weightage of continuous Evaluation (Internal Assessment): *Not applicable*

Weightage of Term-End Practical (External Assessment): *Not applicable*

12. Whether evaluation is under 'Numerical Marking' or 'Letter Grading' system: *Numerical Marking*

13. Minimum marks/grade required for completion of various components and overall marks/grade in a course:

Theory Courses

i) (Where Assignment and Term-End-Examination are the components)

<u>Assignment</u>	<u>Term-End-Examination</u>	<u>Overall Marks/Grade</u>
*40%	*40%	100

(* Except course codes BEAVE-181 and BEGE-103 where it is 35%)

Practical Courses

ii) (Where Internal and External assessment are the component)

<u>Continuous Assessment</u>	<u>Term-End-Practical</u>	<u>Overall Marks/Grade</u>
Nil	40%	200

Project Courses

iii) Project report Marks/Grade Viva-Voce Marks/Grade Overall Marks/Grade

40%	Not Applicable	100
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Integrated Courses (Theory + Practical Courses)

iv) (Where assignment, Term-End-Examination and Practical are components)

<u>Assessment</u>	<u>Term-End-Examination</u>	<u>Practical</u>	<u>Overall Marks/Grade</u>
Continuous Assessment	Term End		: Not Applicable
	Practical		: Not Applicable

14. Minimum Marks/Grade for successful completion of the programme: **45%**

15. Overall Percentage wise division of the programme:

<u>Division</u>	<u>Percentage of Marks</u>
Ist Division	60% and above
IInd Division	50% or more but less than 60%
IIInd Division	45% or more but less than 50%
Unsuccessful	Less than 45%

16. Percentage of marks and their equivalent Letter Grade, Point and qualitative level

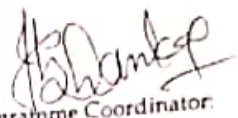
<u>Letter Grade</u>	<u>Grade</u>	<u>Qualitative Percentage</u>
<u>Grade</u>	<u>Point</u>	<u>Level of Marks</u>
	Not Applicable	

Paravits

Additional information, if any, with details. Not Applicable

- a) Pre-requisite/Co-requisite/Grouped courses
- b) (Modular Programme) if the programme is modular, please provide the details of each module and module wise list of course (s)
- c) Any other
(Please attach a separate sheet, in needed)

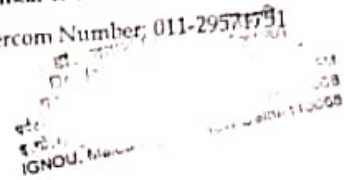
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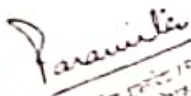
Name of the Programme Coordinator:

Dr. Jatashankar R Tewari

Phone/Intercom Number; 011-29574791



Signature:



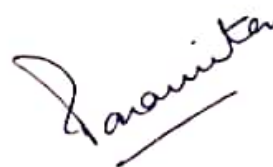
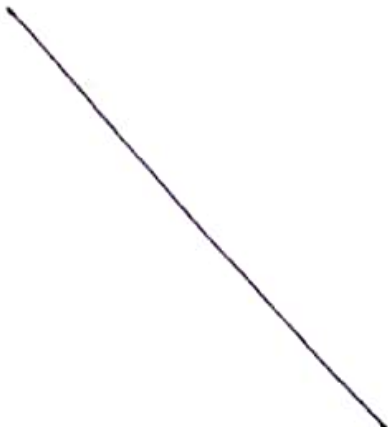
Name of the Director of School:

Prof. Dr. Paramita Suknibaidya

Phone/Intercom Number:

Rubber stamp of school:

Date: _____



Examination Eligibility and Schedule

1. Name of the Programme: **B.Sc. in Hospitality and Hotel Administration**
2. Programme Code: **BHM**
3. Month and year of the actual commencement of Programme: **July 2022 (after Revision)**
4. Minimum duration of the programme: **3 Years** Maximum duration of programme: **6 Years**
5. Re-admission duration: **Not Applicable**
6. Annual/Semester Scheme/Six Months: **Annual**
7. List of eligible course for Term-End-Examination
 - (i) Year wise Annual Programme:

Year	Course Code (s)	Course Name (s)
1 st year	TS-1	Foundation Course in Tourism
2 nd year	BEVAE-1R1	Environmental Studies
	BHM-208	Industrial Training
	TS-3	Management in Tourism
	BEGE-103	Communication Skills in English
3 rd year	TS-7	Human Resource Development
	TS-6	Tourism Marketing
	BFO-006	Professional Ethics
	BHM-309	Research Project

- (ii) Semester wise Programme: **NOT APPLICABLE**

	Course Code (s)	Course Name (s)
1 st Semester		
2 nd Semester		
3 rd Semester		
4 th Semester		
5 th Semester		
6 th Semester		
7 th Semester		
8 th Semester		
9 th Semester		
10 th Semester		

- (iii) Six Months Programme: **NOT APPLICABLE**

	Course Code (s)	Course Name (s)
End of Six Months		

(Attached separate sheet with complete details of the programme having eligibility of year wise/ semester wise examination in the relevant column.

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Paravals

(To be Printed at the back of Marks Sheet)

Evaluation Methodology

This programme of IGNOU has been launched in collaboration with National Council for Hotel Management and Catering Technology (NCHMCT) (under the Ministry of Tourism, Govt. of India).

Year wise marks obtained by the student for the exams conducted by the NCHMCT, which is duly recognized by IGNOU, are provided in the statement of marks. The year wise detailed mark sheet of courses cleared by the student from the NCHMCT is issued separately by the NCHMCT and here only yearly marks have been incorporated for First, Second and Third Year.

For the computation of result of courses evaluated by IGNOU, 70% weightage is assigned to the term end examination and 30% weightage to continuous internal assessment. Under continuous internal assessment, the students are asked to submit assignments and the score of two best assignments is taken into account. The student has to score 40% for TS-1, TS-3, TS-6, TS-7, BHM-208, BHM-309 and BFO 006 in both, the continuous assessment as well as in TEU and 45% in both for BEAVE-181 and BEGE-103. However, the overall aggregate for passing the degree is 45%. This aggregate includes both, the marks secured every year in NCHMCT exams and IGNOU courses. Based on the percentage of marks, the division is awarded as per the range mentioned below:

<u>Percentage of Marks</u>	<u>Division</u>
60% and above	1st Division
50% or more but less than 60%	2nd Division
45% or more but less than 50%	3rd Division
Less than 45%	Unsuccessful

The titles of the courses codes related to NCHMCT mentioned in the statement of marks issued by NCHMCT are as follows:

<u>1st Year (From Session 2022-23)</u>		<u>2nd Year (From Session 2022-23)</u>		<u>3rd Year (From Session 2022-23)</u>	
<u>Course Code</u>	<u>Title</u>	<u>Course Code</u>	<u>Title</u>	<u>Course Code</u>	<u>Title</u>
BHM-111	Foundation Course in Food Production-I	BHM-201	Food Production Operations	BHM-311	Advance Food Production Operations-I
BHM-112	Foundation Course in Food & Beverage Service-I	BHM-202	Food & Beverage Service Operations	BHM-312	Advance Food & Beverage Operations-I
BHM-113	Foundation Course in Front Office Operations-I	BHM-203	Front Office Operations	BHM-313	Front Office Management-I
BHM-114	Foundation Course in Accommodation Operations-I	BHM-204	Accommodation Operations	BHM-314	Accommodation Management-I
BHM-105	Application of Computers	BHM-205	Food & Beverage Control	BHM-317	Food & Beverage Management
BHM-106	Hotel Engineering	BHM-206	Hotel Advantagy	BHM-318	Advance Food Production Operations-II
BHM-116	Nutrition	BHM-207	Food Safety & Quality	BHM-319	Advance Food & Beverage Operations-II
BHM-151	Foundation Course in Food Production-II			BHM-320	Front Office Management-II
BHM-152	Foundation Course in Food & Beverage Service-II			BHM-321	Accommodation Management-II
BHM-153	Foundation Course in Front Office Operations-II			BHM-322	Food & Beverage Management
BHM-154	Foundation Course in Accommodation Operations-II			BHM-323	Facility Planning
BHM-117	Principles of Food Science				
BHM-108	Accountancy				
BHM-109	Communication				

The titles of the courses related to IGNOU mentioned in the statement of marks are as follows:

<u>Course Code</u>	<u>Course Title</u>	<u>Course Code</u>	<u>Course Title</u>	<u>Course Code</u>	<u>Course Title</u>
TS-1	Foundation Course in Tourism	TS-3	Management in Tourism	BHM-AN	Research Project
BLAVT-181	Environmental Studies	BICI-101	Communication Skills in English	BHM-OS	Professional Ethics
		TS-7	Human Resource Development	TS-6	Tourism Marketing
		BHM-208	Industrial Training		

Parvinder

Attachment - 1
 List of Introductory Courses (Year/Semester wise)
 (These courses separate list)

Sl. No.	Course Code	Course Title	Year Semester	Nature of course (Theory/Practical/Project Integrated)	Credits & Total Marks allotted to the course	Theory Paper	Maximum Marks of				Total Marks								
							Practical/TPE Assessment Mark Sheet		Project/ Dissertation			Project/ Dissertation							
							Assignments/ Q.P.	T.T. Q.P.	Internal Assessment	External Assessment		Report	File						
1	EN	Introduction Course in English	1 st Year	Theory	4	100													
2	EN	Environmental Studies	1 st Year	Theory	4	100													
3	EN	Management in Commerce	1 st Year	Theory	4	100													
4	EN	Communication Skills in English	1 st Year	Theory	4	100													
5	EN	Human Resource Development	1 st Year	Theory	4	100													
6	EN	Industrial Training	1 st Year	Practical	4	100													
7	EN	Business Ethics	1 st Year	Theory	4	100													
8	EN	Professional Ethics	1 st Year	Theory	4	100													
9	EN	Business Writing	1 st Year	Theory	4	100													

* These courses are compulsory to select the course belongs to the exam eligibility examination

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Attachment - 2
 List of Introductory Courses (Year/Semester wise) Management disciplines of previous job to be applied (These marks were considered)
 (These courses separate list)

Sl. No.	Course Code	Course Title	Year Semester	Nature of course (Theory/Practical/Project Integrated)	Credits & Total Marks allotted to the course	Theory Paper	Maximum Marks of				Total Marks								
							Practical/TPE Assessment Mark Sheet		Project/ Dissertation			Project/ Dissertation							
							Assignments/ Q.P.	T.T. Q.P.	Internal Assessment	External Assessment		Report	File						

* These courses are compulsory to select the course belongs to the exam eligibility examination


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Parents

MHA Evaluation Methodology

IGNOU_SEDEXAM-III
FORM FOR INCORPORATING RELEVANT PARAMETERS FOR INCLUSION IN
EVALUATION METHODOLOGY (REVISED)

1. Name of Programme: **M.Sc. Hospitality Administration**
2. Programme Code: **MHA** Annual/Semester wise: **Semester**
3. Month and Year of the actual commencement of Programme: **June 2003** (academic session July, 2022)
4. Duration of the Programme: Minimum: **2 Years** Maximum: **4 Years** Re-admission: **Not Applicable**
5. First examination to be held in: Month: **June** Year: **2022** (After revision)
6. Number of the course prescribed for completion of the Programme: Compulsory: **12** Optional: **10**
7. Course code and Title of the course Prescribed:
 - a) List of compulsory Courses (Format attached as Annexure-I): **12**
 - b) List of Optional Courses (Format attached as Annexure-II): **10**
8. Weightage of the components of theory courses:
 - a) Weightage for Continuous Evaluation (Assignment): **30%**
 - b) Weightage of Term-End Examination: **70%**
9. Weightage of the components of Practical Courses:
 - a) Weightage of Continuous Evaluation (Internal Assessment): **Not Applicable**
 - b) Weightage of Term-End-Practical (External Assessment): **Not Applicable**
 - c) If number of components in a practical course is more than one, whether each component is required to be completed separately OR comprehensive score is required to complete in course
Not Applicable
10. Weightage of the components of Project Courses:
 - a) Weightage of Project Report/Dissertation: **100%**
 - b) Weightage of Via-Voce: **Nil**
11. Weightage of the component of Integrated Courses (Theory + Practical courses)
 - a) Theory: Weightage of continuous Evaluation (Assignment): **Not applicable**
Weightage for Term-End-Examination: **Not applicable**
 - b) Practical: if comprehensive, Weightage of Term-End-Practical: **Not applicable**


Paravita

If Practical has more than one component:

Weightage of continuous Evaluation (Internal Assessment): **Not applicable**

Weightage of Term-End Practical (External Assessment): **Not applicable**

12. Whether evaluation is under 'Numerical Marking' or 'Letter Grading' system: **Numerical Marking**

13. Minimum marks/grade required for completion of various components and overall marks/grade in a course:

Theory Courses

i) (Where Assignment and Term-End-Examination are the components)

<u>Assignment</u>	<u>Term-End-Examination</u>	<u>Overall Marks/Grade</u>
40%	40%	50%

Practical Courses

ii) (Where Internal and External assessment are the components)

<u>Continuous Assessment</u>	<u>Term-End-Practical</u>	<u>Overall Marks/Grade</u>
Not Applicable	Not Applicable	Not Applicable

Project Courses

iii) Project report Marks/Grade Viva-Voce Marks/Grade Overall Marks/Grade
 Not Applicable Not Applicable Not Applicable

Integrated Courses (Theory+Practical Courses)

iv) (Where assignment, Term-End-Examination and Practical are components)

<u>Assessment</u>	<u>Term-End-Examination</u>	<u>Practical</u>	<u>Overall Marks/Grade</u>
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Continuous Assessment : Term End Practical : Not Applicable
 : : : Not Applicable

14. Minimum Marks/Grade for successful completion of the programme: **50%**

15. Overall Percentage wise division of the programme:

Percentage Marks	Division
75% and above	I Division with Distinction
60% or more but less than 74.99%	I Division
50% or more but less than 59.99%	II Division
Less than 50%	Unsuccessful

16. Percentage of marks and their equivalent Letter Grade, Point and qualitative level

<u>Letter Grade</u>	<u>Grade Point</u>	<u>Qualitative Percentage Level of Marks</u>
Not Applicable		

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Paranits

Additional information, if any, with details (Not Applicable)

- a) Pre-requisite/Co-requisite/Coincident courses
 - b) (Modular Programme) If the programme is modular, please provide the details of each module, and module wise list of course (s)
 - c) Any other
- (Please attach a separate sheet, if needed)

Signature:

Name of the

Programme

Coordinator

Dr. Jitashankar H. Tewari

Dr. Jitashankar H. Tewari
Principal
Jawahar Education Society's
College of Engineering
Warananagar, Pune-411 004

Signature:

Name of the Director

of School:

Phone/intercom No.:

Rubber Stamp of

School:

Dr. Parvati Sukhadiya
Principal
Jawahar Education Society's
College of Engineering
Warananagar, Pune-411 004
Phone: (Dr) Parvati Sukhadiya
020-29571752

Examination Eligibility and Schedule

1. Name of the Programme : M.Sc. Hospitality Administration
2. Programme Code : MHA
3. Month and year of the actual commencement of Programme : June 2003 (revised from July 2022-23 academic session)
4. Minimum duration of the programme : 2 Years Maximum duration of programme: 4 Years
5. Re-admission duration : Not Applicable
6. Annual/Semester Scheme/Six Months: Semester
7. List of eligible course for Term-End-Examination

(i) Year wise Annual Programme :

Year	Course Code (s)	Course Name (s)
1 st Year		
2 nd year		
3 rd Year		

(ii) Semester wise Programme: NOT APPLICABLE

	Course Code (s)	Course Name (s)
1 st Semester	MHA-01	Management Functions and Behaviour in Hospitality
1 st Semester	MHA-04	Information Management Systems and Hospitality
2 nd Semester	MHA-06	Marketing Research
2 nd Semester	MHA-08	Managing Entrepreneurship: Small and Medium Business Properties
3 rd Semester	MHA-09	Sales Management
3 rd Semester	MHA-10	Marketing Management
3 rd Semester	MHA-13	Basics of Human Resource Planning
3 rd Semester	MHA-14	Conceptual Framework of Employment Relations
4 th Semester	MHA-18	Managerial Economics
4 th Semester	MHA-19	Sales and Marketing
4 th Semester	MHA-20	Labour Laws
4 th Semester	MMPC-014	Financial Management

(iii) Six Months Programme: NOT APPLICABLE

	Course Code (s)	Course Name (s)
End of Six Months		

Paravithi

(Attached separate sheet with complete details of the programme having eligibility of year wise/ semester wise examination in the relevant column.

SCHEME OF ASSESSMENT OF STUDENT'S PERFORMANCE: M.Sc. HOSPITALITY ADMINISTRATION PROGRAMME

This programme of IGNOU has been launched in collaboration with National Council for Hotel Management and Catering Technology (NCHMCT under the Ministry of Tourism, Govt. of India), Library Avenue, Pusa Complex, New Delhi-110 012.

Yearwise marks obtained by the students for the exams conducted by IGNOU and the NCHMCT (which is duly recognized by IGNOU) are provided in the statement of marks. A student has to complete 72 credits (52 credits from Core Courses and 20 credits from one of the groups of Elective Courses) to qualify for Degree.

The performance of the student is assessed under 'Numerical Marking Scheme'. The evaluation methodology has two components in theory courses, viz. (i) Continuous Evaluation through assignments carries 30% weightage and (ii) Term-End Examination carries 70% weightage. The project work (Dissertation) carries 100% weightage. Overall pass percentage is 50%.

Minimum 40% marks are required in each Continuous Evaluation through assignments (TMA) and Term-End Examination (TEE) with an aggregate 50% to complete a course. In project work (Dissertation) also, minimum 50% marks are required to complete. The division is based on the overall percentage of marks as per the range mentioned below:

Percentage Marks	Division
75% and above	I Division with Distinction
60% or more but less than 74.99%	I Division
50% or more but less than 59.99%	II Division
Less than 50%	Unsuccessful

The students who holds a 3-year Diploma in Hotel Management from NCHMCT are required to complete Bridge Course "TS-1, TS-3, TS-6 and TS-7" also. In Bridge Courses, there are assignments per course and 40% minimum marks required in each Continuous Evaluation through Assignment and Term-End Examination separately to complete a course. The completion of MHA will be awarded only on completing the Bridge Courses by such students. However, the Bridge Courses marks are only qualifying and are not included for the final grading:

Course Code	Course Title
TS-1	Foundation Course in Tourism
TS-3	Management in Tourism
TS-6	Tourism Marketing
TS-7	Human Resource Development

The titles of the course codes mentioned below in the statement of marks are as follows:

HMA	Topic	Semester	C/S	Component	Credits
01	Management Functions and Behaviour in Hospitality Management	1	C	IGNOU	4
02	Hospitality Management	1	C	NCHMCT	4
03	Properties Development and Planning	1	C	NCHMCT	4
04	Information Management Systems and Hospitality	1	C	IGNOU	4
05	Revenue/ Yield Management	2	C	NCHMCT	4
06	Marketing Research	2	C	IGNOU	4
07	Equipment and Materials Management	2	C	NCHMCT	4
08	Managing Entrepreneurship: Small and Medium Business Properties	2	C	IGNOU	4

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09	Sales Management	1	501	Practical	1
10	Marketing Management	1	501	Practical	1
11	Marketing of Services and Consumer Behaviour	1	501	Practical	1
12	International Marketing	1	501	Practical	1
13	Basics of Human Resource Planning	1	501	Practical	1
14	Conceptual Framework of Employment Relations	1	501	Practical	1
15	Managing Changes in Organisation	1	501	Practical	1
16	Social Processes and Behavioural Issues	1	501	Practical	1
17	Production and Operations Management	4	1	Practical	4
18	Managerial Economics	4	1	Practical	4
19	Sales and Marketing	4	501	Practical	4
20	Labour Laws	4	501	Practical	4
21	Mentorship and Research Project	4	1	Practical	4
MMPC-014	Financial Management	4	1	Practical	4

C/S: Compulsory/Specialisation

Specialisation (1): Sales & Marketing

Specialisation (2): Human Resource Management

The Student has to opt for any one specialisations group.

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Annexure - I
List of compulsory Courses (Year/Semester wise)
(Please enclose separate list)

Sl. No.	Course Code	Course Title	Year / Semester	Nature of course Theory/Practical/Project Integrated	Credits & Total Max. Marks allotted to the Course	Maximum Marks of									
						Theory	Practical	Assignment Q.P.	Internal Assessment	Project/ Dissertation	Report	Visit	Project/ Dissertation	Any other	
1	MHA-01	Management Functions and Behaviour in Hospitality	1 st Year /1 st Sem Dec 2022	Theory	4	100									
2	MHA-04	Information Management Systems & Hospitality Marketing Research	1 st Year /1 st Sem Dec 2022	Theory	4	100									
3	MHA-06	Managing Entrepreneurship, Small and Medium Business Properties	1 st Year /2 nd Sem June 2023	Theory	4	100									
4	MHA-08	Managerial Economics	1 st Year /2 nd Sem June 2023	Theory	4	100									
5	MHA-18	Financial Management	2 nd Year /1 st Sem June 2023	Theory	4	100									
6	MMHA-014	Financial Management	2 nd Year /1 st Sem June 2024	Theory	4	100									

* Please mention year/semester to which the course belongs for the exam eligibility year/session

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Annexure - II
List of Optional Courses (Year/Semester wise) Mention number of course (s) to be opted from each year/semester.
(Please enclose separate list)

S.No.	Course Code	Course Title	Year/Semester	Nature of course Theory/Practical/Project Integrated	Credits & Total Max. Marks allotted to the Course	Maximum Marks of									
						Theory	Practical	Assignment Q.P.	Internal Assessment	Project/ Dissertation	Report	Visit	Project/ Dissertation	Any other	
1.	MHA-09	Sales Management	2 nd Year/ 3 rd Sem/Dec 2023	Theory	4	100									
2.	MHA-10	Marketing Management	2 nd Year/Third Semester/Dec 2023	Theory	4	100									
3.	MHA-13	Basics of Human Resource Planning	2 nd Year/Third Semester/Dec 2023	Theory	4	100									
4.	MHA-14	Conceptual Framework of Employment Relations	2 nd Year/Third Semester	Theory	4	100									
5.	MHA-19	Sales and Marketing	2 nd Year/Fourth Semester/June 2024	Theory	4	100									
6.	MHA-20	Labour Laws	2 nd Year/Fourth Semester/June 2024	Theory	4	100									

* Please mention year/semester to which the course belongs for the exam eligibility year/session

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- (iii) **To approve the name of Co-Editor for revised course "Introduction to Building and Maintenance (BFOC-101)" of BAFFSM programme.**

Director informed the members that BA in Facility Services Management (BAFSM) programme is being launched as a FYUP of the School from January, 2024 academic session. As a FYUP of the University, the new programme code is BAFFSM since the credit of BAFFSM will be 120 and not 132 as of BAFSM. Programme Coordinator, Dr. Jatashankar R. Tewari informed the members that some courses were introduced to change the credit from 132 to 120. BFOC-1 is one such course. Dr. Jatashankar R. Tewari course coordinator of BFOC-1 placed before the School Board Members, the name of Prof. Munish Bhardwaj of SOET as the Co-Editor for the revised course "Introduction to Building and Maintenance (BFOC-101)" of BA in Facility and Services Management (BAFFSM) programme for approval, since the course is housed in SOET, for the adaption of this course.

The School Board members approved the name of Prof. Munish Kumar Bhardwaj, SOET, IGNOU as a Co-editor for the revised course 'Introduction to Building and Maintenance (BFOC-001) of BAFFSM programme.

- (iv) **To consider and approve the name of experts for the evaluation of Industrial Training (BHM-208) and Research Project (BHM-309) of BSc. Hospitality and Hotel Administration (BHM) programme**

Programme Coordinator, Dr. Jatashankar R. Tewari placed before the School Board members, the names of Evaluators for the new courses offered in B.Sc. in Hospitality Management (BHM) from July 2022 academic session.

The School Board members approved the name of Evaluators for the new courses offered in the B.Sc. in Hospitality Management (BHM) from July 2022 academic session.

- (v) **To approve the evaluation methodology of BAFFSM.**

Dr. Jatashankar R. Tewari, Programme Coordinator informed the School Board Members that as informed by the Director the BA in Facility and Services Management (BAFSM) programme with 120 credits was launched by the School from Jan'2024 academic session. The new FYUP structure was modified with 120 credits as per NEP 2020. Dr. Jatashankar R. Tewari further informed that since the BAFFSM is a new programme, the evaluation methodology of the same is placed before the School Board members for their approval.

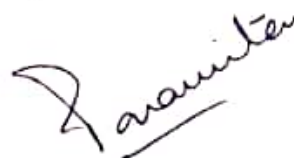
Members approved the Evaluation Methodology of BA in Facility and Services Management (BAFFSM) modified as per NEP 2020 for academic session 2023. The Evaluation Methodology is given below:

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IGNOU, SEDUXAM-III
**FORM FOR INCORPORATING RELEVANT PARAMETERS FOR INCLUSION IN
EVALUATION METHODOLOGY (REVISED)**

1. Name of Programme: **IIA. in Facility and Services Management**
2. Programme Code: **BAFFSM** Annual/Semester wise: **Annual**
3. Month and Year of the actual commencement of Programme: **July 2022 (Revised as per NIP 2020 structure from January 2024)**
4. Duration of the Programme: **Minimum: 3 Years Maximum: 6 Years Re-admission: Not Applicable**
5. First examination to be held in: **Month: June Year: 2024 (for students enrolled in January 2024 session)**
6. Number of the course prescribed for completion of the Programme: **Compulsory: 11 Optional: Nil**
7. Course code and Title of the course Prescribed:
 - a) List of compulsory Courses (Format attached as Annexure-I): **11**
 - b) List of Optional Courses (Format attached as Annexure-II): **Nil**
8. Weightage of the components of theory courses:
 - a) Weightage for Continuous Evaluation (Assignment): **30%**
 - b) Weightage of Term-End Examination: **70%**
9. Weightage of the components of Practical Courses:
 - a) Weightage of Continuous Evaluation (Internal Assessment): **Nil**
 - b) Weightage of Term-End-Practical: **Nil**
 - c) If number of components in a practical course is more than one, whether each component is required to be completed separately OR comprehensive score is required to complete in course **Not Applicable**
10. Weightage of the components of Project Courses:
 - a) Weightage of Project Report/Dissertation: **100%**
 - b) Weightage of Via-Voce: **Nil**
11. Weightage of the component of Integrated Courses (Theory + Practical courses)
 - a) Theory: Weightage of continuous Evaluation (Assignment): **Not applicable**
 Weightage for Term-End-Examination: **Not applicable**





- b) Practical: if comprehensive, Weightage of Term-End-Practical: **Not applicable**
 If Practical has more than one component:
 Weightage of continuous Evaluation (Internal Assessment): **Not applicable**
 Weightage of Term-End-Practical (External Assessment): **Not applicable**

12. Whether evaluation is under 'Numerical Marking' or 'Letter Grading' system. **Numerical Marking**

13. Minimum marks / grade required for completion of various components and overall marks / grade in a course

Theory Courses

(Where Assignment and Term-End-Examination are the components)

Assignment	Term-End-Examination	Overall Marks/Grade
40%	40%	100

Practical Courses

(Where Internal and External assessment are the component)

Continuous Assessment	Term-End-Practical	Overall Marks/Grade
Nil	Nil	Nil

Project Courses

(Where assignment, Term-End-Examination and Practical are components)

Project report Marks/Grade	Viva-Voce Marks/Grade	Overall Marks/Grade
40%	Not Applicable	100

Integrated Courses (Theory + Practical Courses)

(Where assignment, Term-End-Examination and Practical are components)

Assessment	Term-End-Examination	Practical	Overall Marks/Grade
Continuous Assessment	Term End	Practical	: Not Applicable
			: Not Applicable

14. Minimum Marks/Grade for successful completion of the programme: **40%**

15. Overall Percentage wise division of the programme:

Division	Percentage of Marks
I st Division with Distinction (if applicable)	75% and above
I st Division	60% and above but less than 75%
II nd Division	50% or more but less than 60%
III rd Division	40% or more but less than 50%
Unsuccessful	Less than 40%

16. Percentage of marks and their equivalent Letter Grade, Point and qualitative level

Letter Grade	Grade	Qualitative Percentage
Grade	Point	Level of Marks

Handwritten initials



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Not Applicable

Part 1: Information on the Educational Service

Additional information, if any, with details: **Not Applicable**

- a) Pre-requisite/Co-requisite/Grouped courses
- b) (Modular Programme) if the programme is modular, please provide the details of each module and module wise list of course (s)
- c) Any other
(Please attach a separate sheet, in needed)

Signature: Paramita
 Name of the Director: Prof. (Dr.) Paramita Sukalabaidya
 Phone/Intercom Number: 011-29571752

Signature: Jatashankar
 Name of the Programme Coordinator: Dr. Jatashankar R Tewari
 Phone/Intercom Number: 011-29571751

डॉ. जटशंकर रतन तिवारी
 Dr. Jatashankar R. Tewari
 Professor
 IGNOU, Maidan Park, New Delhi-110068

Signature: Paramita
 Name of the Director: Prof. Dr. Paramita Sukalabaidya
 Phone/Intercom Number:
 Rubber stamp of school:
 Date: _____

Paramita

Examination Eligibility and Schedule

1. Name of the Programme : B. A. in Facility and Services Management
2. Programme Code : BAIFSM
3. Month and year of the actual commencement of Programme : July 2022 (after Revision Jan. 2024)
4. Minimum duration of the programme : 3 Years Maximum duration of programme: 6 Years
5. Re-admission duration: Not Applicable
6. Annual/Semester Scheme/Six Months: Semester (Examination Annual)
7. List of eligible course for Term-End-Examination
 - (i) Year wise Annual Programme: NOT APPLICABLE

Year	Course Code (s)	Course Name (s)
1 st Year/1 st Semester	BFO-003	Basics of Facility Management
1 st Year/2 nd Semester	BFOC-101	Introduction to Building and Maintenance
2 nd Year/3 rd Semester	BFO-008	Managing Housekeeping Services
2 nd Year/3 rd Semester	BFO-005	Fire Safety in Facilities
2 nd Year/4 th Semester	BFO-007	Safety and Security in Facilities
2 nd Year/4 th Semester	BFO-010	Hygiene Sanitation and Waste Management
3 rd Year/5 th Semester	BFOC-102	Material Management in Facilities
3 rd Year/5 th Semester	BFO-014	Practice and Applications of Facility Management-I
3 rd Year/6 th Semester	BFO-017	Practice and Applications of Facility Management-II
3 rd Year/6 th Semester	BFO-018	Entrepreneurship in Small and Medium Business
3 rd Year/6 th Semester	BFOP-105	Dissertation (SEC-4)
Minor-2 VOC		
Minor-1 VOC A		
Minor-6 VOC		
Minor-1		
Minor-3		
Minor-5		
AFC-1		
AFC-2		
SEC-1		
VAC-1		
IDC		
SEC-2		
SEC-3		

According to school/department offering course

(ii) Semester wise Programme:

	Course Code (s)	Course Name (s)
1 st Semester		
2 nd Semester		
3 rd Semester		
4 th Semester		
5 th Semester		
6 th Semester		
7 th Semester		

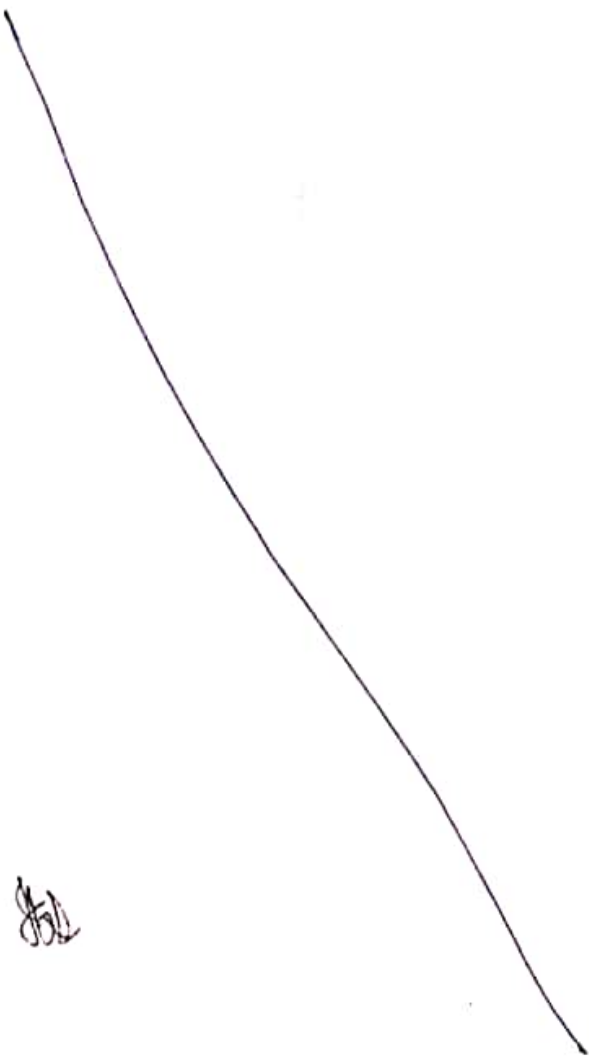
Paramita

8 th Semester		
9 th Semester		
10 th Semester		

(iii) - Six Months Programme: NOT APPLICABLE

	Course Code (s)	Course Name (s)
End of Six Months		

(Attached separate sheet with complete details of the programme having eligibility of year wise/ semester wise examination in the relevant column.



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Annexure - I
List of compulsory Courses (Year/Semester wise)
 (If there are more separate list)

S. No.	Course Code	Course Title	Year/Semester	Credits & Total Marks allowed to the course	Theory Paper	Maximum Marks of					Project/Disertation	Project/Disertation	Any other
						Practical III Assessment Mark Sheet	Practical III Assessment	Internal Assessment	External Assessment	Report			
1	1013001	Bases of Facility Management	1 st Year 1 st Semester	3 Theory	6	100							
2	1013001	Introduction to Building and Maintenance	1 st Year 2 nd Semester	3 Theory	6	100							
3	1013003	Management - Housekeeping Services	1 st Year 1 st Semester	3 Theory	6	100							
4	1013003	Facilities and Facilities	1 st Year 1 st Semester	3 Theory	6	100							
5	1013005	Safety and Security in Facilities	1 st Year 2 nd Semester	3 Theory	6	100							
6	1013010	Operational Management and Basic Management	2 nd Year 1 st Semester	3 Theory	6	100							
7	1013012	Advanced Management in Facilities	1 st Year 2 nd Semester	3 Theory	6	100							
8	1013014	Practice and Applications of Facilities Management I	1 st Year 2 nd Semester	3 Theory	6	100							
9	1013017	Practice and Applications of Facilities Management II	1 st Year 2 nd Semester	3 Theory	6	100							
10	1013018	Entrepreneurship in Small and Medium Business	1 st Year 2 nd Semester	3 Theory	6	100							
11	10130108	Dissertation (S.C. II)	1 st Year 2 nd Semester	Project	4	100							
12		Minor I VVK			4								
13		Minor I AXN I			4								

According to school department offering course

14	Minor II VVK			4
15	Minor I			4
16	Minor 2			4
17	Minor 3			4
18	AIU-1			4
19	AIU-2			4
20	SEC-1			4
21	VAC-1			4
22	ILU			4
23	SEC-2			4
24	SEC-3			4

* Please mention year/semester to which the course belongs for the exam eligibility year/semester.

Annexure - II
List of Optional Courses (Year/Semester wise) Mention number of course (s) to be opted from each year/semester
 (If there are more separate list)

Sl. No.	Course Code	Course Title	Year/Semester	Nature of course (Theory/Practical/Integrated)	Credits & Total Marks allowed to the Course Credits	Maximum Marks of							
						Theory Paper	Practical III Assessment Mark Sheet	Practical III Assessment	Internal Assessment	External Assessment	Project/Disertation	Any other	
						Max marks	Avg. (avg. report) Q.P.	III Q.P.	Internal Assessment	External Assessment	Report	Viva	
						Nil							

* Please mention year/semester to which the course belongs for the exam eligibility year/semester.

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AS/06

(vi) **To consider and approve the Programme Revision Form of Master of Tourism and Travel Management (MTTM) Programme**

Dr Tangjakhombi Akoijam, MTTM programme coordinator, apprised the board members that a faculty meeting was held on 24-01-2024, wherein the faculty members reviewed the 68 credit structure of the existing Master in Tourism and Travel Management (MTTM); in view of the NEP 2020 requirement of 72-80 credits for a Master's degree programme. In the said meeting the faculty members finalised the revised structure of the MTTM programme with a total of 80 credits; 40 credits each in 1st Year and 2nd Year respectively. Dr. Akoijam placed before the School Board members the Programme Revision Form (PRF) of the MTTM programme alongwith the revised structure for consideration and approval.

The members acknowledged the need to conform to the 72-80 credits requirements of the NEP 2020 for a Master Degree programme and approved the Programme Revision Form (PRF) of the MTTM programme as below

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Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068

Programme Revision Form (PRF)

Form for Initiating Design and Development of Additional Course (s) In Existing Programmes
or Major / Minor Revision In Existing Course (s)/ Programmes
(For approval of the School Board and Academic Council)

1. Proposed New Course (s) Title ^{(1) MAFEC 001 Business Communication}
Or ^{(2) Research Methodology for Management Studies}
^{(3) Business Ethics and CSR}
2. Major/Minor Revision of Existing course (s) Title _____
2. Programme / Course Title & Code:
Master of Tourism and Travel Management programme & MTTM
3. Nature of Academic Programme (General/ Professional, etc.): Professional
4. Name of the School offering the Programme: School of Tourism and Hospitality Services Management
5. Course Proposer (s): Dr. Tangjakhombi Akorjam as per faculty members decision
6. Programme Coordinator (s): Dr. Tangjakhombi Akorjam
7. Programme Details (Please give details of the programme of which it forms a Part of)
 - a) Certificate UG Degree PG Degree
UG Diploma PG Diploma Any Other
 - b) Total Credits: 80 credits
 - c) Medium of instruction English Hindi Any other
 - d) Annual Enrolment in the Programme and in the course(s) to be revised over last three years (year wise)

2021	2465
2022	1703
2023	1691
8. (a) Details of exploratory meetings for new course (if any held) (Annex the minutes of the meeting)

Faculty meeting to review and finalise the revised programme structure of MTTM as per NEP 2020 required
(Minutes enclosed) Annexure 1
- (b) If need assessment has been done for the new course. (Annex the report)

NA

Tangjakhombi Akorjam

9 (a) Details of the Programme Evaluation done (if any) Summary of the feedback obtained from all stakeholders, on the course to be revised (Attach the Report)

10 Details of Detail Course Structure (give attachment in the following format) *Enland as Annexure 5*

S. No.	Title of course	Course leader	Courses to be delivered (subject/subject and from where)	Proposed on-line mode/ format/ technology	Assignment A/V component	Work based component		Proposed use of Interactive Radio Conferencing Sessions / Teleconferencing Sessions	Proposed use of any other innovative learning tools (total hours)
						Synchronous (total hours)	Asynchronous		

(a) Details of collaborative arrangements different from the norm, if any provide details:

NA

b) Special features/requirements, in respect of design, development, delivery and evaluation strategy, if any:

c) Qualifications of the Academic Counsellors (Course wise, attach sheet if required).

i) Special qualifications/ experience /exposure expected of Academic Counsellors, if any

Course adopted from existing programme of SOMC

ii) If yes, in which types of institutions & regions are such Academic Counsellors available? (in arts/science colleges/professional colleges/ advance research centres etc.)

Professional colleges

11 Proposed schedule for course development:

i) Development Phase (please add sheet according to the format below)

Year of course	Date by which CBC of all printed material will be ready for printing	Date by which all documents will be uploaded on the website/portal	Date by which all A/V will be ready	Date by which assignments will be ready
① Business Law				As per schedule
② Business Law and CBC				
③ Business Law and CBC				

Material already available adopted from SOMC

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- ii) Assessment strategy:
 a) Assessment strategy and weightage (please attach sheet according to format given below): Enclosed as Annexure iii

Course title and code	Weightage		Strategy for	
	Continuous Assessment	Term End Examination	Continuous Assessment	Term End Examination

- iii) Delivery:
 a) Special infrastructure requirements, if any NA
 b) Identification of the Academic Counsellors will be completed by Already identified teachers adopted from SOTS
 c) Finalization of the list of LSCs "
 d) Finalization of the list of Centres for Practicals, if applicable NA

- 12 Budgetary Requirements: NA
 a) Design : _____
 b) Development : _____
 c) Estimated Fee : _____

13 Proposed Launch Cycle/Year : July 2024

Tanya
 (TANGKARACHBI AKOIJAM)
 Name & Signature (s) of Course Proposer (s)

Recommendation of the School Board (in case of Major Revision or addition of a New Course in an on going Programme): (please attach relevant extract of the Minutes)

Paravita
 Name & Signature of Director of the School with seal

Explanatory Notes:

- Revision of less than 1/3 of contents of a Programme/ Course will be treated as Minor Revision. In case of Minor Revision, PRF needs approval of School Board only.
- If more than 1/3 of the content of a Programme/ Course will be revised, then the revision will be treated as a Major Revision. In case of Major Revision, PRF needs the approval of the School Board followed by the approval of the Academic Council.
- In case of addition of a new course in an on going Programme, PRF needs the approval of the School Board followed by the approval of the Academic Council.
- A course Expert Committee may be constituted only after the approval of the School Board for drawing detailed course structure to be submitted to Academic Council.
- The same proforma (PRF) may be used for submission to the Academic Council after incorporating changes, if any, pertaining to item No. 10 as advised by course Expert Committee along with the approval of the School Board and a detailed syllabus.

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**IGNOU
SOTHISM**

Minutes of the Faculty Meeting held on 24-01-2014 at 4 pm in the Director's chamber to review and finalise the revised programme structure of the Master of Tourism and Travel Management (MTTM) programme in view of the NEP 2020 credit requirement

The following members attended the meeting:

Prof. Paramita Suklabaidya, Director, SOTHISM

Dr Sonia Sharma, Associate Professor

Dr Arvind K1 Dubey, Associate Professor

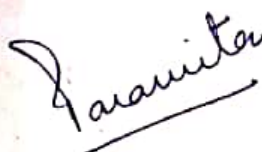
Dr Jatashankar Tewari, Associate Professor

Dr Tangjakhombi Akoijam, Assistant Professor

The MTTM programme coordinator, Dr Tangjakhombi Akoijam apprised the faculty members that the total 68 credits of the existing Master in Tourism and Travel Management (MTTM) programme need to be reviewed in view of NEP 2020 requirement of 72-80 credits for a Master's degree programme. Thereafter the faculty members deliberated on the existing MTTM programme structure and the list of courses identified from other programmes of the university that can be adapted/adopted. After much deliberation, the faculty members finalised the following revised structure of the MTTM programme with a total of 80 credits; 40 credits each in 1st Year and 2nd Year respectively. Three courses from the School of Management (SOMS) were incorporated.

Revised Master of Tourism and Travel Management (MTTM) Programme Structure

Year	Semester	Course Code and Title	Credit	Remarks
	Semester 1	MTTM-1 Management Functions and Behaviour in Tourism	04	
		MTTM-2 Human Resource Planning and Development in Tourism	04	
		MTTM-3 Managing Personnel in Tourism	04	
		MTTM-4 Information Management Systems and Tourism	04	
		MMPC-007 Business Communication	04	Additional Course adopted from SOMS
			Additional Courses for Category 2 Students	Non-


Paramita

1 st Year		TS-1 Foundation Course in Tourism TS-2 Tourism Development - Products, Operations and Case Studies	Credit		
	Total Credit in Semester I= 20				
	Semester II		MTTM-5 Accounting and Finance for Tourism Managers	04	
			MTTM-6 Marketing for Tourism Managers	04	
			MTTM-7 Managing Sales and Promotion in Tourism	04	
			MTTM-8 Managing Entrepreneurship and Small Business in Tourism	04	
			MMPC-015 Research Methodology for Management Decisions	04	Additional Course adopted from SOMS
			Additional Courses for Category 2 Students TS-3 Management in Tourism TS-6 Tourism Marketing	Non-credit	
Total Credit in Semester I= 20 Total Credit in 1st Year = 40					
2 nd Year	Semester III		MTTM-9 Understanding Tourism Markets	04	
			MTTM-10 Tourism Impacts	04	
			MTTM-11 Tourism Planning and Development	04	
			MTTM-16 Dissertation	08	
	Total Credit in Semester III= 20				
	Semester IV		MTTM-12 Tourism Products: Design and Development	04	
			MTTM-13 Tourism Operations	04	
			MTTM-14 Tourist Transport Operations (Road Transport)	04	
			MTTM-15 MICE Management	04	
			MMPC-020 Business Ethics and CSR	04	Additional Course adopted from SOMS
Total Credit in Semester IV= 20 Total Credit in 2nd Year = 40					
Total Credit of the Programme(4 Semesters, 20 Credits each)			80		

Category 2 students

Tangji
(Dr. Tangjakhombi Akoijam)
Prog. Coordinator-MTTM

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Broad Course structure

Sl No	Title of the Course	Type of course	Credits	Courses to be developed/ adopted/ adapted, and from where	Proposed no. of blocks/ manual/ work book	Proposed AV	Web based components	Synchronous (total hours)	Asynchronous	Proposed no. of Interactive Radio Counseling Sessions/ Teleconferencing Sessions	Proposed no. of Counseling sessions (total hours)	Any other component
1	MAMPC-007 Business Communication	Compulsory	04	Adopted from SOMS	04	Already offered as per IGNOU norms	NA	NA	NA	Already offered as per IGNOU norms	Already offered as per IGNOU norms	NA
2	MAMPC-015 Research Methodology for Management Decisions	Compulsory	04	Adopted from SOMS	04	Already offered as per IGNOU norms	NA	NA	NA	Already offered as per IGNOU norms	Already offered as per IGNOU norms	NA
3	MAMPC-020 Business Ethics and CSR	Compulsory	04	Adopted from SOMS	04	Already offered as per IGNOU norms	NA	NA	NA	Already offered as per IGNOU norms	Already offered as per IGNOU norms	NA

Parameters

Revised Master of Tourism and Travel Management (MTTM) Programme Structure

Year	Semester	Course Code and Title	Credit	Remarks	
1 st Year	Semester I	MTTM-1 Management Functions and Behaviour in Tourism	04		
		MTTM-2 Human Resource Planning and Development in Tourism	04		
		MTTM-3 Managing Personnel in Tourism	04		
		MTTM-4 Information Management Systems and Tourism	04		
		MMPC-007 Business Communication	04	Additional Course adopted from SOMS	
		Additional Courses for Category 2 Students TS-1 Foundation Course in Tourism TS-2 Tourism Development: Products, Operations and Case Studies	Non-Credit		
	Total Credit in Semester I= 20				
	Semester II	MTTM-5 Accounting and Finance for Tourism Managers	04		
		MTTM-6 Marketing for Tourism Managers	04		
		MTTM-7 Managing Sales and Promotion in Tourism	04		
		MTTM-8 Managing Entrepreneurship and Small Business in Tourism	04		
		MMPC-015 Research Methodology for Management Decisions	04	Additional Course adopted from SOMS	
		Additional Courses for Category 2 Students TS-3 Management in Tourism TS-6 Tourism Marketing	Non-credit		
	Total Credit in Semester II= 20				
Total Credit in 1st Year = 40					
2 nd Year	Semester III	MTTM-9 Understanding Tourism Markets	04		
		MTTM-10 Tourism Impacts	04		
		MTTM-11 Tourism Planning and Development	04		
		MTTM-16 Dissertation	08		
	Total Credit in Semester III= 20				
	Semester IV	MTTM-12 Tourism Products: Design and Development	04		
		MTTM-13 Tourism Operations	04		
		MTTM-14 Tourist Transport Operations (Road Transport)	04		
		MTTM-15 MICE Management	04		
		MMPC-020 Business Ethics and CSR	04	Additional Course adopted from SOMS	
Total Credit in Semester IV= 20					
Total Credit in 2nd Year = 40					
Total Credit of the Programme(4 Semesters, 20 Credits each)			80		

Paravals

Assessment Strategy

Course Title and Code	Weightage		Strategy for	
	Continuous Assessment	Term End Examination	Continuous Assessment	Term End Examination
Business Communication & MMPC-007	30	70	Assignment	Written Exam
Research Methodology for Management Decisions & MMPC-015	30	70	Assignment	Written Exam
Business Ethics and CSR & MMPC-020	30	70	Assignment	Written Exam

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

Paramita
09/2/24

Prof. Paramita Suklabaidya
Director, SOTHSM
&
Chairperson, School Board