REGULATIONS AND SYLLABUS
2021 - 2022

SCHOOL OF PROFESSIONAL STUDIES

ASSAM DON BOSCO UNIVERSITY

| Tapesia Gardens, Sonapur – 782402 Assam | Azara, Guwahati – 781017 Assam | Kharguli Campus, Guwahati – 781004 Assam |

ASSAM DON BOSCO UNIVERSITY

REGULATIONS AND SYLLABUS

2021-2022

School of Professional Studies

ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Sonapur, 782402 | Azara, Guwahati 781017 | Kharguli Campus, Guwahati 781004

NOTE

This handbook contains important information to help guide and inform you during your programme of study. We recommend that you keep this handbook for the duration of your studies in the University so that you can refer to it as needed. Please note that the onus of ignorance of the regulations and information contained in this handbook will be on the student and will not be ground for any consideration. You are also required to keep abreast of the amendments and additions to the regulations and syllabus that will be officially notified from time to time.

Contact Information

Director, School of Technology:
Prof. Manoranjan Kalita (+91 94351 13035)

Director, School of Humanities and Social Sciences:
Dr. Riju Sharma (+91 98546 91504)

Director, School of Life Sciences:
Dr. Prasanta Kumar Choudhury (+91 60013 83155)

Director, School of Fundamental and Applied Sciences:
Dr. Monmoyuri Baruah (+91 94351 11797)

Director, School of Commerce and Management:
Fr. Dr. John P.D. (+91 94367 30717)

Convener, Anti-ragging Squad (Tapesia Campus): Dr. Tania Sur Roy (+91 80114 06055)

Convener, Anti-ragging Squad (Azara Campus): Mr. P. Joseph (+91 98591 44283)

Convener, Anti-ragging Squad (Kharguli Campus): Mr. Chandan Dutta (+91 88760 16764)

Administrative Officer (Tapesia): Dr. Wilson Mathews (+91 91017 30062)

Administrative Officer (Azara): Mr. Bikash Agarwal (+91 8638929361)

CONTENTS

REGULATIONS

ASSAM DON BOSCO UNIVERSITY REGULATIONS

GRADUATE DEGREE PROGRAMMES

The following are the regulations of the Assam Don Bosco University concerning the Graduate Programmes leading to the award of the Bachelor's Degree in various disciplines made subject to the provisions of its Statutes and Ordinances.

1.0   Academic Calendar

1.1 Each academic year is divided into two semesters of approximately 18 weeks duration: an   Autumn Semester (July – December) and a Spring Semester (January – June). The Autumn Semester shall ordinarily begin in July for students already on the rolls and the Spring Semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin later depending on the completion of admission formalities.

1.2 The schedule of academic activities approved by the Academic Council for each semester, inclusive of the schedule of continuing evaluation for the semester, dates for the conduct of end-semester examinations, the schedule of publication of results, etc., shall be laid down in the Academic Calendar for the semester.

2.0   Duration of the Programme

2.1 The normal duration of the Graduate Programme shall be as per the table given below:

Programme	Number of Semesters	Number of Years
Bachelor of Technology (BTECH)	8	4
Bachelor of Computer Applications (BCA)	6	3
Bachelor of Business Administration (BBA)	6	3
Bachelor of Commerce (BCOM) Honours	6	3
Bachelor of Arts (BA) Honours	6	3
Bachelor of Science (BSc) Honours	6	3

2.2 However, students who do not fulfil some of the requirements in their first attempt and have to repeat them in subsequent semesters may be permitted up to 4 more semesters (2 years) to complete all the requirements of the degree.

2.3 Under exceptional circumstances and depending on the merit of each case, a period of 2 more semesters (1 year) may be allowed for the completion of the programme.

3.0   Course Structure

3.1 The University follows Outcome Based Education with Choice Based Credit System (CBCS) for all the Graduate Degree Programmes. One credit is equivalent to 15 hours of lecture/tutorial or 30 hours of practical.   The courses offered for the Graduate Degree Programmes are divided into two baskets – Core Courses and Elective Courses.

3.2 Core Courses: Core courses are those in the curriculum, the knowledge of which is deemed essential for students who are pursuing the said Degree Programme.

  3.2.1 A student shall be required to take all the core courses offered for a particular programme.

  3.2.2 The number of credits required from core courses shall be as prescribed by the competent academic authority.

  3.2.3 For UGC programmes, core courses include Discipline Specific Core Courses, Ability Enhancement Compulsory Courses and Skill Enhancement Courses. For AICTE programmes, core courses include Professional Core Courses (DC), Engineering Science Courses (IC), Basic Science Courses (IC), Humanities and Social Science Courses (IC), Mandatory Courses (IC), Project Work, Seminar and Internship in Industry.

3.3 Elective Courses: These are courses in the curriculum which give the student opportunities for specialization and which cater to his/her interests and career goals. These courses may be selected by the student and/or offered by the department conducting the programme, from those listed in the curriculum according to the norms laid down by the competent academic authority.

  3.3.1 The number of credits which may be acquired through elective courses shall be prescribed by the competent academic authority.

  3.3.2 For UGC programmes, elective courses include Discipline Specific Elective Courses and Generic Elective Courses. For AICTE programmes, elective courses include Professional Elective Courses and Open Elective Courses.

  3.3.3 It shall be the prerogative of the department not to offer an elective course which has less than 5 students opting for it.

3.4 The schema of categorization of courses is given below:

Core Courses	
Discipline Specific Core (DC) or Professional Core (PC)	Core courses which are offered by the department conducting the programme
Elective Courses	
Discipline Specific Elective (DE) or Professional Elective (PE)	Elective courses which are specific to the programme of study
Generic Elective (GE) or Open Elective (OE)	Elective courses which are offered by departments of the University from departments other than the parent department

3.5 In order to qualify for a Graduate Degree, a student is required to complete the minimum credit requirements as prescribed by the competent academic authority.

3.6 In addition to the prescribed credit requirement, a student shall have to complete Institutional mandatory courses with Pass grade, as prescribed by the competent academic authority, from time to time, which shall be recorded in the Grade sheet but not taken into account for computing the SGPA and the CGPA.

3.7 **Audit Courses:** Students who secure a CGPA of at least 8 at the end of the 4th semester may opt to take one audit course per semester from any Department from the 5th semester onwards, provided the course teacher permits the auditing of the course. This shall be done under the guidance of the Departmental Faculty Advisor/mentor. The student is free to participate in the evaluation process for such courses. However, an attendance of 75% is necessary for obtaining a P grade for such courses. When auditing courses offered by other departments, it shall be the responsibility of the student to attend such courses without missing courses of one's own department and semester.

3.8 The medium of instruction shall be English and examinations and project reports shall be in English.

3.9 The course structure and syllabi of the Graduate Degree Programmes shall be approved by the Academic Council of the University. Departmental Boards of Studies (DBS) shall discuss and recommend the syllabi of all the courses offered by the department from time to time before forwarding the same to the School Board of Studies (SBS). The SBS shall consider the proposals from the departments and make recommendations to the Academic Council for consideration and approval.

3.10 The curriculum may include industry training and /or fieldwork for a specified time. This is to be satisfactorily completed before a student is declared eligible for the degree. There shall be credit allocation for such industrial training or fieldwork. Normally these activities shall be arranged by respective departments, even during semester breaks as approved by the School Board of Studies.

3.11 In addition, students may also opt for additional elective courses in consultation with their mentors (Cf. 3.12). Elective courses may also be chosen from SWAYAM/NPTEL. Students are required to participate in the evaluation process of such courses. The grades obtained for such courses shall be recorded in the grade sheet, but not taken into account for computing SGPA and CGPA.

3.12 Faculty Advisor/Mentor: A faculty advisor/mentor (and a co-mentor to perform the duties of a mentor during the absence of the mentor) shall be assigned for groups of students. Generally the faculty advisor/mentor shall be assigned by the concerned department, in consultation with the Director of the School concerned. (For the first year students of the BTECH programme, the Director of the School of Technology may assign the faculty advisor/ mentor from departments belonging to other Schools teaching at the SOT). Faculty advisors/ mentors shall help their mentees to plan their courses of study, advise them on matters relating to academic performance and personality development, and help them to overcome various problems and difficulties faced by them.

4.0 Admission

4.1 All admissions to the Graduate Degree Programmes of the University shall be on the basis of merit. There may, however, be provision for direct admission for a limited number of NRI/FN students.

4.2 Eligibility Criteria:

4.2.1 To be considered for admission to a Graduate Degree Programme a candidate should have passed the Higher Secondary examination of a recognized Board of Higher Secondary Education or an equivalent examination of any University / Board securing grades/marks as specified in the table below.

4.2.2 A candidate must also obtain qualifying marks required by the University in entrance tests/personal interview as the case may be. These marks shall be valid only for the academic year for which the test is held.

4.2.3 Admission will be on the basis of performance of the candidate at the qualifying examination, entrance test and/or personal interview.

Programme	Grade /Marks requirement from qualifying examinations	Entrance Examinations / Personal Interview
BTECH	Passed the qualifying examination with Physics/ Mathematics /Chemistry/ Computer Science/Electronics/Information Technology/ Biology/Informatics Practices/ Biotechnology/Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship with 45% in the aggregate of all subjects and 45% in the aggregate of any of the three	National Entrance Test such as JEE / State level entrance examination such as CEE or the ADBU Entrance Examination for Engineers
BBA, BCA, BCOM, BA Honours	Passed the qualifying examination in any stream with aggregate marks specified by appropriate academic body	Satisfactory performance in the Personal Interview
BSc Honours	Passed the qualifying examination in the science stream with aggregate of Physics Chemistry and Mathematics specified by appropriate academic body	Satisfactory performance in the Personal Interview

4.3 Reservation of seats for the programme shall be as per the guidelines laid out in the Statutes of the University.

4.4 Admissions shall ordinarily close after a specified period from the date of commencement of the first semester, through a notification. However, in exceptional cases, admission of a candidate after the last date may be recommended to the University with justification, by the School / Departments concerned. Under such an event, this period shall not exceed four weeks from the date of commencement of the first semester.

    4.4.1 The attendance of such students shall be computed from the date of admission.

    4.4.2 Such students may be offered the opportunity of taking part in in-semester assessment modules which may have already been completed.

4.5 All candidates shall be required to satisfy the norms prescribed by the University for medical fitness prior to admission.

4.6 BTECH Lateral Entry into Programmes

    4.6.1 Polytechnic diploma holders in any branch of Engineering and Technology and B.Sc. Degree holders having Physics, Chemistry and Mathematics shall be eligible for admission to degree courses in Engineering and Technology in the third semester BTECH Programme against vacancies and/or seats in addition to the sanctioned intake in the first year.

    4.6.2 Such diploma holders should have been bonafide students of polytechnics duly approved by the government and should have pursued an AICTE approved three-year diploma curriculum in an appropriate branch of Technology.

    4.6.3 Only diploma holders who have secured a minimum of 45% in the aggregate in the relevant discipline and B.Sc. students who have secured a minimum of 45% marks in the aggregate shall be eligible for consideration for admission. The students belonging to B.Sc. Stream, would have to clear the subjects: Engineering Graphics/Engineering Drawing and Engineering Mechanics of the First Year Engineering Programme along with the Second year subjects.

    4.6.4 Such admissions shall be on the basis of merit in the ADBU entrance test and a personal interview.

4.7 Bridge Courses: The Departments shall make provision for Bridge Courses to facilitate admission of students from varied backgrounds to a programme of their choice.

4.8 Value-added Courses: Each department shall offer value-added courses, which are optional. Certificates will be awarded to those who successfully complete the course.

4.9 BTECH Honours

A student of BTech can obtain Honours by completing additional 18-20 credits in emerging areas of the same discipline of study. Departmental Board of Studies shall finalize the emerging areas of study. Students eligible for Honours programme shall have a CGPA of 6.5 till 2nd Semester. In case of lateral entry students, they should have 1st class in their qualifying examination. Students will be permitted to enroll for Honours in 3rd or 4th semester which may continue till 8th semester until they complete 18-20 credits. In any semester, they will be advised to take not more than 6 credits of courses.

Students may be allowed to opt from SWAYAM/NPTEL courses. Teaching and evaluation of the courses will be as per university norm followed for any other courses.

For the students, who opted for Honours but could not earn the minimum 18 credits till 8th semester examination, all the

courses completed shall be printed in the Transcript to recognize the additional effort of the students. The opportunity of additional chance may be given to the willing students whose deficiency is marginal (at the most 6 credits).

4.10 BTECH Minor Engineering

A student of BTech can obtain Minor by completing additional 18-20 credits in emerging areas of another discipline of study. Departmental Board of Studies shall finalize the emerging areas of study. Students eligible for Honours programme shall have a CGPA of 6.5 till 2nd Semester. In case of lateral entry students, they should have 1st class in their qualifying examination. Students will be permitted to enroll for Minor in 3rd or 4th semester which may continue till 8th semester until they complete 18-20 credits. In any semester, they will be advised to take not more than 6 credits of courses.

Students may be allowed to opt from SWAYAM/NPTEL courses. Teaching and evaluation of the courses will be as per university norm followed for any other courses.

For the students, who opted for Minor but could not earn the minimum 18 credits till 8th semester examination, all the courses completed shall be printed in the Transcript to recognize the additional effort of the students. The opportunity of additional chance may be given to the willing students whose deficiency is marginal (at the most 6 credits).

5.0 University Registration

5.1 Candidates shall have to register as bona-fide students with the University as per the University regulations within a period specified by the University, by a formal application routed through the Director of the School concerned.

6.0 Attendance

6.1. To be permitted to appear for the end-semester examination of a particular course, a student is required to have a minimum attendance of 75% for that course.

6.2 Deficiency in attendance up to 10% may be condoned by the Director of the School in the case of leave taken for medical and other grievous reasons, which are supported by valid medical certificates and other requisite documents.

6.3 Some students, due to exceptional situations like their own serious sickness and hospitalization or death of members of the inner family circle (restricted to only father, mother, siblings), may have attendance below 65%. Such students may be given bonus attendance percentage for a particular course based on his/her attendance for that course during the remaining days of the current semester, as given in the following table:

Attendance during the remaining days of the current semester	Bonus percentage available in the current semester
95% or more	5
90% or more but less than 95%	4
85% or more but less than 90%	3
80% or more but less than 85%	2
75% or more but less than 80%	1

They shall be permitted to appear for the end-semester examination of the course if on the strength of this bonus attendance percentage, they obtain 65% attendance for that course.

6.4 If the sum of the credits of the courses for which a student is unable to appear at the end-semester examinations exceeds 50% of the total credits allotted for the semester, he/she shall not be permitted to appear for the entire end-semester examinations in view of clause 10.5 of these Regulations.

6.5 The School may propose to set aside a certain portion of the in-semester assessment marks for attendance. The number of marks and modalities of their allotment shall be made known to the students at the beginning of each semester.

6.6 Leave

6.6.1 Any absence from classes should be with prior sanctioned leave. The application for leave shall be submitted to the Office of the Director of the concerned School on prescribed forms, through proper channels, stating fully the reasons for the leave requested along with supporting documents.

6.6.2 In case of emergency such as sickness, bereavement or any other unavoidable reason for which prior application could not be made, the parent or guardian must promptly inform the office of the Director of the concerned School.

6.6.3 If the period of absence is likely to exceed 10 days, a prior application for grant of leave shall have to be submitted through the Director of the concerned School to the Registrar of the University with supporting documents in each case; the decision to grant leave shall be taken by the Registrar on the recommendation of the Director of the concerned School.

6.6.4 The Registrar may, on receipt of an application, also decide whether the student be asked to withdraw from the

programme for that particular semester because of long absence.

6.7 It shall be the responsibility of the student to intimate the concerned teachers regarding his/her absence before availing the leave.

7.0 Grading System

7.1 Three types of courses are offered in the Graduate programmes:
- **Graded courses**: For the majority of the courses, students shall be assessed and given grades.
- **Pass/Non-Pass courses**: There are some courses for which the students are expected to obtain a P grade to be eligible for the degree.
- **Audit Courses**: A third category of courses are audit courses. These are optional. However, students who opt for these courses must have the required attendance to obtain a P grade in the course.

7.2 Based on the performance of a student, each student is awarded a final letter grade in each graded course at the end of the semester and the letter grade is converted into a grade point. The correspondence between percentage marks, letter grades and grade points is given in the table below:

Marks (x) obtained (%)	Grade	Description	Grade Points
90 ≤ x ≤ 100	O	Outstanding	10
80 ≤ x < 90	E	Excellent	9
70 ≤ x < 80	A+	Very Good	8
60 ≤ x < 70	A	Good	7
50 ≤ x < 60	B	Average	6
40 ≤ x < 50	C	Below Average	5
x < 40	F	Failed	0

In addition, a student may be assigned the grades 'P' and 'NP' for pass marks and non- passing marks respectively, for Pass/No-pass courses, or the grade 'X' (not permitted).

7.2.1 A student shall be assigned the letter grade 'X' for a course if he/she is not permitted to appear for the end semester examination of that course due to lack of requisite attendance.

7.2.2 A letter grade 'F', 'NP' or 'X' in any course implies failure in that course.

7.2.3 A student is considered to have completed a course successfully and earned the credits if she/he secures a letter grade other than 'F', 'NP', or 'X'.

7.3 At the end of each semester, the following measures of the performance of a student in the semester and in the programme up to that semester shall be computed and made known to the student together with the grades obtained by the student in each course:

7.3.1 The Semester Grade Point Average (SGPA): From the grades obtained by a student in the courses of a semester, the SGPA shall be calculated using the following formula:

$$SGPA = \frac{\sum_{i=1}^{n} GP_i \times NC_i}{\sum_{i=1}^{n} NC_i}$$

Where GP_i = Grade points earned in the ith course
NC_i = Number of credits for the ith course
n = the number of courses in the semester

7.3.2   The Cumulative Grade Point Average (CGPA): From the SGPAs obtained by a student in the completed semesters, the CGPA shall be calculated using the following formula:

$$CGPA = \frac{\sum_{i=1}^{n} SGP_i \times NSC_i}{\sum_{i=1}^{n} NSC_i}$$

Where SGP_i = Semester Grade point of the ith semester
NSC_i = Number of credits for the ith semester
n = the number of semesters completed

7.3.3 The CGPA may be converted into a percentage by multiplying CGPA by 10.

7.4 Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such. Whenever these CGPA are to be used for official purposes, only the rounded off values shall be used.

7.5 There are academic and non-academic requirements for the Graduate programmes where a student shall be awarded the 'P' and 'NP' grades. Non-credit courses such as Service Learning, Constitution of India, Essence of Indian Traditional Knowledge etc. belong to this category. No grade points are associated with these grades and these courses are not taken into account in the calculation of the SGPA or CGPA. However, the award of the degree is subject to obtaining a 'P' grade in all such courses.

7.6 In the case of an audit course, the letters "AU" shall be written alongside the course name in the Grade Sheet. A student is not required to register again for passing failed audit courses.

8.0 Assessment of Performance

8.1 A student's performance is evaluated through a continuous system of evaluation comprising tests, quizzes, assignments, seminars, minor projects, major projects and end-semester examinations.

8.2 **Theory Courses**: Theory courses shall have two components of evaluation – in- semester assessment of 40% weightage and an end-semester examination having 60% weightage.

> 8.2.1 The modalities of the conduct of in-semester assessment and weightages attached to its various components shall be as published by the School at the beginning of each semester.

8.3 **Lab Courses**: Lab courses (Laboratory, Drawing, Workshop, etc.) shall be evaluated on the basis of attendance, assessment of tasks assigned and end semester test/viva voce. The weightage assigned for these components of the evaluation is given in the following table:

Component	Weightage
Attendance	10
Assessment of Tasks Assigned	30
End-semester test / viva voce	60

> 8.3.1 The modalities of the conduct of evaluation under the heading "Assessment of tasks assigned", its components and the weightages attached to its various components shall be published by the department concerned at the beginning of each semester.
>
> 8.3.2 The evaluation of the end-semester test for a lab course may be done on the basis of criteria and weightage to be specified in the question paper, among which are included

- Organisation of the experiment
- Actual conduct of the experiment assigned and accuracy of the result
- Extent of completion
- A comprehensive viva-voce which examines the overall grasp of the subject

8.4 End-Semester examinations

> 8.4.1 End-semester examinations for the theory courses, generally of three hours' duration, shall be conducted by the University. The Director of the concerned school shall make the arrangements necessary for holding the examinations.
>
> 8.4.2 In the end-semester examinations, a student shall be examined on the entire syllabus of the courses.
>
> 8.4.3 A student shall not obtain a pass grade for a course without appearing for the end- semester examination in that course.

8.5 Industry Training/Internship Programme

> 8.5.1 Departments may require students to undergo industry training/internship programmes.
>
> 8.5.2 Departments are to notify the students at the beginning of their programmes about the details of industry training/internship.
>
> 8.5.3 After the Industry Training/Internship programme, the student shall furnish a certificate from the organisation where he/she underwent the programme as proof of successful completion.
>
> 8.5.4 The student shall submit a training/internship report to the department in a format to be laid down by the concerned department. He/she shall also give a seminar to present the learning outcomes of the programme in the presence of the faculty members and students of the department. The student shall be evaluated on the basis of the report, the seminar and interaction during the seminar and grades shall be assigned. These grades shall be given a weightage of two credits in the subsequent semester.

8.6 The Major Project

> 8.6.1 Students of the BTECH programme and BCA programme shall undertake a Major Project during the

course of their graduate studies. The BTECH major project work is normally conducted in two phases during the seventh and eighth semesters of the programme and is to be done individually or in groups within the campus. A department may substitute this with two independent projects in the seventh and eighth semesters with prior permission from the statutory authority. The BCA major project work is conducted during the sixth semester of the programme, and is to be done individually or in groups within the campus.

8.6.2   Each department shall constitute a Departmental Project Evaluation Committee (DPEC) consisting of the Head of the Department, Project Co-ordinator and two senior teachers from the department, with the Project Co-ordinator as the convenor. The DPEC shall co-ordinate the conduct and assessment of the project.

8.6.3   The DPEC shall notify the schedule and modalities for the following stages in the implementation of the project.

- Submission of the topic of the project.
- Notification for assignment of project supervisors.
- Submission of the synopsis.
- Schedule and modality for the submission of weekly activity reports.
- Schedule for the seminar presentation of synopsis.
- Schedule for Progress Seminars, submission of progress reports and viva voce examination.
- Date for the submission of the project report and a brief summary.
- Dates for the external evaluation of the project.

In the case of the BTECH project, some of these activities may be performed during semester VII (Phase I) and others during Semester VIII (Phase II) as shall be notified by the DPEC.

8.6.4   The DPEC may ask a student to resubmit a synopsis if the same does not get its approval.

8.6.5   The Convenor of the DPEC shall submit to the Controller of Examinations a panel of at least three names of external examiners at least three weeks before the external examination. The Controller of Examinations shall appoint the external examiner(s) from this panel. The project supervisor shall be the internal examiner.

8.6.6   Each student shall submit to the DPEC three bound, typed copies of the project report, and prepared according to the prescribed format, after the pre-submission seminar, by the due date. The student shall also submit three copies of a brief summary of the project that shall be forwarded to the concerned examiners.

8.6.7   The DPEC shall make the arrangements necessary to conduct the external evaluation in consultation with the examiner(s) appointed by the University, during the dates notified.

8.6.8   Phase I of the project shall be evaluated through in-semester assessment only. The modality and components of the assessment and their weightages shall be determined by the School and the same shall be notified at the beginning of each semester.

8.6.9   Phase II of the project shall be evaluated through in-semester and end-semester assessments of equal weightage. The in-semester assessment shall be done by the DPEC and the project supervisor and the end-semester assessment shall be done by the external examiner(s) and the project supervisor, assisted by the DPEC. The modality and components of the in-semester assessment and their weightages shall be determined by the school and the same shall be notified at the beginning of each semester.

8.6.10 The DPEC shall forward the in-semester assessment marks to the Controller of Examinations by the date specified by the Examination Department.

8.6.11 The end-semester assessment shall have the following components:

- Project implementation: 40 marks
- Seminar presentation: 20 marks
- Viva voce examination: 20 marks
- Project documentation: 20 marks

8.6.12 Independent projects as envisaged in clause 8.6.1 shall be evaluated in the same manner as Phase II of the major project.

8.6.13 Those who obtain an 'F' grade for the major project shall be required to re-enrol for it in the subsequent semesters.

8.7   Minor and Mini Projects

8.7.1 Students may be assigned minor and mini projects by the department from the fourth semester onwards to ensure that their learning becomes a hands-on experience. These projects shall be executed by the students individually or in groups under the guidance of faculty members appointed by the department.

8.7.1.1 BCOM students shall undertake a Project (phase 1 & 2) spread across 5th and 6th semesters.

8.7.2 The mode of evaluation of these projects shall follow the pattern of evaluation of Lab Courses (vide clause 8.3) and the modalities for the conduct of evaluation, its components and the weightages attached to these components shall be published by the department concerned at the beginning of each semester.

8.7.3 The students may be required to submit project reports in the format specified. The evaluation of the Minor and Mini Projects shall take into consideration these project reports.

8.8 The evaluation of performance in non-credit courses shall be done by the authorities conducting them and they shall communicate the grades to the Director of the concerned School who shall forward them to the Controller of Examinations.

8.9 The Director of the concerned School shall forward the marks obtained in the in- semester evaluation to the Controller of Examinations within the prescribed time as may be notified.

8.9.1 All evaluated work in a course except the end semester answer scripts shall be returned to the students promptly.

8.10 Eligibility for appearing in the end-semester examinations: A student shall be permitted to appear for the end-semester examinations, provided that

8.10.1 A student has not been debarred from appearing in the end semester examinations as disciplinary action for serious breach of conduct.

8.10.2 He/she has satisfactory attendance during the semester according to the norms laid out in section 6 of these regulations.

8.10.3 He/she has paid the prescribed fees or any other dues of the university within the date specified.

8.11 Registration for end-semester Examinations

8.11.1 The University shall, through a notification, invite applications from students to register for the end-semester examinations.

8.11.2 Students who have registered with the University (vide clause 5) and those who have applied for such registration may apply to appear for the end- semester examinations of the university, in response to the notification issued by the University, provided that they fulfil the eligibility norms as laid down in clause 8.10.

8.11.3 All eligible candidates shall be issued an admit card for the relevant examination and for specified courses. A student who does not have a valid admit card may not be permitted to write the end-semester examinations.

8.11.4 A student who secures an 'F' or 'X' grade in any course in a semester may register for the end-semester examination for that course in a subsequent semester when that course is offered again, within the maximum period of time allotted for the completion of the programme. The in-semester assessment marks obtained by him/her in the last semester in which the said course was attended by him/her shall be retained.

8.11.5 Similarly, in case of an 'NP' grade in non-credit courses the student shall have to re-register for it in the appropriate semester of the next academic session.

8.11.6 When a student re-registers for the end semester examination of a course, in accordance with clause 8.11.4 above, the better of the two grades obtained (the old and the new) shall be considered for the calculation of SGPA and CGPA.

8.12 Conduct of Examinations: The University shall conduct the end-semester examinations in accordance with the applicable regulations on such dates as are set down in the Academic Calendar or as notified.

8.13 Declaration of Results: The University shall declare the results of a semester and make available to the students their grade sheets within the time-frame prescribed by the relevant regulations of the university and specified in the academic calendar.

8.14 The University may withhold the results of a student for any or all of the following reasons

- he/she has not paid his/her dues
- there is a disciplinary action pending against him/her
- he/she has not completed the formalities for University Registration according to the requirement of section 5 of these Regulations.

8.15 Re-examining of answer scripts

8.15.1 If a student feels that the grade awarded to him/her in a course is not correct, he/she may apply to the University for the re-examining of his/her answer script.

8.15.2 Re-examining of scripts may be of two different categories – scrutiny and re- evaluation.

8.15.3 Scrutiny: The activities under this category shall ordinarily be confined to checking

- correctness of the total marks awarded and its conversion into appropriate letter grades
- whether any part/whole of a question has been left unevaluated inadvertently
- correctness of transcription of marks on the tabulation sheet and the grade sheet issued in respect of the course

under scrutiny.

8.15.4 Re-evaluation: Re-evaluation of the answer script by independent experts in the concerned subject(s).

8.15.5 Application for re-examining of answer scripts

- A student may apply for scrutiny or re-evaluation for one or more courses of the just-concluded end-semester examinations within seven calendar days from the date of publication of its results in the application form prescribed for this purpose.
- He/she shall pay the prescribed fee to the University as notified.
- A student applying for scrutiny/re-evaluation shall expressly state on the application form whether the application made is for Scrutiny or for Re- evaluation. In each case, the student may also request to see his/her answer script.
- All applications for scrutiny/re-evaluation must be routed through the Director of the concerned School.

8.15.6 If in the process of re-examining, the grade obtained in a course changes, the better of the two grades shall be assigned to the course. If there is a change, the new grade shall be recorded and a new grade sheet shall be issued to the student.

8.15.7 Without prejudice to any of the clauses of section 8.15, a student who has been found to have used unfair means during an examination shall not be eligible to apply for scrutiny or re-evaluation of answer scripts.

8.16 Repeat Examination: The University shall conduct repeat examination for those with F grade at a different time slot, as set down in the Academic Calendar or as notified. Such students should register for these examinations.

8.17 Improvement Examination

8.16.1 After the completion of the entire programme of study, a student may be allowed the provision of improvement examinations. These are to be availed of only once each in the Autumn and Spring semesters that immediately follow the completion of the programme, and within the maximum number of years permissible for a programme.

8.16.2 A student who has taken migration from the University shall not be eligible to appear for Improvement Examination.

8.16.3 A student may not choose more than the number of courses specified below for improvement examinations.

Programme	Number of Courses for Improvement Examinations		
	Autumn Semester	**Spring Semester**	**Total**
BTECH	6	6	12
BCA	4	4	8
BCOM	4	4	8
BBA	4	4	8
BA	4	4	8
BSc	4	4	8

8.16.4 After the improvement examination, the better of the two grades obtained (the old and the new) shall be considered for the calculation of SGPA and CGPA.

8.16.5 If the student improves his/her grades through the improvement examination, new grade sheets and comprehensive transcripts shall be issued to the student.

8.17 Special Examination

8.17.1 The University shall conduct Special Examinations to benefit the following categories of students:

8.17.1.1 Students who, on the completion of the final semester, have some 'F' graded courses in the two final semesters, but no 'F' or 'X' graded courses in any of the previous semesters

8.17.1.2 Students who have only one 'F' graded course in a semester other than the two final semesters and do not have 'F' or 'X' graded courses in the two final semesters.

8.17.2 The Special Examinations shall ordinarily be conducted each year within a month of the declaration of the results of the Spring Semester.

8.17.3 Students who fail to secure 50% of the credits offered in the final semester shall not be eligible to appear for the special examinations. Such students will be governed by the provisions of clause 10.5 of these regulations. However, this restriction shall not apply in the case of students who are unable to appear in the end semester examinations due to exceptional situations like their own serious illness and hospitalisation or death of members of the inner family circle (restricted to only father, mother, siblings).

8.17.4 Students who have 'X' graded courses only in the last two semesters may be offered the opportunity for participating in a Tutorial Programme which may be conducted during the semester break immediately following the end- semester examinations of the final semester and students who earn 85% attendance for the programme shall be permitted to appear for the Special Examinations. Separate fees shall be charged for the Tutorial

Programme.

8.17.5 Students who do not obtain pass grades in any course at the special examinations shall have to apply in the prescribed format and appear for the end-semester examination of these courses when they are scheduled by the University during subsequent relevant end-semester examinations.

9.0   Change of Branch (only for BTECH)

9.1 Normally a student admitted to a particular branch of the BTECH programme shall continue studying in that branch till completion. However, in special cases the university may permit a student to change from one branch of studies to another after the first two semesters.

9.2 Students shall be allowed a change in branch subject to the limitation that the strength of a branch should not fall below the existing strength by more than ten percent and should not go above the sanctioned strength by more than ten percent.

9.3 Only those students shall be eligible for consideration of a change of branch, who have completed all the credits required in the first two semesters of their studies, in their first attempt.

9.4 Applications for a change of branch must be made by intending eligible students in the prescribed form. The Office of the Registrar shall call for applications at the beginning of the third semester and the completed forms must be submitted by the last date specified in the notification.

9.5 Students may enlist up to two choices of branch, in order of preference, to which they wish to change over. It shall not be permissible to alter the choice after the application has been submitted.

9.6 Change of branch shall be made strictly in order of merit of the applicants. For this purpose the CGPA obtained at the end of the second semester shall be considered. In case of a tie, the following shall be considered in the given order: the SGPA of the second semester, the SGPA of the first semester, grades obtained by the applicants in the courses of the second semester in an order to be determined by the Office of the Registrar.

9.7 A committee consisting of the Director and heads of departments of the concerned School, chaired by the Registrar shall examine the applications and consider them on the basis of the criteria laid out above.

9.8 The details of branch changes effected shall be notified to the students by the Registrar, within 7 days of the submission of applications.

9.9 All changes of branch shall be final and binding on the applicants. No student shall be permitted, under any circumstance, to refuse the change of branch offered.

9.10 All changes of branch made in accordance with the above rules shall be effective from the third semester of the applicants concerned. No change of branch shall be permitted after this.

10.0 Enrolment (for semesters other than the first)

10.1 Every student is required to enrol for the relevant courses before the commencement of each semester within the dates fixed for such enrolment and notified by the Registrar.

10.2 Students who do not enrol within the dates announced for the purpose may be permitted late enrolment up to the notified date on payment of a late fee.

10.3 Only those students shall be permitted to enrol who have

- cleared all University, Departmental, Hostel and Library dues and fines (if any) of the previous semester,
- paid all required University, Departmental and Hostel fees for the current semester, and
- not been debarred from enrolling on any specific ground.

10.4 No student may enrol for a semester if he/she has not appeared, for whatever reason, in the end semester examinations of the previous semester.

10.5 A student who fails to obtain 50% of the credits offered in the third and subsequent semesters shall not be permitted to enrol for the next semester and shall have to re-enrol for and attend all the courses of the said semester in the following academic year. Students who due to X grade (lack of due attendance) have been debarred from exams in any semester (including first and second) will have to re-enrol for the same.

11.0 Eligibility for the Award of the Graduate Degree

11.1 A student shall be declared to be eligible for the award of the Graduate Degree for which he/she has enrolled if he/she has

11.1.1 completed all the credit requirements for the degree with grade 'C' or higher grade in each of the mandatory graded courses and grade 'P' in all mandatory non-graded courses;

11.1.2 satisfactorily completed all the non-credit requirements for the degree viz., Extra Academic Activities, Industry Training, Field Work, Internship Programme, etc. (if any);

11.1.3 obtained a CGPA of 5.00 or more at the end of the semester in which he/she completes all the requirements for the degree;

11.1.4 owes no dues to the University, School, Department, Hostels; and

11.1.5 has no disciplinary action pending against him/her.

11.2 The award of the Graduate Degree must be recommended by the Academic Council and approved by the Board of Management of the University.

12.0 Termination from the Programme

12.1 If more than the number of years permitted for the completion of a programme have elapsed since the student was admitted, and the student has not become eligible for the award of Degree, the student shall be removed from the programme.

12.2 A student may also be required to leave the Programme on disciplinary grounds on the recommendations of the Students' Disciplinary Committee of the concerned School.

ASSAM DON BOSCO UNIVERSITY REGULATIONS

POST GRADUATE DEGREE PROGRAMMES

SCIENCE AND TECHNOLOGY

The following are the regulations of the Assam Don Bosco University concerning the Post- Graduate Programmes leading to the award of the Master's Degree in the disciplines of Science and Technology made subject to the provisions of its Statutes and Ordinances.

1.0 Academic Calendar

1.1 Each academic year is divided into two semesters of approximately 18 weeks duration: an Autumn Semester (July – December) and a Spring Semester (January – June). The Autumn Semester shall ordinarily begin in July for students already on the rolls and the Spring Semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin later depending on the completion of admission formalities.

1.2 The schedule of academic activities approved by the Academic Council for each semester, inclusive of the schedule of continuing evaluation for the semester, dates for the conduct of end-semester examinations, the schedule of publication of results, etc., shall be laid down in the Academic Calendar for the semester.

2.0   Duration of the Programme

2.1   The normal duration of the Post Graduate Programme shall be as per the table given below:

Programme	Number of Semesters	Number of Years
Master of Technology (MTECH)	4	2
Master of Computer Applications (MCA)	4	2
Master of Science (MSc)	4	2

2.2   However, students who do not fulfill some of the requirements in their first attempt and have to repeat them in subsequent semesters may be permitted up to 4 more semesters (2 years) to complete all the requirements of the degree.

2.3   Under exceptional circumstances and depending on the merit of each case, a period of 2 more semesters (1 year) may be allowed for the completion of the programme

3.0   Course Structure

3.1   The University follows Outcome Based Education with Choice Based Credit System (CBCS) for all the Post Graduate Degree Programmes. One credit is equivalent to 15 hours of lecture/tutorial or 30 hours of practical. The courses offered for the Post Graduate Degree Programmes are divided into two baskets – Core Courses and Elective Courses.

3.2 Core Courses: Core courses are those in the curriculum, the knowledge of which is deemed essential for students who are pursuing the said Post Graduate Degree Programme.

> 3.2.1 A student shall be required to take all the core courses offered for a particular programme.

> 3.2.2 The number of credits required from core courses shall be as prescribed by the competent academic authority.

3.3. Elective Courses: These are courses in the curriculum which give the student opportunities for specialization and which cater to his/her interests and career goals. These courses may be selected by the student and/or offered by the department conducting the programme, from those listed in the curriculum according to the norms laid down by the competent academic authority.

> 3.3.1 The number of credits which may be acquired through elective courses shall be prescribed by the competent academic authority.

> 3.3.2 It shall be the prerogative of the department not to offer an elective course which has less than 5 students opting for it.

The schema of categorisation of courses into baskets is as given below:

Core Courses	
Departmental Core (DC)	Core courses which are offered by the department conducting the programme
School Core (SC)	Core courses which are offered by a department other than the department conducting the programme, from within the same School

Institutional Core (IC)	Core courses which are offered by departments of the University fro Schools other than the parent School
Elective Courses	
Departmental Elective (DE)	Elective courses which are offered by the department conducting th programme
School Elective (SE)	Elective courses which are offered by a department other than th department conducting the programme, from within the same School
Institutional Elective (IE)	Elective courses which are offered by departments of the University fro Schools others than the parent School

*UGC Equivalent Courses- Core Paper (DC), Ability Enhancement Compulsory Course (IC/SC), Skill Enhancement Course (IE), General Elective (IE/SE), Discipline Specific Elective (DE)

*AICTE Equivalent Courses - Basic Science Course (IC), Engineering Science Course(IC), Open Elective Course (IC), Humanities and Social Science Courses (IC),Mandatory Course (IC), Professional Core Course (DC), Professional Elective Course (DE)

3.6 In order to qualify for a Post Graduate Degree, a student is required to complete the minimum credit requirements as prescribed by the competent academic authority.

3.7 In addition to the prescribed credit requirement, a student shall have to complete Institutional mandatory courses with Pass grade, as prescribed by the competent academic authority, from time to time, which shall be recorded in the Grade sheet but not taken into account for computing the SGPA and the CGPA.

3.8 **Audit Course:** Students who secure a CGPA of at least 8 at the end of the first may opt to take one audit course per semester from any Department from the second semester onwards, provided the course teacher permits the auditing of the course. This shall be done under the guidance of the Departmental Faculty Advisor/mentor. The student is free to participate in the evaluation process for such courses. However, an attendance of 75% is necessary for obtaining a P grade for such courses. When auditing courses offered by other departments, it shall be the responsibility of the student to attend such courses without missing courses of one's own department and semester.

3.9 In addition, students may also opt for additional elective courses in consultation with their mentors. Students are required to participate in the evaluation process of such courses. The grades obtained for such courses shall be recorded in the grade sheet, but not taken into account for computing SGPA and CGPA.

3.10 It shall be the prerogative of the department to not offer an elective course which has less than 5 students opting for it.

3.11 The medium of instruction shall be English and examinations and project reports shall be in English.

3.12 The course structure and syllabi of the Post Graduate Degree Programmes shall be approved by the Academic Council of the University. Departmental Boards of Studies (DBOS) shall discuss and recommend the syllabi of all the courses offered by the department from time to time before forwarding the same to the School Board of Studies (SBOS). The SBOS shall consider the proposals from the departments and make recommendations to the Academic Council for consideration and approval.

3.13 The curriculum may include industry training and /or fieldwork for a specified time. This is to be satisfactorily completed before a student is declared eligible for the degree. There shall be credit allocation for such industrial training or fieldwork. Normally these activities shall be arranged during convenient semester breaks as shall be determined by the School Board of Studies.

3.14 **Faculty Advisor/Mentor:** A faculty advisor/mentor (and a co-mentor to perform the duties of a mentor during the absence of the mentor) to shall be assigned for groups of students. Faculty advisors/mentors shall help their mentees to plan their courses of study, advise them on matters relating to academic performance and personality development, and help them to overcome various problems and difficulties faced by them.

4.0 Admission

4.1 All admissions to the Post Graduate Degree Programmes of the University shall be on the basis of merit. There may, however, be provision for direct admission for a limited number of NRI/FN students.

4.2 Eligibility Criteria

4.2.1 To be considered for admission to a Post Graduate Degree Programme a candidate should have passed a Bachelor's Degree (or equivalent) programme of a recognised university securing grades/marks as specified in the table below.

4.2.2 Admission will be on the basis of the performance of the candidate at the graduate level, the Post Graduate Entrance Test conducted by the university and/or a personal interview. Candidates for MTECH who have a valid

GATE score may be exempted from the entrance test.

Programme	Grade /Marks requirement from qualifying examinations	Entrance Examinations / Personal Interview
MTECH	Completed a Bachelor's Degree programme in the appropriate stream of technology from a recognised university successfully with a minimum CGPA of 6.5 (or equivalent). The Academic Council may establish other eligibility criteria for M Tech in a particular discipline.	Post Graduate Entrance Test of Assam Don Bosco University
MCA	Completed a Bachelor's Degree programme in any stream of a recognised university successfully with a minimum of 50 % marks in the aggregate. In addition, the candidate must have passed Mathematics or equivalent at the higher secondary level or above.	Post Graduate Entrance Test of Assam Don Bosco University
MSc	Completed a Bachelor's Degree programme in Science of a recognised university successfully with a minimum aggregate, specified by the competent academic body.	Satisfactory performance in the Personal Interview

4.3 Reservation of seats for the programme shall be as per the guidelines laid out in the Statutes of the University.

4.4 Admissions shall ordinarily close after a specified period from the date of commencement of the first semester, through a notification. However, in exceptional cases, admission of a candidate after the last date may be recommended to the University with justification, by the School / Departments concerned. Under such an event, this period shall not exceed four weeks from the date of commencement of the first semester.

4.4.1 The attendance of such students shall be computed from the date of admission.

4.4.2 Such students may be offered the opportunity of taking part in in-semester assessment modules which may have already been completed.

4.5 All candidates shall be required to satisfy the norms prescribed by the University for medical fitness prior to admission.

4.6 Candidates may be required to furnish a certificate of good conduct from the institution last attended.

4.7 Bridge Courses: The Departments shall make provision for Bridge Courses to facilitate admission of students from varied backgrounds to a programme of their choice.

4.8 Value-added Courses: Each department shall offer value-added courses, which are optional. Certificates will be awarded to those who successfully complete the course.

5.0 University Registration

5.1 Candidates shall have to register as bona-fide students with the University as per the University regulations within a period specified by the University, by a formal application routed through the Director of the School concerned.

6.0 Attendance

6.1 To be permitted to appear for the end-semester examination of a particular course, a student is required to have a minimum attendance of 75% for that course.

6.2 Deficiency in attendance up to 10% may be condoned by the Director of the School in the case of leave taken for medical and other grievous reasons, which are supported by valid medical certificates and other requisite documents.

6.3 Some students, due to exceptional situations like their own serious sickness and hospitalization or death of members of inner family circle (restricted to only father, mother, siblings), may have attendance below 65%. Such students may be given bonus attendance percentage for a particular course based on his/her attendance for that course during the remaining days of the current semester, as given in the following table:

Attendance during the remaining days of the current semester	Bonus percentage available in the current semester
95% or more	5
90% or more but less than 95%	4
85% or more but less than 90%	3
80% or more but less than 85%	2
75% or more but less than 80%	1

They shall be permitted to appear for the end-semester examination of the course if, on the strength of this bonus attendance

percentage, they obtain 65% attendance for that course.

6.4 If the sum of the credits of the courses for which a student is unable to appear at the end- semester examinations exceeds 50% of the total credits allotted for the semester, he/she shall not be permitted to appear for the entire end-semester examinations in view of clause 9.5 of these Regulations.

6.5 The School may propose to set aside a certain portion of the in-semester assessment marks for attendance. The number of marks and modalities of their allotment shall be made known to the students at the beginning of each semester.

6.6 Leave

6.6.1 Any absence from classes should be with prior sanctioned leave. The application for leave shall be submitted to the office of the Director of the concerned School on prescribed forms, through proper channels, stating fully the reasons for the leave requested along with supporting documents.

6.6.2 In case of emergency such as sickness, bereavement or any other unavoidable reason for which prior application could not be made, the parent or guardian must promptly inform the office of the Director of the concerned School.

6.6.3 If the period of absence is likely to exceed 10 days, a prior application for grant of leave shall have to be submitted through the Director of the concerned School to the Registrar of the University with supporting documents in each case; the decision to grant leave shall be taken by the Registrar on the recommendation of the Director of the concerned School.

6.6.4 The Registrar may, on receipt of an application, also decide whether the student be asked to withdraw from the programme for that particular semester because of long absence.

6.7 It shall be the responsibility of the student to intimate the concerned teachers regarding his/her absence before availing the leave.

7.0   Grading System

7.1 Three types of courses are offered in the Post Graduate programmes:
  ● **Graded courses:** For the majority of the courses, students shall be assessed and given grades.
  ● **Pass/No-Pass courses**: There are some courses for which the students are expected to obtain a P grade to be eligible for the degree.
  ● **Audit Courses**: A third category of courses are audit courses. These are optional.
  However, students who opt for these courses must have the required attendance to obtain a P grade in the course.

7.2 Based on the performance of a student, each student is awarded a final letter grade in each graded course at the end of the semester and the letter grade is converted into a grade point. The correspondence between percentage marks, letter grades and grade points is given in the table below:

Marks (x) obtained (%)	Grade	Description	Grade Points
$90 \leq x \leq 100$	O	Outstanding	10
$80 \leq x < 90$	E	Excellent	9
$70 \leq x < 80$	A+	Very Good	8
$60 \leq x < 70$	A	Good	7
$50 \leq x < 60$	B	Average	6
$40 \leq x < 50$	C	Below Average	5
$x < 40$	F	Failed	0

In addition, a student may be assigned the grades 'P' and 'NP' for pass marks and non- passing marks respectively, for Pass/No-pass courses, or the grade 'X' (not permitted).

7.2.1 A student shall be assigned the letter grade 'X' for a course if he/she is not permitted to appear for the end semester examination of that course due to lack of requisite attendance.

7.2.2 A letter grade 'F', 'NP' or 'X' in any course implies failure in that course.

7.2.3 A student is considered to have completed a course successfully and earned the credits if she/he secures a letter grade other than 'F', 'NP', or 'X'.

7.3 At the end of each semester, the following measures of the performance of a student in the semester and in the programme up to that semester shall be computed and made known to the student together with the grades obtained by the student in each course:

7.3.1 The Semester Grade Point Average (SGPA): From the grades obtained by a student in the courses of a semester, the

SGPA shall be calculated using the following formula:

$$SGPA = \frac{\sum_{i=1}^{n} GP_i \times NC_i}{\sum_{i=1}^{n} NC_i}$$

Where GP_i = Grade points earned in the ith course
NC_i = Number of credits for the ith course
n = the number of courses in the semester

7.3.2   The Cumulative Grade Point Average (CGPA): From the SGPAs obtained by a student in the completed semesters, the CGPA shall be calculated using the following formula:

$$CGPA = \frac{\sum_{i=1}^{n} SGP_i \times NSC_i}{\sum_{i=1}^{n} NSC_i}$$

Where SGP_i = Semester Grade point of the ith semester
NSC_i = Number of credits for the ith semester
n = the number of semesters completed

7.3.3 The CGPA may be converted into a percentage by multiplying CGPA by 10.

7.4 Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such. Whenever these CGPA are to be used for official purposes, only the rounded off values shall be used.

7.5 There are academic and non-academic requirements for the Graduate programmes where a student shall be awarded the 'P' and 'NP' grades. Non-credit courses such as Extra Academic Programmes belong to this category. No grade points are associated with these grades and these courses are not taken into account in the calculation of the SGPA or CGPA. However, the award of the degree is subject to obtaining a 'P' grade in all such courses.

7.6 In the case of an audit course, the letters "AU" shall be written alongside the course name in the Grade Sheet. A student is not required to register again for passing failed audit courses.

8.0   Assessment of Performance

8.1 A student's performance is evaluated through a continuous system of evaluation comprising tests, quizzes, assignments, seminars, minor projects, major projects and end-semester examinations.

8.2 Theory Courses: Theory courses shall have two components of evaluation – in- semester assessment of 40% weightage and an end-semester examination having 60% weightage.

      8.2.1 The modalities of the conduct of in-semester assessment and weightages attached to its various components shall be as published by the School/Department at the beginning of each semester.

8.3 Lab Courses: Lab courses (Laboratory, Drawing, Workshop, etc.) shall be evaluated on the basis of attendance, assessment of tasks assigned and end semester test/viva voce. The weightage assigned for these components of the evaluation is given in the following table:

Component	Weightage
Assessment of Tasks Assigned	40
End-semester test / Viva voce	60

    8.3.1   The modalities of the conduct of evaluation under the heading "Assessment of tasks assigned", its components and the weightages attached to its various components shall be published by the department concerned at the beginning of each semester.

    8.3.2   The evaluation of the end-semester test for a lab course may be done on the basis of criteria and weightage to be specified in the question paper, among which are included
        •   Organisation of the program/experiment
        •   Coding, freedom from logical and syntactical errors, and accuracy of the result obtained / conduct of the experiment assigned and accuracy of the result
        •   Extent of completion
        •   A comprehensive viva-voce which examines the overall grasp of the subject

8.4 End-Semester examinations
    8.4.1   End-semester examinations for the theory courses, generally of three hours' duration, shall be conducted by the

University. The Director of the concerned school shall make the arrangements necessary for holding the examinations.

8.4.2   In the end-semester examinations, a student shall be examined on the entire syllabus of the courses.

8.4.3   A student shall not obtain a pass grade for a course without appearing for the end- semester examination in that course.

8.5 Research Seminar

8.5.1   During the course of the Post Graduate programme students may be required to conduct research seminars on a regular basis. The purpose of these research seminars is to encourage the students to conduct literature survey on the recent trends and developments in a chosen area of the discipline.

8.5.2   The literature survey conducted in preparation for these seminars may lead the students to the development of a project model to be executed during the final semesters of the programme.

8.5.3   The Research Seminars shall be evaluated on the basis of a presentation, a report and a viva voce examination.

8.6 The Major Project / Research Project / Dissertation

8.6.1   Students of the Post Graduate Programme shall undertake a Major Project / Research Project / Dissertation during the course of their Post Graduate studies. The Major Project / Research Project / Dissertation (to be referred to as Major Project henceforth) is normally conducted in two phases during the last two semesters of the programme.

8.6.2   The Major Project may be a software project, a research oriented project or research work which leads to a dissertation, as may be relevant to the discipline in which the work is undertaken. If it is a research oriented work, it should expose the students to the current state of research in a chosen area of the discipline and lead to new developments in the area.

8.6.3   The Major Project is to be undertaken individually in the campus or outside as may be specified by the department.

8.6.4   Each department shall constitute a Departmental Project Evaluation Committee (DPEC) consisting of the Director of the School (Chairperson), Head of the Department (Vice Chairperson), Project Co-ordinator and two senior teachers from the department, with the Project Co-ordinator as the convenor. The DPEC shall co-ordinate the conduct and assessment of the project.

8.6.4.1 The DPEC will notify the schedule and modalities for the following stages in the implementation of the project.

- Submission of the topic of the project.
- Notification for assignment of project supervisors.
- Submission of the synopsis
- Schedule for the seminar presentation of synopsis.
- Schedule for Progress Seminars, submission of progress reports and viva voce examination.
- Date for the submission of the project report and a brief summary.
- Dates for the end semester evaluation of the project.

8.6.5   The DPEC may ask a student to resubmit a synopsis if the same does not get its approval.

8.6.6   The project supervisor may be from outside the department or university. Such a supervisor should be approved by the DPEC and jointly supervise a project with a faculty member of the department.

8.6.7   The minimum qualification of a project supervisor shall be laid down by the DPEC in consultation with the Director of the School and authorities of the University.

8.6.8   The Chairperson of the DPEC will submit to the Controller of Examinations a panel of at least three names of external examiners at least three weeks before the end semester examination. The Controller of Examinations will appoint the external examiner(s) from this panel.

8.6.9   Each student shall submit to the DPEC four bound, printed copies of the project report, prepared according to the prescribed format made available, by the due date. The student will submit also three copies of a brief summary of the project that will be forwarded to the concerned examiners.

8.6.10 The DPEC will make the arrangements necessary to conduct the end semester evaluation in consultation with the examiners appointed by the University, during the dates notified.

8.6.11 The project will be evaluated through in-semester and end-semester assessments of equal weightage. The in-semester assessment will be done by the DPEC and the project supervisor. The end-semester assessment will be done by the external examiner(s), the project supervisor and a member of the DPEC appointed by it for the purpose. The weightages attached to their respective evaluations shall be 60:20:20.

8.6.12 The DPEC will forward the in-semester assessment marks to the Controller of Examinations by the date

specified by the Examination Department.

8.6.13 Given below are the suggested components of Internal assessment and respective marks assigned:
- Synopsis: 15 marks
- Seminar presentation of the synopsis: 15 marks
- Project implementation: 40 marks
- Pre-submission presentation: 15 marks
- Pre-submission viva voce: 15 marks

8.6.14 Given below are the suggested components of External assessment and respective marks assigned:
- Project implementation: 40 marks
- Seminar presentation: 25 marks
- Viva voce examination: 20 marks
- Project documentation: 15 marks

8.6.15 Publication of papers and registering of patents are encouraged during the Post Graduate programme. Papers published or patents obtained may be awarded extra weightage during the evaluation of the project.

8.6.16 Those who obtain an 'F' grade for the major project will be required to re-enrol for it in the subsequent semester and pay the prescribed fees.

8.7 The Director will forward the marks obtained in the in-semester evaluation to the Controller of Examinations within the prescribed time as may be notified.

8.8 All evaluated work in a subject except the end semester answer scripts will be returned to the students promptly.

8.9 Eligibility for appearing in the end-semester examinations: A student shall be permitted to appear for the end-semester examinations, provided that

8.9.1 A student has not been debarred from appearing in the end semester examinations as disciplinary action for serious breach of conduct.

8.9.2 He/she has satisfactory attendance during the semester according to the norms laid out in section 6 of these regulations.

8.9.3 He/she has paid the prescribed fees or any other dues of the university within the date specified.

8.10 Registration for end-semester Examinations

8.10.1 The University shall, through a notification, invite applications from students to register for the end-semester examinations.

8.10.2 Students who have registered with the University (vide clause 5) and those who have applied for such registration may apply to appear for the end- semester examinations of the university, in response to the notification issued by the University, provided that they fulfil the eligibility norms as laid down in clause 8.9.

8.10.3 All eligible candidates shall be issued an admit card for the relevant examination and for specified courses. A student who does not have a valid admit card may not be permitted to write the end-semester examinations.

8.10.4 A student who secures an 'F' or 'X' grade in any course in a semester may register for the end-semester examination for that course in a subsequent semester when that course is offered again, within the maximum period of time allotted for the completion of the programme. The in-semester assessment marks obtained by him/ her in the last semester in which the said course was attended by him/her shall be retained.

8.10.5 Similarly, in case of an 'NP' grade in Extra Academic Programmes the student shall have to re-register for it in the appropriate semester of the next academic session.

8.10.6 When a student re-registers for the end semester examination of a course, in accordance with clause 8.10.4 above, the better of the two grades obtained (the old and the new) shall be considered for the calculation of SGPA and CGPA.

8.11 **Conduct of Examinations**: The University shall conduct the end-semester examinations in accordance with the applicable regulations on such dates as are set down in the Academic Calendar or as notified.

8.12 Declaration of Results: The University shall declare the results of a semester and make available to students their grade sheets within the time-frame prescribed by the relevant regulations of the university and specified in the academic calendar.

8.13 The University may withhold the results of a student for any or all of the following reasons

- he/she has not paid his/her dues
- there is a disciplinary action pending against him/her
- he/she has not completed the formalities for University Registration according to the requirement of section 5 of

these Regulations.

8.14 Re-examining of answer scripts

8.14.1 If a student feels that the grade awarded to him/her in a course is not correct, he/she may apply to the University for the re-examining of his/her answer script.

8.14.2 Re-examining of scripts may be of two different categories – scrutiny and re- evaluation.

8.14.3 Scrutiny: The activities under this category shall ordinarily be confined to checking
- correctness of the total marks awarded and its conversion into appropriate letter grades
- whether any part/whole of a question has been left unevaluated inadvertently
- correctness of transcription of marks on the tabulation sheet and the gradesheet issued in respect of the course under scrutiny.

8.14.4 Re-evaluation: Re-evaluation of the answer script by independent experts in the concerned subject(s).

8.14.5 Application for re-examining of answer scripts
- A student may apply for scrutiny or re-evaluation for one or more courses of the just-concluded end-semester examinations within seven calendar days from the date of publication of its results in the application form prescribed for this purpose.
- He/she shall pay the prescribed fee to the University as notified.
- A student applying for scrutiny/re-evaluation shall expressly state on the application form whether the application made is for Scrutiny or for Re- evaluation. In each case, the student may also request to see his/her answer script.
- All applications for scrutiny/re-evaluation must be routed through the Director of the concerned School.

8.14.6 If in the process of re-examining, the grade obtained in a course changes, the better of the two grades shall be assigned to the course. If there is a change, the new grade shall be recorded and a new grade sheet shall be issued to the student.

8.14.7 Without prejudice to any of the clauses of section 8.14, a student who has been found to have used unfair means during an examination shall not be eligible to apply for scrutiny or re-evaluation of answer scripts.

8.15 Repeat Examination: The University shall conduct repeat examination for those with F grade at a different time slot, as set down in the Academic Calendar or as notified. Such students should register for these examinations.

8.16 Improvement Examination

8.16.1 After the completion of the entire programme of study, a student may be allowed the provision of improvement examinations. These are to be availed of only once each in the Autumn and Spring semesters that immediately follow the completion of the programme, and within the maximum number of years permissible for a programme.

8.16.2 A student who has taken migration from the University shall not be eligible to appear for Improvement Examination.

8.16.3 A student may not choose more than the number of courses specified in the table below for improvement examinations.

Programme	Number of Courses for Improvement Examinations		
	Autumn Semester	Spring Semester	Total
MCA	3	3	6
MSc	3	3	6
MTECH	2	2	4

8.16.4 After the improvement examination, the better of the two grades obtained (the old and the new) shall be considered for the calculation of SGPA and CGPA.

8.16.5 If the student improves his/her grades through the improvement examination, new grade sheets and comprehensive transcripts shall be issued to the student.

8.17 Special Examination

8.17.1 The University shall conduct Special Examinations to benefit the following categories of students:

8.17.1.1 Students who, on the completion of the final semester, have some 'F' graded courses in the two final semesters, but no 'F' or 'X' graded courses in any of the previous semesters

8.17.1.2 Students who have only one 'F' graded course in a semester other than the two final semesters and do not have 'F' or 'X' graded courses in the two final semesters.

8.17.2 The Special Examinations shall ordinarily be conducted each year within a month of the declaration of the results of

the Spring Semester.

8.17.3 Students who fail to secure 50% of the credits offered in the final semester shall not be eligible to appear for the special examinations. Such students will be governed by the provisions of clause 9.5 of these regulations. However, this restriction shall not apply in the case of students who are unable to appear in the end semester examinations due to exceptional situations like their own serious illness and hospitalisation or death of members of inner family circle (restricted to only father, mother, siblings).

8.17.4 Students who have 'X' graded courses only in the last two semesters may be offered the opportunity for participating in a Tutorial Programme which may be conducted during the semester break immediately following the end- semester examinations of the final semester and students who earn 85% attendance for the programme shall be permitted to appear for the Special Examinations. Separate fees shall be charged for the Tutorial Programme.

8.17.5 Students who do not obtain pass grades in any course at the special examinations shall have to apply in the prescribed format and appear for the end-semester examination of these courses when they are scheduled by the University during subsequent relevant end-semester examinations.

9.0   Enrolment (for semesters other than the first)

9.1   Every student is required to enrol for the relevant courses before the commencement of each semester within the dates fixed for such enrolment and notified by the Registrar.

9.2   Students who do not enrol within the dates announced for the purpose may be permitted late enrolment up to the notified date on payment of a late fee.

9.3   Only those students shall be permitted to enrol who have
   ● cleared all University, Departmental, Hostel and Library dues and fines (if any) of the previous semester,
   ● paid all required University, Departmental and Hostel fees for the current semester, and
   ● not been debarred from enrolling on any specific ground.

9.4   No student may enrol for a semester if he/she has not appeared, for whatever reason, in the end semester examinations of the previous semester.

9.5   A student who fails to obtain 50% of the credits offered in the third and subsequent semesters shall not be permitted to enrol for the next semester and shall have to re-enrol for and attend all the courses of the said semester in the following academic year. Students who due to X grade (lack of due attendance) have been debarred from exams in any semester (including first and second) will have to re-enrol for the same.

10.0 Eligibility for the Award of the Post Graduate Degree

10.1 A student shall be declared to be eligible for the award of the Post Graduate Degree for which he/she has enrolled if he/she has

10.1.1 completed all the credit requirements for the degree with grade 'C' or higher grade in each of the mandatory graded courses and grade 'P' in all mandatory non-graded courses.

10.1.2 satisfactorily completed all the non-credit requirements for the degree viz., Extra Academic Activities, Industry Training, field work, internship programme, etc. (if any);

10.1.3 obtained a CGPA of 5.00 or more at the end of the semester in which he/she completes all the requirements for the degree;

10.1.4 owes no dues to the University, School, Department, Hostels; and

10.1.5 has no disciplinary action pending against him/her.

10.2 The award of the Post Graduate Degree must be recommended by the Academic Council and approved by the Board of Management of the University.

11.0 Termination from the Programme

11.1 If more than the number of years permitted for the completion of a programme have elapsed since the student was admitted, and the student has not become eligible for the award of Degree, the student shall be removed from the programme.

11.2 A student may also be required to leave the Programme on disciplinary grounds on the recommendations of the Students' Disciplinary Committee of the concerned School.

ASSAM DON BOSCO UNIVERSITY REGULATIONS

POST GRADUATE DEGREE PROGRAMMES

HUMANITIES AND SOCIAL SCIENCES & COMMERCE AND MANAGEMENT

The following are the regulations of the Assam Don Bosco University concerning the Post- Graduate Programmes leading to the award of the Master's Degree in the disciplines of Humanities and Social Sciences & Commerce and Management made subject to the provisions of its Statutes and Ordinances:

The Master's Degree Programmes of Assam Don Bosco University consist of theory and practicum components, taught and learned through a combination of lectures, field work/field visit and research projects.

1.0 Academic Calendar

1.1 Each academic year is divided into two semesters of approximately 18 weeks duration: an Autumn Semester (July – December) and a Spring Semester (January – June). The Autumn Semester shall ordinarily begin in July for students already on the rolls and the Spring Semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin later depending on the completion of admission formalities.

1.2 The schedule of academic activities approved by the Academic Council for each semester, inclusive of the schedule of continuing evaluation for the semester, dates for end-semester examinations, the schedule of publication of results, etc., shall be laid down in the Academic Calendar for the semester.

2.0 Duration of the Programme

2.1 The normal duration of the Post Graduate Programme in the disciplines of Humanities and Social Sciences & Commerce and Management shall be 4 semesters (2 years).

2.2 However, students who do not fulfil some of the requirements in their first attempt and have to repeat them in subsequent semesters may be permitted up to 4 more semesters (2 years) to complete all the requirements of the degree.

2.3 Under exceptional circumstances and depending on the merit of each case, a period of 2 more semesters (1 year) may be allowed for the completion of the programme

3.0 Course Structure

3.1 The choice based credit system shall be followed for the Masters Degree Programmes. Credits are allotted to the various courses depending on the number of hours of lecture/practicum/Field work assigned to them using the following general pattern:

3.1.1 Lecture: One hour per cycle/week is assigned 1 credit.

3.1.2 Practicum/fieldwork: Two hours per cycle/week is assigned 1 credit.

3.2 The courses are divided into two baskets – core courses and elective courses. (Core courses will include "Core Courses" and "Ability Enhancement Courses" mentioned in CBCS guidelines. Elective Courses will include "Discipline Specific Electives", "Generic Electives", optional "Dissertation or Project", and "Skill Enhancement Courses")

3.3 Core Courses: Core courses are those in the curriculum, the knowledge of which is deemed essential for students who are pursuing the programme.

3.3.1 A student shall be required to take all the core courses offered for a particular programme.

3.3.2 The number of credits required from core courses shall be as prescribed by the competent academic authority.

3.4 Elective Courses: These are courses in the curriculum which give the student opportunities for specialisation and which cater to his/her interests and career goals. These courses may selected by the student and/or offered by the department conducting the programme, from those listed in the curriculum according to the norms laid down by the competent academic authority.

3.4.1 The number of credits which may be acquired through elective courses shall be prescribed by the Board of studies pertaining to the programme.

3.5 These categories of courses may further be subdivided into departmental, school or institutional, depending on the department which offers the course. The schema of categorisation of courses into baskets is as given below:

*Core Courses	
Departmental Core (DC)	Core courses which are offered by the department which conducts the programme
School Core (SC)	Core courses which are offered by a department other than the department which conducts the programme, from within the same School

Institutional Core (IC)	Core courses which are offered by departments of the University from Schools other than the parent School
*Elective Courses	
Departmental Elective (DE)	Elective courses which are offered by the department which conducts the programme
School Elective (SE)	Elective courses which are offered by a department other than the department which conducts the programme, from within the same School
Institutional Elective (IE)	Elective courses which are offered by departments of the University from Schools others than the parent School

*UGC Equivalent Courses - Core Paper (DC), Ability Enhancement Compulsory Course (IC/ SC), Skill Enhancement Course (IE), General Elective (IE/SE), Discipline Specific Elective (DE)

*AICTE Equivalent Courses - Basic Science Course (IC), Engineering Science Course(IC), Open Elective Course (IC), Humanities and Social Science Courses (IC), Mandatory Course (IC), Professional Core Course (DC), Professional Elective Course (DE)

3.6 In order to qualify for a Master's Degree, a student is required to complete the credit requirement as prescribed in the curriculum.

3.7 In addition to the prescribed credit requirement, a student shall have to complete the requirements of Extra Academic Programmes (EAP) as may be prescribed by the Department. Students shall be awarded P/NP grades for the EAP, which shall be recorded in the Gradesheet, but not taken into account for computing the SGPA and the CGPA.

3.8 Students who secure a CGPA of at least 7.5 at the end of the 2nd semester may opt to take one audit course per semester from any Department from the 3rd semester onwards, provided the course teacher permits the auditing of the course. This shall be done under the guidance of the Departmental Faculty Advisor/mentor. The student is free to participate in the evaluation process for such courses. However, an attendance of 75% percentage is necessary for obtaining a P grade for such courses. When auditing courses offered by other departments, it shall be the responsibility of the student to attend such courses without missing courses of one's own department and semester.

3.9 In addition, students may also opt for additional elective courses in consultation with their mentors. Students are required to participate in the evaluation process of such courses. The grades obtained for such courses shall be recorded in the gradesheet, but not taken into account for computing SGPA and CGPA.

3.10 It shall be the prerogative of the department to not offer an elective course which has less than 5 students opting for it.

3.11 The medium of instruction shall be English and examinations and project reports shall be in English.

3.12 The course structure and syllabi of the Post Graduate Degree Programmes shall be approved by the Academic Council of the University. Departmental Boards of Studies (DBOS) shall discuss and recommend the syllabi of all the courses offered by the department from time to time before forwarding the same to the School Board of Studies (SBOS). The SBOS shall consider the proposals from the departments and make recommendations to the Academic Council for consideration and approval.

3.13 The curriculum may include fieldwork / institutional visits / internship for a specified time.These are to be satisfactorily completed before a student is declared eligible for the degree.There shall be credit allocation for such activities. These activities may be arranged during the semester or during convenient semester breaks as shall be determined by the School Board of Studies.

3.14 Faculty Advisor/Mentor: A faculty advisor/mentor shall be assigned for groups of students. Faculty advisors/mentors shall help their mentees to plan their courses of study, advise them on matters relating to academic performance and personality development, and help them to overcome various problems and difficulties faced by them.

PROGRAMME SPECIFIC CURRICULAR ASPECTS

4.0 MASTER OF SOCIAL WORK (MSW)

4.1 Area of Concentration: The third and fourth semesters shall have courses from a chosen Area of Concentration (AoC) from among those offered by the department. The AoC is to be opted for at the end of the second semester and will be confirmed by the department depending on the availability of seats and the aptitude and ability of the student. An AoC will be offered by the department only if a minimum of ten students opt for it. The fieldwork and research project of the third and fourth semesters will be based on the AoC.

4.2 Concurrent and Continuous Fieldwork

Fieldwork shall be an essential part of the course structure in all the semesters of the programme. The field work practice in the first semester shall consist of orientation visits, sessions for skills training and placement. In the first year, the focus of the field work shall be the community and in the second year the focus shall be based on the specialisation chosen by the students. In the first semester,, students shall be placed in communities, NGOs,service organizations and government agencies working with communities, and in those settings where they can be exposed to the community and community issues. The students get a close feel of the community and community settings, understand the dynamics and issues in the community and become aware of the sensitivities of people while working with them. They also get a firsthand experience of the programmes and projects implemented in the communities by NGOs and government agencies and the impact that these have on the community. They shall also interact with the personnel from organisations and the community members to understand the tension between tradition and change that the communities in the region are likely to experience, and how it is handled. They shall, with the help of the organisation and the field work supervisor, identify an issue and work on it following the principles of community organization. The students are expected to be creative and innovative in assisting the agency and community in whatever way possible.

The field work practice in the second semester will consist of lab sessions for skills training and placement. The focus will be on the practice of social case work and Group works. The students shall be placed in NGOs, and government service organizations and government agencies working with individuals and families, and in those settings where they can be exposed to issues related to individuals and groups.

> 4.2.1 Normally a student shall spend fifteen hours over two days per week in field work. However, keeping in mind the peculiar situation of transport and communications in the region and the expenses involved, the field work practice may be arranged in other convenient ways as the institution deems fit.
>
> 4.2.2 The student is required to submit the report on the field work and the field work diary to the field work supervisor, before the commencement of classes on the first day of class following the field work days. The supervisor shall conduct regular field work conferences
>
> 4.2.3 A student is expected to have 100 percent attendance in field work. Any shortage shall be compensated by him/her.
>
> 4.2.4 At the end of the semester the student shall submit a summary report of the field work for the semester and a viva voce examination shall be conducted.
>
> 4.2.5 The field work practice in the Third and Fourth Semesters shall focus upon the Area of Concentration chosen by the students. The students shall be placed in the field for twenty five days of consecutive field work. The field work settings shall be communities, NGOs, service organizations, hospitals, clinics and governmental agencies. Those students who are specializing in Community Development will either be placed in an urban or rural community setting that is identified by the Department. Students who are specializing in Medical and Psychiatric Social Work will be exposed to either a Medical or a Psychiatric setting.

4.3 Rural Camp

Students shall organise and participate in a rural camp during the first / second semester. The duration of the rural camp shall generally be ten days excluding days of travel.

> 4.3.1 The objectives of the rural camp are:
> - To apply the acquired skills of group work and community organisation in communities.
> - To understand and assess the problems faced by the rural population.
> - To involve oneself positively in the communities to help to remove some of these problems.
>
> 4.3.2 At the end of the camp each student shall submit a written report to the department in a specified format. Performance at the Rural Camp shall be considered for the evaluation of the Field Work during the second semester.
>
> 4.3.3 The Rural Camp shall be credited along with the fieldwork of the semester along with which it can be conveniently coupled.

4.4 Study Tour

During the programme the students shall undertake a study tour along with the assigned faculty members to a place approved by the department. The places are to be so chosen as to be of educational benefit to students. During the tour, the focus shall be on visiting and interacting with as many NGOs/ state/national/international organisations involved in developmental work as possible. A report of the learning outcomes shall be submitted to the department at the end of the tour. The Study Tour shall be a Pass/No Pass course.

4.5 Block Placement

After the examinations at the end of the fourth semester, the students shall be placed with an NGO or Agency for a period of not less than one month for practical experience and application of their skills. While the Block Fieldwork is not credited, it is mandatory for the completion of the MSW programme. The student shall contact an agency of his/her choice and get the choice of agency approved by the department. Students shall endeavour to choose an agency that is

primarily in tune with their AoC and which has credentials in the concerned field. At the end of every week the student shall send a brief report to the supervisor and at the end of the Block Field Work period a summary report shall be submitted. The summary report shall contain a short description of the Agency, the social service skills applied in his/her work and the student's learning outcomes. The report shall be submitted in a format prescribed by the department and shall be submitted together with a certificate from the agency confirming his/her field work, in a prescribed format.

4.6 Research Project Work

Every student shall undertake a research project work which has bearing on his/her AoC and present a written thesis on the research work under the supervision and guidance of a faculty member. The preliminary work may begin at the end of the second semester. The students are expected to complete the data collection before the fourth semester. The thesis is to be submitted to the department before the date notified. The student shall write a dissertation of the research thesis and appear for a viva voce examination on the research done. The mode and components of evaluation of the research work and the weightages attached to them shall be published by the Department/Institute at the beginning of the semester.

4.7 Assignments

Assignments are an essential part of learning. The faculty shall engage students in a minimum of one individual and one group assignment per course, per semester. A group assignment shall be accompanied by a common presentation.

5.0 MASTER OF SCIENCE (MSC) PSYCHOLOGY

5.1 Field Work

Students shall take part in field work during the first three semesters in mental health agencies, medical institutions, educational institutions etc., under the supervision of professional counsellors and psychologists, where the student of psychological counselling can get a first-hand experience of the application of the learning derived from the classroom. The field work shall be credited and shall be evaluated using norms laid down by the department.

5.2 Study Tour

During the programme the students shall undertake a study tour, along with the faculty members, to a place approved by the department. The places are to be so chosen as to be of educational benefit to students. During the tour, the focus shall be to visit and interact with NGOs, hospitals, state/national/international organisations involved in psychological counselling. A report of the learning outcomes shall be submitted to the department at the end of the tour followed by a presentation. The Study Tour shall be a Pass/No Pass course.

5.3 Summer Internship

Students are required to undergo a summer internship of two weeks' during the semester break between the second and third semesters. It is a P/NP course and shall be recorded in the third semester. The Summer Internship gives students an opportunity to apply the theories and principles that they have learnt in class room courses to the "real world" of social service agencies, medical institutions, the criminal justice system, business, and industry. During the internship, students can explore career interests, develop professional skills, learn how community organizations work and expand their clinical and interpersonal skills. The summer internship enriches the students' academic experience while making a valuable contribution to the community and utilizing the vacation optimally.

5.4 Supervised Internship

Each student shall perform a supervised internship for a period of 90 days (spread across semester three and four with 45days in each semester) in two organizations which offers counselling help to clients. The supervised internship is a credited course and the report for each internship shall be submitted by the students at the end of each semester followed by a presentation on the same. It shall be the prerogative of the department to propose the number of institutions where a student is expected to perform supervised internship. Supervision shall be provided for by the university in collaboration with the organisation where the student performs the internship. Evaluation of the internship shall be based on the documentation, reports from the organisation, report of the supervisor and the presentation and the viva voce examination of the student at the end of the period of Internship.

5.5 Research Project Work

A research project shall be undertaken during the course of the third and the fourth semesters. The topic of the research shall be so chosen that it will be possible for the student to pursue and complete the research work in the institution/hospital where the student is placed for the supervised internship. The preliminary work may begin at the end of the second semester. The students are expected to complete the data collection before the fourth semester. The thesis is to be submitted to the department before the date notified. The student shall write a dissertation of the research thesis and appear for a viva voce examination on the research done. The mode and components of evaluation of the research work and the weightages attached to them shall be published by the Department/ Institute at the beginning of the

semester.

5.6 Assignments

Assignments are an essential part of learning. The faculty shall engage students in a minimum of one individual and one group assignment per course, per semester. A Group assignment shall be accompanied by a common presentation.

6.0 MASTER OF ARTS (MA) EDUCATION

6.1 Specialisations

The Master's Degree Programme in Education offers a number of specialisations, of which a student shall be required to choose a specialization after the completion of the first semester. The department shall have the prerogative of not offering a specialisation if a sufficient number of students do not opt for it.

6.2 Educational Seminar

During the course of the programme, students are expected to present a series of seminars which will address fundamental intellectual, conceptual and practical issues in current educational philosophy and application. They may also deal with other relevant topics which may be suggested by the department. Students shall be assisted through guest lectures, discussions, field work in education related institutions and active engagement with faculty members. During these interactions students shall be provided with an opportunity to explore how best to bring new interdisciplinary scholarship, technology and critical thinking into the development of the chosen seminar area. They shall also consider alternative pedagogic strategies, teaching techniques and technologies. Students shall prepare and present a final paper based on these seminars. Students shall be evaluated on the basis of the seminars and the final paper.

6.3 Assignments

Assignments are an essential part of learning. The faculty shall engage students in a minimum of one individual and one group assignment per course, per semester. A group assignment shall be accompanied by a common presentation.

6.4 Research Project Work

Every student shall undertake a research project work which has bearing on his/her field of specialisation and present a written thesis on the research work under the supervision and guidance of a faculty member. The Research Project shall be undertaken individually, in two phases during the third and fourth semesters. Students are expected to make presentations to the department at different stages of the research work. The student shall write a dissertation of the research thesis, submit it to the department and appear for a viva voce examination at times to be notified by the department. The mode and components of evaluation of the research work and the weightages attached to them shall be published by the Department/Institute at the beginning of the semester.

6.5 School Visits

The students of the Masters Programme in Education shall be engaged in regular school visits with the purpose of understanding and evaluating the process of teaching, learning and evaluation as well as the exigencies of administration of the school.

6.6 Internship

During the final semester of the programme, a student is required to undergo an internship for a period of one month. The internship provides an opportunity for students to experience the ground reality and connect it with the theoretical and methodological perspectives the student has studied and interiorized. During the internship the student will be monitored and guided by his/her supervisor and faculty members. The student will be required to maintain a journal and at the end of the period of internship, submit a written report and to make a presentation of his/her experiences and learnings at the internship. The student will be required also to submit a report from the head of the institution regarding his/her performance there.

The evaluation of the student shall be based on the level of his/her engagement during the internship in addition to his/her ability to communicate this engagement in the journal, the report and the presentation. The journal and the report are to be submitted within a month of the completion of the internship. The department shall specify the criteria for evaluating the journal, the report and the presentation.

6.7 Journaling

During the 1st semester, students shall maintain a reflective journal, to develop within them a reflection that can be described as an inner dialogue, using visible thinking routine (Harvard), as a critical structure for guiding their journal writing. Journaling has to be done six days a week. At the end, the student will be awarded grade/marks after assessing their learning.

7.0 MASTER OF ARTS (MA) MASS COMMUNICATION

7.1 Specialisations

The Master's Degree Programme in Mass Communication offers a number of specialisations, of which a student shall be required to choose a specialisation after the completion of the first semester. The department shall have the prerogative of not offering a specialisation if a sufficient number of students do not opt for it.

7.2 Media House Visits

During the course of the programme, students shall be required to visit a variety of Media Houses in small groups constituted by the department. The purpose of these Media House Visits shall be to gain exposure to the best practices among the day-to- day activities of the media house. A report of the visit is to be submitted in the format specified within two days of the visit. The Media House visit shall be a graded course and grades shall be awarded on the basis of the written reports of the media house visits.

7.3 Research Project Work

Every student shall undertake a research project work which has a bearing on his/her field of specialisation and present a written thesis on the research work under the supervision and guidance of a faculty member. The Research Project shall be undertaken individually, in two phases during the course of two semesters as shall be laid down in the course structure of the programme. Students are expected to make presentations to the department at different stages of the research work. The student shall write a dissertation of the research thesis, submit it to the department and appear for a viva voce examination at times to be notified by the department. The mode and components of evaluation of the research work and the weightages attached to them shall be published by the Department/Institute at the beginning of the semester.

7.4 Assignments

Assignments are an essential part of learning. The faculty shall engage students in a minimum of one individual and one group assignment per course, per semester. A group assignment shall be accompanied by a common presentation.

7.5 Internship

All students shall undergo an internship involving media related activities of four weeks' duration. The purpose of the internship is to give the students an opportunity to have a hands-on field experience to effectively put into practice the theoretical and practical learning from the programme in an area of interest. Students may undergo their internship in a media house of their choice. The student shall be required to discuss the choice of media house with the department and obtain its consent. Before going for the internship, a Letter of Consent from the concerned media house, in the prescribed format, shall be submitted by the student to the Department. After returning from the internship each student shall have to submit a detailed report in a prescribed format. Each student shall also make a presentation of the internship experience and learning in the Department and submit a certificate of successful completion of the internship from the designated authority of the concerned media house. The schedule of the conduct, report submission and evaluation of the internship shall be as notified by the Department. The components of evaluation of the Internship and their weightages shall be as notified by the department at the beginning of the semester.

7.6 Final Project

As a Final Project the students are required to create a Social Awareness and Community Development oriented multi-media project which shall culminate in a Media Event. The purpose of the final project is to showcase all the skills that the students have acquired during the course of the programme as well as demonstrate their Media and Event Management, and Media Entrepreneurship abilities and at the same time use these skills for the service and upliftment of the community. The Final Project shall essentially be a group project and the number of groups shall be specified by the department. The groups shall perform their activities under the guidance of faculty members who shall be assigned to guide each group. The last dates for the submission of the project proposal and the conduct of the event shall be notified by the Department well in advance. The components of evaluation of the Final Project and their weightages shall be as notified by the department at the beginning of the semester.

8.0 MASTER OF ARTS (MA) ENGLISH

8.1 Specialisations

The Master's Degree Programme in English offers a number of specialisations, of which a student shall be required to choose a specialisation after the completion of the second semester. The department shall have the prerogative of not offering a specialisation if a sufficient number of students do not opt for it.

8.2 Educational Seminar

During the course of the programme, students are expected to present a series of seminars related to English literature. They may also deal with other relevant topics which may be suggested by the department. Students shall prepare and present a final paper based on these seminars. Students shall be evaluated on the basis of the seminars and the final paper.

8.3 Assignments

Assignments are an essential part of learning. The faculty shall engage students in a minimum of one individual and one group assignment per course, per semester. A group assignment shall be accompanied by a common presentation.

8.4 Dissertation

Students will be required to write a dissertation in the 4th semester.

9.0 MASTER OF COMMERCE (MCOM)

9.1 Specialisations

The Master's Degree Programme in Commerce offers a number of specialisations, of which a student shall be required to choose a specialisation after the completion of the second semester. The department shall have the prerogative of not offering a specialisation if a sufficient number of students do not opt for it.

9.2 Project Work/Dissertation

The Master's Degree Programme in Commerce will require students to do Project work in the 3rd and 4th semesters. The mode and components of evaluation of the project work and the weightages attached to them shall be published by the department at the beginning of the semester.

9.3 Assignments

Assignments are an essential part of learning. The faculty shall engage students in a minimum of one individual and one group assignment per course, per semester. A group assignment shall be accompanied by a common presentation.

10.0 Admission

10.1 All admissions to the Post Graduate Degree Programmes of the University shall be on the basis of merit. There may, however, be provision for direct admission for a limited number of NRI/FN students.

10.2 Eligibility Criteria

10.2.1. To be considered for admission to a Post Graduate Degree Programme a candidate should have passed a Bachelor's Degree (or equivalent) programme of a recognised university securing 50% of the grades/marks.

10.2.2. Admission will be on the basis of the academic records of the candidate, and taking into consideration his/her performance in any or all of the following:

- Written test
- Group Discussion
- Personal Interview

10.3 Candidates whose results for the qualifying examination are not yet declared may be provisionally admitted provided she/he submits proof of fulfilment of the eligibility criteria by 31 October of the year of provisional admission.

10.4 Bridge Courses: The Departments shall make provision for Bridge Courses to facilitate admission of students from varied backgrounds to a programme of their choice.

10.5 Value-added Courses: Each department shall offer value-added courses, which are optional. Certificates will be awarded to those who successfully complete the course.

11.0 University Registration

11.1 Candidates shall have to register as bona-fide students with the University as per the University regulations within a period specified by the University, by a formal application routed through the Director.

12.0 Attendance

12.1 To be permitted to appear for the end-semester examination of a particular course, a student is required to have a minimum attendance of 75% for that course.

12.2 Deficiency in attendance up to 10% may be condoned by the Director in the case of leave taken for medical and other grievous reasons, which are supported by valid medical certificates and other requisite documents.

12.3 Some students, due to exceptional situations like their own serious sickness and hospitalization or death of members of inner family circle, may have attendance below 65%. Such students may be given bonus attendance percentage for a particular course based on his/her attendance for that course during the remaining days of the current semester, as given in the following table:

Attendance during the remaining days of the current semester	Bonus percentage available in the current semester
95% or more	5
90% or more but less than 95%	4
85% or more but less than 90%	3
80% or more but less than 85%	2
75% or more but less than 80%	1

They shall be permitted to appear for the end-semester examination of the course if on the strength of this bonus attendance percentage, they obtain 65% attendance for that course.

12.4 If the sum of the credits of the courses for which a student is unable to appear at the end- semester examinations

exceeds 50% of the total credits allotted for the semester, he/she shall not be permitted to appear for the entire end-semester examinations in view of clause 13.5 of these Regulations.

12.5 The School may decide to set aside a certain portion of the in-semester assessment marks for attendance. The number of marks and modalities of their allotment shall be made known to the students at the beginning of each semester.

12.6 Leave

12.6.1 Any absence from classes should be with prior sanctioned leave. The application for leave shall be submitted to the Office of the Director of the School on prescribed forms, through the Head of the Department, stating fully the reasons for the leave requested along with supporting documents.

12.6.2 In case of emergency such as sickness, bereavement or any other unavoidable reason for which prior application could not be made, the parent or guardian must inform the office of the Director promptly.

12.6.3 If the period of absence is likely to exceed 10 days, a prior application for grant of leave shall have to be submitted through the Director to the Registrar with supporting documents in each case; the decision to grant leave shall be taken by the Registrar on the recommendation of the Director.

12.6.4 The Registrar may, on receipt of an application, also decide whether the student be asked to withdraw from the programme for that particular semester because of long absence.

12.6.5 It shall be the responsibility of the student to intimate the concerned teachers regarding his/her absence before availing of the leave.

13.0 Grading System

13.1 Based on the performance of a student, each student is awarded a final letter grade in each graded course at the end of the semester and the letter grade is converted into a grade point. The correspondence between percentage marks, letter grades and grade points is given in the table below:

Marks (x) obtained (%)	Grade	Description	Grade Points
90 ≤ x ≤ 100	O	Outstanding	10
80 ≤ x < 90	E	Excellent	9
70 ≤ x < 80	A+	Very Good	8
60 ≤ x < 70	A	Good	7
50 ≤ x < 60	B	Average	6
40 ≤ x < 50	C	Below Average	5
x < 40	F	Failed	0

In addition, a student may be assigned the grades 'P' and 'NP' for pass marks and non- passing marks respectively, for Pass/No-pass courses, or the grade 'X' (not permitted).

13.1.1 A student shall be assigned the letter grade 'X' for a course if he/she is not permitted to appear for the end semester examination of that course due to lack of requisite attendance.

13.1.2 A letter grade 'F', 'NP' or 'X' in any course implies a failure in that course.

13.1.3 A student is considered to have completed a course successfully and earned the credits if she/he secures a letter grade other than 'F', 'NP', or 'X'.

13.2 At the end of each semester, the following measures of the performance of a student in the semester and in the programme up to that semester shall be computed and made known to the student together with the grades obtained by the student in each course:

13.2.1 The Semester Grade Point Average (SGPA): From the grades obtained by a student in the courses of a semester, the SGPA shall be calculated using the following formula:

$$SGPA = \frac{\sum_{i=1}^{n} GP_i \times NC_i}{\sum_{i=1}^{n} NC_i}$$

Where GP_i = Grade points earned in the ith course
NC_i = Number of credits for the ith course
n = the number of courses in the semester

13.2.2 The Cumulative Grade Point Average (CGPA): From the SGPAs obtained by a student in the completed semesters, the CGPA shall be calculated using the following formula:

$$CGPA = \frac{\sum_{i=1}^{n} SGP_i \times NSC_i}{\sum_{i=1}^{n} NSC_i}$$

Where SGP_i = Semester Grade point of the ith semester

NSC_i = Number of credits for the ith semester

n = the number of semesters completed

13.2.3 The CGPA may be converted into a percentage by multiplying CGPA by 10.

13.3 Both the SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these CGPA are to be used for official purposes, only the rounded off values will be used.

13.4 There are academic and non-academic requirements for the programme where a student will be awarded the 'P' and 'NP' grades. All non-credit courses (such as Study Tour and Extra Academic Activities) belong to this category. No grade points are associated with these grades and these courses are not taken into account in the calculation of the SGPA or CGPA. However, the award of the degree is subject to obtaining a 'P' grade in all such courses.

14.0 Assessment of Performance

14.1 A student's performance is evaluated through a continuous system of evaluation comprising tests, quizzes, assignments, seminars, projects, research work, concurrent and block field work performance and end-semester examinations.

14.2 Theory Courses: Theory courses will have two components of evaluation – in-semester assessment of 40% weightage and an end-semester examination having 60% weightage.

14.2.1 The modalities of conduct of in-semester evaluation, its components and the weightages attached to its various components shall be published by the department concerned at the beginning of each semester.

14.3 Practicum/Field Work/Lab: These courses shall be evaluated on the basis of attendance, performance of tasks assigned and an end semester test/viva voce examination. The weightage assigned to these components of the evaluation is given in the following table:

Component	Weightage
Attendance	10
Performance of tasks assigned	30
end-semester test / viva voce examination	60

14.4 End-Semester examinations

14.4.1 End-semester examinations, generally of three hours' duration, shall be conducted by the University for the theory courses. However, the Director of the Institute shall make the arrangements necessary for holding the examinations.

14.4.2 In the end-semester examinations, a student shall be examined on the entire syllabus of the courses.

14.4.3 A student shall not obtain a pass grade for a course without appearing for the end-semester examination in that course.

14.5 The evaluation of performance in Co-curricular Activities will be done by the authorities conducting them and they will communicate the grades to the Director who will forward them to the Controller of Examinations of the University.

14.6 The Director will forward the marks obtained in the in-semester evaluation to the Controller of Examinations within the prescribed time as may be notified.

14.7 All evaluated work in a subject except the end semester answer scripts will be returned to the students promptly. They should be collected back after the students have examined them, and preserved for a period of one semester.

14.8 Eligibility for appearing in the end-semester examinations: A student will be permitted to appear for the end-semester examinations, provided that

14.8.1 A student has not been debarred from appearing in the end semester examinations as disciplinary action for serious breach of conduct.

14.8.2 He/she has satisfactory attendance during the semester according to the norms laid out in section 9 of these regulations.

14.8.3 He/she has paid the prescribed fees or any other dues of the university, institute and department within the date specified.

14.9 Registration for end-semester Examinations

14.9.1 The University shall, through a notification, invite applications from students to register for the end-semester examinations.

14.9.2 Students who have registered with the University and those who have applied for such registration may apply to appear for the end-semester examinations of the university, in response to the notification issued by the University, provided that they fulfil the eligibility norms as laid down in clause 14.8.

14.9.3 All eligible candidates shall be issued an admit card for the relevant examination and for the specified courses. A student who does not have a valid admit card may not be permitted to write the end-semester examinations.

14.9.4 A student who secures an 'F' or 'X' grade in any course in a semester may register for the end-semester examination for that course in a subsequent semester when that course is offered again, within the maximum

period of time allotted for the completion of the programme. The in-semester assessment marks obtained by him/her in the last semester in which the said course was attended by him/her shall be retained.

14.9.5 Similarly, in case of an 'NP' grade in Extra Academic Programmes the student shall have to re-register for it in the appropriate semester of the next academic session.

14.9.6 When a student re-registers for the end semester examination of a course, in accordance with clause 14.9.4 above, the better of the two grades obtained (the old and the new) shall be considered for the calculation of SGPA and CGPA.

14.10 Conduct of Examinations: The University shall conduct the end-semester examinations in accordance with the applicable regulations on such dates as are set down in the Academic Calendar or as notified.

14.11 Declaration of Results: The University shall declare the results of a semester and make available to the students their grade sheets within the time-frame prescribed by the relevant regulations of the university and specified in the academic calendar.

14.11.1 The University may withhold the results of a student for any or all of the following reasons
- he/she has not paid his/her dues
- there is a disciplinary action pending against him/her
- he/she has not completed the formalities for University Registration according to the requirement of section 6 of these Regulations.

14.12 Re-examining of answer scripts

14.12.1 If a student feels that the grade awarded to him/her in a course is not correct, he/she may apply to the University for the re-examining of his/her answer script.

14.12.2 Re-examining of scripts may be of two different categories – scrutiny and re-evaluation.

14.12.3 Scrutiny: The activities under this category shall ordinarily be confined to checking
- correctness of the total marks awarded and its conversion into appropriate letter grades
- whether any part/whole of a question has been left unevaluated inadvertently
- correctness of transcription of marks on the tabulation sheet and the grade sheet issued in respect of the course under scrutiny.

14.12.4 e-evaluation: Re-evaluation of the answer script by independent experts in the concerned subject(s).

14.12.5 Application for re-examining of answer scripts
- A student may apply for scrutiny or re-evaluation for one or more courses of the just- concluded end-semester examinations within seven calendar days from the date of publication of its results in the application form prescribed for this purpose.
- He/she shall pay the prescribed fee to the University as notified.
- A student applying for scrutiny/re-evaluation shall expressly state on the application form whether the application made is for Scrutiny or for Re- evaluation. In each case, the student may also request to see his/her answer script.
- All applications for scrutiny/re-evaluation must be routed through the Director of the Institute.

14.12.6 If in the process of re-examining, the grade obtained in a course changes, the better of the two grades shall be assigned to the course. If there is a change, the new grade shall be recorded and a new grade sheet shall be issued to the student.

14.12.7 Without prejudice to any of the clauses of section 14.12, a student who has been found to have used unfair means during an examination shall not be eligible to apply for scrutiny or re-evaluation of answer scripts.

14.12 Repeat Examination: The University shall conduct repeat examination for those with F grade at a different time slot, as set down in the Academic Calendar or as notified. Such students should register for these examinations.

14.14 Improvement Examination

14.14.1 After the completion of the entire programme of study, a student may be allowed the provision of improvement examinations. These are to be availed of only once each in the Autumn and Spring semesters that immediately follow the completion of the programme, and within the maximum number of years permissible for the programme.

14.14.2 A student may choose no more than six courses (three in the Autumn semester and three in the Spring semester) for improvement examinations.

14.14.3 After the improvement examination, the better of the two grades obtained (the old and the new) shall be considered for the calculation of SGPA and CGPA.

14.14.4 If the student improves his/her grades through the improvement examination, new grade sheets and comprehensive transcripts shall be issued to the student.

14.15 Special Examination

14.15.1 The University shall conduct Special Examinations to benefit the following categories of students:

14.15.1.1 Students who, on the completion of the final semester, have some 'F' graded courses in the two final semesters, but no 'F' or 'X' graded courses in any of the previous semesters

14.15.1.2 Students who have only one 'F' graded course in a semester other than the two final semesters and do not have 'F' or 'X' graded courses in the two final semesters.

14.15.2 The Special Examinations shall ordinarily be conducted each year within a month of the declaration of the results of the Spring Semester.

14.15.3 Students who fail to secure 50% of the credits offered in the final semester shall not be eligible to appear for the special examinations. Such students will be governed by the provisions of clause 15.5 of these regulations. However, this restriction shall not apply in the case of students who are unable to appear in the end semester examinations due to exceptional situations like their own serious illness and hospitalisation or death of members of inner family circle (restricted to only father, mother, siblings).

14.15.4 Students who have 'X' graded courses only in the last two semesters may be offered the opportunity for participating in a Tutorial Programme which may be conducted during the semester break immediately following the end- semester examinations of the final semester and students who earn 85% attendance for the programme shall be permitted to appear for the Special Examinations. Separate fees shall be charged for the Tutorial Programme.

14.15.5 Students who do not obtain pass grades in any course at the special examinations shall have to apply in the prescribed format and appear for the end-semester examination of these courses when they are scheduled by the University during subsequent relevant end-semester examinations.

15.0 Enrolment (for semesters other than the first)

15.1 Every student is required to enrol for the programme through the designated officer at the commencement of each semester on the days fixed for such enrolment and notified in the Academic Calendar.

15.2 Students who do not enrol on the days announced for the purpose may be permitted late enrolment up to the notified day in the Academic Calendar on payment of a late fee.

15.3 Only those students will be permitted to enrol who have

15.3.1 cleared all University, Institute, Department, Hostel and Library dues and fines (if any) of the previous semester,

15.3.2 paid all required University, Institute, Department and Hostel fees for the current semester, and

15.3.3 not been debarred from enrolling on any specific ground.

15.4 No student may enrol for a semester if he/she has not appeared, for whatever reason, in the end semester examinations of the previous semester.

15.5 A student who fails to obtain 50% of the credits offered in the third and subsequent semesters shall not be permitted to enrol for the next semester and shall have to re-enrol for and attend all the courses of the said semester in the following academic year. Students who due to X grade (lack of due attendance) have been debarred from exams in any semester (including first and second) will have to re-enrol for the same.

16.0 Eligibility for the Award of Degree

16.1 A student shall be declared to be eligible for the award of the degree if he/she has

16.1.1 completed all the credit requirements for the degree with grade 'C' or higher grade in each of the graded courses and grade 'P' in all the non-graded courses.

16.1.2 satisfactorily completed all the non-credit requirements for the degree (if any);

16.1.3 obtained a CGPA of 5.00 or more at the end of the semester in which he/she completes all the requirements for the degree;

16.1.4 owes no dues to the University, Institute, Department, Hostels; and

16.1.5 has no disciplinary action pending against him/her.

16.2 The award of the degree must be recommended by the Academic Council and approved by the Board of Management of the University.

17.0 Termination from the Programme

17.1 If more than the number of years permitted for the completion of a programme have elapsed since the student was admitted, and the student has not become eligible for the award of Degree, the student shall be removed from the programme.

17.2 A student may also be required to leave the Programme on disciplinary grounds on the recommendations of the Students' Disciplinary Committee of the concerned School.

SCHEME OF IN-SEMESTER ASSESSMENT

GRADUATE DEGREE PROGRAMMES

Theory Courses

For theory courses, in-semester assessment carries 40% weightage. Different components along with the weightage of each are given in the table below:

Component	Weightage	Remarks
Class Test (Two Class tests of one and a half hour duration)	20	Average of the two marks shall be considered
Assignment (Individual and Group)	10	Group assignments for two courses and individual assignments for the remaining courses
Non-formal evaluation	5	Based on response and interaction in class, quizzes, open book tests, etc.
Attendance	5	For norms regarding attendance cfr. clause 6 of the Regulations for Undergraduate Programmes

There shall be no re-test for In-semester assessment under any circumstance. The original marks of all the In-semester assessment components shall be retained for all further repeat examinations.

Attendance

Marks for attendance will be given according to the following scheme:

Attendance Percent (x)	Marks Allotted	
	Theory	Lab
75 <= x < 80	2	4
80 <= x < 90	3	6
90 <= x < 95	4	8
95 <= x 100	5	10

EVALUATION OF LABORATORY COURSES, DRAWING AND WORKSHOP

All Laboratory courses are evaluated on the basis of attendance, performance of tasks assigned and end semester test/viva voce examination. The distribution of marks within these components will be specified by individual departments along the lines of the break-up given below:

Component	Weightage
Attendance	10
assessment of tasks assigned	30
End Semester Test and/or Viva-Voce Examination	60
Total	100

In-Semester Evaluation of Minor and Mini Projects

The guidelines for the conduct and evaluation of Minor and Mini Projects shall be laid down by the Department. The components of evaluation and allotment of marks may be as follows:

In Semester Evaluation	Marks	End Semester Evaluation (weightage 40)	Marks
Synopsis	10	Project Implementation	16
Seminar presentation of synopsis (Analysis and Design)	15	Seminar Presentation	8
Progress Seminar (Implementation)	15	Viva Voce Examination	16
Project Documentation	10		
Attendance	10		
Total	60		40

In-Semester Evaluation of BTECH Major Project Phase I and Phase II

The in-semester evaluation of Major Project Phase I and Phase II shall have 60% weightage. The modality and conduct of the in-semester evaluation of the Major Project Phase I, and their weightages shall be declared by the DPEC of each department at the beginning of the semester. The following aspects are to be assessed, among others:
Synopsis presentation Progress seminars Progress reports Weekly activity reports

In-Semester BCOM Project Evaluation

The scheme of in-semester evaluation and the modalities along with the weightages will be specified by the department at the beginning of the semester.

SCHEME OF IN-SEMESTER EVALUATION

POST GRADUATE DEGREE PROGRAMMES

MCA, MSW, MSC (Psychology), MA English, MA Education, MCOM

Theory Courses
The different components of the scheme of in-semester for the theory courses are given in the table below:

Component	Weightage
Class Test (Two class tests of equal weightage)	20
Assignments, Group Presentations/Seminar	10
Non-formal evaluation	5
Attendance	5
Total	**40**

Non-formal Evaluation
Non-formal evaluation may be done using a combination of quizzes, unannounced tests, open book tests, library work reports, class room interaction and participation, etc. The scheme of non- formal evaluation shall be announced by every teacher in the beginning of the semester.

Attendance
Marks for attendance will be given according to the following scheme:

Attendance Percent (x)	Marks Allotted
75 <= x < 80	2
80 <= x < 90	3
90 <= x < 95	4
95 <= x 100	5

NB: There shall be no re-test for in-semester Assessment under any circumstance. The original marks of all the in-semester Assessment components shall be retained for all further repeat examinations.

MCA Minor Project
The guidelines for the conduct and evaluation of the MCA Minor Project shall be laid down by the Department. The components of evaluation and allotment of marks will be as follows:

In Semester Evaluation	Marks	End Semester Evaluation (Weightage 40)	Marks
Synopsis	10	Project Implementation	16
Seminar presentation of synopsis (Analysis and Design)	15	Seminar Presentation	8
Progress Seminar (Implementation)	15	Viva Voce Examination	16
Project Documentation	10		
Attendance	10		
Total	60		40

In-Semester Evaluation of MCA Major Project
The in-semester evaluation of the MCA Major Project shall have 60% weightage. The Internal Evaluation of the Major project will be done through two seminar sessions:

Synopsis	:	20
Seminar Presentation of Synopsis (Analysis and Design)	:	30
Progress Seminar (Implementation)	:	30
Project Documentation	:	20

External Evaluation of all Major projects will follow the guidelines laid down in the Regulations.

MSW, MSc Psychology Field Work

The components of evaluation and their weightages for the concurrent/continuous fieldwork are as follows:

Component	Weightage
Field Work Diary	10
Agency Evaluation	15
Faculty Evaluation	20
Attendance	5
Viva Voce Examination	50
Total	100

Practicum

Field Report	:	15
Presentation	:	15
Administration of tests	:	10
Faculty Evaluation	:	10
Viva Voce Examination	:	50

MSW, MSc Psychology Research Project

Phase I

Literature Survey Presentation	:	40
Synopsis Presentation	:	60

Phase II

Examination of Thesis	:	50
Presentation and Viva Voce Exam	:	50

MTECH, MSC (Physics, Chemistry, Mathematics, Biochemistry, Biotechnology, Microbiology, Botany, Zoology)

Theory Courses

For theory courses, in-semester assessment carries 40% weightage. Different components along with the weightage of each are given in the table below:

Component	Weightage	Remarks
Class Test (Two Class tests of one and a half hour duration)	20	Average of the two marks shall be considered
Assignments	15	Written Assignments/Seminar on course Topics/ Technical Paper Review
Non-formal evaluation	5	Based on response and interaction in class, quizzes, open book tests, etc.
Total	40	

There shall be no re-test for In-semester assessment under any circumstance. The original marks of all the In-semester assessment components shall be retained for all further repeat examinations.

In-Semester Evaluation of Project (Phase I) / Research Project (Phase I) / Dissertation (Phase I)

The in-semester evaluation of Project Phase I / Research Project (Phase I) / Dissertation (Phase I) shall have 60% weightage. It shall be evaluated in the following seminar sessions having equal weightage:

Seminar 1: Presentation of the synopsis

Synopsis	:	30%
Seminar presentation of the synopsis	:	50%
Viva voce examination	:	20%

Seminar 2: Progress Seminar

Progress report	:	30%
Progress seminar	:	50%
Viva voce Examination	:	20%

In-Semester Evaluation of Project (Phase II) / Research Project (Phase II) / Dissertation (Phase II)

The in-semester evaluation of Project Phase II / Research Project (Phase II) / Dissertation (Phase II) shall have 60% weightage. The in-semester evaluation will be done through two seminar sessions having equal weightage. Each seminar will be evaluated using the following components.

Progress Report	:	30
Progress Seminar	:	50
Viva Voce Examination	:	20

External Evaluation of the project / Research Project / Dissertation shall follow the guidelines laid down in the Regulations.

RULES, PROCEDURES AND BEHAVIOURAL GUIDELINES

1. Dress Code and Identity Card

1.1 The dress code of the University consists of shirt / top (of the prescribed colour and material), trousers (of the prescribed colour and material), shoes (black) and socks (dark grey), a belt (black/dark brown, if required) and a tie (blue, with diagonal stripes). Students are required to come to the University following this dress code. The tie will be required to be worn only on formal occasions. An apron (of the prescribed colour) is to be worn in the Chemistry Lab and during Workshop Practice. During winter, students may wear only a blazer and/or a sweater (full sleeve or sleeveless) of the prescribed colour and material.

1.2 The Student Identity Card is to be brought to the University every day and is to be produced whenever asked for. Entry to the University campus shall be only on production of the Identity Card. The Identity Card is also the Library Card.

1.3 All students should wear the ID card around the neck from entry in the morning to exit in the evening.

2. Morning Assembly

2.1 The morning assembly is a daily programme in the university on all class days during which all members, i.e., students, faculty, staff and management meet together. The assembly starts at the prescribed time. During the assembly, important announcements are made and a thought or insight is shared. The assembly is concluded with an invocation to God to bless the activities of the day. Note that any announcement made at the morning assembly is considered as being equivalent to notifying the same in the notice boards. All students should reach the assembly venue before prescribed time. Immediately after assembly all should proceed to the classroom to start class. Any change in procedures will be notified by the concerned School at the beginning of the Semester.

2.2 One of the following prayers may be used to conclude the Morning Assembly:

The Our Father

Our Father, who art in heaven,
Hallowed be thy name, Thy kingdom come, Thy will be done on earth as it is in heaven.
Give us this day, our daily bread
And forgive us our trespasses
As we forgive those who trespass against us. And lead us not into temptation,
But deliver us from all evil, Amen.

Or

Prayer for Peace
Lord, make me an instrument of your peace,
where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
where there is sadness, joy;
O Divine Master, grant that I may not so much seek to be consoled as to console;
to be understood as to understand;
to be loved as to love.
For it is in giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born to eternal life. Amen

3. Punctuality in Attending Classes

3.1 All are expected to be at their respective assembly venues five minutes before assembly time.

3.2 Normally no student shall leave the University before all the classes are over. In case of an emergency, a student may leave with proper written permission from the HOD of the concerned department.

3.3 While all students are encouraged to have their lunch in the University Canteens, students are permitted to take lunch outside the University.

4. Make-up Classes, Leave of Absence and Earned Attendance

4.1 If any student misses any laboratory class due to illness or other grievous problems, he/she is required to meet the concerned teacher for completing the experiments as soon as possible. Such make-up attendance will be taken into consideration at the end of the semester if attendance is less than 75%. At most two make-up attendances may thus be earned by any student.

4.2 Any student who is required to be engaged in a University activity or a pre-planned training and placement activity during class hours, may apply for the grant of an 'earned attendance' from the concerned HODs in the prescribed form available at the Reception. Such applications must be forwarded by the Activity In-Charge. For club related activities, Faculty Advisor of the concerned club will be the Activity In- Charge. In all other cases, Faculty In-Charge or Assistant Faculty In-Charge of Student Affairs will be the Activity In-Charge. Filled up forms shall be submitted preferably before or in case of emergency, immediately after the activity for which earned attendance is to granted.

4.3 Any student going to participate in any activity or competition outside the University must apply to the Faculty In-Charge of student Affairs using the prescribed form which must be forwarded by the Assistant Faculty In-Charge of Student Affairs in consultation with respective Club Advisers. On return, these students must report back to the Assistant Faculty In-Charge of Student Affairs for recording the outcome.

4.4 Any student who is not able to attend classes due to medical or other grievous reasons are required to apply for leave in the prescribed form along with valid medical certificates and other requisite documents, to the Faculty In-charge, students' affairs within seven days of joining back. Such applications must be signed by a parent of the student and forwarded by the mentor of the concerned student and the HOD of the concerned department. Only these students will be considered for condonement of deficiency in attendance.

5. Discipline

5.1 Personal, academic and professional integrity, honesty and discipline, a sense of responsibility and a high degree of maturity is expected of all students inside and outside the campus. Integrity calls for being honest in examinations and assignments, avoiding plagiarism and misrepresentation of facts.

5.2 Indulging in acts of violence, riotous or disorderly behaviour directed towards fellow students, faculty members or other employees of the institution/hostel in the campus or outside is considered to be a serious breach of discipline and will attract penalty.

5.3 Respect for Common Facilities: Care and respect for common facilities and utilities are an essential component of social responsibility. Any willful damage to University property must be made good by the persons concerned. Further, maintaining cleanliness of the classrooms and the entire campus is everyone's responsibility.

5.4 Substance Abuse: Chewing of tobacco, betel nut and the likes, smoking and the use of other addictive substances and alcoholic drinks are strictly prohibited. These should not be brought into or used within the campus of the University. Violation of this norm will lead to stern action.

5.5 Use of Cell Phones: Cell phones may be used in the University lawns, canteens andother open areas. However, the use of cell phones in classrooms and labs are strictly prohibited except when used for teaching/learning purposes with the explicit permission of the teacher concerned. The cell phone of anyone found violating this rule shall be confiscated and his/ her SIM card shall be taken away and retained in the University office for 7 days. If a person violates the norm for a second time, his/her mobile will be confiscated and retained in the University office till the end of the semester.

5.6 Use of Internet: The entire campus is wi-fi enabled and the students may use the Internet freely for educational purposes. Students may also use the Computing Centre for browsing the Net. However, the use of Internet to access unauthorized and objectionable websites is strictly prohibited.

5.7 All cases of indiscipline will be brought before the Students' Disciplinary Committee and the decisions made by the Committee for dealing with such cases shall be final.

6. Class Tests and Examinations

6.1 The conduct of examinations will be governed by the norms of the University.

6.2 The Student Identity Card shall be the Admit Card for the class tests

6.3 During class tests, all students are expected to enter the venue of the class test 15 minutes before the scheduled time of commencement. However, no one will be permitted into the examination hall after 15 minutes of the commencement of the class test and No one will be allowed to leave the examination hall until an hour has elapsed from the commencement of the class test.

6.4 No one is to leave the hall during examination for any purpose, except in case of an emergency.

6.5 Malpractices during class tests and examinations will not be tolerated and will attract stern action.

7. Ragging

Ragging and eve-teasing are activities which violate the dignity of a person and they will be met with zero tolerance. Anti-ragging norms have been given to each student at the time of admission and all students and parents have signed the anti-ragging affidavit. Any case of ragging and eve-teasing must be reported to the anti-ragging squad. All cases of violation of anti-ragging norms will be taken up by the anti-ragging Committee and punished according to the norms.

8. Grievance Redressal

The University has constituted a Grievance Redressal Cell to redress any genuine grievance students may have. Any student having a genuine grievance may make a representation to the Grievance Redressal Cell through his/her mentor. The representation should be accompanied by all relevant documents in support of the genuineness of the grievance.

9. School Association

9.1 The School Association is an association of the representatives of the various stake holders of the School – students, staff, faculty and management. It is the responsibility of the School Association to take charge of organizing most of the co-curricular activities such as the annual festivals, quizzes, debates, competitions and social events.

9.2 A male and a female student are elected by the students of each class as "class representatives" to represent them in the School Association. Class representatives are expected to be outstanding students who are academically competent and having qualities of leadership.

10. Participation in University Activities

10.1 In order to provide opportunities for the holistic development of the human person, a large number of co-curricular and extra-curricular activities are designed and implemented under the banner of the University Association and student clubs. Some of the most important activities are D'VERVE & BOSCOSIADE (intra- University sports and cultural festival during University Week), PRAJYUKTTAM (the inter-University technical festival). All students are expected to take part actively in such activities to showcase their talents, to develop leadership qualities and to gain the experience of working in groups.

10.2 **Training and Placement Activities:** The training and Placement Cell of DBCET has been incorporated with the objective of minimizing the gap between industry and academia and giving the students training and exposure so that they can capitalize on every opportunity for placement. It is the prime responsibility of the cell to look after all matters concerning 'Training to enhance employability' and 'guiding students for placement'. In the first two semesters, students are trained for communication skills development under the department of Humanities and Social Sciences, and personal development programmes under the department of campus ministry. From the third semester onwards, in every semester, students are given systematic training in aptitude tests, communication skills, group discussion, etc. They are also made to undergo mock HR and Technical Interviews. These activities of the training and placement cell find a place in the curriculum as Extra Academic Programmes (EAP) and all students are required to get a P grade for these activities by taking an active part in these activities regularly.

Other departments of the University offer customised services in training and placement of their students.

11. Free Time

Some hours without class may be available for some students during the day. Students are expected to use such 'free time' for visiting the library, meeting teachers and mentors, self- study, carrying out lab or project related activities, etc.

12. Faculty Performance Feedback

In order to improve the teaching and learning process in the University, students will be required to give feedback about the performance of their teachers from time-to-time. All students are expected to participate in the online feedback sessions concerning their teachers with sincerity and responsibility.

13. Mentoring

All students are assigned mentors from among the faculty members for their guidance. Directors of Schools in collaboration with the Heads of Departments will take care of assigning mentors. Mentors shall help the students to plan their courses of study, advise them on matters relating to academic performance and personality development, and help them to overcome various problems and difficulties faced by them. Although students should meet their mentors on a regular basis to get timely help, specific days have been set aside in the calendar for meeting mentors to ensure proper documentation of achievements, activities, shortcomings and problems faced by the students. Every student must meet the mentor during these days.

14. Interaction Meet with Parents

The University organises interaction meetings with parents once a year in which the parents are invited to interact with teachers and management to appraise themselves about the performance of their ward and also to offer their suggestions for the betterment of the institution. It is the responsibility of the students too to invite their parents to come and participate in the event and make the event meaningful.

SCHOOL OF PROFESSIONAL STUDIES

DEPARTMENT OF HOSPITALITY & HOTEL ADMINISTRATION

BACHELOR OF SCIENCE IN HOSPITALITY AND HOTEL ADMINISTRATION

COURSE STRUCTURE

Semester I						
Type	Category	Course Code	Course Title	L-T-P	Credits	Page
Theory	DC	HAFP0101	Foundation Course in Food Production – I	L	3	
Theory	DC	HABS0102	Foundation Course in Food & Beverage Service – I	L	3	
Theory	DC	HAFO0103	Foundation Course in Front Office – I	L	3	
Theory	DC	HAHK0104	Foundation Course in Housekeeping – I	L	3	
Theory	DC	HABE0105	Business Communication & Etiquettes – I	L	2	
Theory	DC	HAFN0106	Food Science and Nutrition	L	2	
Lab	DC	HACA6001	Computer Application in Hospitality	P	1	
Lab	DC	HAFP6002	Foundation Course in Food Production – I-Practical	P	4	
Lab	DC	HABS6003	Foundation Course in Food & Beverage Service – I-Practical	P	1	
Lab	DC	HAFO6004	Foundation Course in Front Office – I-Practical	P	1	
Lab	DC	HAHK6005	Foundation Course in Housekeeping – I-Practical	P	1	
Semester II						
Type	Category	Course Code	Course Title	L-T-P	Credits	Page
Theory	DC	HAFP0107	Foundation Course in Food Production – II	L	3	
Theory	DC	HABS0108	Foundation Course in Food & Beverage Service – II	L	3	
Theory	DC	HAFO0109	Foundation Course in Front Office – II	L	2	
Theory	DC	HAHK0110	Foundation Course in Housekeeping – II	L	2	
Theory	DC	HABT0111	Basics of Tourism	L	2	
Theory	DC	HASH0112	Food Safety & Hygiene	L	2	
Theory	DC	HABE0113	Business Communication & Etiquettes – II	L	2	
Theory	DC	HAFP0114	Facility Planning	L	2	
Lab	DC	HAFP6006	Foundation Course in Food Production – II-Practical	P	4	
Lab	DC	HABS6007	Foundation Course in Food & Beverage Service – II-Practical	P	1	
Lab	DC	HAFO6008	Foundation Course in Front Office – II-Practical	P	1	
Lab	DC	HAHK6009	Foundation Course in Housekeeping – II-Practical	P	1	
Semester III						
Type	Category	Course Code	Course Title	L-T-P	Credits	Page
Theory	DC	HAPO0115	Food Production Operations	L	3	
Theory	DC	HABO0116	Food & Beverage Operations	L	2	
Theory	DC	HAOO0117	Front Office Operations	L	2	
Theory	DC	HAHO0118	Housekeeping Operations	L	2	
Theory	DC	HASM0119	Hospitality Sales & Marketing	L	2	
Theory	DC	HADM0120	Disaster Management	L	2	
Theory	DC	HAES0121	Environmental Science	L	2	
Theory	DC	HAHA0122	Hotel Accounts	L	2	
Lab	DC	HAPO6010	Food Production Operations-Practical	P	4	
Lab	DC	HABO6011	Food & Beverage Operations-Practical	P	1	
Lab	DC	HAOO6012	Front Office Operations-Practical	P	1	
Lab	DC	HAHO6013	Housekeeping Operations-Practical	P	1	
Semester IV						

Type	Category	Course Code	Course Title	L-T-P	Credits	Page
Internship	DC	HAPR6014	Project Report Presentation	P	2	
Internship	DC	HALB6015	Log Book	P	2	
Internship	DC	HAIT6016	Industrial Exposure Training	P	16	
Internship	DC	HAVA6017	Viva	P	2	
Semester V						
Type	Category	Course Code	Course Title	L-T-P	Credits	Page
Theory	DC	HAA00123	Advance Food Production Operations-I	L	3	
Theory	DC	HAFB0124	Advance Food & Beverage Operations	L	3	
Theory	DC	HAFM0125	Front office Management –I	L	2	
Theory	DC	HAHM0126	Housekeeping Management –I	L	2	
Theory	DC	HARM0127	Research Methodology	L	2	
Theory	DC	HAOB0128	Organizational Behavior & Human Resource Management	L	2	
Theory	DC	HAFC0129	Food & Beverage Controls	L	2	
Theory	DC	HAHE0130	Hospitality Economics	L	2	
Lab	DC	HAAO6018	Advance Food Production Operations-I-Practical	P	4	
Lab	DC	HAFB6019	Advance Food & Beverage Operations-Practical	P	1	
Lab	DC	HAFM6020	Front office Management –I-Practical	P	1	
Lab	DC	HAHM6021	Housekeeping Management –I-Practical	P	1	
Semester VI						
Type	Category	Course Code	Course Title	L-T-P	Credits	Page
Theory	DC	HAFO0131	Advance Food Production Operations – II	L	3	
Theory	DC	HABM0132	Food & Beverage Management	L	2	
Theory	DC	HAFM0133	Front office Management –II	L	2	
Theory	DC	HAAM0134	Housekeeping Management –II	L	2	
Theory	DC	HALE0135	Hotel Law & Ethics	L	2	
Theory	DC	HAED0136	Entrepreneurship Development	L	2	
Theory	DC	HASM0137	Strategic Management	L	2	
Project	DC	HARP6022	Research Project	T	8	
Lab	DC	HAFO6023	Advance Food Production Operations – II -Practical	P	4	
Lab	DC	HABM6024	Food & Beverage Management-Practical	P	1	
Lab	DC	HAFM6025	Front office Management –II-Practical	P	1	
Lab	DC	HAAM6026	Housekeeping Management –II-Practical	P	1	

DEPARTMENT OF HOSPITALITY AND HOTEL ADMINISTRATION

VISION
To develop design and deliver research-based personalized education that equips students to become global hospitality professionals. Our aim is to impart knowledge, skills and abilities to the students through the holistic approach for nurturing them as dependable human leaders. We do develop our students to interface with stakeholders and to deliver hospitality professionals that add to the financial, intellectual, environmental, ethical, cultural and social growth of the nation.

MISSION
The mission of this department is to be a leading hospitality institution imparting quality education of global excellence leading to hospitality ready professionals carrying ethical and social values.

PROGRAMME OUTCOMES (PO)
PO 1.   **Critical Thinking**: Demonstrate professional aptitude, critical thinking, problem solving skills, and leadership skills needed for all sectors in the hospitality industry.
PO 2.   **Effective Communication**: Speak, read, write and listen clearly in person and through electronic media in English and in one more foreign language.
PO 3.   **Social Interaction**: Elicit views of others, mediate disagreements and help reach conclusions in the organizational and operational structure of hospitality industry.
PO 4.   **Effective Citizenship**: Demonstrate awareness and understanding necessary for social concern and equity towards national development.
PO 5.   **Ethics**: Apply ethical standards in the professional field and accept responsibility for them.
PO 6.   **Environment and Sustainability**: Understand the issues of environmental contexts and sustainable development.
PO 7.   **Self-directed and Life-long Learning**: Acquire the ability to engage in independent and life-long learning in the field of hospitality management.

PROGRAMME SPECIFIC OUTCOMES(PSO)
PSO 1.   **Conceptual skills:** Proficient in the core functional and support areas of hospitality sectors to plan and coordinate business related events.
PSO 2.   **Management skills:** Manage structures and finance of the industry, as well as disaster management.
PSO 3.   **Problem solving skills:** Develop legal awareness for handling real-life challenges of hospitality industry.
PSO 4.   **Entrepreneurial skills:** Achieve necessary skills to become a hospitality entrepreneur.

LIST OF COURSES
1.1 Foundation Course in Food Production – I
1.2 Foundation Course in Food & Beverage Service – I
1.3 Foundation Course in Front Office – I
1.4 Foundation Course in Housekeeping – I
1.5 Business Communication & Etiquettes – I
1.6 Food Science and Nutrition
1.7 Computer Application in Hospitality
1.8 Foundation Course in Food Production – I-Practical
1.9 Foundation Course in Food & Beverage Service – I-Practical
1.10 Foundation Course in Front Office – I-Practical
1.11 Foundation Course in Housekeeping – I-Practical
2.1 Foundation Course in Food Production – II
2.2 Foundation Course in Food & Beverage Service – II
2.3 Foundation Course in Front Office – II
2.4 Foundation Course in Housekeeping – II
2.5 Basics of Tourism
2.6 Food Safety & Hygiene
2.7 Business Communication & Etiquettes – II
2.8 Facility Planning
2.9 Foundation Course in Food Production – II-Practical

2.10 Foundation Course in Food & Beverage Service – II-Practical

2.11 Foundation Course in Front Office – II-Practical

2.12 Foundation Course in Housekeeping – II-Practical

3.1 Food Production Operations

3.2 Food & Beverage Operations

3.3 Front office Operations

3.4 Housekeeping Operations

3.5 Hospitality Sales & Marketing

3.6 Disaster Management

3.7 Environmental Science

3.8 Hotel Accounts

3.9 Food Production Operations-Practical

3.10 Food & Beverage Operations-Practical

3.11 Front office Operations-Practical

3.12 Housekeeping Operations-Practical

4.1 Project Report Presentation

4.2 Log Book

4.3 Industrial Training

4.4 Viva

5.1 Advance Food Production Operations-I

5.2 Advance Food & Beverage Operations

5.3 Front office Management –I

5.4 Housekeeping Management –I

5.5 Research Methodology

5.6 Organizational Behavior & Human Resource Management

5.7 Food & Beverage Controls

5.8 Hospitality Economics

5.9 Advance Food Production Operations-I-Practical

5.10 Advance Food & Beverage Operations-Practical

5.11 Front office Management –I-Practical

5.12 Housekeeping Management –I-Practical

6.1 Advance Food Production Operations – II

6.2 Food & Beverage Management

6.3 Front office Management –II

6.4 Housekeeping Management –II

6.5 Hotel Law & Ethics

6.6 Entrepreneurship Development

6.7 Strategic Management

6.8 Research Project

6.9 Advance Food Production Operations – II -Practical

6.10 Food & Beverage Management-Practical

6.11 Front office Management –II-Practical

6.12 Housekeeping Management –II-Practical

MAPPING of COURSES to PO/PSOs

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO 1	PSO 2	PSO 3	PSO 4
1.1			M					M			
1.2			M	M				H			
1.3			M	M				H			
1.4			M					H			
1.5		H		L				M			
1.6			L								
1.7			L								
1.8											

1.9			H								
1.10			M								
1.11			M								
2.1							M	M			
2.2							M	M			
2.3								L			
2.4								L			
2.5			M	L		L		M			
2.6			L	M				M			
2.7			M					L			
2.8			M	L				M			
2.9			L								
2.10			M								
2.11			L								
2.12			L								
3.1	L						L		L		
3.2	M				M		L		L		
3.3	M				M		M		M		
3.4	M						L		L		
3.5			M	M							
3.6			M	L					M		
3.7											
3.8											
3.9	L						L		L		
3.10	M						L		L		
3.11	M						M		M		
3.12	M						L		L		
4.1			M	L				L			
4.2			M	H			M		M		
4.3			L	L				L	M	L	
4.4			M	M					M		
5.1	L						M				M
5.2	M						M		M		M
5.3	M						L		M		L
5.4	L						M		M		L
5.5	M								L	M	
5.6				M	L	L			M		L
5.7	M						L		L		M
5.8											
5.9	L						M				M
5.10	M						M		M		M
5.11	M						L		M		L
5.12	L						M		M		L
6.1						L		L	M	M	
6.2						L		L	M	M	
6.3								H	M	L	
6.4						L		H	L	L	
6.5					H			L			
6.6							M				H

6.7						M			M	
6.8	M								L	
6.9						L	L	M	M	
6.10						L	L	M	M	
6.11							H	M	L	
6.12						L	H	L	L	

DETAILED SYLLABUS
THEORY COURSES

HAFP0101: FOUNDATION COURSE IN FOOD PRODUCTION – I (3-0-0)

COURSE OUTCOMES
1. To outline cookery and skills required.
2. To identify and analyze basic food commodities and their preparations
3. To apply the basic principles of basic hygiene practices at the workplace
4. To Demonstrate the safety procedures in handling kitchen equipment's
5. To explain the operation flow of the food production department

Module I: INTRODUCTION TO COOKERY (04 hours)
a) Levels of skills and experiences
b) Attitudes and behavior in the kitchen
c) Personal hygiene
d) Uniforms & protective clothing
e) Safety procedure in handling equipment
Module II: CULINARY HISTORY (02 Hours)
a) Origin of modern cookery
Module III: HIERARCHY AREA OF DEPARTMENT AND KITCHEN (03 hours)
a) Classical Brigade
b) Modern staffing in various category hotels
c) Roles of executive chef
d) Duties and responsibilities of various chefs
e) Co-operation with other departments
Module IV: CULINARY TERMS (02 Hours)
a) List of culinary (common and basic) terms
b) B. Explanation with examples
Module V: AIMS & OBJECTIVES OF COOKING FOOD (03 Hours)
a) Aims and objectives of cooking food
b) Various textures
c) Various consistencies
d) Techniques used in pre-preparation
e) Techniques used in the preparation
Module VI: VEGETABLE AND FRUIT COOKERY (05 hours)
a) Introduction – classification of vegetables
b) Pigments and color changes
c) Effects of heat on vegetables
d) Cuts of vegetables
e) Classification of fruits
f) Uses of fruit in cookery
g) Salads and salad dressings
Module VI: STOCKS (04 hours)
a) Definition of stock
b) Types of stock
c) Preparation of stock
d) Recipes
e) Storage of stocks
f) Uses of stocks

g) Care and precautions

Module VII: SAUCES (04 Hours)
a) Classification of sauces
b) Recipes for mother sauces
c) Storage & precautions

Module VIII: METHODS OF COOKING FOOD (05 hours)
a) Roasting
b) Grilling
c) Frying
d) Baking
e) Broiling
f) Poaching
g) Boiling
h) Principles of each of the above
i) Care and precautions to be taken
j) Selection of food for each type of cooking

Module IX: SOUP (04 Hours)
a) Classification with examples
b) Basic recipes of Consommé with 10 Garnishes

Module X: EGG COOKERY (03 Hours)
a) Introduction to egg cookery
b) Structure of an egg
c) Selection of egg
d) Uses of egg in cookery

Module XI: COMMODITIES (06 Hours)
a) Shortenings (Fats & Oils)
b) Role of Shortenings
c) Varieties of Shortenings
d) Advantages and Disadvantages of using various Shortenings
e) Fats & Oil – Types, varieties
f) Raising Agents
g) Classification of Raising Agents
h) Role of Raising Agents
i) Actions and Reactions
j) Thickening Agents
k) Classification of thickening agents
l) Role of Thickening agents
m) Sugar
n) Importance of Sugar
o) Types of Sugar
p) Cooking of Sugar – various

Suggested Readings
1. Parvinder S Bali, Food Production Operations. Oxford University Press, 2014.
2. Philip E. Thangam, Modern Cookery (Vol- I), Orient Longman, 1946.
3. R. Kinton & V. Cessarani, Foundation Practical Cookery, Hodder Education, 2009.
4. D. Foskett, R. Kinton& V. Cessarani, Theory of Catering. Hodder & Stoughton Educational,1999.
5. K. Arora, Theory of Cookery, Frank Brothers, 1992.

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI	Module VII	Module VIII	Module IX	Module X	Module XI
CO 1	M	L								M	
CO 2					H	M		M			H
CO 3	H						L		M		
CO 4	M										
CO 5			M	M							

HABS0102: FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE – I (3-0-0)
COURSE OUTCOMES
1. To explain the Food and Beverage Industry and Service Areas.
2. To demonstrate types and usage of food and beverage service equipment's
3. To relate types of Attributes required to become a Food and Beverage Service Personnel.
4. To familiarize with ancillary departments of Food and Beverage Operations.
5. To illustrate the operation flow of the food and beverage service department.
6. To describe non-alcoholic beverages and their manufacturing process.

Module I: THE HOTEL & CATERING INDUSTRY (07 hours)
a) Introduction to the Hotel Industry and Growth of the hotel Industry in India
b) Role of catering establishment in the travel/tourism industry
c) Types of F&B operations
d) Classification of Commercial, Residential/Non-residential
e) Welfare Catering - Industrial/Institutional/Transport such as air, road, rail, sea, etc.
f) Structure of the catering industry - a brief description of each

Module II: DEPARTMENTAL ORGANISATION & STAFFING (08 Hours)
a) Organization of F&B department of the hotel
b) The principal staff of various types of F&B operations
c) French terms related to F&B staff
d) Duties & responsibilities of F&B staff
e) Attributes of a waiter
f) Inter-departmental relationships (Within F&B and other departments)

Module III: FOOD SERVICE OUTLETS (08 hours)
a) Specialty Restaurants
b) Coffee Shop
c) Cafeteria
d) Fast Food (Quick Service Restaurants)
e) Grill Room
f) Banquets
g) Bar
h) Vending Machines
i) Discotheque

Module IV: ANCILLIARY DEPARTMENTS (06 Hours)
a) Pantry
b) Food pick-up area
c) Store
d) Linen room
e) Kitchen stewarding

Module V: F & B SERVICE EQUIPMENTS (06 Hours)
a) Familiarization & Selection factors of - Cutlery - Crockery - Glassware - Flatware – Hollowware- All other equipment used in F&B Service • French terms related to the above

Module VI: NON-ALCOHOLIC BEVERAGES (10 hours)
a) Classification (Nourishing, Stimulating and Refreshing beverages)
b) Tea - Origin & Manufacture - Types & Brands
c) Coffee - Origin & Manufacture - Types & Brands
d) Juices and Soft Drinks
e) Cocoa & Malted Beverages - Origin & Manufacture

Suggested Readings
1. Lillicrap Dennis R., Food & Beverage Service, Hodder Arnold Publication, 2006.
2. Singaravelavan R. Food & Beverage Services, Oxford Publications, 2011
3. Dhawan, Vijay, Food & Beverage Service - Franc Brothers, 2009.
4. Walker R. John, The Restaurant (From Concept to Operation), Wiley, 2013

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI
CO 1	H		M			
CO 2					M	

CO 3		H				
CO 4				H		
CO 5		M		M		
CO6						H

HAFO0103: FOUNDATION COURSE IN FRONT OFFICE – I (3-0-0)
COURSE OUTCOMES
1. To understand the history of the Hospitality Industry and to classify hotels
2. To explain the operational flow of the front office department and to demonstrate the organization chart of the front office personnel
3. To illustrate the different types of guest rooms and accommodations types.
4. To apply knowledge of different functions of the front desk and the responsibilities of staff.
5. To classify the hotels.

Module I: INTRODUCTION TO TOURISM, HOSPITALITY & HOTEL INDUSTRY (8 hours)
a) Tourism and its importance
b) Hospitality and its origin
c) Hotels, their evolution, and growth
d) A brief introduction to hotel core areas with special reference to Front Office

Module II: CLASSIFICATION OF HOTELS (12 Hours)
a) Size
b) Star
c) Location & clientele
d) Ownership basis
e) Independent hotels
f) Management contracted hotel
g) Chains
h) Franchise/Affiliated
i) Supplementary accommodation
j) Time shares and condominium

Module III: TYPES OF ROOMS (06 hours)
a) Types of Guest Rooms

Module IV: TIME SHARE & VACATION OWNERSHIP (05 Hours)
a) Time share, Referral chains & condominiums
b) How is it different from the hotel business?
c) Classification of timeshares
d) Types of accommodation and their size

Module V: FRONT OFFICE ORGANIZATION (06 Hours)
a) Function areas
b) Front office hierarchy
c) Duties and responsibilities
d) Personality traits

Module VI: HOTEL ENTRANCE, LOBBY AND FRONT OFFICE (04 hours)
a) Layout
b) Front office equipment (non-automated, semi-automated, and automated)

Module VII: BELL DESK (04 hours)
a) Functions
b) Procedures and records

Suggested Readings
1. Colin Dix & Chirs Baird, Front office operations, Pearson, 2006.
2. James Bardi, Hotel Front office management, John Wiley & Sons, 2011.
3. Sudhir Andrews, Front Office: A Training Manual, Tata McGraw Hill, 2011
4. Raymond S Schmidgall, Hospitality Industry Managerial accounting, AHLA, 2006
5. Michael Kasavana and Cahell, Managing computers in the hospitality industry, AHLA, 1996

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI	Module VII
CO 1	H						
CO 2					M		
CO 3			H	M			
CO 4						H	M
CO 5		H					

HAHK0104: FOUNDATION COURSE IN HOUSEKEEPING – I (3-0-0)
COURSE OUTCOMES
1. To define housekeeping department and attributes required for Housekeeping personnel.
2. To explore the basic operational procedure of various sections of housekeeping
3. To outline various types of rooms- design and layout along with fixtures, furniture, and accessories
4. To classify various cleaning agents and equipment used for operations along with their care and maintenance to know how different surfaces could be taken care of with the use of them.
5. To illustrate cleaning procedures for different surfaces

Module I: THE ROLE OF HOUSEKEEPING IN HOSPITALITY OPERATION (5 hours)
a) Role of Housekeeping in Guest Satisfaction and Repeat Business
Module II: ORGANISATION CHART OF THE HOUSEKEEPING DEPARTMENT (8 Hours)
a) Hierarchy in small, medium, large, and chain hotels
b) Identifying Housekeeping Responsibilities
c) Personality Traits of housekeeping Management Personnel.
d) Duties and Responsibilities of Housekeeping staff
e) The layout of the Housekeeping Department
Module III: CLEANING (10 hours)
a) Principles of cleaning, hygiene, and safety factors in cleaning
b) Methods of organizing cleaning
c) Frequency of cleaning daily, periodic, special
d) Design features that simplify cleaning
e) Use and care of Equipment
Module IV: CLEANING AGENTS (08 Hours)
a) General Criteria for selection
b) Classification
c) Polishes
d) Use, Care, and Storage
e) Distribution and Controls
f) Use of Eco-friendly products in Housekeeping
Module V: CARE AND CLEANING OF DIFFERENT SURFACES (10 Hours)
a) Metals
b) Glass
c) Leather, Leatherettes, Rexines
d) Plastic
e) Ceramics
f) Wood
g) Wall finishes
h) Floor finishes
Module VI: INTER DEPARTMENTAL RELATIONSHIP (04 hours)
a) Coordination with inter departments

Suggested Readings
1. Andrews, Sudhir, Hotel Housekeeping, Tata McGraw Hill, 2009.
2. Raghubalan, G. Hotel Housekeeping Operation, and Management, Oxford University Press, 2007.
3. Schneider, M. The Professional Housekeeper, Wiley, 1998
4. Jones, M. Professional Management of Housekeeping operations, Wiley, 2007

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI
CO 1		H				M
CO 2	M	M				
CO 3					M	
CO 4			M	M	M	
CO 5					H	

HABE0105: BUSINESS COMMUNICATION & ETIQUETTES – I (2-0-0)
COURSE OUTCOMES
1. To understand the written skills as well as oral skills
2. To implement various techniques of writing skills for the industrial applications
3. To create the importance of remedial English
4. To implement the concept of communication skills in corporate/ social life
5. To explain the different body languages.

Module I: GRAMMAR AND VOCABULARY (04 hours)
a) Tenses
b) Active – Passive voice,
c) Concord

Module II: TYPES & MEDIUM OF COMMUNICATION (03 hours)
a) Introduction and suitability of different types of communication to different situations.

Module III: DEVELOPING LISTENING AND SPEAKING SKILLS (08 hours)
a) Listening – traits of a good listener
b) Picture/Video Description,
c) Presentation

Module IV: DEVELOPING READING AND WRITING SKILLS (05 Hours)
a) Note Making and developing notes into drafts- rewriting of draft
b) Preparing summaries and abstracts for oral presentation
c) Dialogue Writing and Paragraph development, Email writing,
d) story writing

Module V: Importance of Non-Verbal Communication (05 Hours)
a) Body Language
b) Posture
c) Facial Expression & Eye Contact

Module VI: Etiquettes (05 hours)
a) Building a professional image
b) Phone Etiquettes
c) Email Etiquettes

Suggested Readings
1. Meenakshi Ramand and Prakash Singh, Business Communication, Oxford Publication,2012.
2. Vishwamohan, English for Hotel Industry, Pearson Publication, 2013
3. Thill J.V. &Bovee G.L., Excellence in Business Communication- McGraw Hill, New York. (1993)

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI
CO 1				H	M	
CO 2				M		M
CO 3			M			
CO 4	M	M			M	
CO 5					H	

HAFN0106: FOOD SCIENCE AND NUTRITION (2-0-0)
COURSE OUTCOMES
1. To relate the food and nutrition
2. To illustrate metabolism and sources of nutrients
3. To explain the importance of a balanced diet
4. To introduce food sources
5. To analyze the value of meals

Module I: INTRODUCTION TO FOOD SCIENCE & NUTRITION (08 hours)
a) Food & its relation to health
b) Objectives in the study of nutrition
Module II: METABOLISM & FOOD SOURCES OF NUTRIENTS (08 hours)
a) Introduction to metabolism & Nutrients
b) Functions, food sources& effect of deficiencies of Carbohydrates, Lipids, Proteins, Vitamins.
Module III: BALANCED DIET (14 hours)
a) Definition,
b) Importance of Balance Diet,
c) Types of Diet
d) RDA for various nutrients – age, gender, physiological state
e) Planning of nutritionally balanced meals based upon the three-food group system
f) Factors affecting meal planning
g) Calculation of nutritive value of dishes/ meals.
h) Food allergy and precautions

Suggested Readings
1. Swaminathan, M., Handbook of Food and Nutrition, The Bangalore Press, 1978
2. Begum R: A textbook of food, nutrition, and dietetics Sterling Publishers, New Delhi.3rd Edition 2009.
3. Williams. S. R.: Nutrition & Diet Therapy, Times Mirror/Mosby College Publishing, St. Louis. 6th Edition. 1989.Page 155 of 309
4. Joshi, S. A.: Nutrition and Dietetics, Tata McGraw Hill, Publications, New Delhi.1994.

Mapping of COs to Syllabus

	Module I	Module II	Module III
CO 1		M	
CO 2		H	
CO 3			H
CO 4		M	
CO 5	M		

HAFP0107: FOUNDATION COURSE IN FOOD PRODUCTION – II (3-0-0)
COURSE OUTCOMES
1. To understand the basic recipes and outline the different Soups and Sauces preparations
2. To classify different food commodities.
3. To compare and translate between different Indian cuisines
4. To explain the basic culinary terms with special reference to Indian and International cuisines
5. To illustrate meat and fish cookery
6.   To relate basic Indian gravies

Module I: Soups (06 hours)
a) Basic recipes other than consommé with menu examples
    I.   Broths
    II.   Bouillon
    III.   Puree
    IV.   Cream
    V.   Velouté
    VI.   Chowder
    VII.   Bisque etc.
b) Garnishes and accompaniments
c) International soups

Module II: Sauces (06 hours)
a)   Difference between sauce and gravy
b)   Derivatives of mother sauces
c)   Contemporary & Proprietary

Module III: MEAT COOKERY (08 hours)
a)   Introduction to meat cookery
b)   Cuts
c)   Variety meats
d)   Poultry
e)   Menu examples of each

Module IV: FISH COOKERY (06 hours)
a)   Introduction to fish cookery
b)   Classification of fish with examples
c)   Cuts of fish with menu examples
d)   Selection of fish and shellfish
e)   Effects of heat on the cooking of fish

Module V: Basic Indian Masalas & Gravies (06 hours)
a)   Garam masala, pulao masala, curry powder, sambhar powder, rasam powder, chaat masala etc
b)   tandoori marination
c)   White, red, green, and yellow gravies

Module VI: Food commodities (08 hours)
a)   Classification with examples and uses in Cookery –
b)   Fruits- kinds with examples
c)   Nuts- names of nuts commonly used in cooking
d)   Cream- types, description and their uses
e)   Yogurt- types
f)   Cereals- types and uses
g)   Pulses used in Indian cooking
h)   Herbs- uses of herbs
i)   Spices & condiments- uses of different spices and condiments
j)   Food Allergens

Suggested Readings
1.   K G Dubey, The Indian Cuisine, PHI, 2013
2.   P. S. Bali, Quantity Food Production Operations and Indian Cuisine, Oxford University Press, New Delhi, 2012
3.   Kinton & Cessarani, Theory of Catering, ELBS, 2012
4.   W. Gisslen, Professional Baking, John Wiley & Sons, 2009
5.   Philip E. Thangam, Modern Cookery (Vol- I), Orient Longman, 1946.
6.   K. Arora, Theory of Cookery, Frank Brothers, 1992.

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI	Module VII
CO 1	H	M					
CO 2						M	
CO 3							H
CO4					M		M
CO5			H	H			
CO6					H		

HABS0108: FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE – II (3-0-0)
COURSE OUTCOMES
   1.   To explain the different types of breakfast and other meals and their service techniques
   2.   To understand and demonstrate the different types of menus provided by different food outlets.
   3.   To relate and understand the different aspects of control methods used in food and beverage departments
   4.   To classify the different types of Cigars and cigarettes.
   5.   To illustrate customer care and situation handling

Module I: TYPES OF MEALS (05 hours)
a) Breakfast-Introduction, Types, Service Methods,
b) Ala carte and TDH setups
c) Brunch, Lunch, Hi-Tea, Dinner, Supper, and others

Module II: MENU TYPES (08 hours)
a) Introduction to menu; Types-Ala Carte & Table D'hote
b) Menu Planning, considerations, and constraints, Menu Terms
c) French Classical Menu- 11, 13, and 17 courses separately
d) Classical Foods & its Accompaniments with Cover
e) Indian regional dishes, accompaniments, and service

Module III: PREPARATION FOR SERVICE (10 hours)
a) Organizing Mise-en-scene
b) Organizing Mise en place
c) TYPES OF FOOD SERVICE
    I. Silver service
    II. Pre-plated service
    III. Cafeteria service
    IV. Room service
    V. Buffet service
    VI. Gueridon service
    VII. Lounge service

Module IV: SEQUENCE OF SERVICE (06 hours)
a) Handling Table reservation
b) KOTs & BOTs Duplicate & Triplicate System, Computerized K.O.T's
c) The sequence of Food Service
d) Table Clearing Process
e) Billing Methods, Payment methods, and Cash

Module V: CUSTOMER CARE AND HANDLING SITUATIONS (08 hours)
a) Unavailability of Table/reservation
b) Wrong Order Taking, Handling Unavailability of Food items
c) Handling Special Requests
d) Order Delays, Spillages, Return Food
e) Lost and found properties
f) Illness
g) Drunken Guest, Un expectable appearance of Guest
h) Dealing with children and Infants
i) Handling Handicaps, Old age guest, Customer with communication difficulties

Module VI: TOBACCO (06 hours)
a) History
b) Processing for cigarettes, pipe tobacco & cigars
c) Cigarettes – Types and Brand names
d) Pipe Tobacco – Types and Brand names
e) Cigars – shapes, sizes, colors, and Brand names
f) Care and Storage of cigarettes & cigars

Module VII: Food & Beverage Terminology (02 hours)

Suggested Readings
1. Singaravelavan R. Food & Beverage Services, Oxford Publications, 2011.
2. LillicrapDennis R., Food & Beverage Service, Hodder Arnold Publication, 2006.
3. Prasad, Vara, Krishna R. Gopi, Food & Beverage: F&B Simplified, Pearson, 2013.
4. Andrioli, Sergio, Douglas, Peter, Professional Food Service, Heinemann Professional,1990.

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI	Module VII
CO 1	H						
CO 2		M	M				
CO 3				M			
CO4						M	L
CO5				M	H		

HAFO0109: FOUNDATION COURSE IN FRONT OFFICE – II (2-0-0)
COURSE OUTCOMES
1. To recall and describe the entire room reservation system of the hotel
2. To identify with the entire room registration system of the hotel and its all aspects.
3. To explain the form and formats
4. Ability to understand the concepts of Property Management Systems
5. To illustrate a guest cycle

Module I: ROOM TARIFF (06 hours)
a) Room tariff, Tariff fixation / calculating room tariff
b) Types of room tariff: Rack rate, discounted rates.
c) Meal Plan and its type
d) Forms & Format/ Tariff Card/Brochure
Module II: ROOM RESERVATION (06 hours)
a) Importance, Functions, Different Channels & sources, and Types of reservation.
b) Cancellations and Amendments
c) Handling Individual & Group reservations
d) Various Forms & Formats
Module III: CONCIERGE& BELL DESK OPERATIONS (06 hours)
a) Introduction of Bell desk and Equipment's used in Bell desk
b) Functions of Bell desk
c) Luggage handling left luggage procedure
d) Mail and Message handling, Change of the room, etc.
e) Functions of information department
f) Forms & Formats
Module IV: GUEST CYCLE & FRONT OFFICE SYSTEMS (06 hours)
a) Pre-arrival, Arrival, Stay, Departure & Post Departure
Module V: REGISTRATION PROCESS (06 hours)
a) Introduction& Steps of registration with or without reservation
b) Pre-registration activities.
c) Processing VIP, Foreigners & group registration.

Suggested Readings
1. Colin Dix & Chirs Baird, Front office operations, Pearson, 2006.
2. James Bardi, Hotel Front office management, John Wiley & Sons, 2011.
3. Sudhir Andrews, Front Office: A Training Manual, Tata McGraw Hill, 2011
4. Raymond S Schmidgall, Hospitality Industry Managerial accounting, AHLA, 2006
5. Michael Kasavana and Cahell, Managing computers in the hospitality industry, AHLA, 1996

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1		M			
CO 2					M
CO 3	M			M	
CO4		M			
CO5			H		H

HAHK0110: FOUNDATION COURSE IN HOUSEKEEPING – II (2-0-0)
COURSE OUTCOMES
1. To recall and describe the entire cleaning process.
2. To identify with the different surfaces.
3. To explain the form and formats.
4. Ability to understand guest room cleaning procedures.
5. To special cleaning program.

Module I: CLEANING PROCESSES (05 hours)
a) Principles of Cleaning

b)   Identification &Types Of stains

Module II: DIFFERENT SURFACES (06 hours)

a)   Metals, Glass, Wood, Ceramic, Leather, Rubber, Stone.

Module III: CLEANING OF GUEST ROOMS (06 hours)

a)   Daily Cleaning of Room.

b)   Weekly Cleaning/ Spring Cleaning

c)   Evening Service/ Turndown Service

d)   Replenishment of guest supplies & amenities.

e)   Lost and Found Procedure

Module IV: FORMS & FORMATS (06 hours)

a)   Staff placement register, floor registers, guest special request register, Logbook, Memo book, baby-sitting register, lost & found register, store indent book, etc.

b)   Room occupancy report, guest room inspection form/checklist, housekeeping report, work order, room boys report.

Module V: SPECIAL CLEANING PROGRAMME (07 hours)

a)   Daily, Weekly, Fortnightly, and Monthly Cleaning

b)   Routine cleaning, spring cleaning, and Deep Cleaning

Suggested Readings

1.   Andrews, Sudhir, Hotel Housekeeping, Tata McGraw Hill, 2009.

2.   Raghubalan, G. Hotel Housekeeping Operation, and Management, Oxford University Press, 2007.

3.   Bhatnagar, S.K., Front Office Management, Frank Bros. & Co. Ltd., 2013

4.   Branson, C, Lennox Margaret. Hotel, Hostel & Hospital Housekeeping, Hodder Education, 1988.

5.   Kappa, Margret, Nitschke, Aleta. Managing House Keeping Operation, AHLA, 1997

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1	M				M
CO 2		H			
CO 3				H	
CO4			H	M	
CO5					H

HABT0111: BASICS OF TOURISM (2-0-0)

COURSE OUTCOMES

1.   To Contextualize tourism within broader cultural, environmental, and economic dimensions of society.

2.   To Outline the resources of tourism and different aspects of tour operations.

3.   Explain the diverse nature of tourism, including culture and place, global/local perspectives, and experience design and provision.

4.   Examine the different elements of geography and their relationship with tourism.

5.   To illustrate the tour operations

Module I: CONCEPT OF TOURISM (04 hours)

a)   Origin, objectives, Elements, Scope & Nature of tourism

b)   Job opportunities and employment generation in the tourism Industry

Module II: TOURISM PRODUCTS AND RESOURCES (06 hours)

a)   Architectural heritage

b)   Culture &Fairs and festivals of India

c)   Natural and other tourism resources

Module III: TOUR OPERATIONS (07 hours)

a)   Meaning & Definition

b)   Types of Tourists: Inbound, Outbound &Domestic.

c)   Tour Packaging – definition, components of a tour package Types of Package Tour: Independent Tour, Inclusive Tour, Escorted Tour, Business Tour

d)   Guides & escorts – Their role and function Qualities required to be a guide or escort

Module IV: ITINERARY PLANNING (08 hours)

a)   Steps to planning a Tour, Planning Route map

b)   Transport booking – reservation,

c)   Accommodation – Reservation & Food facilities

d)   Tour Costing

Module V: SOCIO-ECONOMIC IMPACT OF TOURISM (05 hours)
a) Impact of tourism on culture
b) People to people contact enhancement
c) Environmental hazards

Suggested Readings
1. Sudhir Andrews, Introduction to Tourism and Hospitality, Tata McGraw Hill, 2010.
2. Charkes R. Goeldner, Tourism principles, practices, philosophies, John Wily Pub, 2007.
3. A. K. Bhatia, International Tourism, Sterling Publications,2006.
4. P. N. Seth, Introduction to Hospitality, Sterling Publications, 2001.

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1	M				
CO 2		M	H		
CO 3	M				
CO4				L	M
CO5			H		

HASH0112: FOOD SAFETY & HYGIENE (2-0-0)
COURSE OUTCOMES
1. To develop an understanding of the theoretical foundations and techniques used in food safety management
2. To enable students to explore and extend our extensive knowledge base and critical appreciation of the control and management of food-borne diseases in the global context.
3. To enable students to apply the principles of food safety management to develop effective management systems for the production of safe and legal food products.
4. To develop an understanding of theoretical foundation regarding HACCP- based food safety management systems
5. To analyze the wider aspects of systems effectiveness such as food safety culture.

Module I: INTRODUCTION (04 hours)
a. Food Safety & Food hygiene
b. Food Hazards & risk
Module II: FOOD BORNE DISEASES (06 hours)
a. Types (Infections and intoxications)
b. Common diseases caused by food borne pathogens
c. Preventive measures
Module III: FOOD CONTAMINANTS & ADULTERANTS (06 hours)
a. Introduction to Food Standards
b. Types of Food contaminants (Pesticide residues, bacterial toxins, mycotoxins, seafood toxins, metallic contaminants, residues from packaging material)
c. Common adulterants in food
d. Method of their detection (basic principle)
Module IV: FOOD LAWS AND REGULATIONS (06 hours)
a. National – Essential Commodities Act (FPO, MPO, etc.)
b. International food laws & regulations
c. Regulatory Agencies
d. Consumer Protection Act
Module V: HYGIENE (08 hours)
a. General Principles of Food Hygiene
b. Hygiene equipment and work area
c. Safety aspects of processing water (uses & standards)
d. Waste Water & Waste disposal
e. HACCP (Basic Principle and implementation)

Suggested Readings
1. Tim Knowles, Food Safety in the Hospitality Industry, Butterworth-Heinemann,2002
2. The Hospitality Industry Handbook on Hygiene and Safety, Lisa Gordon-Davis, Juta Academic,1999

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1	M		M		
CO 2		H			
CO 3				M	
CO4					M
CO5			M	M	

HABE0113: BUSINESS COMMUNICATION & ETIQUETTES – II (2-0-0)
COURSE OUTCOMES
1. To understand the written skills as well as oral skills
2. To implement various techniques of writing skills for the industrial applications
3. To create the importance of remedial English
4. To implement the concept of communication skills in corporate/ social life
5. To demonstrate business etiquettes

Module I: EFFECTIVE SPEAKING (08 hours)
a) Polite and effective inquiries and responses
b) Addressing a group
c) Essential qualities of a good speaker
d) Audience analysis
e) Defining the purpose of a speech, organizing the ideas and
f) delivering the speech

Module II: COMMUNICATION SKILLS IMPROVEMENT (10 hours)
a) Pronunciation, stress, accent
b) Important of speech in hotels
c) Common phonetic difficulties
d) Connective drills exercises
e) Introduction to frequently used foreign sounds

Module III: Global Business Etiquettes (06 hours)
a) Personal Appearance
b) Work Place Etiquette
c) Interview Etiquettes
d) Public Speaking Etiquette

Module IV: Strategies for successful Listening, Speaking and Interpersonal Communication (06 hours)
a) Dyadic Communication & self-perception
b) Different Types of Interviews,
c) Kinds of Meetings, Solving problems in meetings and groups

Suggested Readings
1. Trish Stott and Alison, English for the hotel and catering industry, Pohl, Oxford University Press,2010
2. Shital Kakkar Mehra, Business Etiquette: A Guide for The Indian Professional, Harper Collins, 2012

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV
CO 1	M		L	
CO 2			M	
CO3		M		
CO 4				M
CO5			H	

HAFP0114: FACILITY PLANNING (2-0-0)

COURSE OUTCOMES
1. To understand network analysis and basic rules of network analysis
2. To be able to examine interiors and exteriors of building facilities and plan accordingly
3. To explore and understand various operation criteria of hotel design, space management, parking, etc
4. To relate CPM and PERT

5. To illustrate flow process and flow diagram in systematic layout planning

Module I: HOTEL DESIGN (10 hours)
a) Design Consideration
  I. Attractive Appearance
  II. Efficient Plan
  III. Good location
  IV. Suitable material
  V. Competent Management

Module II: FACILITIES PLANNING (08 hours)
a) The systematic layout planning pattern (SLP)
b) Planning consideration
c) Flow process & Flow diagram
d) Architectural consideration
e) Planning For Physically Challenged

Module III: PROJECT MANAGEMENT (12 hours)
a) Introduction to Network analysis
b) Basic rules and procedures for network analysis
c) C.P.M. and Project Evaluation and Review Technique (PERT)
d) Comparison of CPM and PERT

Suggested Readings
1. Tarun Bansal, Hotel Facility Planning, Oxford University Press, 2010
2. Frank. G. Barsanik, The Management of Maintenance and engineering systems in Hospitality Industry, John Wiley & Sons, 1987
3. Michael. H. Redli and David. M. Stinky Managing Hospitality Engineering System, Educational Inst of the Amer Hotel, 1987

Mapping of COs to Syllabus

	Module I	Module II	Module III
CO 1			M
CO 2		M	M
CO 3		M	
CO4			H
CO5	M	H	

HAPO0115: FOOD PRODUCTION OPERATIONS (3-0-0)
COURSE OUTCOMES
1. To demonstrate and explain the requirement of equipments for volume feeding.
2. Ability to understand the concepts of bulk cooking and banqueting menus.
3. To conceptualize all aspects regarding the institutional and industrial catering
4. To evaluate, analyze and interpret theoretical and practical skills of usage of different commodities in the kitchen
5. To explain the quantity purchase system.

Module I: QUANTITY FOOD PRODUCTION EQUIPMENTS (08 hours)
a) Equipment required for mass/volume feeding
b) Heating and Cooling equipment
c) Care and maintenance of equipment
d) Modern developments in equipment manufacture

Module II: MENU PLANNING (10 Hours)
a) Basic principles of menu planning-recapitulation
b) Points to consider in menu planning for various volume feeding outlets such as Industrial, Institutional, Mobile Catering Units
c) Planning menus for School/ College students, Industrial workers, Hospitals, Outdoor parties, Theme dinners, Transport facilities, cruise lines, airlines, railway
d) Nutritional factors

Module III: INDENTING (08 hours)
a) Principles of Indenting for volume feeding

b) Portion sizes of carious items for different types of volume feeding
c) Modifying recipes for indenting for large scale catering
Module IV: PLANNING (08 Hours)
a) Principles of planning for quantity food production concerning Space allocation, Equipment selection, and Staffing
Module V: VOLUME FEEDING (11 Hours)
a) Institutional and industrial Catering
b) Hospital Catering,
c) Highlights of Hospital Catering for patients, staff, visitors Diet menus, and nutritional requirements
d) Off-Premises Catering, Problems associated with off-premises catering
e) Reasons for growth and development Menu Planning and Theme Parties
f) Concept of a Central Production Unit
g) Mobile Catering
h) Characteristics of Rail, Airline (Flight Kitchens and Sea Catering)
i) Quantity Purchase & Storage Introduction to the purchasing system
Module VII: Indian Regional Cuisine (05 hours)
a. A detailed study on North and South Indian
b. Regional Cuisine: Goa, Kashmir, Andhra Pradesh, Karnataka, Tamil Nadu, Bengal, Assam, Gujarat, Punjab, Rajasthan, etc., as regarding ingredients used
c. Traditional preparation methods
Utensils and accompaniments

Suggested Readings
1. P. S. Bali, Quantity Food Production Operations and Indian Cuisine, Oxford University Press, New Delhi, 2012
2. Kinton & Cessarani, Theory of Catering, ELBS, 2012
3. P. S. Bali, International Cuisine and Food Production Management, Oxford University Press, New Delhi, 2012
4. Librairie Larousse Gastronomique: The World's Greatest Culinary Encyclopedia, Clarkson Potter, 2009

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1	H				
CO 2	M	M			M
CO 3					M
CO4			M	L	
CO5					M

HABO0116: FOOD & BEVERAGE OPERATIONS (2-0-0)
COURSE OUTCOMES
1. To explain and understand the operation of the room service department.
2. To understand the concepts of wine making process, viticulture wine-based beverages.
3. To describe the beer production procedure and classify beer
4. To identify and classify other fermented beverages
5. To demonstrate order taking and suggestive selling.

Module I: IN-ROOM DINING SERVICE (5 hours)
a) Introduction, general principles, and types care to be taken while dealing with active and passive guest
b) The cycle of Service, scheduling, and staffing
c) Forms and Formats
d) Order Taking, Suggestive Selling, breakfast cards
e) Time management- the lead time from order taking to clearance
Module II: ALCOHOLIC BEVERAGES (06 Hours)
a) Definition & Classification of Alcoholic Beverages
b) Introduction to fermented beverages
Module III: BEERS (05 hours)
a) Introductions to beer
b) A brief introduction to Beer Production
c) Types and Brands – Indian and International
Module IV: WINE (05 Hours)
a) Introduction,

b) Grapes (Varieties) viticulture& vinification,
c) Classification,
d) Wine making, Storage, Brand Names.

Module V: AROMATIZED BEVERAGES (04 Hours)
a) Definition, Types- Wine based & spirit-based
b) Usage and storage

Module VI: SAKE (05 hours)
a) Introduction, definition, manufacturing, Storage &Brands

Suggested Readings
1. Singaravelavan R. Food & Beverage Services, Oxford Publications, 2011.
2. Jana A & Srivastava P. United Colors of Alcohol, TRIDENT, 2015.
3. Albert W.A. Schmid & Laloganes John P. The Beverage Manager's Guide to Wines, Beers, and Spirits, Pearson. 2011.

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI
CO 1	L					
CO 2				H	M	M
CO 3			H			
CO4		M	M	M		
CO5	H					

HAOO0117: FRONT OFFICE OPERATIONS (2-0-0)
COURSE OUTCOMES
1.   To understand the idea about the structural layout of the lobby area of the hotel and the functions of the bell desk
2. To formulate the process of settling bills of the guests, accounting procedures, and handling front office cash
3. To understand and analyze the idea about the night auditing and the job responsibilities of the night auditor
4. To illustrate foreign exchange handling.
5. To explain different forms, formats, and PMS of front office

Module I: PROPERTY MANAGEMENT SYSTEM (5 hours)
a) Importance of Computer in Front Office
b) Introduction to PMS
c) PMS application in Front Office (Reservation, Front Desk, Room, Cashier, Night Audit, set up, Reporting, back-office Module)
d) Different PMS systems

Module II: CHECK-IN PROCEDURE (06 Hours)
a) Check-in Procedure in different situations like: - guest having confirmed reservation, Walk-in Guest, Group/crew, Scanty Baggage Guest, International Travelers, Club floor guest
b) Check-in Procedure in Fully automated hotels
c) Forms & Formats

Module III: CHECK OUT PROCEDURE (06 hours)
a) Check out activity at various desks: - Bell Desk, lobby, Reception, Cashier
b) Different Methods of Settlement: -Cash, Credit Card, Cheques, Travel's cheques, Bill to company, Combined settlement method, checking of minibar and taking of guest feedback.
c) Check out options: - On Desk Express Check out, Self-Check Front Office Record, Forms & Formats

Module IV: MANAGING CASH & CREDIT (05 Hours)
a) Front office Accounting Cycle
b) Credit control process in various cases: - guest pay by Credit Card, Travel agent voucher, airline, Scanty baggage, Credit control during the stay, credit facility to companies, check-in tour group. Problems may arise in credit control
c) The process required in cash Control
d) Handling Foreign Exchange

Module V: NIGHT AUDITING (08 Hours)
a) Importance of Night Auditing,
b) Duties & Responsibility of Night Auditor
c) Common Revenue Centers of a Hotel
d) Basis steps involved in preparing Night Audit: - Complete posting, reconcile room status discrepancies, verify room rates, verify no show reservations, Cash Deposit, Clear & Back up the system, Distribute report

e) Vouchers/Folios/Ledgers/Allowances/Reports

Suggested Readings
1. James Bardi, Hotel Front office management, John Wiley & Sons, 2011.
2. Sudhir Andrews, Front Office: A Training Manual, Tata McGraw Hill, 2011
3. Raymond S Schmidgall, Hospitality Industry Managerial accounting, AHLA, 2006
4. Michael Kasavana and Cahell, Managing computers in hospitality industry, AHLA, 1996

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1			M		
CO 2			M		
CO 3					H
CO4				M	
CO5	H	H			

HAHO0118: HOUSEKEEPING OPERATIONS (2-0-0)
COURSE OUTCOMES
1. To demonstrate and explain the linen and uniform exchange procedure.
2. To identify and classify the various linen & uniform required for hotel operations
3. To classify the different types of flower arrangements used in hotels.
4. To understand the basic concept of Laundry management and examine the relevance of contract services in housekeeping.
5. Describe the safety &security procedures and pest control activities in the hotel

Module I: LINEN ROOM (8 hours)
a) Activities, Layout, and equipments of linen room
b) Selection criteria for linen purchasing
c) Calculating linen requirement
d) Linen control measures, the importance of color coding and tagging,
e) Inventory handling and Discard
Module II: LAUNDRY (08 Hours)
a) OPL and Contract laundry
b) Layout and machinery
c) Laundry aids and their handling
d) Flow process of OPL, Wash cycle,
e) The average life cycle of linen, Dry cleaning, and stain removal
f) Guest Laundry delivery procedure
Module III: FLOWER ARRANGEMENT AND INDOOR PLANTS (04 hours)
a) Introduction to different types of flowers and indoor plant, types of it used in industry, Need and importance, Equipment's & Tools required
b) Care and conditioning of cut flowers, types
c) Principal of design, Styles of flower arrangement
d) Selection and care of indoor plants
e) The procedure of layering the pot
Module IV: HOUSEKEEPING IN INSTITUTION AND FACILITIES OTHER THAN HOTELS (04 Hours)
a) Hospitals, Malls, Multiplex and Airlines
Module V: PEST CONTROL & FIRE FIGHTING (06 Hours)
a) Types of pests, Methods to eradicate
b) Types of fire, causes, Fire extinguishers, prevention of accidents

Suggested Readings
1. Raghubalan, G. Hotel Housekeeping Operation, and Management, Oxford University Press, 2007.
2. Bhatnagar, S.K., Front Office Management, Frank Bros. & Co. Ltd., 2013
3. Branson, C, Lennox Margaret. Hotel, Hostel & Hospital Housekeeping, Hooder Education, 1988.
4. Kappa, Margret, Nitschke, Aleta. Managing House Keeping Operation, AHLA, 1997

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1	M				
CO 2	M				
CO 3			H		
CO4		H		M	
CO5					H

HASM0119: HOSPITALITY SALES & MARKETING (2-0-0)
COURSE OUTCOMES
1. To understand the concept of marketing in hospitality.
2. To analyze market segments for sustainability.
3. To explain different products available in the hospitality sector
4. To illustrate promotion techniques.
5. To relate different marketing policies.

Module I: BASIC OF MARKETING (6 hours)
a) The development of concept: - definition of marketing; concept of exchange- needs and wants;
b) Evolution of marketing- production era, sales era, and marketing era.
c) Hotel marketing: - Difference between goods and services
d) Features of Hospitality marketing; Customer expectation from
e) Hospitality services; Value chain linkage in the hotel industry. Marketing Mix in services marketing (7 Ps).

Module II: MARKET SEGMENTATION (06 Hours)
a) Need for segmentation, market segmentation level- segment marketing, individual marketing,
b) Selection of segmentation variables- criteria for segmenting
c) The consumer market, criteria for segmenting the organizational market
d) Effective segmentation measurable, sustainable, and accessible.

Module III: MARKET SEGMENTATION (05 Hours)
a. Hospitality products, Branding, Product Life Cycle, Product Differentiation, the importance of social media marketing, and the role played by them.

Module IV: PRODUCT (04 hours)
a) Hospitality products: - rooms, food and beverage and value-added products like recreation &
   health, shops, car rental service, gymnasium, etc;
b) Travel agency and tour operator's products
c) New service product development

Module V: PRICE (04 Hours)
a) Services pricing policy, Approaches, Methods, Factors influencing pricing policy

Module VI: PROMOTION (02 Hours)
a) Marketing communication mix-Advertising, sales promotion, personal selling- negotiation, Publicity
b) Public relations in the hotel industry.

Module VII PLACE (DISTRIBUTION) (03 Hours)
a) Channels of distribution, selection criterion of channel
b) Channels members like-Agents, brokers, etc.

Suggested Readings
1. S. Ramaswamy and S. Namakumari, Marketing Management: Planning, Implementation & Control. 3rd ed, New Delhi: Macmillan India Ltd, 2005.
2. R. Shankar, Services Marketing.1st ed., New Delhi: Excel Books, 2009.
3. Valarie A. Zeithaml and M. J. Bitner, Services Marketing. 2nd ed., New Delhi: Tata McGraw Hill, 2001.
4. James C. Maken, P. Kotler and John T. Bowen, Marketing for Tourism and Hospitality.4thed., New Jersey: Pearson Education, 2005.

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI	Module VII
CO 1	M						M
CO 2		H	M				
CO 3				M			
CO4						H	
CO5					M		

HADM0120: DISASTER MANAGEMENT (2-0-0)
COURSE OUTCOMES
1. To explain the meaning and scope of disaster management.
2. To identify and classify the various types of disasters
3. To illustrate national disaster management.
4. To understand the vigilance during disasters
5. To describe the National Calamity Management Act, Disaster Management Act

Module I: DISASTER MANAGEMENT (6 hours)
a) Meaning, Scope & Impact.
b) Introduction, meaning
c) Distinct
d) The terminology used in Disaster management,
e) Types of Disasters,
f) Impact of Disasters
Module II: NATIONAL DISASTER MANAGEMENT (06 Hours)
a) Institutional Structure
b) Disaster Prevention/mitigation, Early Warning system
c) Disaster preparedness, mitigation & Response
Module III: MAN-MADE DISASTERS AND MANAGEMENT (04 hours)
a) Gas Leaks, Nuclear Radiation leaks, Terrorist attacks, Health Hazards, Accidents
Module IV: AWARENESS AND MOTIVATION (04 Hours)
a) Vigilance, Motivation
Module V: TRAINING IN DISASTER MANAGEMENT (05 Hours)
a) Objectives, Communication improves motivation
b) Target – Ministry/Department/ Cadre,
c) Disaster Awareness in school, curriculum, Information, Education & Communication
d) Teamwork
Module V: LEGISLATIONS (05 Hours)
a) National Calamity Management Act, Disaster Management Act

Suggested Readings
1) D.B.N. Murthy, Disaster Management, Deep & Deep Publications, 2007
2) S.L. Goel, Disaster Administration & Management, Jain Depot, 2011
3) Dr. V.V. Ghanekar , Disaster Management Act and Management, Preshak Prakashan, 2011

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1	H				
CO 2	M				
CO 3		H			
CO4				H	
CO5			M		H

HAES0121: ENVIRONMENTAL SCIENCE (2-0-0)
COURSE OUTCOMES
1. To explain the environment-friendly practices for employees.
2. To identify and classify the various types of wastes
3. To illustrate the waste minimization procedures.
4. To understand the importance of energy conservation.
5. To describe the international certifications of green practices

Module I: EMPLOYEE ENVIRONMENTAL EDUCATION (4 hours)
a) Environment-friendly practices
b) Making sustainability a part of the daily routine of employees
Module II: WASTE MINIMIZATION (08 Hours)
a) Organic composting
b) Dumpster monitoring (segregation of dry & wet garbage)

c) Recycling (e.g., Individual newspapers not sent to rooms, use of bulk soap & shampoo dispensers in guest room bathrooms, using recycled paper products like bags, coasters, etc.)
d) Alternatives to plastic bottled water
e) Achieving close to zero-solid waste
f) Sustainable food & beverage options

Module III: ENERGY & WATER CONSERVATION (08 hours)
a) Environment-friendly HVAC units
b) Skylights to save energy
c) High-efficiency lighting in guest-rooms & public areas
d) Solar panels
e) Occupancy sensors
f) Water conservation fixtures
g) Preventive maintenance

Module IV: GREEN HOUSEKEEPING (04 Hours)
a) Use of environment-friendly cleaning products to clean property
b) Integrated Pest-Management services
c) Tent cards in rooms informing guests about alternate day linen changing

Module V: INTERNATIONAL CERTIFICATIONS OF GREEN PRACTICES (06 Hours)
a) Eco-leaf rating
b) Green Globe rating
c) Green Key rating
d) Nordic Swan rating
e) LEEDS

Suggested Readings
1. Kabia S. K., Tourism and Environment, Himalayan Publisher, 2010.
2. Dr. Jasbir Singh, Eco-Tourism, I.K. International Publishing, New Delhi, 2010

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1	H				
CO 2		H			
CO 3		M	M		
CO4			M		
CO5				M	M

HAHA0122: HOTEL ACCOUNTS (2-0-0)
COURSE OUTCOMES
1. To understand the concepts and principles of Accounting
2. Application and analysis of accounts records and its importance in Hotels
3. Understand the concepts of financial statements and presentation of Final Accounts
4. Application and analysis of Records and Financial Statements

Module I: INTRODUCTION (08 hours)
a) Accounting as an information system, Functions, advantages, and limitations of accounting. Branches of accounting.
b) Bases of accounting: cash basis and accrual basis
c) Basic concepts and conventions: entity, money measurement, going concerned, cost, realization, accruals, periodicity, consistency
d) Recording of transaction: Journal.

Module II: CAPITAL AND REVENUE TRANSACTION (08 Hours)
a) Recording of transaction: Ledger, Capital
b) Expenditure, Revenue Expenditure, Capitalized Expenditure, Deferred Revenue
c) Expenditure, Capital, and revenue receipts. Reserves and provisions: Meaning, Objective

Module III: ACCOUNTING PROCESS (06 hours)
a) From the recording of a business transaction to preparation of trial balance including adjustments and rectification of errors.

Module IV: FINAL ACCOUNTS AND BALANCE SHEET (08 Hours)
a) Classification of assets, liabilities. Working capital, Trading Account

b)   Profit and loss Account, Balance Sheet.

Suggested Readings
1. Kotas R & Conlan M. Hospitality Accounting (Elements of Business Series), Cengage Learning EMEA, United Kingdom. 5th edition 1997
2. Boardman R.D. Hotel & Catering Costing & Budgets. Heinemann, USA. 3rd revised, Edition 1978
3. Negi J. Financial & Cost Control Techniques in Hotel & Catering Industry. Jain Book Agency, New Delhi.2nd Edition 2000.
4. Pandey I.M. Introduction to Financial Management. Vikas Publishing, New Delhi.11th Edition 2015

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV
CO 1	H			
CO 2		M		M
CO 3		L		M
CO4			M	

HAA00123: ADVANCE FOOD PRODUCTION OPERATIONS-I– I (3-0-0)
COURSE OUTCOMES
1. To understand the layout and use of equipment in the larder section of the kitchen.
2. To explain and demonstrate the preparation of charcuterie.
3. To compare and translate between appetizer and garnishes
4. To explain the basic icing and topping terms with special reference to patisserie
5. To illustrate different sandwiches with making and storing methods

Module I: LARDER (06 hours)
a)   Layout & equipment
b)   Terms & larder control
c)   Duties and responsibilities of the larder chef
Module II: CHARCUTIERIE (10 Hours)
a)   Sausage
b)   Forcemeats
c)   Brines, cures & marinades
d)   Ham, bacon & gammon
e)   Galantines
f)   Pates
g)   Mouse & mousseline
h)   Aspic & gelee
i)   Chaud Froid
j)   Quenelles, parfaits, roulades
Module III: APPETIZERS & GARNISHES (08 hours)
a)   Classification of Appetizers
b)   Examples of Appetizers
c)   The historic importance of culinary Garnishes
d)   Explanation of different Garnishes
Module IV: SANDWICHES (08 Hours)
a)   Parts of Sandwiches
b)   Types of Bread
c)   Types of filling – classification
d)   Spreads and Garnishes
e)   Types of Sandwiches
f)   Making of Sandwiches
g)   Storing of Sandwiches
Module V: CAKE (06 Hours)
a)   Introduction, types of bases, flavors, garnishes, tools and equipment & commodities
Module VI: ICINGS & TOPPINGS (04 hours)
a)   Varieties of icing, Using of Icings Difference between icings & Toppings
Module VII: USE OF WINE AND HERBS IN COOKING (03 hours)
a)   Uses of wine in cooking
b)   Classification of herbs

Suggested Readings
a) Le Rol A. Polsom, The Professional Chef (4th Edition), Wiley & Sons, 2011
b) M J Leto & W K h Bode, Larder Chef, Butterworth- Heinemann, 2006
c) Kinton & Cessarani, Theory of Catering, ELBS, 2012
d) Y. Ashok Kumar, Textbook of bakery and confectionary, PHI, 2012
e) W. Gisslen, Professional Baking, John Wiley & Sons, 2009
f) L J Hanneman, Patisserie, Routledge, 2005

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI	Module VII
CO 1	H						
CO 2		H					
CO 3			M				L
CO4					H	M	
CO5				H			

HAFB0124: ADVANCE FOOD & BEVERAGE OPERATIONS – I (3-0-0)
COURSE OUTCOMES
1. Recall and describe the layout of functional areas
2. Ability to understand the concepts of function catering in the hotel industry.
3. To understand the gueridon service origin and specialty
4. To impart the skills required for Guerdon service and their preparation
5. Illustrate bar operations
6. To explain and demonstrate different Cock tail preparations

Module I: PLANNING & OPERATING VARIOUS F&B OUTLET (10 hours)
a) The physical layout of functional and ancillary areas, Objective of a good layout
b) Steps in planning, Factors to be considered while planning
c) Calculating space requirement
d) Various set ups for seating
e) Planning staff requirement
f) Menu planning, Constraints of menu planning
g) Selecting and planning of heavy-duty and light equipment
h) Requirement of quantities of equipment required like crockery, Glassware, Cutlery - steel or silver, etc.
i) Planning Décor, furnishing fixtures, etc.

Module II: FUNCTION CATERING (06 Hours)
a) Banquets
b) Banquet protocol
c) Informal banquet
d) Buffets

Module III: GUERIDON SERVICE (08 hours)
a) History of gueridon
b) Definition
c) General consideration of operations
d) Advantages & Dis-advantages
e) Types of trolleys
f) Factor to create impulse, Buying – Trolley, open kitchen
g) Gueridon equipment
h) Common preparations, flambé dishes, Carving, Salad making, etc., Trolley service - Beverages, Starters, Desserts, etc.

Module IV: AFTERNOON, HIGH TEA & TABLE CHEESE (08 Hours)
a) Introduction of afternoon tea & high tea
b) Menu, Cover & Service of afternoon tea & high tea
c) Introduction of cheese, Types, Brands & Service, Storage of cheese

Module V: BAR OPERATIONS (06 Hours)
a) Types of Bars
b) Cocktail
c) Dispense

d)   Area of Bar
e)   Front Bar
f)   Back Bar
g)   Under Bar (Speed Rack, Garnish Container, Ice well, etc.)
h)   Bar Stock
i)   Bar Control
j)   Bar Staffing
k)   Opening and closing duties

Module VI: COCKTAILS & MIXED DRINKS (07 hours)
a)   Definition and History
b)   Classification
c)   Recipe, Preparation, and Service of Popular Cocktails

Suggested Readings
1.   Singaravelavan R. Food & Beverage Services, Oxford Publications, 2011
2.   Jana A & Srivastava P. United Colors of Alcohol, TRIDENT, 2015
3.   Sudhir A. Food & Beverage Service: A Training Manual, McGraw Hill Education, Second Edition.
4.   Lillicrap Dennis R., Food & Beverage Service, Hodder Arnold Publication, 2006.
5.   Albert W.A. Schmid & Laloganes John P. The Beverage Manager's Guide to
6.   Wines, Beers and Spirits, Pearson. 2011
7.   Prasad, Vara, Krishna R. Gopi, Food & Beverage: F&B Simplified, Pearson, 2013.

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI
CO 1	H			M		
CO 2	M	H				
CO 3			M			
CO4			M		H	M
CO5					H	M
CO6						H

HAFM0125: FRONT OFFICE MANAGEMENT –I – I (2-0-0)
COURSE OUTCOMES
1.   To adapt Yield Management, its concept, rates, and different booking horizons and Statistical representations.
2.   To elaborate on the basic concept of tariff decisions, cost, and pricing of rooms.
3.   To discuss budgeting and forecasting and to assess room availability/room revenue.
4.   To analyze room revenue forecasting.

Module I: YIELD/REVENUE MANAGEMENT AND FORECASTING (12 hours)
a)   Methods of measuring hotel performance/yield
b)   Elements and benefits of yield management
c)   Challenges in Yield management
d)   Yield management strategies
e)   Forecasting and various ratios
f)   Yield Management Prospects
g)   Statistical representations of reports

Module II: PLANNING & EVALUATION (10 Hours)
a)   Setting Room Rates (Details/Calculations thereof)
b)   Hubbart Formula, market condition approach & Thumb Rule
c)   Types of discounted rates – corporate, rack, etc.
d)   Factors for evaluating front office operations

Module III: BUDGETING (08 hours)
a)   Types of budget & budget cycle
b)   Making front-office budget
c)   Factors affecting budget planning
d)   Capital & operations budget for front office
e)   Refining budgets, budgetary control
f)   Forecasting room revenue

Suggested Readings
1. Colin Dix & Chirs Baird, Front office operations, Pearson, 2006.
2. James Bardi, Hotel Front office management, John Wiley & Sons, 2011.
3. Sudhir Andrews, Front Office: A Training Manual, Tata McGraw Hill, 2011
4. Raymond S Schmidgall, Hospitality Industry Managerial accounting, AHLA, 2006
5. Michael Kasavana and Cahell, Managing computers in hospitality industry, AHLA, 1996

Mapping of COs to Syllabus

	Module I	Module II	Module III
CO 1	H		
CO 2		M	
CO 3	M		H
CO4	M		M

HAHM0126: HOUSEKEEPING MANAGEMENT –I (2-0-0)
COURSE OUTCOMES
1. To explain first aid and key control with the demonstration
2. To elaborate on the safety and security aspects in regards to guests and staff of the hotel.
3. To discuss planning and organizing the housekeeping department
4. To analyze different budgets for the department

Module I: GUEST SAFETY & SECURITY (10 hours)
a) Importance of Security systems
b) Control over room keys
c) Items kept in First aid box
d) Handling situations like accident, illness, theft, fire, bomb
e) Forms & Formats
Module II: SAFETY & SECURITY IN ROOMS DIVISION (08 hours)
a) Hotel Security Aspects and Implementation
b) Safety Awareness & Accident Prevention
c) Case Studies
Module III: PLANNING AND ORGANISING (12 hours)
a) Area inventory list
b) Frequency schedules
c) Performance and Productivity standards
d) Time and Motion study in House Keeping operations
e) Standard Operating manuals – Job procedures
f) Job allocation and work schedules
g) Calculating staff strengths & Planning duty rosters, team work and
h) Leadership in House Keeping
i) Training in HKD, devising training programs for HK staff
j) Inventory level for non-recycled items
k) Budget and budgetary controls
l) The budget processes
m) Planning capital budget
n) Planning operation budget
o) Operating budget – controlling expenses – income statement
p) Purchasing systems – methods of buying
q) Stock records – issuing and control

Suggested Readings
1. Andrews, Sudhir, Hotel Housekeeping, Tata McGraw Hill, 2009.
2. Raghubalan, G. Hotel Housekeeping Operation, and Management, Oxford University Press, 2007.
3. Schneider, M. The Professional Housekeeper, Wiley, 1998
4. Jones, M. Professional Management of Housekeeping operations, Wiley, 2007

Mapping of COs to Syllabus

	Module I	Module II	Module III
CO 1	M		

CO 2	M	H	
CO 3			H
CO4			H

HARM0127: RESEARCH METHODOLOGY – I (2-0-0)
COURSE OUTCOMES
1. To discuss the basics of research and its process.
2. To analyze different research problems, explain probabilities.
3. To elaborate research designs and types of research
4. To Illustrate data collection procedure and observation methods.
5. To explain sampling methods, errors frame research instruments.

Module I: FUNDAMENTALS OF RESEARCH (05 hours)
a. Meaning, Objectives, Motivation, Utility
b. Barriers in accepting research
c. Research Process
Module II: PROBLEM DEFINITION AND HYPOTHESIS (05 hours)
a. Problem Identification and Definition -Management Question, Research Question,
b. Investigation Question, Hypothesis – Meaning, Qualities of a Good Hypothesis, Null
c. Hypothesis & Alternative Hypothesis. Hypothesis Testing - Logic & Importance
Module III: RESEARCH DESIGN (03 hours)
a. Concept and Importance in Research
b. Features of a good research design
c. Types of research
d. designs – Exploratory, Descriptive, and Experimental
e. Approaches in research – Qualitative and Quantitative
Module IV: TYPES AND SOURCES OF DATA AND DATA COLLECTION METHODS (04 hours)
a. Secondary Data - Definition, Sources, Characteristics. Primary Data - Definition, Sources,
b. Characteristics, Comparison of primary and secondary data.
c. Data Collection Methods
d. Observation method, Experimental method, Focus Group, Case Study
e. Survey -Questionnaire method, Interviews, Schedule
Module V: RESEARCH INSTRUMENT (03 hours)
a. Questionnaire and Schedule, Questionnaire designing, electromechanical instruments
Module VI: SAMPLING (04 hours)
a. Concepts of Sample, Population, Sampling Unit, Sampling Frame, Sampling Error
Module VII: DATA ANALYSIS AND INTERPRETATION (03 hours)
a. Data Processing, Data Analysis
Module VIII: REPORT WRITING (03 hours)
a. Importance and Layout of a Research report

Suggested Readings
1. C. R. Kothari, Research Methodology, KB Center, 2014
2. Donald Cooper & Pamela Schindler, Business Research Methods, McGraw-Hill Education, 2013
3. Alan Bryman & Emma Bell, Business Research Methods, Oxford University Press.2011

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI	Module VII	Module VIII
CO 1	H							L
CO 2		M						
CO 3			H					
CO4				M			M	
CO5					H	M		

HAOB0128: ORGANIZATIONAL BEHAVIOR & HUMAN RESOURCE MANAGEMENT (2-0-0)
COURSE OUTCOMES
1. To discuss organizational behavior and human resource management.
2. To relate knowing and managing oneself.
3. To explain theories and factors of motivation
4. To Illustrate leadership and organizational communication.
5. To explain appraisal, recruitment, and selection methods.

Module I: INTRODUCTION (04 hours)
a) What is Organizational Behavior (OB) and Human Resource Management
b) Management (HRM) Difference between corporates and development
c) organizations OB and HRM and Sustainable development
Module II: KNOWING AND MANAGING YOURSELF (05 hours)
a) Individual Behavior: MARS model of individual behavior Values: Values across cultures
b) Personality: Big five model, Personality attributes influencing OB
c) Emotions: Understanding emotions
d) Intelligence Attitudes: Attitudes v/s values
e) Organizational Commitment Perception: Factors influencing perception
Module III: MOTIVATION IN THE WORKPLACE (02 hours)
a) What is motivation
b) Theories of motivation
c) Factors influencing motivation of employees
Module IV: WORK TEAMS (03 hours)
a) Teams v/s groups; Why teams; A model of Team effectiveness
b) Turning individuals into team players
Module V: COMMUNICATION (04 hours)
a) Organizational communication
b) Improving Interpersonal Communication: Empathy and Active listening
Module VI: LEADERSHIP (03 hours)
a) Difference between managers and leaders
b) Perspectives of leadership: Trait, Behavioral, Contingency; Inspirational leadership
Module VII: JOB ANALYSIS (02 hours)
a) Job description; Job Specification; Job Evaluation
Module VIII: RECRUITMENT, SELECTION, ORIENTATION (03 hours)
a) Sources of recruitment: Internal and external; Steps in the selection process
b) Socialization and Induction
Module IX: PERFORMANCE MANAGEMENT (02 hours)
a) What is performance appraisal; Purposes, Process, and Uses
b) Methods of Performance Appraisal
Module X: COMPENSATION MANAGEMENT (02 hours)
a) What is compensation
b) Objectives and factors determining compensation

Suggested Readings
1. McShane, S.L. and Von Glinow, M.A., Organizational Behaviour, New Delhi, Tata McGraw-Hill Publishing company ltd,2011
2. P. Jyothi, P. and Venkatesh, D.N., Human Resource Management, New Delhi, Oxford University Press,2012
3. Denhardt, R.B., Denhardt, J.V., and Aristigueta, M.P., Managing Human Behaviour in
   Public and Non-Profit Organizations, Second edition. California, Sage Publications, 2009
4. Pynes, J.E., Human Resources Management for Public and Nonprofit Organizations,
   Second Edition. San Francisco, CA: Jossey- Bass Publishers, 2004

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI	Module VII	Module VIII	Module IX	Module X
CO 1	H									M
CO 2		M								
CO 3			M							
CO4				M	M	M				

						M	H	M	
CO5						M	H	M	

HAFC0129: FOOD & BEVERAGE CONTROLS (2-0-0)
COURSE OUTCOMES
1. To illustrate methodology and personnel management in F&B control.
2. To understand & implement various costing techniques & policies for effective F&B Cost Control.
3. To implement various techniques of F&B fraud control.
4. To understand the concepts of food and beverage control.
5. To learn and evaluate the need for labor and labor cost.

Module I: F&B CONTROL OVERVIEW (04 hours)
a) Introduction, Objectives of F&B Control
b) Problems in F&B Control
c) Methodology of F&B Control
d) Personnel Management in F&B Control

Module II: COST & SALES CONCEPTS (06 hours)
a) Definition of Cost, Elements of Cost,
b) Classification of Cost, Sales defined, Ways of expressing sales concepts
c) Cost/Volume/Profit Relationships (Break-even analysis)

Module III: FOOD CONTROL (08 hours)
a) Food Purchasing Control, Food Receiving Control, Food Storing, and Issuing Control, Food Production Control, Food Cost Control, Food Sales Control

Module IV: BEVERAGE CONTROL (08 hours)
a) Beverage Purchasing Control, Beverage Receiving Control, Beverage Storing, and Issuing Control, Beverage Production Control, Beverage Cost Control, Beverage Sales Control

Module V: LABOUR CONTROL (04 hours)
a) Labor cost considerations

Suggested Readings
1. Singaravelavan R. Food & Beverage Services, Oxford Publications, 2011.
2. Davis B, Lockwood A, Stone S, Butterworth-Heinemann. Food & Beverage Management, Elsevier, 2012.
3. Cousins J, Foskett, D, Gillespie C. Food and Beverage Management, Pearson Education India, 2006.
4. Varghese B. Food & Beverage Service Management, Macmillan India Limited, 2009.

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1	H				
CO 2	M	M			
CO 3			M		
CO4			H	H	
CO5					M

HAHE0130: HOSPITALITY ECONOMICS (2-0-0)
COURSE OUTCOMES
1. To illustrate nature, scope, and types of managerial economics.
2. To understand & implement various contracts and agreements forms for business ownership.
3. To explain determinants and demand of the market.
4. To relate competition of different markets in terms of pricing.
5. To learn and evaluate pricing strategies and profit policies.

Module I: INTRODUCTION (06 hours)
a) Definition, Nature, and Scope of Managerial Economics
b) Microeconomic and Macroeconomics
c) Managerial Economics and decision-making.

Module II: FORMS OF BUSINESS OWNERSHIP (04 hours)
a) Sole Proprietorships, Partnerships, Joint-stock company, Public Limited Company, Private Limited Company, Cooperative Business ownership

Module III: MEANING AND DETERMINANTS OF DEMAND (08 hours)
a) Demand Function.

b) Law of Demand Market Demand
c) The elasticity of demand.
d) Methods of Demand estimation. Demand forecasting.
e) Forecasting of an established product.
f) Forecasting of a new product

Module IV: PRICING UNDER VARIOUS MARKETS INCLUDING (06 hours)
a) Perfect Competition
b) Monopoly
c) Monopolistic competition
d) Oligopoly
e) Cartels
f) Price discrimination

Module V: PRICING STRATEGIES AND PROFIT POLICY (06 hours)
a) Cost-plus pricing
b) Marginal cost pricing
c) Cyclical pricing
d) Penetration Pricing
e) Price Leadership
f) Price Skimming
g) Transfer pricing
h) Break-Even Analysis

Suggested Readings
1. P.L. Mehta, Managerial Economics – Analysis, Problems and Cases, Sultan Chand Sons, 2016
2. Varshney and Maheshwari, Managerial Economics, Sultan Chand Sons, New Delhi,2018
3. D. Salvatore, Managerial Economics, McGraw Hill, New Delhi,2016
4. HL Ahuja, Managerial Economics, S Chand & Co. New Delhi, 2017

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1	H				
CO 2		M			
CO 3			M		
CO4				H	M
CO5					H

HAFO0131: ADVANCE FOOD PRODUCTION OPERATIONS-II (3-0-0)
COURSE OUTCOMES
1. To illustrate international cuisine concerning geography and history.
2. To classify various frozen desserts, additives, and preservatives.
3. To explain the preparation and processing of chocolates.
4. To relate regional influences for Indian sweets.
5. To learn and evaluate production management testing new techniques and develop new recipes.

Module I: INTERNATIONAL CUISINE (08 hours)
a) Geographic location
b) Historical background
c) Staple food with regional Influences
d) Specialties
e) Recipes
f) Types of equipment

Module II: FROZEN DESSERTS (06 Hours)
a) Types and classification of Frozen desserts
b) Ice-creams – Definitions
c) Methods of preparation
d) Additives and preservatives used in Ice-cream manufacture

Module III: CHOCOLATE (06 hours)
a) History

b) Sources
c) Manufacture & Processing of Chocolate
d) Types of chocolate
e) Tempering of chocolate
f) Cocoa butter, white chocolate, and its applications

Module IV: HALWAI INDIAN SWEETS (06 Hours)
a) Origin and history, ingredients used, regional influences

Module V: MERINGUES (06 Hours)
a) Making of Meringues
b) Factors affecting the stability
c) Cooking Meringues
d) Types of Meringues,
e) Uses of Meringues

Module VI: PRODUCTION MANAGEMENT (08 hours)
a) Kitchen organization
b) Allocation of Work Job Description, Duty Roasters
c) Production Planning, Production Scheduling
d) Production Quality & Quantity Control
e) Forecasting Budgeting, Yield Management

Module VII: PRODUCT & RESEARCH DEVELOPMENT (05 hours)
a) Testing new equipment, Developing new recipes, Food Trail

Suggested Readings
1. Le Rol A. Polsom, The Professional Chef (4th Edition), Wiley & Sons, 2011
2. M J Leto & W K h Bode, Larder Chef, Butterworth- Heinemann, 2006
3. Kinton & Cessarani, Theory of Catering, ELBS, 2012
4. Y. Ashok Kumar, Textbook of bakery and confectionary, PHI, 2012
5. W. Gisslen, Professional Baking, John Wiley & Sons, 2009
6. L J Hanneman, Patisserie, Routledge, 2005

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V	Module VI	Module VII
CO 1	H						
CO 2		M			M		
CO 3			M				
CO4				M			
CO5						H	M

HABM0132: FOOD & BEVERAGE MANAGEMENT (2-0-0)
COURSE OUTCOMES
1. To develop an in-depth understanding of planning and operating a restaurant.
2. To learn the different concepts of catering operations.
3. To understand menu management and material management.
4. To illustrate inventory control.
5. To analyze the budget of the department.

Module I: RESTAURANT PLANNING (08 hours)
a) The physical layout of functional & ancillary areas
b) Objectives of a good layout,
c) Steps in planning
d) Factors to be considered while planning, calculating space requirements
e) Various set-up for sitting,
f) Planning staff requirements,
g) Menu planning
h) Selection of equipment, lighting, fixtures, crockery, cutlery, etc.

Module II: MENU MANAGEMENT (08 Hours)
a) Introduction, Types of Menus, Menu Planning Considerations & Constraints
b) Menu Costing and Pricing

c)   Menu Merchandising, Menu Engineering
d)   Menu Fatigue, Menu as an In-House Marketing Tool.

Module III: INVENTORY CONTROL (04 hours)
a)   Importance, objectives, methods, levels & technique
b)   Perpetual inventory, monthly inventory, pricing of commodity, comparison of physical and perpetual inventory

Module IV: MATERIALS MANAGEMENT (04 Hours)
a)   Introduction, Necessity & Function and Techniques
b)   Classification and Technology used in materials management

Module V: BUDGETARY CONTROL (06 Hours)
a)   Introduction, Objective
b)   Budgetary Control Process, Stages in the preparation of Budgets
c)   Budgeting for F&B Operations,
d)   Variance Analysis.

Suggested Readings

1.   J Fuller & D Kirk, Kitchen Planning and Management, Butterworth- Heinemann, 1991
2.   Davis B, Lockwood A, Stone S, Butterworth-Heinemann. Food & Beverage Management, Elsevier, 2012.
3.   Cousins J, Foskett, D, Gillespie C. Food and Beverage Management, Pearson Education India, 2006
4.   Varghese B. Food & Beverage Service Management, Macmillan India Limited, 2009.

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1	M				
CO 2	M	M		H	
CO 3		H			
CO4			H		
CO5					H

HAFM0133: FRONT OFFICE MANAGEMENT –II (2-0-0)
COURSE OUTCOMES
1.   To illustrate lodging services and the role of front-office employees.
2.   To explain distribution channels e.g. GDS, CRS, Internet, and telephone.
3.   To understand passport and different visas and requirements.
4.   To describe and implement role plays of guest complaint handling.

Module I: QUALITY SERVICE IN FRONT OFFICE (08 hours)
a)   Lodging as a guest service business, developing a quality culture
b)   Role of Manager in quality, determining guest service expectation,
c)   Planning guest service process – recognizing basic concerns
d)   Determining guest service expectations
e)   Delivering guest service through employees

Module II: DISTRIBUTION CHANNEL MANAGEMENT (08 Hours)
a)   Overview of distribution channels
     a.   Use of intermediaries, current distribution channels
b)   Management of distribution channels – walk-in guest, Group sales department,
c)   Global Distribution System, Central reservation system, Internet, Telephone, Fax, etc.
d)   Challenges of distribution channel management.

Module III: PASSPORT & VISA (06 hours)
a)   Passport- meaning and definition
b)   Visa – meaning, Types of Visa-Tourist Visa, Business Visa, Employment Visa, Conference Visa, Student visa, etc

Module IV: GUEST COMPLAINT HANDLING / PROBLEM SOLVING (08 hours)
a)   Process, thumb rules
b)   Common complaints / problems / situations handling
c)   Role of emotions in situation handling
d)   Role of emotions in situation handling

Suggested Readings

1.   Kasavana & Brooks, Managing Front Office Operations, AHL&A, 2001
2.   S.K. Bhatnagar, Front Office Management, Frank Bros. & Co., 2006

3.   Woods, Professional Front Office Management, Pearson, 2013.

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV
CO 1	M			
CO 2		H		
CO 3			M	
CO4				M

HAAM0134: HOUSEKEEPING MANAGEMENT –II (2-0-0)
COURSE OUTCOMES
1.   To illustrate interior decoration about color, light, and soft furnishings.
2.   To explain different furniture required in hotel and their placement.
3.   To understand the layout of rooms.
4.   To describe and implement special decorations.

Module I: INTERIOR DECORATION (12 hour)
a)   Elements of design
b)   Color and its role in décor –types of color schemes
c)   Windows and window treatment
d)   Lighting and lighting fixtures
e)   Floor finishes
f)   Carpets
g)   Furniture and fittings
h)   Accessories
Module II: LAYOUT OF GUEST ROOMS (08 hours)
a)   Sizes of rooms, sizes of furniture, furniture arrangement
b)   Principles of design
c)   Refurbishing and redecoration
Module III: SPECIAL DECORATION (THEME RELATED TO HOSPITALITY INDUSTRY) (10 hours)
a)   Indenting
b)   Costing
c)   Planning with time split
d)   Executing

Suggested Readings
1.   Raghubalan, G. Hotel Housekeeping Operation, and Management, Oxford University Press, 2007.
2.   Bhatnagar, S.K., Front Office Management, Frank Bros. & Co. Ltd., 2013
3.   Branson, C, Lennox Margaret. Hotel, Hostel & Hospital Housekeeping, Hooder Education, 1988.
4.   Kappa, Margret, Nitschke, Aleta. Managing House Keeping Operation, AHLA, 1997

Mapping of COs to Syllabus

	Module I	Module II	Module III
CO 1	H		
CO 2	M	M	
CO 3		M	
CO4			H

HALE0135: HOTEL LAW & ETHICS (2-0-0)
COURSE OUTCOMES
1.   To understand types of contracts and acts.
2.   To describe and implement laws related to casualty/accidents in the hotel.
3.   To explain food and liquor legislation acts related to food safety and consumer prevention.
4.   To relate different licenses and permits required for running a 5-star hotel.
5.   To analyze and implement professional ethics.

Module I: BUSINESS LAW (06 hours)

a) The Indian Contract Act, Types of contracts, booking contract
b) Law relating to Registration of guest, Rules for registration, Breach of contract
c) Laws relating to death in a hotel, infectious diseases of a guest, guest causing disturbance, guests' animals, property lost and found
d) The Partnership Act, Nature of partnership, Rights, and duties of a partner
e) The Companies Act, Essential features of the company,
f) Legal aspects of corporate social responsibility. Legal aspects of corporate social responsibility. Receiving

Module II: FOOD AND LIQUOR LEGISLATIONS (10 hours)
a) The Prevention of Food Adulteration Act, Public Analysts, and Food Inspectors, Sealing, Fastening and Dispatch of Samples
b) The Food Safety and Standards Act, Food Safety and Standards Authority of India
c) The Consumer Protection Act
d) Remedies for deficiency in services, Liquor legislation. conduct of license premises, sales of liquor, offenses against licensing laws, permitted hours, occasional license, principal matters affecting licenses.

Module III: LICENSES AND PERMITS (08 hours)
a) Licenses and permits required for running Star category of hotels
b) Procedure for applying and renewal of licenses and permits

Module IV: PROFESSIONAL ETHICS (12 hours)
a) Introduction – Meaning - Scope – Types of Ethics – features
b) Factors influencing Business Ethics – the significance of Business Ethics
c) Arguments for and against business ethics- Basics of business ethics
d) Ethical dilemma [basic idea, features, and significance of each element]
e) Corporate Ethics & Governance – an Overview
f) Impact of Corporate governance on Sustainability

Suggested Readings
1. Kuchhal M.C. and Kuchhal V, Business Law, Vikas Publishing House, New Delhi,2018.
2. Singh A, Business Law, Eastern Book Company, Lucknow, 2018
3. Kumar R Legal Aspects of Business, Cengage Learning,2016.
4. Maheshwari S.N and Maheshwari SK, Business Law, National Publishing House,2014.

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV
CO 1	H			
CO 2	M			
CO 3		M		
CO4			M	
CO5				H

HAED0136: ENTREPRENEURSHIP DEVELOPMENT (2-0-0)
COURSE OUTCOMES
1. To understand and relate qualities of being an entrepreneur.
2. To develop business ideas recognizing opportunities.
3. To describe and implement successful business ideas to become an entrepreneur.
4. To relate different market segments to run a firm.
5. To evaluate firm strategies and growth.

Module I: DECISION TO BECOME AN ENTREPRENEUR (06 hours)
a) Introduction to entrepreneurship-definition
b) Entrepreneur, characteristics, common myths
c) Entrepreneurship's importance, economic impact, impact on society

Module II: DEVELOPING SUCCESSFUL BUSINESS IDEAS (08 hours)
a) Recognizing opportunities and generating ideas-identifying and recognizing opportunities, solving a problem,
b) Techniques for generating ideas-brainstorming, focus group, survey
c) Encouraging and protecting new ideas-establishing focal point, encouraging creativity, protecting new idea; Feasibility Analysis-Product/service, industry/market
d) Organizational, financial; Industry, and competitor analysis
e) Porter's Five Forces, identifying competitors
f) Competitive analysis grid; Developing an effective business model-business model

Module III: MOVING FROM AN IDEA TO ENTREPRENEURIAL FIRM (06 hours)
a) Building a new venture team creating, founder, recruitment, professional advisor
b) Assessing a new venture's financial strength and viability-financial management, financial statements and forecasts, pro forma financial statements
c) Preparing the proper ethical and legal Foundation-Initial ethical and legal issues facing a new firm-departing from employer, choosing attorney, founders' agreement, avoiding legal disputes
d) Form of business organization sole proprietorship, partnership, corporation
e) Writing a business plan-importance, outline, investors
f) Getting financing or funding importance

Module IV: MANAGING AN ENTREPRENEURIAL FIRM (06 hours)
a) Unique marketing
b) Segmentation, target marketing, positioning, benefits and features, the importance of intellectual property-patents, trademarks, copyrights, Trade secrets

Module V: GROWING AN ENTREPRENEURIAL FIRM (04 hours)
a) Preparing for and evaluating the challenges of growth-preparing for growth, attributes of successful growth
b) Firms; Strategies for firm growth-internal growth strategies

Suggested Readings
1. S. S. Khanka, Entrepreneurial Development, S. Chand, 2012.
2. A. K. Singh, Entrepreneurship Development and Management, University Science Press,2006.
3. Arduser & Brown, The Professional Caterer's Handbook: How to open a financially successful bed and Breakfast or small hotels, Atlantis Publication, 2006.
4. J. Negi, Hotel and tourism laws, Frank Brothers, 2012.

Mapping of COs to Syllabus

	Module I	Module II	Module III	Module IV	Module V
CO 1	M				
CO 2		H			
CO 3		M	M		
CO4				M	
CO5					H

HASM0137: STRATEGIC MANAGEMENT (2-0-0)
COURSE OUTCOMES
1. To understand strategic management and learn formulation of strategies.
2. To analyze strategic intent objectives and SWOT.
3. To implement strategic structures.
4. To review the strategic formulation and implementation.

Module I: STRATEGIC PLANNING PROCESS (10 hours)
a) Strategy formulation
b) Corporate level strategies
c) Business level strategies

Module II: STRATEGY PROCESS IN DETAIL (12 hours)
a) Strategic Intent
b) Defining vision
c) Understanding mission
d) Business model
e) Goals and objectives
f) Strengths, Weakness, Opportunities, Threats

Module III: STRATEGY IMPLEMENTATION (08 hours)
a) Organization structures
b) Structures for strategy
c) Systems & Process for implementation
d) Strategic Review

Suggested Readings
1. Azhar Kazmi, Strategic Management and Business Policy, McGraw Hill,2014
2. Michael Porter, Strategy-Seeking & Securing Competitive Advantage, Harvard Business Review Press,2011

3. Michael Porter, Competitive Strategy: Techniques for Analyzing Industries and Competitors, Free Press,1998

Mapping of COs to Syllabus

	Module I	Module II	Module III
CO 1	M		
CO 2		M	
CO 3			H
CO4		M	

LABORATORY COURSES

HACA6001: COMPUTER APPLICATION IN HOSPITALITY (0-0-1)
COURSE OUTCOMES
1. Able to understand the basic operating principles of computer
2. Able to understand the concept of Operating Systems
3. Able to understand input and output devices
4. To understand the features of Word Processing, Spread Sheets and Presentations
5. To understand and describe the fundamentals of MS-DOS, Excel, and PowerPoint
6. To demonstrate the knowledge of search engines and their operation

Module I: ELEMENTS OF A COMPUTER SYSTEM (4 lectures)
a) Definitions
b) Characteristics of Computers
c) Classification of Computers
d) Limitations
Module II: Hardware (6 lectures)
a) Introduction of Central Processing Unit
b) Processor – Intel, AMD, Clock Speed
c) Input Devices – Keyboard, Mouse, Mic, Scanner, Barcode Reader, RFID, Touch Screen
d) Output Devices – Displays (CRT, TFT, LCD, Plasma, LED, Projector)
e) Display Resolution
f) Printers – Inkjet, Laser, Thermal
g) Storage Devices – Primary (RAM & ROM), Secondary (HDD, Flash Drive, USB, CD/DVD, Blue Ray, Media Players)
Module III: Microsoft word (05 lectures)
a) Introduction & Practice
Module IV: Processing with MS Excel (08 Lectures)
a) Introduction & Practice
Module V: POWERPOINT (04 Lectures)
a) Introduction & Practice
Module VI: Outlook (03 lectures)
a) Introduction & Practice

Suggested Readings
1. Jaiswal, S, Fundamental of Information Technology, Galgotia Publications Pvt. Ltd., 1999.
2. Seal, Pratim Partho, Computers in Hotel, Oxford Publication, 2013. Page 55 of 309
3. Jain, Satish, Geetha, M, MS Office 2010 Training Guide, BPB Publication, 2010.

Mapping of COs to Syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6
CO 1	L		M		M	
CO 2			M	M		
CO 3		M		M		
CO 4					M	
CO5			H			M

HAFP6002: FOUNDATION COURSE IN FOOD PRODUCTION – I-PRACTICAL (0-0-4)
COURSE OUTCOMES
1. To understand the usage of kitchen tools
2. To apply the safety principles at the food production area
3. Identification of commonly used raw material
4. To demonstrate basic cuts of vegetables

Practical
1. Familiarization and Understanding kitchen equipment and tools
2. Understanding Personal Hygiene and Kitchen Hygiene & its importance.
3. Understanding kitchen layouts, kitchen knife, and hand tools
4. Identification of commonly used raw material
5. Basic hygiene practices& Importance of Kitchen Uniform.
6. Various Safety practices to be observed in the kitchen
7. Basic cuts of vegetables
8. Methods of Cooking
9. Various classical preparation of Egg.
10. Preparation of Stock, Soup & Sauces
11. Handling Fire
12. Kitchen First Aid

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6	Exp 7	Exp 8	Exp 9	Exp 10	Exp 11	Exp 12
CO 1	M		M									
CO 2		M				H					M	L
CO 3				H				M	M			
CO 4								M		M		

HABS6003: FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE – I-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To apply the principles of basic hygiene practices and body language in the department
2. To demonstrate the process of laying tables arranging things in order.
3. To demonstrate service of water and serving plates
4. To explain care and maintenance procedures of different equipment
5. To familiarize with different tools of F&B service.

Practical:
1. Hygiene and Etiquettes in Restaurant
2. Mis- En –Place and Mis- En –Scene activities
3. Identification of F&B Tools, types of equipment, Cutlery, Crockery, Glass & Chinaware, Flatware, Hollowware, Table Appointments, Linen, etc.
4. Care and Maintenance of various Tools, types of equipment, Flatware, Hollowwares.
5. Side board Organization and its importance
6. Laying & Relaying of Table.
7. Rules for Laying Cover, Various types of Napkin folds
8. Importance of Body Language and Dinning etiquettes.
9. Carrying a Salver/Tray, Plates, Glasses & other types of equipment
10. Service of Water
11. Handling the Service Gear
12. Clearing an Ashtray, and precautions to be taken care of for handling operation.

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6	Exp 7	Exp 8	Exp 9	Exp 10	Exp 11	Exp 12
CO 1	H							M				
CO 2		H				H						
CO 3										H	M	
CO 4				H				M		M		

CO5			H								M

HAFO6004: FOUNDATION COURSE IN FRONT OFFICE – I-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To develop communication skills and to recall and describe different countries, their capitals with currencies.
2. To demonstrate different forms and formats used in the front office
3. To identify and classify different front office equipment
4. To explain and demonstrate team building and guest handling.

PRACTICAL
1. Identification of Front office equipment and furniture
2. Welcoming Guest
3. Telephone etiquettes
4. Conversations with guests (Escorting, Message handling, eye contact, body language,)
5. Role play: • Reservation • Arrivals • Luggage handling • Message and mail handling
6. Team Building

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6
CO 1				M		
CO 2					M	
CO 3	H					
CO 4		M	M			H

HAHK6005: FOUNDATION COURSE IN HOUSEKEEPING – I-PRACTICAL PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To explore the basic operational procedure of equipment.
2. To apply the principles of cleaning.
3. To illustrate the guest rooms with a sample layout.
4. To explain the use of cleaning agents.

PRACTICAL
Topics
1. Sample Layout of Guest Rooms
2. Guest Room Supplies and Position
3. Cleaning Equipment- (manual and mechanical) • Familiarization • Different parts • Function • Care and maintenance
4. Cleaning Agent • Familiarization according to classification • Function
5. Public Area Cleaning (Cleaning Different Surface)

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5
CO 1			H		
CO 2					M
CO 3	H	M			
CO 4				H	

HAFP6006: FOUNDATION COURSE IN FOOD PRODUCTION – II-PRACTICAL (0-0-4)
COURSE OUTCOMES
1. To understand the uses of different kitchen equipment.
2. To demonstrate and explain cuts of fish and meat
3. To demonstrate basic preparation of gravies
4. To illustrate cuts of poultry

PRACTICAL
1. Familiarization and Understanding kitchen equipment and tools
2. Cuts of fish with menu examples

3. Cuts of Meat with menu examples
4. Various preparation of basic gravies
5. Cuts of Poultry with menu examples
6. To formulate menus, form the following dishes, and include more dishes from respective regions

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6
CO 1	H					
CO 2		M	M			
CO 3				H		L
CO 4					H	

HABS6007: FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE – II-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To explain the different types of breakfast and other meals layout and tray set up with service techniques sequence
2. To understand and demonstrate the different types of service provided in restaurants as per types of menus provided in 5-star hotels in different food outlets.
3. To relate and understand the different aspects of the control method used in
4. food and beverage departments by using KOT
5. To demonstrate service of cold & hot non-alcoholic beverages.

PRACTICAL
1. Writing a Menu
2. Breakfast Table Lay-out.
3. TDH & A la Carte Cover lay-out.
4. Receiving the guests
5. Sequence of Service
6. Taking an Order of Food & Making a KO T.
7. Table Service, Practice of meet greet and repeat.
8. Clearing, Crumbing, Presenting the bill
9. Service of Cold & Hot - Non-Alcoholic Beverages

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6	Exp 7	Exp 8	Exp 9
CO 1	L	H	M						
CO 2				L	M		M	M	M
CO 3						M			
CO 4						M			
CO 5									H

HAFO6008: FOUNDATION COURSE IN FRONT OFFICE – II-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To understand basic manners for guest services.
2. To implement communication.
3. To familiarize with different countries and capitals.
4. To evaluate different forms and formats.
5. To demonstrate different tools of the front office.

Practical
1. Basic Manners, Body language, Gestures, Facial expression, Grooming & Hygiene Standards, its importance, Welcoming, receiving, escorting of the guest to room.
2. Front Office Communication –
3. Verbal- Practicing Reception Dialogues,
4. Non-verbal
5. Preparation and study of countries:
6. Capitals, currencies, airlines and flags chart, types of credit card
7. Telecommunication skills – telephonic situation handling

8. Filling of Forms and formats
9. Identification of equipment
10. Basic manners and grooming standards required for Front Office operation

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6	Exp 7	Exp 8	Exp 9	Exp 10
CO 1	H			M						M
CO 2		M	M				M			
CO 3					M	H				
CO 4								H		
CO 5									M	

HAHK6009: FOUNDATION COURSE IN HOUSEKEEPING – II-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. Able to handle and organize the chambermaid's trolley for the cleaning of various guestrooms.
2. To explain the room layout
3. Application of the cleaning agents
4. To demonstrate uses of cleaning clothes

Practical
1. Familiarization of Guest Room Layout
2. Identification of Guest Room Amenities, Room attendant trolley set-up, and preparing a checklist
3. Identification of cleaning equipment – Manual & mechanical
4. Cleaning of different surfaces
5. Practical involving following activities- Scrubbing, polishing, wiping, washing, rinsing, swabbing, mopping, sweeping, brushing, buffing
6. Practical activities involving the usage of cloths and their types, abrasives, polishes, chemical agents, and commercially available products.

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6
CO 1		M				
CO 2	H					
CO 3				M	M	M
CO 4			M		M	

HAPO6010: FOOD PRODUCTION OPERATIONS-PRACTICAL (0-0-4)
COURSE OUTCOMES
1. Demonstrate the preparation of different menus.
2. Understand the quantity required for volume cooking
3. Ability to describe and handle the food outlet
4. Apply the practical knowledge for planning an elaborate Indian Menu

Practical
To formulate/demonstrate 15 sets of menus as volume cooking
1. Menu 1
2. Menu 2
3. Menu 3
4. Menu 4
5. Menu 5
6. Menu 6
7. Menu 7
8. Menu 8
9. Menu 9
10. Menu 10
11. Menu 11

12. Menu 12
13. Menu 13
14. Menu 14
15. Menu 15

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6	Exp 7	Exp 8	Exp 9	Exp 10	Exp 11	Exp 12	Exp 13	Exp 14	Exp 15
CO 1	M						M			M		M			
CO 2			H					H	M		M				
CO 3				M									M		
CO 4					H	M								M	M

HABO6011: FOOD & BEVERAGE OPERATIONS-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To set up tray and trolley lay up for room service
2. Demonstrate the knowledge for taking orders
3. Demonstrate service standards for serving Beer and Wines
4. Explain the importance of conducting briefing and de-briefing.

Practical

1. Understanding Room Service Amenities, Room Service equipment's.
2. Room Service Tray & Trolley Lay-out.
3. Functional Layouts for room service
4. Role play: Knocking & opening the guest door, wishing the guest, placing tray, checking order, presenting the bill, greeting at the exit.
5. Order taking on the telephone
6. Set-up for In Rooms.
7. Conducting Briefing/De-Briefing.
8. Taking an Order & Service of Beer, Other Fermented & Brewed Beverages.
9. Taking an order & Service of –Sparkling, Aromatized, Fortified, Still Wines. Order of service (starting with wine approval from the host, wrapping the bottle with the napkin, etc.)
10. Opening different types of wine bottles. (Different types of cork screws)
11. Use of different glasses, holding & carrying glasses
12. Set up a table with Prepared Menu with wines.

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6	Exp 7	Exp 8	Exp 9	Exp 10	Exp 11	Exp 12
CO 1	M	H									M	M
CO 2			M		H	M						
CO 3				M				M	L	M		
CO 4							M					

HAOO6012: FRONT OFFICE OPERATIONS-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To formulate and evaluate the occupancy percentage of the hotel
2. To handle and compile different forms and formats of the department
3. Application and analysis of PMS is the front office
4. To demonstrate role plays e.g. telephone handling, luggage handling

Practical
1. Preparing & filling up Registration cards during Check-in, handling registration records.
2. Handling Check-In and Check-Out process
3. Filling various vouchers, folios, handling allowances, and various reports
4. Role Play- Bell-Boy, GRE, Telephone Operator

Mapping of Cos to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4
CO 1		M		
CO 2	M		H	
CO 3	M	M		
CO 4				H

HAHO6013: HOUSEKEEPING OPERATIONS-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To construct a model using the concept of various elements of décor and design.
2. To describe various stains and stain removal procedures.
3. To choose and make use of various types of flower arrangements used in the hospitality industry.
4. To demonstrate bed-making

Practical
1. Practicing different types of Flower arrangements
2. Making floor plans, wall elevations, and templates
3. Creating a model of a guest room / public area with interior decoration themes
4. Stain removal of 10 common stains
5. Guest Room Cleaning & handling Mini-Bar
6. Bed Making & Turndown Services

Mapping of Cos to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6
CO 1		M	M			
CO 2				H		
CO 3	H					
CO 4					L	H

HAPR6014: PROJECT REPORT PRESENTATION (0-0-2)
COURSE OUTCOMES
1. Students should be able to communicate clearly, confidently their ideas and fundamentals of knowledge – logically on what they have learned during their Industrial Training
2. Demonstrate competency through problem identification, and solution.
3. Explain and analyze the problem formulated.
4. Create a report to present before the viva committee

Module I
a) Students would be assessed based on Presentation before a select panel. The Presentation would be based on experience received during Industrial Exposure Training.

Mapping of Cos to Syllabus

	Module I
CO 1	M
CO 2	M
CO 3	M
CO4	H

HALB6015: LOG BOOK (0-2-0)
COURSE OUTCOMES
1. Generate a report based on the experiences and works carried out.
2. Effectively implement skills in communication.
3. Students are expected to write their daily activities and will be finally endorsed by the company's supervisor.
4. To understand the use of different registers.

Module I
a) The 22 weeks of industrial training would be divided into the four key areas of Food Production, Food and Beverage Service, Accommodation Operation, and Front Office Operations. It will be the student's responsibility to get this

feedback/assessment in LOG BOOK completed from all the four departments of the hotel for the submission of the institute at the end of Industrial Training. The logbook will be submitted to the Training & Placement Cell and will be evaluated by the concerned faculty in charge.

Mapping of COs to Syllabus

	Module I
CO 1	M
CO 2	M
CO 3	H
CO4	M

HAIT6016: INDUSTRIAL EXPOSURE TRAINING (0-0-16)

(INDUSTRIAL EXPOSURE TRAINING DURATION: 22 WEEKS)

COURSE OUTCOMES
1. Application and analysis to the practical experience and actual working environment for developing their skills and capabilities, as well as enhancing their intellectual and emotional persona.
2. Integrate classroom theory with workplace practice.
3. Gain an understanding of administrative functions and company culture.
4. To demonstrate various activities of all the core departments.

Module I
a) The 22 weeks of industrial training would be divided by the hotel for the four key areas of Food Production, Food and Beverage Service, Accommodation Operation, and Front Office Operations.

Mapping of Cos to Syllabus

	Module I
CO 1	H
CO 2	M
CO 3	M
CO4	H

HAVA6017: VIVA (0-0-2)
COURSE OUTCOMES
1. Students should be able to synthesize and summarize information.
2. To apply their professional ways of communication which they have to learn during their industrial exposure.
3. To express their views in front of panelists.
4. To explain their learning to others.

Module I
a) Students would be assessed based on their knowledge gained during industrial exposure training before a select panel.

Mapping of Cos to Syllabus

	Module I
CO 1	H
CO 2	M
CO 3	M
CO4	H

HAAO6018: ADVANCE FOOD PRODUCTION OPERATIONS-I-PRACTICAL (0-0-4)
COURSE OUTCOMES
1. To demonstrate menu preparation of different cuisines.
2. To relate different desserts
3. To explain the different bread-making procedures with the temperature required.
4. To create a course menu.

Practical
1. 03-course menu of Following Cuisine - Italian, French, Thai, Japanese, Chinese- 12 Menus
2. Making Bread, Chocolate, Meringues, Frozen Dessert.

Mapping of COs to the syllabus

	Exp 1	Exp 2
CO 1	M	
CO 2		M
CO 3		H
CO 4	M	

HAFB6019: ADVANCE FOOD & BEVERAGE OPERATIONS-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To application and able to prepare Flambé Dishes
2. To analyze and apply the concepts of Banquet Service and Bar Setup operations
3. To demonstrate beverage services
4. To understand and execute buffet setups

Practical
Topics

1. Service of Spirits
2. Service of Wine
3. Service in Guest Room
4. Preparing Function prospectus
5. Different types of buffet setup
6. Preparations of Flambé dishes, Carving, Salad
7. Preparation/Demonstration of Cocktail

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6	Exp 7
CO 1						H	
CO 2				M	M		
CO 3	M	M					H
CO 4				M	H		

HAFM6020: FRONT OFFICE MANAGEMENT –I-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To explain and familiarize with different forms and formats.
2. To understand and analyze the idea about night auditing and cashiering.
3. To discuss Roleplay and different situation handling.
4. To familiarize with basic terms used during the guest cycle.

Practical
1. Familiarization with different forms & formats such as: - Expected arrival/ departure sheet, group/crew arrival sheet, C-Form, Bell's boy errand card, Cashier report, cashier envelop, encashment certificate, Express C/out, High Balance Report, Incident Report
2. Front office cashiering practices and Night audit practice
3. Roleplay on Check out process for Usage of guest name, FIT, GIT (group leader), handling cash/ credit card, foreign currency.
4. Basis phraseology is used during check-in, check out, and handling situations.

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4
CO 1	H			
CO 2		M		

			H	M
CO 3			H	M
CO 4				M

HAHM6021: HOUSEKEEPING MANAGEMENT –I-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To demonstrate inventory procedures of stores and other areas of housekeeping
2. To apply different colors & lights according to the décor.
3. To Explain window maintenance and different treatment techniques.
4. To analyze maintenance needs of different furniture.

Practical
1. Inventory of store and public area, ledger maintenance
2. Preparing Sample color schemes
3. Planning Lighting schemes for Different setup
4. Caring and maintaining floors
5. Window maintenance and treatment
6. Maintaining furniture and fixtures

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6
CO 1	H					
CO 2		H	M			
CO 3				H	M	
CO 4						M
CO 5						
CO 6						
CO 7						

HARP6022: RESEARCH PROJECT (0-8-0)
COURSE OUTCOMES
1. To learn research methods and methodology.
2. To implement thinking capacity in finding solutions or suggestions.
3. To explain the problems formulated for the research project.
4. To evaluate the data received from different sources.

Instructions
a) *Generate* an innovative understanding of the texts based on their social and cultural setup. (Creating)
b) Each student shall submit a proposal(s) for the project, he/she wants to undertake in order of preference from which the final topic may be selected. The research project shall be done at the institute labs (experimental method) or as a field study (survey method).
c) Once you have finalized the first draft or synopsis in consultation with your supervisor during SEM-V, plan to write the final research paper during SEM-VI

Mapping of COs to Syllabus

	Module I	Module II	Module III
CO 1	M		
CO 2		M	
CO 3		M	M
CO4		H	

HAFO6023: ADVANCE FOOD PRODUCTION OPERATIONS – II -PRACTICAL (0-0-4)
COURSE OUTCOMES
1. Apply the practical knowledge for planning an elaborate International Menu
2. Demonstrate the preparation of different dishes using wine.
3. Understand and identify the gateaux, sorbets and parfaits.
4. Ability to describe and handle hot/cold dessert section.

Practical
1. Three-course menus to be formulated featuring international cuisines- 12 Menus
2. Uses of wines in cooking
3. Gateaux
4. Sorbets, parfaits
5. Hot/cold desserts

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5
CO 1	M				
CO 2		M			
CO 3			H	H	
CO 4					H

HABM6024: FOOD & BEVERAGE MANAGEMENT-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To develop a layout plan for different food outlets.
2. To analyze staff requirements and make a duty roaster for implementation.
3. To explain and demonstrate operations of the restaurant, bar, and special events
4. To familiarize with different cocktails and preparation methods.

Practical

1. F&B Staff Organization-Class Room Exercise (Case Study method)
2. Developing Organization Structure of various Food & Beverage Outlets
3. Determination of Staff requirements in all categories
4. Making Duty Roster
5. Preparing Job Description & Specification
6. Conducting Briefing & Debriefing
7. Restaurant, Bar, Banquets & Special Events
8. Drafting Standard Operating Systems (SOPs) for various F & B Outlets
9. Supervising Food & Beverage operations
10. Preparing Restaurant Log
11. Designing & setting the bar
12. Preparation & Service of Cocktail & Mixed Drinks

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6	Exp 7	Exp 8	Exp 9	Exp 10	Exp 11	Exp 12
CO 1		H						M				
CO 2	M		M	H	M							
CO 3							M		M	M		
CO 4						M					L	M

HAFM6025: FRONT OFFICE MANAGEMENT –II-PRACTICAL (0-0-1)
COURSE OUTCOMES
1. To establish SOPs for the department.
2. To understand and demonstrate budget preparation.
3. To analyze staff requirements for the department.
4. To evaluate the need for eco-friendly measures in hotels.
5. To implement all SOPs.

Practical
1. Preparing SOP for Guest Arrival
2. Handling complete Guest Departure Procedure
3. Handling all types of cleaning procedures
4. Handling complaints

5.   Preparing the operating budget for Room Division Operations
6.   Calculating staff requirements for Room Division operations
7.   Preparing Duty Rotas
8.   Practicing yield management aspects
9.   Field visit to an Ecotel to understand eco-friendly measures adopted in hotels.
10. Assignment on new concepts adopted in hotels
11. Practicing on software for Hotel Operations

Mapping of COs to the syllabus

	Exp 1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6	Exp 7	Exp 8	Exp 9	Exp 10	Exp 11
CO 1	M			M							
CO 2					M			M			
CO 3						M	M				
CO 4									M	M	
CO 5		M	M								M

HAAM6026: HOUSEKEEPING MANAGEMENT –II-PRACTICAL (0-0-1)
COURSE OUTCOMES
1.   To understand the concept of energy conservation.
2.   To explain and demonstrate report-making on the pre-opening project.
3.   To implement conservation plans.
4.   To develop new conservation ideas for properties.

Practical
1.   Developing Conservation Concept
2.   Project on new Ideas for pr-opening property

Mapping of Cos to the syllabus

	Exp 1	Exp 2
CO 1	H	
CO 2		H
CO 3		M
CO4	H	

Our Vision

"To mould intellectually competent, morally upright, socially committed and spiritually inspired persons at the service of India and the world of today and tomorrow, by imparting holistic and personalised education"

ASSAM DON BOSCO UNIVERSITY

| Tapesia Gardens, Sonapur – 782402 Assam | Azara, Guwahati – 781017 Assam | Kharguli Campus, Guwahati – 781004 Assam |