

**The first meeting of the SVS Advisory Board  
held on 7<sup>th</sup> July 2017, 2:00PM  
at Private Dining, IIC, Lodhi Road, New Delhi- 110003**

**Members present:**


1. Professor A. K. Sharma (Chairperson)
2. Professor Shyam B Menon, Vice-Chancellor (Special Invitee)
3. Professor Kuriakose Mamkoottam, Member
4. Professor Mohandas B Menon, Member
5. Professor Venita Kaul, Member
6. Professor Jatin Bhatt, Member
7. Professor Neela Dabir, Member
8. Professor V S Mehrotra, Member
9. Shri J P Rai, Member
10. Shri Harendra C Choksi, Member
11. Dr Sitansu S Jena, Member
12. Mr Akha kaihrii Mao, Member Secretary
13. Professor Kartik Dave (Special Invitee)
14. Dr Dharitri N Chakravarty (Special Invitee)
15. Dr Sunita Singh (Special Invitee)
16. Dr Cheryl Jacob (Special Invitee)

Ms Rekha Menon and Dr Praveen Singh conveyed their inability to attend the meeting due to unavoidable circumstances.

Agenda:


The main agenda of the meeting was to deliberate on the draft curricula of the first two semesters of the three Bvoc programmes in Retail Management, Tourism and Hospitality and Early Childhood Centre Management and Entrepreneurship, which have been recommended and submitted by the three different expert committees respectively. It was explained by the Vice Chancellor that the SVS does not have a Board of Studies as yet and the Advisory Board will perform the role of the BoS till it is constituted.

At the outset, the chairperson introduced the members and extended a warm welcome to the meeting. The chairperson also applauded AUD for taking the initiative in starting the School of Vocational Studies and launching the three programmes in the academic year 2017-2018. After a brief introduction, the chairperson invited comments and observations from the members on the documents submitted for discussion.

  
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The members were unanimous in their appreciation of AUD and the efforts of the Task Force constituted by the Vice Chancellor for facilitating the setting up of the School of Vocational Studies and the steps taken to launch the three Bvoc programmes in Retail Management, in Tourism and Hospitality and in Early Childhood Centre Management in the first phase. The main points that were arrived at as conclusions of the detailed deliberations on the document submitted on the BVoc programmes, proposed to be offered from the academic year 2017-2018 at SVS, AUD, are summarised below:

1. SVS should enter into close collaboration with specific enterprises within each sector (industry) for better facilitation of on job training (OJT) as well as for placement of the students after graduating out of the programmes. The members agree that association with enterprises/industries would also be important for the branding of programmes, especially in the initial years
2. Some of the members cautioned that the University should be modest not to over promise about the kind of job roles (positions) that the graduates may be able secure after completing the programme.
3. It was highlighted that the University should ensure proper mentoring of the students by the industry professionals during internship (OJT). It was also suggested that efforts should be made to provide each student internship (OJT) in at least two different enterprises to enhance his/ her employability. It was also advised that the SVS faculty should keep close relations with the enterprises, especially wherever students are placed for internship/OJT.
4. The members appreciated the proposed system of maintaining a logbook by each student and faculty should ensure weekly entries in the logbook by the students, especially during industry internship/OJT.
5. It was suggested that Bvoc students should be given inputs in entrepreneurship skills as part of the programmes. It was clarified that Bvoc students will be given access to resources of the AUD Incubation Centre, which has been set up in 2016.
6. Given the nature of the Bvoc programmes, it was advised not to give a reading list, which may become too challenging for students. It was clarified that a workbook including a small compendium of readings will be prepared on each course and given to the students. It was also recommended that students may be provided with glossary of terminologies as applicable in the vertical in which the students are enrolled.
7. It was explained and agreed that the pedagogy adopted for instruction will be based on experiential and field based learning. Efforts will be made to introduce blended learning methodologies in the Bvoc programmes. Use of new technology and newer learning platforms will be explored.


  
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8. The members expressed the view that there were too many courses in Early Childhood Centre Management and Entrepreneurship programme and it was suggested that courses may be combined wherever possible.
9. It was explained that the courses in the general education component (GEC) have been prepared in consultation with professionals who have experience in developing such curricula and in a manner which would reflect the values and ethos of philosophy.
10. It was also clarified that apart from the semester-end evaluation of students undertaken by the external third party (the Sector Skill Council (SSC)) the university (SVS) will have its own assessment, which is based on continuous and multiple assessment mechanism.
11. It was also explained that the university will learn through trial and error method as it is new initiative; but will take note of the causes for the failure of vocational education in the past.

With the above observations and comments, the draft curricula of the three BVoc programmes of the first two semesters were approved by the Advisory Board.

The meeting ended with vote of thanks.

Member Secretary

  
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**The second meeting of the SVS Advisory Council-cum-Board of Studies**

**held on 23<sup>rd</sup> March 2018, 10:00AM**

**at Committee Room - 1, Kashmere Gate.**

**Members present:**

1. Professor A. K. Sharma (Chairperson)
2. Professor Shyam B Menon, Vice-Chancellor (Special Invitee)
3. Professor Kuriakose Mamkoottam, Member
4. Professor Mohandas B Menon, Member
5. Professor Venita Kaul, Member
6. Professor V S Mehrotra, Member
7. Dr Sitansu S Jena, Member
8. Mr Akha kaihrii Mao, Member Secretary
9. Dr. Sunita Singh (Special Invitee)
10. Dr Cheryl Jacob (Special Invitee)
11. Mr. Ankush Rathor (Special Invitee)
12. Mr. Nikhil Singh Charak (Special Invitee)
13. Ms. Fariha Siddiqui (Special Invitee)
14. Ms. Harsha Rana (Special Invitee)

Professor Neela Dabir, Mr. J. P. Rai, Mr. Harendra C. Choksi, Ms Rekha Menon, and Dr. Praveen Singh conveyed their inability to attend the meeting due to unavoidable circumstances.

At the outset, the chairperson welcomed the members.

**Agenda:**

Item no.1: Confirmation of Minutes


The minutes of the Ist meeting of the SVS Advisory Council-cum-Board of Studies were confirmed

Item No.2: Reporting items

- i. The meeting started with a brief presentation on the experiences of the School during semester-1 and the second semester, which is currently in progress. Information on the BVoc student profile was shared along with the data related to industry partners and students' experiences of the on-the-job training/Industry Internship with various industries. The learning of the semester 1 and the challenges and issues faced by SVS were shared. Certain clarifications sought by the honourable members were also addressed.

Item no.3: Rules of Promotion of SVS

- i. The members recommended the draft 'Rules of Promotion for students in the School of Vocational Studies' which may be submitted for consideration of the academic council, with the following suggestions:

  
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## **The second meeting of the SVS Advisory Council-cum-Board of Studies**


**held on 23<sup>rd</sup> March 2018, 10:00AM**

**at Committee Room - 1, Kashmere Gate.**

- a. It was recommended to implement AUD's policy of giving certificate after completion of each semester to each student of SVS indicating the number of credits earned.
  - b. The transcript of the students must also mention the competencies successfully acquired to indicate better the job role of students.
  - c. It was recommended to elaborate OJT assessment criteria which also need to reflect its rationale.
  - d. It was suggested to add indicators with grade with quality description of each grade to clearly explain the associated meaning with each grade.
  - e. SVS needs to provide the rationale behind keeping grade B Only as the minimum passing grade for industrial training/ internship.
  - f. It was recommended that SVS attendance policy may be presented to School's Standing Committee based on the recommendations of school's dean and faculty.
  - g. Due to the different nature of the vocational programme, it was suggested that attendance should not be confined to physical presence of students. It should also acknowledge the participation of students in other forms of activities.
- ii. It was suggested to explore possibilities of recording classes for students who could not attend classes for a valid reason.
  - iii. It was suggested that SVS need to continuously undertake market survey of each vertical and revise curriculum according to the need of the industry. SVS may hold annual meetings for each vertical according to the availability of representatives from the industry so that SVS can receive feedback on the curriculum. It was also suggested to make these meetings as part of SVS annual calendar.
  - iv. It was suggested to plan projects for final year students in which they can undertake market study of their respective vertical and find out the current functioning of industry.
  - v. It was suggested to have descriptive profile of SVS students against UGC's normative profile of BVoc students for each vertical.
    - i) For this SVS need to focus on the core competencies of each module of skill courses and also highlight those competencies as well as mention how many credits has been dedicated to each competency.
    - ii) It was recommended to mention these competencies in the curriculum of each vertical. SCAP format of each course may include a list of expected outcomes from these courses. It should also have credit weightage for each skill.
  - vi. Develop a checklist to monitor students during industry internship/OJT.
  - vii. SVS may explore the possibility of signing MoU with industry partners.

### **Item no.4: Draft Courses of SVS programmes**

The main conclusions of the detailed deliberations on the document submitted on the draft courses of the BVoc programmes, to be offered for the 3<sup>rd</sup> and 4<sup>th</sup> Semester starting from the academic year 2018-2019 at SVS, AUD, are summarised below:

  
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## **The second meeting of the SVS Advisory Council-cum-Board of Studies**


**held on 23<sup>rd</sup> March 2018, 10:00AM**

**at Committee Room - 1, Kashmere Gate.**

- i. The SVS Advisory Council-cum-BoS recommended the draft skill courses of Retail Management and those of Tourism and Hospitality for the 3<sup>rd</sup> and 4<sup>th</sup> semesters. The recommended 3<sup>rd</sup> and 4<sup>th</sup> semesters' skill courses will be presented to the Standing Committee on Professional Vocational and Continuous Education (SCPVCE) and thereafter to the Academic Council for final approval of the courses before these courses are offered to students.
  - a. Retail Management may consider developing its curriculum in such a way so that it can prepare the students for the front as well as the back end of the retail industry
- ii. **Suggestions for BVoc ECCME:**
  - i) It was recommended to finalise the competencies for each job role and then revisit the ECCME curriculum and make it more vocational and industry oriented.
  - ii) It was suggested to prepare curriculum of BVoc ECCME for all three years and share it with NSDA and get it recognised from them till the time BVoc ECCME does not have its Sector Skill Council.
  - iii) Explore the possibility of placing BVoc ECCME students with those of the day care centres of CECED which are likely to be opened soon.
- iii. **Suggestions for General Education Component:**

The following suggestions were recommended to be incorporated in the courses under General Education Component:

- i. To identify and spell out the 'Competency' or 'Learning Outcomes' that a student is expected to acquire at the end of each course.
- ii. To re-think the use of the term 'competency' for categorising the split of four areas
- iii. To re-think the course titles of English Proficiency Courses 1 and 2. 'English Beginner' and 'English Advance' were suggested as possible nomen clature.
- iv. To re-think on the title "Communication at Workplace"
- v. To re-think offering course on 'Assimilating Disability: Fostering Inclusivity' and make it into workshop mode where 'exclusion' becomes a focus.
- vi. To reconsider the course on "Regions of the world" for its relevance and location in the semester.
- vii. Suggested that SVS while offering the GEC courses should remain focussed on the requirements of the BVoc programmes.

  
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**The second meeting of the SVS Advisory Council-cum-Board of Studies**

**held on 23<sup>rd</sup> March 2018, 10:00AM**


**at Committee Room - 1, Kashmere Gate.**

It was agreed that the next meeting of the SVS advisory council cum-Board of Studies will be held on **Thursday, 26<sup>th</sup> April 2018** to deliberate on the draft courses of ECCME and GEC for semester 3 & 4

The meeting ended with vote of thanks.

Member Secretary

Chairperson

  
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**The third meeting of the SVS Advisory Council-cum-Board of Studies**  
**held on 26<sup>th</sup> April 2018, 10:00AM**  
**at Committee Room - 1, Kashmere Gate.**

**Members present:**

1. Professor A. K. Sharma (Chairperson)
2. Professor Shyam B Menon, Vice-Chancellor (Special Invitee)
3. Professor Kuriakose Mamkoottam, Member
4. Professor Mohandas B Menon, Member
5. Professor V S Mehrotra, Member
6. Dr Sitansu S Jena, Member
7. Professor Neela Dabir, Member
8. Mr. J. P. Rai, Member
9. Mr Akha kaihrii Mao, Member Secretary
10. Dr Cheryl Jacob (Special Invitee)
11. Ms. Fariha Siddiqui (Special Invitee)
12. Ms. Harsha Rana (Special Invitee)

Professor Venita Kaul, Mr. Harendra C. Choksi, Ms Rekha Menon conveyed their inability to attend the meeting due to unavoidable circumstances.

At the outset, the chairperson welcomed the members.

**Agenda:**

Item no.1: Confirmation of Minutes


The minutes of the 2nd meeting of the SVS Advisory Council-cum-Board of Studies were confirmed

Item no. 2: Draft Courses of SVS programmes

The main conclusions of the detailed deliberations on the document submitted on the draft courses of the BVoc programmes, to be offered for the 3<sup>rd</sup> and 4<sup>th</sup> Semester starting from the academic year 2018-2019 at SVS, AUD, are summarised below:

**I. Suggestions for BVoc ECCME:**

- i) Since Professor Kaul was unable to join for the meeting therefore it was recommended by the members to fix a meeting with Professor Kaul and take her feedback on draft curriculum of BVoc ECCME before presenting curriculum to the Standing Committee for further approval.

  
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- ii) Since Childhood Care is more of cultural process therefore it was suggested by the members to emphasise more on Indian based Readings for references.


## **II. Suggestions for General Education Component:**

The following suggestions were recommended to be incorporated in the courses under General Education Component:

- a) It was recommended to draft curriculum of each course need to be in uniform format which should also include objectives and outcomes of each course. Objectives and Outcomes of each course needs to be aligned with NoS so that it can take care of all the required skills of each vertical which can be offered in GEC. Each Course also need to have proper rationale and should match with the requirements of the BVoc programmes.
- b) It was suggested to add some components on grooming in the curriculum from the first semester itself in case it is not there.
- c) It was suggested to incorporate the learning of first batch in the curriculum which will help in maintaining the continuity. Also have a legal contract with the individuals who come to facilitate this course so that in future students might not suffer.
- d) It was recommended to identify people/ organisations from the list of training and industry partners and involve practitioners in curriculum making.

### **e) Feedback on Language Proficiency Course:**

- It may be a good idea to have an understanding about the number of French Speaking visitors coming to India so that we can have a better idea and relevance for offering French Language to BVoc Tourism and Hospitality
- Since there are a lot of options available in the area of teaching Foreign Language therefore it was suggested to have some institutional arrangements rather than creating facility on our own. It was also recommended to offer this course first to BVoc T&H as pilot study and then coordinate with the School of Letters and explore the possibility of opening this course for entire UG programme.
- For teaching course on French SVS can also get in touch with some graduates of JNU.
- To look at the Foreign Language more comprehensively and decide its duration rather than deciding its hours arbitrarily so that students should have adequate command of the language which they can make use of in their profession.

  
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- It was suggested by the members that GEC courses needs to be offered after understanding the need of each vertical. For this they also recommended to identify the outcomes which are expected from each GEC course and then decide inputs accordingly. It was also suggested to plan GEC in such a way that it will compliment the skill courses offered in different BVoc programmes.
- Regarding GEC course on Applied Hindi it was recommended to divide curriculum in two parts i.e. General and Specific to verticals. It was suggested to change title of the course from “अलग-अलग हिन्दियाँ” “ to “व्यावसायिक प्रक्रियाओं में हिंदी का प्रयोग”. It was advised to match the objectives of the course with the module.

**f) Feedback on Life Competencies for Sustainable Employability:**

- To re-think the course title of Life Competencies for Sustainable Employability. ‘Life Competencies and Sustainable Employability’ was suggested as possible nomenclature.
- To re-think on the title “System Thinking” and use words which will be clearer and will define the objectives of the course.
- To re-think on the title ‘Building Ownership’. ‘Taking Ownership’ was suggested as possible nomenclature.

**g) Feedback on Assimilating Disability: Fostering Inclusivity**

- To re-think on the title ‘Assimilating Disability: Fostering Inclusivity’. To ‘Disability and Inclusion’ was suggested as possible nomenclature.
- To re-think on the title ‘Language, Terminology and Behaviour’ in module 1. Communicating with people with disability’ was suggested as possible nomenclature.


**h) Feedback on ‘Data Analysis & Interpretation’ and ‘Economic Application for Business’**

- It was suggested to add more content in Data Analysis and Interpretation Course worth of 4 credits.

The meeting ended with vote of thanks.

Member Secretary

Chairperson

  
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## AMBEDKAR UNIVERSITY DELHI

### Minutes of the 4<sup>th</sup> Meeting of the SVS Board of Studies held on 20 December 2018, Karampura Campus, AUD

The 4<sup>th</sup> Meeting of the SVS Board of Studies (BoS) was held on 20th December 2018 at the Karampura Campus of AUD at the Committee Room at 10.30am. The following members were present:

Professor Sitansu S Jena Dean, School of Vocational Studies, AUD	Chairperson
Professor Kartik Dave Dean, School of Business, Public Policy & Social Entrepreneurship, AUD	Member
Professor M.S. Farooqi, Director ACIIE, AUD	Member
Professor Garima Parkash School of Hospitality, GD Goenka University	Member
Dr Sunita Singh Dean (O), School of Education Studies, AUD	Member
Mr. Akha Kaihrii Mao Associate Professor, School of Vocational Studies, AUD	Member
Ms Kopal Assistant Professor, School of Letters, AUD	Member
Mr Ankush Rathor Programme Manager, T&H, School of Vocational Studies, AUD	Member
Mr Nikhil S Charak Programme Manager, RM, School of Vocational Studies, AUD	Member
Ms Fariha Siddiqui Programme Manager, ECCME, School of Vocational Studies, AUD	Member

**Regrets:** Professor Venita Kaul and Shri Devangshu Dutta.

**Special Invitees:** Dr Ipshita and Ms Harsha Rana

At the outset, the chairperson introduced the members and extended a warm welcome to the meeting. It was pointed out to the members that the Board of Studies (BoS) has been newly constituted since establishment of the School. In earlier occasion, the Advisory Committee was performing the functions of BoS. Effectively, the newly constituted BoS is the first BoS of the SVS.

After a brief introduction, the Chairperson invited comments and observations from the members on the agenda submitted for discussion and decision.

The following agenda items were discussed:



**Item No.4. 01: Concept Note of School of Vocational Studies:** Mr. Akha K Mao presented the Concept Note of the SVS to give a detailed appraisal to the newly constituted members of the BOS.

**Item No. 4. 02: B Voc. Broad Structure:** The members were appraised about the broad structure of the B Voc programmes offered by the SVS indicating a judicious mixture of both general education and skill education components as per the guidelines issued by the University Grants Commission (UGC). It was brought to the notice of the members that the UGC has already approved four verticals for the BVoc programmes of SVS such as- (i) Tourism & Hospitality, (ii) Retail Management, (iii) Early Childhood Center Management & Entrepreneurship and (iv) Banking, Financial services and Insurance with intake capacity of 50 each.

**Item No. 4. 03: To deliberate the student progression and promotion policy for B Voc. Programme:** The Academic Council of the University in its 15th meeting held on 12th Feb. 2018 directed the School to come out with a detailed students progression and promotion policy. Mr. Akha K. Mao presented the detailed report prepared by the committee constituted by the Dean SVS. Based on the discussions the BoS made the following recommendations:

- In point I (c) the winter semester OJT/FBI may be permitted up to 30<sup>th</sup> June.
- Typo errors on point 3.c. it must read as ...attendance less than....
- Similarly point 4 it must read as...carry forward up to 2/8 credits ....
- Suggested that for BVoc T&H the minimum passing of 32 Credits in semester 3 & 5 are too much therefore a relaxation of 8 credits instead of 4 has been suggested. Therefore the revised minimum passing credits would be 28 exclusive of the OJT credits.
- It was also suggested that a clause can be included for students failing in the final semester (6<sup>th</sup> sem), faculty if willing can help student to complete during the summer break.

It was **resolved** to recommend the document for the consideration of the Academic Council.

**Item 4. 04: To approve Draft Curriculum for Semester -5:**

The Item no. 07 was taken up for presentation and discussion first.

**Four General Education Component (GEC) of the BVoc courses to be offered by the School in the 5<sup>th</sup> semester during the Monsoon semester 2019.**

The following 4GEC courses of the SVS were presented and discussed. The BoS approved the same.

**4.07.1. Introduction to Basic French-II (3 credits; compulsory for T&H 5<sup>th</sup> Sem)**  
The course develops at a progressive step from Introduction to basic French-I offered in semester-4. It aims to develop basic knowledge of communicative French such as-



speaking, listening, reading and writing. It aims to impart basic phrases, vocabulary and numerical awareness.

The BoS made the following overall recommendations on the course:

- The SCAP/SCVPCE document point No.5 and 6 need to be reformulated as to clearly state how the course link with the vision of AUD and how the course link with the specific programme(s) where it is being offered.
- The cultural aspects with its diversity, employability and capacity building need to be incorporate in the course structure.
- May consider having more modules in the course keeping in view of the course load.
- Need to provide some readings
- Division between theory and practical components may be stated

The BoS approved the course details.

#### **4.07.2. Understanding Language Diversity in India (3 Credits; Elective for RM and ECCME)**

The course aims at equipping students to engage with questions around linguistic diversity, politics of language and multilingual spaces. The course envisages to help students engage critically with the basic concepts of sociolinguistic and apply them in their everyday interactions to understand customer needs and expectations.

The BoS made the following recommendations on the course:

- The faculty may like to use some films (*'Hindi Medium'*) and video while transacting the course.
- Match the readings with each specific modules.
- Suggested that NCERT Position paper on Teaching of Indian Languages and English may be included.
- It was suggested to consider including some case studies in module 3 on **Politics of Language.**

The BoS thereafter approved the course.

#### **4.07.3. Life Competencies for Sustainable Employability (LCSE): Expert Level 1 (3 credits; compulsory for all BVoc 5<sup>th</sup> Sem)**

The course envisage to analyse students' needs, build their aspirations, identify the values and attitudes behind their patterns that are hindering them and inspire them to strengthen their capacities using simple tools. It will aim at building understanding and develop meta-capacities of effective decision making, goal setting, project management that helps them to lead towards reach the potential to become efficient, effective, happy and preferred employee by the employer.

After detailed deliberations, the BoS made the following recommendations while approving the course:

- It was suggested to place some readings with each module where ever required.



- Request Pravah responsible for transacting the course for providing specific teaching points on different modules of LCSE for each semester, thereby clearly distinct the contents covered in each of the semesters.
- Suggested that some details be provided what is going to be done in each of the module and how to do the Experiential Methods and Walker Cycle which have been used in the pedagogy section of the course.
- Examples of the kind of videos, cases and simulations to be used need to be stated.

#### **4.07.4. Exploring India and its Diversity (3 credits compulsory for all BVoc 5<sup>th</sup> Sem)**

The course is designed to focus on introducing students to the cultural and social diversity of India as a country, and expose them to the varied regions and states of India and their rich history, cultural and social diversity. The course aims at identifying the multiple cultures, differences and coexistence which makes the 'Indian diversity' a part of everyday's life. It also attempts to help students recognise and appreciate diversity on different grounds such as - observing everyday community life, collective memory that defines diversity from 'within', understand the contribution of the Constitution in promoting the diversity of the country as a democracy etc.

The BoS made the following recommendations on the course:

- It was suggested to include learning outcomes for the course.
- Introduce students to the culture of homogenization.
- Brief description of each module.

It was **resolved** to recommend the course for the consideration by the university.

#### **4.04. Three Skill courses and the OJT component to be offered in the BVoc in Retail Management programme of the SVS during the 5<sup>th</sup> semester.**

The following three skill courses of the SVS were presented and discussed:

##### **4.04.1. Buying & Merchandising Management (4 credits)**

The course aims to impart skills related to the role of a Merchandiser, concept of Buying, importance of category management and retail pricing. Study the basics of merchandising and examine case studies outlining policies used by companies and retailers. The course focuses further on the already identified National Occupation Standards (NOS) as listed by the Retailers Sector Skill Council of NSDC.

While approving the course, the BoS made the following recommendations:

- In reference section, specific chapters need to be mentioned instead of whole book.



- In point **8(d)** which is on Linkages with external agencies should be mentioned as strategy rather than pedagogy.
- It was suggested to mention all the NOS related to the specific course in the objectives instead of just mentioning link.

#### **4.04.2. IT Application in Retail (4 credits; Elective)**

The course aims to develop skills related to the retail IT Landscape and technology impact and business intelligence. The course also uses the already identified NOS by the Retailers Sector Skill Council.

The BoS made the following recommendations on the course while approving the same for the semester:

- Proper formatting is required in the tables. The module titles need to be clearly mentioned in the right column.
- It was suggested to relook the Module 4 for necessary reformulation.
- In references, specific chapters need to be mentioned instead of whole book.

#### **4.04.3. Process Compliance, Loss Prevention and Shrinkages (2 credits)**

The course aims at developing students' knowledge related to the process compliances in retail store and impart skills through loss prevention techniques and minimizes the shrinkages. The contents of the course further focuses on the already identified NOS by the Retailers Sector Skill Council.

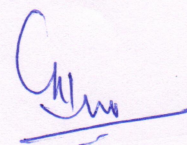
While approving the course, the BoS made the following recommendations on the course:

- Proper formatting is required in the tables. The module titles need to be clearly mentioned in the right column.
- It was suggested to update the list of references. Professor. Kartik Dave will suggest some readings for references.
- Suggested to procure India Retail Report as reference for BVoc RM students.
- It was suggested to write the full form of any abbreviation whenever used for the first time.

#### **4.04.4. Industrial Internship (minimum 30 days mandatory) (8 credits)**

Industrial Internship for the semester is aimed at helping students in developing their practical skills and practical knowledge and would make them industry ready after the completion of each level or job role.

It was **resolved** to recommend the course for the consideration by the Academic Council.





#### **4.05. Three Skill courses to be offered in the BVoc in Tourism and hospitality programme of the SVS during the 5<sup>th</sup> semester**

The following three skill courses related to Tourism & Hospitality verticals for 5th semester were presented and discussed:

##### **4.05.1 Catering Management (5 credits)**

This course aims to help students gain proficiency in analyzing the various functions related to catering operations, which leads to quality food & service handling along with control procedures. Students also get an opportunity to explore and analyse the features, processes and outcomes of innovation and entrepreneurial activity in organizational settings, with a view to identifying new opportunities and developing them into viable managerial outcomes. It aims at preparing students to develop & design a food & beverage outlet and be able to shoulder managerial responsibilities in Food & Beverage Operations. This module facilitates the students in gaining knowledge of various catering with respect to manufacturing process, brands and latest trends.

The modules are also aligned with the various National Occupational Standards (NOS) identified by the Sector Skill Council for Tourism & Hospitality, the course will give a deeper insight into the industry.

Based on these discussions the BoS made the following recommendations and approved the course:

- All the QPs as mentioned to be removed from the module table.
- Reformat the Module title
- More objectives to be identified
- In module-1, types of catering may be included
- In the Core reading Parvinder S Bali's book be included instead of Lillicrap & Cousins
- The first assessment may include a detailed plan layout, label and the quantity kitchen
- In Module 4 the visit by students be brought to the assessment column
- In Module 5, three main points need to be covered (1) HACCP (2) waste management and (3) Health and Safety.

##### **4.05.2 Food Production Operations (4 credits)**

The course objectives are to provide an understanding of the basic quality cooking concepts used in the industry. It enables students prepare menu for various clients like student, industry, transport facilities, cruise liner, railway, air catering etc. and further able to understand the proper method of ordering or indenting from the kitchen to the purchase department. Purchasing and purchase specifications required for the ordering. Introduce to geographical location of various states of India and its effect on the cuisine of the state. Introduce to the various factors for considering the food of particular region. Introduce to various kinds of catering - Off Premises catering,



hospital catering, institutional catering, mobile catering, airline and railway catering.

Based on these discussions the BoS made the following recommendations:

- Reformat the Module title
- More objectives to be identified
- The draft course too heavy and need to be trimmed. It was suggested for not keeping detailed modules on Regional and International Cuisine in Course 2 but have only some introductory theoretical sessions for these.
- Suggested to prepare for a 13 weekly menu which may include the following practical on basic cookery such as:
  - 1 practical on French
  - 2 practical on Bakery
  - 2 practical on North Indian cuisine
  - 2 practical on International cuisine

The BoS approved the course.

#### **4.05.3 Food & Beverage Management (3 credits)**

The course aims to develop optimum level of knowledge and skills in the students so as they are capable to independently manage bar in Hospitality Industry, also to make them aware of cost controls, sales analysis. The modules cover the specific National Occupational Standards (NOS) identified by the Tourism and Hospitality Sector Skill Council which are to be tested by the concern Sector Skill Council. The course gives a deeper insight into the industry.

Based on these discussions the BoS made the following recommendations:

- All the QPs as mentioned to be removed from the module table.
- Reformat the Module title and the bullet points
- More objectives to be identified
- For module 4 of course 3, **Beverage – Classification & Service** has been suggested as theme. It was also suggested to include **Services & Compliments** in this module.

With the above suggestions, the BoS approved the course.

#### **4.06. Three Skill courses and Three workshop courses to be offered in the BVoc in Early Childhood Centre Management & Entrepreneurship during the 5<sup>th</sup> Semester Courses (6+3=9 credits)**

The following 3 skill courses, 3 workshop courses and one Field based Internship courses were presented and discussed:

##### **4.06.1 Inclusive Early Childhood Centre: Design and Setup (2 credits)**

##### **4.06.2 Early Childhood Care Services and Systems: Models and Approaches (2 credits)**



#### **4.06.3 Understanding Children's Social Emotional Worlds (2 credits)**

#### **4.06.4 Designing an Inclusive Centre (1 credit)**

#### **4.06.5 Marketing of an Early childcare centre (1 credit)**

Based on the discussions the BoS made the following recommendations to be undertaken while finalising the course:

- Bring up the 'identifying the market' component of week 5 to the introductory weeks.
- J. S. Pauls' No money marketing maybe added
- Additional readings can be taken from Professor Sharique
- A meeting with Professor Sharique for his suggestions on workshop – Marketing of an Early Childcare Centre.

#### **4.4.6 Socio-Emotional Needs in Childhood years (1 credit)**

#### **4.06.7 Field-based Internship (9 credits)**

The BoS approved all above mentioned courses as proposed.

#### **4.08. Concept note for offering Post Graduation programme in Tourism & Hospitality and Retail Management.**

The concept note proposing to start post graduate programmes in Tourism & Hospitality and in Retail Management during monsoon 2020 was presented and discussed. It was also pointed out that the UGC has already come out with a guidelines on MVoc programme to be offered by the University.

Based on the discussions the BoS made the following recommendations:

- The correction in the title be made as "Master in Business Administration"
- It was suggested that the nomenclature can be Master in Tourism Management (MTM) for Tourism specialisation and Master in Hospitality Management (MHM) for Hospitality specialisation, which are normally accepted by the industries while recruiting the students. However, in case of retail, MBA in Retail Management may be awarded with the first year common foundation courses and specialisation in year 2 on Retail Management.
- A consultative meeting with the academic and industry experts can be organised for better inputs.

It was **resolved** to recommend the proposal for the consideration of the University.

#### **4.09. Draft Concept Paper on BVoc in Accounting & Finance.**

It was pointed out that even though the UGC has approved to offer BVoc programme on Banking, Financial Services and Insurance (BFSI), the school has not started

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offering the same programme. The draft concept note proposing for starting BVoc in Accounting & Finance was presented and discussed.

It was **resolved** to recommend the proposal for consideration of the University.

**4.10. Proposal for issuing Certificate to BVoc students at the NSQF Levels (Level 4 to 7)**

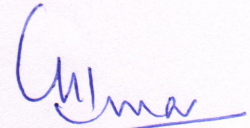
The proposal for issuing of the relevant 'Certification/Diploma/Advance-Diploma and Degree' at the appropriate NSQF level was presented and discussed. The BoS approved the proposal of the school.

**4.11. Changes in the credit allocation of few courses in semester 1 & 2 BVoc ECCME**

BoS was informed about the revised credits of some courses in semester 1 & 2 and the Field Based Internship credits over the 6 semesters.

The BoS approved the proposal of the school.

The meeting ended with a vote of thanks.



Chairperson  
( Prof. Sitansu S. Jena)



**AMBEDKAR UNIVERSITY DELHI**  
**School of Vocational Studies**

**Minutes of the 5<sup>th</sup> Meeting of the SVS Board of Studies held on 23<sup>rd</sup> April 2019,  
Karampura Campus, AUD**

The 5<sup>th</sup> Meeting of the SVS Board of Studies (BoS) was held on 23<sup>rd</sup> April 2019 at the Karampura Campus of AUD at the Committee Room at 10.30am. The following members were present:

Professor Sitansu S Jena Dean, School of Vocational Studies, AUD	Chairperson
Professor Kartik Dave Dean, School of Business, Public Policy & Social Entrepreneurship, AUD	Member
Professor M.S. Farooqi, Director ACIIE, AUD & Additional Charge of Registrar, AUD	Member
Dr Sunita Singh Dean (O), School of Education Studies, AUD	Member
Shri Devangshu Dutta Chief Executive, Third Eyesight	Member
Mr. Akha Kaihrii Mao Associate Professor, School of Vocational Studies, AUD	Member
Dr Kopal Assistant Professor, School of Letters, AUD	Member
Mr Ankush Rathor Programme Manager, T&H, School of Vocational Studies, AUD	Member
Mr Nikhil S Charak Programme Manager, RM, School of Vocational Studies, AUD	Member
Ms Fariha Siddiqui Programme Manager, ECCME, School of Vocational Studies, AUD	Member

**Regrets:** Professor Venita Kaul and Professor Garima Parkash

**Special Invitees:** Ms Sakshi Malik

At the outset, the Chairperson extended a warm welcome to all the members to the 5<sup>th</sup> SVS BoS meeting. At the outset, the Chairperson informed the BoS that the University Grants Commission (UGC) has allotted a sum of Rs.5.85 crores, under the grant-in-aid for SVS BVoc programmes for the next 3 years (2019-2022). The funds includes both for Recurring and Non-Recurring expenditure heads. The members congratulated the School for been able to apply and receive the grants from the UGC.

The following agenda items were discussed:

**Item No. 01: Confirmation of the Minutes of the 4<sup>th</sup> BoS held on 20<sup>th</sup> December 2018.**  
The members confirmed the Minutes of the 4<sup>th</sup> BoS held on 20<sup>th</sup> December 2018 in total.

- i. **Item No. 02: Review of the SVS Student Promotion and Progression Rules.** It was brought to the notice of the BoS that in its 4th Meeting of the BoS the said item was presented and approved by the members of the BoS. However, subsequently it was observed by the school that due to heavy load of the credits to be acquired by the BVoc students in a Semester (30 credits), many students are unable to complete the same. The matter was brought to the notice of the Committee constituted regarding SVS Student Promotion and Progression Rules. The Committee after deliberation and looking into the real problem faced by the students and attempted to review the following three suggestions which was presented by Mr. Akha K. Mao, Associate Professor of SVS. The revised document allows a student to carry forward 6 credits worth of courses each semester to the next semester. In the earlier document students were allowed only 4 credits worth of courses. The increase in the permissible credits was made because of the heavy credit loads in BVoc programme which is 30 credits each semester.
- ii. The revised document also allows students of Tourism & Hospitality to carry 8 credits worth of courses from semester 3 to semester 4 and also from semester 5 to semester 6 respectively. This was done due to the heavy credits load of 36 credits (12 credits of skill courses and 12+12 credits of GEC courses for semester 3 & 4 together during semester 3, likewise during semester 5 of the same number of credits) which students will have to undertake. This is because the programme demands that students go for full semester long on-the-job-training (OJT) in semester 4 and semester 6 respectively.
- iii. BoS also suggested that the student Promotion and Progression document should not state any minimum attendance requirement. Rather it should state that students are expected to be present and participate 100% in the teaching-learning activities during the semester. However, if a student's attendance is below 75%, penalties will be levied in the form of grade cuts and other suitable measures as deem fit by the school.

The BoS approved the proposal of the School of the Student Promotion and progression document.

**Item No. 03: Approval of 08 Courses for BVoc Accounting & Finance of 1<sup>st</sup> Year (Semester – 1 & Semester 2) to be offered from Monsoon Semester, 2019.** Mr. Nikhil Singh Charak and Ms Sakshi Malik presented the following 8 courses of the BVoc in Accounting and Finance which has been proposed to be launched during coming the monsoon 2019.

Semester	Name of the Course	Course code	Credits
Semester-1	Introduction to Accounting	SVS1AF101	4
Semester-1	Fundamentals of Business Laws	SVS1AF102	2
Semester-1	Basics of Business Economics	SVS1AF103	4
Semester-1	Internship: Accounts Assistant (I)	SVS1AF104	8
	<b>Semester 1, Total skill credits</b>		<b>18</b>
Semester-2	Basics of Auditing and Assurance	SVS1AF201	2
Semester-2	Cost and Management Accounting-1	SVS1AF202	4

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Semester-2	Business Mathematics, Logical Reasoning and Statistics	SVS1AF203	4
Semester-2	Internship: Accounts Assistant (II)	SVS1AF204	8
	<b>Semester 2, Total skill credits</b>		18

Based on the discussions the BoS made the following recommendations:

- BoS pointed out that the title of the courses which already approved by the BoS should not be altered by the expert committee. However, if need be those should be brought to the BoS for necessary rectification.
- The broad structures with the titles of all the courses from semester 1 to semester 6 was revisited by the BoS and the following courses with the credit distribution was approved in principle.

<b>BVoc- Accounting and Finance Course Names</b>	
<b>Course Details</b>	<b>Credits</b>
<b>Semester 1</b>	
Introduction to Accounting	4
Fundamentals of Business Laws	2
Basics of Business Economics	4
Internship- Accounts Assistant (I)	8
<b>Semester 2</b>	
Basics of Auditing and Assurance	2
Cost and Management Accounting-I	4
Business Mathematics, Logical Reasoning and Statistics	4
Internship- Accounts Assistant (II)	8
<b>Semester 3</b>	
Accounting- I	4
Corporate and Other Laws (I)	2
Cost and Management Accounting- II	4
Internship- Accounts Executive (I)	8
<b>Semester-4</b>	
Accounting-II	4
Financial Management	4
Corporate and Other Laws-II	2
Internship- Accounts Executive (II)	8
<b>Semester 5</b>	
Advanced Accounting- I	4
Taxation- Income Tax Law	4
Economics for Finance	2
Internship- Assistant Manager (I)	8
<b>Semester 6</b>	
Advanced Accounting-II	4
Taxation - Indirect Tax	2
Enterprise Information System and Strategic Management	4

- Point No. 5 and 6 of the course documents need to be reworded in all the courses.
- Suggested that specific chapters and page numbers need to be provided in the course document in the essential readings column.
- It was also suggested that the internship component should be clearly differentiated between semesters and that those differences are represented in the course document too.

**Item No. 04: Review of the revised credits weightage of the BVoc ECCME**

**Programme.** The BoS approved the revised credits weightage as proposed. However, the BoS suggested the School to ensure that the basic framework of the UGC guidelines are followed in all the School programmes.

**Item No. 05: Any other item:** The following two additional agenda items were presented to the BoS with the permission of the Chair.

- Semester 5, GEC course on Business Ethics and Entrepreneurship.** One of the semester 5 GEC courses titled “Business Ethics and Entrepreneurship” was presented. However, the BoS suggested that instead of a combined course, two separate independent courses be developed. BoS suggested First course of 2 credit on “Business Ethics” be culled out from the draft course presented in the BoS. The Second course 1 credit on Entrepreneurship be developed as a workshop. It may be called as “How to run a Business” or “Running a Business” as the theme of the workshop. The revised courses are to be shared on mail to the BoS members for feedback and for approval.
- Proposal for creating core faculty position(s) in each vertical of the SVS programmes.** The proposal to recruit permanent and full time faculty in each of the BVoc programme was presented to the BoS. In view of the genuine and immediate requirement of the School the BoS recommended the proposal of the School.

The meeting ended with a vote of thanks.



Chairperson  
(Prof. Sitansu S. Jena)