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❖ **Minutes and/or Resolutions of Board of Studies meetings held in the last five years for:**

• **Department of Vocation Studies**

Programme/s: 1. Bachelor of Vocational Studies (Tourism)

• **Summary**

Academic Year	Dates of BoS meetings	Revision in syllabus
2017 - 2018	19-09-2017	✓
2016 – 2017	06-01-2017	✓
	12-04-2017	✓
2015 – 2016	05-01-2016	✓



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**2017-2018**



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St. Xavier's College, Autonomous, Mumbai

BVoc (Tourism)

## Agenda for the 7<sup>th</sup> Board of Studies Meeting

**Date:** Tuesday, 19<sup>th</sup> September, 2017

**Time:** 12pm

**Venue:** Board Room, St. Xavier's College (Autonomous), Mumbai

### Agenda Item 1

To consider and pass the minutes of the Sixth Board of Studies meeting held on 11<sup>th</sup> April, 2017.

### Agenda Item 2 -

To consider, discuss and if found fit, approve the draft syllabi for courses in Introduction to French Language and Culture (FY), Basic Communication Skills in French (SY) and Applied Psychology -II (TY).

### Agenda Item 3

To approve modifications in the following courses: Environmental Studies, Giving Voice to Values and Human Rights.

### Agenda Item 4

To approve waiver of a written test as mode of evaluation for A.VT.5.06 (Event Management) and hold a field-based activity for 100 Marks instead.

### Agenda Item 5

To consider the scope of compulsory internship for TY BVoc students in sixth semester.

### Agenda Item 6

Any other matter with the permission of the Chair.



NAAC SSR Cycle 4 (2015-2020) :  
1\_1\_2\_BoS Minutes – B.Voc. (Tourism)

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7<sup>th</sup> BOS MEETING - 19/09/17

ATTENDEES:

1) Ms. JYOTSNA PATWARDHAN

*Jyoti Patwardhan*

2) MR. ALOKE BAJPAI

3) DR. JYOTI SINGH (Special invitee)

*JPS 1919*

4) Ms. NAVAZ KARANJIA

*N. Karanjia*

5) Ms. SMEETA GULVADY

*Absent*

6) Ms. RADHIKA RANJ

*Ranj*

7) MR. CALVIN PEREIRA

*C. Pereira*

8) Ms. RITA D'SOUZA

*D'Souza*

9) Ms. SIDDHI BHATGIARA (Special invitee)

*Siddhi Bhatgiara*



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St. Xavier's College, Autonomous, Mumbai  
BVoc (Tourism)  
7<sup>th</sup> Board of Studies Meeting

**Resolution 1**

The Board of Studies of BVoc (Tourism), St. Xavier's College Autonomous, Mumbai; at its meeting held at the Board Room of the college on Tuesday, 19<sup>th</sup> September 2017 hereby resolves to adopt the following resolution as approved.

Proposed by: *Mr. Akote Bajpai*

Seconded By: *Ms. Navaz Karanjia*

"Resolved that minutes of the sixth Board of Studies of the BVoc (Tourism) department held on 12<sup>th</sup> April 2017 be approved."

Signed: *[Signature]*

Proposer:

Seconder: *N. Karanjia*

Date: Tuesday, 19<sup>th</sup> September, 2017



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St. Xavier's College, Autonomous, Mumbai  
BVoc (Tourism)  
7<sup>th</sup> Board of Studies Meeting  
Resolution 2

The Board of Studies of BVoc (Tourism), St. Xavier's College Autonomous, Mumbai; at its meeting held at the Board Room of the college on Tuesday, 19<sup>th</sup> September 2017 hereby resolves to adopt the following resolution as approved.

Proposed by: *Ms. Navaz Karanjia*

Seconded By: *Ms. Sujolena Patwardhan*

1. Resolved that at the First Year BVoc (Tourism) level effective academic year 2017-2018, the syllabi for the course **A.VT.1.02- Introduction to French Language and Culture-I** and **A.VT.2.02- Introduction to French Language and Culture-II** being offered to First Year Bachelor of Vocation (Tourism) students be modified as per the draft presented at the meeting.

2. Resolved that at the Second Year BVoc (Tourism) level effective academic year 2017-2018, the syllabi for the courses in **A.VT.3.08-Basic Communication Skills in French-I** and **A.VT.4.08- Basic Communication Skills in French- II** being offered to Second Year Bachelor of Vocation (Tourism) students be approved as per the draft presented at the meeting.

3. Resolved that at the Third Year BVoc (Tourism) level effective academic year 2017-2018, the syllabi for the course **A.VT.6.03-Applied Psychology-II** being offered to Third Year Bachelor of Vocation (Tourism) students be approved as per the draft presented at the meeting.

4. Resolved that at the Third Year BVoc (Tourism) level effective academic year 2017-2018, all written tests as mode of evaluation for **A.VT.5.06(Event Management)** will be replaced by a field-based activity for 100 Marks instead.

5. Resolved to approve change in the codes of following courses to:

**Semester I**

Environmental Studies – SPC.1.01

**Semester II**

Giving Voice to Values – SPC.2.01

**Semester III**

Human Rights – SPC.3.01

**Semester V**

A.VT.5.01- Entrepreneurship I

A.VT.5.02- Popular Culture

A.VT.5.03- Applied Psychology- I

**Semester VI**

A.VT.6.01- Entrepreneurship II

A.VT.6.02- Business Ethics

Date: 19<sup>th</sup> September, 2017

*N. Karanjia*

*Sujolena Patwardhan*

*Alinda*





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St. Xavier's College, Autonomous, Mumbai  
BVoc (Tourism)  
7<sup>th</sup> Board of Studies Meeting

**Resolution 3**

The Board of Studies of BVoc (Tourism), St. Xavier's College Autonomous, Mumbai; at its meeting held at the Board Room of the college on Tuesday, 19<sup>th</sup> September 2017 hereby resolves to adopt the following resolution as approved.

Proposed by: Ms. Jyotana Patwardhan  
Seconded By: Mr. Alok Bajpai

1. Resolved that at the Third Year BVoc (Tourism) level effective academic year 2017-2018, the students will have to undergo a compulsory fieldwork-based training (internship) of 6-8 weeks in March-April for 6 credits.

2. Resolved that at the Third Year BVoc (Tourism) level effective academic year 2018-2019, the students will have to undergo a compulsory fieldwork-based training (internship) of 6 months from January to June.

Date: 19<sup>th</sup> September, 2017

*[Handwritten signatures]*



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**2016-2017**

Dates of BoS

1. 06-01-2017

2. 12-04-2017





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St. Xavier's College, Autonomous, Mumbai

BVoc (Tourism)

Agenda for the 6<sup>th</sup> Board of Studies Meeting

**Date:** Wednesday, 12<sup>th</sup> April, 2017

**Time:** 11 am

**Venue:** Board Room, St. Xavier's College (Autonomous), Mumbai

**Agenda Item 1**

To consider and pass the minutes of the Fifth Board of Studies meeting held on 6<sup>th</sup> January 2017.

**Agenda Item 2**

To consider, discuss and if found fit, approve the draft syllabi for courses in Applied Geography, Domestic Tourism, International Tourism and Research Methodology.

**Agenda Item 3**

To approve modifications in the following courses: Introduction to Indian History, Geography and Culture, Introduction to World History, Geography and Culture, Business Communication, Economic Analysis and Social Analysis.

**Agenda Item 4**


Overall stock-taking of courses and suggestions.

**Agenda Item 5**

Any other matter with the permission of the Chair.



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6 BOS Meeting - 12/4/17

Attendees :-

1) Ms. Jyotsna Patwardhan

*Jyoti Patwardhan*  
*[Signature]*

2) Ms. Smeeta Gulvady

3) Mr. Alok Bajpai

ABSENT

4) Ms. Navar Karanjia

*Navar Karanjia*  
*[Signature]*

5) Ms. Balneet Sachdev

*Balnet*

6) Ms. Rita D'Souza

*Rita D'Souza*

7) Ms. Deboshree Chatterjee

*Deboshree*

8) Ms. Radhika Rani

*Radhika*

9) Ms. Neelam Shetty

*Neelam*

10) Ms. Jyoti Singh

*Jyoti Singh*



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St. Xavier's College, Autonomous, Mumbai

**Minutes of the 6th Board of Studies (Tourism) meeting on 11<sup>th</sup> April, 2017**

**Venue:** Board Room.

**Attendees:**

**Co-ordinator and Chairperson:** Ms. Radhika Rani

**Senior Teacher of the Dept.:** Ms. NavazKaranjia

**Subject experts:**

- 1) Ms. Jyotsna Patwardhan (Co-ordinator, Tourism studies Garware Institute, University of Mumbai)
- 2) Ms. Neelam Shetty
- 3) **Students:** Ms. Deboshree Chatterjee and Ms. Rita D'Souza

**Industry professionals:**

- 1) Mr. Alope Bajpai
- 2) Ms. Smeeta Gulvady

The members reviewed and approved the minutes of the Sixth Board of Studies meeting held on 11<sup>th</sup> April 2017.

The members discussed and approved the draft syllabi for courses in Applied Geography, Domestic Tourism and International Tourism.


The members discussed and approved modifications in the following courses: Introduction to Indian History, Geography and Culture, Introduction to World History, Geography and Culture, Business Communication, Economic Analysis and Social Analysis.

Members discussed in great detail the need for having a practical/fieldwork component in the final stages of the course.

The meeting closed with a vote of thanks to all members present for their insightful suggestions to improving the course.



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St. Xavier's College, Autonomous, Mumbai  
BVoc (Tourism)  
6<sup>th</sup> Board of Studies Meeting

**Resolution 1**

The Board of Studies of BVoc (Tourism), St. Xavier's College Autonomous, Mumbai; at its meeting held at the Board Room of the college on Wednesday, 12<sup>th</sup> April 2017 hereby resolves to adopt the following resolution as approved.

Proposed by: *Neelam Shetty*  
Seconded By: *Smeeeta Gulwady*

“Resolved that minutes of the fifth Board of Studies of the BVoc (Tourism) department held on 6<sup>th</sup> January, 2017 be approved.”

Signed:

Proposer: *Neelam*

Seconder: *Smeeeta*

Date: Wednesday, 12<sup>th</sup> April, 2017



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St. Xavier's College, Autonomous, Mumbai  
BVoc (Tourism)  
6<sup>th</sup> Board of Studies Meeting  
Resolution 2

The Board of Studies of BVoc (Tourism), St. Xavier's College Autonomous, Mumbai; at its meeting held at the Board Room of the college on Wednesday, 12<sup>th</sup> April 2017 hereby resolves to adopt the following resolution as approved.

Proposed by: *Jyoterna Patwardhan*  
Seconded By: *Navaz Karanjia*

1. Resolved that at the First Year BVoc (Tourism) level effective academic year 2017-2018, the syllabi for the course **A.BVT.2.08- Applied Geography** being offered to First Year Bachelor of Vocation (Tourism) students be modified as per the draft presented at the meeting.

2. Resolved that at the Second Year BVoc (Tourism) level effective academic year 2017-2018, the syllabi for the courses in **A.BVT.3.07-Domestic Tourism** and **A.BVT.4.07-International Tourism** being offered to Second Year Bachelor of Vocation (Tourism) students be modified as per the draft presented at the meeting.

3. Resolved that at the Third Year BVoc (Tourism) level effective academic year 2017-2018, the syllabi for the course **A.BVT.5.01-Research Methodology** being offered to Third Year Bachelor of Vocation (Tourism) students be modified as per the draft presented at the meeting.

4. Resolved to approve modifications in the following courses: Business Communication, Introduction to Economic and Contemporary Social Issues.

5. Resolved to approve change in names of following course codes to:

**Semester I**

A.BVT.1.06 Intro. to Indian History & Culture (North India)  
A.BVT.1.07 Intro. to World History & Cult. (Europe & America)  
A.BVT.1.08 Web Designing

**Semester II**

A.BVT.2.05 Principles of Travel & Tourism II  
A.BVT.2.06 Intro. to Indian History & Culture (South and West India)  
A.BVT.2.07 Intro. to World History & Culture (Asia, Africa, Australia)

**Semester III**

A.BVT.3.02 Contemporary Social Issues - I  
A.BVT.3.03 Introduction to Economics - I

**Semester IV**

A.BVT.4.02 Contemporary Social Issues- II  
A.BVT.4.03 Introduction to Economics - II

**Semester V**

A.BVT.5.03 Applied Psychology



Date: 12<sup>th</sup> April, 2017

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5<sup>th</sup> BOS MEETING

- 6<sup>th</sup> JAN. 2017

Attendees :

Ms. JYOTSNA PATWARDHAN

Ms. SMEETA GULWADY

MR. ALOKE BAIJAS

Ms. NAVAZ KARANSIA

Ms. UMA RANADE

MR. FAISAL KHAN

Ms. RITA D'SOUZA

Mr. CALVIN PEREIRA

Ms. NEELAM SHETTY

Dr. JYOTI SINGH

Ms. RADHIKA RANI



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Minutes of the 5<sup>th</sup> Board of Studies (Tourism) meeting on January 6, 2017

**Agenda**

1. To discuss and pass the Draft Syllabi for Semester V-VI
2. To modify following courses: A.BVT. (1.05, 2.05, 3.01, 4.01)
3. Any other matter with the approval of the Chair

**Venue:** Board Room.

**Members Present:**

**Co-ordinator and Chairperson:** Ms. Radhika Rani

**Head of the University Department or nominee:** Ms. Jyotsna Patwardhan (Co-ordinator, Tourism Studies, Garware Institute, University of Mumbai)

**Subject Experts:**

Ms. Navaz Karanjia

Ms. Smeeta Gulvady (ex-VP and Head of Learning, Thoman Cook Ltd.)

**Professionals from the industry:** Mr. Alope Bajpai (CEO, The Explorers)

**Faculty Representatives:**

Ms. Uma Ranade: ex-Coordinator of BVoc Tourism

Dr. Jyoti Singh: co-ordinator of BVoc (Software Development)

Ms. Neelam Shetty: BMS Faculty

**Student Representatives:**

Mr. Faisal Khan

Mr. Calvin Pereira


Ms. Rita D'Souza

**Minutes:**

- The meeting began with an introduction of all the members present.
- The members reviewed the Draft Syllabi for Semester V-VI that had been circulated before, made changes and passed a resolution to adopt the syllabus in retrospect for Semester V and the upcoming Semester VI.
- There were modifications made in the following courses with due deliberations:
- A.BVT. (1.05, 2.05, 3.01, 4.01)
- No other points were raised. The meeting ended in a vote of thanks.



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**Resolution**

The Board of Studies in Tourism (BVoc.), St. Xavier's College, Autonomous (Mumbai) reviewed the syllabi of Semester V and VI and approved its implementation from the academic year 2016-2017.

**SUBJECT BOARD OF STUDIES 2016-2017**

**Co-ordinator and Chairperson:** Ms. Radhika Rani

*Rani*

**Head of the University Department or nominee:**

**Senior Teachers of the Department:**

Ms. Navaz Karanjia

*N. Karanjia*

**Subject Experts:**

Ms. Jyotsna Patwardhan (Co-ordinator, Tourism Studies, Garware Institute, University of Mumbai)

*Jyotsna Patwardhan*

Ms. Smeeta Gulvady (ex-VP and Head of Learning, Thoman Cook Ltd.)

*Smeeta Gulvady*

**Professionals from the industry:** Mr. Alope Bajpai (CEO, The Explorers)

**Students:**

Mr. Faisal Khan

*Faisal Khan*

Mr. Calvin Pereira

*C. Pereira*

Ms. Rita D'Souza

*Rita D'Souza*

St. Xavier's College, Autonomous (Mumbai)

6<sup>th</sup> January, 2017



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**2015-2016**





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**Minutes of the Board of Studies (Tourism) meeting on August 25, 2015**

**Agenda**

1. To discuss and pass the Draft Syllabi for Semester III
2. Any other matter with the approval of the Chair.

The Board of Studies meeting for the B.Voc (Tourism) was held on Saturday 31 Jan 2015 at 10am in the Board Room. In attendance were the following: Head of Department and Chairperson: Dr. Fleur D'Souza. **Senior Teachers of the Department:** 2. Dr. Jyoti Sood. **Subject experts:** 1) Ms. Jyotsna Patwardhan (Co-ordinator, Tourism studies Garware Institute, University of Mumbai) Mr. Alope Bajpai (CEO, the Explorers) and **Students:** Mr. Faisal A. Khan Mr. Jose Abraham

Prof. Neelam Shetty and Prof Radha Kumar excused themselves as they had a prior commitments. Ms Smeeta Gulvady could not attend.

The meeting reviewed the Draft Syllabi for Semester III that had been circulated before, made changes and passed a resolution to adopt the syllabus for the Semester.

The students were also asked about the course and its conduct.

The meeting closed with a small thank you to Dr. Jyoti Sood who would be leaving to relocate to the US. We are indeed grateful to Jyoti for all she has done to stock the library and to encourage students to go beyond the classroom.

*Fleur D'Souza*

**Dr. Fleur D'Souza**

*Faisal Khan - KHAN*



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**SUBJECT BOARD OF STUDIES 2015-2016 Meeting on Jan 5, 2016**

**Head of Department and Chairperson: Dr. Fleur D'Souza**

*Fleur D'Souza*

**Senior Teachers of the Department:**

Ms. Navaz Karanjia

*N. Karanjia*

**Subject experts:** 1) Ms. Jyotsna Patwardhan.(Co-ordinator, Tourism studies Garware Institute, University of Mumbai)

*Jyotsna Patwardhan*

2) Ms. Smeeta Gulvady -VP and Head Centre of Learning, Thomas Cook Ltd.

*Smeeta Gulvady*

**Professionals from industry:** Mr. Alope Bajpai (CEO, the Explorers)

*Alope Bajpai*

**Students:**

Mr. Faigal Khan

*Faigal Khan*

Mr. Abraham Jose

*Abraham Jose*

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Jan 5 2016



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**Resolution.**

The Board of Studies in Tourism (B.voc.), St. Xavier's College, Autonomous, Mumbai reviewed the syllabus of Semester 4 and approved its implementation from the academic year 2015-2016.

**SUBJECT BOARD OF STUDIES 2015-2016**

**Head of Department and Chairperson:** Dr. Fleur D'Souza

*Fleur D'Souza*

**Head of University Department or nominee:**

**Senior Teachers of the Department:**

Ms. Navaz Karanjia

*N. D. Karanjia*

**Subject experts:** 1) Ms. Jyotsna Patwardhan. (Co-ordinator, Tourism studies Garware Institute, University of Mumbai)

*Jyotsna Patwardhan*  
*Smeeta Gulvady*

2) Ms. Smeeta Gulvady -VP and Head Centre of Learning, Thomas Cook Ltd.

*Smeeta Gulvady*  
*Aloke Bajpai*

**Professionals from industry:** Mr. Alope Bajpai (CEO, the Explorers)

**Students:**

Mr. Faizal Khan

*Faizal Khan*

Mr. Abraham Jose

*Abraham Jose*

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*Alinda*

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