

VANITA VISHRAM WOMEN'S UNIVERSITY

(Managed By: Vanita Vishram, Surat)

1st Women's University of Gujarat



**VANITA VISHRAM
WOMEN'S UNIVERSITY**
— SURAT —

SCHOOL OF VOCATIONAL STUDIES

DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT

B.VOC. HOSPITALITY AND TOURISM MANAGEMENT (HONORS)

SYLLABUS SEMESTER II

AS PER NEP-2020

W.E.F 2023-24



INDEX

1	Preamble – VVWU	2
2	Salient Features	3
3	Introduction of the Program	4
4	Program Specific Outcomes (PSOs)	5
5	Program Highlights:	6
6	Credit Structure	8
7	Course Structure – Paper Titles -SEMESTER II	10
8	Teaching and Evaluation Scheme for B.VOC HTM academic year 2023-24	11
9	Syllabus: Semester II	14
10	Teaching Methodology	53
11	Glossary	56



1 PREAMBLE – VVWU

Vanita Vishram Women's University (VVWU) is the First-ever Women's University of Gujarat approved by the Government of Gujarat under the provisions of the Gujarat Private Universities Act, 2009. It is a university committed to achieve Women's Empowerment through Quality Education, Skill Development, and by providing employment opportunities to its girl students through its model curriculum, integration of technology in pedagogy and best-in-class infrastructure. The focus is on prioritizing practical component and experiential learning supported through academia-industry linkages, functional MoUs, skill development training, internships etc. It aims at providing opportunities to the girl students for holistic development and self-reliance.

VISION

Empowerment of women through quality education and skill development, so as to make them strong pillars of stability in the society.

MISSION

To provide Education & Professional Training to all women for their all-round development, so as to enable them to become economically independent and socially empowered citizens.



2 SALIENT FEATURES

- Based on NEP-2020 & CBCS
- Interdisciplinary as well as multidisciplinary.
- Practical-oriented, skill-based & vocation-based.
- Based on experiential learning.
- Greater exposure to internship, hands-on training, project work, field work, presentation etc.
- Mode of teaching shall be offline
- Qualified & competent faculty members for effective teaching-learning
- Employment-Generating course



3 INTRODUCTION OF THE PROGRAM

It has been a long-felt necessity to align higher education with the emerging needs of the economy so as to ensure that the graduates of higher education systems have adequate knowledge and skills for employment and entrepreneurship. The higher education system has to incorporate the requirements of various industries in its curriculum, in an innovative and flexible manner while developing a holistic and well- groomed graduate.

The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree Programme with multiple exits such as Certificate, Diploma and Degree.

The B.Voc. programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles along with broad based general education. This would enable the graduates completing B.Voc. to make meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

The undergraduate program in Hospitality and Tourism Management is a four year degree program that is designed so as to provide the students with quality education and equip them with tools to work effectively in this dynamic industry. The course design is such that it will enable them to develop technical as well as managerial skills and guide them to ultimately realize their true calling. Students will be facilitated to become industry ready with diverse career opportunities across the globe.



Programme Objectives (POs)

- PO 1. To impart skill-based knowledge which will enable them to become industry ready.
- PO 2. To strengthen the in-field practical knowledge of the students by providing them hands-on experimentation, project work and field work.
- PO 3. To develop capability of thinking, understanding/analyzing and interpreting and solving problems to meet the needs of industries related to Hospitality and Tourism.
- PO 4. To make learners understand the responsibilities towards mankind and the environment.
- PO 5. To make students capable of finding entrepreneurship opportunities for betterment of society, environment.

4 PROGRAM SPECIFIC OUTCOMES (PSOs)

Upon completion of the B.Voc. Hospitality and Tourism Management (Hons), the students would:

Students will be equipped with the skills and knowledge that are essential for functioning in the hospitality, tourism, and its allied businesses

- PSO 1. Students will develop professional behaviour and competencies in handling workplace situations, maintaining guest/customer services and nurturing professional relationships
- PSO 2. Students will also develop a range of leadership skills and abilities such as motivating others, leading changes, working in teams, and resolving conflicts.
- PSO 3. Students will be able to communicate confidently and effectively in community as well as industry
- PSO 4. Students will develop competencies that will enable them to start entrepreneurial ventures in the areas of Hospitality & Tourism.



5 PROGRAM HIGHLIGHTS:

Course Level	UG					
Program	Bachelors in Vocation					
Duration	3 years (6 semesters)					
Examination Type	Semester system (1-6 semesters)					
Intake	40					
Eligibility	10 + 2 any stream					
Mapping between POs and PSOs		PSO 1.	PSO 2.	PSO 3.	PSO 4.	PSO 5.
	PO 1.					
	PO 2.					
	PO 3.					
	PO 4.					
	PO 5.					
Job Positions	Hotelier, Banquet Manager, Event Designer/Planner/Manager, Tour Planners, Front Office Executive, Entrepreneurs, Catering Manager					



Weightage (%)	Comprehensive Continuous Evaluation (CCE) (50%)	Semester End Evaluation (SEE) (50%)
100%	[Internal written Theory Exam] + [Assignments/Presentations/Viva/group discussion/Journal/ MCQ/QUIZ + Attendance] (Any Three)	Semester End Evaluation (SEE) Theory Exams Whole Syllabus

**6 CREDIT STRUCTURE****Proposed UG Credit structure for UG -2023****According to Curriculum and Credit Framework for Undergraduate Programme**

Semester	Major	Minor	Multi-Disciplinary	Ability Enhancement Course (AEC)	Skill Enhancement Course (SEC)	Value Added Courses (VAC)	RP/OJT	Dissertation	Total
1	8	4	4	2	2	2	-	-	22
2	8	4	4	2	2	2	-	-	22
3	12	-	4	2	2	2	-	-	22
4	12	4	-	2	2	2	-	-	22
5	12	8	-	-	2	-	-	-	22
6	12	4	-	2	4	-	-	-	22
Total	64	24	12	10	14	8	-	-	132
7	12	4	-	-	-	-	6	-	22
8	12	4	-	-	-	-	6	-	22
Total	24	8	-	-	-	-	12	-	44
Grand Total	88	32	12	10	14	8	12	12	176

* If the student wants to exit after 2nd/ 4th Sem and wants a certificate/Diploma respectively, she should complete an internship of 4 credits (60 hrs.)

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SURAT

SCHOOL OF VOCATIONAL STUDIES

DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT

B.VOC. HOSPITALITY AND TOURISM MANAGEMENT

SEMESTER 2

SYLLABUS

AS PER NEP-2020

W.E.F 2023-24



7 COURSE STRUCTURE – PAPER TITLES -SEMESTER 1

Integrated (UG) Course structure for year – 2023									
Se m	Major	Minor	Multi- Disciplina ry	Ability Enhancemen t Compulsory (AEC)	Skill based (SEC)	Value Added Courses VAC/IKS	Sum mer Inter nship / Proje ct/ Onli ne Cour se	Diss ertat ion	Tot al
1	Introduction to Hospitality & Tourism Management-II (2Th+2 Pr)	Event Managem ent-II (2Th+2 Pr)	Marketin g Managem ent 4 (Th)	Functio nal English (2Th)	Busine ss Etiquet tes & Profess ionalis m 2(Th)	Environme ntal Studies (VAC) (2 Th)			22
	Food and Beverage Operations -II (2Th+2 Pr)								



8 TEACHING AND EVALUATION SCHEME FOR B.VOC HTM ACADEMIC YEAR 2023-24

S e m e s t e r	C o u r s e C o d e	C o u r s e C a t e g o r y	C o u r s e T i t l e	O f f e r i n g D e p a r t m e n t	T e a c h i n g S c h e m e			E x a m i n a t i o n S c h e m e												T o t a l M a r k s	T o t a l C r e d i t s					
					C o n t a c t H o u r			T h e o r y						P r a c t i c a l												
					T h e o r y	P r a c t i c a l	T o t a l	C r e d i t	C A		E S E		C A + E S E P a s s i n g	C r e d i t	C A		E S E		C A + E S E P a s s i n g							
									M a x .	P a s s i n g	M a x .	P a s s i n g			M a x .	P a s s i n g	M a x .	P a s s i n g								
II		Major -3 (HTM -203-1C)	Introduction to Hospitality & Tourism Management-II (2Th)	Department of Hospitality & Tourism Management	2	-	2	2	2	2	5	9	2	9	1	8	-	-	-	-	-	-	50	4		
		Major -3 (HTM -203-1C)	Introduction to Hospitality & Tourism Management-II (2 Pr)	Department of Hospitality & Tourism Management	-	4	4	2	-	-	-	-	-	-	-	2	2	5	9	2	5	9	1	8	50	



	-202-1C)	ent (Th)	Tourism Management																						
	Ability Enhancement Compulsory (AEC) (AEC-202-1C)	Functional English (2 Th)	Department of English	2	-	2	2	2	2	5	9	2	5	9	1	8	-	-	-	-	-	-	50	2	
	Skill based - SEC(SEC-202-1C)	Business Etiquettes (Th) 2(Pr)	Department of Hospitality & Tourism Management	-	4	4	2	-	-	-	-	-	-	-	2	2	5	9	2	5	9	1	8	50	2
	VAC (VAC-201-1C)	Environmental Studies (2 Th)	Department of Hospitality & Tourism Management	2	-	2	2	2	2	5	9	2	5	9	1	8	-	-	-	-	-	-	50	2	

**9.SYLLABUS: SEMESTER II**

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SCHOOL OF VOCATIONAL STUDIES**

Department of Hospitality & Tourism Management

B.VOC Hospitality & Tourism Management

FY B.VOC

Semester II

COURSE CODE:HTM-203-1C

MAJOR COURSE: INTRODUCTION TO HOSPITALITY & TOURISM MANAGEMENT-II

Credit 2 (TH)

Contact Hour per week 2

Outline of the Course:

Course type	Theory
Purpose of Course	The students are required to be aware of the current scenario of the Hospitality and Tourism Industry. Hence, this course will provide them with the knowledge of the same.
Course Objective	<p>CO 1. To make the students understand about hotel guest rooms, their types and leading hotels chains in India</p> <p>CO 2. To make them understand about the trends, challenges, and sustainability concept in Hospitality Industry</p> <p>CO 3. To make them learn about the tourism organizations, tourism infrastructure, ancillary tourism services, travel formalities and regulations</p> <p>CO 4. To make them aware of the tourism impacts on economy, society and environment, trends, and challenges in tourism industry</p>
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)
Last Review /Revision	December, 2023
Prerequisite	Nil



Teaching Methodology	Class Room Teaching, Practical training, role plays, discussion, and Assignment
Evaluation Method	50% Comprehensive Continuous Evaluation (CCE) 50% Semester End Evaluation (SEE)



Course Content:

Units	Particulars	% Weightage of Unit	Minimum Nos. of Hours
1	<p>Current scenario of Hospitality Industry</p> <p>A. Trends and challenges in Hospitality</p> <p>B. Hotel Guest Room: Room Types, configurations, designations, numbering, status reconciliation; Types of rates and plans</p> <p>C. Sustainability in Hospitality Industry- Sustainable Lodging, Food and Beverage, Restaurant operations</p> <p>D. Case Study of major Hotels chains in India – Taj, Oberoi, ITC Welcome Group, Leela Group, Sheraton, Marriott, Radisson, Hilton, Eco hotels (With details of Location, Types of Properties, Number of Properties)</p>	50 %	15
2	<p>Current scenario of Tourism Industry</p> <p>A. Trends and challenges in tourism</p> <p>B. Tourism organizations</p> <p>C. Tourism Infrastructure in India</p> <p>D. Ancillary tourism services</p> <p>E. Travel formalities and regulations</p> <p>F. Tourism impacts on economy, society and environment</p>	50%	15
	Total	100%	30
REFERENCE			

**References:**

1. John Walker (2017), "Introduction to Hospitality Industry, Pearson Education Limited, England.
2. Sudhir Andrew, (2007), "Introduction to Tourism and Hospitality Industry", Tata Mc. Graw Hill Publishing Company, New Delhi
3. Bhatia, A.K (2008), "International Tourism Management", Sterling Publications, New Delhi
4. Willy Legrand, Philip Sloan, Joseph S. Chen, 2012, "Sustainability in Hospitality industry: principles of sustainable operations", Routledge
5. Sandeep Munjal, Sudhanshu Bhushan, 2021, "The Indian Hospitality Industry- Dynamics and Future Trends", Routledge
6. Ahiatsi , Y. International Travel Documents E-BOOK, Travefy, 2015

COURSE OUTCOMES:

Upon successful completion of the course,

CO 1.	The students understand about hotel guest rooms and leading hotels chains in India
CO 2.	The students will understand about the trends, challenges and sustainability concept in Hospitality Industry
CO 3.	The students will learn about the tourism organizations, tourism infrastructure, ancillary tourism services, travel formalities and regulations
CO 4.	The students will become aware of the tourism impacts on economy, society and environment and trends and challenges in tourism industry

COURSE OUTCOMES MAPPING

Unit No.	Title of the Unit	Course Outcomes			
		CO 1	CO 2	CO 3	CO 4
1	Current scenario of Hospitality Industry				
2	Current scenario of Tourism Industry				

**COURSE ARTICULATION MATRIX**

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1					
CO2					
CO3					
CO4					



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SCHOOL OF VOCATIONAL STUDIES**

Department of Hospitality & Tourism Management

B.VOC Hospitality & Tourism Management

FY B.VOC

Semester II

COURSE CODE: HTM-203-1C

MAJOR COURSE: INTRODUCTION TO HOSPITALITY & TOURISM MANAGEMENT-II

Credit 2 (Pr)

Contact Hour per week 4

Outline of the Course:

Course type	Practical
Purpose of Course	The students are required to learn the basic concepts of the housekeeping department. They are also supposed to be aware of Air tickets, Airline codes and TCs. Hence, this course will provide them with the knowledge of the same.
Course Objective	CO1. To make the students aware of the housekeeping department CO2. To make them learn the basics of cleaning CO3. To make them understand the types of air tickets and airport terminology CO4. To make them learn airline and airport codes and TCs
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)
Last Review /Revision	December, 2023
Prerequisite	Nil
Teaching Methodology	Class Room Teaching, Practical training, role plays, discussion, and Assignment
Evaluation Method	50% Comprehensive Continuous Evaluation (CCE) 50% Semester End Evaluation (SEE)

**Course Content:**

Units	Particulars	% Weight age of Unit	Minimum Nos. of Hours
1	An overview of Housekeeping Department a) Introduction to Housekeeping: Importance and responsibilities, coordination of housekeeping department with other departments, role of housekeeping in other institutes, Layout and organization b) Introduction to cleaning: Types, Room cleaning, public area cleaning, Basic Cleaning equipment	50 %	30
2	Air tickets, Airline and Airport codes and TCs a) Types of Air Tickets based on journey b) List of major international Airline, Airport and Country codes c) Airline, Airport codes of India d) Special Requests and services by the Airlines e) Airport Terminology f) Traffic Conference Area 1 (TC 1), Traffic Conference Area 2 (TC2), Traffic Conference Area 3 (TC 3), Global Indicators	50 %	30
	Total	100%	60
REFERENCE			

**References:**

1. Sudhir Andrews, Hotel Housekeeping Management and Operations- Textbook , Tata McGraw Hill Education India
2. Sudhir Andrews, Hotel housekeeping: A training manual, Tata McGraw Hill Education India
3. Jaya B. George, Malini Singh, Housekeeping: Operations, Design and Management, Jaico
4. Paper 03: Aviation Industry, Ticketing and Frontier Formalities, Module 25: Types of Airlines tickets: Manual ticket/ Automated Ticket/ e-ticket, MHRD, E- Pathshala
5. Edexcel BTEC Level 3 Nationals specification in Aviation Operations – Issue 1 – August 2012 © Pearson Education Limited 2012
6. Special Services Request (SSR) codes and airline-specific codes, Amadeus support knowledge
7. Airport Terminology Reference: Horonjeff and McKelvey, Planning and Design of Airports, 4 ed.
8. Oxford Student Atlas for India, (2022) Fourth Edition, Oxford University Press

COURSE OUTCOMES:

Upon successful completion of the course,

CO 1.	Students will be aware of the housekeeping department
CO 2.	Students will learn the basics of cleaning
CO 3.	Students will understand the types of air tickets and airport terminology
CO 4.	Students will learn airline and airport codes and TCs

COURSE OUTCOMES MAPPING

Unit No.	Title of the Unit	Course Outcomes			
		CO 1	CO 2	CO 3	CO 4
1	An overview of Housekeeping Department				
2	Air tickets, Airline and airport codes and TCs				



COURSE ARTICULATION MATRIX

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1					
CO2					
CO3					
CO4					



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Department of Hospitality & Tourism Management

B.VOC Hospitality & Tourism Management

FY B.VOC

Semester II

COURSE CODE: HTM-204-1C

MAJOR COURSE: FOOD & BEVERAGE OPERATIONS-II

Credit 2 (Th)

Contact Hour per week 2

Outline of the Course:

Course type	Theory
Purpose of Course	The students will gain an understanding on menu planning and designing. They will learn about the different service equipment and about non-alcoholic beverages and its service.
Course Objective	CO1. To make the students learn about menu and the principles of menu planning CO2.To introduce them to menu terms and menu designing principles CO3.To make the students learn about the different food and beverage service equipment CO4. To make the students aware of the non-alcoholic beverages and its service
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)
Last Review /Revision	December, 2023
Prerequisite	Nil
Teaching Methodology	Class Room Teaching, Practical training, role plays, discussion and Assignment
Evaluation Method	50% Comprehensive Continuous Evaluation (CCE) 50% Semester End Evaluation (SEE)



Course Content:

Units	Particulars	% Weightage of Unit	Minimum Nos. of Hours
1	<p>Menu knowledge</p> <ul style="list-style-type: none"> ● Introduction ● Types –Ala Carte & Table D’hote ● Menu Planning, considerations, and constraints ● Menu Terms ● Designing a Menu Card ● Classical French Menu 	50 %	15
2	<p>F & B Service Equipment’s</p> <ul style="list-style-type: none"> ● Cutlery, Crockery, Glassware, Flatware, Hollowware, ● Special Equipment’s used in F&B Service ● French Term Related to Equipment’s <p>Non-Alcoholic Beverages</p> <ul style="list-style-type: none"> ● Classification of Non-alcoholic beverages (Nourishing, Stimulating and Refreshing beverages) ● Tea (Origin, Manufacture, Types, Brands, Varieties- Ice tea, Lemon tea, Oolong tea, Masala tea etc., Service) ● Coffee (Origin, Manufacture, Types, Brands, Varieties- Espresso, Cappuccino, Cold coffee etc., Service) ● Juices and Soft Drinks, Cocoa & Malted Beverages, (Origin & Manufacture, Services) 	50 %	15
	Total	100%	30
REFERENCE			

**Core references:**

1. Sudhir Andrews, Food and Beverage Management- Textbook, TATA McGraw-Hill Company
- 2.R.K. Arora, Food Service and Catering Management, APH Publishing Corp.

Reference books:

1. Vijay Dhawan, Food and Beverage Services, Frank Bros. co. publishers LTD
2. D.R.Lillicrap , Food and Beverage, Edward Arnold Pub. LTD.

COURSE OUTCOMES:

Upon successful completion of the course

CO1	Students will learn about menu and the principles of menu planning
CO 2	Students will be introduced to menu terms and menu designing principles
CO 3	Students will learn about the different food and beverage service equipment
CO 4	Students will become aware of the non-alcoholic beverages and its service

COURSE OUTCOMES MAPPING

Unit No.	Title of the Unit	Course Outcomes			
		CO 1	CO 2	CO 3	CO 4
1	Menu knowledge				
2	F & B Service Equipment's				
3	Non-Alcoholic Beverages				



COURSE ARTICULATION MATRIX

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1					
CO2					
CO3					
CO4					



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Department of Hospitality & Tourism Management

B.VOC Hospitality & Tourism Management

FY B.VOC

Semester II

COURSE CODE: HTM-204-1C

MAJOR COURSE: FOOD & BEVERAGE OPERATIONS-II

Credit 2 (Pr)

Contact Hour per week 4

Outline of the Course:

Course type	Practical
Purpose of Course	The students are in need to gain knowledge of basic concepts of bakery, different types of starters and snacks and are required to have hands-on practice of the same. Hence, this course will provide them with the knowledge and practical exposure of the same.
Course Objective	CO 1. To make the students aware of Culinary History. CO 2. To introduce them to food pre-preparation and preparation. CO 3. To enable them to make stocks, soups, sauces and salads. CO 4. To introduce them to Indian Regional Cuisines.
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)
Last Review /Revision	December, 2023
Prerequisite	Nil
Teaching Methodology	Class Room Teaching, Practical training, role plays, discussion, and Assignment
Evaluation Method	50% Comprehensive Continuous Evaluation (CCE) 50% Semester End Evaluation (SEE)

**Course Content:**

Units	Particulars	% Weightage of Unit	Minimum Nos. of Hours
1	Starters and Snacks <ul style="list-style-type: none">● Cold Starters● Kebab platter● Indian snacks and Accompaniments	50%	30
2	Basics of Bakery <ul style="list-style-type: none">● Definition, Principles of baking● Formulas & measurements● Characteristics & Functions of ingredient● Bread History, Types of Dough and bread making method● Simple sponge cakes	50%	30
	Total	100%	60

REFERENCE**Core references:**

1. B. Srilakshmi, Food Science, New Age International Publisher
2. Dr. M Swaminathan, Food & Nutrition (VOL I & II), Bappco

Reference books:

1. Thangam .P , Modern Cookery Volume I and II, Orient Longman publisher, 5 th ed

Web contents:**COURSE OUTCOMES:**

Upon successful completion of the course

CO1	Students will have knowledge of Culinary History, Introduction to various commodities and standardized recipes
CO2	Students will gain knowledge of pre-preparation, mixing and cooking methods.
CO3	Students will gain knowledge of how to prepare stocks, soups, sauces, and salads.



CO4	Students will gain knowledge of how to prepare Indian Regional Cuisines.
-----	--

COURSE OUTCOMES MAPPING

Unit No.	Title of the Unit	Course Outcomes			
		CO 1	CO 2	CO 3	CO 4
1	Introduction to cookery				
2	Pre-preparation, mixing and cooking methods				
3	Preparation of stocks, soups, sauces and salads.				
4	Preparation of Indian Regional Cuisines.				

COURSE ARTICULATION MATRIX

	PSO1	PSO2	PSO3	PSO4
CO1				
CO2				
CO3				
CO4				



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Department of Hospitality & Tourism Management
B.VOC Hospitality & Tourism Management
FY B.VOC
Semester II
COURSE CODE: HTE-202-1C
MINOR COURSE: EVENT MANAGEMENT-II

Credit 2 (Th)**Contact Hour per week 2****Outline of the Course:**

Course type	Theory
Purpose of Course	The course will give an understanding of the event planning process and regulatory and compliance related issues in the industry
Course Objective	CO1. To make the students understand the planning process CO2. To make the students understand the importance of planning for human resource, logistics and entertainment CO3. To make the students aware of the laws, permits, licenses and contracts related to the event management industry CO4. To make the students understand the risk management process
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)
Last Review /Revision	December, 2023
Prerequisite	Nil
Teaching Methodology	Class Room Teaching, Practical training, role plays, discussion, and Assignment
Evaluation Method	50% Comprehensive Continuous Evaluation (CCE) 50% Semester End Evaluation (SEE)

**Course Content:**

Units	Particulars	% Weightage of Unit	Minimum Nos. of Hours
1	Event Planning Process a) Event Design and Planning b) Staffing and Human Resource Planning c) Logistics Planning d) Entertainment Planning	50 %	15
2	Regulatory and Compliance Issues a) Laws, Permits and Licenses b) Contracts for Events c) Event Risk Management	50 %	15
	Total	100%	30

REFERENCE**Core references:**

1. Lynn Van Der Wagen and Brenda R. Carlos, Event Management for Tourism, Cultural, Business and Sporting Events Pearson Education Inc, ISBN 978-81-7758-065-5
2. Sandeep Sharma Event Planning and Management Aadi, Publications, ISBN: 9789380902289, 9380902289

Reference books:

1. Purnima Kumari Event Management Anmol Publications Pvt. Ltd., ISBN: 9788126149759, 8126149752
2. Savita Mohan Event Management and Public Relations Enkay Publishing House, ISBN: 9789380995205, 93809952052.

COURSE OUTCOMES:

Upon successful completion of the course



CO1	The students will be aware of the event planning process
CO2	The students will learn about planning for human resource, logistics and entertainment
CO3	The students will be enlightened about the laws, permits, compliances and contracts related to events
CO4	The students will be aware about the risk management process

COURSE OUTCOMES MAPPING

Unit No.	Title of the Unit	Course Outcomes			
		CO 1	CO 2	CO 3	CO 4
1	Event Planning Process				
2	Regulatory and Compliance Issues				

COURSE ARTICULATION MATRIX

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1					
CO2					
CO3					
CO4					



VANITA VISHRAM WOMEN'S UNIVERSITY, SURAT
SCHOOL OF VOCATIONAL STUDIES
Department of Hospitality & Tourism Management
B.VOC Hospitality & Tourism Management
FY B.VOC
Semester II
COURSE CODE: HTE-202-1C
MINOR COURSE: EVENT MANAGEMENT-II

Credit 2 (Pr)**Contact Hour per week 4****Outline of the Course:**

Course type	Practical
Purpose of Course	The course will give an overview of the fundamentals of setting up an event management company and finding business opportunities in the market.
Course Objective	CO 1. To make the students understand the process of setting up an event management company CO 2. To make the students aware of the managerial and financial aspects in the company CO 3. To make the students develop the skills to understand their clients CO 4. To make the students develop skills to effectively bid for events and prepare event proposal
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)
Last Review /Revision	December,2023
Prerequisite	Basic concepts of Event Management
Teaching Methodology	Class Room Teaching, Practical training, role plays, discussion, and Assignment
Evaluation Method	50% Comprehensive Continuous Evaluation (CCE) 50% Semester End Evaluation (SEE)



Course Content:

Units	Particulars	% Weightage of Unit	Minimum Nos. of Hours
1	Setting up an Event Management Company <ul style="list-style-type: none"> ● Opportunity Search ● Project Plan Preparation ● Managerial Aspects of the Company ● Financial Aspects and Considerations 	50	30
2	Recognizing Business Opportunity <ul style="list-style-type: none"> ● Understanding your client ● Bidding for events ● Preparing an event proposal 	50 %	30
	Total	100%	60

REFERENCE

Core references:

3. Lynn Van Der Wagen and Brenda R. Carlos, Event Management for Tourism, Cultural, Business and Sporting Events Pearson Education Inc, ISBN 978-81-7758-065-5
4. Sandeep Sharma Event Planning and Management Aadi Publications, ISBN: 9789380902289, 9380902289

Reference books:

1. Purnima Kumari Event Management Anmol Publications Pvt. Ltd., ISBN: 9788126149759, 8126149752
2. Savita Mohan Event Management and Public Relations Enkay Publishing House, ISBN: 9789380995205, 9380995205

COURSE OUTCOMES:

Upon successful completion of the course

CO1	The students will understand the process of setting up an event management company
CO2	The students will be aware of the managerial and financial aspects in the company
CO3	The students will develop the skills to understand their clients
CO4	The students will develop skills to effectively bid for events and prepare event proposal

**COURSE OUTCOMES MAPPING**

Unit No.	Title of the Unit	Course Outcomes			
		CO 1	CO 2	CO 3	CO 4
1	Setting up an Event Management Company				
2	Recognizing Business Opportunity				

COURSE ARTICULATION MATRIX

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1					
CO2					
CO3					
CO4					



VANITA VISHRAM WOMEN'S UNIVERSITY, SURAT
SCHOOL OF VOCATIONAL STUDIES
Department of Hospitality & Tourism Management
B.VOC Hospitality & Tourism Management
FY B.VOC
Semester II
COURSE CODE: MDC-202-1C

MULTIDISCIPLINARY COURSE: MARKETING MANAGEMENT

Credit 4 (Th)

Contact Hour per week 4

Outline of the Course:

Course type	Theory
Purpose of Course	The course will give an overview of the techniques and basic concepts of Marketing Management and thus will be able to apply the concepts in the field of Hospitality and Tourism Sectors.
Course Objective	CO 1. To make the students learn about the significance of Marketing in the Hospitality Industry CO 2. To make the students learn about the Macro and Micro environment. CO 3. To enable the students to use marketing strategies for promotion. CO 4. To enable the students in learning the Distribution channel management and importance of Research in marketing.
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)
Last Review /Revision	December, 2023
Prerequisite	Nil
Teaching Methodology	Class Room Teaching, Practical Training, Presentations and Class Assignments
Evaluation Method	50% Comprehensive Continuous Evaluation (CCE) 50% Semester End Evaluation (SEE)



Course Content:

Units	Particulars	% Weightage of Unit	Minimum Nos. of Hours
1	<p>Introduction to Marketing Concepts:</p> <ul style="list-style-type: none"> a) What is Sales in Service/ Hospitality Industry b) Nature, Classification and Characteristics of Services c) Task & responsibilities of Marketing Manager d) Strategic marketing Planning-Kinds of Strategic plans and processes. e) Marketing environment- Macro and Micro environment. 	25	15
2	<p>Market Segmentation and Consumer Behavior</p> <ul style="list-style-type: none"> a) Market Segmentation and Marketing Mix b) Buyer Behavior and Consumer Decision Making process c) Analyzing consumers d) Branding, Packaging and Labeling e) Product Life Cycle f) Product related strategies –Advertisements & sales promotion, Marketing Plan, Personal Sales, publicity and personal relations, Telephonic sales, Internal marketing & sales g) 4 P’s of Marketing 	25	15
3	<p>Distribution Channel Management</p> <ul style="list-style-type: none"> a) Physical Distribution function b) Communication & Transaction Function c) Facilitating Function <p>Business Promotion:</p> <ul style="list-style-type: none"> a) Direct mails b) Special Offers c) Direct Sales d) Organizing events / seminars 	25	15



4	Marketing Research a) Scope of Marketing Research b) Types of Research c) Research Design d) Data Collection and analysis e) Drawing conclusions and preparing a report Social, Ethical and Legal Issues in Marketing	25	15
	Total	100%	60

REFERENCE**Core references:**

1. R.L. Joshi, Principles and practice of Marketing in India. Kitabmahal, Allahabad
2. J. Mathews, Hospitality Marketing, Aavishkar Publishers Distributors Jaipur.
3. Philip kotler, Management Analysis, planning Implementation and control, Prentice – Hall of India Private limited New Delhi.
4. Philip kotler, Marketing Management, Published by – Pearson Education (Singapore) Ltd Indian Branch Patparganj Delhi
5. Kotler & Armstrong, Principles of marketing, Prentice Hall of India Pvt New Delhi.

COURSE OUTCOMES:

Upon successful completion of the course

CO1	The students will understand the significance of Marketing Management.
CO2	The students will be able to apply marketing strategies in their area of work.
CO3	The students will understand the Distribution channel management in marketing.
CO4	The students would be able to apply research principles in their area of study.

**COURSE OUTCOMES MAPPING**

Unit No.	Title of the Unit	Course Outcomes			
		CO 1	CO 2	CO 3	CO 4
1	Introduction to marketing Concepts				
2	Market Segmentation and Consumer Behavior				
3	Distribution Channel Management				
4	Marketing Research				

COURSE ARTICULATION MATRIX

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1					
CO2					
CO3					
CO4					



VANITA VISHRAM WOMEN'S UNIVERSITY, SURAT
SCHOOL OF VOCATIONAL STUDIES
Department of Hospitality & Tourism Management
B.VOC Hospitality & Tourism Management
FY B.VOC
Semester II
COURSE CODE: AEC-202-1C
AEC COURSE: FUNCTIONAL ENGLISH-II

Credit 2**Contact Hour per week 2****Outline of the Course:**

Course type	Theory
Level of the Course	200-299 Intermediate-level
Course Category	Ability Enhancement Course (AEC)
Purpose of Course	To equip individuals with the necessary language skills and confidence to communicate effectively in English, enabling them to succeed academically, professionally, and in various social settings
Course Objective	CO 1. Utilize their knowledge of functional English effectively for communicative purposes. CO 2. Learn language in authentic contexts. CO 3. Use English efficiently for routine. CO 4. Sharpen Writing and Speaking skills for better expression by providing authentic resources. Make students understand how the development of these skills will lead to their holistic development.
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)
Last Review / Revision	December 2023
Pre-requisite	Elementary knowledge of English Language.



Teaching Methodology	Class Room Teaching, Discussion and Assignment
Evaluation Method	50% Continuous Comprehensive Evaluation (CCE)- Formative 50% Semester End Evaluation (SEE)- Summative

Unit No.	Title of the Unit	% Weightage of Unit	Minimum Nos. of Hours
1	Foundational Grammar (Practical) <ul style="list-style-type: none"> • The concept of mood in English grammar (indicative, imperative, subjunctive) • Time and tense relationships in complex sentences • Active and passive voice and their functions • Information structure (focus, topic, comment) in English 	34	10
2	Introduction to Productive Skills <ul style="list-style-type: none"> • Concept and Characteristics of Speaking • Qualities of a Good Public Speaker • Introduction to the Writing Skills • Concept and Characteristics of Writing 	33	10
3	Productive Skills (Practical) <ul style="list-style-type: none"> • Speaking in Public/ Group Discussion/ Debate • Dialogue Writing/ Speech Writing for various occasions • Paragraph/ Essay/ Report Writing 	33	10

**REFERENCES:**

- "An Introduction to Functional Grammar" by M. A. K. Halliday and Christian M. I. M. Matthiessen
- "Functional English Grammar: An Introduction for Second Language Teachers" by Michael A. K. Halliday and Ruqaiya Hasan
- Gupta, S.C. English Grammar & Composition. Arihant Publication. 2022.
- Mitra, Barun K. Personality Development and Soft Skills. Oxford University Press, 2015.
- Urmila Rai and S.M. Rai. Business Communication. 1st Edition, Mumbai: Himalaya Publishing House.
- Krishna Mohan and Meera Banerji. Developing Communication Skills. New Delhi: Macmillan India Private Ltd.
- Wren and Martin. English Grammar. MB publication, 2022.
- Ur, Penny. Teaching Listening Comprehension. Cambridge University Press
- Teaching Listening and Speaking : From Theory to Practice <https://www.professorjackrichards.com/wp-content/uploads/teaching-listening-and-speaking-from-theory-to-practice.pdf>

COURSE OUTCOMES

Upon successful completion of the course, students will be able to:

CO 1	Enable themselves to express ideas clearly and accurately with writing and speaking skills.
CO 2	Gain confidence in an academic and professional context.
CO 3	Analyze and improve pronunciation. Prepare themselves better for placements and beyond.

COURSE OUTCOMES MAPPING

Unit No.	Unit Name	Course Outcomes		
		CO1	CO2	CO3
1	Foundational Grammar (Practical)			
2	Introduction to Productive Skills			
3	Productive Skills (Practical)			



COURSE ARTICULATION MATRIX

	PSO1	PSO2	PSO3
CO1			
CO2			
CO3			



VANITA VISHRAM WOMEN'S UNIVERSITY, SURAT
SCHOOL OF VOCATIONAL STUDIES
Department of Hospitality & Tourism Management
B.VOC Hospitality & Tourism Management
FY B.VOC
Semester II
COURSE CODE: SEC-202-1C

SEC COURSE: BUSINESS ETIQUETTES & PROFESSIONALISM

Credit 2 (Th)

Contact Hour per week 2

Outline of the Course:

Course type	Theory
Purpose of Course	Good business etiquette is the recipe for advancing one's career. In the business world, people with good etiquette are rewarded for their professional and polite skills. This course will help in inculcating good business etiquettes and professionalism.
Course Objective	CO1. To inculcate the importance of Etiquettes and professionalism. CO2. To make the students aware of International Dining etiquettes CO3. To make the students understand the common social etiquettes. CO4. To imbibe the skills and rules for dressing in a business environment.
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)
Last Review /Revision	December, 2023
Prerequisite	Nil
Teaching Methodology	Class Room Teaching, Practical training, role plays, discussion and Assignment
Evaluation Method	50% Comprehensive Continuous Evaluation (CCE) 50% Semester End Evaluation (SEE)



Units	Particulars	% Weightage of Unit	Minimum Nos. of Hours
1	<p>Need and Importance of Professionalism</p> <ul style="list-style-type: none"> ● Business Communication Etiquettes ● Building a professional Image ● Networking Etiquette <p>International Dining Etiquettes</p> <ul style="list-style-type: none"> ● Restaurant Etiquette ● Cutlery, Posture and behavior Do's and Don'ts. ● Napkin Etiquette, Seating arrangements 	50 %	15
2	<p>Common Etiquette for social skills</p> <p>Cell Phone Etiquette</p> <ul style="list-style-type: none"> ● Voice mail Etiquette ● Air travel Etiquette ● Office Etiquette (E-mail, Job interview etiquette) ● Social media Etiquette <p>Etiquette rules for dress in Business Environment</p> <ul style="list-style-type: none"> ● Effective meeting Etiquettes ● Presentation Etiquettes and skills ● International Etiquette (Client relationship) <p>Multi-Cultural Challenges:</p> <ul style="list-style-type: none"> ● Cultural differences and their effect on business Etiquettes 	50 %	15
Total		100%	30
REFERENCE			



Core references:

1. Barbara Pachter, Marjorie Brody, Complete Business Etiquette Handbook. Prentice Hall, 2015.
2. Koneru, Aruna. Professional Communication McGraw, 2008, Delhi.
3. Nancy Mitchell, Etiquette Rules : A Field Guide to Modern Manners. Wellfleet Press, 2015

Reference books:

1. Raghu Palat, Indian Business Etiquette, Jaico Books, 2015
2. Pease, Allan and Barbara Pease, The Definitive Book of Body Language, New Delhi: Manjul Publishing House, 2005.
3. Mahanand, Anand, English for Academic and Professional Skills. Delhi: McGraw, 2013.

Web contents:

<https://www.burbankusd.org/cms/lib/CA50000426/Centricity/Domain/254/Professional%20Etiquette%20updated.pdf>

[http://elibrary.gci.edu.np/bitstream/123456789/685/1/BM-](http://elibrary.gci.edu.np/bitstream/123456789/685/1/BM-783%20The%20Essential%20Guide%20to%20Business%20Etiquette%20by%20Lillian%20H.%20Chaney%2C%20Jeanette%20S.%20Martin.pdf)

[783%20The%20Essential%20Guide%20to%20Business%20Etiquette%20by%20Lillian%20](http://elibrary.gci.edu.np/bitstream/123456789/685/1/BM-783%20The%20Essential%20Guide%20to%20Business%20Etiquette%20by%20Lillian%20H.%20Chaney%2C%20Jeanette%20S.%20Martin.pdf)

[H.%20Chaney%2C%20Jeanette%20S.%20Martin.pdf](http://elibrary.gci.edu.np/bitstream/123456789/685/1/BM-783%20The%20Essential%20Guide%20to%20Business%20Etiquette%20by%20Lillian%20H.%20Chaney%2C%20Jeanette%20S.%20Martin.pdf)

<https://griffinslair.setonhill.edu/pdf/Basic%20Business%20Etiquette%20from%20A%20to%20Z.pdf>



COURSE OUTCOMES:

Upon successful completion of the course

CO1	The students would understand the importance of Professionalism in the Hospitality Industry.
CO2	The students will be able to use correct business etiquettes at their place of work
CO3	The students would be able to understand the social etiquettes and appropriate business dressing.

COURSE OUTCOMES MAPPING

Unit No.	Title of the Unit	Course Outcomes		
		CO 1	CO 2	CO 3
1	Need and Importance of Professionalism			
1	International Dining Etiquettes			
2	Etiquette rules for dress in Business Environment			

COURSE ARTICULATION MATRIX

	PSO1	PSO2	PSO3	PSO4
CO1				
CO2				
CO3				



VANITA VISHRAM WOMEN'S UNIVERSITY, SURAT
SCHOOL OF VOCATIONAL STUDIES
Department of Hospitality & Tourism Management
B.VOC Hospitality & Tourism Management
FY B.VOC
Semester II
COURSE CODE: VAC-201-1C
VAC COURSE: ENVIRONMENTAL STUDIES

Credit 2 (Th)**Contact Hour per week 2****Outline of the Course:**

Course type	Theory
Purpose of Course	The students need to learn basic concepts of environment. How environment impact our life on earth and which activities are harmful to our environment and how we can contribute to wellbeing of our earth and environment.
Course Objective	CO 1. To develop the understanding basics concept of our environment and its sustainable development. CO 2. Demonstrate knowledge and understanding different component of environment. CO 3. Demonstrate knowledge and understanding of the ecosystem and its functioning and impact on survival of organism on earth. CO 4. To develop the ability to think critically about sustainable development of our earth environment.
Minimum weeks per Semester	15 (Including Class work, examination, preparation, holidays etc.)
Last Review / Revision	December, 2023
Pre-requisite	10+2
Teaching Methodology	Class Room Teaching, Discussion and Assignment



Evaluation Method	50% Comprehensive Continuous Evaluation (CCE) 50% Semester End Examination (SEE)
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Course Content

Units	Particulars	% Weightage of Unit	Minimum Nos. of Hours
1	Introduction of Environment <ul style="list-style-type: none"> • Definition and multidisciplinary nature of environmental studies. • Concept and Components of environment (Atmosphere, Lithosphere and Hydrosphere) • Bio-geochemical cycles • Concept, structure and function of an ecosystem. • Food chains, food webs and Energy flow in an ecosystem • Terrestrial ecosystem: Forest ecosystem and Grassland ecosystem • Aquatic ecosystems: Pond and ocean ecosystem 	25	8
2	Natural Resources: Renewable and Non-renewable Resources <ul style="list-style-type: none"> • Land as a resource, soil erosion and land degradation, landslides, and desertification • Forests: Use and over-exploitation, deforestation, • Impacts of deforestation on biodiversity and tribal populations. • Energy resources: Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs. 	25	8
3	Biodiversity and its Conservation <ul style="list-style-type: none"> • Introduction — Definition, ecosystem diversity, Value of biodiversity, • India as a mega-biodiversity nation; • Threats to biodiversity: Habitat loss, poaching of wildlife, man- wildlife conflicts. • Endangered and endemic species of India. Common plant and animal species. • Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity 	25	7
4	Environmental pollution	25	7



	Definition Causes, effects and control measures of: <ul style="list-style-type: none"> • Air pollution • Water pollution • Soil pollution • Marine • Noise pollution • Thermal pollution • Nuclear hazards 		
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List of References & Text Books:

- Bharucha, E. (2013). Textbook of Environmental Studies for Undergraduate Courses. Universities Press.
- Asthana, D. K. (2006). Text Book of Environmental Studies. S. Chand Publishing.
- Basu, M., Xavier, S. (2016). Fundamentals of Environmental Studies, Cambridge University Press, India
- Singh, J.S., Singh, S.P. & Gupta, S.R. 2006. Ecology, Environment and Resource Conservation. Anamaya Publications.
- Sodhi, N.S. & Ehrlich, P.R. (Eds). 2010. Conservation Biology for All. Oxford University Press.
- Tiwari, G.N. & Ghosal. M. K. 2005. Renewable Energy Resources: Basic Principles and Application. Narosa Publishing House.
- R. K. Khitoliya., 2012. Environmental Pollution 2nd edition. S. Chand Publishing
- Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2006. Environmental and Pollution Science. Elsevier Academic Press.
- Purohit, S.S. & Ranjan, R. 2007. Ecology, Environment & Pollution. Agrobios Publications.

COURSE OUTCOMES:

CO 1.	Students will gain knowledge about Earth structure and its environment and ecology and biodiversity and its role in human welfare and its conservation
CO 2.	Students will develop the understanding about various natural resources and their management.
CO 3.	Students will be able to critically examine all sides of environmental issues and apply understanding from various disciplines such as psychology, law, literature, politics, sociology, philosophy, and religion to create opinions about how to interact with the environment on both a personal and a social level.



CO 4.	Students will understand the global character of environmental problems and ways of addressing them, including interactions across local to global scales.
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Upon successful completion of the course,

COURSE OUTCOMES MAPPING

Unit No.	Title of the Unit	Course Outcomes			
		CO 1	CO 2	CO 3	CO 4
1	Introduction of Environment				
2	Natural Resources: Renewable and Non-renewable Resources				
3	Biodiversity and Conservation				
4	Environmental pollution				



9 TEACHING METHODOLOGY

A teaching method comprises the principles and methods used by teachers to enable student learning. In order to achieve its objective of focused process- based learning and holistic development, the teacher/faculty may use a variety of knowledge delivery methods:

9.1 LECTURES/CLASS WORKS:

Lectures should be designed to provide the learners with interesting and fresh perspectives on the subject matter. Lectures are the most effective way of developing interest in a subject as it requires the teacher and student to come face to face. The teacher has an opportunity to understand the perspectives of the learners and build on it. Lectures should be interactive and may be supported by various tools like the use of maps, models, presentations etc.

Classwork has the ability to enhance relationships between teachers and students. Create goal- oriented tasks for students to prepare and enable self-learning.

9.2 DISCUSSIONS/ SEMINARS/PRESENTATION:

Discussions / seminars / presentations are critical components of learning and can be used as a platform for students to be creative and critical with old and new ideas. Besides developing critiquing skills, arriving at consensus on various real-life issues and discussion groups lead to innovative problem-solving and ultimately to success.

9.3 CASE STUDIES/ SELF-STUDY:

A case study is a story about how something exists within a real-world context that is created by carefully examining an instance. It is an in-depth study of a particular situation rather than a sweeping theoretical statement. It may also be in the form of 'success case studies' and 'failure case studies' from the industry. 'Best practice case studies' provide a great insight to the learner about his chosen profession. This method helps the student to internalize a concept instead of just learning it from a book.



9.4 ROLE-PLAY

Role Play is a make-believe representation of some real-life event, carried out to help participants get better at managing the event itself. In hospitality, Role Play is a very effective teaching method as it provides a perspective to the learner and leads to a greater empathetic understanding.

9.5 GUIDED PRACTICE

It is a method in which a teacher provides effective instructions or demonstration of a new skill which is followed by direct practice by the student under the supervision of the trainer. It allows the teacher to monitor the outcome of the learning and adjust according to the pace of the student. It gives a chance to each student to exhibit his grasp of a new skill by doing an activity or exercise under teacher's supervision. In hospitality education, Guided Practice can play a key role in food production training or in learning food and beverage service skills.

9.6 PROJECT BASED LEARNING (PBL)

In this method students investigate problems, complex questions and challenging tasks. This method also provides opportunities for group learning activity where skills like leadership, communication, problem solving and creativity can be learnt. In hospitality education, PBL may have a wide variety of usage including industrial projects, research projects, projects on specific regional cuisine or international cuisine or wine regions and so on.

9.7 PEER GROUP TRAINING

This teaching methodology is unique in its way as the senior students who have completed their internships take up the role of training their junior peers under the supervision of the faculty. They teach them about industry SOP's and skill sets needed to function in the real world.

9.8 STUDY TOURS/FIELD TRIPS

Study tours and field trips are always a welcomed change for students that give them an opportunity to move out of traditional classroom settings and explore and interact with the real world.



9.9 FLIPPED CLASSROOM

A flipped classroom is a type of blended learning where students are introduced to content at home and practice working through it at college. This is the reverse of the more common practice of introducing new content at school, then assigning homework and projects to complete by the students independently at home.

9.10 DEBATES AND GROUP DISCUSSION

To break the monotony of classroom teaching, interactive methods like debates and group discussions are always beneficial as it gives an opportunity to think critically and stay updated with the latest trends of the industry.

9.11 ASSIGNMENTS:

Assignments not only help students overcome their fear and stress but also help them learn more interesting facts about the subjects which are part of their syllabus.

9.12 TEAM WORK:

Teamwork based projects challenge the student to apply the technical knowledge they gain in college to solve meaningful and complex problems. Positive collaboration in the form of team work is critical in the classroom environment, for which it is necessary to transcend one's prejudices and predilections so as to achieve the desired outcomes. In the process of teamwork, learners will acquire the skills of managing knowledge acquisition and other collaborative learners, thereby understanding how to incorporate and balance personalities.

9.13 DEBATES AND GROUP DISCUSSION

To break the monotony of classroom teaching, interactive methods like debates and group discussions are always beneficial as it gives an opportunity to think critically and stay updated with the latest trends of the industry.



10 GLOSSARY

Empowered - make (someone) stronger and more confident, especially in controlling their life and claiming their rights.

Entrepreneurship- The activity of setting up a business or businesses and taking on financial risks in the hope of profit.

Experiential Learning- It is a process of education through experience, followed by reflection on that experience.

General Course – These are diverse subjects that are offered to the students apart from the core subjects. They help in developing varied skills and knowledge of the learners.

Holistic- A holistic approach means to provide support that looks at the whole person, not just their mental health needs. The support should also consider their physical, emotional, social and spiritual wellbeing.

MoU- A memorandum of understanding (MoU) is a type of agreement between two (bilateral) or more (multilateral) parties. It expresses a convergence of will between the parties, indicating an intended common line of action.

NOS: National Occupational Standards

Pedagogy- The art, science, or profession of teaching.

Skill Course - Skill course consists of subjects that are designed to provide the students with the targeted training they need to gain the knowledge and abilities necessary to fulfill the specific requirements of any job positions.
