

Syllabus

Ordinance No. V-132 (B)

BACHELOR OF BUSINESS ADMINISTRATION

(Aviation and Airport Management)

Date of Academic Council Meeting: 29/12/2023

Swami Vivekanand Subharti University, Meerut, UP

(Established by Govt. of U.P. vide U.P Act No. 32 of 2016)



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
Approved by UGC
Where Education is a Passion...



Acharya Vishnu Gupt Subharti College of Management & Commerce
Faculty of Management & Commerce

Curriculum

Three Year Degree Programme

BACHELOR OF BUSINESS ADMINISTRATION (Aviation and Airport Management)

BBA (A&AM)


Dean, Faculty of Management
& Commerce









Ordinance No. V-132 (B)

BACHELOR OF BUSINESS ADMINISTRATION (Aviation and Airport Management) Three Year Degree Programme

PROGRAMME OBJECTIVES:

1. To develop the ability among students for analysing business-related problems.
2. To provide opportunity for students to work as part of teams on multidisciplinary projects.
3. To provide students with a sound foundation in the management fundamentals leading to application.
4. To promote student awareness of the life-long learning and to introduce them to professional ethics and codes of professional practice

Specifically, the objectives of the BBA(Aviation & Airport Management) Programme are:

1. To provide basic understanding of Management Education to students.
2. To develop skills in students for employment in Aviation industry.
3. To stimulate in students an interest in research and initiate them into research methodologies.
4. To foster thinking minds that are sensitive to societal needs and issues thus making them good human beings and responsible members of the society.
5. To prepare students for successful careers in industry that meet the needs of Indian and multinational companies.

PROGRAMME OUTCOME:

After successful completion of the programme, an individual will be able:

1. To apply knowledge of management theories and practices to solve business problems.
2. To Foster Analytical and critical thinking abilities for data-based decision making.
3. To be abreast with the e-business solutions in the current environment led by technology disruptions.
4. To develop ethical and value-based leadership ability.
5. To understand, analyse and communicate regional, national, global economic, legal, and ethical aspects of business.
6. To lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.
7. To foster Work ethics for the good of others and translate into a good citizen.
8. To become environment caring, good and responsible member of society.

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**BBA(A&AM)
I Semester**

S.No	Course Code	Course Name	Course Type	Marks & Credit Distribution.						
				L	T	P	CCA	ESE	Total	Credits
1	BBA (A&AM)-101	Business Economics	Core Course	3	1	0	25	75	100	4
2	BBA (A&AM)-102	Basic Accounting	Core Course	3	1	0	25	75	100	4
3	BBA (A&AM)-103	Business Statistics	Core Course	3	1	0	25	75	100	4
4	BBA (A&AM)-104	Principles of Management	Core Course	3	1	0	25	75	100	4
5	BBA (A&AM)-105	Business Ethics and Governance	Core Course	3	1	0	25	75	100	4
6	BBA (A&AM)-106	Computer Application	Core Course	3	1	0	25	75	100	4
									600	24


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**BBA(A&AM)
Semester II**

S.No	Course Code	Course Name	Course Type	Marks & Credit Distribution						
				L	T	P	CCA	ESE	Total	Credits
1	BBA(A&AM)-201T	Introduction to Aviation Industry	Core Course	3	1	0	25	75	100	4
	BBA(A&AM)-201P	Fire Fighting (Practical)		0	0	4	15	35	50	2
2	BBA(A&AM)-202T	Innovation Management (Theory)	Core Course	3	1	0	25	75	100	4
	BBA(A&AM)-202P	Innovation Management (Practical)		0	0	4	15	35	50	2
3	BBA(A&AM)-203	Organizational Behavior	Generic Elective	3	1	0	25	75	100	4
4	BBA(A&AM)-204	Human Resource Development	Generic Elective	3	1	0	25	75	100	4
5	AEC-1	English Communication (Theory)	Ability Enhancement Course	2	0	0	15	35	50	2
	AEC-1P	English Communication (Practical)		1	0	2	15	35	50	2
6	BBA(A&AM)-EL 1	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	Experiential learning	0	0	0	15	35	50	2
									650	26

Non-Credit Course in Any Year (to be taught in any Semester)

HVE-01	Human Values and Professional Ethics	Non-Credit Course	(Passing this subject is compulsory scoring 50% marks)	Candidate will be awarded satisfactory grade in mark sheet for passing this subject else he/she shall be awarded Unsatisfactory grade
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3.5.2: Table of BBA(Aviation & Airport Management) II Year programme Structure under CBCS from the academic year 2023-2024 for National Education Policy(NEP)

**BBA(A&AM)
III Semester**

S.No	Course Code	Course Name	Course Type	Marks & Credit Distribution						
				L	T	P	CCA	ESE	Total	Credits
1	BBA(A&AM)-301	Management & Cost Accounting	Core Course	3	1	0	25	75	100	4
2	BBA(A&AM)-302	Business Law	Core Course	3	1	0	25	75	100	4
3	BBA(A&AM)-303	Business Communication	Core Course	3	1	0	25	75	100	4
4	BBA(A&AM)-304	Business Environment	Core Course	3	1	0	25	75	100	4
5	23AT-A1/ 23AT-B1/ 23AT-C1/ 23AT-D1	Passenger Handling/ Flight Operations/ Helipad Types/ International Civil Aviation Organization-Regulation	Discipline Specific Elective (Theory)	3	1	0	25	75	100	4
	23AT-A1-P/ 23AT-B1-P/ 23AT-C1-P/ 23AT-D1-P	Passenger Handling/ Flight Operations/ Helipad Types/ International Civil Aviation Organization-Regulation	Discipline Specific Elective (Practical)	0	0	4	15	35	50	2
6	BBA(A&AM)-EL2	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	Experiential learning	0	0	0	15	35	50	2
									600	24


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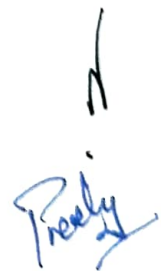










**BBA(A&AM)
Semester IV**

S.No.	Course Code	Course Name	Course Type	Marks & Credit Distribution						
				L	T	P	CCA	ESE	Total	Credits
1	BBA(A&AM)-401	Research Methodology	Core Course	3	1	0	25	75	100	4
2	BBA(A&AM)-402	Supply Chain Management	Core Course	3	1	0	25	75	100	4
3	BBA(A&AM)-403T	Cargo Operations	Core Course	3	1	0	25	75	100	4
4	BBA(A&AM)-403 P	Dangerous Goods (Practical)		0	0	4	15	35	50	2
5	23AT-A2/ 23AT-B2/ 23AT-C2/ 23AT-D2	Aircraft Handling & ramp Operations/ In-Flight Operation/ Construction of Helipads/ Civil Aviation Requirement-DGCA	Discipline Specific Elective (Theory)	3	1	0	25	75	100	4
	23AT-A2-P/ 23AT-B2-P/ 23AT-C2-P/ 23AT-D2-P	Aircraft Handling & ramp Operations/ In-Flight Operation/ Construction of Helipads/ Civil Aviation Requirement-DGCA	Discipline Specific Elective (Practical)	0	0	4	15	35	50	2
6	SEC-01	Indian Ethos	Skill Enhancement Course (SEC)	2	0	0	15	35	50	2
7	BBA(A&AM)-EL3	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	Experiential learning	0	0	0	15	35	50	2
									600	24

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3.5.3: Table of BBA(Aviation & Airport Management) III Year programme Structure under CBCS from the academic year 2023-2024 for National Education Policy(NEP)

**BBA(A&AM)
Semester V**

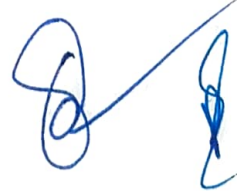
S.No.	Course Code	Course Name	Course Type	Marks & Credit Distribution						
				L	T	P	CCA	ESE	Total	Credits
1	BBA(A&AM)-501	Marketing Communications	Core Course	3	1	0	25	75	100	4
2	BBA(A&AM)-502	Sales Management	Core Course	3	1	0	25	75	100	4
3	23AT-A3/ 23AT-B3/ 23AT-C3/ 23AT-D3	Load & Trim Sheet/ Flight Duty Time Limit/ Helipad Safety & Security/ Civil Aviation Publications- Leasing, Purchasing of Aircrafts	Discipline Specific Elective (Theory)	3	1	0	25	75	100	4
	23AT-A3-P/ 23AT-B3-P/ 23AT-C3-P/ 23AT-D3-P	Load & Trim Sheet/ Flight Duty Time Limit/ Helipad Safety & Security/ Civil Aviation Publications- Leasing, Purchasing of Aircrafts	Discipline Specific Elective (Practical)	0	0	4	15	35	50	2
5	23AT-A4/ 23AT-B4/ 23AT-C4/ 23AT-D4	Runaway & Ramp Safety/ Aircraft Publications/ Helipad Operations/ Flight Safety & Cabin Safety	Discipline Specific Elective (Theory)	3	1	0	25	75	100	4
	23AT-A4-P/ 23AT-B4-P/ 23AT-C4-P/ 23AT-D4-P	Runaway & Ramp Safety/ Aircraft Publications/ Helipad Operations/ Flight Safety & Cabin Safety	Discipline Specific Elective (Practical)	0	0	4	15	35	50	2

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6	SEC-02/SEC-03	Foreign Language (French/German)	Skill Enhancement Course (SEC)	2	0	0	15	35	50	2
7	BBA(A&AM)-EL4	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	Experiential learning	0	0	0	15	35	50	2
									600	24


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**BBA(A&AM)
Semester VI**

S.No.	Course Code	Course Name	Course Type	Marks & Credit Distribution						
				L	T	P	CCA	ESE	Total	Credits
1	BBA(A&AM)-601	Research Project	Research Project	0	0	12	0	100	100	6
2	BBA(A&AM)-602	Peer Pressure Handling Interview Preparation.	Core Course	0	0	12	25	75	100	6
3	BBA(A&AM)-603	Comprehensive Viva- Voice	Core Course	0	0	12	0	100	100	6
10	BBA(A&AM)-EL5	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	Experiential learning	0	0	0	15	35	50	2
									350	20

AEC = Ability Enhancement Course SEC =Skill Enhancement Course CCA = Continous Comprehensive Assessment EL=Experiential Learning T=Theory P=practical


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BBA(A&AM) (2023-24)
Credit and Marks Distribution (Semester-wise)

Semester	Credit	Marks
I	24	600
II	26	650
III	24	600
IV	24	600
V	24	600
VI	20	350
Total	142	3400

3.6 List of all Courses under different categories for BBA(A&AM) Programme under NEP from session 2023-24

CORE COURSES	FIRST SEMESTER	BBA (A&AM)-101	Business Economics
		BBA (A&AM)-102	Basic Accounting
		BBA (A&AM)-103	Business Statistics
		BBA (A&AM)-104	Principles of Management
		BBA (A&AM)-105	Business Ethics and Governance
		BBA (A&AM)-106	Computer Application
	SECOND SEMESTER	BBA(A&AM)-201T	Introduction to Aviation Industry (Theory)
		BBA(A&AM)-201P	Fire Fighting (Practical)
		BBA(A&AM)-202T	Innovation Management(Theory)
		BBA(A&AM)-202P	Innovation Management (Practical)
	THIRD SEMESTER	BBA(A&AM)-301	Management & Cost Accounting
		BBA(A&AM)-302	Business Law
		BBA(A&AM)-303	Business Communication
		BBA(A&AM)-304	Business Environment
	FOURTH SEMESTER	BBA(A&AM)-401	Research Methodology
		BBA(A&AM)-402	Supply Chain Management
		BBA(A&AM)-403T	Cargo Operations
		BBA(A&AM)-403 P	Dangerous Goods (Practical)
	FIFTH SEMESTER	BBA(A&AM)-501	Marketing Communications
		BBA(A&AM)-502	Sales Management
	SIXTH SEMESTER	BBA(A&AM)-602	Peer Pressure Handling Interview Preparation.
		BBA(A&AM)-603	Comprehensive Viva- Voice
	Generic Elective	BBA(A&AM)-203	Organizational Behavior
		BBA(A&AM)-204	Human Resource Development
SPECIALIZATIONS (Choose only one specialization. The student will complete all 4 Discipline Specific Electives-both theory and practical in a Specialization)	AIRPORT GROUND HANDLING	23AT-A1	Passenger Handling
		23AT-A1-P	Passenger Handling (Practical)
		23AT- A2	Aircraft Handling & ramp Operations
		23AT- A2-P	Aircraft Handling & ramp Operations (Practical)
		23AT- A3	Load & Trim Sheet
		23AT- A3-P	Load & Trim Sheet (Practical)
		23AT- A4	Runaway & Ramp Safety
		23AT- A4-P	Runaway & Ramp Safety (Practical)
	FLIGHT OPERATIONS	23AT-B1	Flight Operations
		23AT-B1-P	Flight Operations (Practical)
		23AT- B2	In-Flight Operation

	HELIPORT CONSTRUCTION REGULATIONS	23AT- B2-P	In-Flight Operation (Practical)
		23AT- B3	Flight Duty Time Limit
		23AT- B3-P	Flight Duty Time Limit (Practical)
		23AT- B4	Aircraft Publications
		23AT- B4-P	Aircraft Publications (Practical)
		23AT- C1	Helipad Types
		23AT- C1-P	Helipad Types (Practical)
		23AT- C2	Construction of Helipads
		23AT- C2-P	Construction of Helipads (Practical)
		23AT- C3	Helipad Safety & Security
	23AT- C3-P	Helipad Safety & Security (Practical)	
	23AT- C4	Helipad Operations	
	23AT- C4-P	Helipad Operations (Practical)	
	AVIATION REGULATIONS	23AT- D1	International Civil Aviation Organization-Regulation
		23AT- D1-P	International Civil Aviation Organization-Regulation (Practical)
		23AT- D2	Civil Aviation Requirement-DGCA
		23AT- D2-P	Civil Aviation Requirement-DGCA (Practical)
		23AT- D3	Civil Aviation Publications-Leasing, Purchasing of Aircrafts
23AT- D3-P		Civil Aviation Publications-Leasing, Purchasing of Aircrafts (Practical)	
23AT- D4		Flight Safety & Cabin Safety	
23AT- D4-P		Flight Safety & Cabin Safety (Practical)	
Ability Enhancement Course	AEC-1	English Communication(Theory)	
	AEC-1P	English Communication(Practical)	
Skill Enhancement Course (SEC)	SEC-01	Indian Ethos	
	SEC-02	Foreign Language (French)	
	SEC-03	Foreign Language (German)	
Experiential learning	BBA(A&AM)-EL 1	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	
	BBA(A&AM)-EL2	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	
	BBA(A&AM)-EL3	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	
	BBA(A&AM)-EL4	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	
	BBA(A&AM)-EL5	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	
Research Project	BBA(A&AM)-601	Research Project	

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BBA-Aviation & Airport Management (2023-24)

1st Year (I and II Semester)

Semester I

S.No	Course Code	Course Name	Course Type	Marks & Credit Distribution						
				L	T	P	CC	ESE	Total	Credits
1	BBA (A&AM)-101	Business Economics	Core Course	3	1	0	25	75	100	4
2	BBA (A&AM)-102	Basic Accounting	Core Course	3	1	0	25	75	100	4
3	BBA (A&AM)-103	Business Statistics	Core Course	3	1	0	25	75	100	4
4	BBA (A&AM)-104	Principles of Management	Core Course	3	1	0	25	75	100	4
5	BBA (A&AM)-105	Business Ethics and Governance	Core Course	3	1	0	25	75	100	4
6	BBA (A&AM)-106	Computer Application	Core Course	3	1	0	25	75	100	4
									600	24

SEMESTER- II

S.No	Course Code	Course Name	Course Type	Marks & Credit Distribution						
				L	T	P	CCA	ESE	Total	Credits
1	BBA(A&AM)-201T	Introduction to Aviation Industry	Core Course	3	1	0	25	75	100	4
	BBA(A&AM)-201P	Fire Fighting (Practical)		0	0	4	15	35	50	2
2	BBA(A&AM)-202T	Innovation Management (Theory)	Core Course	3	1	0	25	75	100	4
	BBA(A&AM)-202P	Innovation Management (Practical)		0	0	4	15	35	50	2
3	BBA(A&AM)-203	Organizational Behavior	Generic Elective	3	1	0	25	75	100	4
4	BBA(A&AM)-204	Human Resource Development	Generic Elective	3	1	0	25	75	100	4
5	AEC-1	English Communication	Ability Enhancement	2	0	0	15	35	50	2

		(Theory)	Course							
	AEC-1P	English Communication (Practical)		1	0	2	15	35	50	2
6	BBA(A&AM)-EL 1	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	Experiential learning	0	0	0	15	35	50	2
									650	26

Non-Credit Course in Any Year (to be taught in any Semester)

HVE-01	Human Values and Professional Ethics	Non-Credit Course	(Passing this subject is compulsory scoring 50% marks)	Candidate will be awarded satisfactory grade in mark sheet for passing this subject else he/she shall be awarded Unsatisfactory grade.
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BBA-Aviation & Airport Management (2023-24)

2nd Year (III and IV Semester)

Semester III

S.No	Course Code	Course Name	Course Type	Marks & Credit Distribution						
				L	T	P	CCA	ESE	Total	Credits
1	BBA(A&AM)-301	Management & Cost Accounting	Core Course	3	1	0	25	75	100	4
2	BBA(A&AM)-302	Business Law	Core Course	3	1	0	25	75	100	4
3	BBA(A&AM)-303	Business Communication	Core Course	3	1	0	25	75	100	4
4	BBA(A&AM)-304	Business Environment	Core Course	3	1	0	25	75	100	4
5	23AT-A1/ 23AT-B1/ 23AT-C1/ 23AT-D1	Passenger Handling/ Flight Operations/ Helipad Types/ International Civil Aviation Organization-Regulation	Discipline Specific Elective (Theory)	3	1	0	25	75	100	4
	23AT-A1-P/ 23AT-B1-P/ 23AT-C1-P/ 23AT-D1-P	Passenger Handling/ Flight Operations/ Helipad Types/ International Civil Aviation Organization-Regulation	Discipline Specific Elective (Practical)	0	0	4	15	35	50	2
6	BBA(A&AM)-EL2	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	Experiential learning	0	0	0	15	35	50	2
									600	24




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SEMESTER- IV

S.No.	Course Code	Course Name	Course Type	Marks & Credit Distribution						
				L	T	P	CCA	ESE	Total	Credits
1	BBA(A&AM)-401	Research Methodology	Core Course	3	1	0	25	75	100	4
2	BBA(A&AM)-402	Supply Chain Management	Core Course	3	1	0	25	75	100	4
3	BBA(A&AM)-403T	Cargo Operations	Core Course	3	1	0	25	75	100	4
4	BBA(A&AM)-403 P	Dangerous Goods (Practical)		0	0	4	15	35	50	2
5	23AT-A2/ 23AT-B2/ 23AT-C2/ 23AT-D2	Aircraft Handling & ramp Operations/ In-Flight Operation/ Construction of Helipads/ Civil Aviation Requirement-DGCA	Discipline Specific Elective (Theory)	3	1	0	25	75	100	4
	23AT-A2-P/ 23AT-B2-P/ 23AT-C2-P/ 23AT-D2-P	Aircraft Handling & ramp Operations/ In-Flight Operation/ Construction of Helipads/ Civil Aviation Requirement-DGCA	Discipline Specific Elective (Practical)	0	0	4	15	35	50	2
6	SEC-01	Indian Ethos	Skill Enhancement Course (SEC)	2	0	0	15	35	50	2
7	BBA(A&AM)-EL3	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	Experiential learning	0	0	0	15	35	50	2
									600	24

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BBA-Aviation & Airport Management (2023-24)
3rd Year (V and VI Semester)

SEMESTER- V

S.No.	Course Code	Course Name	Course Type	Marks & Credit Distribution						
				L	T	P	CCA	ESE	Total	Credits
1	BBA(A&AM)-501	Marketing Communications	Core Course	3	1	0	25	75	100	4
2	BBA(A&AM)-502	Sales Management	Core Course	3	1	0	25	75	100	4
3	23AT-A3/ 23AT-B3/ 23AT-C3/ 23AT-D3	Load & Trim Sheet/ Flight Duty Time Limit/ Helipad Safety & Security/ Civil Aviation Publications- Leasing, Purchasing of Aircrafts	Discipline Specific Elective (Theory)	3	1	0	25	75	100	4
	23AT-A3-P/ 23AT-B3-P/ 23AT-C3-P/ 23AT-D3-P	Load & Trim Sheet/ Flight Duty Time Limit/ Helipad Safety & Security/ Civil Aviation Publications- Leasing, Purchasing of Aircrafts	Discipline Specific Elective (Practical)	0	0	4	15	35	50	2
5	23AT-A4/ 23AT-B4/ 23AT-C4/ 23AT-D4	Runaway & Ramp Safety/ Aircraft Publications/ Helipad Operations/ Flight Safety & Cabin Safety	Discipline Specific Elective (Theory)	3	1	0	25	75	100	4
	23AT-A4-P/ 23AT-B4-P/ 23AT-C4-P/ 23AT-D4-P	Runaway & Ramp Safety/ Aircraft Publications/ Helipad Operations/ Flight Safety & Cabin Safety	Discipline Specific Elective (Practical)	0	0	4	15	35	50	2

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6	SEC-02/SEC-03	Foreign Language (French/German)	Skill Enhancement Course (SEC)	2	0	0	15	35	50	2
7	BBA(A&AM)-EL4	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	Experiential learning	0	0	0	15	35	50	2
									600	28

SEMESTER- VI

S.No.	Course Code	Course Name	Course Type	Marks & Credit Distribution						
				L	T	P	CCA	ESE	Total	Credits
1	BBA(A&AM)-601	Research Project	Research Project	0	0	12	0	100	100	6
2	BBA(A&AM)-602	Peer Pressure Handling Interview Preparation.	Core Course	0	0	12	25	75	100	6
3	BBA(A&AM)-603	Comprehensive Viva- Voice	Core Course	0	0	12	0	100	100	6
10	BBA(A&AM)-EL5	Field visits or industrial visits / Seminar or PPT based on the report of visit Internships	Experiential learning	0	0	0	15	35	50	2
									350	20

AEC = Ability Enhancement Course SEC = Skill Enhancement Course CC = Core Course DSE = Discipline Specific Elective GA= Group Assignment, CT=Class Test, P=Presentation

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Credit and Marks Distribution

Semester	Credit	Marks
I	24	600
II	26	650
III	24	600
IV	24	600
V	28	600
VI	20	350
Total	150	3400

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Core Courses

(Handwritten notes in blue ink, possibly initials or course identifiers)
A & B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

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Programme: BBA- Aviation & Airport Management		Year: First Semester: I
Credits : 04		Course Title: Business Economics
Course Code: BBA(A&AM)-101		

Course Objectives:

The aim of the course is to build knowledge and understanding business economics among the student. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about business economics.

Nature of Paper: Core Course

Max. Marks : 25+75

Minimum Passing Marks : 10 marks out of 25

Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)

Unit	Contents	No. of Lectures Allotted
I	Introduction to Business Economics: Nature and Scope of Business Economics, its relationship with other subjects. Fundamental Economic Tools- Opportunity cost concept, Incremental concept, Principle of time perspective, discounting principle and Equi-marginal principle.	6
II	Demand Analysis: Concept of Demand & its determinants. Price, Income & Substitution effects, Elasticity of demand: meaning, types, measurement and significance in managerial decisions, Revenue concepts, Concept of demand forecasting and methods of demand forecasting.	8
III	Production and Cost Analysis: Meaning, Production function, Law of variable proportion and laws of return to scale, Various cost concepts and classification, Cost output relationship in short run & long run, Cost curves, Economics and diseconomies of scale.	7
IV	Pricing: Nature of market, Types of markets and their characteristics, Pricing under different market structures- Perfect, Monopoly, Oligopoly and Monopolistic competition, Price discrimination under monopoly competition. Profit Management & Inflation: Profit, Functions of profit, Profit maximization, Break even analysis. Elementary idea of Inflation	9

Reference / Text Books:

1. Varsney & Maheshwari, Managerial Economics
2. Mote Paul & Gupta, Managerial Economics: Concepts & cases
3. D.N. Dwivedi, Managerial Economics

Evaluation/Assessment Methodology

	Max. Marks
1) Class Test	10
2) Presentations / Assignment	05
3) Attendance	10
4) Research Project Report/ Seminar On Research Project Report	00
5) ESE	75
Total:	100

Course Learning Outcomes:

After the completion of this course the student will be able to:

- CO1: To provide knowledge about business economics.
CO2: To provide knowledge about Demand Analysis.
CO3: To Determine Production and cost analysis.

Programme : BBA- Aviation & Airport Management	Year: First
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Dean, Faculty of Management & Commerce

		Semester: I
Credits :04	Course Title: Basle Accounting	
Course Code: BBA(A&AM)-102		
Course Objectives: The aim of the course is to build knowledge and understanding principles of accounting among the students. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about Accounting.		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction: Meaning and process of accounting, Basic terminology of accounting, Difference between accounting & book keeping, Importance & limitations of accounting, Various users of accounting information, Accounting Principles: Conventions & Concepts.	6
II	Accounting equation, Dual aspect of accounting, Types of accounts, Rules of debit& credit, Preparation of Journal and Cash book including banking transactions, Ledger and Trial balance, Subsidiary books of accounts. Rectification of errors, Preparation of bank reconciliation statement, Bills of exchange and promissory notes.	10
III	Valuationofstocks,Accountingtreatmentofdepreciation,Reservesandprovisions, Preparation of final accounts along with adjustment entries.	8
IV	Issueofsharesanddebentures,Issueofbonussharesandrightissue,Redemptionof Preference shares and debentures.	6

Reference / Text Books:

1. AgarwalB.D.,AdvancedAccounting
2. Chawla&Jain,FinancialAccounting
3. ChakrawartiK.S.,AdvancedAccounts.

Evaluation/Assessment Methodology

	Max. Marks
1) Class Test	10
2) Presentations / Assignment	05
3)Attendance	10
4)Research Project Report/ Seminar On Research Project Report	00
5) ESE	75
Total:	100

Course Learning Outcomes:

After the completion of this course the student will be able to:

- CO1: To Introduce about Accounting Principles and other aspects of accounting.
CO2: To provide knowledge about rectification of errors.
CO3: To make able about valuation of stocks.

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Programme: BBA- Aviation & Airport Management		Year: First Semester: I
Credits: 04	Course Title: Principles of Management	
Course Code: BBA(A&AM)-104		
Course Objectives:		
The aim of the course is to build knowledge and understanding about principles of management among the student. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about management.		

Nature of Paper: Core Course

Max. Marks : 25+75

Minimum Passing Marks : 10 marks out of 25

Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)

Unit	Contents	No. of Lectures Allotted
I	Introduction: Concepts, objectives, nature, scope and significance of management, Contribution of Taylor, Weber and Fayol in Management ,Management Vs. administration..	6
II	Planning: Concept, objectives, nature, importance and limitations of planning, planning process Concept of Decision Making and its Importance, forms ,techniques and process.	8
III	Organizing: Concept, objectives, nature of organizing, Types of Organization, Delegation of authority, Authority and responsibility, Centralization and Decentralization, Span of Control.	6
IV	Directing:Concept,principles&aspectsofdirecting,Conceptandtypesof Coordination, Concept of leadership, Supervision, Motivation and Communication. Controlling: Concept, Principles, Process and Techniques of Controlling, Relationship between planning and controlling	10

Reference / Text Books:

1. Pagare Dinkar, Principles of Management
2. Prasad L.M.,Principles and Practice of Management
3. Satya Narayan and RawVSP,PrinciplesandPracticeofManagement

Evaluation/Assessment Methodology

	Max. Marks
1) Class Test	10
2) Presentations / Assignment	05
3)Attendance	10
4)Research Project Report/ Seminar On Research Project Report	00
5) ESE	75
Total:	100

Course Learning Outcomes:

After the completion of this course the student will be able to:

CO1: To provide knowledge about management and its principles.

CO2: To provide knowledge about Managerial functions.

CO3: To make aware with management thinkers and their contributions

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Programme: BBA- Aviation & Airport Management		Year: First Semester: I
Credits: 04	Course Title: Business Ethics and Governance	
Course Code: BBA(A&AM)-105		
Course Objectives:		
The aim of the course is to build knowledge and understanding Business Ethics among the student. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about Business Ethics.		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week): L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction: Concept and nature of ethics; ethics, values and behavior ; development of ethics, relevance of ethics and values in business, Arguments against business ethics.	6
II	Work life in Indian Philosophy: Indian ethos for work life, Indian values for the work place, Work-life balance, Ethos of Vedanta in management, Hierarchism as an organizational value.	8
III	Relationship between Ethics & Corporate Excellence, Corporate Mission Statement, Code of Ethics, Organizational Culture, TQM. Gandhian Philosophy of Wealth Management, Philosophy of Trusteeship, Gandhiji's Seven Greatest Social Sins, Concept of knowledge management and wisdom management.	8
IV	Corporate Social Responsibility-Social Responsibility of business With respect to different stake holders, Arguments for and against Social responsibility of business, Social Audit.	8

Reference / Text Books:

1. Kaur Tripat, Values & Ethics in Management, Galgotia Publishers.
2. Chakraborty S.K., Human values for Managers
3. McCarthy, F.J., Basic Marketing

Evaluation/Assessment Methodology

	Max. Marks
1) Class Test	10
2) Presentations / Assignment	05
3) Attendance	10
4) Research Project Report/ Seminar On Research Project Report	00
5) ESE	75
Total:	100

Course Learning Outcomes:

After the completion of this course the student will be able to:

CO1: To develop understanding of business ethics and values.

CO2: To provide relationship between ethics and corporate excellence.

CO3: To give an overview about Gandhian philosophy and social responsibility.

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Programme: BBA- Aviation & Airport Management		Year: First Semester: I
Credits: 04	Course Title: Computer Applications	
Course Code: BBA(A&AM)-106		
Course Objectives:		
The aim of the course is to build knowledge ,understanding Computer Applications among the student. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about Computer Applications.		

Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Computer: An Introduction, Computers in Business. Elements of Computer system, Indian computing Environment, Management of data processing systems in Business organizations, Programmes development cycle, flow charting, Input Output analysis Programming Concept, Software Development process.	8
II	Components of a computer system, Generation of computer and computer languages, personal computers in Business, PC-software Packages, An Introduction to Disk. Operating system and windows, GUI, Other system softwares.	7
III	Text Processing, software, Introduction to spreadsheet software, creation of spreadsheet application, Range, formulas, function data base functions in spreadsheet, Graphics on spreadsheet, modes of data processing, Report generation, Presentation graphics, Creating a presentation.	7
IV	Computer software system, software development process, files design & Report design, Data files types, Master & Transaction file. Data Hierarchy & data file structure, Use of files in Programming. Relevance of Data base management system, data base manager, data communication, networking, LAN & WAN, Real Time Sharing ,Online & offline processing.	8

Reference / Text Books:	
1. P.K.Sinha&P.Sinha,ComputerFundamentals,BPBPublication	
2. V.Rajaraman,ComputerFundamentals,PHI	
Evaluation/Assessment Methodology	
	Max. Marks
1) Class Test	10
2) Presentations / Assignment	05
3)Attendance	10
4)Research Project Report/ Seminar On Research Project Report	00
5) ESE	75
Total:	100

Course Learning Outcomes:
After the completion of this course the student will be able to:
CO1: To provide knowledge about computer and its application.
CO2: To provide knowledge about components and working on computer.
CO3: To give an overview about software system and Database management

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Programme: Class: BBA-Aviation & Airport Management		Year: First Semester: II
Credits : 04	Course Title: Introduction to Aviation Industry	
Course Code: BBA (A&AM)-201T		
Course Objectives:		
1. To make the students understand the airline industry and its regulatory bodies. 2. To gain knowledge on various characteristics of Airline Industry. 3. To acquaint the student with organizational structure of the airline industry.		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week): L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Airline Industry – National & International view, It's characteristics, history, main domains & verticals.	8
II	Introduction to Grooming in Aviation: Elevating Professionalism in Aviation- Professional Appearance - Communication Skills- Industry Etiquette- Team Collaboration- Mock Scenarios- Cultural Sensitivity- Professional Conduct and Personal Branding.	8
III	Cabin Crew Roles and Responsibilities- Duties and responsibilities of cabin crew members- Pre-flight Duties - In-flight Duties- Post-flight Duties - Passenger Safety Briefings- Emergency Situations- Customer Service Excellence- Teamwork and Communication- Cultural Sensitivity	10
IV	Aircraft Familiarization:- Aircraft Types and Classifications - Flight Principles- Aircraft Components- Aircraft Design and Structures- Aircraft Maintenance and Inspections- Aircraft Safety and Emergency Procedures	6
V	Regulatory Bodies: Roles & Responsibilities , Directorate General of Civil Aviation , Ministry of Civil Aviation , Bureau of Civil Aviation Security , International Civil Aviation Organization (ICAO) , International Air Transport Association (IATA) , Federal Aviation Administration (FAA) , Airport Authority of India.	8

Reference / Text Books:

1. "Introduction to Airline Management" Author -Stephen Shaw
2. "Professionalism in Aviation" Author - Stephen Carber
3. "Cabin Crew Excellence: A Training Manual" Author - Alison Johnston

Evaluation/Assessment Methodology

	Max. Marks
1) Class Test	10
2) Presentations / Assignment	05
3) Attendance	10
4) Research Project Report/ Seminar On Research Project Report	00
5) ESE	75
Total:	100

Course Learning Outcomes:

After the completion of this course the student will be able to:

CO 1: Understand the airline industry and its regulatory bodies.

CO 2: Illustrate various characteristics of Airline Industry.

CO 3: Make use of organizational structure of the airline industry knowledge in Aviation and Travel Management.

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III	<p>Practical Firefighting Techniques</p> <p>A. Extinguishing Techniques</p> <ol style="list-style-type: none"> 1. Use of water, foam, dry chemicals, and CO2 extinguishers <p>B. Fire Attack Methods</p> <ol style="list-style-type: none"> 1. Direct attacks 2. Indirect attacks 3. Combination attacks <p>C. Search and Rescue Operations</p> <ol style="list-style-type: none"> 1. Techniques for locating and rescuing individuals <p>Fire Emergency Response</p> <p>A. Emergency Procedures</p> <ol style="list-style-type: none"> 1. Evacuation plans 2. Assembly points 3. Communication protocols <p>B. Role of Firefighters</p> <ol style="list-style-type: none"> 1. Roles and responsibilities during a fire emergency <p>C. Coordination with Emergency Services</p> <ol style="list-style-type: none"> 1. Collaboration with airport fire services, medical teams, and security <p>Simulation and Drills</p> <p>A. Fire Drills</p> <ol style="list-style-type: none"> 1. Conducting and participating in fire drills <p>B. Scenario-based Training</p> <ol style="list-style-type: none"> 1. Simulated fire scenarios and response strategies <p>Legal and Regulatory Framework</p> <p>A. Fire Safety Regulations</p> <ol style="list-style-type: none"> 1. Overview of local, national, and international fire safety regulations Compliance Requirements 2. Understanding the compliance requirements for aviation facilities 	18
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Reference / Text Books:

- Firefighter's Handbook: Essentials of Firefighting and Emergency Response.
- Airport Firefighting and Rescue Operations: Standard Operating Procedures and Best Practices.

Evaluation/Assessment Methodology

	Max. Marks
Presentations / Viva -Voice	15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)	35
Total:	50

Course Learning Outcomes:

After the completion of this course the student will be able to:

- CO 1: Describe the basic principles of fire, including its causes, the fire triangle, and different classes of fires.
CO 2: Demonstrate familiarity with firefighting terminology and key concepts.
CO 3: Apply standard operating procedures (SOPs) for fire safety within an aviation context..

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Programme: BBA-Aviation & Airport Management		Year: First Semester: II
Credits : 04	Course Title: Innovation Management	
Course Code: BBA (A&AM)-202T		
Course Objectives:		
1. The course will identify the difference between creativity and innovation and will increase the awareness about the importance of creativity and innovation among the students.		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Innovation & Creativity Innovation: Meaning, Concept, Characteristics, Importance, Principles of Innovation, Process Of Innovation. Creativity: Meaning, Concept, Importance, Creativity Process, Hurdles To Creativity.	10
II	Innovation Management Concept, Scope, Characteristics, Evolution of Innovation Management, Significance, Factors Influencing Innovation	10
III	Tools for Innovation Creativity Thinking: Traditional V/S Creative Thinking, Individual Creativity Techniques: Meditation, Self-Awareness, &Creative Focus Group Creative Techniques: Brainstorming, off The Wall Thinking &Thinking Hats Method.	10
IV	Areas of Innovation Product Innovation: Concept, Packaging And Positioning Innovation Process Innovation: Concept, Requirement & Types: Benchmarking-TQM-Business Process Reengineering	10

Reference / Text Books:

- Innovation Management by C S G Krishnama
- charyulu & Lalitha R, Himalaya Publishing House.
- James A Christiansen, "Competitive Innovation Management", published by Macmillan Business, 2000.
- Paul Trott, "Innovation Management & New Product Development", published by Pitman, 2000.

Evaluation/Assessment Methodology

	Max. Marks
1) Class Test	10
2) Presentations / Assignment	05
3)Attendance	10
4)Research Project Report/ Seminar On Research Project Report	00
5) ESE	75
Total:	100

Course Learning Outcomes:

After the completion of this course the student will be able to:

CO 1: Students will understand the fundamental concepts, characteristics, and processes of innovation and creativity.

CO 2: Students will acquire knowledge about the scope, significance, and management of innovation in the aviation industry.

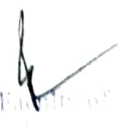
CO 3: Students will develop practical skills in using tools and techniques for fostering innovation and creativity within aviation management.

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Programme: BBA-Aviation & Airport Management		Year: First Semester: II
Credits : 02	Course Title: Innovation Management	
Course Code: BBA (A&AM)-202P		
Course Objective:		
<p>1. The Course is designed to reap the economic benefits of new technological inventions by commercializing in time to meet the needs of entrepreneurs.</p> <p>2. The course will identify the difference between creativity and innovation and will increase the awareness about the importance of creativity and innovation among the students.</p>		
Nature of Paper: Core Course		
Max. Marks : 15+35		Minimum Passing Marks : 06 marks out of 15
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:0-0-4 (04 Hours/Week)		
Unit	SOPs of Practical Covers	No. of Lectures Allotted
I	Introduction to Innovation and Creativity A. Session 1.1: Basics of Innovation 1. Lecture: Definition and importance of innovation. 2. Group Discussion: Characteristics of successful innovations. 3. Case Study: Analyze a notable innovation in aviation. B. Session 1.2: Understanding Creativity 1. Lecture: Definition and importance of creativity. 2. Individual Activity: Reflect on a personal creative experience. 3. Discussion: Common hurdles to creativity and strategies to overcome them. C. Session 1.3: The Innovation Process 1. Lecture: Steps in the innovation process. 2. Group Activity: Map out the innovation process for a new aviation product or service. 3. Presentation: Groups present their innovation process maps. D. Session 1.4: Creativity Techniques 1. Workshop: Techniques such as brainstorming and mind mapping. 2. Practical Exercise: Apply these techniques to solve an aviation-related problem. 3. Group Presentation: Share creative solutions.	14
II	Innovation Management and Tools A. Session 2.1: Basics of Innovation Management 1. Lecture: Overview of innovation management. 2. Case Study Analysis: Review how top aviation companies manage innovation. 3. Group Discussion: Factors influencing innovation in aviation. B. Session 2.2: Tools for Innovation 1. Lecture: Introduction to tools for creative thinking. 2. Individual Exercise: Practice techniques like meditation and self-awareness. 3. Group Activity: Use brainstorming and other methods to solve an aviation-related problem. C. Session 2.3: Product Innovation 1. Lecture: Concepts of product innovation, packaging, and positioning. 2. Case Study: Analyze successful product innovations in aviation. 3. Practical Exercise: Develop a product improvement plan for an aviation product. 4. Session 2.4: Process Innovation	14




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	<p>5. Lecture: Concepts and types of process innovation.</p> <p>6. Discussion: Benchmarking, Total Quality Management (TQM), and Business Process Reengineering (BPR).</p> <p>7. Practical Exercise: Develop a process improvement plan for an aviation company.</p>	
III	<p>Practical Projects and Evaluation</p> <p>A. Session 3.1: Practical Projects and Workshops</p> <p>1. Project Work: Develop and present innovative ideas for aviation management.</p> <p>2. Workshop: Evaluate new technologies and their potential impact.</p> <p>3. Design Thinking: Apply design thinking to solve aviation-related problems.</p> <p>Session 3.2: Intellectual Property (IP) Protection</p> <p>1. Lecture: Basics of protecting intellectual property in aviation.</p> <p>2. Discussion: Strategies for leveraging IP.</p> <p>3. Practical Exercise: Develop plans for protecting IP in aviation innovations.</p>	12

Reference / Text Books:

- The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses , **Author:** Eric Ries
- Managing Innovation: Integrating Technological, Market and Organizational Change , **Authors:** Joe Tidd, John Bessant

Evaluation/Assessment Methodology

	Max. Marks
Presentations / Viva -Voice	15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)	35
Total:	50

Course Learning Outcomes:

After the completion of this course the student will be able to:

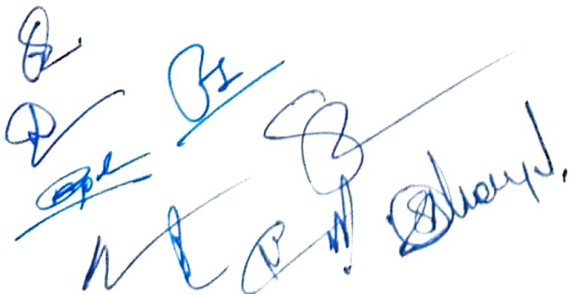
- CO 1: Apply fundamental concepts, characteristics, and processes of innovation and creativity in practical scenarios.
- CO 2: Demonstrate knowledge of innovation management through hands-on aviation industry projects.
- CO 3: Develop and utilize practical skills in tools and techniques for fostering innovation and creativity in aviation management.

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Programme: Class: BBA-Aviation & Airport Management		Year: Second Semester: III
Credits : 04	Course Title: Management & Cost Accounting	
Course Code: BBA (A&AM)-301		
Course Objectives: The objective of this paper is to give the basic knowledge about the Management and Cost accounting		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction:Meaning,NatureandScopeofManagementAccounting,Functions Relationship of Management Accounting, Financial Accounting and Cost Accounting	10
II	Cost Accounting: Nature and Scope of Cost Accounting ,Cost concepts and classifications, Methods and Techniques, Installation of a Costing System; Accounting for Material, Labor and Overheads	10
III	Product Costing: Single unit costing-preparation of cost sheet, Process costing, Contract costing (Elementary numerical problems)	10
IV	Marginal Costing and Absorption Costing, Break-even analysis.	10
Reference / Text Books: 1. Maheshwari S.N.,Advanced Problem and Solutions in Cost Accounting 2. Khan & Jain, Management Accounting		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3)Attendance		10
4)Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Course Learning Outcomes: After the completion of this course the student will be able to: CO 1: Students will learn how to collect, analyze, and use cost data to make better business decisions. CO 2: Students will be able to create budgets and use them to control costs and plan for the future.		

Programme: Class: BBA-Aviation & Airport Management		Year: Second Semester: III
Credits : 04	Course Title: Business Law	
Course Code: BBA (A&AM)-302		
Course Objectives: The objective of this paper is to give the basic knowledge about the rules and Regulation of execution of Business		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	The Indian Contract Act 1872:Scope of the Act, Essential of A Valid Contract, Agreement, Performance of Contracts, Breach of Contract & Remedies, Quasi-Contracts	10
II	The Sale of Good Act,1930: Formation of Contract, Conditions& Warranties, Rights of an Unpaid Seller, Performance of the Contract of Sale	10
III	The Negotiable Instruments Act, 1881:Nature and Types of negotiable instruments, Negotiation and Assignment, Holder-in-Due Course, Dishonor and Discharge of Negotiable Instrument; Arbitration	10
IV	The Companies Act,1956: Nature and Type of Companies, Formation of Companies, Memorandum and Articles of Association, Prospectus, Share capital, Membership, Meetings and Winding-Up	10
Reference / Text Books: 1. Avatar Singh, Company Law 2. Kherganiwalla, JS, The Negotiable Instrument Act		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Course Learning Outcomes: After the completion of this course the student will be able to: CO 1: Students will gain a foundational understanding of key legal principles and concepts that govern business operations, including contract law, tort law, and property law. CO 2: Students will learn to apply legal principles to real-world business situations, enabling them to identify and address legal issues, ensure compliance, and make informed business decisions.		

Programme: Class: BBA-Aviation & Airport Management		Year: Second Semester: III
Credits : 04	Course Title: Business Communication	
Course Code: BBA (A&AM)-303		
Course Objectives: The objective of this paper is to give the basic knowledge about the Business Communication		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction: Meaning and objective of Business communication, Forms of Communication, Communication model and process, Principles of Effective Communication	10
II	Corporate Communication: Formal and Informal Communication, Networks, Grapevine, Barriers in Communication, Groups discussion, Mock Interviews, Seminars, Individual and Group Presentations	10
III	Essential of effective Business letters, Writing Important Business letters including correspondence with Bank and Insurance companies; Oral & Non- verbal communication: Principles of Oral Presentation, Factors affecting Presentation, effective Presentation skills, conducting Surveys;Body Language, Para Language, Effective Listening, Interviewing skill, Writing Resume, Letter and Application;	10
IV	Modern forms of communication, International communication, Cultural Sensitiveness and cultural context, Writing and presenting in international situations	10
Reference / Text Books: 1. Bapat & Davar, A Textbook of Business Correspondence 2. Bhende D.S. ,Business Communication		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3)Attendance		10
4)Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Course Learning Outcomes: After the completion of this course the student will be able to: CO 1: Students will learn how to write clear and professional business documents, such as emails, reports, and memos. CO 2: Students will develop the ability to communicate clearly and confidently in business settings, including presentations and meetings.		




Programme: Class: BBA-Aviation & Airport Management		Year: Second Semester: III
Credits : 04	Course Title: Business Environment	
Course Code: BBA (A&AM)-304		
Course Objectives:		
<ol style="list-style-type: none"> 1. Analyze macro and microeconomic factors. 2. Understand government policies and regulatory frameworks. 3. Explore globalization and international trade. 		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Meaning of Business Environment, Factors affecting environment to the business, Internal and external environment, micro environment, macro environment. Types of environment.	06
II	Economic Environment: Nature of economy, structure of the economy, economic policies, economic conditions.	10
III	Political Environment: Economic roles of the government, government and legal environment, economic roles of government of India	12
IV	Technological Environment: Concept and significance of technological environment, regulation of foreign investment and collaboration.	06
V	Social Environment: Business and society, business and culture, language, culture and organizational behavior, other social/cultural factors, social responsibility of business.	06
Reference / Text Books:		
<ol style="list-style-type: none"> 1. "Business Environment: Text and Cases" by Francis Cherunilam 2. "Business Environment" by Justin Paul 		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Understand relationship between environment and business, applying the environmental analysis techniques in practice.		
CO 2: Understand economic social cultural and technological environment		



Programme: Class: BBA-Aviation & Airport Management		Year: Second Semester: IV
Credits : 04	Course Title: Research Methodology	
Course Code: BBA (A&AM)-401		
Course Objectives: The objective of this paper is to give the basic knowledge about the Research Methodology		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction: Meaning of Research, Objectives of Research, Types of Research, Research Process, Research Problem formulation; Research Design: Features of a good research design; Different Research Designs; Measurement In Research; Data types; Sources of Error	10
II	Sampling Design: Census & Sample Surveys; Steps in Sampling Design; Types of Sample designs-Probability & Non Probability sampling.	10
III	Processing & Analysis of Data: Processing operations; problems in processing; type of analysis, Hypothesis Testing: Chi-square test, Z-test, t-test, F-test.	10
IV	Presentation: Diagrams; graphs; chars. Report writing; Layout of Research report; Types of Reports; Mechanism of writing a Research report; Precautions for writing report.	10
Reference / Text Books:		
1. C.R. Kothari, Research Methodology		
2. Banerjee S. and Roy Ramendu, Fundamentals of Research Methodology		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Demonstrate the ability to choose methods appropriate to research aims and objectives.		
CO 2: Develop skills in qualitative and quantitative data analysis and presentation.		




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Programme: Class: BBA-Aviation & Airport Management		Year: Second Semester: IV
Credits : 04	Course Title: Supply Chain Management	
Course Code: BBA (A&AM)-402		
Course Objectives: The objective of this paper is to give the basic knowledge about the Supply Chain Management for goods and services		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25 marks
Total No. of Lectures-Tutorials-Practical(in hours per week): L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction, Definition of Supply Chain Management, Evolution of the Concept of Supply Chain Management, Key Drivers of Supply Chain Management, Typology of Supply Chains, Cycle View of Supply Chain, Problems in SCM and Suggested Solutions	10
II	Introduction, Three Components of SCM, Demand Management, Demand Forecasting; Introduction, Supply Management, Evolution of ERP, Concept of ERP in SCM, Quick Response and Accurate Response System in SCM, Use of Other Planning Strategies	10
III	Introduction, Understanding the Benchmarking Concept, Benchmarking Process, Benchmarking Procedure	10
IV	Introduction, New Developments in Supply Chain Management, Outsourcing Supply Chain Operations, Co-Maker ship, The Role of E- Commerce in Supply Chain Management, Green Supply Chain Management, Distribution Resource Planning, World Class Supply Chain Management	10
Reference / Text Books: 1. Supply Chain Management by Michel H Hungo 1. Supply Chain Management by Sunil Chopra		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Course Learning Outcomes: After the completion of this course the student will be able to: CO 1: Develop an understanding of the importance of logistics in the formulation of the business strategy and the conduct of supply chain operations. CO 2: Develop an in-depth understanding of logistics operating areas and their interrelationship.		

Programme: Class: BBA-Aviation & Airport Management		Year: Second Semester: IV
Credits : 04	Course Title: Cargo Operations	
Course Code: BBA (A&AM)-402		
Course Objectives: The Cargo Operations course is designed to equip individuals with the skills and knowledge needed to efficiently handle, store, and transport goods in the logistics and supply chain industry.		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25 marks
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Cargo Operations :Overview of Air Cargo Industry , History and Development of Air Cargo , Key Players in the Air Cargo Industry , Types of Cargo (e.g., General, Special, Dangerous Goods)	5
II	Air Cargo Regulations and Standards : International Air Transport Association (IATA) Guidelines , International Civil Aviation Organization (ICAO) Standards , National and International Regulatory Bodies , Security Regulations and Protocols. Cargo Handling Procedures : Cargo Acceptance and Documentation , Packaging and Labeling Requirements , Loading and Unloading Procedures , Warehouse Management and Storage	10
III	Cargo Aircraft and Equipment: Types of Cargo Aircraft , Cargo Loading Equipment and Technologies , ULD (Unit Load Device) Management , Innovations in Cargo Handling Equipment. Cargo Operations Management: Supply Chain Management in Air Cargo , Route Planning and Scheduling , Cost and Revenue Management , Performance Metrics and KPIs in Cargo Operations	8
IV	Special Cargo Handling : Handling of Dangerous Goods , Temperature-Sensitive Cargo (e.g., Pharmaceuticals) , Live Animal Transportation , Oversized and Heavy Cargo Cargo Security and Safety : Security Threats in Air Cargo , Risk Management and Mitigation Strategies , Safety Protocols and Emergency Procedures , Role of Technology in Enhancing Cargo Security	10
V	Technology in Cargo Operations: E-freight and Electronic Data Interchange (EDI) , Automation and AI in Cargo Handling , Tracking and Monitoring Systems , Innovations in Cargo Logistics Air Cargo Marketing and Sales: Market Trends and Analysis , Customer Relationship Management , Pricing Strategies in Air Cargo , Role of Digital Marketing in Cargo Sales	7
Reference / Text Books:		
1. The Air Cargo Industry: A View from the Airline Boardroom" by John F. O'Connell and George Williams		
2. Air Cargo Management: Air Freight and the Global Supply Chain" by Michael Sales		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3)Attendance		10
4)Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Understand the key processes and regulations involved in air cargo handling and management, ensuring compliance with international standards.		
CO 2: Develop the ability to effectively plan and manage air cargo logistics, optimizing efficiency and safety in global supply chains.		

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Programme: Class: BBA-Aviation & Airport Management		Year: Second Semester: IV
Credits : 02	Course Title: Dangerous Goods	
Course Code: BBA (A&AM)-403 (P)		
Course Objectives: Dangerous goods are subject to transport, workplace, storage, consumer and environment protection regulations, to prevent accidents to persons, property or the environment, to other goods or to the means of transport employed.		
Nature of Paper: Core Course (Practical)		
Max. Marks : 15+35		Minimum Passing Marks : 06 out of 15 marks
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Practical SOPs	
I	<p>(A) Introduction to Dangerous Goods Understand the classification and identification of dangerous goods. Activities: 1. Hands-on identification of different classes of dangerous goods using labels and markings. 2. Use of Material Safety Data Sheets (MSDS) for information gathering.</p> <p>(B) Regulatory Framework and Compliance Learn about the regulations governing the transportation of dangerous goods. Activities: 1. Practical exercises on navigating the International Air Transport Association (IATA) Dangerous Goods Regulations (DGR) manual. Role-playing scenarios to ensure compliance with regulatory procedures.</p>	
II	<p>(A) Packaging and Labeling Understand the correct methods of packaging and labeling dangerous goods for transport. Activities: 1. Demonstration of proper packaging techniques for various classes of dangerous goods. 2. Hands-on practice with labeling and marking packages according to IATA standards.</p> <p>(B) Handling and Storage Learn safe handling and storage practices for dangerous goods. Activities: 1. Simulation of loading and unloading procedures for dangerous goods. 2. Exercises on segregating incompatible goods in storage areas.</p> <p>(C) Documentation and Reporting Understand the documentation requirements for the transportation of dangerous goods. Activities: 1. Practice in completing and verifying the Shipper's Declaration for Dangerous Goods. Workshops on maintaining accurate records and incident reporting.</p>	
III	<p>(A) Emergency Procedures Develop skills to respond to dangerous goods incidents and emergencies. Activities: 1. Simulation of emergency response scenarios, including spill containment and evacuation. 2. Training in the use of personal protective equipment (PPE) and emergency equipment.</p> <p>(B) Safety and Risk Management Apply risk assessment and safety management principles to dangerous goods operations. Activities: 1. Conducting risk assessments for different types of dangerous goods. 2. Implementing safety management systems (SMS) related to dangerous goods handling.</p> <p>(C) Audit and Inspection Procedures Learn how to conduct audits and inspections for dangerous goods compliance. Activities:</p>	

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1. Practical exercises in conducting facility audits and inspections. 2. Training in identifying non-compliance issues and corrective action planning.	
Reference / Text Books: 1. IATA Dangerous Goods Regulations (DGR) by International Air Transport Association (IATA) 2. ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air by International Civil Aviation Organization (ICAO)	
Evaluation/Assessment Methodology	
	Max. Marks
Presentations / Viva -Voice	15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)	35
Total:	50
Course Learning Outcomes: After the completion of this course the student will be able to: CO 1: Understand the classification, packaging, and documentation requirements for the safe and compliant transportation of dangerous goods by air. CO 2: Develop the ability to implement safety and emergency response procedures for handling dangerous goods, ensuring adherence to international regulations.	

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Programme: Class: BBA-Aviation & Airport Management		Year: Third Semester: V
Credits : 04	Course Title: Marketing Communication	
Course Code: BBA (A&AM)-501		
Course Objectives: The aim of the course is to build knowledge, understanding and skills in marketing communication among the student. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about IMC and advertising and their role in overall promotion strategies of the firm.		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25 marks
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Marketing Communication: Meaning and its objectives, Integrated Marketing Communication (IMC): concepts and process, IMC promotion Mix, Advertising - Meaning, objectives its role and functions, Classification of advertising, economic, social and ethical issues in advertising, DAGMAR approach, STP strategies in advertising, Advertising Agencies,	10
II	Process in Advertising: Consumer and mental process in buying, AID A model, Hierarchy of effects model, Information processing model, Advertising Budget – Top down and Build up approach, methods of advertising – Affordable method, arbitrary allocation method, percentage of sales method, competitive parity method, Objective and Task method.	10
III	Advertising Creativity: Meaning of creativity, Creative strategy, Creative tactics, Advertising Appeals, USP theory of creativity, Copy writing: Meaning and Definition of Copywriting, The Copywriter, Copywriting for Print, Copywriting guidelines, Radio Copywriting, TV Copywriting, Writing for the Web, Tips for writing good web content	10
IV	Media Planning and Strategy: Media Types and their characteristics; Setting Media objectives; Steps involved in media planning, evaluation of media, media scheduling strategy, Evaluation of advertising effectiveness– need and purpose of evaluation, pre-testing and post testing techniques, Advertising research, decision areas in international advertising	10
Reference / Text Books:		
1. George E Belch & Michael A Belch: Advertising and promotion- Anintegrated Marketing Communication Perspective-McGraw Hill Education		
2. Chunawala & Sethia: Foundations of Advertising Theory & Practice; Himalaya Publishing House		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Apply an IMC approach in the development of an overall advertising and promotional plan.		
CO 2: Enhance creativity, critical thinking and analytical ability through developing an integrated marketing communication campaign		

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Programme: Class: BBA-Aviation & Airport Management		Year: Third Semester: V
Credits : 04	Course Title: Sales Management	
Course Code: BBA (A&AM)-502		
Course Objectives: The aim of the course is to build knowledge, understanding and skills in sales management among the student. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about sales management.		
Nature of Paper: Core Course		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25 marks
Total No. of Lectures-Tutorials-Practical(in hours per week): L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Sales Management: Concept, Evolution of sales function, Objectives of sales management positions, Functions of Sales manager and their relation with other executives.	10
II	Salesman ship: Theories of personal selling, Types of Sales executives, Qualities of sales executives, Personal selling process, Showroom & exhibition,	10
III	Sales Organization and Relationship: Purpose of sales organization, Types of sales organization structures, Sales department external relations, Distributive network relations. Sales Force Management: Recruitment and Selection, Sales Training, Sales Compensation.	10
IV	Distribution Network Management: Types of Marketing Channels, Factors affecting the choice of channel, Types of middle man and their characteristics, Concept of physical distribution system.	10
Reference / Text Books: 1. Cundiff, Still, Govoni, Sales Management 2. Pradhan, Jakate, Mali, Sales man ship & Publicity		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Course Learning Outcomes: After the completion of this course the student will be able to: CO 1: To provide knowledge about sales personnel and sales man ship. CO 2: To provide knowledge about personal selling and focus light on the different perspectives of managing sales force.		

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Programme: BBA-Aviation & Airport Management		Year: Third Semester: VI
Credits : 06	Course Title: Peer Pressure handling Interview Preparation	
Course Code: BBA (A & AM)-602		
Course Objectives: To develop students' ability to recognize and manage peer pressure in academic and professional settings.		
Nature of Paper: Core Course Theory		
Max. Marks : 25+75		Minimum Passing Marks :
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:0-0-12		
Unit	Contents	
I	Understanding Peer Pressure : Definition and Types of Peer Pressure , Psychological and Social Aspects of Peer Influence , Impact of Peer Pressure on Decision Making Strategies for Handling Peer Pressure : Developing Self-Awareness and Confidence , Assertiveness Training and Communication Skills , Building a Support Network and Seeking Help	
II	Introduction to Interview Preparation : Types of Interviews in the Aviation Industry , Understanding Employer Expectations , Researching Companies and Roles Resume and Cover Letter Writing , Crafting a Professional Resume for Aviation Jobs , Writing Effective Cover Letters , Tailoring Application Materials to Specific Jobs	
III	Interview Skills and Techniques : Common Interview Questions and How to Answer Them , Behavioral and Situational Interview Techniques , Mock Interviews and Feedback Sessions Developing Professional Presence :Building a Personal Brand and Online Presence , Dressing for Success and Non-Verbal Communication , Networking and Building Professional Relationships Self-Reflection and Continuous Improvement: Assessing Personal Strengths and Weaknesses , Setting Career Goals and Action Plans , Learning from Feedback and Experiences	
Reference / Text Books:		
1. The Success Principles: How to Get from Where You Are to Where You Want to Be"* by Jack Canfield		
2. Cracking the Code to a Successful Interview: 15 Insider Secrets from a Top-Level Recruiter"* by Evan Pellett		
Evaluation/Assessment Methodology		
		Max. Marks
1) Presentations /Seminar		25
2) ESE		75
Total:		100
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Identify and analyze situations involving peer pressure and develop strategies to handle them.		
CO 2: Communicate confidently and professionally in interview settings.		

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Programme: BBA-Aviation & Airport Management		Year: Third Semester: VI
Credits : 06	Course Title: Comprehensive Viva-Voice	
Course Code: BBA (A & AM)-603		
Course Objectives:		
<ol style="list-style-type: none"> 1. To acquire knowledge and skills to face the interview panel. 2. To Equip the students with analytical and evaluation abilities to to respond to impromptu questions by the panel members. 3. To make the students to face the expert panel and present the knowledge, skills and problems in the most efficient way 		
Nature of Paper: Core		
Max. Marks : 25+75		Minimum Passing Marks :
Course Structure:		
<p>The comprehensive oral exam should evaluate the theoretical knowledge, technical skills, and procedural practices that the students have acquired over the two-year training period. This assessment will cover all subjects the students have studied, including aviation regulations, international air traffic management, and current global and regional developments impacting the aviation industry.</p>		
Reference / Text Books:		
All the books of all the semesters and the journals, data bases, real problems of organizations, societies etc.		
Course Learning Outcomes:		
<p>After the completion of this course the student will be able to:</p> <p>CO 1: Students should be able to demonstrate the application of the knowledge acquired in the fours semesters to solve the problems of the various forms of organizations / institutions.</p> <p>CO 2: Understand the practical difficulties in applying the various forms of solutions to find the feasible solution.</p>		

Generic Elective

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Programme: BBA-Aviation&Airport Management		Year: First
		Semester: II
Credits : 04		
Course Code: BBA (A&AM)-203	Course Title: Organizational Behavior	
Course Objectives:		
<ol style="list-style-type: none"> 1. The aim of the course is to build knowledge and understanding of Organizational Behavior among the student. 2. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about Organizational Behavior. 		
Nature of Paper: Core Course		
Max.Marks:25+75		Min. Passing Marks: 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction: Nature and scope of OB, Challenges and opportunities For OB, Organization Goals, Models of OB, Impact of Global and Cultural diversity on OB.	10
II	Individual Behavior: concept, Personality, Perception and its role in individual decision making, Learning, Motivation, Hierarchy of needs theory, Theory X and Y, Motivation Hygine theory, Vroom's expectancy theory.	10
III	Behavior Dynamics: Interpersonal behavior, Communication, Transaction Analysis, The Johari Window, Leadership, Its Theories and prevailing leadership styles in Indian Organisations. Group Behavior: Definition and classification of Groups, Types of Group Structures, Group decision making, Teams Vs Groups, Contemporary issues in managing teams, Inter-group problems in organizational group dynamics, Management of conflict.	10
IV	Management of Change: Change and Organisational development, Resistance to change, Approaches to managing organizational change, Organisational effectiveness, Organisational culture , Power and Politics in Organisation, Quality of work life, Recent advances in OB.	10

Reference / Text Books:

1. Bennis, W.G., Organisation Development
2. Breech Iswar, Oragnaisition-The Framework of Management

Evaluation/Assessment Methodology

	Max. Marks
1) Class Test	10
2) Presentations / Assignment	05
3) Attendance	10
4) Research Project Report/ Seminar On Research Project Report	00
5) ESE	75
Total:	100

Course Learning Outcomes:

After the completion of this course the student will be able to:

- CO 1: To provide knowledge about Organisational Behavior.
CO 2: To provide knowledge about individual and group behavior.
CO 3: To give an overview about change in organization and QWL.

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Programme: BBA-Aviation & Airport Management		Year: First Semester: II
Credits : 04		Course Title: Human Resource Development
Course Code : BBA (A&AM)-204		
Course Objectives: <ol style="list-style-type: none"> 1. The aim of the course is to build knowledge and understanding of Human Resource Development among the student. 2. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about Human Resource Development 		
Nature of Paper: Core Course		
Max.Marks:25+75		Min. Passing Marks: 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	HRD: Concept, importance, benefits and its distinction from HRM, focus of HRD System, Structure of HRD System, Role of HRD manpower. Management Development: Concept, need, management Development methods.	10
II	Potential Appraisal: Concept, need, objectives, methods and Obstacles. Training: Meaning, role, assessing needs for training, organizing training programmes, training methods, evaluation of Training.	10
III	Job Enrichment: Concept, Principles, steps for job enrichment, hurdles in job enrichment, making job enrichment effective, job and work redesign. Quality Circles: Concept, structure, training in quality circle, problem solving techniques, role of management, trade union and workers, quality circles in India.	10
IV	HRA: Introduction, scope, limitations, methods. Management of careers. Stress Management: Definition, potential, sources of stress, consequences of stress, managing stress.	10

Reference / Text Books:

1. DipakKumarBhattacharya,HumanResourceManagement
2. Arun Monappa, Managing Human Resource

Evaluation/Assessment Methodology

	Max. Marks
1) Class Test	10
2) Presentations / Assignment	05
3)Attendance	10
4)Research Project Report/ Seminar On Research Project Report	00
5) ESE	75
Total:	100

Course Learning Outcomes:

After the completion of this course the student will be able to:

- CO 1: To provide knowledge about HRD concepts and other aspects.
CO 2: To provide knowledge about potential appraisal.
CO 3: To give an overview about Job Enrichment and Quality circles.

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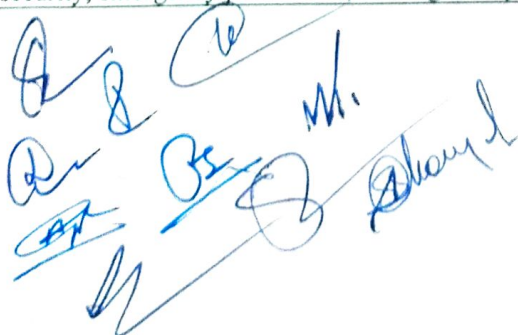
**Discipline Specific Elective (DSE) . AIRPORT
GROUND HANDLING**

23AT-A1	Passenger Handling
23AT-A1-P	Passenger Handling
23AT- A2	Aircraft Handling & ramp Operations
23AT- A2-P	Aircraft Handling & ramp Operations
23AT- A3	Load & Trim Sheet
23AT- A3-P	Load & Trim Sheet
23AT- A4	Runway & Ramp Safety
23AT- A4-P	Runway & Ramp Safety

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Programme: BBA-Aviation&Airport Management		Year: Second Semester: III
Credits : 04	Course Title: Passenger Handling	
Course Code: 23 AT-A1 (T)		
Course Objectives:		
<ul style="list-style-type: none"> • Understand the role of passenger handling in airport operations and the aviation industry. • Demonstrate proficiency in check-in procedures, including ticketing, baggage check-in, and seat assignments. 		
Nature of Paper: Discipline Specific Elective (Theory)		
Max. Marks : 25+75		Minimum Passing Marks : 10 marks out of 25
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Passenger Handling: Check-in Procedures, Security and Safety Protocols, Ticketing and reservation systems, Baggage handling and check-in, Seat assignments and boarding passes, Passenger identification and verification	10
II	Customer Service Skills, Passenger Flow Management, Special Passenger Handling	10
III	Issue Resolution and Complaint Handling, Collaboration and Coordination, Technology in Passenger Handling,	10
IV	Regulatory Compliance and Industry Standards International aviation regulations (ICAO, IATA),Airline policies and procedures, Quality standards and service benchmarks, Continuous improvement and professional development in passenger handling	10
Reference / Text Books:		
<ol style="list-style-type: none"> 1. Passenger Handling Manual" by International Air Transport Association (IATA) 2. "Airport Passenger Handling" by Doris Bohrer 		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3)Attendance		10
4)Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Students should be able to demonstrate proficiency in check-in procedures, including ticketing, baggage handling, seat assignments, and processing passenger documentation.		
CO 2: Students should understand security and safety protocols related to passenger screening, baggage security, emergency procedures, and regulatory compliance.		




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Programme: BBA-Aviation & Airport Management		Year: Second Semester: III
Credits : 02		Course Title: Passenger Handling
Course Code: 23 AT-A1 (P)		
Course Objective: <ul style="list-style-type: none"> Understand the role of passenger handling in airport operations and the aviation industry. Demonstrate proficiency in check-in procedures, including ticketing, baggage check-in, and seat assignments. 		
Nature of Paper: Discipline Specific Elective (Practical)		
Max. Marks : 15+35		Minimum Passing Marks : 06 marks out of 15
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:0-0-4 (04 Hours/Week)		
Modules	SOPs of Practical Covers	
I	1.1 Check-in Procedures Ensure a smooth and efficient check-in process. Procedure: <ol style="list-style-type: none"> Greet passengers courteously. Verify travel documents and tickets. Assign seats based on availability and passenger preferences. Issue boarding passes and check in baggage. 1.2 Security and Safety Protocols Ensure passenger and airport security. Procedure: <ol style="list-style-type: none"> Verify passenger identification. Screen baggage using appropriate security measures. Conduct security checks as per guidelines. 1.3 Ticketing and Reservation Systems Manage ticketing and reservations efficiently. Procedure: <ol style="list-style-type: none"> Use airline reservation systems to book and manage tickets. Handle ticket changes, cancellations, and refunds as per airline policies. 1.4 Baggage Handling and Check-in Efficiently manage baggage handling. Procedure: <ol style="list-style-type: none"> Weigh and tag checked baggage. Ensure baggage complies with airline weight and size limits. Handle oversized and special baggage with care. 1.5 Seat Assignments and Boarding Passes Manage seat assignments and boarding passes. Procedure: <ol style="list-style-type: none"> Assign seats during check-in based on availability and passenger preferences. Issue and print boarding passes. Manage special seating requests (e.g., for passengers with disabilities). 1.6 Passenger Identification and Verification Verify passenger identity and travel documents. Procedure: <ol style="list-style-type: none"> Check passenger IDs against booking details. Verify visas and other travel documents for international flights. 	
II	2.1 Passenger Flow Management Ensure smooth passenger flow. Procedure:	

	<ol style="list-style-type: none"> 1. Direct passengers to appropriate queues and counters. 2. Monitor and manage queue lengths to minimize wait times. 3. Coordinate with other departments for efficient passenger movement. <p>2.2 Special Passenger Handling Provide specialized assistance to passengers with special needs. Procedure:</p> <ol style="list-style-type: none"> 1. Offer priority check-in and boarding for passengers with disabilities, elderly passengers, and families with young children. 2. Arrange for special services such as wheelchairs and unaccompanied minor assistance.
III	<p>3.1 Issue Resolution and Complaint Handling Resolve passenger issues and complaints effectively. Procedure:</p> <ol style="list-style-type: none"> 1. Listen to passenger complaints and concerns empathetically. 2. Address and resolve issues promptly or escalate to higher authority if necessary. 3. Document and report recurring issues for further analysis and improvement. <p>3.2 Technology in Passenger Handling Utilize technology for efficient passenger handling. Procedure:</p> <ol style="list-style-type: none"> 1. Use computerized systems for check-in, baggage handling, and boarding. 2. Implement self-service kiosks and mobile check-in options. 3. Monitor and manage digital passenger data securely. <p>3.3 International Aviation Regulations (ICAO, IATA) Ensure compliance with international aviation regulations. Procedure:</p> <ol style="list-style-type: none"> 1. Stay updated with the latest ICAO and IATA regulations. 2. Implement necessary changes to comply with international standards. <p>3.4 Airline Policies and Procedures Adhere to airline-specific policies and procedures. Procedure:</p> <ol style="list-style-type: none"> 1. Train staff on airline-specific protocols. 2. Regularly review and update internal procedures to align with airline policies.

Reference / Text Books:

1. "Passenger Handling Manual" by International Air Transport Association (IATA)

Evaluation/Assessment Methodology		Max. Marks
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50

Course Learning Outcomes:

After the completion of this course the student will be able to:

CO 1: Students should be able to demonstrate proficiency in check-in procedures, including ticketing, baggage handling, seat assignments, and processing passenger documentation.

CO 2: Students should understand security and safety protocols related to passenger screening, baggage security, emergency procedures, and regulatory compliance.

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Programme: BBA-Aviation & Airport Management	Year: Second Semester: IV
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Credits : 04	Course Title: Aircraft Handling & Ramp Operations
Course Code: 23 AT-A2 (T)	

Course Objectives:

- Ensure safety through understanding and implementing protocols.
- Enhance efficiency in ground handling processes.
- Develop technical knowledge in aircraft operations and equipment handling

Nature of Paper: Discipline Specific Elective (Theory)

Max. Marks : 25+75 Minimum Passing Marks : 10 marks out of 25

Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week)

Unit	Contents	No. of Lectures Allotted
I	Introduction to Aircraft Handling and Ramp Operations: Aircraft Types and Characteristics, Ramp Safety and Security, Ground Support Equipment (GSE), Aircraft Marshalling.	10
II	Aircraft Servicing: Baggage and Cargo Handling, Passenger Handling, Communication and Coordination	10
III	Emergency Response Procedures, Environmental Considerations, Documentation and Record Keeping.	10
IV	Simulation and Practical Training ,Regulatory Compliance and Certification	10

Reference / Text Books:


1. "Airport Operations" by Norman J. Ashford, Pierre Coutu, and John R. Beasley Jr.
2. "Aviation Security Management" by Dr. Alan J. Stolzer, Dr. John J. Goglia, and Captain Kathleen L. Sweet.

Evaluation/Assessment Methodology

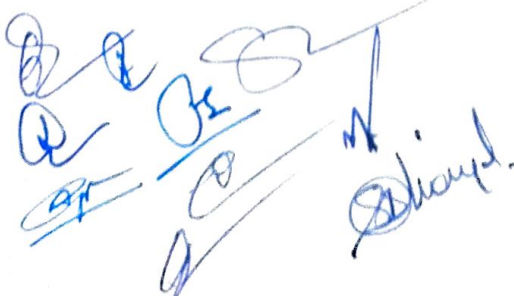
	Max. Marks
1) Class Test	10
2) Presentations / Assignment	05
3)Attendance	10
4)Research Project Report/ Seminar On Research Project Report	00
5) ESE	75
Total:	100

Course Learning Outcomes:
After the completion of this course the student will be able to:
 CO 1: Understanding Airport Operations: Students should gain a comprehensive understanding of airport layout, facilities, and operations, including terminal areas, ramps, taxiways, runways, and airside safety protocols.
 CO 2: Aircraft Ground Handling Procedures: Students should be able to demonstrate knowledge of aircraft ground handling procedures, including marshalling, towing, pushback, loading/unloading, refueling, and servicing.

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 Dean, Faculty of Management & Commerce

Programme: BBA-Aviation & Airport Management		Year: Second Semester: IV
Credits : 02	Course Title: Aircraft Handling & Ramp Operations	
Course Code: 23 AT-A2 (P)		
Course Objective:		
<ul style="list-style-type: none"> • Ensure safety through understanding and implementing protocols. • Enhance efficiency in ground handling processes 		
Nature of Paper: Discipline Specific Elective (Practical)		
Max. Marks : 15+35		Minimum Passing Marks : 06 marks out of 15
Total No. of Lectures-Tutorials-Practical(in hours per week): L-T-P:0-0-4 (04 Hours/Week)		
Modules	SOPs of Practical Covers	
i.	<p>A) Aircraft Types and Characteristics Familiarize ground personnel with different aircraft types and their specific handling requirements. Procedure:</p> <ol style="list-style-type: none"> 1. Conduct a briefing session on the various aircraft types. 2. Provide manuals and guides specific to each aircraft. 3. Ensure personnel can identify key characteristics and configurations of different aircraft. <p>B) Ramp Safety and Security Maintain a safe and secure environment on the ramp. Procedure:</p> <ol style="list-style-type: none"> 1. Conduct safety briefings and regular training sessions. 2. Ensure all personnel wear appropriate PPE (Personal Protective Equipment). 3. Implement strict access controls and surveillance to monitor the ramp area. <p>C) Ground Support Equipment (GSE) Ensure proper use and maintenance of Ground Support Equipment. Procedure:</p> <ol style="list-style-type: none"> 1. Train personnel on the operation of GSE, including tugs, loaders, and refuelers. 2. Schedule regular maintenance checks for all equipment. 3. Keep a log of equipment usage and maintenance. 	
ii.	<p>A) Baggage and Cargo Handling Efficiently and safely load and unload baggage and cargo. Procedure:</p> <ol style="list-style-type: none"> 1. Train personnel on the correct lifting techniques and handling procedures. 2. Use appropriate equipment to move heavy items. 3. Ensure accurate tracking and documentation of baggage and cargo. <p>B) Passenger Handling Provide smooth and efficient service to passengers. Procedure:</p> <ol style="list-style-type: none"> 1. Train personnel on customer service skills and procedures. 2. Ensure coordination with other departments for seamless passenger flow. 3. Handle special needs and VIP passengers with care and attention. 	




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iii.	<p>A) Emergency Response Procedures Prepare for and respond to emergencies effectively. Procedure:</p> <ol style="list-style-type: none"> 1. Develop and regularly update an emergency response plan. 2. Conduct regular drills and training sessions. 3. Ensure all personnel are familiar with emergency equipment and procedures.
	<p>B) Environmental Considerations Minimize environmental impact. Procedure:</p> <ol style="list-style-type: none"> 1. Implement waste management and recycling programs. 2. Train personnel on spill prevention and response. 3. Monitor and control emissions from ground equipment.

Reference / Text Books:

- "Aviation Security Management" by Dr. Alan J. Stolzer, Dr. John J. Goglia, and Captain Kathleen L. Sweet.

Evaluation/Assessment Methodology		Max. Marks
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50

Course Learning Outcomes:

After the completion of this course the student will be able to:

CO 1: Understanding Airport Operations: Students should gain a comprehensive understanding of airport layout, facilities, and operations, including terminal areas, ramps, taxiways, runways, and airside safety protocols.

CO 2: Aircraft Ground Handling Procedures: Students should be able to demonstrate knowledge of aircraft ground handling procedures, including marshalling, towing, pushback, loading/unloading, refueling, and servicing.

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Dean, Faculty of Management & Commerce

Programme: Class: BBA-Aviation & Airport Management		Year: Third
		Semester: V
Credits : 04 Credit of Theory / 02 Credit of Practical	Course Title: Load & Trim Sheet	
Course Code: 23 AT-A3 / 23 AT-A3-P		

Course Objectives:

Understand the fundamentals of aircraft weight, balance, and trim..

Nature of Paper: Discipline Specific Elective (DSE)

Max. Marks : 25+75 (Theory) / 15+35 (Practical) **Minimum Passing Marks : 10 marks out of 25 marks/06 out of 15 marks**

Total No. of Lectures-Tutorials-Practical(In hours per week):L-T-P:3-1-0 (04 Hours/Week) / L-T-P: 0-0-4

Unit	Contents	No. of Lectures Allotted
I	Introduction to Aircraft Weight & Balance : Importance of Weight and Balance in Aviation , Definitions: Basic Empty Weight, Maximum Takeoff Weight, Maximum Landing Weight, Payload, ZFW (Zero Fuel Weight) Forces Acting on an Aircraft: Lift, Drag, Weight, and Thrust , Aircraft Structure: Fuselage, Wings, Landing Gear, and Empennage	8
II	Aircraft Load and Trim Sheet Basics : Basic Components of a Load and Trim Sheet Passenger Distribution and Seating Plans , Cargo Compartment and Baggage Hold Distribution , Center of Gravity (CG) Concept, CG Envelope and Limits , Impact of Fuel Weight and Distribution	5
III	Load Planning Procedures : Load Planning Techniques and Documentation , Managing Variations in Passenger and Cargo Loads , Handling Dangerous Goods and Special Cargo , Effect of Load Shifting During Flight , Legal Requirements for Aircraft Loading (ICAO, IATA)	10
IV	Advanced Load and Trim Sheet Calculations : Advanced CG Calculations and Complex Load Configurations , Weight Shifts Due to Fuel Burn and In-Flight Maneuvers , The Role of Dispatchers and Ground Handlers in Load Control , Technology in Load Planning (EFBs, Load Control Software)	8
V	Safety Protocols, Regulations, and Industry Challenges : Safety Management in Aircraft Loading , Regulatory Bodies: ICAO, FAA, EASA, DGCA Guidelines , Accident Case Studies: Impact of Incorrect Loading on Safety , Real-World Challenges in Load Planning (e.g., IROPS, Charter vs. Commercial Flights) , Coordination Between Airline Operations and Ground Handlers	8

Practical SOPs

1: Understanding Aircraft Weight Categories

Objective: Identify and categorize the weight limits of different aircraft types.

Procedure: Collect sample data from various aircraft types and classify them into categories (Basic Empty Weight, Maximum Takeoff Weight, Payload, etc.), emphasizing the significance of each category for operational planning.

2: Preparing a Basic Load and Trim Sheet

Objective: Prepare a load sheet for an aircraft based on given data.

Procedure: Utilize aircraft manuals to fill out a basic load sheet, accounting for passenger seating, cargo, baggage allocation, and fuel distribution while ensuring the aircraft remains within CG limits.

3: Load Distribution & Passenger Seating Assignment

Objective: Distribute seating and cargo to maintain the aircraft's balance.

Procedure: Simulate different passenger and cargo load conditions using load manuals, assign seats and distribute cargo to ensure the CG stays within safe operational limits.

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4: Advanced Load and Trim Calculation Using Software

Objective: Use aviation load control software for load and trim calculations.

Procedure: Enter simulated load data into load control software (e.g., LIDO or ACARS), generate load and trim sheets, and ensure the aircraft remains balanced for various flight scenarios.

5: Safety Procedures in Aircraft Loading

Objective: Ensure safe aircraft loading procedures.

Procedure: Perform pre-loading safety checks, including verifying proper cargo restraints, inspecting for hazardous materials, and ensuring compliance with regulatory guidelines for safe aircraft operation.

Reference / Text Books:

1. Aircraft Weight and Balance Handbook by FAA (Federal Aviation Administration)
2. Aircraft Loading and Trim: A Complete Guide by John Doe

Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Calculate aircraft weight and balance accurately.		
CO 2: Execute practical aircraft loading procedures using SOPs.		

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Programme: Class: BBA-Aviation & Airport Management Year: Third Semester: V

Credits : 04 Credit of Theory / 02 Credit of Practical

Course Title: Runway & Ramp Safety

Course Code: 23 AT-A3 / 23 AT-A3-P

Course Objectives:
Understand the fundamentals of runway and ramp safety regulations.

Nature of Paper: Discipline Specific Elective (DSE)

Max. Marks : 25+75 (Theory) / 15+35 (Practical) **Minimum Passing Marks :** 10 marks out of 25 marks/06 out of 15 marks

Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week) / L-T-P: 0-0-4

Unit	Contents	No. of Lectures Allotted
I	Introduction to Runway & Ramp Safety : Importance of Runway and Ramp Safety Key Terms: Runway Incursions, Excursions, Ground Handling Accidents Overview of Airport Runway Layouts and Ramp Areas, Aircraft Ground Movements: Taxiing, Takeoff, and Landing Procedures , Human Factors in Runway and Ramp Safety	8
II	Regulations & Safety Standards : ICAO, FAA, EASA, and DGCA Runway and Ramp Safety Guidelines , Standards for Ground Handling Operations , Emergency Procedures for Runway and Ramp Incidents , The Role of the Airport Operations Center (AOC) , Safety Culture and Training for Ground Staff	5
III	Ground Handling and Equipment Safety : Ground Handling Procedures: Baggage, Cargo, and Aircraft Servicing , Ramp Equipment Operations: Pushback Tugs, Belt Loaders, Ground Power Units , Aircraft Marshalling and Signal Communication , Personal Protective Equipment (PPE) and Ergonomics , Preventive Maintenance of Ramp Equipment	10
IV	Runway and Ramp Incidents & Investigations : Common Causes of Runway Incursions and Excursions , Analysis of Ramp Accidents: Equipment Collisions, Aircraft Damage, Personnel Injuries , Incident Investigation Techniques and Reporting Procedures , Case Studies of Runway and Ramp Safety Failures , Preventive Measures and Risk Mitigation	8
V	Safety Management Systems (SMS) & Emergency Response , Components of a Safety Management System (SMS), Implementing SMS in Ramp and Runway Operations , Emergency Response Planning: Runway Incidents, Fire, and Explosions , Roles of Emergency Teams: Aircraft Rescue and Firefighting (ARFF) , Coordination with Air Traffic Control (ATC) and Airport Operations	8

Practical SOPs

1: Identifying Hazards in Runway and Ramp Areas

Objective: Understand and identify hazards present on runways and ramps. **Procedure:** Conduct a simulated walkthrough of ramp areas to spot hazards (e.g., FOD, improper equipment placement), categorize hazards, and recommend control measures.

2: Adhering to International Safety Standards

Objective: Implement safety standards in ramp operations.
Procedure: Review relevant safety guidelines (ICAO Annex 14, FAA Part 139), and simulate compliance in handling aircraft movements, equipment operation, and staff protocols on the ramp.

3: Safe Ground Handling and Equipment Use

Objective: Ensure the safe operation of ground handling equipment.
Procedure: Conduct hands-on training in the proper use of ramp equipment, including safe parking procedures, pre-use inspections, and PPE adherence during equipment operations.

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4: Investigating Ramp Accidents

Objective: Investigate and report runway or ramp incidents.

Procedure: Simulate an accident scenario involving ramp equipment or aircraft, collect evidence, interview personnel, and prepare an investigation report with recommendations for safety improvements.

5: Emergency Response in Ramp and Runway Incidents

Objective: Prepare for and respond to runway and ramp emergencies.

Procedure: Create an emergency response plan for a simulated incident (e.g., fire on the ramp), including coordination with ARFF and ATC, and practice executing emergency procedures.

Reference / Text Books:

1. Airport Operations by Norman Ashford, H.P. Martin Stanton, and Clifton A. Moore
2. ICAO Annex 14: Aerodromes

Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Identify and manage hazards associated with runway and ramp operations.		
CO 2: Develop and implement runway and ramp safety SOPs.		


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Discipline Specific Elective (DSE) . FLIGHT OPERATIONS

23AT-B1	Flight Operations
23AT-B1-P	Flight Operations
23AT- B2	In-Flight Operation
23AT- B2-P	In-Flight Operation
23AT- B3	Flight Duty Time Limit
23AT- B3-P	Flight Duty Time Limit
23AT- B4	Aircraft Publications
23AT- B4-P	Aircraft Publications

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& Commerce Page 48 of 94

Programme: Class: BBA-Aviation & Airport Management		Year: Second Semester: III
Credits : 04 Credit of Theory / 02 Credit of Practical	Course Title: Flight Operations	
Course Code: 23 AT-B1 /23 AT-B1-P		
Course Objectives: To provide a comprehensive understanding of flight operations and their role in the aviation industry.		
Nature of Paper: Discipline Specific Elective (DSE)		
Max. Marks : 25+75 (Theory) / 15+35 (Practical) Minimum Passing Marks : 10 marks out of 25 marks/06 out of 15 marks		
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week) / L-T-P: 0-0-4		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Flight Operations: Overview of Flight Operations , Key Players and Stakeholders , Structure and Organization of Flight Operations Regulatory Framework: International Civil Aviation Organization (ICAO) Regulations , Federal Aviation Administration (FAA) and Other National Authorities, Airline Operations Certificates and Approvals.	8
II	Flight Planning and Scheduling: Principles of Flight Planning , Route Selection and Optimization , Flight Scheduling and Slot Management Crew Management: Crew Scheduling and Rostering , Fatigue Management and Duty Time Regulations , Training and Certification Requirements	12
III	Aircraft Operations and Performance: Aircraft Performance Metrics , Weight and Balance Calculations , Fuel Management and Conservation Air Traffic Management: Air Traffic Control (ATC) Procedures , Navigational Aids and Airspace Management , Communication and Coordination with ATC	8
IV	Safety and Emergency Procedures : Safety Management Systems (SMS) , Emergency Response and Contingency Planning , Incident and Accident Investigation Technology in Flight Operations: Flight Management Systems (FMS) , Data Analysis and Predictive Maintenance , Innovations in Flight Operations Technology Cost and Resource Management: Budgeting and Cost Control in Flight Operations , Resource Allocation and Optimization , Environmental Considerations and Sustainability	12
Practical SOPs		
1.1 Flight Planning Step-by-step procedures for planning and executing a flight, including route selection and fuel calculations.		
1.2 Crew Management Guidelines for crew scheduling, rostering, and compliance with duty time regulations.		
1.3 Safety Management Procedures for implementing and maintaining a Safety Management System (SMS) within flight operations.		
1.4 Emergency Response Detailed procedures for handling emergencies, including communication protocols and evacuation plans.		
Reference / Text Books: 1. Airline Operations and Scheduling"* by Massoud Bazargan 2. Flight Operations Manual"* by Federal Aviation Administration (FAA)		

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Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Understand the key components of flight operations and their interrelationships within the aviation system..		
CO 2: Apply regulatory requirements and industry standards to ensure safe and efficient flight operations.		




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Programme: Class: BBA-Aviation & Airport Management		Year: Second Semester: IV
Credits : 04 Credit of Theory / 02 Credit of Practical	Course Title: In- Flight Operations	
Course Code: 23 AT-B2 / 23 AT-B2-P		
Course Objectives: To provide an understanding of the various components involved in managing in-flight operations and services.		
Nature of Paper: Discipline Specific Elective (DSE)		
Max. Marks : 25+75 (Theory) / 15+35 (Practical) Minimum Passing Marks : 10 marks out of 25 marks/06 out of 15 marks		
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week) / L-T-P: 0-0-4		
Unit	Contents	No. of Lectures Allotted
I	Introduction to In-Flight Operations: Overview of In-Flight Operations , Key Components and Stakeholders , Structure and Organization of Cabin Crew Cabin Crew Roles and Responsibilities: Roles of Cabin Crew Members , Communication and Teamwork , Customer Service Excellence	8
II	Passenger Services: Boarding and Disembarkation Procedures , In-Flight Catering and Meal Service , Entertainment and Amenities Management Safety and Emergency Procedures: Safety Briefings and Equipment Familiarization , Emergency Procedures and Protocols , Handling Medical Emergencies	12
III	Regulatory Compliance: International Air Transport Association (IATA) Standards ,Federal Aviation Administration (FAA) and Other National Authorities ,Passenger Rights and Responsibilities Crew Resource Management (CRM): Principles of Crew Resource Management ,Decision-Making and Problem-Solving , Conflict Resolution and Stress Management	8
IV	Cultural Sensitivity and Diversity: Understanding and Respecting Cultural Differences , Language and Communication Barriers , Inclusive Service Delivery Technology in In-Flight Operations: In-Flight Entertainment Systems , Connectivity and Communication Tools , Innovations in Cabin Services Technology	12
Practical SOPs		
1.1 Pre-Flight and Boarding Procedures for preparing the cabin and assisting passengers during boarding.		
1.2. In-Flight Service Guidelines for meal service, passenger interaction, and addressing special requests.		
1.3 Safety and Emergency Detailed procedures for handling emergencies, including evacuations and medical situations.		
1.4. Post-Flight Processes for disembarkation, cabin checks, and reporting.		
Reference / Text Books:		
1. The Essential Guide to Flight Attendant School and Surviving Life as a New-Hire"* by Amber Ripp		
2. Safety Management Systems in Aviation"* by Alan J. Stolzer, Carl D. Halford, and John J. Goglia		




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Evaluation/Assessment Methodology	
	Max. Marks
1) Class Test	10
2) Presentations / Assignment	05
3) Attendance	10
4) Research Project Report/ Seminar On Research Project Report	00
5) ESE	75
Total:	100
Presentations / Viva -Voice	15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)	35
Total:	50
Course Learning Outcomes:	
After the completion of this course the student will be able to:	
CO 1: Understand the roles and responsibilities of in-flight personnel and their impact on passenger experience.	
CO 2: Apply safety protocols and regulatory requirements to ensure compliance and passenger well-being during flights.	




 Dean, Faculty of Management
 & Commerce

Programme: Class: BBA-Aviation & Airport Management		Year: Third Semester: V
Credits : 04 Credit of Theory / 02 Credit of Practical	Course Title: Flight Duty Time Limit	
Course Code: 23 AT-B3 / 23 AT-B3-P		
Course Objectives: To understand the importance of flight duty time limitations and their role in ensuring safety and operational efficiency in aviation.		
Nature of Paper: Discipline Specific Elective (DSE)		
Max. Marks : 25+75 (Theory) / 15+35 (Practical) Minimum Passing Marks : 10 marks out of 25 marks/06 out of 15 marks		
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week) / L-T-P: 0-0-4		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Flight Duty Time Limitations: Definition and Purpose of Duty Time Limits , Historical Context and Development of Regulations , Importance in Aviation Safety Regulatory Framework: International Civil Aviation Organization (ICAO) Standards , Federal Aviation Administration (FAA) Regulations , European Union Aviation Safety Agency (EASA) Rules , National Regulations and Variations	10
II	Components of Duty Time Regulations: Flight Time Limitations , Duty Periods and Rest Requirements , Cumulative Duty and Rest Periods , Extensions and Exceptions Crew Scheduling and Management: Principles of Crew Scheduling , Rostering Techniques and Tools , Fatigue Risk Management Systems (FRMS) , Impact of Irregular Operations on Scheduling	12
III	Fatigue and Human Factors - Understanding Fatigue and Its Effects on Performance , Human Factors in Aviation Safety , Mitigation Strategies for Fatigue Management Operational Implications: Impact on Airline Operations and Efficiency , Cost Implications and Resource Management , Balancing Safety, Compliance, and Productivity	12
IV	Technology in Duty Time Management: Scheduling Software and Tools , Data Analysis and Monitoring Systems , Innovations in Crew Management Technology	6
Practical SOPs		
1.2 Crew Scheduling Procedures for developing compliant and efficient crew schedules.		
1.2 Fatigue Management Guidelines for identifying, monitoring, and mitigating fatigue risks.		
1.3 Duty Time Compliance Steps to ensure adherence to duty time regulations and manage exceptions.		
1.4 Incident Response Procedures for responding to incidents or violations related to duty time limits.		
Reference / Text Books: 1. Crew Resource Management** by Barbara G. Kanki, Robert L. Helmreich, and José Anca 2. Fatigue in Aviation: A Guide to Staying Awake at the Stick** by John A. Caldwell and J. Lynn Caldwell		

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Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Explain the rationale behind flight duty time limitations and the safety implications for flight operations.		
CO 2: Apply international and national regulations on duty time limits to ensure compliance in flight operations..		




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Programme: Class: BBA-Aviation & Airport Management		Year: Third Semester: V
Credits : 04 Credit of Theory / 02 Credit of Practical	Course Title: Aircraft Publications	
Course Code: 23 AT-B4 / 23 AT-B4-P		
Course Objectives: To understand the types and purposes of various aircraft publications used in the aviation industry.		
Nature of Paper: Discipline Specific Elective (DSE)		
Max. Marks : 25+75 (Theory) / 15+35 (Practical) Minimum Passing Marks : 10 marks out of 25 marks/06 out of 15 marks		
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week) / L-T-P: 0-0-4		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Aircraft Publications: Overview of Aircraft Publications , Importance and Role in Aviation Operations , Types of Publications and Their Applications Types of Aircraft Publications: Aircraft Maintenance Manuals (AMM) , Illustrated Parts Catalog (IPC) , Structural Repair Manuals (SRM) , Aircraft Flight Manuals (AFM) , Wiring Diagram Manuals (WDM) , Component Maintenance Manuals (CMM) , Minimum Equipment List (MEL) and Configuration Deviation List (CDL)	10
II	Regulatory Framework: International Civil Aviation Organization (ICAO) Standards , Federal Aviation Administration (FAA) Regulations , European Union Aviation Safety Agency (EASA) Requirements , Airline and Manufacturer-Specific Requirements Reading and Interpreting Technical Information: Understanding Terminology and Symbols , Navigating Manuals and Schematics , Applying Information to Maintenance and Operations	12
III	Documentation Management: Organizing and Storing Aircraft Documents, Version Control and Document Updates , Electronic Documentation Systems and Software Compliance and Record-Keeping: Documentation for Maintenance and Inspections , Record-Keeping Requirements and Best Practices , Audits and Compliance Checks	10
IV	Safety and Quality Assurance: Role of Publications in Ensuring Safety , Quality Assurance Processes in Documentation , Error Detection and Correction in Manuals Technology and Innovation in Documentation: Digital Documentation Tools and Platforms , Innovations in Data Management and Accessibility , Future Trends in Aircraft Publications	8
Practical SOPs		
1.1 Documentation Management Procedures for organizing, updating, and maintaining aircraft documents.		
1.2 Manual Interpretation Steps for accurately interpreting and applying information from technical manuals.		
1.3 Compliance Guidelines for ensuring compliance with regulatory documentation requirements.		
1.4 Quality Assurance Procedures for auditing and verifying the accuracy of aircraft publications.		
Reference / Text Books: 1. Aircraft Maintenance & Repair** by Michael Kroes and William Watkins 2. Aviation Maintenance Technician Handbook – General** by Federal Aviation Administration (FAA)		

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Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Identify and describe the different types of aircraft publications and their roles in aviation operations.		
CO 2: Apply regulatory standards related to aircraft documentation to ensure compliance and safety.		




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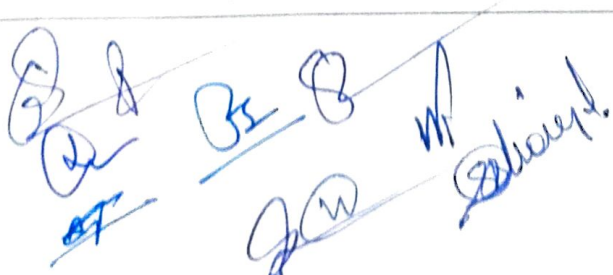
**Discipline Specific Elective (DSE) . HELIPORT
CONSTRUCTION REGULATIONS**


23AT- C1	Helipad Types
23AT- C1-P	Helipad Types
23AT- C2	Construction of Helipads
23AT- C2-P	Construction of Helipads
23AT- C3	Helipad Safety & Security
23AT- C3-P	Helipad Safety & Security
23AT- C4	Helipad Operations
23AT- C4-P	Helipad Operations

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Dean, Faculty of Science
& Commerce

Programme: Class: BBA-Aviation & Airport Management		Year: Second Semester: III
Credits : 04 Credit of Theory / 02 Credit of Practical	Course Title: Helipad Types	
Course Code: 23 AT-C1 / 23 AT-C1-P		
Course Objectives: To understand the different types of helipads and their specific design and operational requirements.		
Nature of Paper: Discipline Specific Elective (DSE)		
Max. Marks : 25+75 (Theory) / 15+35 (Practical) Minimum Passing Marks : 10 marks out of 25 marks/06 out of 15 marks		
Total No. of Lectures-Tutorials-Practical(in hours per week): L-T-P:3-1-0 (04 Hours/Week) / L-T-P: 0-0-4		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Helipads : Definition and Purpose of Helipads , Historical Development and Importance , Types of Helipads: Onshore, Offshore, Rooftop, and Ground-Based Design and Construction of Helipads: Site Selection Criteria , Structural Design and Materials, Marking and Lighting Requirements , Load Bearing Capacity and Wind Analysis	10
II	Types of Helipads: Onshore Helipads: Applications in Hospitals, Corporate Offices, and Remote Locations , Design Considerations and Challenges , Offshore Helipads: Use in Oil Rigs and Marine Platforms , Environmental and Operational Considerations , Rooftop Helipads: Urban Applications and Building Integration , Safety and Accessibility Challenges , Ground-Based Helipads: Use in Airports and Private Facilities , Design and Operational Features	12
III	Regulatory Framework and Compliance: International Civil Aviation Organization (ICAO) Standards , Federal Aviation Administration (FAA) Guidelines , Local and National Regulations , Environmental Impact Assessments Safety and Risk Management: Safety Protocols and Emergency Procedures , Risk Assessment and Mitigation Strategies , Firefighting and Rescue Equipment Requirements	10
IV	Helipad Operations and Management: Operational Procedures and Traffic Management , Maintenance and Inspection Protocols , Coordination with Air Traffic Control (ATC) Technological Innovations : Advances in Helipad Design and Materials , Use of Drones and Unmanned Aerial Vehicles (UAVs) , Integration of Smart Technologies and Automation	8
Practical SOPs		
1.1 Site Selection and Design Guidelines for evaluating and selecting suitable sites for helipad construction.		
1.2. Construction and Compliance Procedures for ensuring compliance with design and construction standards.		
1.3. Operational Steps for managing daily operations, including safety checks and coordination with ATC.		
1.4. Emergency Response Protocols for handling emergencies and ensuring passenger and crew safety.		
Reference / Text Books: 1. Helicopter Landing Sites: A Guide to Selection and Management by Transport Canada 2. Helicopter Handbook by Federal Aviation Administration (FAA)		




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Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Identify and describe the various types of helipads and their applications in the aviation industry.		
CO 2: Develop plans for the construction and management of helipads, considering technical and environmental factors.		




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Programme: Class: BBA-Aviation & Airport Management		Year: Second Semester: IV
Credits : 04 Credit of Theory / 02 Credit of Practical	Course Title: Construction of Helipads	
Course Code: 23 AT-C2 / 23 AT-C2-P		
Course Objectives: To understand the principles and standards involved in the design and construction of helipads.		
Nature of Paper: Discipline Specific Elective (DSE)		
Max. Marks : 25+75 (Theory) / 15+35 (Practical) Minimum Passing Marks : 10 marks out of 25 marks/06 out of 15 marks		
Total No. of Lectures-Tutorials-Practical(in hours per week): L-T-P:3-1-0 (04 Hours/Week) / L-T-P: 0-0-4		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Helipads : Overview of Helipad Types and Functions , Importance of Helipads in Aviation Infrastructure , Applications of Helipads in Various Sectors Design Principles and Criteria : Site Selection and Assessment , Structural Design Considerations , Load-Bearing Capacity and Wind Analysis , Marking and Lighting Requirements	10
II	Types of Helipads : Onshore Helipads: Ground-Based and Rooftop , Offshore Helipads , Temporary and Emergency Helipads , Design and Construction Differences Regulatory Framework and Compliance : International Civil Aviation Organization (ICAO) Standards, Federal Aviation Administration (FAA) Regulations , National and Local Construction Codes , Environmental Impact Assessments and Approvals	12
III	Construction Materials and Techniques : Selection of Construction Materials , Innovative Techniques and Technologies , Sustainability in Helipad Construction , Case Studies of Modern Helipad Projects Safety and Risk Management : Safety Protocols in Construction and Operation , Risk Assessment and Mitigation Strategies , Fire Safety and Emergency Preparedness , Coordination with Emergency Services Project Management and Planning :Project Life Cycle and Management Tools , Budgeting and Resource Allocation , Timeline Development and Milestone Tracking , Stakeholder Engagement and Communication	10
IV	Environmental and Social Considerations : Assessing Environmental Impacts of Helipad Construction , Mitigation Strategies for Environmental Concerns , Community Impact and Public Relations , Noise Abatement and Wildlife Considerations Technological Innovations and Future Trends : Advances in Construction Technology , Smart Helipads and Automation , Integration with Urban Infrastructure , Future Trends in Helipad Design and Construction	8
Practical SOPs		
1.1 Site Assessment Procedures for evaluating and selecting suitable sites for helipad construction. 1.2 Design Compliance Guidelines for ensuring compliance with design standards and regulations. 1.3 Construction Management Steps for managing construction projects, including safety checks and quality control. 1.4 Environmental Mitigation Protocols for addressing environmental impacts and engaging with stakeholders. 1.5 Safety and Emergency Procedures for ensuring safety during construction and operational phases.		

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 2023-2024

Reference / Text Books:

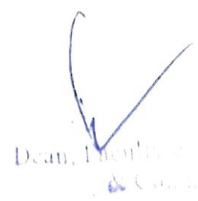
1. Heliport Design by Federal Aviation Administration (FAA)
2. Design and Construction of Heliports by Transport Canada

Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Identify the key components and design criteria for different types of helipads.		
CO 2: Develop comprehensive plans for the construction and management of helipad projects.		

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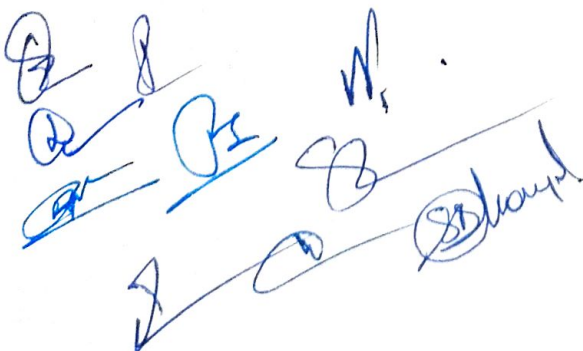
Programme: Class: BBA-Aviation & Airport Management		Year: Third Semester: V
Credits : 04 Credit of Theory / 02 Credit of Practical	Course Title: Helipad Safety & Security	
Course Code: 23 AT-C3/23 AT-C3-P		
Course Objectives: To understand the safety protocols and regulations governing helipad operations.		
Nature of Paper: Discipline Specific Elective (DSE)		
Max. Marks : 25+75 (Theory) / 15+35 (Practical) Minimum Passing Marks : 10 marks out of 25 marks/06 out of 15 marks		
Total No. of Lectures-Tutorials-Practical(in hours per week): L-T-P:3-1-0 (04 Hours/Week) / L-T-P: 0-0-4		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Helipad Safety and Security : Overview of Safety and Security in Aviation , Importance of Safety and Security at Helipads , Regulatory Bodies and Standards Regulatory Framework and Compliance : International Civil Aviation Organization (ICAO) Safety Standards , Federal Aviation Administration (FAA) Security Regulations , National and Local Safety and Security Regulations	10
II	Safety Protocols and Procedures : Helipad Design Safety Features , Operational Safety Procedures , Fire Safety and Emergency Equipment Security Measures and Threat Management : Security Risk Assessment and Vulnerability Analysis , Physical Security Measures: Fencing, Surveillance, and Access Control , Cyber security Considerations for Helipad Operations	12
III	Risk Management and Assessment : Identifying Potential Hazards and Risks , Risk Mitigation Strategies and Tools , Safety Management Systems (SMS) in Helipad Operations Emergency Response and Crisis Management : Developing Emergency Response Plans , Coordinating with Local Emergency Services , Crisis Communication and Incident Reporting	10
IV	Training and Safety Culture : Training Programs for Safety and Security Personnel , Building a Safety Culture at Helipads , Continuous Improvement and Feedback Mechanisms	8
Practical SOPs		
1.1 Safety Assessment Procedures for conducting safety assessments and audits at helipads. 1.2 Security Protocol Guidelines for implementing and monitoring security measures at helipads. 1.3 Emergency Response Steps for developing and executing emergency response plans. 1.4 Risk Management Protocols for identifying and mitigating risks associated with helipad operations. 1.5 Training Procedures for training staff in safety and security measures.		
Reference / Text Books:		
1. Aviation Safety Programs: A Management Handbook by Richard H. Wood 2. Aviation Security Management by Andrew R. Thomas		




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Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Identify and describe the key safety and security requirements for helipad operations.		
CO 2: Develop and execute emergency response plans for helipad incidents.		


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Programme: BBA-Aviation & Airport Management		Year: Third Semester: V
Credits : 04 Credit of Theory / 02 Credit of Practical	Course Title: Helipad Operations	
Course Code: 23 AT-C4 / 23 AT-C4-P		
Course Objectives: To understand the operational requirements and procedures for managing helipads.		
Nature of Paper: Discipline Specific Elective (DSE)		
Max. Marks : 25+75 (Theory) / 15+35 (Practical) Minimum Passing Marks : 10 marks out of 25 marks/06 out of 15 marks		
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week) / L-T-P: 0-0-4		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Helipad Operations : Overview of Helipad Functions and Importance , Types of Helipads and Their Applications , Operational Challenges and Considerations Regulatory Framework and Compliance : International Civil Aviation Organization (ICAO) Standards , Federal Aviation Administration (FAA) Regulations , Local and National Operational Guidelines , Compliance and Auditing Procedures	10
II	Helipad Operational Procedures : Pre-Flight and Post-Flight Inspections , Traffic Management and Scheduling , Coordination with Air Traffic Control (ATC) , Load and Fuel Management Safety and Risk Management :Safety Protocols and Emergency Procedures , Risk Assessment and Mitigation Strategies , Firefighting and Rescue Operations , Incident Reporting and Investigation	12
III	Communication and Coordination : Effective Communication with Pilots and Crew , Coordination with Ground Support Services , Use of Communication Technologies and Systems , Managing Multiple Operations and Stakeholders Maintenance and Quality Assurance : Routine Maintenance Procedures for Helipads , Quality Control and Assurance Standards , Inspection and Monitoring Techniques , Equipment and Infrastructure Maintenance	10
IV	Environmental and Community Considerations : Noise Management and Abatement Strategies , Environmental Impact Assessments , Community Engagement and Public Relations , Sustainable Practices in Helipad Operations	8
Practical SOPs		
1.1 Operational Guidelines for managing daily helipad operations, including scheduling and traffic management. 1.2 Safety and Emergency Procedures for handling emergencies and ensuring safety during operations. 1.3 Maintenance Steps for conducting routine maintenance and quality assurance checks. 1.4 Communication Protocols for effective communication and coordination with pilots and support services. 1.5 Environmental Management Guidelines for assessing and mitigating environmental impacts.		
Reference / Text Books:		
1. Heliport Design by Federal Aviation Administration (FAA) 2. Helicopter Operations at Low Level: Aircrew, Environmental, and Regulatory Influences on Safety by Bob Tucknott		

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Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Describe the key components and procedures involved in helipad operations.		
CO 2: Develop operational plans and schedules for efficient helipad management.		




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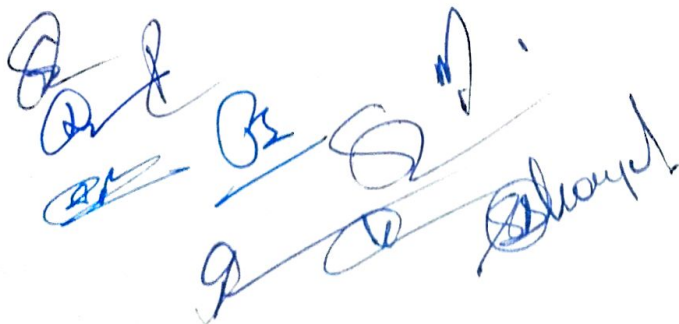
**Discipline Specific Elective (DSE) . AVIATION
REGULATIONS**

23AT- D1	International Civil Aviation Organization-Regulation
23AT- D1-P	International Civil Aviation Organization-Regulation
23AT- D2	Civil Aviation Requirement-DGCA
23AT- D2-P	Civil Aviation Requirement-DGCA
23AT- D3	Civil Aviation Publications- Leasing, Purchasing of Aircrafts
23AT- D3-P	Civil Aviation Publications- Leasing, Purchasing of Aircrafts
23AT- D4	Flight Safety & Cabin Safety
23AT- D4-P	Flight Safety & Cabin Safety

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Programme: BBA-Aviation & Airport Management		Year: Second Semester: III
Credits : 04 Credit of Theory / 02 Credit of Practical	Course Title: International Civil Aviation Organization – Regulation	
Course Code: 23 AT –D1/23 AT –D1-P		
Course Objectives: To understand the role and function of ICAO in international aviation.		
Nature of Paper: Discipline Specific Elective (DSE)		
Max. Marks : 25+75 (Theory) / 15+35 (Practical) Minimum Passing Marks : 10 marks out of 25 marks/06 out of 15 marks		
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week) / L-T-P: 0-0-4		
Unit	Contents	No. of Lectures Allotted
I	Introduction to ICAO : History and Establishment of ICAO , Objectives and Functions of ICAO , Structure and Organization of ICAO ICAO Annexes and Standards : Overview of ICAO Annexes , Development and Adoption of Standards and Recommended Practices (SARPs) , Key Annexes and Their Implications for Aviation	10
II	Safety and Security Regulations :ICAO Safety Management Systems (SMS) ,Security Standards and Procedures , Risk Management and Incident Reporting Air Navigation and Traffic Management : Air Traffic Management (ATM) and Airspace Regulation , Communication, Navigation, and Surveillance (CNS) Systems , Global Air Navigation Plan (GANP)	12
III	Environmental Regulations : ICAO Environmental Protection Standards, Noise and Emissions Regulations , Sustainable Aviation Practices Economic Regulations and Facilitation : Economic Policies and Agreements , Facilitation Standards and Passenger Rights , Impact on Airline Operations and Management	10
IV	International Collaboration and Agreements :Bilateral and Multilateral Agreements ,Regional and Global Aviation Initiatives ,Role of ICAO in Promoting International Cooperation Implementation and Compliance : State Obligations and Responsibilities ,Compliance Audits and Inspections , Challenges and Best Practices in Implementing ICAO Standards	8
Practical SOPs		
1.1 Regulatory Compliance Guidelines for ensuring compliance with ICAO regulations in aviation operations.		
1.2 Safety Management Procedures for implementing and maintaining ICAO safety standards.		
1.3 Environmental Management Steps for complying with ICAO environmental regulations and standards.		
1.4 Air Navigation Protocols for managing air navigation and traffic in accordance with ICAO guidelines.		
1.5 Security Procedures for implementing ICAO security measures and risk management strategies.		
Reference / Text Books:		
1. International Civil Aviation Organization (ICAO): A History of International Aviation by Ludwig Weber		
2. ICAO: A User's Guide by David Mackenzie		




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 ICAO Institute

Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes: After the completion of this course the student will be able to: CO 1: Describe the structure and functions of ICAO and its significance in international aviation. CO 2: Develop compliance strategies for adhering to ICAO regulations.		


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Programme: BBA-Aviation & Airport Management

Year: Second

Semester: IV

Credits : 04 Credit of Theory / 02 Credit of Practical

Course Title: International Civil Aviation Requirement - DGCA

Course Code: 23 AT-D2 / 23 AT-D2-P

Course Objectives:

To understand the role and function of the DGCA in Indian civil aviation.

Nature of Paper: Discipline Specific Elective (DSE)

Max. Marks : 25 / 25 (Theory) / 15 / 15 (Practical) **Minimum Passing Marks :** 10 marks out of 25 marks/06 out of 15 marks

Total No. of Lectures- Tutorials-Practical(In hours per week): L- T-P: 3-1-0 (04 Hours/Week) / L-T-P: 0-0-4

Unit	Contents	No. of Lectures Allotted
I	Introduction to DGCA : Overview of the DGCA and its Role in Indian Aviation , History and Evolution of the DGCA , Structure and Organization of the DGCA Civil Aviation Requirements (CARs) : Introduction to Civil Aviation Requirements (CARs) , Categories and Structure of CARs , Process for Development and Amendment of CARs	10
II	Safety Regulations and Standards : Safety Management Systems (SMS) under DGCA , Aircraft Maintenance and Airworthiness Standards , Incident Reporting and Investigation Procedures Operational Regulations : Flight Operations and Crew Licensing , Air Traffic Services and Management Airport Operations and Management Standards	12
III	Security and Environmental Regulations : Security Requirements for Civil Aviation , Environmental Protection and Sustainable Aviation Practices , Noise and Emissions Standards Economic Regulations and Consumer Protection : Economic Policies and Tariff Regulations , Passenger Rights and Consumer Protection Measures , Regulatory Impact on Airline Operations	12
IV	Compliance and Enforcement : Compliance Monitoring and Auditing Procedures , Enforcement Mechanisms and Penalties , Best Practices for Achieving Compliance	6

Practical SOPs

1.1 Regulatory Compliance

Guidelines for ensuring compliance with DGCA CARs in aviation operations.

1.2 Safety Management

Procedures for implementing and maintaining safety standards under DGCA regulations.

1.3. Security

Protocols for adhering to DGCA security requirements.

1.4. Environmental Management

Steps for complying with DGCA environmental regulations.

1.5. Operational

Guidelines for managing flight operations and crew licensing in accordance with DGCA standards.

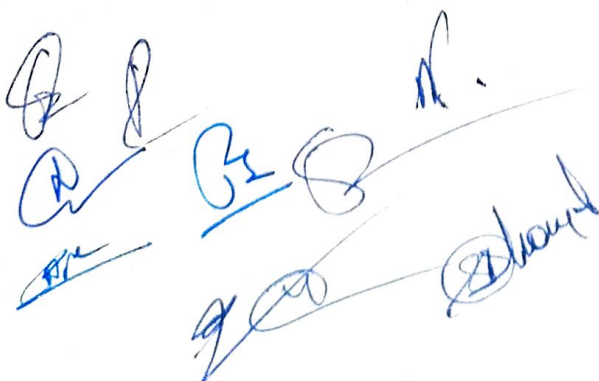
Reference / Text Books:

1. DGCA Civil Aviation Requirements by Directorate General of Civil Aviation (DGCA)
2. Aviation Law and Regulations by V.S. Mani

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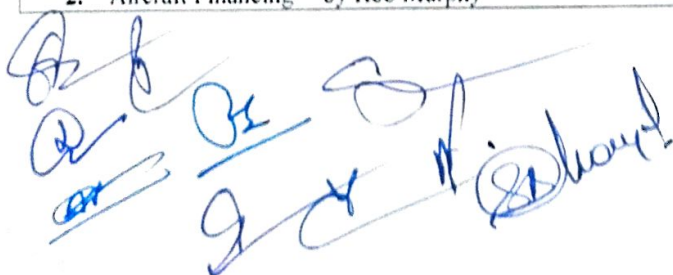
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AVIATION


Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Describe the structure and functions of the DGCA and its significance in Indian aviation.		
CO 2: Develop strategies for implementing DGCA regulations effectively.		




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Programme: BBA-Aviation & Airport Management (II)		Year: Third Semester: V
Credits : 04 Credit of Theory / 02 Credit of Practical	Course Title: International Civil Aviation Publications – Leasing , Purchasing of Aircrafts	
Course Code: 23 AT-D3 / 23 AT-D3-P		
Course Objectives: To understand the processes and regulations involved in leasing and purchasing aircraft.		
Nature of Paper: Discipline Specific Elective (DSE)		
Max. Marks : 25+75 (Theory) / 15+35 (Practical) Minimum Passing Marks : 10 marks out of 25 marks/06 out of 15 marks		
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:3-1-0 (04 Hours/Week) / L-T-P: 0-0-4		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Aircraft Acquisition : Overview of Aircraft Leasing and Purchasing , Importance of Aircraft Acquisition in Airline Strategy , Key Stakeholders in Aircraft Transactions Types of Aircraft Leasing : Operating Leases vs. Finance Leases , Sale and Leaseback Arrangements , Dry Leasing vs. Wet Leasing	10
II	Regulatory and Legal Framework : International Civil Aviation Organization (ICAO) Guidelines , Directorate General of Civil Aviation (DGCA) Regulations , Legal Considerations and Contractual Obligations Financial Considerations in Aircraft Leasing and Purchasing : Cost Analysis and Budgeting for Aircraft Acquisition , Financing Options and Structures , Impact on Airline Balance Sheets and Cash Flows	12
III	Aircraft Purchasing Process : Steps in Purchasing New and Used Aircraft , Negotiating Purchase Agreements , Delivery and Acceptance Procedures Aircraft Leasing Process : Lease Agreement Components and Negotiation , Maintenance and Return Conditions , Lease Termination and Renewal Options	10
IV	Risk Management in Aircraft Acquisition : Identifying and Mitigating Risks in Leasing and Purchasing , Insurance and Liability Considerations , Managing Residual Value Risk Strategic Management of Aircraft Fleets : Fleet Planning and Optimization , Integrating New Aircraft into Existing Fleets , Technological Advancements and Aircraft Selection	8
Practical SOPs		
1.1 Lease Agreement Guidelines for drafting and negotiating aircraft lease agreements.		
1.2 Purchase Agreement Steps for managing the aircraft purchasing process, from negotiation to delivery.		
1.3 Risk Management Procedures for identifying and mitigating risks in aircraft leasing and purchasing.		
1.4 Regulatory Compliance Protocols for ensuring compliance with regulatory and legal requirements in aircraft acquisition.		
1.5 Fleet Management Guidelines for integrating new aircraft into existing fleets and managing fleet composition..		
Reference / Text Books:		
1. Aircraft Leasing and Financing: Tools for Success in International Aircraft Acquisition and Management Vitaly S. Guzhva and David Yu		
2. Aircraft Financing** by Rob Murphy		




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Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Describe the key components and documentation involved in aircraft leasing and purchasing.		
CO 2: Evaluate the financial and operational impacts of aircraft acquisition on airlines.		

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Evaluation/Assessment Methodology		Max. Marks
1) Class Test		10
2) Presentations / Assignment		05
3) Attendance		10
4) Research Project Report/ Seminar On Research Project Report		00
5) ESE		75
Total:		100
Presentations / Viva -Voice		15
ESE (Practical Report / Seminar On Research Project Report-based on field visit)		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Describe the key concepts and practices in flight safety and cabin safety.		
CO 2: Develop and implement emergency response plans for various flight scenarios.		

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Ability Enhancement Course (AEC)

AEC-1	English Communication (Theory)
AEC-1P	English Communication (Practical)

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Programme: BBA-Aviation & Airport Management		Year: First Semester: II
Credits : 02	Course Title: English Communication	
Course Code: AEC-1/ AEC-1P		
Course Objectives: The objectives of an English Communication course are to enhance language proficiency in reading, writing, speaking, and listening, develop effective communication skills, foster critical thinking and text analysis, and cultivate interpersonal and teamwork abilities.		
Nature of Paper: Ability Enhancement Course		
Max.Marks: 15+35 (Theory) / 15+35 (Practical)		Min. Passing Marks:
Total No. of Lectures-Tutorials-Practical (in hours per week):L-T-P:2-0-0		
Modules	Contents	No. of Lectures Allotted
I.	Self Introduction <ul style="list-style-type: none"> Introducing self Speaking about achievements Voicing Future aspects 	3
II.	Non Verbal Communication <ul style="list-style-type: none"> Body Language Paralanguage skills 	6
III.	Manners and Etiquettes <ul style="list-style-type: none"> Personal Grooming Dress Code Telephone etiquettes Intellectual Grooming 	6
IV.	Conversation in Real life situations <ul style="list-style-type: none"> Meeting people Travelling Visiting Places Shopping 	6
V.	Public Speaking skills <ul style="list-style-type: none"> Extempore Role Play Group Discussion 	6
VI.	Practical Assessment <ul style="list-style-type: none"> Presentation 	3

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Reference / Text Books:

- An introduction to Professional English and Soft Skills by B. K. Das et al., Cambridge University Press
- Technical Communication: Principles and Practice, Second Edition by Meenakshi Raman and Sangeeta Sharma, Oxford Publications.

Evaluation/Assessment Methodology

	Max. Marks
1) AEC-1 (Theory)	50
2) AEC-1P (Practical)	50
Total:	100

Course Learning Outcomes:

After the completion of this course the student will be able to:

CO 1: Projecting the first impression

CO 2: Students learn to use general, social and professional language.

CO 3: Polishing manners to behave appropriately in social and professional circles.

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Programme: BBA-Aviation & Airport Management		Year: Second Semester: IV
Credits : 02	Course Title: Indian Ethos	
Course Code: SEC-01		
Course Objectives: To understand the core principles and values of Indian ethos and their historical and cultural significance.		
Nature of Paper: Skill Enhancement Course		
Max. Marks : 15+35		Minimum Passing Marks : 06 marks out of 15 marks
Total No. of Lectures-Tutorials-Practical(in hours per week):L-T-P:2-0-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction to Indian Ethos: Definition and Importance of Indian Ethos , Historical and Cultural Context , Relevance in the Modern Business Environment Core Principles of Indian Ethos: Dharma (Righteousness and Duty) , Karma (Action and Consequence) , Nishkama Karma (Selfless Action) , Yoga and Meditation for Personal and Professional Growth	8
II	Indian Philosophical Foundations: Overview of Indian Philosophies (Vedanta, Samkhya, Yoga, etc.) , Influence of Indian Philosophy on Leadership and Management , Concepts of Holistic Thinking and Systemic View Ethics and Values in Business: Ethical Decision-Making Models Based on Indian Values , Corporate Social Responsibility (CSR) in the Indian Context , Building Ethical Organizations: Case Studies	12
III	Cultural Insights and Business Practices: Understanding Indian Cultural Diversity , Cross-Cultural Communication and Negotiation , Managing Workforce Diversity: Challenges and Opportunities Spirituality and Leadership: Role of Spirituality in Business Leadership , Indian Leadership Styles: Lessons from Indian Leaders , Integrating Spirituality and Business Ethics	8
IV	Sustainable Development and Indian Ethos: Traditional Indian Views on Sustainability and Environment , Integrating Sustainability with Business Strategy , Case Studies on Indian Companies with Sustainable Practices Contemporary Applications of Indian Ethos: Indian Ethos in Global Business Strategy , Innovation and Entrepreneurship in the Indian Context, Future Trends and Opportunities in Indian Business	12
Reference / Text Books: 1. Indian Ethos and Management** by Nandagopal R., Ajith Sankar R.N. 2. Ethics in Management: Insights from Ancient Indian Wisdom** by S. Balachandran		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class tasks/ Sessional Examination		10
2) Presentations /Seminar		00
3)Assignments		05
4)Research Project Report/ Seminar On Research Project Report		00
5) ESE		35
Total:		50
Course Learning Outcomes: After the completion of this course the student will be able to: CO 1: Identify and explain key concepts of Indian ethos and their influence on business practices. CO 2: Apply Indian ethical principles to enhance decision-making and leadership in a business context.		

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Programme: BBA-Aviation & Airport Management		Year: Third Semester: V
Credits : 02	Course Title: Foreign Language (French)	
Course Code: SEC-02		
Course Objectives: To introduce students to the French language and its basic grammar and vocabulary.		
Nature of Paper: Skill Enhancement Course		
Max. Marks : 15+35	Minimum Passing Marks : 06 out of 15 marks	
Total No. of Lectures-Tutorials-Practical(In hours per week):L-T-P:2-0-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction to the French Language : Overview of the French Language , Importance of Learning French in Aviation , French-Speaking Countries and Their Cultures	10
II	Basic French Grammar and Vocabulary : The French Alphabet and Pronunciation , Nouns: Gender, Plurals, and Articles, Verbs: Present Tense Conjugation , Common Adjectives and Adverbs , Numbers, Dates, and Time	10
III	Everyday Communication : Greetings and Introductions , Asking and Answering Simple Questions , Describing People, Places, and Things , Talking About Daily Activities and Routines Listening and Speaking Skills : Understanding Basic Spoken French , Engaging in Simple Conversations , Pronunciation and Intonation Practice , Role-Playing Everyday Situations	10
IV	Reading and Writing Skills :Reading Comprehension of Basic Texts , Writing Simple Sentences and Paragraphs , Understanding and Filling Out Forms , Introduction to French Punctuation Cultural Insights : Overview of French Culture and Traditions , Customs and Etiquette in French-Speaking Countries , Introduction to French Festivals and Holidays	10
Reference / Text Books:		
1. Alter Ego + A1: Livre de l'élève"* by Annie Berthet, Catherine Hugot, Véronique M. Kizirian, Béatrix Sampsonis, and Monique Waendendries		
2. Édito A1: Livre de l'élève"* by Geneviève Briet, Michel Guilloux, and Emma Szac		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class test/ Sessional Examination		10
2) Presentations /Seminar		00
3)Assignments		05
4)Research Project Report/ Seminar On Research Project Report		00
5) ESE		35
Total:		50
Course Learning Outcomes:		
After the completion of this course the student will be able to:		
CO 1: Demonstrate an understanding of basic French grammar and vocabulary.		
CO 2: Communicate in simple French in everyday scenarios.		




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Programme: BBA-Aviation & Airport Management		Year: Third Semester: V
Credits : 02	Course Title: Foreign Language (German)	
Course Code: SEC-03		
Course Objectives: To introduce students to the German language and its basic grammar and vocabulary.		
Nature of Paper: Skill Enhancement Course		
Max. Marks : 15+35		Minimum Passing Marks : 06 out of 15 marks
Total No. of Lectures-Tutorials-Practical(in hours per week): L-T-P:2-0-0 (04 Hours/Week)		
Unit	Contents	No. of Lectures Allotted
I	Introduction to German Language : Overview of the German Language , Importance of Learning German in Aviation , German-Speaking Countries and Their Cultures	10
II	Basic German Grammar and Vocabulary : The German Alphabet and Pronunciation , Nouns: Gender, Plurals, and Articles , Verbs: Present Tense Conjugation , Common Adjectives and Adverbs , Numbers, Dates, and Time	10
III	Everyday Communication : Greetings and Introductions , Asking and Answering Simple Questions , Describing People, Places, and Things , Talking About Daily Activities and Routines Listening and Speaking Skills : Understanding Basic Spoken German , Engaging in Simple Conversations , Pronunciation and Intonation Practice , Role-Playing Everyday Situations	10
IV	Reading and Writing Skills : Reading Comprehension of Basic Texts , Writing Simple Sentences and Paragraphs , Understanding and Filling Out Forms , Introduction to German Punctuation Cultural Insights : Overview of German Culture and Traditions , Customs and Etiquette in German-Speaking Countries , Introduction to German Festivals and Holidays	10
Reference / Text Books:		
1. Studio d A1: Deutsch als Fremdsprache by Hermann Funk and Christina Kuhn		
2. Menschen A1: Kursbuch by Stefanie Dengler, Paul Rusch, Helen Schmitz, and Tanja Sieber		
Evaluation/Assessment Methodology		
		Max. Marks
1) Class test / Sessional Examination		10
2) Presentations /Seminar		00
3)Assignments		05
4)Research Project Report/ Seminar On Research Project Report		00
5) ESE		35
Total:		50
Course Learning Outcomes:		
CO 1: Demonstrate an understanding of basic German grammar and vocabulary.		
CO 2: Communicate in simple German in everyday scenarios.		

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 & Commerce Page 81 of 94

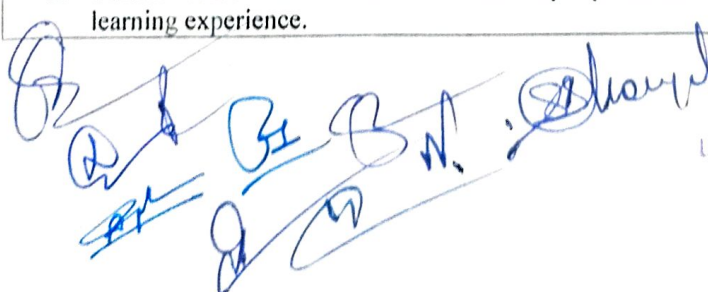
Experiential learning

BBA(A&AM)-EL 1	Field visits or industrial visits
BBA(A&AM)-EL2	Field visits or industrial visits
BBA(A&AM)-EL3	Field visits or industrial visits
BBA(A&AM)-EL4	Field visits or industrial visits
BBA(A&AM)-EL5	Field visits or industrial visits

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Programme: BBA-Aviation & Airport Management		Year: First Semester: II
Credits : 02	Course Title : Field Visits or Industrial Visits	
Course Code: BBA(A&AM)-EL 1		
Course Objective: The concept of the industrial visit is to provide students with practical insights into aviation and airport operations by interacting with relevant industries. This involves tasks that require engagement with the industry to understand various aspects of airport management.		
Nature of Paper: Experiential Learning		
Max. Marks : 15+35	Minimum Passing Marks :	
Total No. of Lectures-Tutorials-Practical L-T-P:0-0-0		
Guidelines: The students need to undergo any of the four options mentioned in the course title for successful award of credit for the program, subject to the evaluation criteria mentioned below		
Process:		
Visit Planning:		
<ol style="list-style-type: none"> 1. Identify and select relevant airports, airlines, maintenance facilities, logistics companies, or other aviation-related industries for visits. 2. Assign one faculty member as an advisor for each branch or group of students. The advisor will be responsible for coordinating the visit, selecting appropriate industries, and ensuring a smooth execution. 		
Preparation:		
<ol style="list-style-type: none"> 1. Each student group is assigned specific tasks related to their visit, such as observing airport operations, interacting with customer service teams, or understanding maintenance procedures. 2. Conduct a briefing to outline the objectives of the visit, safety protocols, and key areas of focus. 3. Students should research the industry they will be visiting and prepare relevant questions. 		
Visit Execution:		
<ol style="list-style-type: none"> 1. Organize visits to at least four different industries over the semester. Ensure each visit covers various aspects of airport management, including operations, maintenance, customer service, and logistics. 2. Ensure that each visit is accompanied by the assigned faculty advisor. The advisor will facilitate the visit, assist students in their tasks, and ensure adherence to safety protocols. 		
Evaluation:		
<ol style="list-style-type: none"> 1. Students are required to submit a detailed bonafide report at the end of the course. The report should include observations, insights, and reflections from each visit. 2. The evaluation of the report is based on the following criteria: <ul style="list-style-type: none"> • Content Quality: Relevance and depth of observations and insights. • Analysis: Ability to analyze and interpret industry practices. • Presentation: Clarity and organization of the report. 3. The report will be evaluated internally by the faculty advisor based on the established criteria 		
Feedback and Reflection:		
<ol style="list-style-type: none"> 1. Conduct a debriefing session with students to discuss their experiences, learning outcomes, and any challenges faced during the visits. 2. Collect feedback from students and industry representatives to improve future visits and enhance the learning experience. 		



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Completion Requirements:

Minimum Visits: A minimum of four industry visits must be completed for successful course completion.

Report Submission: The final report must be submitted by the end of the semester for internal evaluation and after internal evaluation reports will also be evaluated externally and then submitted to the university/college.

Marks Given:

Internal Practical : out of 15 Marks

External Practical: out of 35 Marks

Outcome: The industrial visit aims to bridge the gap between theoretical knowledge and practical application, providing students with hands-on experience in the aviation and airport management sector.

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Dean, Faculty of Management
& Commerce

Programme: BBA-Aviation & Airport Management		Year: Second Semester: III
Credits : 02	Course Title : Field Visits or Industrial Visits	
Course Code: BBA(A&AM)-EL 2		
Course Objective: The concept of the industrial visit is to provide students with practical insights into aviation and airport operations by interacting with relevant industries. This involves tasks that require engagement with the industry to understand various aspects of airport management.		
Nature of Paper: Experiential Learning		
Max. Marks : 15+35		Minimum Passing Marks :
Total No. of Lectures-Tutorials-Practical L-T-P:0-0-0		
Guidelines: The students need to undergo any of the four options mentioned in the course title for successful award of credit for the program, subject to the evaluation criteria mentioned below		
Process:		
Visit Planning:		
<ol style="list-style-type: none"> 3. Identify and select relevant airports, airlines, maintenance facilities, logistics companies, or other aviation-related industries for visits. 4. Assign one faculty member as an advisor for each branch or group of students. The advisor will be responsible for coordinating the visit, selecting appropriate industries, and ensuring a smooth execution. 		
Preparation:		
<ol style="list-style-type: none"> 4. Each student group is assigned specific tasks related to their visit, such as observing airport operations, interacting with customer service teams, or understanding maintenance procedures. 5. Conduct a briefing to outline the objectives of the visit, safety protocols, and key areas of focus. 6. Students should research the industry they will be visiting and prepare relevant questions. 		
Visit Execution:		
<ol style="list-style-type: none"> 3. Organize visits to at least four different industries over the semester. Ensure each visit covers various aspects of airport management, including operations, maintenance, customer service, and logistics. 4. Ensure that each visit is accompanied by the assigned faculty advisor. The advisor will facilitate the visit, assist students in their tasks, and ensure adherence to safety protocols. 		
Evaluation:		
<ol style="list-style-type: none"> 4. Students are required to submit a detailed bonafide report at the end of the course. The report should include observations, insights, and reflections from each visit. 5. The evaluation of the report is based on the following criteria: <ul style="list-style-type: none"> • Content Quality: Relevance and depth of observations and insights. • Analysis: Ability to analyze and interpret industry practices. • Presentation: Clarity and organization of the report. 6. The report will be evaluated internally by the faculty advisor based on the established criteria. 		

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Feedback and Reflection:

3. Conduct a debriefing session with students to discuss their experiences, learning outcomes, and any challenges faced during the visits.
4. Collect feedback from students and industry representatives to improve future visits and enhance the learning experience.

Completion Requirements:

Minimum Visits: A minimum of four industry visits must be completed for successful course completion.

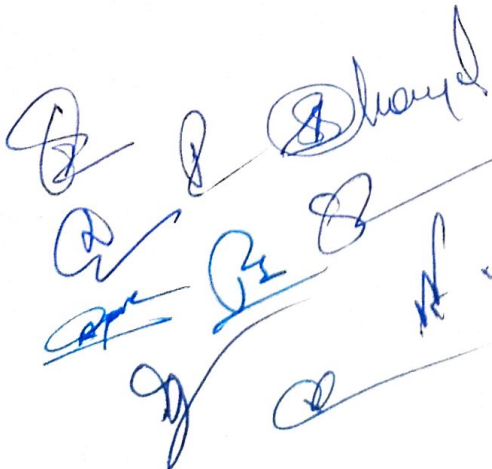
Report Submission: The final report must be submitted by the end of the semester for internal evaluation and after internal evaluation reports will also be evaluated externally and then submitted to the university/college.

Marks Given:

Internal Practical : out of 15 Marks

External Practical: out of 35 Marks

Outcome: The industrial visit aims to bridge the gap between theoretical knowledge and practical application, providing students with hands-on experience in the aviation and airport management sector.



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Programme: BBA-Aviation & Airport Management		Year: Second Semester: IV
Credits : 02	Course Title : Field Visits or Industrial Visits	
Course Code: BBA(A&AM)-EL 3		
Course Objective: The concept of the industrial visit is to provide students with practical insights into aviation and airport operations by interacting with relevant industries. This involves tasks that require engagement with the industry to understand various aspects of airport management.		
Nature of Paper: Experiential Learning		
Max. Marks : 15+35	Minimum Passing Marks :	
Total No. of Lectures-Tutorials-Practical L-T-P:0-0-0		
Guidelines: The students need to undergo any of the four options mentioned in the course title for successful award of credit for the program, subject to the evaluation criteria mentioned below		
Process:		
Visit Planning:		
<ol style="list-style-type: none"> 1. Identify and select relevant airports, airlines, maintenance facilities, logistics companies, or other aviation-related industries for visits. 2. Assign one faculty member as an advisor for each branch or group of students. The advisor will be responsible for coordinating the visit, selecting appropriate industries, and ensuring a smooth execution. 		
Preparation:		
<ol style="list-style-type: none"> 1. Each student group is assigned specific tasks related to their visit, such as observing airport operations, interacting with customer service teams, or understanding maintenance procedures. 2. Conduct a briefing to outline the objectives of the visit, safety protocols, and key areas of focus. 3. Students should research the industry they will be visiting and prepare relevant questions. 		
Visit Execution:		
<ol style="list-style-type: none"> 1. Organize visits to at least four different industries over the semester. Ensure each visit covers various aspects of airport management, including operations, maintenance, customer service, and logistics. 2. Ensure that each visit is accompanied by the assigned faculty advisor. The advisor will facilitate the visit, assist students in their tasks, and ensure adherence to safety protocols. 		
Evaluation:		
<ol style="list-style-type: none"> 1. Students are required to submit a detailed bonafide report at the end of the course. The report should include observations, insights, and reflections from each visit. 2. The evaluation of the report is based on the following criteria: <ul style="list-style-type: none"> • Content Quality: Relevance and depth of observations and insights. • Analysis: Ability to analyze and interpret industry practices. • Presentation: Clarity and organization of the report. 		

3. The report will be evaluated internally by the faculty advisor based on the established criteria.

Feedback and Reflection:

1. Conduct a debriefing session with students to discuss their experiences, learning outcomes, and any challenges faced during the visits.
2. Collect feedback from students and industry representatives to improve future visits and enhance the learning experience.

Completion Requirements:

Minimum Visits: A minimum of four industry visits must be completed for successful course completion.

Report Submission: The final report must be submitted by the end of the semester for internal evaluation and after internal evaluation reports will also be evaluated externally and then submitted to the university/college.

Marks Given:

Internal Practical : out of 15 Marks

External Practical: out of 35 Marks

Outcome: The industrial visit aims to bridge the gap between theoretical knowledge and practical application, providing students with hands-on experience in the aviation and airport management sector.

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Programme: BBA-Aviation & Airport Management		Year: Third Semester: V
Credits : 02	Course Title : Field Visits or Industrial Visits	
Course Code: BBA(A&AM)-EL 4		
Course Objective: The concept of the industrial visit is to provide students with practical insights into aviation and airport operations by interacting with relevant industries. This involves tasks that require engagement with the industry to understand various aspects of airport management.		
Nature of Paper: Experiential Learning		
Max. Marks : 15+35	Minimum Passing Marks :	
Total No. of Lectures-Tutorials-Practical L-T-P:0-0-0		
Guidelines: The students need to undergo any of the four options mentioned in the course title for successful award of credit for the program, subject to the evaluation criteria mentioned below		
Process:		
Visit Planning:		
<ol style="list-style-type: none"> 1. Identify and select relevant airports, airlines, maintenance facilities, logistics companies, or other aviation-related industries for visits. 2. Assign one faculty member as an advisor for each branch or group of students. The advisor will be responsible for coordinating the visit, selecting appropriate industries, and ensuring a smooth execution. 		
Preparation:		
<ol style="list-style-type: none"> 1. Each student group is assigned specific tasks related to their visit, such as observing airport operations, interacting with customer service teams, or understanding maintenance procedures. 2. Conduct a briefing to outline the objectives of the visit, safety protocols, and key areas of focus. 3. Students should research the industry they will be visiting and prepare relevant questions. 		
Visit Execution:		
<ol style="list-style-type: none"> a. Organize visits to at least four different industries over the semester. Ensure each visit covers various aspects of airport management, including operations, maintenance, customer service, and logistics. b. Ensure that each visit is accompanied by the assigned faculty advisor. The advisor will facilitate the visit, assist students in their tasks, and ensure adherence to safety protocols. 		
Evaluation:		
<ol style="list-style-type: none"> 1. Students are required to submit a detailed bonafide report at the end of the course. The report should include observations, insights, and reflections from each visit. 2. The evaluation of the report is based on the following criteria: <ul style="list-style-type: none"> ● Content Quality: Relevance and depth of observations and insights. ● Analysis: Ability to analyze and interpret industry practices. ● Presentation: Clarity and organization of the report. 3. The report will be evaluated internally by the faculty advisor based on the established criteria. 		

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Feedback and Reflection:

1. Conduct a debriefing session with students to discuss their experiences, learning outcomes, and any challenges faced during the visits.
2. Collect feedback from students and industry representatives to improve future visits and enhance the learning experience.

Completion Requirements:

Minimum Visits: A minimum of four industry visits must be completed for successful course completion.

Report Submission: The final report must be submitted by the end of the semester for internal evaluation and after internal evaluation reports will also be evaluated externally and then submitted to the university/college.

Marks Given:

Internal Practical : out of 15 Marks

External Practical: out of 35 Marks

Outcome: The industrial visit aims to bridge the gap between theoretical knowledge and practical application, providing students with hands-on experience in the aviation and airport management sector.

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Programme: BBA-Aviation & Airport Management		Year: Third Semester: VI
Credits : 02	Course Title : Field Visits or Industrial Visits	
Course Code: BBA(A&AM)-EL 5		
Course Objective: The concept of the industrial visit is to provide students with practical insights into aviation and airport operations by interacting with relevant industries. This involves tasks that require engagement with the industry to understand various aspects of airport management.		
Nature of Paper: Experiential Learning		
Max. Marks : 15+35		Minimum Passing Marks :
Total No. of Lectures-Tutorials-Practical L-T-P:0-0-0		
Guidelines: The students need to undergo any of the four options mentioned in the course title for successful award of credit for the program, subject to the evaluation criteria mentioned below		
Process:		
Visit Planning:		
<ol style="list-style-type: none"> 1. Identify and select relevant airports, airlines, maintenance facilities, logistics companies, or other aviation-related industries for visits. 2. Assign one faculty member as an advisor for each branch or group of students. The advisor will be responsible for coordinating the visit, selecting appropriate industries, and ensuring a smooth execution. 		
Preparation:		
<ol style="list-style-type: none"> 1. Each student group is assigned specific tasks related to their visit, such as observing airport operations, interacting with customer service teams, or understanding maintenance procedures. 2. Conduct a briefing to outline the objectives of the visit, safety protocols, and key areas of focus. 3. Students should research the industry they will be visiting and prepare relevant questions. 		
Visit Execution:		
<ol style="list-style-type: none"> 1. Organize visits to at least four different industries over the semester. Ensure each visit covers various aspects of airport management, including operations, maintenance, customer service, and logistics. 2. Ensure that each visit is accompanied by the assigned faculty advisor. The advisor will facilitate the visit, assist students in their tasks, and ensure adherence to safety protocols. 		
Evaluation:		
<ol style="list-style-type: none"> 1. Students are required to submit a detailed bonafide report at the end of the course. The report should include observations, insights, and reflections from each visit. 2. The evaluation of the report is based on the following criteria: <ul style="list-style-type: none"> • Content Quality: Relevance and depth of observations and insights. • Analysis: Ability to analyze and interpret industry practices. • Presentation: Clarity and organization of the report. 		

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3. The report will be evaluated internally by the faculty advisor based on the established criteria.

Feedback and Reflection:

1. Conduct a debriefing session with students to discuss their experiences, learning outcomes, and any challenges faced during the visits.
2. Collect feedback from students and industry representatives to improve future visits and enhance the learning experience.

Completion Requirements:

Minimum Visits: A minimum of four industry visits must be completed for successful course completion.

Report Submission: The final report must be submitted by the end of the semester for internal evaluation and after internal evaluation reports will also be evaluated externally and then submitted to the university/college.

Marks Given:

Internal Practical : out of 15 Marks

External Practical: out of 35 Marks

Outcome: The industrial visit aims to bridge the gap between theoretical knowledge and practical application, providing students with hands-on experience in the aviation and airport management sector.

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Research Project

BBA(A&AM)-601	Major Research Project
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