

Hemchandracharya

North Gujarat University

Patan

Syllabus

for

Bachelor of Vocation

Tourism and Hospitality Management

Enforced from June-2014

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY
SYLLABUS FOR B. Voc. (Tourism and Hospitality Management)
(Enforced from June - 2014)

Preface

The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of university education, leading to setting up of Bachelor of Vocation (B. Voc.) to serve multiple needs, including (i) career oriented education and skills to students interested in directly entering the workforce; (ii) contracted training and education programmes for local employers; (iii) high-touch remedial education for secondary school graduates not ready to enroll in traditional colleges, giving them a path to transfer to three or four year institutions; and (iv) general interest courses to the community for personal development and interest. Bachelor of vocation will have with multiple exits such as Diploma and Advanced Diploma under the NSQF (National Skills Qualifications Framework).

The Bachelor of vocation model, by and large, will be accessible to a large number of individuals of the community, offer low cost and high quality education locally, that encompasses both vocation skills development as well as traditional coursework, there by providing opportunities to the learners to move directly to the employment sector or move into the higher education sector. It offers a flexible and open education system which also caters to community – based life – long learning needs.

BVFDR1: Eligibility Criteria (EC) for Admission

- 1.** The eligibility condition to the program will be 10+2 or equivalent.
- 2.** If the candidate has attained the specific level 4 of NOS of Fashion Industry sector (by decision of equivalence committee of the college) can get admitted in B.Voc. for the programme
- 3 .** There is no age bar for admission to Bachelor Vocation
- 4.** The student can take exit from this course at any point of time and get re-entry in this programme.

Such students will get priority in admission than to a fresher student. (multi entry multi exit scheme)

BVFDR2: Admission Procedure

1. For admission to the programmes offered, preference should be given to the learners living in the local community. Reservation to SC,ST, OBC and PWD categories will be available as per the extant national / State policy.
2. Admission may be done on a rolling basis depending on the duration of the programmes to facilitate a steady stream of learners joining the college and moving out as trained work force to the job market, round the year and not just once in a year.
3. The applicants seeking re-entry into the college should get preference in admission over the new applicants.
4. Candidates are selected on the basis of Merit.

BVFDR3 : Fees and Scholarship

1. Student fee should be decided as per the prevalent practice for fee fixation for aided courses.
2. Attempt should be made to recover part of the operating expenditure from the student fees.

BVFDR4 : Registration / Enrollment :

1. Every student admitted to the college for the programme must get enrolled to university within a month from the date of admission.

BVFDR5 : Semester Examinations

1. Candidates desirous of appearing at any semester examination shall have to submit applications in the prescribed form, through the designated authority on or before the prescribed date.
2. No candidate will be admitted to any Semester examination unless the Designated Authority i.e. the Head of the Department or Principal of the College certifies that :
 - (i) The candidate attended the course of study to the satisfaction of the designated authority.

- (ii) The candidate maintained a good conduct and character during the studies.
- (iii) The candidate maintained minimum 80% attendance in each semester.

BVFDR6 : Evaluation

1. Appropriate mechanism for assessment of the learners' progress towards acquisition of knowledge and skill should be developed by the College. Partner industries should also be given a clear and well defined role in the assessment of the learners.
2. Practical or hands on skills should be given comparatively more weightage in the overall assessment plan.
3. The college should adopt and integrate the guidelines and recommendations of the respective Sector Skill Councils (SSCs) for the assessment and evaluation of the vocational component, wherever required. They should also involve the SSCs in the assessment process, wherever required. It applies to colleges, both Autonomous and non-autonomous and university to maintain Occupational Standards and the fitness for the job.
4. Theory of each CORE paper will be evaluated for a maximum of 100 marks out of which, 30 marks shall be for Continuous evaluation (Exams) and 70 marks for the end semester examination shall be of 2 hours duration.
6. Each Elective paper is evaluated for a maximum of 70 marks which will be evaluated internally by continuous evaluation.

BVFDR7 : Rules for grading

1. One Credit mean Equivalent of 14-15 periods of 60 minutes each, for theory, workshops / labs and tutorials per semester.
2. For internship / field work, the credit weightage for equivalent hours shall be 50% of that for lectures / workshops.
3. For self- learning, based on e-content or otherwise, the credit weightage for equivalent hours of study shall be 50% of that for lectures / workshops.
4. To pass a subject in any semester, a candidate must obtain a minimum of 40% marks in each paper.
5. If a candidate fails in any subject, he has to reappear for that particular paper and pass. (That is, for example if candidate fails in midterm exam of a subject, he has to reappear for midterm of that subject.)
6. The performance of each candidate in all the subjects will be evaluated as per the other courses of university.

BVFDR9 : Semester passing scheme

1. For each semester examination, a candidate will be considered as pass if he / she has secured “B”- or above grade in all the subject (s) and overall grade point 5.00 or above.
2. For each semester examination, a candidate will be considered as fail if he / she has secured “F” grade in any or all the subject (S).
3. If the candidate does not fulfill the subject requirement including requisite attendance percentage, he / she will be given I grade and the candidate will have to complete the course requirement before the commencement of the next End Semester examination. If the candidate does not clear I grade in any subject before the commencement of the next End semester examination, he / she will be considered fail – F grade.
4. Candidate has to clear his / her ‘F’ grade, or ‘I’ grade, if any by the next End Semester examination.

BVFDR10 : Semester promotion scheme

A candidate will be promoted to the subsequent Semester according to the following scheme:

1. A candidate would be granted admission to the Second Semester if and only if he / she has been granted Term for First Semester and has applied for the university examination.
2. A candidate would be granted admission to the Third Semester if and only if he / she has been granted Term for First Semester and has applied for the university examination.
3. A candidate would be granted admission to the Fourth Semester if and only if he / she has cleared all the subject of First Semester. He /she will be permitted to pursue his/her study of Fourth Semester, provided his/her term for II & III Semesters is granted and has applied for the university examination.

Promotion Criteria

Semester	Conditions for Promotion
II	Grant of Term for Semester-I
III	Grant of Term for Semester I and Semester II
IV	Clearing of Semesters I completely and Grant of Term for Semester II and Semester III
V	Clearing of Semesters II completely and Grant of Term for Semester III & Semester IV
VI	Clearing of Semesters III completely and Grant of Term for Semester IV & Semester V

BVFDR11 : Award of Grading / Division

No class/ division will be awarded to the student in the first 5 semesters. Divisions shall Be awarded only at the end of Final Examination on successful completion of all the Semesters. For awarding the degree at the end of the course, as per the other course of university.

Sr. No.	CPI	Division
1	7.50 to 10.00	FIRST Division with Distinction
2	6.50 to 7.49	FIRST Division
3	6.00 to 6.49	SECOND Division

BVFDR12 : Award of degree

1. Award of Certificate, Advanced certificate, Diploma or Advanced Diploma, as the case may be, would depend on acquisition of requisite credits as prescribed by the certification body and not on the calendar time spent in pursuing the course.
2. The certificate shall mention the credits earned course duration (in hours), and the curriculum covered. If the course is aligned with NVEQF / NSQF , the corresponding NVEQF / NSQF Level should also be mentioned on the certificate.
3. Award of degree will be as follows.

NVEQF Level	Skill Component Credits	General Education Credits	Normal Calendar Duration (Post meeting the entry criterion)	Awards
7			Six Semester	Bachelor of vocation
6	72	48	Four Semester	Advanced Diploma
5	36	24	Two Semester	Diploma
	18	12	One Semester	Advanced Certificate
	9	6	Three Months	Certificate

Bachelor of Vocation – Tourism and Hospitality Management

Semester-1

Sr. No.	Subject	Credit	Hours	Internal Examination	External Examination		Total
					Theory	Practical	
1	Conceptual Framework of Tourism	04	60	30	70	---	100
2	Basic Accounting	04	60	30	70	---	100
3	Tourism Organization : Travel Agency, Tour Operator	04	60	30	35	35	100
4	Tourism Resources in India	04	60	30	70	---	100
5	IT Tools and its Application	04	60	30	35	35	100
6	Business Mathematics-I	04	60	30	70	---	100
7	Communication Skill-I	02	30	30	35	35	100
8	Field Tour and Project	04	60	---	----	100	100

Detailed Syllabus

1 Conceptual Framework of Tourism

Unit – I Conceptual Framework 25%

- Tourism: definition, meaning, nature and scope
- Tourist, travelers, visitor, transit visitor and excursionist - definition and differentiation
- Leisure, recreation and tourism and their Interrelationship
- Concept of tourism resource, attraction, product, market, industry and destination in the context of tourism
- Components and elements of tourism: Intermediaries and suppliers
- The tourism system
- Types and typologies of tourism
- Approaches to study tourism

Unit – II Historical Dimensions of Tourism 25%

- Travel and tourism through the Ages: Early Travels, 'Renaissance' and 'Age of Grand Tours'; Emergence of modern tourism, concept of "Paid holiday"
- understanding tourism motivations
- Factors affecting growth and development of International and national Tourism
- Concept of Push and Pull factors in Tourism
- Impacts of Industrialization and Technological Advancements on tourism industry

Unit – III Infrastructure in Tourism 25%

- Tourism Infrastructure - Types, Forms and Significance
- Accommodation: Forms and types
- Transport Sectors: Modes and relative significance
- Other support Infrastructures required for tourism

Unit – IV Tourism Demand and supply & Significance of Industry 25%

- Concept of demand and supply in tourism
- Unique features of tourist demand
- Constraints in creating ideal destination
- Economic impacts of tourism: income and employment, multipliers of tourism, balance of payments, foreign exchange etc.
- Socio-cultural impacts of tourism: cultural exchange among nations and international understanding
- Impacts of tourism on ecology and environment.

REFERENCE BOOKS

1. Chottopadhyay, K. (1995): Economic Impact of Tourism Development; An Indian Experience, Kanishka Publishers, Delhi.
2. Cooper, C, Fletcher, J, Gilbert, D and Wanhill, S. (2002): Tourism: Principles and Practice, Addison Wesley Longman Publishing, New York, USA
3. Kamra & Chand (2002): Basics of Tourism, Theory Operation and Practice; Kanishka Publishers, New Delhi-02
4. Kamra, Krishna. K (2001): Economics of Tourism; Pricing, Impacts, Forecasting; Kanishka Publishers, New Delhi-02
5. Mishra, S.N; Sadual S, K (2008): Basics of Tourism Management, Excel Books , New Delhi – 28
6. Prasad, V V V and Sundari V B T (2009): Travel and Tourism Management; Excel Books , New Delhi – 28
7. Raj. K. (2002): Modern Dictionary of Tourism, Ivy Publishing House, Delhi – 95
8. Seth, P.N. Bhat, S. (1993): An Introduction to Travel and Tourism, Starling Publishers, New Delhi
9. Krishnan, K.K. (2001): Managing Tourist Destination: Development, Planning, marketing, Policies, Kanishka Publishers Distributors, New Delhi -110002
10. Bhatia, A. K. (1991): Tourism Development: Principles and Practices, Starling Publishers Pvt. Ltd, New Delhi
11. Negi, J. (2003): Travel Agency Operation: Concepts and Principles, Kanishka Publishers Distributors, New Delhi-110002

2 Principles of Accounting

I CONCEPTUAL FRAMEWORK:

Meaning and objectives of accounting- Business transactions, classifications of accounts, Rules for Debit & Credit–difference between capital and revenue expenditure. – Basic accounting terms: assets, liabilities, capital, expenses, debtors, creditors, goods, cost, gain, stock, purchase, sale, loss, profit, voucher, discount, transaction, drawings, depreciation, reserve & provisions. **25%**

II ACCOUNTING CYCLE :

Introduction of journal, various and ledger - Examples related only to recording the transaction into journal, posting into ledger, balancing. **20%**

III ACCOUNTING PRINCIPLES AND DEPRECIATION ;

Accounting concepts- Accounting conventions (Theory Only)- Depreciation, examples on fixed installment Method, Diminishing Balance Method. **20%**

IV PREPARATION OF FINAL ACCOUNTS

(i) Trial Balance - Trading account, profit and loss account and balance sheet of sole proprietor. **20%**

(ii) SUBSIDIARY BOOKS

Purchase book- Sales Book – Purchase Return Book, Sales Return Book- Bills Receivables Book – Bills Payable Book – Triple Column Cash Book with discount, cash and bank column. **15%**

Reference Books:

1. Introduction to Accountancy -by Dr. S.N. Maheshwari, Dr. S. K. Maheshwari, Sharad K. Maheshwari (Vikas Publishing House, New Delhi)
2. Financial Accounting. By Narayan Swamy (Prentice Hall India., New Delhi)
3. Financial Accounting. By Ashish Bhattacharya (Prentice Hail India. New Delhi)
4. Financial Accounting-by P.c. Tulsian (Tata McGraw Hill Publishing CO"New Delhi)
5. Principles and Practice of Accountancy –B. S. Shah Prakashan

3 Tourism Organisation : Travel Agency, Tour Operator

Unit – I Travel Organization 25%

- Organization and Functions of UNWTO, TAAI, IATO, IATA and PATA
- Case studies of Travel agency and Tour operators: Thomas Cook, SITA, TCI and any one successful travel agency of Assam/ NE India

Unit – II Understanding of Travel Agency and Tour Operator 25%

- Travel Agency and Tour Operation Business: Definition and differentiation, types, forms of organizations
- Genesis and growth of travel agency and tour operator business
- Functions of a travel agency: travel information, documentation, tour counseling, ticketing, reservation and itinerary, immigration related services, etc.
- Functions of tour operators: Negotiation and liaising with principles, tour package formulation, pre-tour arrangements, tour operations and post-tour management
- Source of income of travel agency and tour operator: commission, service charges and mark up on tours

Unit – III Approval, Travel Formalities 25%

- Enterprunership and tourism
- Procedure for setting up of Travel Agency and Tour Operating Enterprises; Their role in development of tourism industry
- Approval from Dept. of Tourism (DOT), International Air Transport Association (IATA)
- Travel Formalities: Passport, Visa and Health Regulation along with travel documents required for visiting NE region of India: Restricted Area Permit (RAP) and Inner Line Permit (ILP)

Unit – IV Tour Package Designing 25%

- Tour Packaging: definition, types and designing a tour package; Tourist Guide: definition, types, duties and responsibilities

REFERRED BOOKS

1. Bhatia, A. K. (1991): Tourism Development: Principles and Practices, Starling Publishers Pvt. Ltd, New Delhi
2. Bhattachararya, P. (2004): Tourism in Assam, Trends and Potentialities, Bani Mandir, MMC Bhawan, Ghy-3
3. Mandal, V.K (2008): Travel and Transport Agency, Cyber Tech Publication, Ansari Road, Daryaganj, New Delhi
4. Negi, J.(1998) : Travel Agency & Tour Operation, concept and Principles, Kanishka Publishers, Distributors, New Delhi -02
5. Negi, K.S. (2011): Travel Agency Management, Wisdom Press, New Delhi -02

4 Tourism Resources of India

Unit – I Knowledge of history and its importance in tourism 25%

- Brief outline of Indian history in ancient, medieval and modern period and growth and development of travel related activity.
- British rule and genesis of modern tourism in India

Unit – II Historical, Cultural and Religious tourism resources of India 25%

- Art and architecture of tourism significance
- World Heritage monuments and other prominent monuments of India
- Cultural tourism resources: Indian Classical dances and Folk dance forms, music and musical instruments, art and handicraft, fairs and festivals – religious and socio-cultural
- Religious tourism resources: Major religions of India- Hinduism, Islam, Christian, Buddhism, Sikhism and Jainism and study of the famous shrines/centers of the major religions of India

Unit – III Natural tourism resources of India 25%

- Brief study of National Parks and Wildlife Sanctuaries, Bird Sanctuaries, tiger and crocodile project sites of India
- Major hill stations, Islands, river and river islands of India
- Important sea Beaches of India- Mumbai, Puri, Goa, Chennai, Trivandrum and Kerela.
- Adventure Sports: Existing trends and places of importance for Land based, water based and aero based adventure sports of India

Unit – IV Catalyst of Tourism Development in India 25%

- Tourism promotional festivals of India
- Museum and art galleries of India
- Tourist Trains in India- Palace on Wheels, Heritage on wheels, Royal Orient Express, Deccan Odyssey, Fairy Queen, Metro trains and Hill trains of India.
- Important tourism Circuits- Golden triangle - Delhi, Agra and Jaipur, Southern triangle - Mahabalipuram, Kanchipuram and Madurai, Buddhist circuit - Lumbinie, Bodhgaya, Sarnath and Kushinagpur and Green triangle- Guwahati, Shillong and Kaziranga, Bhubaneswar, Puri- Konark
- Important hotel chains in India

REFERRED BOOKS

1. Acharya, R. (1986): Tourism & Cultural Heritage of India, ROSA Publication, Jaipur
2. Harle, J.C. (): The Art and Architecture of Indian Sub Continent
3. Hussain,A.A.(1987) :The national culture of India, National Book Trust, New Delhi
4. Jacob, R., Joseph, S., Philip, A. (2007): Indian Tourism Practices, Abhijit Publications
5. Percy, B. (): Indian Architecture – Hindu and Buddhist Period
6. Mukerjee, R.K. : The Culture and Art of India: George
7. Raina, A.K, Raina, C. L, (2005) Fundamentals of Tourism and Indian Religion, Principles and Practices, Kanishka Publishers, Distributors, New Delhi -02
8. Sharma, U. (2008): Festivals in Indian Society, Mittal Publication, New Delhi -02
9. Singh, A. (): Cultural Tourism in India
10. Singh. R. (): Dynamics of Historical Cultural & Herita ge Tourism
11. Rai. H. C. (): Hill Tourism Planning & Development

5 IT Tools and Applications

Unit – I Introduction to Computers, Operating System, Windows & its Utilities

Computer system components, Input devices, Output devices, storage, devices, computer storage elements, types of computer, Applications of computers, advantages of using computer. Operating System: Introduction to operating system, Types of User Interfaces, Functions of Operating Systems Types of Operating Systems, Booting Process, Introduction to Windows, features of Windows, various versions, Components Of Windows Internet and Outlook : Internet and intranet , Most popular internet services, Functions of Internet like email, WWW, FTP, Usenet, IRC, instant, messaging, Internet Telephony Managing emails, Using address book, Working with task list, Scheduling appointments. **25%**

Unit – II MS Word

MS Word: Creating, navigating and editing Word documents, Formatting text of a document, Formatting , viewing and printing a document, Inserting and removing page breaks, Insert Header and footers, Viewing a document, Page set up of a document, Printing a document, Working with tables and graphics, Working with objects, Mail merge and labels, Spelling and grammar tools, Autocorrect, Auto text, Auto format, Inserting endnotes and footnotes, Working with columns, Inserting comments, Creating index and tables from the content of document, Counting words, Macros, Saving document with passwords. **25%**

Unit – III MS Excel

Introduction To Excel, Concept of workbook, worksheet, workspace, Types of data, Formatting workbook, Sorting Data Advanced Excel , Data validation, Data filter (Auto & Advance), Charts, What if analysis, Protecting Worksheet. **25%**

Functions and formulas:

1. Mathematical: Round, ceil floor, fact, subtotal, sum , sum if
2. Logical : AND, OR, NOT, if
3. Statistical: Min, max, avg, count if
4. Text: Concatenate, Exact, find, left, right, lower, upper, trim
6. Date and Time: Date, day, days360, hours, minute, now, second, time, today, year, date
7. Financial Functions: FV, IPMT, NPER, NPV, PMT, PV, Rate Data analysis : Standard deviation, Variance correlation, z-test, Chi-square).

Unit – IV MS PowerPoint

25%

Creating , browsing & saving Presentation, Editing & formatting slides, Linking multiple slides using hyperlinks and advance buttons, Using slide layouts, Adding notes to the slides, Editing and formatting slides, Working with slide masters, Inserting objects on the slide, Animating objects, Slide transitions, Choosing preset animations, Triggering animations, Applying sound effects to animation effects, Playing videos, Slide show, Custom Show **25%**

Reference Books:

1. PC Software, R. K. Taxali, Tata MacGraw Hill Publishing Company.
2. Working with Personal Computer Software (2nd Ed.) – R.P.Soni, Harshal Arolkar, Sonal Jain, Wiley –India Publications.
3. O-level- Module-I, II & III, Satish Jain, Sashank Jain, Sashi Singh & Dr. Madhulika Jain, BPB Publication.
4. Office 2003 in simple steps- Dreamtech Press.
5. Jain, V.K.; *Computers and Beginners*.

6 Business Mathematics-I

I SET THEORY 25%

Sets, types of sets, subset, power set, null set, universal set, equality of two sets, complement of a set, union and intersection of sets, difference of two sets, Venn diagram law of algebra of sets, De Morgan Laws, Cartesian product of two sets and number of elements in a finite set.

II FUNCTION : 25%

Concepts of a function, domain, co-domain and range of a function, constant functions, real functions, different functions and their graphs - linear function, quadratic function, polynomial function, rational function, exponential function and logarithmic function, function in economic theory (demand, supply, consumption, revenue and cost function) equilibrium price.

III DETERMINANT AND MATRIX 25%

Meaning of matrix and types of matrices - Null matrix, square matrix. Identity matrix, symmetric matrix and skew symmetric matrix, transpose of a matrix, orthogonal matrix, addition, subtraction and multiplication of matrices, determinants and their basic properties (without proof), singular and non singular matrices, inverse of a matrix, adjoint of a matrix, solution of simultaneous equations (for two and three variables only) using inverse of matrix.

IV LIMIT 25%

Limit as a function, limit of sum, product and quotient of two functions and their uses in evaluating limits, use of the standard forms (without proof)

Reference Books:

1. Business Mathematics, V. K. Kapoor, Sultan chand and sons, New Delhi.
2. Business Mathematics, Allen R. G. D., Pitamber publication house.
3. Quantitative Techniques in Management, Vohra N. D., Tata MacGraw –Hill Publishing Company, New Delhi.
4. Elements of Business Mathematics by Soni, Sharma and Saxena (Pitamber Publication)
5. Mathematics for Management and Computer Applications, Sharma J. K. , Galgotia Private Limited, New Delhi.

7 Business Communication – I

I	Grammar	:	Tense, Voice and Modals	
	Vocabulary	:	Phrasal Verbs, Synonyms, Antonyms, Idioms, Commercial Terms (Business jargons).	25%
II	Communication Theory	:		25%
			Process of Communication	
			Characteristics of Business Communication	
			Importance of Business Communication	
III	Business Communications	:		25%
	a.		Format and Layouts of business letters	
	b.		Letter writings for followings; Enquiries and Replies, Placing of orders, Execution of orders, denying of orders/ offers.	
IV	Practical Examination:			25%
	-		Listening Comprehension (25%)	
	-		Group discussion and individual speaking (25 %)	
	-		Listening (25%)	
	-		Journal Writing (Review of at least one short story/Biography of business leaders and two articles form the leading business news papers). (25%)	

Reference Books:

1. Business Communication by M.K. Sehgal, Excel Books, New Delhi
2. Practice English Grammar By A. J. Thomson & A. V. Matrinet
3. Modern Business Letters By L. Gartside (ELBS)
4. Principles and Practice of Business Communication By Phoda A. Doctor & Aspi H. Doctor. (A. R. Shetha & Co. Bombay)
5. Business Communication By U. S. Rai & M. S. Rai, (Himalaya Publishing House, Bombay)
6. Business Communication- By R. K. Madhukar, (Vikas Publishing House Pvt. Ltd., Noida)

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY
PATAN - 384 265



NAAC Accreditation Grade - " B "

ISO 9001 - 2008 Certified

Bachelor of Vocation Programme
Tourism and Hospitality Management

Syllabus / Scheme

SEMESTER-----II

WITH SEMESTER /CBCS/GRADING PATTERN

W. E. F. : January-2015

Date : 27- 02- 2015

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Semester – II

Sr. No.	Subject	Credit	Hours	Internal	External		Total
					Theory	Practical	
1	Foreign Language (French)	4	60	30	35	35	100
2	Accommodation Sector	4	60	30	70	----	100
3	Geography and Tourism	4	60	30	70	----	100
4	Transportation Management	4	60	30	35	35	100
5	Basic Statistics-I	4	60	30	70	---	100
6	Basic Chemistry	4	60	30	35	35	100
7	Computer Science	4	60	30	35	35	100
8	Survey Based Project	4	60	---	---	100	100

Semester-II

1. Foreign Language – French

Bachelor's Degree programme specially customized for the Tourism sector with Tourism terminologies, Conversation and less of Literature and understanding of language in terms of speaking, listening and writing.

2. Accommodation Sector

Types of Accommodation – organized (Hostels, Motels, Resorts, Spas) And unorganized (Dharamshala, hostels, guest house and so on)

Classification of Hotels based on Location, Facilities, Price based, Star Categorisation, management based

Department of a Hotel- Front office, housekeeping, Food and Beverages

3. Geography and Tourism

Fundamentals of geography, climatic variations and regions of india and their role in tourism; physical and political features of india subcontinent; types of destination, Ecology of india.

Destinations and Circuits:

Golden Triangle, Diamond Triangle, Southern Triangle – Bangalore, Mysore, Ooty, Tempal Triangle – Tanjore, Madurai, Rameshwaram; U.P. Circuits- Buddhist Circuits others; Rajasthan -Jaipur, Jodhpur, Jaisalmer, Udaipur, Bikaner, Shekhawat region; Kerala -Munnar, Kottayam, Ernakulam, Trivandram, Backwater; Goa; Himachal Pradesh – Shimla, Kullu, Manali, Pragpur; Andaman & Nicobar Island; Lakshadweep Islands, Sikkim; Konark, Mahaballipuram, Backwater and River Major tourist generating countries and states within India; cruises; New and recent destinations of the Country.

4. Transportation Management

Introduction to Transportation and Linkage with tourism - Air, Water Surface

Air – Scheduled and non scheduled services, LCC and its benefits, types of seats, booking cancellation and refunds

Water – River, lake and Ocean / sea cruises

Surface Transport: options available to the clients – car, coach, bus, Rent-a-car

Scheme and coach -bus Tour, Fare Calculation, Transport & Insurance document

Transportation cycle, Calculation of rates for surface travel; Rail Transport:

General information about Indian Railways, Indrail pass, Introduction to the types of rail tour in India: luxury trains, hill trains, express train, mail and passenger

5. Basic Statistics-I

6. Tourism Resources and Products- III

Festivals of india (with respect to each religion and region)

Role of Festivals as tourist attraction – destination associated with each Festivals Fairs of india – USP and destination

Tourism related fairs and events (such as fashion show, sporting events, Govt. Sponsored) of India

7 **Guiding Skills**

Introduction to SIT and Adventure Tourism

Land Based Adventure tourism

Skills required for

Trekking

Hiking

Rock Climbing

Medical Requirements

Introduction to Water Sports

Introduction to Adventure Water Sports

Handling emergencies – Medical, Personal, Official, VISA/ Passport, Death,

8 **Sight Tour**

4 -5 days tour on Geography based destination or festival based destination .

