

HINDI MAHAVIDYALAYA

(AUTONOMOUS & NAAC - RE ACCREDITED)

Arts, Commerce, Science & P.G. Centre

(Affiliated to Osmania University)

NALLAKUNTA, HYDERABAD - 44.



DEPARTMENT OF HOSPITALITY & TOURISM STUDIES

(HTS)

(B. Vocational)

Three Year Syllabus -

HOSPITALITY & TOURISM ADMINISTRATION

2016-19

स्थापना : 1961

Off : 040-2761 6330
Fax : 040-6666 1860

हिन्दी महाविद्यालय

(स्वायत्त एवं NAAC-पुनर्पूर्णांकित)
(कला, वाणिज्य, विज्ञान तथा स्नातकोत्तर केन्द्र)
(उस्मानिया विश्वविद्यालय से सम्बद्ध)
नल्लुकुंटा, हैदराबाद - 500 044



Hindi Mahavidyalaya
(AUTONOMOUS & NAAC-REACCREDITED)
(Arts, Commerce, Science and P.G. Centre)
(Affiliated to Osmania University)
Nallakunta, Hyderabad - 500 044

Website : www.hindimahavidyalaya.org
E-mail : info@hindimahavidyalaya.org

Sri P. GIRIDHAR, M.Com. NET
Principal

संदर्भ / Ref. :

To
The Registrar
Osmania University
Hyderabad.

दिनांक / Date : Dt: 11-06-2018

Respected Sir,

Sub: Hindi Mahavidyalaya (Government Aided & Autonomous Degree College Affiliated to O. U) - Sending Syllabus Copy for the issue of Equivalency Certificate in respect of B.Vocational (Banking and Insurance) & B.Voc (Hospitality & Tourism Administration)- Reg.

Ref: (1) Our Letter No: 2395/2018-19, 10-04-2018.
(2) Syllabus Copy in respect of B.Vocational (Banking and Insurance).
(3) Syllabus of B.Voc (Hospitality & Tourism Administration).

In continuation of our earlier letter cited at Ref 1, I am here with sending a copy of the Syllabus followed by the College in respect of B.Voc (Banking and Insurance) and B.Voc (Hospitality & Tourism Administration).

As the U.G.C has already clarified that the B.Vocational Courses offered in various Colleges with the financial support enjoyed from the UGC are equivalent to other Bachelor Degree Courses enabling the students of these Courses to seek employment through qualifying in the examinations being conducted by the Staff Selection Committee, Union and State Public Service Commission's as well as for the vertical mobility in pursuing the higher studies at the P.G. Level, We once again request your good self Sir to kindly issue the Equivalency Certificate recognizing the B.Vocational Degree being obtained by the Students for the following purposes.

1. IN RESPECT OF B.Voc (Banking and Insurance)

1. To recognize the B.Voc (Banking and Insurance) equivalent to B.Com, B.Com (Computers).
2. To recognize the Students of B.Voc (Banking and Insurance) as eligible for seeking admission into M.Com, M.Com (Finance), M.Com(Banking and Insurance) , M.Com (Computers) , M.Com(Retail Marketing) and any other P.G. Course for which the students of B.Com (General) and B.Com (Computers) are eligible.
3. To recognize the B.Voc (Banking and Insurance) as qualifying Bachelor Degree for admission into any P.G. Diploma offered by the Department of Commerce, O.U.

2. IN RESPECT OF B.Voc (Hospitality and Tourism Administration)

1. To recognize the B. Voc (Hospitality and Tourism Administration) equivalent to Bachelor of Hotel Management & Catering Technology offered by Osmania University.
2. To recognize the Students of B.Voc (Hospitality and Tourism Administration) as eligible for seeking admission into M.A (Ancient Indian History, Culture and Arcaeology) offered by Osmania University.
3. To recognize the Students of B. Voc (Hospitality and Tourism Administration) as eligible for P.G. Diploma offered by the Osmania University through the Department of History and Archaeology.

As the present final year students are eligible for the above mentioned benefits and the students seeking admission into first year Degree Courses are frequently approaching us for necessary clarification on the above mentioned points, We request you to take an early action on our request, enabling us enlighten the students about the potential of the B.Voc (Banking and Insurance) and B.Voc (Hospitality and Tourism Administration) in providing employability skills, so as to induce them seek admission into the said Courses .

Thanking you,

Yours faithfully


(P. GIRIDHAR)

Encl: As stated above

H.C. PRINCIPAL
HINDI MAHAVIDYALAYA
Arts, Commerce & Science
Nallakunta, Hyderabad-44



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E-Mail: vochmv@gmail.com

BOARD OF STUDIES

DEPARTMENT OF HISTORY, HERITAGE & TOURISM STUDIES

CHAIRPERSON:

Dr. Ravi Kumar Nanduri,
HOD, Dept of HHTS,
HMV Institute of Vocational Studies,
Nallakunta, Hyderabad - 44.
Mobile No: 9848072812.

UNIVERSITY NOMINEE:

1. Prof. G. Arun Kumar
Professor & Chairperson, BOS,
Dept. of History,
Osmania University,
Hyderabad.
Mobile No :

2. Prof. G. Sudarshan Reddy,
Professor, & HOD,
Department of History,
Osmania University,
Hyderabad.
Mobile No: 9000420178.

INDUSTRY PARTNER:

Mr. Pradeep Kumar Dutt,
Co-Chairperson (Industry Partner) ,
Member, Managing Committee,
H.M.V. Samiti, G.M Hotels Hyderabad
Mobile No: 9392233200. 98481-24769

SKILL DEVELOPMENT PARTNER:

Dr. Vijaya Bhaskar Reddy,
Centre for Innovative Learning,
Skill Development Expert
Mobile No: 9848335414.



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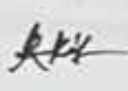



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MEMBERS OF BOS:

- a) **Prof. G.S. Rao,**
Dean Faculty,
Badruka College, Hyderabad.
Mobile No: 9848044969. 
- b) **Prof E. Sivanagi Reddy,**
CEO, OSD, Dept. of Tourism, Hyderabad
Mobile No: 9848598446. 
- c) **Prof K. Rama Krishna,** 
Retd. Professor,
Dept of History, OU
Hyderabad
Mobile No: 8374516222.
- d) **Mr. N. Raja Kumar,** 
Tour Conductor & Freelance Faculty in Tourism
Mobile No: 9494245554.
- e) **Dr C.S Vepa,**
Director, ICT
NSB, Hyderabad. 
- f) **Prof Adapa Satyanarayana** 
Retd. Professor,
Dept of History, OU
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AGENDA

AGENDA POINT FOR DISCUSSION

1. To approve of Course Curriculum of 3 Year Hospitality & Tourism Administration (B. Voc) course
2. To ratify the Scheme of examination and model question papers.
3. To ratify the list of resource persons including faculty, Board of Examiners etc.
4. To ratify of the resources viz., books, magazines, Audio/Visual aids etc.,
5. Any other matter with the permission of the Chair.


Dr. Ravi Kumar Nanduri
Chairperson

Copy to:

1. Prof. G. Arun Kumar, Professor & Chairperson, BOS, Dept. of History, Osmania University, Hyderabad.
2. Prof. G. Sudarshan Reddy, HOD, Dept. of History, Arts College, OU, Hyderabad.
3. Mr. Pradeep Kumar Dutt, Member, Managing Committee, H.M.V. Samithi, G.M Hotels Hyderabad.
4. Prof. G. S. Rao, Dean Faculty, Badruka College, Hyderabad.
5. Prof. E. Sivanagi Reddy, OSD, Dept. of Tourism, Hyderabad.
6. Prof. K. Rama Krishna, Retd. Professor, Dept of History, OU, Hyderabad.
7. Dr. Vijaya Bhaskar Reddy, CIFEL, Skill Development Expert, Hyderabad.
8. Mr. N. Raja Kumar, Tour Conductor & Freelance Faculty in Tourism, Hyderabad.
9. Dr C.S Vepa, Director, NSB, Hyderabad.
10. Prof. Adapa Satyanarayana, Retd. Professor, Dept of History, OU, Hyderabad
11. Mr. Laxmi Niwas Sharma, Secretary, HMV Samithi, Nallakunta, Hyderabad.
12. Smt. Jyoti R Hastak, Principal, HMV, Nallakunta, Hyderabad.



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DEPARTMENT OF HISTROY, HERITAGE & TOURISM STUDIES

MINUTES OF THE MEETING OF BOARD OF STUDIES, DEPARTMENT OF HISTROY, HERITAGE & TOURISM STUDIES HELD ON 28-09-2015, FOR B. VOCATIONAL COURSE - HOSPITALITY AND TOURISM ADMINISTRATION.

VENUE: CONFERENCE ROOM.

TIME: 03.00 P.M

Members Present:

- | | |
|------------------------------|---------------------------|
| 1. Dr. Ravi Kumar Nanduri | Chairperson. |
| 2. Mr. Pradeep Kumar Dutt | Member, Industry Partner. |
| 3. Prof. G. Arun Kumar | Member. |
| 4. Prof. G. S. Rao | Member. |
| 5. Prof. G. Sudarshan Reddy | Member. |
| 6. Prof E. Sivanagi Reddy | Member. |
| 7. Prof K. Rama Krishna | Member. |
| 8. Dr. Vijaya Bhaskar Reddy | Member. |
| 9. Mr. N. Raja Kumar | Member. |
| 10. Dr C.S Vepa | Member. |
| 11. Prof Adapa Satyanarayana | Member. |
| 12. Mr. Laxmi Niwas Sharma | Spl. Invitee. |
| 13. Smt. Jyoti R Hastak | Principal. |



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AGENDA POINT FOR DISCUSSION

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2. To ratify the Scheme of examination and model question papers.
3. To ratify of the list of resource persons including faculty, Board of Examiners etc.
4. To ratify of the resources viz., books, magazines, Audio/Visual aids etc.,
5. Any other matter with the permission of the Chair.

Resolutions

1. Mr. Laxmi Niwas Sharma informed all the BOS members that the curriculum for the said course along with the detailed syllabus and examination scheme have been prepared and the syllabus is open for discussion in order to give their opinion for any revision, if necessary.
2. Prof. G. Sudarshan Reddy mentioned that learning objectives of each subject is to be incorporated.
3. Prof. G. Sudarshan Reddy, Prof. G. S. Rao and Dr. Vijaya Bhaskar Reddy pointed out that the syllabus appears to be on higher side which is to be reviewed and necessary changes to be made.
4. Dr. Vijaya Bhaskar Reddy, Dr. C. S. Vepa, Prof Adapa Satyanarayana and Mr. Pradeep Kumar Dutt expressed views on considering the opinions of industry partners for preparation of the course content which will make the students enhance their skills and, thereby employable.

Prof. G. Arun Kumar, Prof. E. Sivanagi Reddy and Prof K. Rama Krishna opined that besides academic curricula, students should be exposed to frequent industry visits, conferences, workshops and seminars in the related areas of HTA so as to make them aware of the latest developments in the HTA.

After the detailed discussion, it was decided to consider the following points and necessary changes are to be made by collecting the views of the members.

- A. The depth of the syllabus for each subject is to be reviewed on par with the syllabi of other universities where this particular course is being offered.
- B. Necessary modifications are to be incorporated based on the views expressed by the industry partners to make the students job oriented.
- C. Each subject should contain the learning objectives for each subject to measure against the learning outcomes.
- D. The revised syllabus incorporating the above said changes should be made ready within a month's time and circulate to all the members of the BOS.

It is unanimously accepted to approve the list of the members of the faculty, board of examiners, resource persons and guest faculty and resolved to make use of their services as and when needed.



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Since there were no further points for discussion, the meeting ended with thanks to the Chair.

Dr. Ravi Kumar Nanduri,
Chairperson,
Department of HHTS,

Prof. G. Arun Kumar,
Professor & Chairman of SBCS,
Department of History,
Osmania University, Hyderabad-7, A.P.

Prof. G. Sudarshan Reddy,
Professor & HOD, Dept. of History, O.U.
Department of History
Osmania University
Hyderabad, Telangana State

Mr. Pradeep Kumar Dutt,
Member, Industry Partner.

Prof. G. S. Rao,
Member.



Prof. E. Sivanagi Reddy,
Member.

Prof. Adapa Satyanarayana (Retd)
Member. Prof. A. Satyanarayana
DEPARTMENT OF HISTORY
Osmania University, Hyd-7.

Dr. Vijaya Bhaskar Reddy,
Member.

Dr C. S. Vepa
Member.

Prof. K. Rama Krishna (Retd)
Member. Department of History
Osmania University, Hyd7, A.P.

CA. Laxmi Niwas Sharma,
Spl. Invitee.

Mr. N. Raja Kumar
Member

Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

I Semester

General Education component Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years

I Semester

B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

General Education component: 12 Credits / semester

FIRST YEAR SEMESTER -I				Semester End Exam		Continuous Internal Evaluation		Total	
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Exam Duration		Marks
B.V 101	Environmental Studies ✓	AECC-1	1 1 2	2	2	40	30 min	10	50
B.V 102	Fundamentals of Information Technology ✓	AECC-2	1 1 2	2	2	40	30 min	10	50
B.V 103	Skills in English-I	CC-1A	4	4	2	40	30 min	10	50
B.V 104	Practical Hindi	CC-2A	4	4	2	40	30 min	10	50
Total no of Credits				12		160		40	200

Skill Component Credits:
Theory = 6 credits

FIRST YEAR SEMESTER -II				Semester End Exam		Exam Duration		Total	
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Exam Duration		Marks
B.V 105	Fundamentals of Tourism ✓	DSC-01A	4 - 3	3	2	40	30 min	10	50
B.V 106	Fundamentals of Hospitality	DSC-02A	4 - 3	3	2	40	30 min	10	50
Total no of Credits				6		80		10	100

Dr. Ravi Kumar NVS
Assistant Professor
Department of Hospitality & Tourism Studies
B. Vocational, Hindi Mahavidyalaya
Hyderabad, Telangana.

Chairman, Board of Studies
Department of History
Osmania University, Hyderabad-7. A.P

Jeha Sankar

PRINCIPAL
HINDI MAHAVIDYALAYA
A.C. Commerce & Science
(Autonomous)
SAKUBATHUR HVT-44

Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

Skill Component Credits :


Practicals = 12 credits


FIRST YEAR SEMESTER - III												
Code	Course Title	Course Type	HPW		Credits	Semester End Exam		Continuous Internal Evaluation				
			Th	Pr		Duration in Hrs	Marks	Exam Duration	Practical	Seminar	Marks	Total
B.V 107	Meet & Greet Officer-1 Skill Paper -1	DSC-03A	2	4	6	3	60	30 min	30	10	40	100
B.V 108	Meet & Greet Officer-2 Skill Paper -2	DSC-04A	2	4	6	3	60	30 min	30	10	40	100
	Total no of Credits						120				80	200

On Job Training = 2 weeks

AECC-Ability Enhancement Compulsory Course
 CC-Core Course
 DSE-Discipline Specific Elective -V & VI
 SEC-Skill Enhancement Course
 GEC-Generic Enhancement Course
 DSC-Discipline Specific Core (I to VI SEM)

Dr. Ravi Kumar NVS
 Assistant Professor
 Head-Department of Hospitality & Tourism Studies
 B. Vocational, Hindi Mahavidyalaya
 Hyderabad, Telangana.


Chairman, Board of Studies
 Department of History
 Osmania University, Hyderabad-7. X F


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 Arts, Commerce & Science
 (Autonomous)
 MALLAKUNTA, HYD-44

Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

II Semester

General Education component Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years

B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

II Semester

General Education component: 12/ semester

FIRST YEAR SEMESTER -II		Semester End Exam			Continuous Internal Evaluation				
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Exam Duration	Marks	Total
B.V 201	Gender Sensitization ✓	AECC-1	1 1	2	2	40	30 min	10	50
B.V 202	Fundamentals of Information Technology ✓	AECC-2	1 1	2	2	40	30 min	10	50
B.V 203	Skills in English-II	CC-1B	4	4	2	40	30 min	10	50
B.V 204	Practical Hindi-II	CC-2B	4	4	2	40	30 min	10	50
Total no of Credits				12		160		40	200

Skill Component Credits:
Theory = 6 credits

FIRST YEAR SEMESTER -II		Semester End Exam			Continuous Internal Evaluation				
Code	Course Title	Course Type	HPW Th Pr	Credi ts	Duration in Hrs	Marks	Exam Duration	Marks	Total
B.V 205	Tourism Products ✓	DSC-01B	4 -	3	2	40	30 min	10	50
B.V 206	Foundation Course in front Office ✓	DSC-02B	4 -	3	2	40	30 min	10	50
Total no of Credits				6		80			100

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Assistant Professor
Head-Department of Hospitality & Tourism Studies
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Jehanshah
PRINCIPAL
HINDI MAHAVIDYALAYA
Arts, Commerce & Science
(Autonomous)
NALLAKUNTA, HYD-54

Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM


Skill Component Credits :


Practical = 12 credits


FIRST YEAR SEMESTER –II		Semester End Exam				Continuous Internal Evaluation				Total	
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Exam Duration	Practical	Seminar	Marks	
B.V207	Front Office Executive -1 Skill Paper -1	DSC-03B	2 4	6	3	60	30 min	30	10	40	100
B.V 208	Front Office Executive -2 Skill Paper -2	DSC-04B	2 4	6	3	60	30 min	30	10	40	100
	Total no of Credits					120				80	200

On Job Training = 2 weeks

AECC-Ability Enhancement Compulsory Course
 CC-Core Course
 DSE-Discipline Specific Elective - V & VI
 SEC-Skill Enhancement Course
 GEC-Generic Enhancement Course
 DSC-Discipline Specific Core (I to VI SEM)


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 Hyderabad, Telangara.


 Chairman, Board of Studies
 Department of History
 Osmania University, Hyderabad-7, A.P.


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Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B. VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

III Semester

General Education component Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years

B. VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

III Semester


General Education component: 12/ semester


SECOND YEAR SEMESTER -III		Course Type	HPW Th Pr	Credits	Semester End Exam		Continuous Internal Evaluation		
Code	Course Title				Duration in Hrs	Marks	Exam Duration	Marks	Total
B.V 301	Tourism Geography ✓	SEC-1, A, A	3 1	4	3	80	30 min	20	100
B.V 302	Skills in English-III	CC-1C	4	4	2	40	30 min	10	50
B.V 303	Practical Hindi-III	CC-2C	4	4	2	40	30 min	10	50
Total no of Credits				12		160		40	200


Skill Component Credits:

Theory = 6 credits

SECOND YEAR SEMESTER -III		Course Type	HPW Th Pr	Credits	Semester End Exam		Continuous Internal Evaluation		
Code	Course Title				Duration in Hrs	Marks	Exam Duration	Marks	Total
B.V 304	Tourism Marketing ✓	DSC-01C	4	3	2	40	30 min	10	50
B.V 305	Foundation course in House Keeping - I ✓	DSC-02C	4	3	2	40	30 min	10	50
Total no of Credits				6		80			100


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B. VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

Skill Component Credits :

Practicals = 12 credits

SECONDYEAR SEMESTER -III				Continuous Internal Evaluation							
Code	Course Title	Course Type	HPW Th Pr	Credits	Semester End Exam			Continuous Internal Evaluation			
					Duration in Hrs	Marks	Exam Duration	Practical	Seminar	Marks	Total
B.V306	Travel Consultant <input checked="" type="checkbox"/> T&A CON	DSC-03C OF	2 4 6	6	3	60	30 min	30	10	40	100
B.V 307	Hospitality Assistant <input checked="" type="checkbox"/>	DSC-04C OF	2 4 6	6	3	60	30 min	30	10	40	100
	Total no of Credits					120				80	200

On Job Training = 1 month

AEEC-Ability Enhancement Compulsory Course

CC-Core Course

DSE-Discipline Specific Elective -V & VI

SEC-Skill Enhancement Course

GEC-Generic Enhancement Course

DSC-Discipline Specific Core (I to VI SEM)

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Jehangir

PRINCIPAL

HINDI MAHAVIDYALAYA

Arts, Commerce & Science

(Autonomous)

NALLAKUNTA, HYD-44

Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

IV Semester

General Education component Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years

B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

IV Semester


General Education component: 12 Credits/ semester


SECONDYEAR SEMESTER -IV			Semester End Exam		Continuous Internal Evaluation				
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Exam Duration	Marks	Total
B.V.401	Personality Skills for Tourism	SEC-2	3 1	4	3	80	30 min	20	100
B.V.402	Skills in English-IV	CC-1D	4	4	2	40	30 min	10	50
B.V.403	Practical Hindi-IV	CC-2D	4	4	2	40	30 min	10	50
	Total no of Credits			12		160		40	200


Skill Component Credits:

Theory = 6 credits

SECONDYEAR SEMESTER -IV			Semester End Exam		Exam Duration				
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Exam Duration	Marks	Total
B.V.404	Accountancy Skills for Tourism	DSC-01D	4 - 3	3	2	40	30 min	10	50
B.V.405	Foundation Course in House Keeping -II	DSC-02D	4 - 3	3	2	40	30 min	10	50
	Total no of Credits			6		80			100


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Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM


✓ Skill Component Credits :


Practicals = 12 credits


SECONDYEAR SEMESTER -IV											
Code	Course Title	Course Type	HPW		Credits	Semester End Exam	Continuous Internal Evaluation				
			Th	Pr			Exam Duration	Practical	Seminar	Marks	Total
B.V406	Guest Relation Manager -1 ✓	DSC-03D	2	4	6	60	30 min	30	10	40	100
B.V 407	Guest Relation Manager -2	DSC-04D	2	4	6	60	30 min	30	10	40	100
	Total no of Credits					120				80	200

On Job Training = 2 weeks

- AEC-Ability Enhancement Compulsory Course
- CC-Core Course
- DSE-Discipline Specific Elective –V & VI
- SEC-Skill Enhancement Course
- GEC-Generic Enhancement Course
- DSC-Discipline Specific Core (I to VI SEM)


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Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

V Semester

General Education component Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years

B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

V Semester

component: 12 Credits/ semester

III YEAR SEMESTER - V				Semester End Exam		Continuous Internal Evaluation	
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Total
B.V 501	Hotel Ethics and Laws ✓	SEC-3	3 1	4	3	80	20
B V 502	Communication Skills ✓	GE-1	3 1	4	3	80	20
Total no of Credits				12		160	40
						200	200

Skill Component Credits:
Theory = 6 credits

III YEAR SEMESTER - V				Semester End Exam		Exam Duration	
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Total
B.V 503	Hotel Captain ✓	DSC-01E	4 -	3	2	40	10
B.V 504	Meeting, Conference and Event Planner ✓	DSC-02E	4 -	3	2	40	10
B.V 505	Tourism Environment and Ecology	DSE-01E	3 1	4	3	80	20
Total no of Credits						80	200

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Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM


Skill Component Credits :


Practical = 12 credits


III YEAR SEMESTER -V		Continuous Internal Evaluation					Semester End Exam		Total			
Code	Course Title	Course Type	HPW Th	Pr	Credits	Duration in Hrs	Marks	Exam Duration	Practical	Seminar	Marks	Total
B.V506	Airline Ticketing and Fare construction	DSC-03E	2	4	6	3	60	30 min	30	10	40	100
B.V 507	Tourism operation Software skills	DSC-04E	2	4	6	3	60	30 min	30	10	40	100
	Total no of Credits						120				80	200

On Job Training = 2 weeks

AEC-Ability Enhancement Compulsory Course
 CC-Core Course
 DSE-Discipline Specific Elective -V & VI
 SEC-Skill Enhancement Course
 GEC-Generic Enhancement Course
 DSC-Discipline Specific Core (I to VI SEM)


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Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

VI Semester

General Education component Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years

B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

VI Semester


component: 12 Credits/ semester


III YEAR SEMESTER -VI		Semester End Exam			Continuous Internal Evaluation		
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Total
B.V 601	Tourism Resources in India	SEC-4	3 1 4	4	3	80	20
B.V 602	House keeping Supervisor	GE-2	3 1 4	4	3	80	20
	Total no of Credits			12		160	40
							200


Skill Component Credits:

Theory = 6 credits

III YEAR SEMESTER -VI		Semester End Exam			Exam Duration		Total
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Total
B.V 603	event management	DSC-01F	4 3 3	3	2	40	10
B.V 604	Field Tour-Tourism Resources in India	DSC-02F	4 3 3	3	2	40	10
B.V 605	Eco-Tourism	DSC-02F	3 1 4	4	3	80	20
	Total no of Credits			10		80	200


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Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM


Skill Component Credits :


Practicals = 12 credits


THIRDYEAR SEMESTER -IV		Continuous Internal Evaluation					Semester End Exam		Total	
Code	Course Title	Course Type	HPW Th Pr	Credits	Exam Duration	Practical	Seminar	Marks	Marks	Total
B.V606	Reservation Revenue Manager -1	DSC-03F	2 4	6	30 min	30	10	40	40	100
B.V 607	Reservation Revenue Manager -2	DSC-04F	2 4	6	30 min	30	10	40	40	100
	Total no of Credits							80		200

On Job Training = 2 weeks

AEEC-Ability Enhancement Compulsory Course
CC-Core Course
DSE-Discipline Specific Elective
SEC-Skill Enhancement Course
GEC-Generic Enhancement Course


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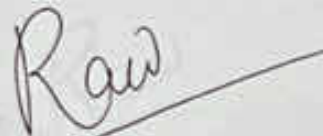

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HTA

SEM-3

SYLLABUS



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B V : 301 : TOURISM GEOGRAPHY

Objective: The subject ensures to impart the knowledge of the various tourist destinations of India.

Unit I

Tourism and Geography, role of geography in tourism, IATA Traffic Areas (ITCS) – countries, capital cities and codes, airports and codes, currencies, currency codes. time zones, day light saving time, international date line

Unit II :

Physical geography of India –tourism destinations, attractions and accessibilities of major countries (in brief).

Unit III

Architectural Heritage of India -glimpses on the prominent architecture style flourished in different period . Selected case studies of World Heritage Sites in India.

Unit IV

Pilgrimage Destinations of India- Secular Destinations of India: Buddhist- Jain-Muslim- Sikh-Christians

Unit V:

Natural Resources-Wildlife Sanctuaries- National Parks and Natural Reserves in India-Hill Stations- Beaches and Islands, Museums and Art Galleries

REFERENCES

1. Basham A. L. : The Wonder that Was India.
2. Colin Michael Hall, Stephen J. Page - The Geography Of Tourism And Recreation Environment, Place And Space, Routledge
3. Lloyd Goodman and Richard Jackson: Geography of Travel and Tourism –Delmar (1999)
4. Percy Brown : Indian Architecture
5. James Burgess ; Western Cave Temples of India

Sec.
Q.P. Pattern.

I SAQ

5Q's 5x4 = 20M

II 2 AB's

5Q's inter choice 5x12 = 60M

Raw

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IA 20M

10 M O's - 5

10 F I B - 5

SAQ - 2M (10)

(5)

B.V 304 TOURISM MARKETING

Objective: This programme is aimed at training candidates to know about various kinds of Marketing in the tourism and hospitality sectors

Unit-1 : Definition of Marketing-Need and Importance of marketing for tourism

Unit-2 : Special Features of marketing- Marketing Functions- Market Research

Unit-3 Market Segmentation – marketing mix

Unit-4 Marketing of Tourism related services – Marketing of Airlines – hotels-resorts

Unit-5 : Promotion- Advertising- Sales Promotion-Publicity

Reference Books:-

1. Kotler P. Marketing Management C. Delhi – Prentice Hall India 1986
2. Jha S.M. – Tourism Marketing (Bombay – Himalaya)
3. Gavens: Marketing Management (Delhi – Himalaya)
4. Hollowacy I.C. and Plant R.V. (1992) Marketing for Tourism Pitman.



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B.V 307 FOUNDATION COURSE IN HOUSE KEEPING-I

Objectives: The individual at work prepares for housekeeping service, performs housekeeping work, monitors the work of attendants and maintains the equipment and materials used in housekeeping.

Unit-1 : Introduction to Hotels and its departments

Unit-2 Introduction to Housekeeping -House keeping department-heretical position of housekeeping-layout of housekeeping department -competences of housekeeping

Unit-3 Coordination & Control- Housekeeping control desk, Coordination within department and with other departments, Files and registers maintained at control desk.

Unit-4 Organising Cleaning- Awareness of Room Types, Amenities & Facilities for Standard & VIP Guest Rooms Cleaning routines of guest rooms - Inspection, Deep Cleaning, Second Service, Turn down service.

Unit-5 : Cleaning Resources -tools-Cleaning Aids-Manual-classification -Cleaning equipments -Cleaning Agents

Reference Books:-

- 1) Joan C Branson & Margaret -Hotel Hostel and Hospital Housekeeping -Lennox (ELBS).
- 2) Margaret Kappa & Aleta -Managing Housekeeping Operations -Nitschke
- 3) Sudhir Andrews -Hotel House Keeping -Publisher: Tata McGraw Hill.
- 4) Tucker Schneider- The Professional Housekeeper -: VNR.
- 5) Martin Jones - Professional Management of Housekeeping Operations- Wiley

Raw

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B.V 306: TRAVEL CONSULTANT

Course Objective: This programme is aimed at training candidates for the job of a travel consultant in the tourism and hospitality sector/ industry

Unit 1: Introduction to Tourism and Travel Industry -Purpose of Travel -Tour Operation

Unit 2: Planning an Itinerary-Package Tours -Tour Costing

Unit 3: Managing field operations- Providing information related to safety, currency, finance, maps, medical and health related advisory, baggage details-Inbound and outbound , developing linkages and coordination with principal suppliers

Unit 4: Communication skills -Ethics, Policies and Confidentiality of Customer - Hygiene Practices - Health Practices and Standards

Unit-5: Reservation and Cancellation Procedure for Tour Related Services - Hotels, airlines, cruise lines, car rentals, and rail travel commission structures from supplier and service.

REFERENCES

1. Biswanath Ghosh: Tourism and Travel Management.
2. A.K. Bhatia: Tourism Development.
3. Jugmohan Negi: Tourism and Tavel Concept and Principles.
4. B.K. Goswami and Dr. Ravendran: Textbook of Indian Tourism
5. Pran Nath Seth: Successful Tourism Management.
6. J.M.S. Negi : Travel Agency and Tour Operation, Concepts and Principles
7. Chunk, James, Dexter & Boberg: Professional Travel Agency Management
8. D.L. Foster :The Business of Travel Agency Operations and Management



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B.V 307: HOSPITALITY ASSISTANT

Course Objective: This programme is aimed at training candidates for the job of a travel consultant in the tourism and hospitality sector/ industry

Unit 1: Introduction to Tourism and Travel Industry -Purpose of Travel -Tour Operation

Unit 2: Planning an Itinerary-Package Tours -Tour Costing

Unit 3: Managing field operations- Providing information related to safety, currency, finance, maps, medical and health related advisory, baggage details-Inbound and outbound , developing linkages and coordination with principal suppliers

Unit 4: Communication skills -Ethics, Policies and Confidentiality of Customer - Hygiene Practices - Health Practices and Standards

Unit-5: Reservation and Cancellation Procedure for Tour Related Services - Hotels, airlines, cruise lines, car rentals, and rail travel commission structures from supplier and service.

REFERENCES

1. Biswanath Ghosh: Tourism and Travel Management.
2. A.K. Bhatia: Tourism Development.
3. Jugmohan Negi: Tourism and Tavel Concept and Principles.
4. B.K. Goswami and Dr. Ravendran: Textbook of Indian Tourism
5. Pran Nath Seth: Successful Tourism Management.
6. J.M.S. Negi : Travel Agency and Tour Operation, Concepts and Principles
7. Chunk, James, Dexter & Boberg: Professional Travel Agency Management
8. D.L. Foster :The Business of Travel Agency Operations and Management



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HTA SEM-4 SYLLABUS



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Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

IV Semester

General Education component Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for
 three years

B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

IV Semester

General Education component: 12 Credits/ semester

SECONDYEAR SEMESTER -IV				Semester End Exam		Continuous Internal Evaluation		Total	
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Exam Duration	Marks	
B.V 401	Personality Skills for Tourism	AECC-1	3 1	4	3	80	30 min	20	100
B.V 402	Skills In English-IV	CC-1A	4	4	2	40	30 min	10	50
B.V 403	Practical Hindi-IV	CC-2A	4	4	2	40	30 min	10	50
Total no of Credits				12		160		40	200

Skill Component Credits:

Theory = 6 credits

SECONDYEAR SEMESTER -IV				Semester End Exam		Exam Duration		Marks	Total
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Exam Duration	Marks	
B.V 404	Accountancy Skills for Tourism	DSE-01	4 -	3	2	40	30 min	10	50
B.V 405	Foundation Course In House Keeping -II	DSE-02	4 -	3	2	40	30 min	10	50
Total no of Credits				6		80			100

Proposed Subjects/Courses in B.Voc. (HOSPITALITY & TOURISM ADMINISTRATION) for three years
B.VOC. HOSPITALITY & TOURISM ADMINISTRATION CURRICULUM

Skill Component Credits :

Practicals = 12 credits

SECONDYEAR SEMESTER -IV						Semester End Exam	Continuous Internal Evaluation				Total	
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration In Hrs		Marks	Exam Duration	Practical	Seminar		Marks
B.VA06	Guest Relation Manager -1	DSE-03	2	4	6	3	60	30 min	30	10	40	100
B.V.407	Guest Relation Manager -2	DSE-04	2	4	6	3	60	30 min	30	10	40	100
	Total no of Credits						120				80	200

On Job Training = 2 weeks

- AECC-Ability Enhancement Compulsory Course
- CC-Core Course
- DSE-Discipline Specific Elective
- SEC-Skill Enhancement Course
- GEC-Generic Enhancement Course

BV 401 : Personality Skills for Tourism

Unit-1 Introduction to Personality Development - Elements of a Good Personality

Unit-2 : Importance of Soft Skills- Introduction to Corporate Culture

Unit-3- Professionalism in Service Industry-Group discussions – structure and types, Mock GD using video samples.

Unit -3 : Presentation skills and techniques - Personal grooming and business etiquettes, corporate etiquette, social etiquette and telephone etiquette, role play and body language, impression management.

Unit -4 : Business Reports: Types and Characteristics; Components of a formal Report; Business Proposals – Types, Contents, Elements

Unit -5 :Cross Cultural Communication: Understanding Cultural and Business Protocol differences across countries – UK, USA, China, Japan, France, and Germany.

Reference Books:

1. Matila Treece: Successful communication: Allyun and Bacon Pubharkat.
2. Jon Lisa Interatid skills in Tourist Travel Industry Longman Group Ltd.
3. Robert T. Reilly – Effective communication in tourist travel Industry Dilnas Publication.
4. Boves. Thill Business Communication Today Meyeans Hills Publication.
5. Dark Studying International Communication Sage Publication.
6. Murphy Hidderandt Thomas Effective Business Communication Mc Graw Hill.



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B.V 404 ACCOUNTANCY SKILLS FOR TOURISM

- Unit I
Receipt Accounts of Non-profit Organization Preparation of Income & Expenditure - and Payment accounts.
- Unit II Sectional and Self-Balancing Ledgers, Sectional Balancing System, Self-balancing system, Difference between Sectional and Self-balancing systems problems and solutions.
- Unit III Accounts from incomplete records Pure single entry system, Simple Single entry System, Quasi Single Entry System, Ascertainment of Profit or Loss, Statement of affairs method, Final accounts methods, Problems & Solutions.
- Unit IV Royalty Accounts: Meaning, Minimum rent, Short Working, Recouping of Short workings, Accounting procedure under minimum rent a/c only.
- Unit V Hire - purchase and Installment systems. - Meaning, Difference between Hire purchase System and Installment system, Accounting procedure (Credit purchase method only) in purchaser's books and vendor's books. Calculation of Interests (Accounting procedure under Installment System excluded)

REFERENCES:

1. R. L. Gupta Principles of Accounting
2. Shukla M.C. and Grewal T.S. : Advanced Accounting
3. Chandra Prasanna: Financial Management
4. Jain & Narang: Accountancy


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405
B.V-304 FOUNDATION COURSE IN HOUSE KEEPING-II

Objectives: The individual at work prepares for housekeeping service, performs housekeeping work, monitors the work of attendants and maintains the equipment and materials used in housekeeping.

Unit-1 : Introduction to Hotels and its departments

Unit-2 Introduction to Housekeeping -House keeping department-heretical position of housekeeping-layout of housekeeping department -competences of housekeeping

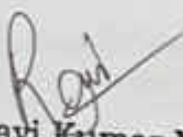
Unit-3 Coordination & Control- Housekeeping control desk, Coordination within department and with other departments, Files and registers maintained at control desk.

Unit-4 Organising Cleaning- Awareness of Room Types, Amenities & Facilities for Standard & VIP Guest Rooms Cleaning routines of guest rooms - Inspection, Deep Cleaning, Second Service, Turn down service.

Unit-5 : Cleaning Resources -tools-Cleaning Aids-Manual-classification -Cleaning equipments -Cleaning Agents

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- 4) Tucker Schneider- The Professional Housekeeper -; VNR.
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