

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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Fax: 040-66661860

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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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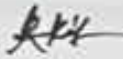



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MEMBERS OF BOS:

- 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

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 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			
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Exam Duration	Marks	Total
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	Total
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			100

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

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

Jeha Sankar

PRINCIPAL
HINDI MAHAVIDYALAYA
A.C. Commerce & Science
(Autonomous)
SAKUBHAINTA HYD-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			Total	
			Th	Pr		Duration in Hrs	Marks	Exam Duration	Practical	Seminar		Marks
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


PRINCIPAL

HINDI MAHAVIDYALAYA

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

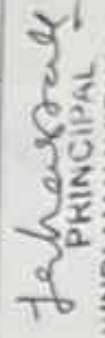
FIRST YEAR SEMESTER -II				Semester End Exam				Continuous Internal Evaluation		
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Exam Duration	Marks	Total	
B.V 201	Gender Sensitization ✓	AECC-1	1 1	2	2	40	30 min	10	50	
B.V 202	Fundamentals of Information Technology ✓	AECC-2	1 1	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		40		100	

Dr. Ravi Kumar NVS
 Assistant Professor
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 B. Vocational, Hindi Mahavidyalaya
 Hyderabad, Telangana.


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


 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

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


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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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 NALLAKUNTA, HYD-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

SECONDYEAR 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.V306	Travel Consultant <input checked="" type="checkbox"/> T&A CON	DSC-03C <input checked="" type="checkbox"/> OF	2	4	6	3	60	30 min	30	10	40	100
B.V 307	Hospitality Assistant <input checked="" type="checkbox"/>	DSC-04C <input checked="" type="checkbox"/>	2	4	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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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	Exam Duration	Marks	Total
B.V 501	Hotel Ethics and Laws ✓	SEC-3	3 1	4	3	80	30 min	20	100
B V 502	Communication Skills ✓	GE-1	3 1	4	3	80		20	
	Total no of Credits			12		160		40	200

Skill Component Credits:
Theory = 6 credits

III YEAR SEMESTER - V				Semester End Exam		Exam Duration		Total	
Code	Course Title	Course Type	HPW Th Pr	Credits	Duration in Hrs	Marks	Exam Duration	Marks	Total
B.V 503	Hotel Captain ✓	DSC-01E	4 -	3	2	40	30 min	10	50
B.V 504	Meeting, Conference and Event Planner ✓	DSC-02E	4 -	3	2	40	30 min	10	50
B.V 505	Tourism Environment and Ecology	DSE-01E	3 1	4	3	80	30 min	20	100
	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 :


Practical = 12 credits


III YEAR SEMESTER -V							Continuous Internal Evaluation						
Code	Course Title	Course Type	HPW		Credits	Semester End Exam		Marks	Exam Duration	Practical	Seminar	Marks	Total
			Th	Pr		Duration in Hrs	Marks						
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	Exam Duration	Marks	Total
B.V 601	Tourism Resources in India	SEC-4	3 1	4	3	80	30 min	20	100
B.V 602	House keeping Supervisor	GE-2	3 1	4	3	80	30 min	20	100
	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 0	3	2	40	30 min	10	50
B.V 604	Field Tour-Tourism Resources in India	DSC-02F	4 0	3	2	40	30 min	10	50
B.V 605	Eco-Tourism	DSC-02F	3 1	4	3	80	30 min	20	100
	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	Duration in Hrs	Marks	Total
B.V606	Reservation Revenue Manager -1	DSC-03F	2 4	6	30 min	30	10	40	3	60	100
B.V 607	Reservation Revenue Manager -2	DSC-04F	2 4	6	30 min	30	10	40	3	60	100
	Total no of Credits							80		120	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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HTA

SEM-5

SYLLABUS



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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

General Education 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	AECC-1	3 1	4	3	80	100
B.V 502	Tourism Environment and Ecology	CC-1A	3 1	4	3	80	100
	Total no of Credits			12		160	200

Skill Component Credits:
Theory = 6 credits

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 503	Hotel Captain	DSE-01	4 .	3	2	40	50
B.V 504	Meeting, Conference and Event Planner	DSE-02	4 .	3	2	40	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 :

Practical = 12 credits

III YEAR SEMESTER -V		Semester End Exam			Continuous Internal Evaluation						
Code	Course Title	Course Type	HPW Th Pr	Credi ts	Duration in Hrs	Marks	Exam Duration	Practical	Seminar	Marks	Total
B.V505	Airline Ticketing and Fare construction	DSE-05	2 4	6	3	60	30 min	30	10	40	100
B.V 506	Tourism operation Software skills	DSE-06	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

PAPER 502: TRAVEL & HOTEL ETHICS AND LAWS


Course Objective:

To understand the basic principles of various Laws, Codes, rules and regulations relating to Tourism Administration; and to assist the tourists.

- Unit I: Defining ethics and its significance in tourism. Safety and security of tourist, Tourist Police, place of Tourism in the constitution, need of tourism legislation
- Unit II: Laws relating to accommodation travels agencies land tour operation sector, & License procedures of the hotel industries, Law-land regulations related to airlines and airways, laws related to surface
- Unit III: Special permits to restricted areas for foreign tourist in India, restricted area in India for foreign tourists and related authorities at these places to obtain permits, permits related to various monasteries and wild life areas and their procedure.
- Unit IV: Law designed for Adventure Tour operation, special permits for rafting, paragliding, heisting and angling. Peak booking formalities, IMF rules for mountain expeditions, cancellation of permits and bookings.
- Unit V: Travel Insurance and consumer protection act, International consumer protection acts in tourism, Evacuation and International insurance business, foreigners act, passport act and visa extension. Ancient Monument Act, RTI, Laws related to environment, wildlife, and food & beverages.

REFERENCES

1. Tourism Guide lines published by Govt. of India, Ministry of Tourism.
2. Tourism guidelines issued by Department of Tourism for hotel and restaurant operation.
3. Sajnani Manohar (1999) Indian Tourism Business : A Legal Perspective, New Delhi.
4. R. K. Malhotra (2005) Socio – Environmental and Legal Issues in Tourism, New Delhi.


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B.V : TOURISM ENVIRONMENT AND ECOLOGY

Objectives

1. To understand the relationship between tourism and ecology.
2. To enable the students to understand the need of sustainable tourism development.

Unit-1 Ecological Meaning and definition ecology and relevance for the tourism sector, tourism and environment linkage

Unit-2 Ecological dimension of tourism activities - carrying capacity pollution geography biosphere human activities Misbalances.

Unit-3 Environmental dimensions of tourism activities- Cultural social economic costs and benefits anthropological aspects.

Unit-4 Environment Administration- Impact assessment Activities and controls -anagement of natural resources- land use environment issues and corporate environmental management corporate strategy and the environment.

Unit-5 Role of agencies for environmental protection- UN initiatives national committee on tourism and ecology other agencies.

References

1. Butler R.W Tourism Environment and Sustainable Development.
2. Castillon D.A.1992, Conservation of Natural Resources.
- 3 Corporate environment Management :- Richard Welford



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506: Hotel Captain

Objective: This programme is aimed at training candidates for the job of a Captain/ P & B Steward in the tourism and hospitality sector

Unit-1 : Plan for serving food and beverages- Identifying the service area and resources required-Rechecking preparation for service area -Greeting customers-Taking and processing orders

Unit-2 : Serving the orders -Clean tables and counters - Serving food and beverage-provide and adjust glassware, service ware and cutlery, suitable for menu choices, and condiments in accordance with standard operating procedures -monitor flow of service for meal and beverage delivery- Clearing tables and counters after dining -carry out all work in accordance with occupational Health and Safety


Unit-3 Deal with customer payment- Receiving payment after service-- Spotting customer service issues - Resolving customer problems

Unit-4 Supervise food and beverage service- Briefing the staff before guest arrival- Giving specific instructions related to service- Monitoring operations and resources- Debriefing staff after clearing up at the end of the shift- Inspecting service area- Addressing customer's requirement- Assisting them constantly when required

Unit-5 : Manage Inventory and Staff- Estimating and arranging resources - Monitoring inventory- Training staff-Communication with superiors and colleagues-Communicating with customersBasic Etiquettes Hygiene Practices-Health Practices and Standards

Reference Books:-

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 501: Meeting, Conference and Event Planner

Objective: This programme is aimed at training candidates for the job of a event planner in the tourism and hospitality sector

Unit-1 : Introduction to Event Planning and MICE-Conceptual foundations of events; Major characteristics; Five C's of event management - Event Planner- Broad classification of Events.

Unit-2 : Map the Customer Requirement- Event Venues- Greeting and receiving customers; understanding the needs of the customers; attending to customers queries Events venues- Conference venues- facilities, check-in and check-out procedures


Unit-3 : Organise the meeting and conference- Collecting and assembling the required resources; Estimating the cost; Coordinating with the various departments; organizing the meeting and conference

Unit-4: Organise the event - Coordinate and confirm the plan -Gathering the required resources; Estimating the cost; coordinating with various departments Trade shows and exhibitions/expositions

Unit-5 : Incentive Tour - Incentive tour- characteristics, its organizing and special requirements- Latest meeting technologies - Video conferencing and Information Communication Technology (ICT). Factors including ICT affecting future of events business. Human resource requirements.

Reference Books:-

1. Coleman, Lee & Frankle (1991), Powerhouse Conferences. Educational Institute of AH & MA.
2. Hoyle, Dorf & Jones (1995), Meaning conventions & Group business. Educational institute of AH & MA.
3. Montgomery, R.J. 1994, "Meeting, Conventions and Expositions : VNR, New York
4. Hoyle, L.H., TJA Jones (1995) "Managing Conventions and Group Business", Educational Institute of AM & MA
5. Coleman, Lee & Frankle (1991), Powerhouse Conferences. Educational Institute of AH & MA.


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B.V 505 : AIR FARES AND TICKETING AND FARE CONSTRUCTION

Unit - I

- Aviation Geography: IATA areas, sub-areas, sub-regions -- Time calculation: GMT variation, concept of standard time and daylight saving-time, calculation of elapsed time, flying time and ground time.


Unit - II : - Familiarization with OAG: 3 letters city code and airport code, airline designated code, minimum connecting time, global indicator - Familiarization with Air tariff : currency regulation, NUC conversion factors-general rules.

Unit - III ; - Familiarization with TIM: Passport, Visa, currency regulation, custom regulation,

health regulation and airport tax- Passenger needing special attention - Credit Cards : Concepts, Types & Benefits, Eligibility criteria, Validity, Insurance cover. Different types of credit card.

Unit - IV - Planning Itinerary by Air

Unit - V - Introduction to Fare construction - Mileage Principles - Fare Construction with Extra Mileage Allowance (EMA) - Extra Mileage Surcharge (EMS).


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B.V 506 TOURISM OPERATION -SOFTWARE SKILLS

Unit - I - Travel Agency Automation: Introduction, The process of automation - Comprehensive travels agency automation, Airline reservation system, CRS-- Comparative Study of Different CRSs Systems.

Unit - II - Types of Foreign Exchange Markets & Transactions, Quoting Foreign Exchange Rates-Spread Official and Free Market Rates, Cross Rates, Forward Rates-Quoting Forward Rates, RBI, FEMA guidelines. Types of fare exchange dealer -authorized dealer, full fledge money changer, authorization money changer.

- Miscellaneous charges order (MCO).- Pre-paid Ticket Advice (PTA).

Unit - III - CRS Functions - City Pair Availability, Flight Booking, Last seat availability, Levels of CRSs participation, Shared Travel Agent Access, Airline Tickets, CRS Regulating Issues

Unit - IV - PNR, Fare Quotes, Pre-assigned Seats, Special Travellers Account Records-Queues.

Unit - V - Ticket and document issuance, auxiliary services, reference information, car booking, hotel booking.

References

1. All you wanted to know about airlines functions - K. Sikdar
2. Air Tariff Book
3. Worldwide Rules
4. IATA Ticketing Hand Book
5. Airport Business - R. Doganis



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HTA SEM-6 SYLLABUS



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- Unit I Architectural Heritage of India -glimpses on the prominent architecture style flourished in different period. Different style of architecture in India - Hindu, Buddhist and Islamic. Selected case studies of World Heritage Sites in India
- Unit II : Pilgrimage Destinations of India:HinduCharo Dham Yatra, Jyotirlinga Yatra, Devi Yatra Vindhyaachal (U.P.) Kamakhya (Assam), Vaishnavadevi, Kashi, Prayag, Gaya, Ayodhya, Mathura-Vrindavana, Allahabad, Ujjain, Hardwar, Nasik, Gangasagar.
- Unit III Secular Destinations of India: Buddhist-, Jain-Muslim-, Sikh-Christians
- Unit IV Natural Resources-Wildlife Sanctuaries, National Parks and Natural Reserves in India-Hill Stations- Beaches and Islands
- Unit V: Museums and Art Galleries

REFERENCES

1. Basham A. L. : The Wonder that Was India.
2. Basham A. L. : Cultural History of India
3. Percy Brown : Islamic Architecture
4. Percy Brown : Indian Architecture
5. James Burgess : Western Cave Temples of India

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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

General Education component: 12 Credits/ semester

III YEAR SEMESTER –VI Code	Course Title	Course Type	HPW		Credits	Semester End Exam		Continuous Internal Evaluation		
			Th	Pr		Duration in Hrs	Marks	Exam Duration	Marks	Total
B.V 601	Tourism Resources in India	AECC-1	3	1	4	3	80	30 min	20	100
B.V 602	House keeping Supervisor	CC-1A	3	1	4	3	80	30 min	20	100
	Total no of Credits				12		160		40	200

Skill Component Credits:

Theory = 6 credits

III YEAR SEMESTER –VI Code	Course Title	Course Type	HPW		Credi ts	Semester End Exam		Continuous Internal Evaluation		
			Th	Pr		Duration in Hrs	Marks	Exam Duration	Marks	Total
B.V 603	event management	DSE-01	4	-	3	2	40	30 min	10	50
B.V 604	Field Tour-Tourism Resources in India-	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

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

General Education 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	Exam Duration	Marks	Total
B.V 601	Tourism Resources in India	A ECC-1	3 1	4	3	80	30 min	20	100
B.V 602	House keeping Supervisor	CC-1A	3 1	4	3	80	30 min	20	100
	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	Marks
B.V 603	event management	DSE-01	4 -	3	2	40	10
B.V 604	Field Tour-Tourism Resources in India-	DSE-02	4 -	3	2	40	10
	Total no of Credits			6		80	50

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		Semester End Exam					Continuous Internal Evaluation					
Code	Course Title	Course Type	HPW Th	Pr	Credits	Duration in Hrs	Marks	Exam Duration	Practical	Seminar	Marks	Total
B.V605	Reservation Revenue Manager -1	DSE-03	2	4	6	3	60	30 min	30	10	40	100
B.V 606	Reservation Revenue 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

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		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.V605	Reservation Revenue Manager -1	DSE-03	2 4	6	3	60	30 min	30	10	40
B.V 606	Reservation Revenue Manager -2	DSE-04	2 4	6	3	60	30 min	30	10	40
	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

B.V603 : EVENT MANAGEMENT

Objectives: The purpose of this course is to acquire an in-depth knowledge about the specialized field of "Event Management"

- Unit I: Conceptual foundations of events; Major characteristics; Five C's of event management - Event Planner- Broad classification of Events
- Unit II: Introduction to MICE: Components of MICE- Introduction to professional meeting planning- Convention visitor Bureaus – functions, structure and funding sources.
- Unit III: Events venues- Conference venues- facilities, check-in and check-out procedures, requirements; conference room lay-outs; Convention manager; inter-related venues; project planning and development. Introduction to conference facilities in India.
- Unit IV: Trade shows and exhibitions/expositions- decision-making process. Contract negotiations– principles; negotiation with hotels, airlines and ground handlers.
- Unit V: Incentive tour- characteristics, its organizing and special requirements. Latest meeting technologies - Video conferencing and Information Communication Technology (ICT). Factors including ICT affecting future of events business. Human resource requirements.

REFERENCES:

1. Coleman, Lee & Frankle (1991), Powerhouse Conferences. Educational Institute of AH & MA.
2. Hoyle, Dorf & Jones (1995), Meaning conventions & Group business. Educational institute of AH & MA.
3. Montgomery, R.J. 1994, "Meeting, Conventions and Expositions : VNR, New York
4. Hoyle, L.H., TJA Jones (1995) "Managing Conventions and Group Business", Educational Institute of AM & MA
5. Coleman, Lee & Frankle (1991), Powerhouse Conferences. Educational Institute of AH & MA.



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B.V 604 : FIELD TOURS -

Unit I

Architectural Heritage of India -glimpses on the prominent architecture style flourished in different period. Different style of architecture in India - Hindu, Buddhist and Islamic. Selected case studies of World Heritage Sites in India

Unit II :

Pilgrimage Destinations of India: Hindu Charo Dham Yatra, Jyotirlinga Yatra, Devi Yatra Vindhyachal (U.P.) Kamakhya (Assam), Vaishnavadevi, Kashi, Prayag, Gaya, Ayodhya, Mathura-Vrindavana, Allahabad, Ujjain, Hardwar, Nasik, Gangasagar.

Unit III

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

Unit IV

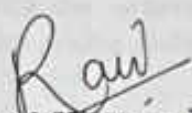
Natural Resources-Wildlife Sanctuaries, National Parks and Natural Reserves in India-Hill Stations- Beaches and Islands

Unit V:

Museums and Art Galleries

REFERENCES

1. Basham A. L. : The Wonder that Was India.
2. Basham A. L. : Cultural History of India
3. Percy Brown : Islamic Architecture
4. Percy Brown : Indian Architecture
5. James Burgess : Western Cave Temples of India


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