INSTITUTE OF VOCATIONAL STUDIES
MASTER OF TOURISM ADMINISTRATION
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HPU/MTA/16/

Dated: 31-12-2016

Subject: Proceedings of an meeting of the Faculty of Commerce & Management Studies held on 31-12-2016 at 3.00 pm in the Institute of Vocational Studies, Gandhi Bhawan, H.P.University, Shimla 171005. The following members were present:

01. Prof. Kulwant Singh Pathania
    Dean/Chairman

02. Dr. Chander Mohan
    Member

03. Prof. Vijay Kumar
    Member

04. Prof. Vijay Kaushal
    Member

05. Prof. S.S Narta
    Member

06. Prof. Kulbhusan Chandel
    Member

07. Prof. O.P Verma
    Member

08. Prof. Sushma Rewal
    Member

09. Prof. Devinder Sharma
    Member

10. Dr. Sonia Khan
    Member

The following items were taken:

1. Item No. 1: To approve the syllabus of one year UG diploma in Tourist Guide with ordinance amendments as per Annexure “III” as recommended by the Board of Studies in its meeting held on 28-12-2016 at 10.30 a.m.

Decision taken: The faculty of Commerce and Management Studies has approved the syllabus of one year UG diploma in Tourist guide as per Annexure “II” & ordinance amendments as per Annexure “III” & recommended the same for the Academic Council.

Contd. On Page no.2/
2. Item No.2:- To approve the minor course in the syllabus of Travel and Tourism Management in Undergraduate classes viz. "CONCEPT OF DEMAND AND SUPPLY IN TOURISM" (BATT-17) for the sixth semester as recommended by the Board of Studies in its meeting held on 28-12-2016 at 10.30 a.m

Decision taken: The Faculty of Commerce and Management studies has approved the minor course viz. "CONCEPT OF DEMAND AND SUPPLY IN TOURISM" (BATT-17) for the sixth semester of Travel & Tourism Management for under graduate classes. The marks distribution for the course remain 50:50 for the academic session 2014-15 & 70:30 for the academic session 2015-16 as per RUSA regulations & recommended the same for the Academic Council.

The meeting ended with a vote of thanks to the Chair.

(Prof. Vijay Kumar) (Dr. Chander Mohan) (Prof. Vijay kaushal)

(Prof. S.S Nartna) (Prof. Kulbhusan Chandel) (Prof. O.P Verma)

(Prof. Sushma Rewal) (Prof. Devinder Sharma) (Dr. Sonia Khan)

Prof. Kulwant Singh Pathania
Dean, Faculty of Commerce & Management)
The meeting of Board of Studies (UG) was held on 28-12-2016 at 10.30 a.m in the office of the Director IVS, MTA. The Following members were present:—

1. Dr. Chander Mohan, Director  
   Institute of vocational Studies  
   H.P. U. Shimla-5  
   Chairman

2. Dr. Jaswinder Kumar (Asstt. Prof)  
   Deptt of UIHTM, Punjab University Chandigarh, 
   Punjab- 160014  
   Member

3. Prof. Amrit Mehta, Deptt. of Sociology  
   Coordinating Tourism & Travel Management  
   Rajiv Gandhi Govt. Degree College, Shimla- 171004  
   Member

4. Prof Suhma Rewal Chugh,  
   IVS, MTA HPU Shimla  
   Special Invitee

5. Dr. Sonia khan, Asstt. Prof.  
   IVS, MTA, HPU, Shimla  
   Special Invitee

6. Ms. Madhu, Clerk  
   Academic Branch, H.P.U  
   Special Invitee

The Following Decisions were taken:

Item No.1:— To approve the Syllabus of one year UG diploma in Tourist Guide with ordinance amendments as per annexure “III”.

Decision Taken: - The Board of Studies (UG) has approved the syllabus of one year UG diploma in Tourist guide as per Annexure “II” & ordinance amendments as per Annexure “III”.

Item No. 2: - To approve the minor course in the syllabus of Travel and Tourism Management in Undergraduate classes viz. “CONCEPT OF DEMAND AND SUPPLY IN TOURISM” (BATT-17) for the sixth semester.

Decision taken: - The Board of Studies (UG) has approved the minor course viz. “CONCEPT OF DEMAND AND SUPPLY IN TOURISM” (BATT-17) for the sixth semester of Travel & Tourism Management for undergraduate classes. The marks distribution for the course remain 50:50 for the academic session 2014-15 & 70:30 for the academic session 2015-16 as per RUSA regulations.

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The meeting ended with the vote of thanks to the chair.

(Dr. Jaswinder kumar)  (Prof. Amrit Mehta)  (Prof. Sushma Rewal)

(Dr. Sonia khan)  (Ms. Madhu)

(Dr. Chander Mohan)
ONE-YEAR DIPLOMA IN TOURIST GUIDE (DYG)

SEMESTER I

DTG-01. INTRODUCTION TO TOURISM
DTG-02. TOURISM PRODUCTS OF INDIA
DTG-03. LINKAGE OF TOUR GUIDE WITH TRAVEL INDUSTRY.

3 MONTHS ON-THE-JOB TRAINING

SEMESTER II

DTG-04. TOURISM PRODUCT ANALYSES OF HIMACHAL
DTG-05. ADVENTURE TOURISM IN HIMACHAL PRADESH
DTG-06. ITINERARY PREPARATION AND TOUR COSTING
DTG-07. VIVA OF ON-THE-JOB TRAINING REPORT AND GENERAL VIVA.

ELIGIBILITY: PLUS TWO (10+2) IN ANY DISCIPLINE

NOTE: 1. EACH PAPER WILL BE OF 100 MARKS.
2. FOR DTG-07, GENERAL VIVA VOCE (50 MARKS) AND VIVA OF ON-THE-JOB TRAINING REPORT (50 MARKS) WILL BE CONDUCTED BY EXTERNAL/INTERNAL EXAMINERS.
DTG-01: INTRODUCTION TO TOURISM

Module 1: Tourism Recreation and Leisure: Definition Meaning and Differentiation. Meaning of Tourist, Traveller, Visitor Transient and Excursionist.


Module 3: Types & forms of Tourism. Concept of Sustainable/Alternate/Mass and new Tourism (Importance). Future Tourism scenario (Projections, Trends Changes, (Forms).

Module 4: Tourism Organizations like WTO, PATA, IATA, IATO, ICAO, UFTAA, Approaches to Tourism Development (Systems/Integrated/Community).

Module 5: MAP WORK: Location of important Tourist Destinations in the global context.

References:
2. Development of Tourism in India-Lajipathi Rai
3. Tourism Development in India-Chopra
5. Tourism Management: Bijendra Punia.
6. Dynamics of Modern Tourism-Pushpiner Gill
7. Tourism Dimensions in India-Chopra.


Module-2: Glimpses of the prominent architectural style flourished over the ages in India, Museums, Assets & unique features or National Museums. Performing arts of India, Classical dances, folk dances with special touristic appeal. Various Indian Musical Instruments Fairs & Festivals, Social, Religions & Commercial fairs of touristic significance. Organising promotional events like snake boat race, white water festival, kite festival & winter carnival (Goa) etc.

Module-3: Handicrafts of India-Important Handicraft objects & centres, craft mela, Souvenir Industry, Created tourist attractions-Academic Scientific and Industrial.


Module-5: Flora & Fauna of India as potential tourist resource, National parks, wildlife sanctuaries, case study of Corbett Tiger Reserve, Himalayan National Park, Kanha & Gir National parks.

References:

1. Tourists Resource of India- Ram Acharya.
2. Tourists Resources of India- Ratandeep Singh.
3. Tourists Resources of India- Jagmohan Negi.
DTG O3: LINKAGE OF TOUR GUIDE WITH TRAVEL INDUSTRY

Module 1 - Travel agency and tour operators, history and development of travel agencies in India, major travel agencies and tour operators of India.

Module 2 - Office procedures in a travel agency, filing, query handling.

Module 3 - Knowledge of travel documentation, visa extension, entrances in the monuments, restricted area permits, money exchange formalities, case study of western union money exchange.

Module 4 - Operational coordination with travel agent and tourists, cost control, handling of vouchers, issuing vouchers, reservations and confirmations.

Module 5 - Essentials of verbal and non-verbal communication for guide, body Language. Perception of Information. Essentials of Formal Written Communication. Use of words in spoken and written formal communication.

References:

1. Consumer behaviour - Leon G Schiffman and L.L. Kamuk
2. Travel Agency Management- an introductory Text
SEMESTER II

DTG 04 : TOURISM PRODUCT AND DESTINATIONS OF HIMACHAL

Module 1: Geography: Location, Topographic divisions, Important rivers, lakes passes and peaks effect of climatic variations on tourism in Himachal.


Module 3. Overview of tourism growth and development in Himachal with the help of Statistical data, Main tourism itineraries of Himachal


Module 5. Social, Cultural Economic and Physical Impacts in Himachal Pradesh due to Tourism.

References:

1. Himachal Pradesh, The Land, the people by S.S. Negi.
2. Tourism: Development and its Impact by Dr. S. P. Bansal
ADVENTURE TOURISM IN HIMACHAL PRADESH

Module 1: History of adventure tourism, definition of adventure, types of adventure, need of adventure.

Module 2: Adventure tourism in Himachal, different areas of adventure, mountaineering, trekking, paragliding, hang gliding, rappelling, skiing and river rafting activities in detail.

Module 3: Handling of an adventure group, preparations for adventure, trekking and safari check list, staff selection, camp site selection, weather selection, hurdles in adventure travel.

Module 4: Peak booking formalities, list of open peaks in Himachal and other Himalayan Areas, IMF royalties, environmental levies, peak charges and facilities provided by Uttrakhand Government; rescue and evacuation in mountains, various methods to prevent high altitude sickness.


References:

1. Tourism in the New Millennium by Dr. S. P. Bansal.
Module – 1: Office Procedures: Office planning-Accounting-Budget cost control-Client account control-
Tickets stock control-Foreign exchange-filing systems-Insurance.

Module – 2: Travel Geography: Economic and physical Geography IATA and geography-planning
itineraries by air-time.

Module – 3: Air Transport: Airline codes and definitions-Aircraft and in-flight services-Airport facilities and
special passengers-Automation-Baggage-International regulations-Travel guides.

Module – 4: Air Fares and Ticketing: Tariffs manuals-Terms and definitions-currency regulations-Round
and circle trip fares-journeys in different classes-special fares-taxes-ticketing instructions-BSP procedures-
security of accountable documents.

Module – 5: Mileage system-lowest combination principle-around the world fares-open jaw journey-special
fares-rerouting-collection of fares.

References:
1. IATA and ITM notes.
4. Tourism and Travel Concepts and principles by Jagmohan Negi.
5. Travel Agency and Tour operation by Mohinder Chand.
Annexure-III
One Year Diploma in Tourist Guide (DTG)
And
One Year Diploma in Multi Skilling Hotel Operations (DMSH)

Amendment of Ordinance 1.1

Both One Year Diploma course-One Year Diploma in Tourist Guide and One Year Diploma in Multi Skilling Hotel Operation will come under Faculty of Commerce and Management Studies.

Amendment of Ordinance 1.4

Eligibility: Plus two Examination under 10+2 system examination equivalent thereto of a board/University established by law in India with passing marks for distance education and 50% marks for regular course.

Or

Any examination of a University/college/Board or school in foreign country recognised a equivalent for above purpose by the Vice-Chancellor/Equivalent Committee of its own or on recommendation of Association of Indian Universities with passing marks for distance education and 50% marks for regular course.

Amendment of Ordinance 10

Ordinance 10.66

1. The duration of One Year Diploma in Tourist Guide and One Year Diploma in Multi Skilling Hotel Operation shall be one year split over two semesters.
2. Examination Schedule: there shall be an examination at the end of each semester ordinarily in the month of November and June on the dates to be notified by the Controller of Examinations.
3. Basis of admission: The admission is based on merit in qualifying examination.

Ordinance 10.67

The syllabus of the studies in each course/paper shall be as prescribed by the board of Studies/Faculty concerned from time to time. The medium of examination shall be as under:

a) Question of Examination shall be set in English and Hindi both.
b) The candidates shall write the answers in English/Hindi.

Eligibility for promotion

A candidate should have to appear at least in one paper to get admission in second semester. A candidate obtaining pass marks in any course shall not be required to re-appear in that course again.

Ordinance 10.68

The pass marks in each subject shall be 40%. The aggregate marks obtained by the candidate in DTG and DMSH examination shall be the sum total of the marks obtain by the candidate in which he/she have passed.

Ordinance 10.69

The successful candidate will be classified in three division as under

1. First Division: Those who obtain 60% or more of the aggregate marks.
2. Second Division: Those who obtain 50% or more but less than 60% of the aggregate marks.
3. Third Division: Those who obtain less than 50% of the aggregate marks.