

**INSTITUTE OF VOCATIONAL STUDIES
MASTER OF TOURISM ADMINISTRATION**

Himachal Pradesh University, Shimla-171 005

Tel-fax 0177 2633251 (O), E-mail mtashimla@rediffmail.com

Website: www.mtashimla.org

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 khain	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).

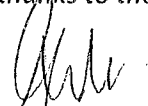
Decision taken :- The faculty of Commerce and Management Studies has approved the syllabus of one year UG diploma in Tourist guide as per Annexure "II" & ordinance amendments as per Annexure "III" & recommended the same for the Academic Council.


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.

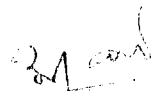

(Prof. Vijay Kumar)


(Dr. Chander Mohan)

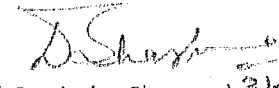

(Prof. Vijay kaushal)

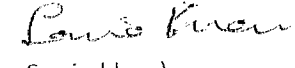
(Prof. S.S Narta)


(Prof. Kulbhusan Chandel)


(Prof. O.R.Verma)


(Prof. Sushma Rewal)


(Prof. Devinder Sharma) 21.12.16


(Dr. Sonia Khan)


Prof. Kulwant Singh Pathania
Dean, Faculty of Commerce & Management)



HIMACHAL PRADESH UNIVERSITY
(NAAC ACCREDITED 'A' GRADE UNIVERSITY)
INSTITUTE OF VOCATIONAL STUDIES
MASTER OF TOURISM ADMINISTRATION
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E-mail mtashimla@rediffmail.com, Website: www.mtashimla.org

HPU/MTA/2016/

Dated:-28-12-2016

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
Coordiantor 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".

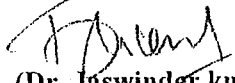
Item No. 2. :- To approve the minor course in the syllabus of Travel and Tourism Management in Undergraduate classes viz. "CONCEPT OF DEMAND AND SUPPLY IN TOURISM"(BATT-17)for the sixth semester.

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 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.


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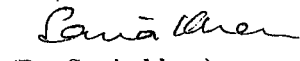
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The meeting ended with the vote of thanks to the chair.



(Dr. Jaswinder kumar)


(Prof. Amrit Mehta)


(Prof. Sushma Rewal)


(Dr. Sonia khan)


(Ms. Madhu)


(Dr. Chander Mohan)

ONE-YEAR DIPLOMA IN TOURIST GUIDE (DTG)

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 AND DEVELOPMENTS 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-2: Tourism Product(TOP RQP STP). Special Elements & difference from other consumer Products. Concept of Resource/ Attraction Product/Destination and Market.

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:-

1. Tourism Dimensions- S.P. Tewari.
2. Development of Tourism in India-Lajipathi Rai
3. Tourism Development in India-Chopra
4. Dynamics of Modern Tourism-Ratan Deep Singh.
5. Tourism Management: Bijendra Punia.
6. Dynamics of Modern Tourism-Pushpiner Gill
7. Tourism Dimensions in India-Chopra.

DTG 02. TOURISTS PRODUCT OF INDIA

Module-1: Cultural Heritage of India: Religion & Philosophy. Indian Society Sociological Prospectus.

Popular Religions Centres of Hindu, Buddhist, Jain, Sikh, Muslim, and Christian Religion. Case Study of religious monuments-Mahabalipuram, Khajuraho, Konark, Varansi, Ajanta, Ellora, Elephanta.

Module-2: Glimpses of the prominent architectural style flourished over the ages in India, Museums, Assets & unique features of 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-4: Concept of synergism between tourism promotion & nature conservation, Tourist resource potential in mountain with special reference to the Himalayas. Scope for trekking mountaineering, skiing River-Rafting & Aero Sports with reference to H.P. & U.P. Himalayas. Indian main desert areas, coastal areas and islands,(with special reference to Andaman & Nicobar, Islands).

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 03: 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 - León 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- 2. Product: Fairs and Festivals, Flora, Fauna Performing Arts, customs and social life, Cuisine of Himachal.

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

Module-4 Tourism Destinations of Himachal: Kullu/ Manali, Kinnaur, Spiti Circuit, Dharamsala Kangra circuit. Shimla, Chamba Dalhousie.

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

DTG : 95 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, para gliding, hand 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, campsite 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 Utranchal Government, rescue and evacuation in mountains, various methods to prevent High altitude sickness.

Module 5- Trekking routes in Himachal, making of detailed itineraries on trekking routes like Darcha-lamayaro, Darcha Padun, Pin Parvati, Hamta- Chandertal- Baralacha, Kugti Pass, Bada Bhangal trekking and Kangia jot trekking route.

References:

1. Tourism in the New Millennium by Dr. S. P. Bansal.
2. Adventure Tourism and Sports, Risk and Challenges by JagMohan Negi.

DFG: 06 ITINERARY PREPARATION AND TOUR COSTING

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.
2. concepts and principles by Jagmohan Negi.
3. Encyclopaedia of Tourism Management by P.C. Binha.
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 recommendations 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 Operations 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

- | | |
|--------------------|--|
| I First Division | Those who obtain 60% or more of the aggregate marks. |
| II Second Division | Those who obtain 50% or more but less than 60% of the aggregate marks. |
| III Third Division | Those who obtain less than 50% of the aggregate marks. |