



Community College for Vocational Studies  
(UGC Funded)  
Baba Ghulam Shah Badshah University  
Rajouri, j&k-185234(India)

Minutes of the meeting

The meeting of Board of studies (BOS) of the UGC Community College for vocational studies at BGSBU is convened in the conference hall of School of Management Studies on 25-06-2016 at 1.P.m.

The following members were present in the meeting.

- |                               |                                       |             |
|-------------------------------|---------------------------------------|-------------|
| 1. Shri.Asrar Ghaus.          | Principal Community college.          | Chairperson |
| 2. Mr.Nisheeth Srivastva.     | Subject expert                        | Member      |
| 3. Mr.kafeel Ahmed            | Nodal officer Community college       | member      |
| 4. Dr. Dilpazir               | Head Management studies               | Member      |
| 5. Dr.javed iqbal             | Assistant professor of the department | Member      |
| 6. Assistant director Tourism | department                            | member      |
| 7. Manager Aashirwad Hotel    |                                       | member      |

The following issues were discussed and resolved.

Item 1.To considers framing of the course and syllabus for the six-month certificate course and one-year diploma course under Trade Travel and Tourism Management.

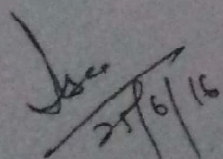
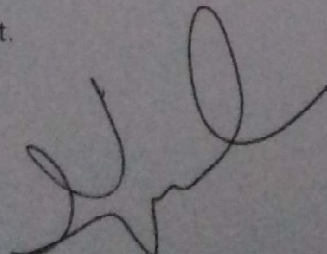
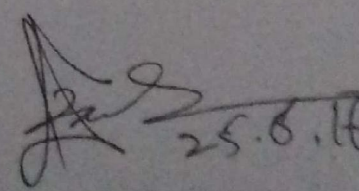
Resolved that.

The first and second semester syllabus of B.Voc degree course (Tourism management) of central university of Jammu approved by Representative of Sector Skill Council, NSDL and BOS of CU Jammu will be taken over/adopted for the six-month certificate course and one year diploma respectively offered at BGSBU Community College as already decided during BOS held at central university in presence of representative of SSC, NSDC in Jammu on 20<sup>th</sup> may 2016.

The scheme stand approved as attached.

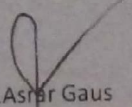
Item 2.to considers policy and procedure for admission session 2016-17 to community college.

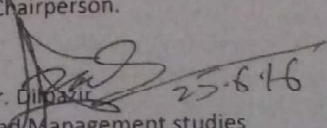
Resolved that.

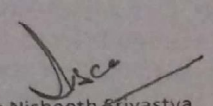
 25/6/16   25.6.16

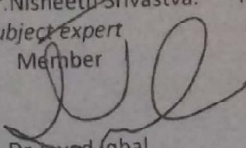
- I. To initiate the process for admission for the session 2016-17. The application forms be put to sale immediately and also uploaded on university website, along with advertisement in local and other newspapers to aware and attract candidate.

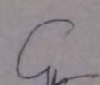
Signature of members.

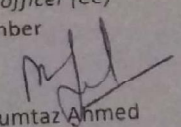
  
Shri. Asrar Gaus  
Principal Community college.  
Chairperson.

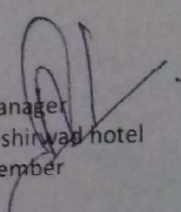
  
Dr. Dilpazir  
Head Management studies  
Member

  
Mr. Nisheet Srivastava.  
Subject expert  
Member

  
Dr. Javed Iqbal  
Assistant professor  
Member

  
Mr. Kafeel Ahmed  
Nodal officer (CC)  
Member

  
Mr. Mumtaz Ahmed  
Assistant Director  
Member

  
Manager  
Aashirwad hotel  
Member



# COURSE CURRICULUM

## Programme of Study: B.Voc. (Tourism and Travel Management)

(Syllabi for Ist, IInd & IIIrd Year)

S.NO	Level	Credits	Normal Duration	Name
1	4	30	One Sem	Certificate
2	5	60	Two Sem	Diploma
3	6	120	Four Sem	Advance Dipolma
4	7	180	Six Sem	B.Voc Degree



**Schema for NSQF Level 4: Certificate (Tourism and Travel Management)**

*Job Role(s): Travel Consultant, Sales Executive*

**SEMESTER I**

SCHEME OF SYLLABUS			
Skill Component			
Course Code	Course Title	Credits	Max. Marks
UGBVT1S001T	Communication Soft Skills Development -1	4	100
UGBVT1S002T	Basics of Travel Agency and Tour Operations	4	100
UGBVT1S003T	Professional Excellence in Tourism-1	4	100
UGBVT1S004F	Industry Field Visit and Report	4	100
UGBVT1S005T	Basics Concept of Tourism	2	50
General Education Component			
UGBVT1G006T	Exposure to Foreign Language-1 (French)	4	100
UGBVT1G007T	Office Applications in Tourism	4	100
UGBVT1G008T	Tourism Product and Services	4	100
<b>Total</b>		<b>30</b>	<b>750</b>

**Schema for NSQF Level 5: Diploma (Tourism and Travel Management)**

*Job Role(s): Meeting, Conference & Event Planner*

**SEMESTER II**

SCHEME OF SYLLABUS			
Skill Component			
Course Code	Course Title	Credits	Max. Marks
UGBVT2S001T	Basics of Event Management	4	100
UGBVT2S002T	Professional Excellence in Tourism-2	4	100
UGBVT2S003T	Customer Relationship Management in Tourism	2	50
UGBVT2S004F	Summer Internship (6 Weeks)	8	200
General Education Component			
UGBVT2G006T	Exposure to Foreign Language (French)	4	100
UGBVT2G007T	Tourism Sales & Marketing	4	100
UGBVT2G008T	Basic Accountancy in Tourism	4	100
<b>Total</b>		<b>30</b>	<b>750</b>



**Schema for NSQF Level 6: Advanced Diploma (Tourism and Travel Management)**

*Job Role(s): Tour Manager*

**SEMESTER III**

<b>SCHEME OF SYLLABUS</b>			
<b>General Education Component</b>		<b>Credits</b>	<b>Max. Marks</b>
<b>Course Code</b>	<b>Course Title</b>		
UGBVT3G001T	Tourism Law	4	100
UGBVT3G002T	Technology for Tourism Accounting - Tally	4	100
UGBVT3G003T	Automation in Tourism Industry	4	100
UGBVT3G004T	Supervisory Skills in Tourism	4	100
UGBVT3G005T	Tourism Geography	4	100
UGBVT3G006T	Tourism Principles & Practices	4	100
<b>Total</b>		<b>24</b>	<b>600</b>

**SEMESTER IV**

<b>SCHEME OF SYLLABUS</b>			
<b>Skill Component</b>		<b>Credits</b>	<b>Max. Marks</b>
<b>Course Code</b>	<b>Course Title</b>		
UGBVT4S001T	Business Development	4	100
UGBVT4S002T	Tour Package Designing & Development	4	100
UGBVT4S003F	OJT Summer Internship – (4 months)	26	400
UGBVT4S004T	OJT Report	2	50
<b>Total</b>		<b>36</b>	<b>650</b>



Schema for NSQF Level 7: B. Voc Degree (Tourism and Travel Management)

*Job Role(s): Dy. General Manager*

**SEMESTER V**

SCHEME OF SYLLABUS			
General Education Component			
Course Code	Course Title	Credits	Max. Marks
UGBVT5G001T	Adventure Tourism	4	100
UGBVT5G002T	Operations Management	4	100
UGBVT5G003T	Entrepreneurship	4	100
UGBVT5G004T	New Media in Tourism	4	100
UGBVT5G005P	Project on Entrepreneurship	8	200
<b>Total</b>		<b>24</b>	<b>600</b>

**SEMESTER VI**

SCHEME OF SYLLABUS			
Skill Component		Credits	Max. Marks
Course Code	Course Title		
UGBVT6S001T	Online Travel Business	6	150
UGBVT6S002T	Service Quality Management in Tourism	6	150
UGBVT6S001F	On the Job Training and Evaluation	20	400
UGBVT6S002F	Project Report & Presentation	4	100
<b>Total</b>		<b>36</b>	<b>800</b>

