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 20th 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 initiative 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. Dilnazir 25.6.16
Head Management studies
Member

Mr.Nisheeth Srivastva.
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 Langauge-1 (French)	4	100
UGBVT1G007T	Office Applications in Tourism	4	100
UGBVT1G008T	Tourism Product and Services	4	100
	Total	30	750

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

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

SEMESTER II

SCHEME OF SYLLABUS			
Skill Component		**Credits**	**Max. Marks**
Course Code	**Course Title**		
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
	Total	30	750

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

Job Role(s): Tour Manager

SEMESTER III

SCHEME OF SYLLABUS			
General Education Component		**Credits**	**Max. Marks**
Course Code	**Course Title**		
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
	Total	24	600

SEMESTER IV

SCHEME OF SYLLABUS			
Skill Component		**Credits**	**Max. Marks**
Course Code	**Course Title**		
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
	Total	36	650

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
	Total	24	600

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
	Total	36	800