

SHIVAJI UNIVERSITY, KOLHAPUR



“A” Re accredited by NAAC
(2014) with CGPA 3.16

Faculty of Interdisciplinary Studies
Structure, Scheme and Syllabus for
Bachelor of Vocation (B. Voc.)

Tourism and Service Industry

Part II- Sem. III & IV

(Subject to the modifications that will be made from time to time)

Syllabus to be implemented from June 2019 onwards.

SHIVAJI UNIVERSITY, KOLHAPUR
STRUCTURE AND SYLLABUS OF B.VOC. Part II
2019-2020

Bachelor of Vocation (B.Voc.) – Tourism and Service Industry

TITLE :B.Voc. **Tourism and Service Industry**

Syllabus (Semester Pattern) Part II Advance Diploma
Under Faculty of Interdisciplinary Studies

YEAR OF IMPLEMENTATION: Syllabus will be implemented from June, 2019

DURATION :B. Voc. Part I, II and III (Three Years)
B. Voc. Part I - Diploma (One Year)
B. Voc. Part II - Advanced Diploma (Second Year)
B. Voc. Part III – Degree (Third Year)

PATTERN OF EXAMINATION : Semester Pattern

- Theory Examination - At the end of semester as per Shivaji University Rules
- Practical Examination - i) In the 1st, 3rd and 5th semester of B.Voc. there will be internal assessment of practical record, related report submission and project reports at the end of semester
- ii) In the second semester of B. Voc. I, there will be internal practical examination at the end of semester
- iii) In the 4th and 6th semester of B. Voc. there will be external practical examination at the end of semester

MEDIUM OF INSTRUCTION : English.

STRUCTURE OF COURSE : B. Voc. Part – I, II and III

Two Semester Per Year, Two General Papers per year / semester Three Vocational Papers per Year / Semester Three Practical papers per Year / Semester.

SCHEME OF EXAMINATION:

A) THEORY-

- The theory examination shall be at the end of the each semester.
- All the general theory papers shall carry 40marks and all vocational theory papers shall carry 50marks.
- Evaluation of the performance of the students in theory shall be on the basis of semester examination as mentioned above.
- Question paper will be set in the view of entire syllabus preferably covering each unit of the syllabus.
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- Nature of question paper for Theory examination (Excluding Business Communication Paper)
 - i) There will be seven questions carrying equal marks.
 - ii) Students will have to solve any five questions

Que. No. 1 : Short answer type question with internal choice (Two out of Three)

Que. No. 2 to Que. No. 6: Long answer type questions.

Que. No. 7 : Short Notes with internal choice (Two out of Three)

B) PRACTICALS:

Evaluation of the performance of the students in practical shall be on the basis of semester examination (Internal assessment at the end of Semester I, II and III and V and external examination at the end of Semester IV and VI as mentioned separately in each paper

Standard of Passing:

As per the guidelines and rules for B. Voc. (Attached Separately – Annexure I)

Eligibility Criteria:

1. The Eligibility for admission is 10+2 or equivalent, in any stream (Arts/Commerce/Science) from any recognized board or University.
 2. The candidates after with 10+2 year ITI course in any branch/trade also eligible for course.
 3. The candidates graduate from any faculty or engineering degree/diploma holders are also eligible.
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Structure of the Course:

B. Voc. –II (Advanced Diploma) Semester – III

Sr. No.	Paper No.	Title	Theory/ Practical	Marks	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1.	XIX	Financial Accounting	PI	50	40	10	3	2
2.	XX	Communication in Tourism Industry	PI	50	40	10	3	2
3.	XXI	Travel Services	T	50	50		3	
4.	XXII	Tourism Transport	T	50	50		3	
5.	XXIII	Travel Assistant Part II	T	50	50		3	
6.	XXIV	Laboratory work-Travel Services	P	50		50		3
7.	XXV	Laboratory work-Tourism Transport	P	50		50		3
8.	XXVI	Laboratory work-Travel Asst. PartII	P	50		50		2
9.	XXVII	Project/ Long Tour		50		50		2

B. Voc. –II (Advanced Diploma) Semester-IV

Sr. No.	Paper No.	Title	Theory/Practical	Marks	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1.	XXVIII	Financial Accounting II	T/P	50	40	10	3	2
2.	XXIX	Computer Part II	T/P	50	40	10	3	2
3.	XXX	Destination Knowledge International	T	50	50		3	
4.	XXXI	Travel Agent	T	50	50		3	
5.	XXXII	Tour Packing And Costing	T	50	50		3	
6.	XXXIII	Laboratory work- Destination Knowledge	P	50		50		3
7.	XXXIV	Laboratory work- Tour Manager	P	50		50		3
8.	XXXV	Laboratory work- Tour Packing And Costing	P	50		50		2
9.	XXXVI	Project/ Tour/ Industrial Visit		50		50		2

*The Subject Environmental studies is compulsory in Sem. IV as per Shivaji University Guideline.

Scheme of Teaching:

B. Voc. – Part II(Advanced Diploma) Semester – III

Sr. No.	Paper	Title	Distribution of workload/week		
			Theory	Practical	Total
1.	XIX	Business Communication Part III	4	2	2
2.	XX	Environmental Studies	4	2	2
3.	XXI	Tourist Services	4		4
4.	XXII	Tourism Transport	4		4
5.	XXIII	Tour Assistance Part II	4		4
6.	XXIV	Laboratory work- Tourist Services		4	4
7.	XXV	Laboratory work- Tourism Transport		4	4
8.	XXVI	Laboratory work- Tour Assistance		4	4
9.	XXVII	Project/ Tour/ Industrial Visit			
		Total	20	16	36

B. Voc. – Part II (Advanced Diploma) Semester-IV

Eligibility for Admission	10 + 2 from any faculty or equivalent Diploma /Advanced
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Diploma in any related stream and Advance Diploma in any related stream

Eligibility for Faculty	M.B.A. Diploma in Hotel Management, M.A. Diploma in Hotel management. BSc in Hotel management./Msc in Hotel management.
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Eligibility for Laboratory Assistant: B.Sc. / Diploma in Hotel Management

Staffing Pattern :As per UGC BVoc Guidelines.

Laboratory Assistant : As per UGC BVoc Guidelines.

SHIVAJI UNIVERSITY, KOLAPUR

B. Voc. Part – II, Semester - III

Tourism and Service Industry

Paper-XIX FUNDAMENTALS OF FINANCIAL ACCOUNTING-I

Work Load - 6 Total Marks – 50 Theory – 4 Lectures / Week Theory- 40

Practical- 2 Lectures / Week Practical- 10

Objective : To impart basic accounting knowledge as applicable to business.

Course contents:

Unit I : Introduction to Accounting

Meaning, Nature and Advantages of Accounting, Branches of Accounting, Accounting Concepts and Conventions, Types of Accounts, Rules of journalizing, Source Documents – Cash Voucher, Petty Cash Voucher, Cash Memo – Receipts, Debit Notes, Credit Note, Paying Slips, Withdrawals, Cheque

Unit II : Journal and Ledger

Preparation of Journal entries and Ledger accounts – Subsidiary Books - Purchase Book, Purchase Return Book, Sales Book, Sales Return Book, Cash Book, Bills Receivable Book, Bills Payable Book, Journal Proper

Unit III : Depreciation

Meaning, Methods – Straight Line Method – Reducing Balance Method, Change in Depreciation Method.

Unit IV: Final Accounts

Preparation of Trial Balance, Preparation of Final Accounts of Sole Traders and partnership firms

Practical:

- 1) Preparation of Journal entries and Ledger accounts
- 2) Preparation of subsidiary books
- 3) Preparation of Trial Balance
- 4) Practical problems on Final Accounts of sole traders and partnership firms
- 5) Practical problems on methods of depreciation

Scheme of Internal Practical Evaluation 10 Marks

- 1) Submission of Record Book 5 Marks
- 2) Viva – Voce 5 Marks

References:

- 1) Advanced Accountancy – M.C. Shukla and T.S. Garewal.
- 2) Advanced Accountancy – S.C. Jain and K. L. Narang
- 3) Advanced Accountancy – S.M. Shukla.
- 4) Advanced Accountancy – S. N. Maheshwari.
- 5) Advanced Accountancy – R. L. Gupta.

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B. Voc. Part – II, Semester - III

Tourism and Service Industry

Paper-XIX Business Communication III

Work Load - 6 Total Marks – 50 Theory – 4 Lectures / Week Theory- 40

Practical- 2 Lectures / Week Practical- 10

Objective : To impart basic accounting knowledge as applicable to business.

Course contents:

Unit I : Introduction to Communication: Definition /Meaning, Nature and Advantages of Communication, Concepts and Conventions, Types of Communication Methods .

Unit II :Fundamentals of Communication:
Modes of Communication. Ways used Chart of Flow and Use of Communication. Details for Transfer.

Unit III :Barrieris
Barriers of Communication. Physical Barriers, Symentic Barriers and Types of Barriers of Communication.

Unit IV: Feedback of Communication.
All types of Communication Feedbacks.

Practical:

- 1) Preparation of Communication.
- 2) Preparation of books
- 3) Preparation of Flow Chart
- 4) Practical problems of firms
- 5) Practical problems on methods of Communication.

Scheme of Internal Practical Evaluation 10 Marks

- 1) Submission of Record Book 5 Marks
- 2) Viva – Voce 5 Marks

References:

- 1)Business Communication 2) Organization Behaviour etc.

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B. Voc. Part – II, Semester - III

Tourism and Service Industry

Paper-XXI Travel Services

Work Load - 6 Total Marks – 50 Theory – 4 Lectures / Week Theory- 40

Practical- 2 Lectures / Week Practical- 10

Objectives:

- To study the various Services and Post.
- To understand operations and Ways of service

UNIT –Introduction to Travel Services

Classification of Travel Services and purposes Travel Agencies, Tour operators Booking Services online Offline. Travel Agents Association..

UNIT-II Classification of Travel Services

Classification of Travel Services. Needs of Travel Services, Importance of Travel Services. National and International.

UNIT-III Types of Tour Operators

Introduction Tour Services. Their classification, Booking Commissions and Services

UNIT-IV Importance of Travel Services

Importance of Aromatic plants. Economic importance of plants. Demand for essential oils, aroma chemicals drugs and pharmaceuticals in the world market since two decades. Aromatic compounds are present in plants i.e. in root, wood, bark, foliage, flower, fruit, seed etc.

Practical:

- 1) Preparation of Travel Services
- 2) Preparation of Travel Services Person
- 3) Preparation of Travel Services offices
- 4) Practical problems of Travel Services offices
- 5) Practical problems on methods of Travel Services offices

Scheme of Internal Practical Evaluation 10 Marks

- 1) Submission of Journal Book 5 Marks
- 2) Viva – Voce 5 Marks

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B. Voc. Part – II, Semester -III

Paper XXII - Tourism Transport

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week.

Total Marks: 50 Marks.

Objectives:

- To know Transport and Traffic .
- To study Transport and Traffic Taxes and norms..

UNIT –I Introduction to Transport

Understanding Transportation Rules in Tourism.

Use and Need of the Transport. In Tourism.

UNIT- II Rules and regulations of Transport

Travels Permits and needs, Taxes in Travel, Boundries and Barries.

Permits to Travel Taxes for Passanger and Entry Limites.

UNIT-III Calculations

Fare for each Destination , Types of Travel class, Fare in Units /Person and Passenger,

Age and Insurance Norms.

UNIT-IV Types of Transport

:Airways, Roadways, Railways, Seaways

Infrastructure required for all ways of Transport , Reachable and Minor needs.

Places far from Urban areas require Security.

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B. Voc. Part – II, Semester -III

Paper XXIII – Travel Assistant II

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week.

Total Marks: 50 Marks.

Objectives:

- 1) To study Travel Assistance Post.
- 2) To know the various Responsibility of the Post..

UNIT –I Travel Assistance Definition.

Job Responsibility Need for the Passenger, Personality and knowledge.

UNIT-II Qualification and Eligibility

Qualification and Experience required, Travel Assistance should have experience.

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UNIT-III Area and Tracking

Area knowledge, Best time to visit Places ,Temperature of Destination.

UNIT-IV Role of Travel Assistant

Knowledge of Accommodations: Attractions and Local Contacts B2B

Books:

1. Travel and Tourism
2. Tours Around
3. Over booked

SHIVAJI UNIVERSITY, KOLAPUR

B. Voc. Part – II, Semester -III

Tourism and Service Industry

Paper XXVIII

Total Marks: 50 Marks

Paper: XXVIII FUNDAMENTALS OF FIANACIAL ACCOUNTING- II

Work Load - 6 Lectures / Week Total Marks – 50 Theory – 4 Theory- 40

Practical- 2 Lectures / Week Practical- 10

Objectives: To impart basic accounting knowledge as applicable to business.

Course contents:

Unit I Computerized Accounting System

Introduction – Concept – Components –Features - Importance and Utilization of Computerized Accounting System.

Unit II Computer Application through Accounting Package Tally

Creation of Company, Group, Ledger Accounts, Feeding of Accounting Data Receipts, Payments, Purchase, Sale, Contra, Journal, Credit Note and Debit Note

Inventory Information – Groups, Items and Valuation

Generation of various Accounting Reports

Unit III Accounts of Professionals

Preparation of Receipts and Payment Account – Income and Expenditure Account and Balance Sheets of Non Profit Organization.

Unit IV Single Entry System

Conversion of Single Entry System into Double Entry System.

Practical:

1. Understanding computerized accounting practices applied in different retail malls in and around Kolhapur city
2. Practical problems based on computerized accounting using Tally
3. Practical problems on preparation of Receipts and Payment Account
4. Preparation of Income and Expenditure account and Balance Sheet of Non-profit making organizations
5. Solving the problems on conversion of Single Entry system into Double entry system. 6.

Oral / Seminar

References:

- 1) Advanced Accountancy, M. C. Shukla and T. S. Garewal.
- 2) Advanced Accountancy, S.C. Jain and K. L. Narang.
- 3) Advanced Accountancy, S.N. Maheshwari.
- 4) Theory and practice of Computer Accounting, RajanChougule and DhavalChougule.

Web sites:

- 1) www.nos.org 2) www.wiki.answers.com 3) Chow.com

Scheme of External Practical Examination 10 marks

- 1) Submission of Record book 5 marks
- 2) Viva – Voce 5 marks

SHIVAJI UNIVERSITY, KOLAPUR

B. Voc. Part – II, Semester -III

Paper XXX Destination Knowledge

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week.

Total Marks: 50 Marks.

Objectives:

1. Understand Destinations and Climates
2. Types of Destinations
3. Importance of Destinations .

UNIT –I Types of Destinations

Defination, Types of Destination , View of Destinations, and Distance with its Importance.

UNIT-II Historical Destinations.

Types of Historical Destination , Importance and History of Destinations, Distance with its Importance.

UNIT- III Science of Destination.

Science of Destinations, History of the Destination , Study of Destinations, and with its Importance.

UNIT-IV SPORTS AND AMUZMENTS

Types of Sports , Thrill of Destinations, and Location with its Temperature.

Books:

1. Travel and Tourism
2. Sea Sports
3. Adventure India
4. Sports Tourism Development.

SHIVAJI UNIVERSITY, KOLAPUR

B. Voc. Part – II, Semester -III

Paper XXXI Travel Agent

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week.

Total Marks: 50 Marks.

Objectives:

To learn & study major Travel Agent.

1. Classification of Travel Agent.
2. Types of various Travel Agents
3. Duties of Travel Agent.
4. Marketing needs of Travel Agent.

UNIT –I Travel Agents Definition.

Responsibility & Need of Travel Agent for the Passenger, Personality and knowledge.

UNIT-II Qualification and Eligibility

Qualification and Experience required, Travel Agent should have experience.

UNIT-III Types of Travel Agents

Domestic and International ,inbound and outbound

UNIT-IV Marketing 8 Ps

1. Price ,People , Place, Products, Promotions, Physical evidence, Program, Partnership. Contacts B2B

SHIVAJI UNIVERSITY, KOLAPUR

B. Voc. Part – II, Semester -III

Tourism and Service Industry

Paper XXVIII

Total Marks: 50 Marks

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Generation of various Accounting Reports

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Scheme of External Practical Examination 10 marks

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SHIVAJI UNIVERSITY, KOLAPUR

B. Voc. Part – II, Semester - III

Tourism and Service Industry

Paper-XXI Tour Packing and Costing

Work Load - 6 Total Marks – 50 Theory – 4 Lectures / Week Theory- 40
Practical- 2 Lectures / Week Practical- 10

Objectives:

: To Study costing and Packages Structure

:To provide information regarding packages and Costing management.

UNIT-I : Costing

Cost calculations of tour , Cost of Ticket class used and Local transport.

UNIT-II : Packaging

Tour Cost calculations, Cost of Ticket class used and Local transport with Accommodations .

Structure of Packaging .

UNIT-III Air Booking Calculations

Tour Cost calculations, Cost of Air Ticket class used and Local transport with Accommodations .Passenger Documentation.

UNIT-IV. Tour Packages

To provide information regarding packages and Costing management of Tour and make it work out. All include