MODULE NO.: 101
TOURISM CONCEPTS & IMPACT

UNIT - I
Introduction: concepts, definitions and historical development of tourism, Tourism system & environment.

UNIT - II
Types of tourists: tourist, traveler, excursionists, form of tourism: inbound, outbound, domestic, international, Manila Declaration.

UNIT - III
Introduction to demand for tourism patterns. Patterns and characteristics of the supply of tourism. Determinants and motivations of tourism demand.

UNIT - IV
Impacts of tourism at the destination, types of international and domestic tourism, travel agents and tour operations.

UNIT - V
Factors affecting the future of tourism business, tourism and travel organisations, national and international department of tourism.

Suggested Readings:
1. Tourism Systems, Mill & Morisson
2. Successful Tourism Management, Prannath Seth
3. Tourism Development, R. Gartner
4. Tourism Planning And Management, J.K. Sharma
5. Tourism Principles And Practice, Molontosh, R.W.

MODULE NO.: 102
TRAVEL AGENCY AND TOUR OPERATIONS

UNIT - I
History and growth of Travel, Definition of Travel Agency, Tour operation Unit, Tourist, Visitor, and Excursionist, Nature and forms of Travel, its components and elements.
UNIT - II
Brief History and development of Travel Trade in India and abroad, significance of Travel (Domestic and International)

UNIT - III

UNIT - IV
Functions of Travel Agency and Tour Operators with differentiations and inter-relationship of TATO, Products of a Travel Agent.

UNIT - V
Govt. Rules for getting approval, How to set up travel agency/Tour operation Business, IATA approval for Travel Agents.

Suggested Readings:
1. Travel Agency & Tour Operation, J.M.S. Negi
2. Professional Travel Agency Management, Chuck, James, Dexter, Bobberg
3. The Business of Travel Agency Operations & Management, D.L. Foster

MAX MARKS: 100
External: 60
Internal: 40

MODULE NO.: 103
MANAGEMENT CONCEPTS

UNIT - I
Introduction to Management, its' meaning, nature and scope, Functions of management, Principles of management.

UNIT - II
The Evolution of Management Theories, Ethics and Social Responsibility, Levels of Management.

UNIT - III
Planning - Concept, nature and scope, steps in planning process, types of plans, Characteristics of programmes, Planning premises.

UNIT - IV
Organising - Concept, nature and scope, types of organisation structures, principles of organisation, Organisation theories - classical and non-classical approach.

UNIT - V
Directing and Control - Concept and scope of direction, concept of leadership and its types, concept of control, techniques of controlling.

Suggested Readings:
1. Principles and Practices of Management, L.M. Prasad, S. Chand Publication
2. Management, Stoner, Freeman and Gilbert
3. Essentials of Management, Harold Koontz and Heinz Weirich
4. Management Concepts And Practices, Tim Hannagan
5. Principles and Practice of Management, S. Sachdeva.
MODULE NO.: 104
TOURISM PRODUCTS OF INDIA

UNIT - I
Definition, Concept and classification of tourism product.

UNIT - II
Different categories of tourism product natural and man made

UNIT - III
Historical buildings, gardens, museums with emphasis on India.

UNIT - IV
Cultural Heritage of India, Understanding of Indian History, Spirit of Indian Culture, The early Vedic Age & later Vedic Age, Caste system of India, Indian Rituals, Fairs and Festivals of India, Indian cuisine with regional variations, classical dances of India, Handicrafts & Craft Melas of India.

UNIT - V
Elementary knowledge of chief Indian communities and religions Hindu, Buddhist, Jain, Muslim, Sikh, Christian, tribes.

Suggested Readings:
1. Tourism product of India, I.C. Gupta
2. A Cultural History of India, A.L. Basham
3. Indian Architecture, Percy Brown
4. Travellers Indian, H.K. Kaul

MODULE NO.: 105
BUSINESS COMMUNICATION

UNIT - I
Meaning, types, barriers and mechanism of communication.

UNIT - II
Non-verbal communication, organizational setting of business communication, Face to face conversation.

UNIT - III
Professional use of telephone, interviews, group discussion, and presentations.

UNIT - IV
Customer care, appropriate mannerism, handling customers, nature of complaint, handling objections, responding to a complaint & negotiation, resolving conflict.

UNIT - V
Basic personality traits—dress, address, gestures and manners, self evaluation, and development—identification of strength & weaknesses; overcoming hesitation & fear of facing public; corrective & developmental exercises – confidence building, mock interviews, role play.

Suggested Readings:
2. Organizational Communication, M.D. Jilendra, Rajat Publications.

**MODULE NO.: 106**

**BASIC ACCOUNTING**

Max. Marks: 50
External: 40
Internal: 10

**UNIT - I**
Nature of Accounting, Accounting Concepts Principles and Standards.

**UNIT - II**
Basic Accounting Records and Books of Accounts, Double Entry System.

**UNIT - III**

**UNIT - IV**
Final Accounts with Adjustments, Cost Accounting objective concepts and terminology, Cost sheet/Tender.

**UNIT - V**
Marginal costing and break even Analysis, Profit volume Analysis.

**Suggested Readings:**
4. Basic Accounting, T.S. Ganewat.
6. Accounting and Management Control, S.Sachdeva.