

## *BTTM (Bachelor in Tourism and Travel Management)*



### From the Co-ordinator's Desk

**Course Objective:** This Course was started in this institution in the Year 2012. This course has been specially designed to impart professional education in the global tourism sector. The possibility in travel and tourism industry is endless for this reasons we have selected a range of job roles within each sector to assist. This course provides vocation in different segments in tourism and travel operations and helps to get jobs at various entry level jobs in tourism sector of not only in India and at global tourism scenario. Tourism is the only industry that is in boom to provide job opportunities to the skilled human resource. All the governments within the states around India is working to develop tourism infrastructure and services and also giving a way out to students for employment by designing a course curriculum specially designed to produce skilled human resource that works to develop tourism infrastructure and to render their services in tourism industry.

**Career path in the Travel Industry:** The travel and tourism industry has a variety of sectors that include retail travel, wholesale, travel visitor information, tour operators, cruising, transportation, events and services. Students after completing the course study will have various opportunities in different department of tourism sector in India and at global levels. Some of the entry level jobs opportunities are available in Travel Agencies Operations, Tour Operators Business, Airlines, Ticketing, Cargo, Tourism Information Centers, Hospitality Operation Guides and Escorts Centers and also in Training and education to generate skilled human resources.

**Learning for the Students:** Management Techniques, Leadership Development Programs (LDP) and Event Management Training Programs (EMT). On the Job Training (OJT) Department of Tourism Studies organizes World Tourism Week in the month of September Every Year.

I wish all the new aspirants a bright and prosperous future in this course.

**Prof. J.P. Jaswal**  
Coordinator BTTM

# B.T.T.M



Departmental Activities

### **BTTM (BBA in TOURISM AND TRAVEL MANAGEMENT) (THREE YEAR DEGREE COURSE)**

The course of BTTM (BBA in Tourism and Travel Management) is being offered in Govt. P.G. College Bilaspur under self-financing scheme from 2012. It is regulated through the Higher Education Institute Society (HEIS). The duration of the degree course is three years spread over six semesters. The (BBA in TOURISM AND TRAVEL MANAGEMENT) degree course is affiliated with Himachal Pradesh University Shimla. It aims at providing the students with the basic education, skill and training to take up employment in private as well as public sector. It also prepares them for self-employment.

The number of seats allotted for admission to (BBA in TOURISM AND TRAVEL MANAGEMENT) I Semester for the ensuing academic session is as follows:

S. No.	Course	Subsidized	Non-Subsidized	Total
1.	BTTM	20	20	40

### **ELIGIBILITY OF CANDIDATE FOR ADMISSION IN (BBA IN TOURISM AND TRAVEL MANAGEMENT)**

Candidates who have passed 10+2 (in any stream) examination from HP Board of School Education Dharamshala/CBSE/ICSE or any other examination considered equivalent to 10+2 by H.P.U Shimla, with 50% marks (45 % marks for SC/ST Categories) shall be eligible to take admission in (BBA in TOURISM AND TRAVEL MANAGEMENT)

As per H.P. University rules, 75% seats will be filled out of the candidates who have passed their 10+2 examination from the schools situated in Himachal Pradesh irrespective of the Board. Remaining 25% seats will be filled on all India basis and other reservation rules of H.P. University.

### **AGE LIMIT FOR ADMISSION IN (BBA IN TOURISM AND TRAVEL MANAGEMENT)**

The maximum age limit for admission in (BBA in TOURISM AND TRAVEL MANAGEMENT) I Semester is 22 years for general category male candidates, 24 years for girl candidates and 24 years for SC/ST candidates as on 1st July of the concerned year. However the Vice-Chancellor may permit the age relaxation up to the maximum limit of three months. If any candidate wants to seek the benefit of age relaxation he / she should produce permission of the vice chancellor of Himachal Pradesh University Shimla before the display of final list of selected candidates.

### **BASIS OF ADMISSION FOR (BBA IN TOURISM AND TRAVEL MANAGEMENT)**

The admission to course will be on the basis of Entrance test. The entrance test will consist of 100 multiple- choice questions of interdisciplinary nature carrying half marks each.

The final merit for the selection of candidates for BTA degree course will be based on

- |   |                  |
|---|------------------|
| a) Academic Records: - (i) Matric-10% of the marks obtained. (ii) 10+2 - 10% of marks obtained. |                  |
| b) Entrance Test  | 50 Marks         |
| c) Group Discussion   | 15 Marks         |
| d) Personal interview   | 15 marks         |
| <b>Total</b>  | <b>100 Marks</b> |

### **COURSE OUTLINE FOR BTTM**

The detailed course outline for (BBA in TOURISM AND TRAVEL MANAGEMENT) /program as prescribed by Himachal Pradesh University under choice based credit system (CBCS), which is subject to change by board of studies approved by academic council and the executive council of the University is as follows:

### SEMESTER-I TOTAL CREDITS = 20

Course Code	Title of Course	Total Marks			Credits
		Internal Assessment	Semester end exam	Total	
BTM-1-1	Basics of Tourism	40	60	100	4
BTM-1-2	Basics of Management	40	60	100	5
BTM-1-3	Communication Skills	40	60	100	4
BTM-1-4	Tourism Resources of	40	60	100	5
	North and East India				
			Total	400	18

### SEMESTER-II TOTAL CREDITS = 24

Course Code	Title of Course	Total Marks			Credits
		Internal Assessment	Semester end exam	Total	
BTM-2-5	Introduction to Statistics	40	60	100	5
BTM-2-6	Tourism Products of Himachal Pradesh	40	60	100	4
BTM-2-7	Tourism Marketing and Promotion	40	60	100	5
BTM-2-8	Travel Agency and Tours Operations				
			60	100	5
BTM-2-9 B	Basics of Computer Applications	40 (i.e.20-Practical 20-Assessment)	60	100	3+1=4
			Total	500	23

**Note:** See General Instructions of CBCS/RUSA at Page No.2 further details I. In Course BTM 1-09, practical of 20 marks will be conducted by Internal/External Examiner

### SEMESTER-III TOTAL CREDITS = 22

Course Code	Title of Course	Total Marks			Credits
		Internal Assessment	Semester end exam	Total	
BTM-3-10	Hotel Operations	40	60	100	5
BTM-3-11	Tourism Resources of West and South India	40	60	100	5
BTM-3-12	Elementary Financial	40	60	100	5
	Management and Accounting				
BTM-3-13	Tourism Geography and Map Work	40	60	100	4
BTM-3-14	Report of LDC			100	3
			Total	500	22

**Note 2.** In Course BTM 3-14, students will be required to go for a Leadership Development Camp organized by the Department. The rafter they will submit a report on the same which will be evaluated by Internal/ External Examiner.

### SEMESTER-IV TOTAL CREDITS = 22

Course Code	Title of Course	Total Marks			Credits
		Internal Assessment	Semester end exam	Total	
BTM-4-15	Outbound Tourism	40	60	100	5
BTM-4-16	Tourism Impacts	40	60	100	4
BTM-4-17	Tourism and Environmental Studies	40	60	100	5
BTM-4-18	Itinerary Preparation and Costing	40	60	100	5
BTM-4-19	Event Management		100		3
	(Mm. 3 Max. 15 days) Report				
			<b>Total</b>	500	22

**Note : 1.** In Course BTM 4-19, students will be required to participate in the management of any event assigned by the Department and will be required to submit a report on their experience in the logistics of event management. The report will be evaluated by External/Internal examiner.

### SEMESTER-V TOTAL CREDITS = 23

Course Code	Title of Course	Total Marks			Credits
		Internal Assessment	Semester end exam	Total	
BTM-5-20	Basic of Research	40	60	100	5
BTM-5-21	Global Tourism	40	60	100	5
BTM-5-22	Economics of Tourism	40	60	100	5
BTM-5-23	Ticketing and Transportation	40	60	100	5
BTM-5-24	Project Report			100	3
			<b>Total</b>	500	23

**Note:**

1. In Course BTM 5-24, students will be allotted detailed Project Work. They will be required to carry out research on their topics and will submit a structured project report. The Report will be evaluated by External/Internal Examiner.
2. The students will be required to undertake Two Months On the Job training (Jan-Feb) after their Vth Semester in any Travel Organization.

### SEMESTER -VI TOTAL CREDITS = 22



Course Code	Title of Course	Total Marks			Credits
		Internal Assessment	Semester end exam	Total	
BTM-6-25	Trade related issues and frontier formalities	40	60	100	5
BTM-6-26	Organization Behavior	40	60	100	5
BTM-6-27	Government and Tourism	40	60	100	4
BTM-6-28	On the job training (Two months) Report	40	60	100	5
BTM-6-29	Viva Voice			100	3
			Total	500	22

**Note:**

1. For Course BTM 6-28, students will be required to submit their On the Job training report for training undertaken in any travel organization after the completion of the previous (Vth) semester. The detailed work profile, experience and learning will be explained in the report and the report will include a Certificate of training form the organization where the training was undertaken. The Report will be evaluated by External/Internal Examiner.
2. In BTM-29, a Comprehensive Final Viva Voce will be conducted for the students to assess their learning of the whole bachelors program. The Viva will be conducted by External / Internal Examiner.

**ELIGIBILITY FOR PROMOTION TO NEXT SEMESTER**

Candidates who have passed 10+2 examination from HPSE Board / CBSE/TCSE or any other examinations considered equivalent to 10+2, by HPU with 50% marks (45 % marks for SC/ST Categories) shall be eligible as per HP University rule. 75% seats will be reserved for the candidates who have passed their 10+2 examination from HP Board. The remaining 25% seats will be filled on all India basis and other reservation rules of HP University.

**SCHEME OF EXAMINATION**

**A) University Examinations:** The BTTM course will be spread over in 6 semesters during three years. The final semester exam will be conducted as per the schedule of H.P.U. Shimla.

**B) House Examination:** House examination for the students of BTTM will be conducted once in each semester and the performance report of candidates will be communicated to the parents of the candidates. It can be viewed from the college website [www.gpgcollegebilaspur.in](http://www.gpgcollegebilaspur.in)

**COURSE FEES (IN RUPEES)**

	For Subsidized Seats	For Non-Subsidized Seats
BTTM	5000 (Each Sem.)	10000 (Each Sem.)

- The Course fee is subject to change as per HPU and H.P. Govt. Directions. The fee once deposited cannot be refunded.
- Rs. 300/- (Three Hundred Only) will be charged towards PTA fund in addition to course fee.
- All the students will have to deposit Rs. 1000/- (Rs. One Thousand Only) as Library Security (Refundable)
- University development fund Subsidized Rs. 250/- Non- Subsidized Rs/500/- IRDP/BPL Rs. 100/- & Youth Red Cross membership fee Rs. 40 will be charged extra.

**FINE**

1. Absence for one period Rs. 5.00

2. Absence for full day	Rs. 20.00
3. Absence from unit test (per paper)	Rs. 10.00
4. Absence from House Examination	Rs. 100.00
5. Late return of library book	Rs. 1.00 per day

### **DRESS CODE FOR BTM STUDENTS**

The (BBA in TOURISM AND TRAVEL MANAGEMENT) Advisory Board has passed a dress code for the students of (BBA in TOURISM AND TRAVEL MANAGEMENT) . The dress code will be observed on first five days of the week i.e. from Monday to Friday. The students can come to the college in their casual dress on Saturday. The prescribed dress is as follows:-

<b>S. No.</b>	<b>Items</b>	<b>Colour</b>
1.	Shirt	White
2.	Pant	Black
3.	Blazer	Black
4.	Tie	Maroon
5.	Sweater	Grey
6.	Socks	Black
7.	Shoes	Black

**Note:** The dress code to the students of BTM is mandatory.

### **Faculty Profile**

#### **Administrative Faculty**

1)	Prof. Ram Krishan	Chairperson (HEIS)
2)	Prof. Sita Ram	Member Secretary (HEIS)
3)	Prof. J.P. Jaswal	Course Coordinator

#### **Academic Faculty**

1)	Mr. Sanjay Kumar	(MTM, NET, SLET)
2)	Mr. Puneet Singh	(MTA, NET)

#### **Office Staff**

1)	Mrs. Kanika	(Office Assistant/Clerk)
2)	Mr. Anil Kumar	(Peon)

### **Hostel Facilities**

Hostel facilities are available to the students enrolled in Self-Financing Courses. The college has a newly constructed hostel for boys with intake capacity of 90 students and 40 students in the existing girl's hostel. The admissions are given as per the norms of the college and fee will also be charged accordingly.

**Note:** There is a code of conduct for the students residing in the hostel. Use of alcohol, intoxicating drugs, tobacco, and smoking is strictly prohibited and if the students found indulged, such erring students will be penalized and serious action including expulsion from hostel and college can be taken. The students are required to maintain discipline, anti-ragging, cordial and cooperative atmosphere in the hostel as well as the campus.

## **Extra-Curricular Activities:**

The college student can participate in extracurricular activities like youth festival, sports meets and other cultural programs from time to time.

- a. NCC Navy and infantry wings are operational in the college for both boys and girls. Only eligible cadets can appear in "B" and "C" certificate exam.
- b. Apart from these there are three units of NSS in which about 300 volunteer participate every year. NSS camps inculcate spirit of social service amongst the student in order to give exposure to the students.
- c. Rovers & Rangers activities of Bharat Scouts and Guide are also operational. A student can opt any one activity.

Detailed information can be obtained from the teacher in charge of different wings.

## **Career Guidance and Counseling**

The college provides special facilities to students for getting career information and vocational guidance best suited to their aptitude, Interests and other related factors the cell also provides information regarding the availability of facilities for higher, general and professional education in India and abroad, scholarship, fellowship, apprenticeship, research and travel grants, competitive examination, job opportunities, employment outlook etc. Students are advised in their own interest to contact the Bureau personally before making a final choice of their careers and courses of studies. The Bureau welcomes enquires regarding the world of work.

Detailed information can be obtained from the teacher in charge of different wings.

## **Parents-Teacher Association**

PTA was established in the year 1996 with the objective to have participation of parents, teachers and the students for all round development of the institution. PTA provides assistance to the need/deserving students and honors the meritorious students. The annual membership fee is Rs. 300/-.

## **Old Student Association**

Old students association was established in 1999 with a view to having interaction between the old & existing students, OSA also provides financial help to needy & deserving students of the college. The annual general meeting is held on last Sunday of Dec. every year.

## **Annual Prize Distribution Function**

The prize distribution function of the college is held annually towards the end of the academic year in the month of February, Prize, Medals, College colors and certificate of Merit and awarded to the students winning distinctions in studies, cultural activities, NCC, and sports during the academic session.

## **Discipline**

College is a silence zone. The academic atmosphere of the college should not be disturbed by ringing mobile bells/songs or by raising slogans in the campus. Students are expected to conform to certain norms of decent behavior in and out of the college. They are well advised not to pollute the atmosphere of the college in anyway. Those who indulge in acts of indiscipline would invite disciplinary action such as reprimand, imposition of the, suspension or expulsion, depending upon the gravity of indiscipline indulged in. Smoking and use of other tobacco products is a punishable offence



under law so, its use is strictly banned in the college campus. The offender will be penalized accordingly.

### **Facilities for the Students:-**

- Cultural Activities
- Sports Activities
- NSS
- NCC
- Ranger & Rovers
- Hostel (Boys / Girls)
- Library
- Wi-Fi Campus
- Personality Development Programme
- Scholarship
- Placements
- Industrial Visits.

### **Online Submission of Application Form**

**Last date for submission of application online form (BTTM) 31 July 2020**

### **DOCUMENTS REQUIRED FOR ONLINE ADMISSION**

1. All students willing to take admission in 1st year need to click on the link apply. Now for the registration, up to 31st July 2020.
2. After registration students will receive login Id and password, using which they need to login for the admission and submit the desired details and documents in application.
3. Scanned copies of all Board certificates from matric onwards.  
Scanned copy of character certificate from the head of institution last attended. A valid Own/Family member mobile number/Email account.
4. All Communication will be sent through SMS and Email.
5. Recent passport size photograph scanned in 140 x 180 pixel resolution and less than 200 KB in size.
6. Students with a gap of one year or more must have to accept declaration along with affidavit.
7. The candidates from other Boards/University, must submit:
  - a. Eligibility certificate from H.P. Board/University showing equivalence.
  - b. Migration Certificate.
  - c. SC/ST scanned certificate for those seeking relaxation or weightage. The candidates belong to IRDP, NCC, NSS, Sports, Cultural Quota those seeking relaxation or weightage must upload scanned copy of certificate.

1. THE CANDIDATE FINALLY SELECTED FOR (BBA in TOURISM AND TRAVEL MANAGEMENT) ARE ABIDE BY ALL THE RULES, GUIDELINES AND DIRECTIONS AS CONTAINED IN THE PROSPECTUS OF THE GOVT. P.G. COLLEGE BILASPUR FOR THE ACADEMIC SESSION 2020-21
2. THE COURSE FEE ONCE DEPOSITED WILL NOT BE REFUNDED IN ANY CASE.

**For further quarry please contact Prof. J.P. Jaswal, Coordinator BTTM, Mob.No. 78072-47469,**

**Prof. Sanjay Kumar, 94186-10003, Prof. Puneet Singh, 9816377155**

## **IMPORTANT**

1. THE CANDIDATE FINALLY SELECTED FOR BTM ARE ABIDE BY ALL THE RULES, GUIDELINES AND DIRECTIONS AS CONTAINED IN THE PROSPECTUS OF THE GOVT. P.G. COLLEGE BILASPUR FOR THE ACADEMIC SESSION 2019-20
2. THE COURSE FEE ONCE DEPOSITED WILL NOT BE REFUNDED IN ANY CASE.

**Prof. Ram Krishan**

Principal/Director

BTTM Department of Tourism Studies Govt. P.G.

College Bilaspur (H.P) – 174001

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