



**BANGALORE UNIVERSITY**

**(According to NEP - 2020 Regulations)**

**SYLLABUS & REGULATIONS  
OF**

**Bachelor of Commerce - Tourism and Travel Management (B.Com. TTM)  
2021-22 Onwards**

**DEPARTMENT OF COMMERCE**

**Jnanabharathi Campus, Bangalore University, Bangalore-560056**

**[www.bangaloreuniversity.ac.in](http://www.bangaloreuniversity.ac.in)**

## B. Com Tourism and Travel Management Program Structure

### SEMESTER I

Sl No.	Course Code	Title of the Course	Category of courses	Teaching hours per week (L+T+P)	SEE	CIE	Total Marks	Credits
1	Lang.1.1	Language - I	AECC	3+1+0	60	40	100	3
2	Lang.1.2	Language - II	AECC	3+1+0	60	40	100	3
3	B.Com. TTM 1.1	Financial Accountancy	DSC	3+0+2	60	40	100	4
4	B.Com. TTM 1.2	Fundamentals of Tourism Industry	DSC	4+0+0	60	40	100	4
5	B.Com. TTM 1.3	Tourism Products of Karnataka - 1	DSC	4+0+0	60	40	100	4
6	B.Com. TTM 1.4	Digital Fluency/ Spreadsheet for Business/ Travel Documentation and Formalities	SEC-SB	1+0+2	50	50	100	2
7	B.Com. TTM 1.5	Financial Literacy /Business Documentation /Tourism in India-1	OEC	3+0+0	50	50	100	3
8		Physical Education - Yoga	SEC-VB	0+0+2				1
9		Health and Wellness	SEC-VB	0+0+2				1
<b>Sub - Total ( A)</b>					<b>400</b>	<b>300</b>	<b>700</b>	<b>25</b>

**Notes:**

- One Hour of Lecture is equal to 1 Credit.
- One Hour of Tutorial is equal to 1 Credit (Except Languages).
- Two Hours of Practical is equal to 1 Credit

**Acronyms Expanded**

AECC : Ability Enhancement Compulsory Course

DSC © : Discipline Specific Core (Course)

SEC-SB/VB : Skill Enhancement Course-Skill Based/Value Based

OEC : Open Elective Course

DSE : Discipline Specific Elective

SEE : Semester End Examination

∅ CIE : Continuous Internal Evaluation

∅ L+T+P :Lecture+Tutorial+Practical(s)

**Note:** Practical Classes may be conducted in the Business Lab or in Computer Lab or in Class room depending on the requirement. One batch of students should not exceed half (i.e., 50 or less than 50 students) of the number of students in each class/section. 2 Hours of Practical Class is equal to 1 Hour of Teaching, however, whenever it is conducted for the entire class (i.e., more than 50 students) 2 Hours of Practical Class is equal to 2 Hours of Teaching

**Name of the Program:** Bachelor of commerce.Tourism and Travel Management  
(B.Com. TTM)

**Course Code:** B.Com. TTM 1.1 (DSC)

**Name of the Course:** Financial Accountancy

<b>Course Credits</b>	<b>No. of Hours per week</b>	<b>Total No. of Teaching Hours</b>
4 Credits	4 Hrs	56 Hrs

**Pedagogy:** Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,

**Course Outcomes: On successful completion of the course, the Students will be able to**

- Understand the Basic Concepts of Accountancy
- Exercise the accounting treatments for consignment transactions & events in the books of consignor and consignee.
- Demonstrate various accounting treatments for dependent & independent branches
- Learn various methods of accounting for hire purchase transactions.
- Outline the emerging trends in the field of accounting

### **Syllabus**

**Module No. 1: Introduction to Accountancy (10 Hrs)**

Introduction – Meaning, Definition of Accounting – Uses & Users of Accounting – Accounting Principles - Accounting process – Types of Reconciliation (Concepts) – Recognition of Capital & Revenue and Problems on Accounting Equation (Operating in Spreadsheet).

**Module No. 2: Consignment Accounts (12 Hrs )**

Introduction-Meaning of Consignment-Consignment vs Sales-Proforma Invoice-Accounts Sales-Types Commission-Accounting for Consignment Transactions & Events in the books of Consignor only - Treatment of Normal & Abnormal Loss. -Valuation of Closing Stock-Goods sent at Cost Price and Invoice Price. (Operating in Spreadsheet )

**Module No. 3: Accounting for Inland Branches ( 12 Hrs )**

Introduction – Meaning – Objectives – Types of Branches –Meaning and features of Inland Branches - Dependent Branches – Independent Branches – Foreign Branches – methods of Maintaining books of Accounts by Head office – Meaning & Feature of Debtor system, stock & Debtor system, wholesale branch system and Final Account system – Supply of Goods at Cost Price & Invoice Price - Problems on preparation of Dependent Branch A/c in the books of Head Office under Debtor system only. (Operating in Spreadsheet )

**Module No. 4: Leasing & Hire Purchase ( 14 Hrs )**

Leasing – Elements of lease – Major Components of Lease Agreement – Types of Leasing – Leasing Financial institution in India. (Theory) - Hire Purchase - Meaning of Hire Purchase and Instalment Purchase System- difference between Hire Purchase and Instalment Purchase – Important Definitions – Hire Purchase Agreement – Hire Purchase Price – Cash Price – Hire Purchase Charges – Net Hire Purchase Price – Net Cash Price – Calculation of Interest – Calculation of Cash Price – Journal Entries and Ledger Accounts in the books of Hire Purchaser (Asset Accrual Method only). ( Calculation of EMI in Spreadsheet )

**Module No. 5: Emerging Trends in Accounting ( 08 Hrs )**

Digital Transformation of Accounting-Big Data Analytics in Accounting- Accounting through Cloud Computing - Green Accounting - Human Resource Accounting - Inflation Accounting - Database Accounting (Concepts only)

**Skill Developments Activities:**

- Preparation of Proforma invoice and accounts sales with imaginary figures.
- Collect hire purchase agreements and draft dummy hire purchase agreements with imaginary figures.
- Collect the procedure and documentations involved in the establishment of various branches.
- List out Capital & Revenue Items
- Identify latest innovations and developments in the field of accounting.
- Any other activities, which are relevant to the course.

**Reference Books:**

- ICAI Study Materials on Principles & Practice of Accounting, Accounting and Advanced Accounting.
- SP Iyengar (2005), Advanced Accounting, Sultan Chand & Sons, Vol. 1.
- Robert N Anthony, David Hawkins, Kenneth A. Merchant, (2017) Accounting: Text and Cases, McGraw-Hill Education, 13th Edition.
- Charles T. Horngren and Donna Philbrick, (2013) Introduction to Financial Accounting, Pearson Education, 11th Edition.
- J.R. Monga, Financial Accounting: Concepts and Applications. MayurPaperBacks, New Delhi, 32nd Edition.
- S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi, 6th Edition.
- B.S. Raman (2008), Financial Accounting Vol. I & II, United Publishers & Distributors
- Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.

**Note: Latest edition of textbooks and reference Books may be used**

**Name of the Program:** Bachelor of commerce.Tourism and Travel Management  
(B.Com. TTM)

**Course Code:** B.Com. TTM 1.2 (DSC)

**Name of the Course:** Fundamentals of Tourism Industry

<b>Course Credits</b>	<b>No. of Hours per week</b>	<b>Total No. of Teaching Hours</b>
4 Credits	4 Hrs	56 Hrs

**Pedagogy:** Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,

**Course Outcomes: On successful completion of the course, the Students will be able to**

- To get an overview of the history and concepts of tourism
- To understand the various components of tourism
- To identify the emerging trends in tourism industry
- To grasp the various forms and types of tourism
- To be acquainted with the tourism Business
- To be familiarized with tourism in India

## **Syllabus**

### **Module No. 1: History and Concepts of Tourism: (12Hrs)**

Meaning and Definition, Objectives, Historical development of Tourism, Concept of Tourism, Nature and Significance of Tourism Industry. Concept of Tourist/ Visitor/ Traveller/ Excursionist. Forms of Tourism- Outbound Tourism, Inbound Tourism, Domestic Tourism, Internal Tourism. Types of Tours- Free Individual Tour, Group Inclusive Tour.

### **Module No. 2: Components of tourism industry:( 14Hrs )**

Five A's Framework of Tourism - Major Components- Accessibility- Types of Transportation, Air Transportation, Water Transportation, Rail Transportation, Road Transportation. Accommodation- Primary Accommodation- Secondary Accommodation. Attractions- Nature based, Manmade, symbiotic. Minor Components- Activities- Air based activities, Water based activities, Land based activities. Amenities- Ancillary services.

### **Module No. 3: Impacts of Tourism(08 Hrs )**

Positive and Negative Impacts of Tourism industry-Economical impacts, Environmental impacts, Socio-Cultural impacts, Political Impacts. Emerging trends in Tourism industry, The role of Technology in Tourism industry, Terrorism and Tourism.

### **Module No. 4 – Tourism Business(10Hrs )**

Nature of Tourism business, segments of Tourism business, factors contributing growth of Tourism business, Push and Pull factors of tourism, new issues and challenges in Tourism business, steps taken by Indian Government, Future of Tourism business in India.

### **Module No. 5- Tourism in India(12Hrs)**

MOT, DOT-GOK, ITDC, KSTDC, JLR, Incredible India Campaign, Tourism Slogans and Punch lines of Indian states, Tourism development schemes in India and Karnataka.Latest tourism policies (National and State).

#### **Skill Development Activities:**

- Maintain a database of top Airlines, Tour Operators, Hotels, Cruise Operators in India
- Analyse the effectiveness of the Incredible India campaign and AthithiDevobava campaign.
- Identify the motivations for a tourist to undertake a leisure vacation.
- Assess the potential of rural tourism destinations in India.
- Draft different types of tourism and allied industries.

#### Reference Books:

- Goeldner, C., & Ritchie, J.R. (2011). Tourism, Principles, Practices, Philosophies. New Jersey: John Wiley.
- Gee, Chuck Y., James C. Makens, and Dexter J.L. Choy. (1997). The Travel Industry, Van Nostrand Reinhold, New York.
- Roday. S, Biwal. A & Joshi. V. (2009). Tourism Operations and Management, Oxford University Press, New Delhi.
- Andrews, S. (2007). Introduction to tourism and hospitality industry. Tata McGraw-Hill.
- Pran Seth- Successful Tourism Management
- Burkart and Medik- Tourism Past, Present and Future
- A.K Bhatia- International Tourism Management
- Kings Publication- Tourism Business
- Panda, Mishra and Parida – Tourism Management, University Press, Hyd
- R.K Sinha – Growth and Modern Development of Tourism

**Note: Latest edition of textbooks and reference Books may be used**

**Name of the Program:** Bachelor of commerce.Tourism and Travel Management  
(B.Com. TTM)

**Course Code:** B.Com. TTM 1.3 (DSC)

**Name of the Course:** Tourism Products of Karnataka – 1

<b>Course Credits</b>	<b>No. of Hours per week</b>	<b>Total No. of Teaching Hours</b>
4 Credits	4 Hrs	56 Hrs

**Pedagogy:** Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,

**Course Outcomes: On successful completion of the course, the Students will be able to**

- To understand the concept of tourism products.
- To recognize the role of heritage in tourism.
- To identify the art and architecture of monuments in Karnataka.
- To provide an insight to the fairs and festivals of Karnataka.
- To know the folkdances of Karnataka.
- To evaluate the role of tribal communities and handicrafts in promoting Karnataka tourism.

### **Syllabus**

#### **Module No. 1: Introduction to Tourism Product(08Hrs)**

Meaning and Definition of Tourism Product, characteristics of Tourism Products, Types of tourism products, Sources of Tourism in Karnataka, World Heritage Sites in Karnataka, Pre-Historic Sites in Karnataka, Recognized Rural Tourism Destinations in Karnataka.

#### **Module No. 2: Fairs and Festivals in Karnataka (10 Hrs)**

Hampi Utsava, Chalukya Utsava, Vairamudi Utsava, Kambala, Maha-Masthakabhisheka, Panchalinga Darshana, Dussehra festival, Sirsi Marikamba festival, Tula Sankramana, Karaga festival, and their food styles.

#### **Module No. 3: Folklore of Karnataka (12Hrs)**

Folkdances - Yakshagana, Dollu-Kunita, Goravara Kunita, Pooja Kunita, Veeragaase, Kamsale, Kodava dance, Togalu Gombeyata, Bhutha Nrutya, Hulivesha. Folk music and Instruments.

#### **Module No. 4 : Art and Architecture Styles in Karnataka (16 Hrs)**

Dravidian style of art and architecture, Negara style of art and architecture, Vesara style of art and architecture, Hoysala style of art and architecture, art and architecture of Rashtrakutas, art and architecture of Chalukyas, art and architecture of Kingdom of Mysuru, Indo-Islamic and Indo-Sarcenic art and architecture, Neo-Gothic styles of art and architecture and its associated monuments.



## **Module No. 5: Tribal communities and Handicrafts of Karnataka( 10Hrs)**

Tribal communities - JenuKuruba, Soliga, Yerava, Siddi's, Hakkipikki, Koraga, Iruligas, Banjara;  
Handicrafts – Chanapatna Toys, Kinnal Toys, Sandalwood carving, Bidriware, Stone carving, Metal ware.

### **Skill Development Activities:**

- Prepare a promotional brochure on the world heritage sites of Karnataka.
- Preparation of regional cuisines of Karnataka (organise a food festival).
- Celebration of ethnic day, display of region wise costumes of Karnataka.
- Document the lifestyle of a selected tribal community.

### Reference Books:

1. Karnataka's Rich Heritage- Lalith Chugh
2. Indian Art and Culture- Nitin Singhania
3. A Concise History of Karnataka- Dr. Suryanath U. Kamath
4. Folkdances of India-Seema Sharma
5. The Folk theatre of North Karnataka- Basavaraj Natikar
6. [https://en.m.wikipedia.org/wiki/Folk\\_arts\\_of\\_Karnataka](https://en.m.wikipedia.org/wiki/Folk_arts_of_Karnataka)
7. [https://travel2karnataka.com/folk\\_dances\\_of\\_karnataka.htm](https://travel2karnataka.com/folk_dances_of_karnataka.htm)
8. [https://en.m.wikipedia.org/wiki/Temples\\_of\\_Karnataka](https://en.m.wikipedia.org/wiki/Temples_of_Karnataka)
9. <http://kstrimysuru.in/page/stlist>
10. <https://unacademy.com/lesson/important-tribes-of-karnataka-in-kannada/WHP9ON15>

**Note: Latest edition of textbooks and reference Books may be used**

**Name of the Program:** Bachelor of commerce.Tourism and Travel Management  
(B.Com. TTM)

**Course Code:** B.Com. TTM 1.4 (SEC – SB)

**Name of the Course:** Digital Fluency

<b>Course Credits</b>	<b>No. of Hours per week</b>	<b>Total No. of Teaching Hours</b>
2 Credits	3 Hrs	28 Hrs

**Pedagogy:** Classrooms lecture, tutorials, Group discussion, Seminar, Case studies, Lab & field work etc.,

**Course Outcomes: On successful completion of the course, the Students will be able to**

Understand the Fundamentals of computer

- Work in Microsoft word Document effectively
- Discover the arena of Internet and its possibilities
- Effectively communicate through Email

### **Syllabus**

#### **Module No. 1: Fundamentals of Computer (04 Hrs)**

Introduction – Objectives - Computer, Mobile/ Tablet and their application - Components of a Computer System - Central Processing Unit- Common Input & Output devices - USB ports and Pen Drive - Connecting Power cord, Keyboard, Mouse, Monitor and Printer to CPU

#### **Module No. 2: Word Processor (16 Hrs )**

Introduction – Objective -Word Processing Basic - Opening Word Processing Package - Title Bar, Menu Bar, - Toolbars & Sidebar - Creating a New Document - Opening and Closing Documents Opening Documents - Save and Save As - Closing Document - Using The Help - Page Setup - Print Preview - Printing of Documents - PDF file and Saving a Document as PDF file - Document manipulation & Formatting - Text Selection - Cut, Copy and Paste - Font, Color, Style and Size selection - Alignment of Text - Undo & Redo - Spelling & Grammar - Shortcut Keys

#### **Module No. 3: Internet ( 04 Hrs )**

Introduction – Objectives – Internet - protocols: HTTP, HTTPS, FTP - Concept of Internet & WWW - Website Address and URL - Applications of Internet - Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering) - Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox,) - Exploring the Internet - Surfing the web - Popular Search Engines - Searching on Internet

#### **Module No. 4: E-mail ( 04 Hrs )**

Introduction -Objectives - Structure - protocols: SMTP, IMAP, POP3 - Opening Email account - Mailbox: Inbox and Outbox - Creating and Sending a new E-mail - CC – BCC- Replying -Mail Merge Forwarding - attachments – Scheduling – Password Protect – Delete.

### **Skill Developments Activities:**

- Use Word document to prepare Resume
- Draft a Covering letter using Word Processor
- To assemble the computer systematically
- Systematically draft different emails

Any other activities, which are relevant to the course.

### **Reference Books:**

- Fundamentals of Computers, by RajaramanV ,Adabala N
- Fundamentals of Computers by Manoj Wadhwa (Author)
- Fundamentals of Computers by (V. Rajaraman)
- Learning MS-Word and MS-Excel, by RohitKhurana
- Microsoft Word 2019 Step by Step Joan Lambert (Author)
- MICROSOFT WORD FOR BEGINNERS 2021: LEARN WORD PROCESSING SKILLS by RICHARD STEVE

**Note: Latest edition of textbooks and reference Books may be used**

**Name of the Program:** Bachelor of commerce.Tourism and Travel Management  
(B.Com. TTM)

**Course Code:** B.Com. TTM 1.4 (SEC – SB)

**Name of the Course:** Spreadsheet for Business

Course Credits	No. of Hours per week	Total No. of Teaching Hours
2 Credits	3 Hrs	28 Hrs

**Pedagogy:** Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,

**Course Outcomes: On successful completion of the course, the Students will be able to**

- Understand the basic concepts of Spreadsheet
  - Summarize data using Functions
  - Apply Conditions using formulas and Functions
  - Implement financial Accounting Concepts in Spreadsheet
  - Outline the Basic Activities in Spreadsheet.

### Syllabus

#### Module No. 1: Introduction (08 Hrs)

Introduction to spreadsheets - Office Suite overview - Basic text and cell formatting - Basic arithmetic calculation - Special paste - Freeze pane - Auto completion of series - Sort and filter - Charts.

#### Module No. 2: Summarize data using functions (10 Hrs )

Perform calculations by using the SUM function- Perform calculations by using MIN and MAX functions - Perform calculations by using the COUNT function - Perform calculations by using the AVERAGE function - Perform logical operations by using the IF function - Perform logical operations by using the SUMIF function - Perform logical operations by using the AVERAGEIF function - Perform statistical operations by using the COUNTIF function -

#### Module No. 3: Text Functions ( 10 Hrs )

Data validation - Text Functions : LEN, TRIM, PROPER, UPPER, LOWER, CONCATENATE.

#### Skill Developments Activities:

- Enter class data into rows and columns
  - Create Draft Marks Card in Spreadsheet
  - Create Draft profit and Loss and Balance Sheet in Spreadsheet
  - Create GST Invoice in Spreadsheet with Tax Rate
- Any other activities, which are relevant to the course.

#### Reference Books:

- Learning MS-Word and MS-Excel, by RohitKhurana
- Excel Formulas and Functions 2020: The Step by Step Excel Guide with Examples on How to Create Powerful Formulas: 1 by Adam Ramirez
  - Excel 2013 in Simple Steps by Kogent Learning Solutions Inc.
- Excel Formulas and Functions: The Step by Step Excel Guide on how to Create Powerful Formulas by HarjitSuman

**Note: Latest edition of textbooks and reference Books may be used**

**Name of the Program:** Bachelor of commerce.Tourism and Travel Management  
(B.Com. TTM)

**Course Code:** B.Com. TTM 1.4 (SEC – SB)

**Name of the Course:** Travel Documentation and Formalities

Course Credits	No. of Hours per week	Total No. of Teaching Hours
2 Credits	3 Hrs	28 Hrs

**Pedagogy:** Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,

**Course Outcomes: On successful completion of the course, the Students will be able to**

- To understand the essential Travel Formalities
- To understand various Travel Documents required in International Travel
- To understand of different Regulations associated with international travel
- To know about the organizations associated with International Travel

### Syllabus

#### **Module No. 1: Introduction to Travel Formalities: (08Hrs)**

Passport-Meaning, Documents required to obtain Indian Passport, Procedure to obtain Indian Passport, Types of Passports and Charges.

VISA: Meaning and Definitions, Types of VISA, VISA stamping consulates in India, Common documents required to obtain Indian VISA.

#### **Module No. 2: Travel Regulations (08Hrs)**

Immigration, Customs, Duty Free Shop at Airport, Restricted Area Permit (RAP) and Inner Line Permit (ILP) Health Regulations, Vaccination Certificates, Quarantine Guidelines, Travel Insurance, Coverage under Travel Insurance Claims,

#### **Module No. 3: Ancillary Services (04Hrs)**

Currency Exchange, International SIM, International Driving License, Disabled Traveller requirements, Baggage rules and regulations

#### **Module No. 4: Organizations associated with International Travel (08Hrs)**

Passport Seva, Consular, Passport & Visa Division, Ministry of External Affairs, Government of India. Embassy & Consulates in India, Sea Port Authority, DGCA, ICAO, IATA.

#### **Skill Developments Activities:**

- Filling of Passport Application.
- Filling of VISA Applications.
- Document the leading companies issuing Travel Insurances.
- Time bound travel regulations (For ex. COVID 19 Regulations).
- Filling of tour booking form.
- Cancellation procedures adopted by travel agencies and tour operators.

**Reference Books:**

1. Travel Agency Management: An Introductory Text - Mohinder Chand
2. Travel Agency and Tour Operations - JagmohanNegi
3. International Travel Management - A K Bhatia
4. Tourism Principles and Practice – Sampada Kumar Swain and Jitendra Mohan Mishra

**Note: Latest edition of textbooks and reference Books may be used**

**Name of the Program:** Bachelor of commerce.Tourism and Travel Management  
(B.Com. TTM)

**Course Code:** B.Com. TTM 1.5 (OEC)

**Name of the Course:** Financial Literacy

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3 Hrs	42 Hrs

**Pedagogy:** Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,

**Course Outcomes: On successful completion of the course, the Students will be able to**

- Describe the importance of financial literacy and list out the institutions providing financial services;
- Prepare financial plan and budget and manage personal finances;
- Open, avail, and manage/operate services offered by banks;
- Open, avail, and manage/operate services offered by post offices;
- Plan for life insurance and property insurance & select instrument for investment in shares

## Syllabus

### Module No. 1: Introduction (07 Hrs)

Meaning, importance and scope of financial literacy; Prerequisites of Financial Literacy – level of education, numerical and communication ability; Various financial institutions – Banks, Insurance companies, Post Offices; Mobile App based services. Need of availing of financial services from banks, insurance companies and postal services.

### Module No. 2: Financial Planning and Budgeting (07 Hrs )

Concept of economic wants and means for satisfying these needs; Balancing between economic wants and resources; Meaning, importance and need for financial planning; Personal Budget, Family Budget, Business Budget and National Budget; Procedure for financial planning and preparing budget; Budget surplus and Budget deficit, avenues for savings from surplus, sources for meeting deficit.

### Module No. 3: Banking Services ( 10 Hrs )

Types of banks; Banking products and services – Various services offered by banks; Types of bank deposit accounts – Savings Bank Account, Term Deposit, Current Account, Recurring Deposit, PPF, NSC etc.; Formalities to open various types of bank accounts, PAN Card, Address proof, KYC norm; Various types of loans – short term, medium term, long term, micro finance, agricultural etc. and related interest rates offered by various nationalized banks and post office; Cashless banking, e-banking, Check Counterfeit Currency; CIBIL, ATM, Debit and Credit Card, and APP based Payment system; Banking complaints and Ombudsman. Unified Payment Interface (UPI).

### Module No. 4: Post Office Financial Services ( 08 Hrs )

Post office Savings Schemes: Savings Bank, Recurring Deposit, Term Deposit, Monthly Income Scheme, KishanVikasPatra, NSC, PPF, Senior Citizen Savings Scheme (SCSS), SukanyaSamridhiYojana/ Account (SSY/SSA); India Post Payments Bank (IPPB). Money Transfer: Money Order, E-Money order. Instant Money Order, collaboration with the Western Union Financial Services; MO Videsh, International Money Transfer Service, Electronic Clearance Services (ECS), Money gram International Money Transfer, Indian Postal Order (IPO).

### **Module No. 5: Protection and Investment Related Financial Services ( 10 Hrs )**

**Insurance Services:** Life Insurance Policies: Life Insurance, Term Life Insurance, Endowment Policies, Pension Policies, ULIP, Health Insurance and its Plans, Comparison of policies offered by various life insurance companies. Property Insurance: Policies offered by various general insurance companies. Post office life Insurance Schemes: Postal Life Insurance and Rural Postal Life Insurance (PLI/RPLI). Housing Loans: Institutions providing housing loans, Loans under Pradhan Mantri Awas Yojana – Rural and Urban.

**Investment avenues in Equity and Debt Instruments:** Portfolio Management: Meaning and importance; Share Market and Debt Market, Sensex and its significance; Investment in Shares – selection procedure for investment in shares; Risk element; Investment Management - Services from brokers and Institutions, and self-management; Mutual Fund

#### **Skill Developments Activities:**

- Visit banks, post offices, and insurance companies to collect information and required documents related to the services offered by these institutions and to know the procedure of availing of these services.
  - Fill up the forms to open accounts and to avail loans and shall attach photocopies of necessary documents.
  - Prepare a personal and family budget for one/six/ twelve month on imaginary figures.
  - Try to open a Demat account and trade for a small amount and submit the report on procedure on opening of Demat account and factors considered for trading.
- Any other activities, which are relevant to the course.

#### **Reference Books:**

- Avadhani, V. A. (2019). Investment Management. Mumbai: Himalaya Publishing House Pvt. Ltd.
- Chandra, P. (2012). Investment Game: How to Win. New Delhi: Tata McGraw Hill Education.
- Kothari, R. (2010). Financial Services in India-Concept and Application. New Delhi: Sage Publications India Pvt. Ltd.
- Milling, B. E. (2003). The Basics of Finance: Financial Tools for Non-Financial Managers. Indiana: universe Company.
- Mitra, S., Rai, S. K., Sahu, A. P., & Starn, H. J. (2015). Financial Planning. New Delhi: Sage Publications India Pvt. Ltd.
- Zokaityte, A. (2017). Financial Literacy Education. London: Palgrave Macmillan.

**Note: Latest edition of textbooks and reference Books may be used**



**Name of the Program:** Bachelor of commerce.Tourism and Travel Management  
(B.Com. TTM)

**Course Code:** B.Com. TTM 1.5 (OEC)

**Name of the Course:** Business Documents

<b>Course Credits</b>	<b>No. of Hours per week</b>	<b>Total No. of Teaching Hours</b>
3 Credits	3 Hrs	42 Hrs

**Pedagogy:** Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,

**Course Outcomes: On successful completion of the course, the Students will be able to**

- Develop self-confidence to fulfill the documentation .
- Able to understand the formalities of bank & day to day transactions.
- Get in-depth knowledge in LIC & Office Documents

### **Syllabus**

**Module No. 1: Documents & Transactions (07 Hrs)**

Preparation of Invoice – Receipts – Voucher - Delivery Challan - Entry cum Gate Pass - Debit and Credit Note.

Transactions: Receipts – Vouchers – Debit Note – Credit Note.

**Module No. 2: Banking Transaction Documents (07 Hrs )**

Banking: Drawings, Endorsing and Crossing of Cheques - Filling up of pay in slips - Application and preparation of Demand Drafts – Pass Book . Account opening form for SB account, Current account and Term Deposits – Fixed Deposit account and FD Receipts, Bills of Exchange – Promissory Note. Account opening form for SB account, Current account and Term Deposits – Fixed Deposit account and FD Receipts, Bills of Exchange – Promissory Note.

**Module No. 3: Insurance Transaction Documents( 10 Hrs )**

Filling up of an application form of LIC policy - premium form - premium notice and Challan for remittance receipts

Procedure for lapsed policy - procedure for settling an account while the insured is alive or dead.

**Module No. 4: Office Documents ( 10 Hrs )**

Circulars – Notice – Memo – Agenda – Minute of meetings –Resolutions - Stock list – offer letter – Appointment letter – Quotation - Purchase order – sales order – Payroll Reports.

### **Skill Developments Activities:**

- Obtaining Aadhar/PAN/Voter ID/ Passport of self.
- Filling up the forms to open Bank accounts
- Documents required to avail LIC Policy and necessary documents to be attached.
- Draft a circular.
- Preparation of Appointment Letter.
- Creation of draft Invoice.

Any other activities, which are relevant to the course.

**Reference Books:**

- Business Communication by Rai and Rai
- Drafting Pleading and Appearances - Taxman
- Document and information by J K Khanna
- Model Business Letters, Emails and Other Business Documents - by Taylor
- Other E - Books

**Note: Latest edition of textbooks and reference Books may be used**

**Name of the Program:** Bachelor of commerce.Tourism and Travel Management  
(B.Com. TTM)

**Course Code:** B.Com. TTM 1.5 (OEC)

**Name of the Course:** Tourism in India-1

<b>Course Credits</b>	<b>No. of Hours per week</b>	<b>Total No. of Teaching Hours</b>
3 Credits	3 Hrs	42 Hrs

**Pedagogy:** Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,

**Course Outcomes: On successful completion of the course, the Students will be able to**

- To understand the concepts of tourism Industry
- To familiarise with the major tourism attractions of North east India
- To explore the different tourism circuits in India
- To discover the major Islands of India and its tourism potential

### **Syllabus**

#### **Module No. 1:Facets of Tourism Industry(06Hrs)**

Concept of Tourism in India, Characteristics of Tourism- Significance of Tourism, Tourism System: Interdisciplinary Approaches - Motivations and Deterrents to Travel. Five A's of Tourism industry.

#### **Module No. 2: Tourism in North East India (14Hrs)**

Tourism in Assam, Meghalaya, Mizoram, Manipur, Sikkim, Arunachal Pradesh, Tripura, Nagaland

#### **Module No. 3: Islands tourism of India(12Hrs)**

Andaman and Nicobar group of Islands, Lakshadweep group of Islands, Daman and Diu, Dadar and Nagar Haveli, St. Mary's Island, Devbagh Island, Majuli Island, Munroe Islands.

#### **Module No. 4: Tourist circuits of India (10Hrs)**

Tourism Circuit – Meaning – Chardhamyathra,ChothaChardhamyathra, Ramayana Circuits, Buddhist Circuits, Ecotourism Circuits, Adventure Circuits, Coastal Circuits, Heritage Circuits, Rural tourism Circuits.

### **Skill Developments Activities:**

- Make a collage of tourist lakes of Sikkim.
- Identify culture and tradition of North east India.
- Prepare destination charts of selected Islands of India.
- Draft theme based tourism circuits of India.
- Travel Restrictions of Northeast India
- Discuss the concepts of solo traveller, Self drive tours in India.

## Reference Books:

1. Robinet Jacob, Mahadevan P., Sindhu Joseph, "Tourism Products of India – A National Perspective"
2. H.A.Robinson, Geography of Tourism
3. Lonely Planet India. Gurugram: Lonely Planet Publications.
4. Lonely Planet India Islands. Gurugram: Lonely Planet Publications
5. Lonely Planet North East India. Gurugram: Lonely Planet Publications
6. I.C.Gupta and S. Kasbekar – Tourism Products of India.
7. Sajnani, Manohar – Encyclopaedia of Tourism Resources in India.

**Note: Latest edition of textbooks and reference Books may be used**

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