हिमाचल प्रदेश विश्वविद्यालय
कुलगीत

परवर्त हस्ताक्षर से मंजरी में विश्वविद्यालय
दिल्ली नव के सारथ की छात्र की हाल के मुख में
हिमाचल विश्वविद्यालय
बिना निधान, जग जय राधा

राधा की श्रद्धा की, राधा मंट कोटल तीनों की
राधा की ज्ञानें सुंदरी की, राधा की श्रद्धाः पीठों की
नाही राधा निधान प्रभाषण पुष्प रसितारे
दुरान स्नान बनते हैं हस्ती संग, संगित ज्योतः

राधा माइया अंद्र की प्रसन प्रवन, ज्ञानमय विनम्र
हिमाचल विश्वविद्यालय
विनम्र विनम्र, जय जय राधा

जाही तक राधा बीमार वड़ने वृक्षा हिमते
हारी तक जान मुख सोचने में सोचने हारी
बिना पीठ सांदुरे पर, हरणों गोंड पथ के
अनेक भी गाय लकवर इसी पुत्र में गाये

श्रद्धे 'छात्र के छात्र की विश्वविद्यालय' का मंत्र जो निर्माण
हिमाचल विश्वविद्यालय
विनम्र विनम्र, जय जय राधा

तपाई देवदाह बढ़े तपाई सदृश हैं सारे
सुभंग मात्र मैंने विनम्र बैठे राधा
हिमाचल का परम गीत, सत्ता विश्व-वास्तव का
विनम्र बैठ जान के, तब नमकि के, वृक्षारों का
विनम्र बैठ जान जाने उठे राधा के, सत्ता सुभंग
हिमाचल विश्वविद्यालय
विनम्र विनम्र, जय जय राधा
MESSAGE

I am happy to know that Institute of Vocational Studies of the University has prepared the prospectus for studies in Tourism and hospitality for the academic session 2018-19 beginning in July, 2018.

In the last few decades, Tourism and Hospitality has emerged as one of the leading industries in the world. An astounding number of 1.2 billion tourists travelling around the world is indicative of the growing popularity of travel and tourism for the global population. A promising future for the industry is further indicated through UNWTO forecast of forecast of 1.8 international tourists by 2030. Tourism has also achieved recognition as a major employment provider, providing jobs to more than four hundred million people around the world.

In view of the continuing growth of the sector, Tourism has become an important sought after filed of professional education with bright career prospects. The need of tourism education has been realized around the world from school level to higher educational institutions.

Catering to the increasing demand of professionals in the tourism and hospitality sector, the Institute of Vocational Studies, H. P. University, Shimla, since its inception in 1991, has emerged as one of the most well recognized and popular Institute providing Tourism education at Bachelor and Master level in the country. Providing a sound platform of professional education and training in tourism and hospitality, the Institute caters to the needs of the industry by producing molding professionals who are now serving in several areas like Travel Trade, Hotel Business, Travel Consulting Sector, Recreation and Activities, Convention Planning and MICE Tourism and flourishing as Entrepreneurs as well. The success of the Institute can be gauged from the performance of its many Alumni who are now at top positions in leading travel and tourism organizations of the trade.

I welcome the students to the University in the Institute of Vocational Studies.

(Vice-Chancellor)
Instructions for Filling the Application Form

(Read the instructions/Pre-requisite carefully before filling the application form)

(A) Before proceeding to apply, please ensure that you have:

1- **Scanned copy of applicant’s recent photograph with following specification.**
   - Photograph must be a passport size color picture.
   - Photograph must be a taken in full face view directly facing the camera.
   - Photograph should have no shadows and red eyes.
   - Maximum size -- KB.
   - Photo format should be --- only.

2- **Scanned copy of applicant’s signature with following specifications.**
   - Applicant should sign with black ink on a white paper and get the signature scanned.
   - The signature must be signed only by the applicant and not by any other person.
   - Maximum size -- KB.
   - Scanned signature format should be --- only.

3- **Scanned copy of applicant’s Father/Mother signature with following specifications.**
   - Applicant’s Father/Mother should sign with black ink on a white paper and get the signature scanned.
   - The signature must be signed only by the applicant’s Father/Mother and not by any other person.
   - Maximum size -- KB.
   - Scanned signature format should be --- only.

4- **Upload documents with following specifications.**
   - Applicant should upload only one document (mark sheet/certificate) black ink on a white paper and get the signature scanned.
   - The signature must be signed only by the applicant and not by any other person.
   - Maximum size -- KB.
   - Scanned signature format should be --- only.
Create an email account if you already don’t have one.

5- You must give a mobile number in basic details. If you don’t have mobile number, Please enter your guardian’s mobile number for any further correspondence in this regard.

6- All mandatory fields are marked with red star.

(B) Instructions for filling the ONLINE APPLICATION FORM

1- Click on “PG/UG/Ph.D./Certificate Diploma” to access the list of programs.
2- Choose the program and click on the program name.
3- online Entrance Application from has following subsequent information
   a) Personal Information
   b) Education and Document Details
   c) Application Summary
   d) Payment
   e) Submit Reference number and application form

4- Please fill the personal information first.
5- After filling the personal information click on save button at the last of the page.
6- System will generate the unique Registration number along with password. Applicants are advice to note the same.
7- The unique Registration number along with password will be send on the email and the entered mobile number. Note down the Registration number for all future references.
8- After that you can continue and fill other required information or logout and login again with unique Registration number along with password.
9- After that Click on “PG/UG/Ph.D./Certificate Diploma” and click on “Click here for Student Login”
10- Login with unique Registration number along with password and you will get all the earlier submitted information in personal information page.
11- Applicants are required to fill all information required in different sections like Education and Documents details.
12- Fill Education and document detail and upload related documents. Photo and signature uploaded should be as per specifications, kindly refer to section (A) at the starting of the document.
13- To save the data please click on 'Continue and Save' button at the bottom of each screen.
14- Step for making Application Fees Payment, you can pay the fees through online mode or by choosing Challan mode.
Payment through Challan

a) If you select payment through **challan option**, you have to select bank and click on generate challan. After that you have to download the Challan and submit the same to the selected bank. Bank will give a reference number against the challan.
b) Login again and submit your reference number under submit **reference number and application form** tab.

Online Payment

a) if you select online payment mode, click on make payment
b) on the next page select your payment gateway
c) Click on continue for payment
d) Choose among the given options (debit card, credit card, net banking etc.)
e) If the payment is successfully done, you will receive a success message with all the details
f) Clink on the Submit button to get the form finally submitted.

**Note:** Before proceeding further please make sure that are the fields are filled in correctly in the confirmation screen before clicking the submit button.
Academic Programmes at a Glance

Institute of Vocational Studies
Institute of Vocational Studies (Tourism and Hospitality)
Academic & Training Exposure
Highlights of the Department

Courses Offered
Master of Tourism & Travel Management (MTTM)
Bachelor in Hotel Management (BHM)
Five Years Integrated Course (Master) in Tourism & Travel Management (FYICTTM)
Ph.D. Programme

Admission Schedule and Fee Structure
Master of Tourism & Travel Management
Five Years Integrated Course (Master) in Tourism & Travel Management & Bachelor in Hotel Management,

Faculty Profile

Advisory Board

Officers of the University (Address and Telephone Numbers)
Instructions for completing the OMR Sheet Application Form
Himachal Pradesh University, named after the state of Himachal Pradesh, was founded on 22nd July 1970. The University is located at Summer Hill, a suburb at the western end of Shimla at a distance of 5 Km from the main town; 5 minutes walk from the Summer Hill Railway Station, and about 15 Km. from the Jubbal Hatti, Air Port.

1.1 Academic Programmes at A Glance

The University has more than 30 Teaching Department covering various programmes of study in the faculties of Physical Science, Life Science, Social Sciences, Commerce and Business Administration, Education, Law, Language and Performing & Visual Arts. Various academic programmes are offered at the level of Certificate, Diploma, PG Studies, Research Studies at the PG (M.Phil.) and Doctoral level, Private Studies (External Examination) and Distance Education (through ICDEOL) along with studies at the BBA & BCA levels in UCBS and 5 years' integrated course in Law.

All the Colleges within the territorial jurisdiction of Himachal Pradesh are affiliated to this University. Besides this, University runs an Evening College, especially for employees of recognized establishment and a University College in Business Studies for BCA & BBA and Law Programmes. Prospectus for various courses are available as per the basis of admission i.e. through Entrance Tests and through merit. The admission through Entrance Tests are in Physical Sciences, Life Sciences, Law BJMC, Education, Information Technology, Management Studies and vocational Studies (Tourism). Separate prospectus are available for Sciences, B.Ed., IMS and MTTM. Necessary information is available from the respective departments.

In most of the courses Examination is Semester Pattern as per the schedule given in the handbook of information. Academic session starts in July, however, a couple of courses also exclusively run as per the annual system.

The Himachal Pradesh University occupies area of 200 acres and has a distinctive style of architectural view. The artistically designed buildings house various teaching departments, well-equipped laboratories and a large library. Within the library, a cyber cafe (Centre of Information Technology) with the Internet facility is ready for use by students besides, residential accommodation for the teaching and non-teaching staff, there are six hostels for girls and seven hostels for boys. The University has a large auditorium with 750 seats for holding important University functions. In addition to this, the following facilities are available at the campus.

1. Branch of State Bank of India
2. Canteen and Cafeteria
3. University Health Centre
4. Employment Information and guidance bureau
5. Market and Co-operative Store
6. Post Office
7. Outdoor Stadium
8. Transport
9. Computerization Facilities and Internet access
Institute of Vocational Studies (MTTM)

Shimla is an educational centre of global repute. All though the 20th century a large number of students from this cosmopolitan centre have been groomed in the convent schools and colleges, who have made a mark on the national and international scene. The summer capital of the British days now in the seat for Himachal Pradesh University and Indian Institute of Advanced Studies.

The Tourism Administration Master Degree was started as an Independent course in Himachal Pradesh University in the year 1992 under the Institute of Vocational Studies, Faculty of Commerce and Management was initiated keeping in view the growing importance of the Tourism Industry to the country. The flourishing of Tourism in the country created a sudden demand for Tourism Professionals to serve in the Industry. Realizing the dearth of educated Tourism Professionals and the vast avenues of employment opportunities available in this field, it was decided to introduce a postgraduate degree in Tourism. Himachal University was one of the earliest Universities in the country and second in the Northern Region to start a Master of Tourism Administration Degree. The Degree includes papers on Tourism and Management along with Foreign Language instruction, and hands-on-work experience in Tourism is provided through a 2 month on-the-job training with any tourism related organization. To deliver lectures on Tourism, faculty from the University and Tourism Scholars and professionals are invited.

The Course Curriculum has been revised from time to time as per the requirements of the Tourism Industry. This has helped to include the latest emerging concepts in Tourism and the Travel Trade in the course and orient the students in accordance with the contemporary tricks of the trade. The latest syllabus of MTTM course is now strictly according to UGC NET tourism management curriculum.

Ever since 1999, after some regular teaching appointments, the MTA course has been assigned a separate status and now exists as an Independent Course under the Institute of Vocational Studies. A separate identity of the MTTM course has further facilitated better placements of the MTTM graduates in the Tourism Industry.

Mission

The Vocational Studies (Tourism & Hospitality) Institute has a mission of becoming one of the outstanding Academic Institute imparting professional Tourism knowledge and being a major study centre for producing tourism professional Tourism knowledge and being a major study centre for producing tourism professionals to serve in the industry within the country and overseas, though dedicated teaching, training, project work and development of resource base on tourism. Further the Department aims to make tourism & Hotel education a technical and employment-oriented field to study with the ultimate motive of developing entrepreneurs in the field of tourism.
Objectives of the Institute

1. To mould Tourism Professionals ideally suitable for serving in all fields of the Tourism Industry by way of running academic programmes.

2. To run academic programs Ensuring all round improvement of the Tourism Industry in order to enhance the Quality of Life of host population by imparting education on tourism benefits and enhancing the experience of tourists through delivery of the quality product and services.

3. To assists the Tourism Authorities in Tourism Policy Making and effective implementation of Tourism Programs by carrying out research projects and thereby suggesting the overall strategies for the proper growth and development of Tourism.

4. To create skills and knowledge bases for the local population to be involved in serving in the Tourism Industry by way of organizing Seminars, Workshops and conferences.

5. To inculcate knowledge of optimum local resource utilization in a sustainable manner and promote balance regional development on account of tourism by way of producing trained tourism in a sustainable manner and promote balanced regional development on account of tourism by way of producing trained tourism professionals.

6. To develop strategies to harness the vast natural and socio-cultural resources of an area for tourism development by way of maintaining proper liaison with Tourism and Allied Departments of the Government and providing them extension activities.

7. To educate the people of the benefits of tourism development to their local communities and foster community approach to tourism development by way of organizing outdoor activities of our students like Tourism Expeditions, Adventure and Eco-Friendly Camps.

The Institute has been working in close cooperation with the tourism industry, the education system and government departments to identify their needs for professional expertise and has developed training courses reflecting a high degree of educational creativity.
Academic & Training Exposure

a) Academic Course:

The existing courses contain the information about product management, tourism accommodation, transportation, insurance, adventure tourism, sales and marketing of tourism products, tourist resources of India, travel agency and tour operation business, hotel management, air ticketing, destination planning and management, computer application in tourism, ecology of tourism, human resources management for tourism, financial management and accounting.

d) Industrial Tour:

During the course students will have to go on one of India’s popular itinerary in India Market to explore it, to collect the information about the facilities, attractions and qualities of services available there.

f) Leadership Development Programme:

With Directorate of Mountaineering and Allied Sports (DMAS) students go out for Leadership Development Programme, which is framed by Department to have an exposure of Adventure tourism and operational Knowledge.

g) Guest Faculty Lectures:

We invite people from tourism industry and from other universities for lecture in our university to make the course more close to reality.

c) On-the-Job Training:

To have the exposure of office work and industry operation, students will have to go to various tourism organizations like travel agencies, hotels etc.

b) Project Reports:

Students will have to prepare project reports during the courses. These courses are based on organising various events, various aspects of tourism like, department offer its students a Marketing, Adventure, Tourism chance to organize Tourism Forms, Eco-Tourism etc. The Conferences, Tourism Quizzes, State Council for Science, World Tourism Day Celebrations, Souvenir Publication and Designing, Participating in Travel Meets etc.

e) Event Management:

To have an exposure of these courses are based on organising various events, various aspects of tourism like, department offer its students a Marketing, Adventure, Tourism chance to organize Tourism Forms, Eco-Tourism etc. The Conferences, Tourism Quizzes, State Council for Science, World Tourism Day Celebrations,
On every 27th September the department organizes a National Tourism Quiz as a part of the celebrations of World Tourism Week. The teams from various tourism institutes from all over India participate in the event. As always, the department has organized following events in the last year to commemorate world tourism day.

1. National Tourism Quiz
2. Himachal Colleges Tourism Quiz
3. Himachal Colleges Tourism Champion
4. Tourist Quiz
5. Simla Heritage Walk

Journal of Tourism Development - An Internal Journal

The Institute of Vocational Studies, Master of Tourism & Travel Management, has its own International Tourism Research Journal viz. “Tourism Development Journal.” The journal is listed in Cabell’s Directory America. The Journal focuses on research of National and International contributors on important tourism areas like, Tourism Management, Sustainable Tourism, Eco-Tourism, Tourism Impacts, Travel Agency Operations, Tourism Marketing, Tourism Product, IT and Tourism, HRD in Tourism, Cultural and Heritage Tourism, Medical Tourism and specific Tourism Case Studies. The Editorial Board of the Journal comprises eminent academicians from various countries like USA, Scotland, Canada, The Netherlands and China.
# MASTER OF TOURISM AND TRAVEL MANAGEMENT (2 YEARS)

The postgraduate degree program is geared at providing professional education and training to the students during a two-year study period to groom them for joining the various sectors of the tourism industry.

## POST GRADUATION (MTYM) COURSES CURRICULUM

### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTTM-I (01)</td>
<td>Principle and Practices of Management</td>
</tr>
<tr>
<td>MTTM-I (02)</td>
<td>Tourism System</td>
</tr>
<tr>
<td>MTTM-I (03)</td>
<td>Tourist Resources of India</td>
</tr>
<tr>
<td>MTTM-I (04)</td>
<td>Travel Agency and Tour Operations Business</td>
</tr>
<tr>
<td>MTTM-I (05)</td>
<td>Quantitative Techniques</td>
</tr>
<tr>
<td>MTA-I (06)</td>
<td>Introduction to Accommodation Industry</td>
</tr>
<tr>
<td>MTTM-I (07)</td>
<td>Foreign Language (German)</td>
</tr>
<tr>
<td>MTTM-I (08)</td>
<td>Seminar Course in Tourism</td>
</tr>
</tbody>
</table>

**Note:** MTTM-I (01-07) is of 100 marks (Theory-60 marks, Internal Assessment marks). MTA-I (108) is of 100 marks evaluated by the faculty on regular basis and marks sent by the Director in consultation with Department Council.

### SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTTM-II (09)</td>
<td>Financial Management and Accounting</td>
</tr>
<tr>
<td>MTTM-II (10)</td>
<td>Tourism Marketing</td>
</tr>
<tr>
<td>MTTM-II (11)</td>
<td>Destination Planning</td>
</tr>
<tr>
<td>MTTM-II (12)</td>
<td>Electronic Data Processing</td>
</tr>
<tr>
<td>MTTM-II (13)</td>
<td>Airlines and Cargo Management</td>
</tr>
<tr>
<td>MTTM-II (14)</td>
<td>Ethical, Legal and Regulatory aspects of Tourism</td>
</tr>
<tr>
<td>MTTM-II (15)</td>
<td>Regional Dimensions of Tourism</td>
</tr>
<tr>
<td>MTTM-II (16)</td>
<td>Foreign Language (French)</td>
</tr>
<tr>
<td>MTTM-II (17)</td>
<td>Educational Trip Report</td>
</tr>
<tr>
<td>MTTM-II (18)</td>
<td>Seminar Course in Tourism</td>
</tr>
</tbody>
</table>

**Note:** MTTM-II (09-11, 13-15) is of 100 marks (Theory-60 marks, Internal Assessment-40 marks). MTTM-II (12) is of 100 marks (Theory-60 marks, Practical-40 marks). Practical of 40 marks is Conducted by the External Expert. MTTM-II (16) is of 100 marks (Theory-60 marks, Viva-40 marks). The External Expert conducts Viva of 40 marks. MTTM-II (17) is of 100 marks evaluated by the Tour Incharge. MTTM-III (18) is of 100 marks evaluated by the faculty on regular basis and Marks will be sent by the Director.

### THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTTM-III (19)</td>
<td>Research Methodology</td>
</tr>
<tr>
<td>MTTM-III (20)</td>
<td>International Perspective on Tourism</td>
</tr>
<tr>
<td>Courses Offered (M.T.T.M)</td>
<td>FOURTH SEMESTER</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>MTTM-III (21) :</td>
<td>Organizational Structure and Procedural Aspects</td>
</tr>
<tr>
<td>MTTM-III (22) :</td>
<td>Organizational Behavior and Business Communication</td>
</tr>
<tr>
<td>MTTM-III (23) :</td>
<td>Itinerary Preparation and Tour Packaging</td>
</tr>
<tr>
<td>MTTM-III (24) :</td>
<td>Marketing of Tour Package</td>
</tr>
<tr>
<td>MTTM-III (25) :</td>
<td>z Development Program (LDC)</td>
</tr>
<tr>
<td>MTTM-IV(26) :</td>
<td>On-the-Job Training Report</td>
</tr>
<tr>
<td>MTTM-IV(27) :</td>
<td>Project Report</td>
</tr>
<tr>
<td>MTTM-IV(28) :</td>
<td>Final Viva Voce</td>
</tr>
</tbody>
</table>

**Note:** MTTM-IV (26) is of 100 marks. Students go for 5 months On-the-Job training after 3rd Semester from Jan. to May. In June students make presentation in the class of 40 marks and submitted a detailed report of 60 marks evaluated by the external expert.

MTTM-IV (27) is of 100 marks. Student project work during 3rd Semester, do the detailed research survey, in June students make presentation in the class, of 40 marks, submit a detailed report of 60 marks evaluated by the external expert.

MTTM-IV (28) is of 100 marks. The external expert conducts the final Viva-Voce.

**Assigning of On-the-Job Training and Project Report Survey.**
FIVE-YEARS INTEGRATED COURSE (MASTER) IN TOURISM & TOURISM & TRAVEL MANAGEMENT

This course in travel and tourism is not about today but about tomorrow. It is aimed at developing personal and professional skills as a firm foundation for a career in diverse and rapidly expanding industry. The first part of the Five Year Integrated Course in Tourism & Travel Management will comprise three years of undergraduate study, after which B.B.A in Tourism & Travel Management will be awarded.

GRADUATION (B.B.A in Tourism & Travel Management)
COURSE CURRICULUM

| SEMESTER FIRST | BTTM-3-13          | BTM-3-10          | Hotel Operations|
|               | BTTM-3-14          | BTM-3-11          | Tourism sources of West & South India|
|               | Report Of LDC     | BTM-3-12          | Elementry Financial Management and Accounting|
|               | Note: In Course BTTM 3-14, students will be required to go for a Leadership Camp organized by the Department. Thereafter they will submit a report on the same which will be evaluated by Internal/External examiner.|

| SEMESTER SECOND | BTTM-3-13          | BTM-3-10          | Hotel Operations|
|                | BTTM-3-14          | BTM-3-11          | Tourism sources of West & South India|
|                | Note: In course BTTM 2 to 09 is of 20 marks will be conducted by Internal/External examiner.|

| SEMESTER THIRD  | BTTM-3-13          | BTM-3-10          | Hotel Operations|
|                | BTTM-3-14          | BTM-3-11          | Tourism sources of West & South India|
|                | Note: In Course BTTM 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 FOURTH | BTTM-3-13          | BTM-3-10          | Hotel Operations|
|                | BTTM-3-14          | BTM-3-11          | Tourism sources of West & South India|
|                | Note: In Course BTTM 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.|

Courses Offered (FYICTTM)
Courses Offered
(FYICCTTM & Ph. D.)

SEMESTER FIFTH

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTTM-5-20</td>
<td>Basics of Research</td>
</tr>
<tr>
<td>BTTM-5-21</td>
<td>Global Tourism</td>
</tr>
<tr>
<td>BTTM-5-22</td>
<td>Economics of Tourism</td>
</tr>
<tr>
<td>BTTM-5-23</td>
<td>Ticketing and Transportation</td>
</tr>
<tr>
<td>BTTM-5-24</td>
<td>Project Report</td>
</tr>
</tbody>
</table>

Note: (1) In Course BTTM-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 SIXTH

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTTM-6-25</td>
<td>Trade Related Issues and Frontier Formalities</td>
</tr>
<tr>
<td>BTTM-6-26</td>
<td>Organization Behavior</td>
</tr>
<tr>
<td>BTTM-6-27</td>
<td>Government and Tourism</td>
</tr>
<tr>
<td>BTTM-6-28</td>
<td>On the Job Training (two months) Reports</td>
</tr>
<tr>
<td>BTTM-6-29</td>
<td>Viva Voce</td>
</tr>
</tbody>
</table>

Note: (1) For Course BTTM-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 will be evaluated by External/ Internal Examiner.

(2) In BTTM-6-29, 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.

OTHER COURSES OFFERED

Ph.D Programme

Institute of Vocational Studies also runs a Ph.D program in Tourism and Hospitality. Admission to Ph. D registration is subject to availability of seats. The candidate having 3 years executive experience in tourism Industry, may register for the Ph. D programme if otherwise eligible as per the UGC/University Norms. As per the U.G.C. Guidelines applicants for the Ph.D programme who have qualified NET along with the award of Junior Research fellowship (JRF) shall be admitted to the programme directly without having to undergo an entrance test. For remaining seats in the Department, all other applicants shall have to appear for an entrance test. The written component of the entrance test shall carry 80 percent of the total marks. The interviews and discussion on the research proposal of the candidate with the Departmental Council shall constitute 20 percent of the total marks.

Note: However the changes in Ph. D. Admissions if any will be incorporated accordingly
(A) M.T.T.M Program (2 Years)

The Institute handles admission of students to MTTM postgraduate degree programme:

The most modern techniques of participative learning are used during the programmes of study. In addition field-trip and On-The-Job Training are compulsory components of the various programmes.

A judicious blend of internal and external evaluation in examination and training makes this management development exercise a rewarding experience for the participants.

The Curriculum of programmes has been designed with the objective of developing technical, human analytical and conceptual skills among the students in the field of Tourism offering specialization in various fields, which students may adopt, further enriches the knowledge of different functional areas of Travel Industry and hospitality.

The course curriculum focuses on infusing problem solving abilities amongst the students. It enables them to aptly scan the opportunities and challenges emerging in the business environment. Seminars, conferences are organized to expose students to the developments in the micro-environment all though the course, and interdisciplinary exposure of the participants to various behavioural sciences is encouraged. Modern electronic data processing facilities are available in the computer centre in the campus. The University's library is connected with INFLIBNET, which keeps students abreast with the latest literature in the academic world.

Number of Seats

Institutes admits 40 students for MTA course. Out of these 20 seats are under Subsidized Category and 20 seats are under Non-Subsidized category. In addition, two Supernumerary seats are reserved for, in service candidates and two seat are reserved for "Single Girl Child" Candidate and 3 seats are reserved for wards of University employees under self-financing scheme.

Minimum Eligibility for Admission

For this course, minimum eligibility requirements are as follows:

Any first bachelor's degree of a University, establishment by law in India with at least 50% marks (With 45% marks in the case of Scheduled Caste, Scheduled Tribe Candidates). The students who are appearing for their final bachelor degree examination in 2018 shall be allowed to appear in the entrance test but their final admission is subject to the their satisfying the above said eligibility condition.

Age Limit

Except for Non-Subsidized Candidates/Students and serving Personnel, the maximum age limit for all PG course is 26 years for boys and 28 for girl students on I. July of the year concerned, provided that in case of candidates belonging to Scheduled Castes and Scheduled Tribes, the upper age limit will be raised to 29 years (for boys and girls both).

Provided however that the Vice-Chancellor shall have the power to permit the age relaxation for reasons to be recorded in writing upto a maximum of six months. Provided further that age of non-subsidized students, defence personnel, in-service candidates/students and the state/government of India nominees.

Admission Process

The admission is based on competitive examination which comprises of application rating, Written Test (Objective Type having Multiple Choice Questions), Group Discussion and personal interviews. The performance in the Test, Group Discussion and Personal Interviews and application rating will be the criteria for admitting the students.
Admission Schedule (M.T.T.M)

1. The candidates for non-subsidized seats compete among themselves. So is the case with the subsidized seats. The test will be conducted at Shimla only. The weightage assigned in computing merit is as follow:

   - **Application Rating**: 30 marks (10 marks each for ten, plus two (10+2) and plus three (+3) levels on the basis of percentage scored in the examination)

2. **Written Test**: 50 marks

3. **Group Discussion**: 10 marks

4. **Interview**: 10 marks

   **Total**: 100 marks

**Note**: The written test/Entrance test will consist of 150 Multiple Choice Questions (MCQ) relating to General Knowledge (General and Tourism Based), English, Reasoning, Quantitative and Data Interpretation.

**Reservation in Subsidized Category Seats**

Admission to all the courses except for non-subsidized seats shall be subjected to the following conditions.

**(A)** 15% and 7.5% seats shall be reserved for SC and ST bonafide Himachali candidates respectively.

**(B)** The remaining 77.5% seats shall be filled as under:

   - (i) 25% of the seats for admission shall be open for all the candidates irrespective of the Institution from where they have passed their qualifying examination
   - (ii) 75% of the seats shall be filled out of the bonafide himachali candidates.

**(a)** 5% of the seats shall be reserved for outstanding and sportsmen/women.

**(b)** 5% of the seats shall be reserved for outstanding cultural activities.

**(c)** 3% of the seats shall be reserved for physically handicapped Candidates.

**(d)** Provided, however that the minimum eligibility for admission to a course in case of SC/ST will be 5% lower than the eligibility conditions for other students.

**(f)** Provided further that in addition, two supernumerary seats shall be reserved for outstanding in-service personnel functioning in the tourism sector. The organizations eligible for sponsoring such candidates shall be various Airlines Government/Semi Governmental Tourism Promotion Corporations: Travel Agencies registered with the appropriate authorities and hospitality establishments etc. However the decision of the department council would be final in this regard.
The candidates to be admitted against these supernumerary seats should have their "No Objection Certificate" from the organization and must have completed a minimum of three years of service. The candidates applying for these two supernumerary seats would have to appear in competitive admission process and will be required to compete among themselves.

The roster of admission showing reservations of various categories shall be used as per the H.P. University rules.

**Admission Fee**

<table>
<thead>
<tr>
<th>Category</th>
<th>In Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) On Admission</td>
<td></td>
</tr>
<tr>
<td>1. Caution Fee (Refundable)</td>
<td>300.00</td>
</tr>
<tr>
<td>2. Admission Fee</td>
<td>150.00</td>
</tr>
<tr>
<td>3. Library Security (Refundable)</td>
<td>300.00</td>
</tr>
<tr>
<td>b) Annual Charges</td>
<td></td>
</tr>
<tr>
<td>1. Continuation Fee</td>
<td>100.00</td>
</tr>
<tr>
<td>2. Sports Fee</td>
<td>100.00</td>
</tr>
<tr>
<td>3. Medical Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>4. Holiday Home Fee</td>
<td>20.00</td>
</tr>
<tr>
<td>5. Students’ Aid Fund</td>
<td>50.00</td>
</tr>
<tr>
<td>6. Youth Welfare Fee</td>
<td>50.00</td>
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<tr>
<td>7. Identity Card Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>8. Magazine Fee</td>
<td>50.00</td>
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<tr>
<td>9. Cultural Activity Fund</td>
<td>50.00</td>
</tr>
<tr>
<td>10. Development Fund</td>
<td>500.00</td>
</tr>
</tbody>
</table>

**C) Monthly Charges**

1. Tuition Fee, chargeable for 12 months in a year: 200.00
2. Dilapidation Fee: 10.00
3. Population Education Club Fee: 10.00
4. Amalgamated Fund: 100.00

**Note:** The fee schedule is subject to change as per University notification (if any)

The Ward of University employees will be given rebate of 50 per cent under Non-Subsidized category.

The Institute reserves the right of varying the number of seats for this category of students, depending upon the availability of facilities in the institute.

**B. Fee for Non-Subsidized Seats**

The candidates admitted under the scheme shall be charged a consolidated Training Fee of Rs. 50,000/- per annum in the concerned year, in addition to this fee for subsidized students. The candidate has also an option to deposit the entire fee (two yeas) in one installment at the time of admission. These dues have to be deposited at the time of admission to the first and third semester in the form of a Bank Draft in the name of Director, IVS, H.P. University, Shimla.

5. This will not cover (i) boarding lodging, medical travel and other personal expenses.

The Institute reserves the right to fill any vacant seat in the Non-Subsidized Category on the basis of academic performance in the past examination (as per criteria used in last year) if sufficient number of students do not quality for admission on the basis of competitive examinations.

**Non Subsidized Fee Once Deposited Shall not be Refunded and Adjusted for any Other Course.**

**Residential Facilities**

The hostels of the University accommodate some students on the basis of merit, depending upon the number of the vacancies in the hostel.

The residential arrangement for the rest is the responsibility of candidate themselves.
Admission Schedule and Fee Structure (FYICTTM & BHM)

Time Frame of the Course (FYICTTM)

The course will be of Five Years duration and will be run on Semester basis. The course will Comprise 10 Semester.

The First Part of the Five Years Integrated Course in Tourism & Management will comprise three years of undergraduate study, after which a B.B.A in Tourism & Travel Management will be awarded.

The Second Part of the Five Years Integrated Course in Tourism & Travel Management will comprise Two Years of Post-graduate study, after which a Five Years Integrated Course (Master) in Tourism & Travel Management will be awarded.

Three Years Course of Bachelor in Hotel Management

Students of bachelor in Hotel Management course will undergo the course of studies of three years duration, which will be run on semester basis. The course will comprise 6 semesters, viz. Semester I to VI. After successful completion of the course, students will be awarded a degree in Bachelor in Hotel Management of H.P. University.

Age Limit for FYICTTM & BHM

The maximum age limit for course is 22 years on 1st July of the year concerned. In case of Scheduled Caste/Tribe, the upper age limit will be raise by three years. Provided however that the Vice-Chancellor shall have power to permit the age relaxation for reasons to be recorded in writing up to maximum of six months.

Reservation for Subsidized Category in FYICTTM

A) Reservation will be applicable as per University norm for subsidized seats. 15% and 7.5% sets shall be reserved for SC and ST Bonafide Himachali candidates.

B) The remaining 77.5% of seats shall be filled as under 25% of seats for admission shall be open for all candidates irrespective of the institution from where they have passed their qualifying examination. 75% of seats shall be filled out of Bonafide Himachali candidates.

a) 5% of seats shall be reserved for outstanding sports person.

b) 5% seats shall be reserved for outstanding cultural activist.

c) 3% seats shall be reserved physically handicapped candidates.

The 120 points roster of admission showing reservations of various categories shall be used as per HP. University rules.

Intake and Fee Structure

FYICTTM

Intake in this course will be 35 students. Out of these 25 are under Subsidized Category and 10 seats are under Non-Subsidized Category. In addition, one supernumerary seat is also reserved for “Single girl child”, candidate and 3 seats are reserved for wards of University employees under self-financing scheme.

Candidate admitted under subsidized category shall be required to pay an annual consolidated fee of Rs. 10,000/- per annum. Candidates admitted under Non-subsidized category are required to pay an annual consolidated fee of Rs. 40,000/- per annum. In addition to the fee charges under subsidized category (Rs. 40,000+Rs. 10,000) Fee once deposited shall not be refunded.
a) On Admission

<table>
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</tr>
<tr>
<td>Library Security</td>
<td>300.00</td>
</tr>
</tbody>
</table>

Combined merit so formed will be the basis of admission. However the criteria for admission to BHM will be on the basis of 10+2 merit.

Criteria for Admission for both the courses

The admission to FYICTTM will be on the basis of the Entrance test conducted by the department followed by Group Discussion and personal interview of the candidate conducted by the committee comprising External and Internal Experts under the chairmanship of director, IVS.

The entrance test will consist of 100 multiple-choice questions of interdisciplinary nature carrying half mark each relating to general knowledge (General, Tourism & Hospitality), English, Reasoning and quantitative. Weightage given to the marks at Matric, 10+2 level, entrance test and personal Interview and Group discussion will be as followed:

- Application Rating 20 marks
  - Matric: 10% of the marks obtained
  - 10+2: 10% of the marks obtained
- Entrance Test- Marks obtained (out of maximum of 50)
- Group Discussion- Marks obtained (out of maximum of 15)
- Personal Interview - Marks obtained (out of maximum of 15)

Total Maximum Marks: 100

b) Annual Charges

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<table>
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<tr>
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<tbody>
<tr>
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<tr>
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<td>Cultural Activity Fund</td>
<td>50.00</td>
</tr>
<tr>
<td>Development Fund</td>
<td>500.00</td>
</tr>
</tbody>
</table>

Conduct & Discipline of Students

(A) Ragging is strictly banned in H.P. University. There shall be no ragging in and outside the teaching departments of the University, College or Institution affiliated to or maintained by the University or the Hostels and also on roads / approaches leading to such institutions / Hostels.

(B) Ragging means, and includes any type of physical or mental torture, done by any individual or group either by words or by conduct, which gives an apprehension in the mind of a person that he cannot pursue his studies free from any mental disturbance / torture created thereby.

(Note: Notwithstanding any thing Content in this handbook of Information, the students will have to Abide by provision of the HPU Act, Status, ordinances, rule and Regulations as may be framed and Amended from time to time.)

Note: The fee schedule is subject to change as per university notification (if any)
## Faculty Profile

### Core Faculty

#### Teaching:

1. Prof. Chander Mohan Parsheera  
   Director

2. Prof. Sushma Rewal Chugh  
   —Professor

3. Prof. Sonia Khan  
   —Professor

4. Prof. S.P. Bansal  
   —Professor (on leave).

5. Dr. Nitin Vyas  
   ----Assistant Professor and Placement Coordinator

### Non-Teaching:

1. Mr. Gian Chand  
   —Supdt. Grade II (Ex cadre)

2. Ms. Chhaya Thakur  
   —Clerk

3. Mr. Chaman Lal  
   —Peon
Advisory Board

An Advisory Board consisting of eminent personalities from the trade has been constituted. The board is a constant source of guidance and inspiration which enables to enrich our Tourism Programme.

Chairman
Vice-Chancellor
H.P.U. Shimla.

Vice Chairman
Professor Sushma Rewal Chugh
Director,
IVS H.P.U.

Member Secretary
Director/Chairperson
IVS H.P.U.

Members:

1. Director
   Department of Tourism and Civil Aviation Himachal Pradesh.

2. Prof. S. P. Bansal,
   IVS M.T.T.M. H.P.U. Shimla

3. Prof. (Dr.) Sushma Rewal Chugh
   IVS M.T.T.M. H.P.U. Shimla

4. Prof. Chander Mohan
   IVS, MTTM, HPU, Shimla

5. Prof. Sonia Khan
   IVS, MTTM, HPU, Shimla

6. Mr. Lokesh Bagga,
   Manager
   Adventure Tours,
   SITA, New Delhi.

7. Dr. Manoj Sharma,
   Joint Director,
   Department of Tourism and Civil Aviation, H.P

8. Mr. Yogesh Behl,

9. Mr. Ajit Butail
   Hotel Amber,
   Shimla.

10. Ms. Sonali Sinha,
    Director
    Institute of Hotel Management, Rayat Bahara, Chandigarh.

11. Mr. Rajnish Thapar,
    Faculty
    IHM, Kufri.
**Officers of the University**

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**INSTITUTE OF VOCATIONAL STUDIES (TOURISM & HOSPITALITY)**
Himachal Pradesh University
Country Code 0-91, City Code 0177
University PBX Numbers: 2830445, 2830635, 2830709, 2831637. Ext 5970-73
Office Direct No. 0177-2633251

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Officer</th>
<th>Designation</th>
<th>Tel. Numbers (O)</th>
<th>E-mail</th>
</tr>
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<tr>
<td>01</td>
<td>Prof. R.S. Chauhan</td>
<td>Vice-Chancellor</td>
<td>2831363</td>
<td><a href="mailto:vc_hpu@hotmail.com">vc_hpu@hotmail.com</a></td>
</tr>
<tr>
<td>02</td>
<td>Prof. R.S. Chauhan</td>
<td>Pro-Vice Chancellor</td>
<td>2831196</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Dean of Studies</td>
<td></td>
<td>2830922</td>
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<tr>
<td>04</td>
<td>Prof. Sunil Deshta</td>
<td>Dean Students Welfare</td>
<td>2830926</td>
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<td>05</td>
<td>Dr. K.K. Sharma (H.A.S.)</td>
<td>Registrars</td>
<td>2830912 <a href="mailto:rs_registrarhpu@rediffmail.com">rs_registrarhpu@rediffmail.com</a></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Prof. Aparna Negi</td>
<td>Chief Warden</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Sh. Narender Thakur</td>
<td>Finance Officer</td>
<td>2830913</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Dr. J.S Negi</td>
<td>Controller of Examination</td>
<td>283351</td>
<td></td>
</tr>
</tbody>
</table>

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**ATTENTION OF CANDIDATES**
Ragging is banned in the institutions and anyone indulging in ragging is likely to be punished appropriately for which punishment include imprisonment fine or both expulsion from the Institution, suspension from the Institution or classes for a limited period or fine with public apology. The punishment may also take the shape of (i) withholding scholarship (ii) debarring from representation in events (iii) withholding of results (iv) suspension or expulsion from hostel or mess.

In case a student is harassed by seniors/any other students at the institution, Hostels/any premises of the University, he/she may contact directly or telephonically to the above authorities immediately.

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**Director**
INSTITUTE OF VOCATIONAL STUDIES (MTTM)
Ph. +91-0177-2633251 (O) (From 10.00 a.m. to 5.00 p.m.)
E-mail : mtashimla@rediffmail.com
ADMISSION SCHEDULE

MTTM (Master of Tourism & Travel Management)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Date of receiving Application form</td>
<td>10th May, 2018</td>
</tr>
<tr>
<td>Date of Entrance Test</td>
<td>26th May-2018 at 02.00 p.m. (onwards)</td>
</tr>
<tr>
<td>Date of Declaration of Result</td>
<td>11th June, 2018</td>
</tr>
<tr>
<td>Date of G.D/Interview</td>
<td>11th, 12th, 13th &amp; 14th July-2018</td>
</tr>
<tr>
<td>Declaration of Final Result</td>
<td>21st July, 2018</td>
</tr>
</tbody>
</table>

FYICTTM (Five Year Integrated Course (Master) in Tourism & Travel Management)

<table>
<thead>
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<th>Event</th>
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</tr>
<tr>
<td>Date of G.D/Interview</td>
<td>5th, 6th &amp; 7th July, 2018</td>
</tr>
<tr>
<td>Declaration of Final Result</td>
<td>21st July, 2018</td>
</tr>
</tbody>
</table>

**Note**: After the declaration of final result, the next waiting lists in line will be displayed after 2 days duration each. Students will themselves be responsible for checking their result. The Institute will not be held responsible for any kind of lapse/carelessness on the part of students.
Himachal Pradesh University

KULGEET

Pavitrit vedmantra se manoram devbhoomi-nilaya
Viraaje naval nalanda unhi ki chhaon me madhumaya
Himachal Vishwavidyalaya
VividhVidyavalaya, jai jai.

Dhara jo shaktipeethon ki, dhara shat koti teerthon ki
Dhara jo shailasanskriti ki, dhara jo nritya-geeton ki
Jahan Ravi, Vipasha, Chandrabhaga punya salilayan
Kusum galhar bnati hain Shatdru sung, saritayan,

Dhara Mandavaya rishi ki param pawan, gyanmaya-chinnmaya
Himachal Vishwavidyalaya
VividhVidyavalaya, jai jai.

Jahan tak ramya Dhauladhar parvata-shrinkhala dikhtin
Wahan tak gyan madhu rashniyan niftailati rahtin
Thirakte paon nati par, larjate geet Chamba ke
Swyam shri sharada sakar ho uthatee unhe gake

Liye 'shastre cha shashtre kaushlam' ka mantra jo nibhaye
Himachal Vishwavidyalaya
VividhVidyavalaya, jai jai.

Taparut devdaru khade tathagat-sadrish hain lagte
Subhag sandesh maitri ka nirantar bantate rahate
Himachal ka param gaurav, sadan vidya-kalaon ka
Sadan vigyan ka, taknikiyon ka, yogatayon ka

Nirantar badh rha aage utdi ravi saa, satat samudal
Himachal Vishwavidyalaya
VividhVidyavalaya, jai jai