

**Sacred Heart College (Autonomous)**

**Department of Commerce Self Finance**

**B. COM TRAVEL AND TOURISM (S/F)**

**Course plan**

**Academic Year: 2017 - 18**

**Semester V**

COURSE PLAN			
PROGRAMME	BCOM. TRAVEL AND TOURISM (S/F)	SEMESTER	5
COURSE CODE AND TITLE	15U5CRCOM12 : COST ACCOUNTING	CREDIT	4
HOURS/SEM	90		
FACULTY NAME	SHANMUGHADAS K.G.		

COURSE OBJECTIVES
Understand the various cost concepts, methods and techniques of cost accounting
Understand the accounting and control of material cost
Understand the accounting and control of labour cost
Understand accounting for overheads, primary and secondary distribution and absorption of overheads and control overhead cost
Understand format of cost sheet and prepare cost sheet
Understand the reason for difference between cost accounts and financial accounts
Apply cost accounting practices
Understand the application of cost control techniques
Apply costing for decision making in business areas

SESSIONS	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
<b>MODULE I</b>				
1	Introduction to Cost Accounting	PPT/LECTURE	E-RESOURCES	
2	Meaning and definition-Cost – Costing- Cost accounting , Cost accountancy	PPT/LECTURE	E-RESOURCES	
3	Objectives of cost accounting -	PPT/LECTURE	E-RESOURCES	
4	Advantages and disadvantages of cost accounting.	PPT/LECTURE	E-RESOURCES	
5	Distinction between cost accounting and financial accounting	PPT/LECTURE	E-RESOURCES	
6	Various Cost concepts	PPT/LECTURE	E-RESOURCES	
7	Cost centre	PPT/LECTURE	E-RESOURCES	
8	Responsibility centre	PPT/LECTURE	E-RESOURCES	
9	Profit centre	PPT/LECTURE	E-RESOURCES	
10	Cost unit	PPT/LECTURE	E-RESOURCES	
11	Cost control	PPT/LECTURE	E-RESOURCES	
12	Cost Reduction	PPT/LECTURE	E-RESOURCES	
13	Methods of Costing	PPT/LECTURE	E-RESOURCES	
14	Types or Techniques of Costing	PPT/LECTURE	E-RESOURCES	
15	Types or Techniques of Costing	PPT/LECTURE	E-RESOURCES	
<b>MODULE II</b>				
16	Accounting and control of material cost- Introduction	PPT/LECTURE	E-RESOURCES	
17	material purchase procedure	PPT/LECTURE		
18	Material stock level	ILLUSTRATIONS		
19	Material stock level	ILLUSTRATIONS		
20	Material stock level	ILLUSTRATIONS		
21	Material stock level	ILLUSTRATIONS		
22	EOQ	ILLUSTRATIONS		

23	ABC	PPT/LECTURE	E-RESOURCES	
24	VED	PPT/LECTURE	E-RESOURCES	
25	FSN	PPT/LECTURE	E-RESOURCES	
26	JIT	PPT/LECTURE	E-RESOURCES	
27	Perpetual and periodic inventory system	PPT/LECTURE	E-RESOURCES	
28	Continuous stock taking	PPT/LECTURE	E-RESOURCES	
29	Material losses-Wastage-scrap-Spoilage-Defectives	PPT/LECTURE	E-RESOURCES	
30	Pricing-LIFO	ILLUSTRATIONS		
31	LIFO	ILLUSTRATIONS		
32	FIFO	ILLUSTRATIONS		
33	Simple average	ILLUSTRATIONS		
34	Weighted average	ILLUSTRATIONS		
35	FIRST CIA TEST			
<b>MODULE III</b>				
36	Accounting and control of labour cost	PPT/LECTURE	E-RESOURCES	
37	Time keeping and time booking	PPT/LECTURE	E-RESOURCES	
38	Systems of wage payment	PPT/LECTURE	E-RESOURCES	
39	Time rate system	ILLUSTRATIONS		
40	piece rate system	ILLUSTRATIONS		
41	Differential piece rate system	ILLUSTRATIONS		
42	Differential piece rate system	ILLUSTRATIONS		
43	Differential piece rate system	ILLUSTRATIONS		
44	Incentive plan-Halsey plan-Rowan plan	ILLUSTRATIONS		
45	Incentive plan-Halsey plan-Rowan plan	ILLUSTRATIONS		
46	Incentive plan-Halsey plan-Rowan plan	ILLUSTRATIONS		
47	Incentive plan-Halsey plan-Rowan plan	ILLUSTRATIONS		

48	Incentive plan-Halsey plan- Rowan plan	ILLUSTRATIONS		
49	Incentive plan-Halsey plan- Rowan plan	ILLUSTRATIONS		
50	Idle time-overtime and their accounting treatment	ILLUSTRATIONS		
51	Idle time-overtime and their accounting treatment	ILLUSTRATIONS		
52	Idle time-overtime and their accounting treatment	ILLUSTRATIONS		
53	Labour turnover-Methods of calculating labour turnover.	ILLUSTRATIONS		
54	Labour turnover-Methods of calculating labour turnover.	ILLUSTRATIONS		
55	Labour turnover-Methods of calculating labour turnover.	ILLUSTRATIONS		
MODULE IV				
56	Accounting for Over Head	PPT/LECTURE	E-RESOURCES	
57	Classification of Over Head	PPT/LECTURE	E-RESOURCES	
58	Primary and Secondary distribution	ILLUSTRATIONS		
59	Primary and Secondary distribution	ILLUSTRATIONS		
60	Absorption of overhead	ILLUSTRATIONS		
61	Absorption of overhead	ILLUSTRATIONS		
62	Percentage method	ILLUSTRATIONS		
63	Unit rate method	ILLUSTRATIONS		
64	Machine hour method	ILLUSTRATIONS		
65	Machine hour method	ILLUSTRATIONS		
66	Machine hour method	ILLUSTRATIONS		
67	Labour hour rate method	ILLUSTRATIONS		
68	Simultaneous equation method-	ILLUSTRATIONS		
69	Simultaneous equation method-	ILLUSTRATIONS		
70	Over absorption and under absorption	ILLUSTRATIONS		

MODULE V				
71	Preparation of Cost Sheet	ILLUSTRATIONS		
72	Preparation of Cost Sheet	ILLUSTRATIONS		
73	Preparation of Cost Sheet	ILLUSTRATIONS		
74	Preparation of Cost Sheet	ILLUSTRATIONS		
75	Preparation of Cost Sheet	ILLUSTRATIONS		
76	Preparation of Cost Sheet	ILLUSTRATIONS		
77	Preparation of Cost Sheet	ILLUSTRATIONS		
78	Preparation of Cost Sheet	ILLUSTRATIONS		
79	Preparation of Cost Sheet	ILLUSTRATIONS		
80	Preparation of Cost Sheet	ILLUSTRATIONS		
81	Tender and quotation	ILLUSTRATIONS		
82	Tender and quotation	ILLUSTRATIONS		
83	Tender and quotation	ILLUSTRATIONS		
84	Tender and quotation	ILLUSTRATIONS		
85	Tender and quotation	ILLUSTRATIONS		
86	Preparation of Reconciliation Statement.	ILLUSTRATIONS		
87	Preparation of Reconciliation Statement.	ILLUSTRATIONS		
88	Preparation of Reconciliation Statement.	ILLUSTRATIONS		
89	Preparation of Reconciliation Statement.	ILLUSTRATIONS		
90	SECOND CIA TEST			

#### ASSIGNMENTS

DATE OF COMPLETION	MODULE	Topic of assignment
10/7/17	MODULE II	Calculation of value of closing stock
13/09/17	MODULE V	Preparation of reconciliation statement

## SUGGESTED READINGS

1. Advanced cost accounting-SP.Jain and K.L Narang
2. Advanced cost accounting, N.K.Prasad
3. Advanced cost accounting, S.N Maheswary
4. Theory and practice of cost accounting, M.L.Agarwal.
5. Cost Accounting, M.C.Sukla and T.S.Grewal. AhmmadNaseem

## COURSE PLAN

PROGRAMME	BCOM. TRAVEL AND TOURISM (S/F)	SEMESTER	5
COURSE CODE AND TITLE	15U5RCOM13: PRINCIPLES OF INSURANCE	CREDIT	4
HOURS/WEEK	5	HOURS/SEM	90
FACULTY NAME	FARZANA.O.I.		

## COURSE OBJECTIVES

Helps students to understand the practical application of Insurance business
Demonstrate an awareness of the process of Insurance and the survival benefits in day to day life.
Engage in critical analysis of the Non – Life insurance policies in overseas transactions.
To Effectively tackle the importance of Insurance policies for the protection of family from the unexpected hazards.
Instigate the entrepreneurial trait in students for Insurance business.

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
<b>MODULE I</b>				
1.	Insurance-Meaning-Definition-Scope-Objectives	PPT/Lecture	video	
2.	Role and importance of insurance	PPT/Lecture		
3.	Insurance contracts	PPT/Lecture		
4.	Annotation	PPT/Lecture		
5.	Principles of Insurance	PPT/Lecture		
6.	Principles of Insurance	PPT/Lecture		
7.	Principles of Insurance	PPT/Lecture		
8.	Insurance and assurances	PPT/Lecture		

9.	Types of insurances	PPT/Lecture		
10.	LIC and GIC	PPT/Lecture		
11.	Introduction to IRDA act –functions	PPT/Lecture		
12.	Annotation	PPT/Lecture		
13.	<b>DISCUSSIONS</b>	PPT/Lecture		
14.	Revision	PPT/Lecture		
15.	Test/ Viva			
<b>MODULE II</b>				
16.	Life Insurance – Definition – Meaning	PPT/Lecture		
17.	LIC and features	PPT/Lecture		
18.	Classifications of policy	PPT/Lecture		
19.	surrender values-actuaries	PPT/Lecture		
20.	Introduction to actuarial science	PPT/Lecture		
21.	Bonus ,policy conditions	PPT/Lecture		
22.	Application and acceptance	PPT/Lecture	Q & Ans Session	
23.	Annotation	PPT/Lecture		
24.	Procedure of LIC	PPT/Lecture		
25.	Prospectus ,proposal form amd other documents,ageproof,special reports	PPT/Lecture		
26.	Assignment and nominations	PPT/Lecture		
27.	Loans ,surrender,foreclosure	PPT/Lecture		
28.	Policy,maturity,survival benefits	PPT/Lecture		
29.	Payments,death claims	PPT/Lecture	Quiz	
30.	Waiver of evidence of title	PPT/Lecture		
31.	Early claims-claim concessions	PPT/Lecture		
32.	Presumption of death-Accident and disability benefits	PPT/Lecture		
33.	Annotation	PPT/Lecture		
34.	Settlement options	PPT/Lecture		



35.	Seminar	PPT		
36.	Seminar	PPT		
37.	Seminar	PPT		
38.	Seminar	PPT		
39.	Revision	PPT		
40.	Viva /Test			
41.	CIA-1			
<b>MODULE III</b>				
42.	Marine insurance-introduction	PPT/Lecture		
43.	Nature and importance	PPT/Lecture		
44.	Insurance policies	PPT/Lecture		
45.	Annotation	PPT/Lecture		
46.	Marine losses	PPT/Lecture		
47.	Policy conditions	PPT/Lecture	Q & Ans Session	
48.	Clauses in marine insurances	PPT/Lecture		
49.	Payment of claims	PPT/Lecture		
50.	Annotation	PPT/Lecture		
51.	perils covered	PPT/Lecture		
52.	<b>VIVA</b>			
53.	<b>VIVA</b>			
54.	<b>VIVA</b>			
55.	<b>VIVA</b>			
56.	<b>VIVA</b>			
57.	Revision	PPT/Lecture		
58.	Viva / Test			
<b>MODULE IV</b>				
59.	Fire Insurance – Meaning – Definition	PPT/Lecture		
60.	Fire insurance-nature and use	PPT/Lecture		
61.	Contracts-kinds of policies	PPT/Lecture	Video	

62.	Policy conditions-clauses-payment of claims	PPT/Lecture		
63.	Annotation	PPT/Lecture		
64.	Reinsurance –its types	PPT/Lecture		
65.	Misellaneous insurances	PPT/Lecture	quiz	
66.	Health insurances	PPT/Lecture		
67.	Motor insurance-burglary insurance	PPT/Lecture		
68.	Personal accident insurances	PPT/Lecture		
69.	Urban non traditional insurances	PPT/Lecture		
70.	Annotation	PPT/Lecture		
71.	Seminar	PPT		
72.	Seminar	PPT		
73.	Seminar	PPT		
74.	<b>Revision</b>	PPT/Lecture		
75.	Viva/Test			
76.	CIA – II			
<b>MODULE V</b>				
77.	Accounting and finance	PPT/Lecture		
78.	Accounting for insurance business	PPT/Lecture		
79.	Compliance with IRDA Rules	PPT/Lecture		
80.	Taxation	PPT/Lecture	Group discussion	
81.	Annotation	PPT/Lecture		
82.	Investments	PPT/Lecture		
83.	Evaluation of investment	PPT/Lecture		
84.	Cost of capital	PPT/Lecture		
85.	Solvency margin and compliance	PPT/Lecture		
86.	Annotation	PPT/Lecture		
87.	<b>DISCUSSIONS</b>	PPT/Lecture		
88.	<b>VIVA</b>			

89.	Test			
90.	SEMINAR	PPT		

### **INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines**

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	25/06/2017	Briefly explain about LIC and GIC companies in India
2	15/08/2017	Identify various LIC policies offered by the companies and their advantage over the other Insurance companies practically.

### **GROUP ASSIGNMENTS/ACTIVITES – Details & Guidelines**

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
<b>1</b>	26/09/2017	Case studies in General Insurance.

### **References**

Mishra.M.N

- M.N. Mishra, Dr.S.B. Mishra, Insurance – Principles and Practice, Revised Edition- S Chand & Company LTD.
- Abraham M M, Principles of Insurance, Principles of Insurance, Second Edition - Prakash publications-2010.

### **Web resource references:**

[https://www.dphu.org/uploads/attachements/books/books\\_3970\\_0.pdf](https://www.dphu.org/uploads/attachements/books/books_3970_0.pdf)

## COURSE PLAN

PROGRAMME	BCOM TRAVEL AND TOURISM (S/F)	SEMESTER	5
COURSE CODE AND TITLE	15U5CRCOM14 : MODERN BANKING	CREDIT	3
HOURS/SEM	90		
FACULTY NAME	ALEENA VARGHEESE		

### COURSE OBJECTIVES

Demonstrate a comprehension of the principles of banking law and its relationship to banks and customers.

Demonstrate an awareness of law and practice in a banking context.

Engage in critical analysis of the practice of banking from a range of perspectives.

Organize information as it relates to the regulation of banking products and services

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
1.	Banking introduction	Discussion & Presentation	Discussion	
2.	Origin, evolution	Lecture		
3.	Nationalization of banks	Lecture		
4.	Classification of banks	Lecture		
5.	Classification on the basis of location	Lecture		
6.	Classification on the basis of system	Lecture		
7.	Classification on the basis of ownership	Lecturing		
8.	Primary functions of commercial banks	Lecturing& PPT		
9.	secondary functions of commercial banks.	Lecturing& PPT	Notes	
10.	Role of commercial banks in Economic Development	Lecturing		

11.	Credit Creation	Lecturing		
12.	Credit Creation	Lecturing		
13.	recent trends in banking	Lecturing		
14.	Revision			
15.	Viva			
16.	RBI and its functions	Lecturing		
17.	Supervisory and promotional functions of RBI	Lecturing	Seminar	
18.	TEST	Lecturing		
19.	Retail banking	Lecturing		
20.	Types of retail banking	Lecturing		
21.	Types of retail banking	Lecturing		
22.	Housing loan, types,	Lecturing and discussions		
23.	features and cost of housing loan	Lecturing		
24.	Procedure for availing housing loan	Lecturing		
25.	Vehicle loan and personal loan	Lecturing& PPT		
26.	Education loan	Lecturing& PPT		
27.	agricultural loans And its types	Lecturing& PPT		
28.	Different banking rates and the its current rates	Lecturing& PPT		
29.	the concept of interest	Lecturing& PPT		
30.	Types of interest	Lecturing		
31.	EMI	Lecturing	Q & A Session	
32.	Value added services of banks	Lecturing& PPT		
33.	Value added services of banks	Lecturing		
34.	Innovations and reforms in banking	Lecturing		

35.	Social banking	Lecturing		
36.	Micro Finance and Micro Credit –	Lecturing		
37.	Financial Inclusion	Lecturing		
38.	Lead bank scheme	Lecturing		
39.	Reforms in Banking	Lecturing		
40.	Service Area Approach and Village Adoption Scheme	Lecturing		
41.	Technology based innovations	Lecturing		
42.	ATM- its features and advantages,	Lecturing		
43.	Credit card -features, procedures and benefits	Lecturing		
44.	Open discussion on retail banking			
45.	Difference between credit card and debit card	Lecturing		
46.	debit card- features, procedures and benefits	Lecturing		
47.	E- Purse	Lecturing		
48.	Electronic fund transfer (EFT)	Lecturing		
49.	National Electronic Fund Transfer (NEFT)	Lecturing		
50.	Real Time Gross Settlement system (RTGS)	Lecturing and discussions		
51.	Electronic Clearing Scheme (ECS)	Lecturing		
52.	Cheque Truncation System (CTS)	Lecturing		
53.	CIA 1			
54.	Innovative Banking Operations- CORE banking solution	Lecturing		
55.	Mobile Banking – Features, services and Problems	Lecturing		

56.	Tele Banking,	Lecturing		
57.	Hi-tech Banking	Lecturing		
58.	Internet Banking	Lecturing		
59.	Consortium banking, ,	Lecturing		
60.	Multiple Banking	Lecturing		
61.	Off-shore Banking	Lecturing		
62.	Wholesale banking	Lecturing		
63.	Banking sector reforms in India	Lecturing		
64.	Prudential norms on Income recognition	Lecturing		
65.	NPA	Lecturing		
66.	Banking Ombudsman scheme	Lecturing		
67.	Settlement of complaints by banking Ombudsman	Lecturing		
68.	SARFAESI Act	Lecturing		
69.	Capital Adequacy Norms	Lecturing		
70.	Consortium Banking	Lecturing		
71.	Cheque Truncation.	Lecturing		
72.	Banker – Customer relationship general relations	Lecturing& PPT		
73.	Banker – Customer relationship special relations	Lecturing& PPT		
74.	Banker – Customer relationship special relations	Lecturing& PPT		
75.	Banker – Customer relationship special relations obligations	Lecturing& PPT		
76.	Duties of a banker	Lecturing& PPT		
77.	Rights of a Banker	Lecturing& PPT		
78.	Types of accounts- features	Lecturing& PPT		

79.	Know Your Customer (KYC)	Lecturing& PPT		
80.	Closing of Accounts	Lecturing		
81.	Different types of cheques	Lecturing& PPT		
82.	VIVA			
83.	Cheque crossing	Lecturing		
84.	Types of crossing	Lecturing		
85.	Endorsement – Requisites	Lecturing		
86.	Endorsement	Lecturing		
87.	Endorsement	Lecturing		
88.	CIA2			
89.	Revision			
90.	Revision			

### ASSIGNMENTS

	Date Of Completion	Assignment
1	12/7/17	RBI and its functions
2	20/9/17	Short note on recent trends in banking

### BOOKS FOR REFERENCES

1. Banking Theory & Practice – S. N. Maheswary
2. Banking Theory & Practice – Gordon &Natarajan
3. Modern Banking in India – K. C. Sharma
4. Modern Banking in India – O. P. Agarwal
5. Banking – Theory, Law & Practice – Nirmala Prasad &Chandradas
6. Money & Banking: Theory with Indian Banking – T. N. Hajeela



## COURSE PLAN

PROGRAMME	BCOM TRAVEL AND TOURISM (S/F)	SEMESTER	5
COURSE CODE AND TITLE	15U6OCCOM1-FUNDAMENTALS OF ACCOUNTING	CREDIT	3
HOURS/WEEK	4	HOURS/SEM	72
FACULTY NAME	K.T PETER		

<b>COURSE OBJECTIVES</b>
Familiarize the student from various disciplines with the meaning of basic accounting terms and principles
Students practices how to maintain accounts and get an idea about practical application of accounting
Understanding the basic accounting terms, Journal, Ledger, and Trial Balance preparation, and how to prepare final accounts of a sole trading business
After the successful completion of the course the students are expected to understand and manage accounts in a real-life situation

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
<b>MODULE I</b>				
1	Accounting	PPT		
2	Meaning	PPT/Lecture		
3	Objects	PPT/Lecture		
4-6	Concepts and conventions			
7	Double entry	PPT/Lecture		
8-10	Book keeping and accounting	PPT/Lecture		
11-13	Accountancy the language of business world	PPT/Lecture		
14	Principles of double entry	PPT/Lecture		
15-17	Advantages of double entry	Lecture		
18	Viva	Lecture		
19	Revision			
20	Revision			
<b>MODULE II</b>				
CO 2	journal	PPT/Lecture		
CO 2	Rules of debit and credit	CSR		
CO 2	Kinds of accounts	Lecture		
CO 2	Journalizing	Lecture		
CIA-1				
<b>MODULE III</b>				
31-32	Ledger	PPT/Lecture		
33-35	Sub divisions of ledger	PPT/Lecture		
36	Account	PPT/Lecture		
37-38	Form of an account	Lecture		
39-41	Posting of journal	Lecture		

42-43	Balancing of accounts	PPT/Lecture		
44-45	Cash book	PPT/Lecture		
46-49	Simple column, double column	PPT/Lecture		
50	Petty cash book	PPT/Lecture		
<b>MODULE IV</b>				
51	Trial balance	PPT/Lecture		
52-53	Meaning-objectives	PPT/Lecture		
54-60	Summary of accounting entries	PPT/Lecture		
<b>CIA II</b>				
<b>MODULE V</b>				
61-64	Final accounts	PPT/Lecture		
65-66	Trading and profit and loss account	PPPT/Lecture		
67-68	Balance sheet	PPT/Lecture		
69-72	problems	PPT/Lecture		

### **INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines**

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	15/09/2017	Problems on final Accounts

### **References**

- Advanced Accountancy- R L Gupta and M Radhaswamy.
- Advanced Accounting - S P Iyengar.
- Advanced Accountancy P C Tulsian.
- Elements of Book Keeping and Accounts M C K Nambiar
- Advanced Accounting, M.C.Sukla and T.S.Grewal.

## COURSE PLAN

PROGRAMME	BCOM TRAVEL AND TOURISM (S/F)	SEMESTER	5
COURSE CODE AND TITLE	<b>TRAVEL AND TOURISM INFRASTRUCTURE 15U6OPCTT3</b>	CREDIT	3
HOURS/WEEK	5	HOURS/SEM	90
FACULTY NAME	DR.RADHIKA.P.C		

<b>COURSE OBJECTIVES</b>
Understand the concept of travel intermediaries.
Distinguish between the travel agency and tour operation business and their features and characteristics- advantages and Disadvantages
Understand the functions of travel agency and tour operators.
Describe the procedures required for setting up a travel agency.
Understand types of journey, the cargo handling procedure, the Ticketing procedure and the GDS.
Determine Time Zones and flying time calculation.
Explain Travel formalities and regulations in international travel.
Analyse the importance of tourism Infrastructure and the role of Government in improving and preserving tourism infrastructure.

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
<b>MODULE I</b>				
1	Introduction to travel industry	Lecturing and discussion		
2	concept of Travel, travel agency	PPT/Lecture		
3	Concept of travel agency- meaning definition	PPT/Lecture		
4	Concept of tour operation business	PPT/Lecture	e-resource	
5	History- meaning- definition of travel from the perspective of tourism-	PPT/Lecture		

6	Types of travel- travel and excursion	PPT/Lecture	e--resource	
7	Travel agency- meaning & definition-	PPT/Lecture		
8	Importance of travel agency-Its Role	Lecture/Discussion		
9	Types of travel agency	Lecture/PPT		
10	National and international classification of travel agency	Lecture/PPT		
11	role of travel agency in promoting tourism	Lecture/Discussion		
12	role of tour operator in promoting tourism	Lecture/Discussion		
13	Tour operators- definition & nature	Lecture		
14	Characteristic features of tour-operating business	Lecture & Discussion		
15	Role of tour operators in the growth of tourism industry	Lecture	e-resources	
<b>MODULE II</b>				
16	Functions of travel agency-travel information and counselling-documentation,	PPT/Lecture		
17	Handling business and non-business clients.	PPT/Lecture		
18	Functions of tour operators- The tour operating business	PPT/Lecture		
19	Functions of tour operators formulations of tour packages	PPT/Lecture		
20	Dissemination of information on destinations costing and pricing	Lecture	Video	
21	Setting up travel agency	Lecture		
22	Steps to be followed	Lecture		

23	Feasibility test and market analysis	Lecture		
24	Components of feasibility analysis	PPT/Lecture		
25	Approval of travel agency by the department of tourism -Steps to be followed	PPT/Lecture		
26	-Do-	PPT/Lecture		
27	Approval of travel agency by IATA - Steps to be followed	PPT/Lecture		
28	Benefits of IATA approval to travel agency	PPT/Lecture		
29	Fiscal incentives to travel agency	Lecture		
30	Non-fiscal incentives to travel agency	ppt& discussion		
31	Travel agencies in India	PPT/Lecture	e-resource & video	
32	Tour operators in India	PPT/Lecture	e-resource & video	
33	Revision	Lecture/Discussion		
34	-Revision-	Lecture/Discussion		
35	CIA-1	test		
<b>MODULE III</b>				
36	Ticketing- meaning- definition	PPT/Lecture		
37	Importance of ticketing in tourism industry-	PPT/Lecture		
38	Ticketing procedure	PPT/Lecture		
39	Types of Journey-One Way [OW], Return Trip [RT], Circle Trip [CT]	PPT/Lecture		
40	Open-Jaw trip- types	PPT/Lecture		

41	Mixed- class journey-Types of airfares- Special fares	PPT/Lecture		
42	IATA geographical areas	PPT/Lecture	e-resource	
43	Domestic ticketing procedure	PPT/Lecture		
44	Time Zones- GMT	PPT/Lecture		
45	Calculation of time difference	problem solving		
46	Calculation of time difference	problem solving		
47	Calculation of time difference	problem solving		
48	Flying time calculation	problem solving		
49	Flying time calculation	problem solving		
50	Flying time calculation	problem solving		
51	Flying time calculation	problem solving		
52	Global indicators- examples	PPT/Lecture		
53	Revision-	Lecture/Discussion		
54	-Revision-	Lecture/Discussion		
55	-Revision-	Lecture/Discussion		
<b>MODULE IV</b>				
56	Travel formalities and regulations-	PPT/Lecture		
57	Travel formalities-concept- meaning and scope	PPT/Lecture		
58	Issues of passports, visa, foreign exchange etc	PPT/Lecture	Group Discussion	

59	Passport- importance & steps to be followed	PPT/Lecture		
60	Types of passport	PPT/Lecture	e-resource	
61	VISA- importance & types	PPT/Lecture		
62	E-visa & Schengen Visa	PPT/Lecture		
63	Health certificates needed	PPT/Lecture		
64	customs and immigrations clearance procedures	PPT/Lecture		
65	Types of customs channels	PPT/Lecture		
66	Air cargo documentation	PPT/Lecture		
67	Domestic and international rate of air cargo documentation	viva		
68	departure and arrival formalities	PPT/Lecture	Group Discussion	
69	Nature of cargo- Cargo handling procedures	PPT/Lecture		
70	security of cargo and its clearance	PPT/Lecture		
71	Global distribution system- GDS & types	PPT/Lecture	e-resource	
72	Types of GDS & its role	PPT/Lecture		
73	Information technology and travel formalities	PPT/Lecture		
74	Revision	Discussion		
75	Revision	Discussion		
<b>MODULE V</b>				
76	Tourism Infrastructure- meaning and scope of tourism infrastructure	PPT/Lecture		
77	Transportation- Role & types	PPT/Lecture		
78	Role of Indian railways-luxury and toy trains	PPT/Lecture		

79	Accommodation and other amenities- Role & types	PPT/Lecture		
80	Relationship between tourism infrastructure and the arrival of the international tourists,	PPT/Lecture		
81	Role of Government in improving and preserving tourism infrastructure	PPT/Lecture		
82	national policy of the Government for promoting infrastructural facilities	PPT/Lecture		
83	Revision	PPT/Lecture		
84	Revision	PPT/Lecture		
85	<b>CIA-II</b>			
86	Revision			
87	Discussion of Previous year question papers			
88	Discussion of Previous year question papers			
89	Question Paper discussion			
90	Revision			

#### **INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines**

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	18/07/2017	Types of travel agencies with examples
2	19/08/2017	The travel formalities needed for tourists visiting India

#### **GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines**

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	19/09/2017	Importance of tourism infrastructure(Group Discussion)

#### **References**

- Mohinder Chand(2002),”*Travel Agency Management- An Introduction Text*” Anmol Publications Pvt. Ltd, New Delhi.



- JegmohanNegi(1997),” *Travel Agency and Tour Operation*”, Kanishka, New Delhi
- Chand.M.(2007),‘*Management of Travel Agency and Tour Operation*’, 2nd Revised edition, Anmol, New Delhi
- Victor,T.C., ‘*Marketing & Selling of Airline products*’, 2004, England.
- CFTAA-IATA- Ticketing Study Material.

**Web resource references:**

- <https://www.passportindia.gov.in/>
- <https://indianvisaonline.gov.in/>
- <https://www.cbic.gov.in/hdocs-cbec/customs>