

SESSION 2023-24

ODD SEMESTER

LESSON PLAN

NAME OF TEACHER: Dr. Naveen Kumar

CLASS: BTM-1<sup>ST</sup> (sem-1)

DEPARTMENT: TOURISM MANAGEMENT,

SUBJECT NAME: Introduction to Tourism (B23-TMG-101)

Week 1	<b>Basic Concept and Terminology used in Tourism</b> Tourism, tourist, visitors, traveler, excursionist as per UNWTO classification and Ministry of Tourism, Govt. of India.
Week2	<b>Basic Concept and Terminology used in Tourism</b> Tourism, tourist, visitors, traveler, excursionist as per UNWTO classification and Ministry of Tourism, Govt. of India.
Week3	Impacts of Tourism (Economic, Socio-cultural and Environmental)
Week 4	Impacts of Tourism (Economic, Socio-cultural and Environmental)
Week 5	Approaches to study tourism
Week 6	Travel Agency and Tour Operators – Meaning and Types.
Week 7	Linkages in Tourism Industry
Week 8	Push and Pull factors in Tourism.
Week9	Attractions: Types and their significance for tourism
Week 10	Transportation: Types and their significance for tourism
Week 11	Accommodation: Types and their significance for tourism
Week 12	Characteristics of tourism and hospitality services- Perishability, Variability
Week 13	Characteristics of tourism and hospitality services-Inseparability, Intangibility, Seasonality.
Week 14	Vertical, Horizontal and Diagonal Integration in Tourism.
Week 15	Vertical, Horizontal and Diagonal Integration in Tourism
Week 16	Revision
Week 17	Problems and Suggestions and also Discussions of Short Questions and Answering.
Week 18	Presentation
Week 19	Presentations and Class Test

**SESSION 2023-24****ODD SEMESTER****LESSON PLAN****NAME OF TEACHER: Dr. Naveen Kumar****CLASS: BTM-2<sup>nd</sup> 3<sup>rd</sup> Sem****DEPARTMENT OF TOURISM MANAGEMENT,****SUBJECT NAME: HRM in Tourism (BTM-304)**

Week 1	Human Resource- Concept, meaning and definition; Importance of HR in tourism industry
Week2	Concept of employee life cycle
Week3	approaches to managing HRs in hotels
Week 4	emerging role of HR manager in tourism sector
Week 5	Human Resource planning- meaning, process
Week 6	factors and need for HRs planning
Week 7	Job analysis- meaning, types, proposes and uses
Week 8	job description of major positions in a travel agency and tour operation.
Week9	Recruitment -meaning, process, methods of Recruitment in tourism industry
Week 10	Selection procedure-essentials and steps in selection process
Week 11	Interview- meaning, and types.
Week 12	Employee promotion, transfer and separation- meaning, purpose, and types
Week 13	Employee Training and development- need, importance
Week 14	Employee Training and development- methods of in tourism industry.
Week 15	Performance appraisal- need & importance and techniques
Week 16	Performance appraisal- need & importance and techniques
Week 17	Revision
Week 18	Presentations
Week 19	Presentation and Class Test.

**SESSION 2023-24**

**ODD SEMESTER**

**LESSON PLAN**

**NAME OF TEACHER:** Dr. Naveen Kumar

**CLASS:** BTM-3rd (sem-5<sup>th</sup>)

**DEPARTMENT OF TOURISM MANAGEMENT,**

**SUBJECT NAME:** Accounting for Tourism (BTM-503)

Week 1	Introduction to accounting: Nature; Definition; accounting cycle
Week2	Accounting: uses; functions and types of accounting.
Week3	Accounting principles conventions and concepts
Week 4	Accounting principles conventions and concepts
Week 5	Double entry system of accounting
Week 6	Cardinal rules of debit and credit
Week 7	preparation of journals and other subsidiary books
Week 8	preparation of ledger accounts
Week9	preparation of trail balance
Week 10	Final accounts: need and importance in tourism business
Week 11	Preparation of Business Income Statement and Balance sheet.
Week 12	Preparation of Business Income Statement and Balance sheet.
Week 13	Interpretation of Business Income Statement and Balance Sheet of Travel Agencies with the help of ratio Analysis.
Week 14	Interpretation of Business Income Statement and Balance Sheet of Travel Agencies with the help of ratio Analysis
Week 15	Interpretation of Business Income Statement and Balance Sheet of Travel Agencies with the help of ratio Analysis
Week 16	Interpretation of Business Income Statement and Balance Sheet of Travel Agencies with the help of ratio Analysis
Week 17	Revision
Week 18	Presentation
Week 19	Class Test and Assignments Submissions.

SESSION 2023-24

ODD SEMESTER

LESSON PLAN

**NAME OF TEACHER:** Dr. Naveen Kumar

**CLASS:** BBA and BA Geog (Hons.)-1st (sem-1st)

**DEPARTMENT OF TOURISM MANAGEMENT,**

**SUBJECT NAME:** Basic of Tourism (TM-MDC-101)

Week 1	Concept of tourism; Meaning and scope
Week2	Concept of tourism; Meaning and scope
Week3	Tourism terminology; Tourist, Visitor, Excursionist, Transit, Tourism product, Destination.
Week 4	Tourism Resources-Natural
Week 5	Tourism Resources-Cultural
Week 6	Type and characteristics of Tourism
Week 7	Type and characteristics of Tourism
Week 8	Motivation in Tourism (Push & Pull)
Week9	Motivation in Tourism (Push & Pull)
Week 10	Transportation: Type
Week 11	Accommodation; Type
Week 12	Travel Agency and Tour operator Types
Week 13	Case study of Golden triangle of India- Delhi
Week 14	Case study of Golden triangle of India- Delhi
Week 15	Case study of Golden triangle of India- Agra
Week 16	Case study of Golden triangle of India-Jaipur
Week 17	Revision
Week 18	Presentations.
Week 19	Presentations and Class Test.

**SESSION 2023-24**

**ODD SEMESTER**

**LESSON PLAN**

**NAME OF TEACHER: Dr. Naveen Kumar**

**CLASS: BTM (sem-3rd)**

**DEPARTMENT OF TOURISM MANAGEMENT,**

**SUBJECT NAME: Field Trip Report**

<p>Week 1-19</p>	<p>Preparation of Field Trip Report</p> <p>To know how to select a destination to visit followed by preparation of a report on tourism status on visited at a destination and to guide how to appear for Viva-Voce for the same.</p> <ol style="list-style-type: none"><li>1. A field trip shall be conducted to cover any tourism destination of adjacent areas.</li><li>2. This is to supplement the learning for Tourism. After completion of field trip the students shall submit a field trip report for about 50 pages.</li><li>3. The Field Trip Report will be submitted in the form specified as under:<ol style="list-style-type: none"><li>a. The typing should be done on both sides of the paper (instead of single side printing).</li><li>b. The font size should be 12 with Times New Roman font.</li><li>c. The Report may be typed in 1.5 line spacing.</li><li>d. The paper should be A-4 size.</li></ol></li></ol>
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