

Institute of Vocational Studies

Prospectus 2020-2021

H.P. University
(NAAC ACCREDITED "A" GRADE UNIVERSITY)
Summer Hill
Shimla- 171005

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 2020-21.

In the last few decades, Tourism and Hospitality has emerged as one of the leading industries in the world. An astounding number of 1.5 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 field 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)

Institute of Vocational Studies

The Tourism Program started in H.P. University in 1992. The program was introduced keeping in view the growing importance of Tourism business for the country. The flourishing of tourism in the country created a sudden demand for tourism professionals to serve 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 post graduate degree in tourism. Himachal Pradesh University was among one of the first University in the country to start a Master in Tourism Degree. The Course includes papers on Tourism and Management with foreign language instruction, field trip to some Indian tourism destinations, and hands-on-work experience in Tourism, provided through a 6 months internship with any tourism organization. To deliver specialized lectures on tourism, faculty from other universities and expert professionals from the trade are invited from time to time. The course curriculum is strictly per UGC regulation and orients the students in accordance with requirements of the trade.

Since 1999 the Institute of Vocational Studies is an autonomous Institute under the Faculty of Commerce and Management. The Institute has been on a continuous steady path of growth and enrichment and has become very popular in the country and even abroad, on account of its excellent placements, now with several known tourism companies being headed by our own Tourism alumni. The Institute offers the following programs.

1. Master in Tourism and Travel Management – (MTTM)-2 Years
2. Five Years Integrated Course in Tourism and Travel Management- (FYICTTM)- 3+2 years
3. Bachelor of Hotel Management (BHM)-3 Years
4. PhD. Tourism

Mission

The Institute has a mission of becoming one of the outstanding Academic Institution imparting professional Tourism and Hospitality knowledge and being a major source of gearing Tourism professionals to serve in the Industry.

Through dedicated teaching, training, projects and developing a resource base on tourism, the Department aims to make Tourism education a technical and employment-oriented field of study

Objectives

The main objective of Institute and the programs it offers is to strive for total professionalization of human resources engaged in the business of tourism. Its research programme is oriented towards developing knowledge and expertise through practical application and theoretical knowledge shared in close cooperation between the students and the Industry. The other objectives are highlighted as below.

1. To mould Tourism and Hospitality Professionals ideally suitable for serving in all fields of the Tourism Industry by way of running academic programs.
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 as well through delivery of the quality product and services.
3. To assist 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 base 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 for developing 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. The meshing of the requirements of challenges posed by far reaching changes, sophisticated intense competition with the growing variety of career opportunities in the field of tourism and travel, forms the educational framework of the course offered by the institute

Achievements

The Institute has regularly organized several International and national Conferences and workshops. Every year in September the Department organizes weekly celebrations to commemorate the World Tourism Day on 27th September. The Department has started its own International Research Journal 'Tourism Development Journal', published annually. The faculty of the department has been regularly visiting in India and abroad for Conferences and for teaching assignments. The Department has also secured the Special Assistance Program Grant from the UGC.

Highlights

1. **Placements:** The Institute aims at ensuring 100 % placement every year. Most students are placed at the time of internship-cum-placement interviews. Till date our professionals have secured positions in well known organizations like, SITA, Thomas Cook, Cox and Kings, Orbit, Orange, Makemytrip, etc. Students are placed in Travel Companies, Hotels, Destination Management Companies and the Meetings and Convention Industry. Several students have become entrepreneurs in Tourism and Hospitality and are managing successful businesses.
2. **Leadership Development Camp:** An important component of the Tourism Program is the Leadership Development Camp, in which students are sent on 10 days camp that includes training and orientation in leadership skills and adventure activities. The camp allows exposure

to tough situations in which the students mould both survival and management skills that are necessary for Tourism professionals

3. **Industrial Training:** The students of both the Tourism and Hotel Management Programs undergo industrial training in various travel and hospitality organizations. The training is imparted near the last semester of the course programs so that the students can use their academic learning with hands on experience in trade related tasks. The training period provides a valuable experience and stepping stone to a smooth entry into the professional life.

4. **Tourism Week Celebrations:** World Tourism Day is celebrated on 27th September every year. The weeklong celebrations during the Tourism week of the Institute include a number of activities organized by the Institute, like, Heritage Walk, Tourism Awareness Program, Tree Plantation, Tourism Quiz. other competitions and Cultural festivities. All activities are organized by the students as part of Event Management as well.

Faculty Profile

1. Prof. Sonia Khan – Director
2. Prof. S.P. Bansal (On Leave)
3. Prof. Sushma Rewal Chugh
4. Prof. Chander Mohan Parsheera
5. Dr. Nitin Vyas – Assistant Professor

Non Teaching Staff

1. Mr Gian Chand - Superintendent
2. Ms Chhaya Thakur - Clerk
3. Mr. Chaman Lal - Peon

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1. Master of Tourism and Travel Management (MTTM)

No. of Seats : 50 Seats Total (25 Subsidized, 25 Non Subsidized) 2 additional seats reserved for Supernumerary for In-service candidates, 2 Seats reserved for Single Girl Child, 3 Seats reserved for wards of University employees under self financing scheme. 2 seats reserved for Kashmiri migrants

Eligibility: Bachelor degree (in any discipline) of a University establishment by law in India with 50 marks (45% in case of Scheduled Caste and Scheduled Tribe candidates). Students appearing in the final examination in 2020 shall be allowed to appear in the entrance test but their final admission will be subject to satisfying the eligibility condition.

Age Limit: Except for Non Subsidized Candidates / students and serving personnel, maximum age limit – 26 years for boys, 28 years for girls as on July 1, of the year concerned. For Scheduled Caste (SC) and Scheduled Tribe (ST) candidates upper age limit is 29 years for both boys and girls.

Provided however that the Vice Chancellor shall have the power to permit age relaxation for reasons to be recorded in writing, upto a maximum of 6 months.

Admission Process to MTTM includes the following

- a). Written Test – 50 marks Objective Type with multiple choice questions, based on general knowledge, English, Reasoning, Tourism and Data Interpretation
- b). Group Discussion – 10 marks
- c). Personal Interview – 10 marks
- d). Application rating/ Past academic record= 30 Marks : (10 marks each for Matric, Plus Two and Graduation, on the basis of percentage secured in the examination)

Total= 100 marks

Note: The written 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

Admission to all courses except non-subsidized seats shall be subject 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 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% seats shall be reserved for outstanding sports men/women.

b). 5% seats shall be reserved for students with outstanding cultural activities

c). 3% of the seats shall be reserved for physically handicapped candidates (subject to roster)

d. Provided, however that the minimum eligibility for admission to a course is met, in case of SC/ST will be 5% lower than eligibility conditions for other students. And that the candidate has appeared for entrance and has qualified the entrance.

e. Provided further that in addition two supernumerary seats shall be reserved for outstanding in-service personnel in the tourism sector. The organizations eligible for sponsoring such candidates will be Airlines, Government/Semi Government Tourism Promotion corporations, Travel Agencies registered with the appropriate authorities and hospitality establishments etc. However the decision of the department council shall be final in this regard.

f). Two seats will be reserved 'single girl child' candidate and 3 seats are reserved for wards of University employees under self-financing scheme and two for Kashmiri migrants.

f. The candidates to be admitted against the supernumerary seats should have their "No Objection Certificate" from the organization and must have

completed a minimum of three years service. The candidates applying for two supernumerary seats would have to appear in competitive admission process and will be required to compete amongst themselves.

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

Admission Fee

a). On Admission In Rupees

1. Caution Fee (Refundable)	300.00
2. Admission Fee	150.00
3. Library Security (Refundable)	300.00

b). Annual Charges

1. Continuation Fee	100.00
2. Sports Fee	100.00
3. Medical Fee	50.00
4. Holiday Home Fee	20.00
5. Students' Aide Fee	50.00
6. Youth Welfare Fee	50.00
7. Identity Card Fee	50.00
8. Magazine Fee	50.00
9. Cultural Activity Fund	50.00
10. Development Fund	500.00

c). Monthly Charges

1. Tuition Fee chargeable for 12 months	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 notification (if any).

B. Fee for Non Subsidized seats.

The candidate admitted under the scheme shall be charged a consolidated training fee of Rs 50,000/- per annum in the concerned year, in addition to the fee of subsidized students. The candidate has the option to deposit the entire fee (for two years) in one installment at the time of admission. The dues have to be deposited online at the time of admission to the first and third semester. The fee will not cover (i) boarding lodging, medical, travel and other expenses..

The ward of employees will be given rebates of 50% under Non Subsidized category.

Note: Non Subsidized Fee once deposited shall NOT be refunded or Adjusted for any other course (or for changing from Non subsidized seat to subsidized within the same course).

2. Five Years Integrated Course in Tourism and Travel Management (FYICTTM)

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 semesters.

The First Part of the Five Years Course in Tourism & Travel Management will comprise three years of undergraduate study, after which a Bachelor Degree in Business Administration (Tourism & Travel), (BBA Tourism & Travel) will be awarded.

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

Intake in FYICTTM (Five Year Integrated Course in Tourism and Travel Management)

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, two seats

will be reserved 'Single girl child' candidate and 3 seats are reserved for wards of University employees under self-financing scheme and two for Kashmiri migrants.

FYICTTM Fee Structure

Candidates 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/-) = Rs 50, 000/- Fee once deposited shall not be refunded.

In addition Admission Fee and Annual and Monthly charges will also be charged.

Note: Non Subsidized Fee once deposited shall NOT be refunded or Adjusted for any other course (or for changing from Non subsidized seat to subsidized within the same course).

Age Limit for FYICTTM

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 raised 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 norms for subsidized seats. 15% and 7.5.% seats 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% seats shall be reserved for outstanding sports persons.

- b) 5% seats shall be reserved for outstanding cultural activists.
- c) 3% seats shall be reserved for physically handicapped candidates.

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

3. Three Years Course of Bachelor in Hotel Management (BHM)

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.

Number of Seats. 40 Seats

Note: BHM will be run purely on self financing basis. There will not be any reservations in the Self Financing category.

Age Limit for 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 raised 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.

BHM Fee Structure

Candidates shall be required to pay an annual consolidated **fee of Rs. 50,000/- tuition fees plus Rs. 10,000/- practical fees per annum.** In addition Admission Fee and Annual and Monthly charges will also be charged. Fee once deposited shall not be refunded. The following admission and annual charges (as applicable to the University students of other Departments) will also be deposited in the University account by the student at the time of admission in both the courses. The examination fee will be charged extra as applicable.

a)	On Admission	in Rupees
1.	Caution Fee	300.00

	(Refundable)	
2.	Admission Fee	150.00
3.	Library Security	300.00
	(Refundable)	
b)	Annual Charges	
1.	Continuation Fee	100.00
2.	Sports Fee	100.00
3.	Medical Fee	50.00
4.	Holiday Home Fee	20.00
5.	Students' Aid Fund	50.00
6.	Youth Welfare Fee	50.00
7.	Identity Card Fee	50.00
8.	Magazine Fee	50.00
9.	Cultural Activity Fund	50.00
10.	Development Fund	500.00
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).

Eligibility for admission to BHM

The students passing 10+2 in any stream from any recognized Institution/Board with at least 50% marks (45% in case of SC/ST) will be eligible for admission to this course. The maximum age limit for the course is 22 years on 1st July of the year concerned. In case of scheduled caste/tribe, the upper age limit will be raised by three years.

Criteria for admission to BHM

The criteria for admission to BHM will be on the basis of 10+2 merit. It will be followed by Group Discussion and Personal Interview (subject to number of applications received).

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 anything/content in this handbook of information, the students will have to abide by the provisions of the HPU Act, statutes, ordinances, rules and regulations as may be framed and amended from time to time.)

Residential facilities

The hostels of the University accommodate some students on the basis of merit, depending upon the number of vacancies in the hostel. The residential arrangement for the rest is the responsibility of candidates themselves.

Entrance Test/Admission Schedule 2020-21

Five Year Integrated Course in Tourism and Travel Management

Last Date of Receiving Application Forms	30 th May, 2020
Date of Entrance	To Be Announced
Date of Declaration of Result	To Be Announced
Date of GD/Interview	To Be Announced
Date of Declaration of Final Result	To Be Announced
Starting of teaching Classes	To Be Announced

Master in Tourism and Travel Management

Last Date of Receiving Application Forms	30 th May, 2020
Date of Entrance	To Be Announced
Date of Declaration of Result	To Be Announced
Date of GD/Interview	To Be Announced
Date of Declaration of Final Result	To Be Announced
Starting of teaching Classes	To Be Announced

Bachelor in Hotel Management

Last Date of Receiving Application Forms	30 th May, 2020
Date of Counseling	To Be Announced
Date of Declaration of Result	To Be Announced

Note: After the declaration of Final Result the next Waiting List will be displayed. 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.

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 20-25 KB.
- Photo format should be JPEG/JPG only.

- **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 20 – 25 KB.
- Scanned signature format should be JPEG/JPG only.
- **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 20-25 KB.
- Scanned signature format should be PDF only.

2- 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 100 KB.
- Scanned signature format should be PDF--- only.

Create an email account if you already don't have one.

3- 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.

4- 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 form has following subsequent information
 - a) Personal Information
 - b) Education and Document Details
 - c) Application Summary
 - d) Payment
 - e) Submit Reference number and print 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 advised to note the same.
7. The unique Registration number along with password will be sent 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.

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) Click on the Submit button to get the form finally submitted.

Note: Before proceeding further please make sure that the fields are filled in correctly in the confirmation screen before clicking the submit button

Important Phone Numbers

1. **Hon'ble Vice Chancellor Office – 2831363**
2. **Dean of Studies – 2830922**
3. **Dean of Students Welfare – 2830926**
4. **Registrar – 2830912**
5. **Finance Officer 2830913**
6. **Controller of Examination - 283351**