



**OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH**

**The syllabi of the  
Skill Enhancement Courses for the B.A./B.Sc./B.Com. Programmes in CBCS  
(For All Subjects of all Streams including both Honours and Non Honours)**

*(Approved by the Hon'ble Vice-Chancellor, Dibrugarh University under report to  
the Under Graduate Board, Dibrugarh University)*

*Reference: Notification issued vide No. DU/DR-A/8-1/21/002, dated 01.01.2021*

This Notification contains the syllabi of:

- **Tourism and Travel Management**

**Subject: TOURISM AND TRAVEL MANAGEMENT**

Course Code	Title	Type	Marks		
			I.A.	End Sem.	Total
SEC-I	Fundamentals of Tourism	Theory	10	40	50
SEC-II	Skill Development for Tourism Management	Theory	10	40	50

**Course Title: Fundamentals of Tourism**

**Course Code: SEC-I (3<sup>rd</sup> or 5<sup>th</sup> Semester)**

**Total Marks: 50 (10 for Internal Assessment & 40 for End Semester Examination)**

**Credit offered: 2**

Unit I	Basic Concepts of Tourism: Meaning and Significance of Tourism, Types of Tourism, Characteristics and Types, Tourism Products, Tourism Planning, Dynamics and Growth of Tourism Tourism Demand, Types, Indicators	Marks 15 Classes 8
Unit II	Tour Operator and Travel Agent Service: Definition and Scope, Functions of Travel Agent, The Travel Market, Functions of Travel Agency, Procedure of getting IATA Certificate, Types of tour. Accommodation and types	Marks 15 Classes 8

Unit III	Sustainable Tourism Forces promoting Sustainable Tourism, Economic Forces which resist Sustainable Tourism, Principles of Sustainable Tourism-Carrying Capacity,	Marks 10 Classes 8
Unit IV	The Environmental Impact of Tourism, Basic Properties of Ecology – Definition of Ecology, Environment and Ecosystem, Tourism Activities and their Linkages to Ecology and Environment	Marks 10 Classes 8
	Internal Assessment Mark as per rules of the Dibrugarh University	Marks 10

#### Suggested Readings

- Bhatia, A. K.: Tourism, Principles and Practices, Sterling Publications
- Inskeep E: Tourism Planning – An Integrated and Sustainable Development Approach

### **Course Title: Skill Development for Tourism Management**

#### **Course Code: SEC-II (4<sup>th</sup> or 6<sup>th</sup> Semester)**

**Total Marks: 50 (10 for Internal Assessment & 40 for End Semester Examination)**

**Credit offered: 2**

Unit I	Communication Process Importance of Communication, Process of Communication, Methods of Communication: Verbal, Written, Body Language, Barriers to Communication, How to Overcome Barriers to Communication	Marks 15 Classes 8
Unit II	Communication Media and Modes Media and Modes, Conventional Modes – Mail, Courier, Telex, Electronic Communication – Telephone, Cellular Phones, Fax, Email, Tele Conferencing, Internet, Use of Computers for Communication,	Marks 15 Classes 8
Unit III	Written Communication Letter – Job Applications, Personal Letters, Enquiries and Replies, Orders and Replies, Complaints and Claims, Sales Letters, Credit Letters and Status Enquiries, Collection Letters	Marks 10 Classes 8
Unit IV	Verbal Communication Speeches and Presentations – Making a Presentation, Preparing the Text, Using Visual Aids, Dialogue Skills, Feedback Skills.	Marks 10 Classes 8
	Internal Assessment Mark as per rules of the Dibrugarh University	Marks 10

**SKILL ENHANCEMENT COURSE**

**SUBJECT: TEACHING IN ELEMENTARY LEVEL**

**CREDIT: 02**

**[MARKS: 50 (IN-SEMESTER: 10; END-SEMESTER: 40)]**

Course Code	Title	Type	Marks		
			I.A.	End Sem.	Total
SEC-I	Basics of Teaching in Elementary Level	Theory	10	40	50
SEC-II	Aspects of Teaching-Learning Process	Theory	10	40	50

**COURSE CODE: SEC-I**

**COURSE TITLE: BASICS OF TEACHING IN ELEMENTARY LEVEL**

**TOTAL MARKS: 50 (IN-SEMESTER: 10; END-SEMESTER: 40)**

**Course Content:**

Unit	Content	Marks	L	P	T
I	<b>Concept of Elementary Education in India &amp; Assam</b> 1.1 Concepts of Elementary Education. Constitutional provisions of Elementary education in India 1.2 Recent Developments: Central & State sponsored scheme.	10	2 4		01
II	<b>Human Growth &amp; Development Stages.</b> 2.1 Concepts Human Growth & Development 2.2 Characteristics of Childhood & Adolescence. 2.3 Behavioural Taxonomy (cognitive, affective, psycho-motor domain)	10	2 3 4		01
III	<b>Curricular &amp; Co-curricular activities :</b> 3.1 Concepts of Curricular & Co-curricular activities. 3.2 Organization of Curricular & Co-curricular activities.	10	2 3		01

IV	<b>Examination &amp; Evaluation.</b> 1.1 Concepts & Needs of Examination & Evaluation. 1.2 Tools of Evaluation, Continuous & Comprehensive Evaluation.	10	2 4		01
<b>Total</b>		<b>40</b>	<b>26</b>		<b>4</b>

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**Course Code: SEC-II**  
**Course Title: Aspects of Teaching Learning Process**  
**TOTAL MARKS: 50 (IN-SEMESTER: 10; END-SEMESTER: 40)**

**Course Content:**

Unit	Content	Marks	L	P	T
I	<b>Teaching-Learning Process.</b> 1.1 Concept and nature of Teaching –Learning Process.  1.2 Maxims of teaching.  1.3 Learner centred approaches, Learning by doing, Joyful learning, Play way method.	10	1  2  4		01
II	<b>Lesson Plan and Audio-Visual Aids.</b> 2.1 Concept and Types of Lesson Plan 2.2 Characteristics of good Lesson Plan. 2.3 Meaning, Nature Needs and Types of Audio-Visual Aids.	10	1 2 3		01
III	<b>Organization and Management of Elementary School.</b> 3.1 Concept of Management and Organization of school. 3.2 Qualities, Duties and Responsibilities of Teacher and Head.	10	2  3		01