

**CURRICULUM
FOR
FIRST SEMESTER OF
THREE-YEAR
DIPLOMA COURSES IN
POLYTECHNICS
OF
UNION TERRITORY OF
JAMMU AND KASHMIR**

CURRICULUM

FOR

FIRST SEMESTER

DIPLOMA IN

TOURISM AND HOSPITALITY

ADMINISTRATION

(TH)

SUBJECT SCHEME

Course code	Subjects	Time in Hours				Credits			
		Theory	Tutorial	Practical	Total	Theory	Tutorial	Practical	Total
HS 101	Language and Communication Skill	3			3	3	0		3
TH 101	Basics of Tourism	3			3	3			3
TH 102	Basics of Tourism Lab			2	2			1	1
TH 103	Personality Development	3			3	3			3
TH 104	Personality development Lab			2				1	1
TH 105	Indian History	4			4	4			4
TH 106	Indian History Lab			2	2			1	1
TH 107	Geography of Tourism	4			4	4			4
TH 108	Geography of Tourism Lab			2	2			1	1
TH 109	Basics of information Technology			4	4			2	2
HS 109	Language and Communication Skill Lab			2	2			1	1
HS 110	Self Learning/Life Skills	2			2	2			2
	Total	19		14	33	19		7	26

PROGRAM : THREE YEARS DIPLOMA PROGRAM IN TOURISM AND HOSPITAL ADMINISTRATION

Course Code : HS 101

Course Title: Language and Communication skills

Semester : 1st

Credits: 3

Periods per week: 3 (L:3 T:0 P:0)

Course Objectives: This course is designed to introduce students to various kinds of technical and professional communication. During the course, you will become familiar with technical communication, receive feedback from and provide feedback to others on writing drafts and revisions, discover the role good listening, speaking, reading, and writing skills plays in effective technical communication. The students will learn and experience ways to communicate effectively, particularly audience awareness and communication through technology and also learn ways to groom their personality. The students will find these vignettes beneficial for keeping and honing learning skills in their interpersonal communication as well as communication at work place, and dispose them of wallowing in unhappy isolation. Above all, it will develop requisite skills among the students which in turn will enhance the employability of students. We hope the students will enjoy it with facility and felicity

Prior learning requirements: NIL

COURSE CONTENT

UNIT 1: COMMUNICATION: THEORY AND PRACTICE (12 Hours)

- Basics of communication: Introduction, meaning and definition, process of communication etc.
- Types of communication: formal and informal, verbal, non-verbal and written. Barriers to effective communication.
- 7 C's for effective communication (considerate, concrete, concise, clear, complete, correct, courteous).
- Art of Effective communication,
 - Choosing words
 - Voice o Modulation o Clarity
 - Time
 - Simplification of words
- Technical Communication

UNIT 2: SOFT SKILLS FOR PROFESSIONAL EXCELLENCE (12Hours)

- Introduction: Soft Skills and Hard Skills.
- Importance of soft skills.
- Important types of soft skills : Interview skills, Presentation skills, Group Discussion
- Life skills: Self-awareness and Self-analysis, adaptability, resilience, emotional intelligence and empathy etc.
- Case Studies

UNIT 3: READING COMPREHENSION

(12 Hours)

Comprehension, vocabulary enhancement, and grammar exercises based on reading of the following texts:

Section-1

Malgudi Days: R.K. Narayan
The Room on Roof: Ruskin Bond
"The Gift of the Magi" by O. Henry "
The Cock –fight by Amin Kamil

Section-2

Night of the Scorpion by Nissim Ezekiel,
Stopping by Woods on a Snowy Evening by Robert Frost,
Where the Mind is Without Fear by Rabindranath Tagore,
Ode to Tomatoes by Pablo Neruda,

UNIT 4: PROFESSIONAL WRITING

(12 Hours)

- The art of precis writing,
- Letters: business and personal,
- Drafting e-mail, notices, minutes of a meeting, Job Application, CV/Resume writing etc.
- Filling-up different forms such as banks and on-line forms for placement etc.

Course Outcome:

After completion of this course the student will be able to:

UNIT 1

- Develop Verbal Non Verbal Communication such as proper use of body language and gestures.
- Develop the latest trends in basic verbal activities such as presentation and other forms of oral communication.

UNIT 2

- Learn Soft as well as hard skills.
- Master their life skills.

UNIT 3

- Comprehend different words in the context which in turn will enhance their Vocabulary and grammar.
- Read Correctly.

UNIT 4

- Develop writing skills including proper use of Language, & Vocabulary.
- Learn different formats of writing skills.

Recommended Books:

1. J.D.O'Connor. Better English Pronunciation. Cambridge: Cambridge University Press, 1980
2. Kulbhushan Kumar, Effective Communication Skills, Khanna Publishing House, New Delhi (Revised Edition 2018)
3. M. Ashraf Rizvi. Effective Technical Communication. Mc-Graw Hill: Delhi, 2002.
4. John Nielson. Effective Communication Skills. Xlibris, 2008.
5. Oxford Dictionary
6. Roget's Thesaurus of English Words and Phrases
7. Collin's English Dictionary

UNIT WISE TIME AND MARKS DISTRIBUTION

UNIT NO	TIME (HOURS)	MARKS
01	12	25
02	12	25
03	12	25
04	12	25
TOTAL	48	100

Program: THREE YEARS DIPLOMA IN TOURISM AND HOSPITALITY ADMINISTRATION	
Course code: TH 101	Course Title: Basics of Tourism
Semester: 1 st	Credits: 3
Periods per week: 3(L-3 T-0 P-0)	

COURSE OBJECTIVES

A diploma holder in travel and Tourism must have a thorough knowledge of the phenomenon of tourism. This subject will prepare a base for the students for better understanding of core concepts of tourism and activities of travel and tourism industry.

DETAILED CONTENTS

THEORY

1. Tourism: Meaning, nature, concept, Components and elements; Typology and classifications of Tourism. Tourist: Types of Tourist. (08hrs)
2. Tourism terminology- (Tours, Tourist, visitors, excursionists, travelers, resources, attractions, Itinerary) and tourism abbreviations. (08 hrs)
3. Basic reasons and motivators for travel and deterrents. (06hrs)
4. Tourist behavior and psychology (06hrs)
5. Push and Pull forces in Tourism. (06hrs)
6. History of travel and tourism (07hrs)
7. Tourism in modern period - India and abroad (07hrs.)

Course Outcome:

After completion of this course the student will be able to:

Unit 1:

- understand the phenomenon of tourism.
- understand the main components of tourism
- understand the types of tourism

Unit 2:

- understands the meaning of various terms pertaining to tourism.
- distinguish between a traveler and a tourist.

Unit 3:

- understand the basic reasons underlying tourism
- understand the basic travel motivators

Unit 4:

- understand the reasons of people undertaking various activities in tourism.
- understand the buying decisions of tourists
- understand why tourists go to particular destinations.

Unit 5:

- understand the factors affecting tourism

Unit 6:

- understand the evolution of tourism
- comprehend the factors that led to growth and development of tourism industry

Unit 7:

- understand the evolution of mass tourism.
- The status of Tourism industry in contemporary world

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	08	17
2	08	17
3	06	12
4	06	12
5	06	12
6	07	15
7	07	15
Total	48	100

Program: THREE YEARS DIPLOMA IN TOURISM AND HOSPITALITY ADMINISTRATION	
Course code: TH 102	Course Title: Basics of Tourism Practical/project work
Semester: 1 st	Credits: 1
Periods per week: 2(L-0 T-0 P-2)	

LIST OF PRACTICALS

1. To conduct a case study of a nearby tourism place .
2. Visit to a nearby tourist organization (Hotel / Travel Agency / Airports) and enquire about the changes occurred in Tourism business .
3. Write a travelogue of your last tour (with friends / classmates / family)

OUTCOMES:

After completion of these practicals students will be able to understand the basic concept of tourism and basic elements related to tourism.

RECOMMENDED BOOKS

1. An introduction to Tourism by N. Jaypalan ; Atlantic Publishers and Distributors , New Delhi .
2. International Tourism Management A.K. Bhatia , Sterling Publishers - New Delhi .
3. Tourism and Travel - Concepts and principles by Negi , J.M.S , Gitanjali Publishing House , New Delhi

Program: THREE YEARS DIPLOMA IN TOURISM AND HOSPITALITY ADMINISTRATION	
Course code : TH 103	Course Title: Personality Development
Semester: 1 st	Credits: 3
Periods per week: 3(L-3 T-0 P-0)	

Course Objectives

Personality is one of the essential traits for diploma holder in travel and tourism as he / she has to deal with variety of customers all the time . This subject will enable them to take better care of their physical health, grooming and enhance their creativity, self – confidence, communication skills and interpersonal skills .

DETAILED CONTENTS

1. Concept of personality-dimensions of Personality. Significance of personality Development. Health and hygiene. Professional Grooming (08hrs)
2. Attitude- concept and types, Creativity-Techniques for building self-confidence. (06 hrs)
3. Interpersonal behavior Skills - Communication , Gesture , Posture and Body Language (07hrs)
4. Stress management ; concept , reasons for stress and techniques for coping with stress (06 hrs)
5. Time Management – concept, causes of time wastage , Techniques of time Management. (06 hrs)
6. Self awareness ; Johari window , Emotional intelligence. (05hrs)
7. Leadership- Character Building, Team work. Employability quotient. Art of group Discussion and interview skills. (06hrs)
8. Negotiation skills ; concept , techniques for negotiation ; Ego - concept ,work Ethic (04hrs)

Course Outcome:

After completion of this course the student will be able to:

Unit 1:

- understand the importance of Health and Hygiene and professional grooming .

Unit 2:

- understand attitude and creativity.

Unit 3:

- understand interpersonal behavior and how to deal with customers and colleagues.

Unit 4:

- understand about stress management.

Unit 5:

- understand how to get work done in time.

Unit 6:

- understand the awareness about self and knowledge of work.

Unit 7:

- understand about how to face the interview and leadership qualities.

Unit 8:

- understand about negotiation skills.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	08	16
2	06	13
3	07	14
4	06	13
5	06	13
6	05	10
7	06	13
8	04	8
Total	48	100

Program: THREE YEARS DIPLOMA IN TOURISM AND HOSPITALITY ADMINISTRATION	
Course code : TH 104	Course Title: Personality Development Practice/Project
Semester:1 ST	Credits: 1
Periods per week:2(L-0 T-0 P-2)	

LIST OF PRACTICALS

1. Physical exercises / Yoga
2. To hold group discussion for marketing strategies for tourism promotion and practice assertiveness
3. To conduct role - play exercises in negotiations / To enact the role of a travel agent in the class room and negotiate with a party
4. To enact the role of a travel guide for a chosen tourism spot .
5. Resume Building /FAQ'S

_COURSE OUTCOME:

After completion of this course the student will be able to:

- Develop overall personality
- Develop confidence in facing interviews.

Program: THREE YEARS DIPLOMA IN TOURISM AND HOSPITALITY ADMINISTRATION	
Course code: TH 105	Course Title: Indian History
Semester: 1 st	Credits: 4
Periods per week:(L-4T-0 P-0)	

Course Objectives

The subject aims to cover the basic history of India with emphasis on the architecture, arts crafts, culture and religion. Content will help in understanding the importance of our history, culture and heritage which is one of the basic components in tourism. This subject will develop a sense of belonging among students so as to feel pride in our rich Heritage.

DETAILED CONTENTS

THEORY

1. Civilizations- Indus valley civilization (town planning, arts & crafts, culture and tradition (12 hrs)
2. Vedic age- Vedas, Society, religious beliefs (10 hrs)
3. Religions- Buddhism and Jainism (08 hrs)
4. Mauryan Empire- Arthshastra, Ashokan Inscription Gupta Empire-Art and Architecture (10 hrs)
5. Rajputs –Art , Architecture and Astronomy (10hrs)
6. Vijay Nagar Kingdom-Art and Architecture , (06hrs)
7. Art and Architecture- Delhi Sultanat , Marathas and Mughals (08hrs)

Course Outcome:

After completion of this course the student will be able to:

Unit 1:

- Examine institutional basis of Ancient India
- Understand Civilization and culture

Unit 2:

- Learn about the Vedic age.

Unit 3:

- Understand religious impacts on tourism.

Unit4:

- Understand the establishment and growth of empires and the cultural heritage as it evolved in the millennia.

Unit5:

- Understand the contributions of Rajputs in Art, Architecture and Astronomy

Unit6:

- Acquire knowledge of particular historical contexts of Vijay Nagra Kingdom

Unit 7:

- understand the contributions of Empires in art, architecture, sciences and administration.
- understand the religious movements and teachings of spiritual leaders over the millennia

RECOMMENDED BOOKS

1. NCERT-Themes in Indian History Vol.1,2 &3 .
2. Ancient India by RC Majumdar
3. Indians Ancient Past by Ram Sharan Sharma.
4. Discovery of India by Pt. J.L.Nehru
5. The wonder that was India by A.L. Basham
6. History of Medieval India by R.S. Chaurasia
7. A textbook of Medeival Indian History by Sailender Nath Sen

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	12	19
2	10	16
3	08	12
4	10	16
5	10	16
6	06	09
7	08	12
Total	64	100

Program: THREE YEARS DIPLOMA IN TOURISM AND HOSPITALITY ADMINISTRATION	
Course code: TH 106	Course Title: Indian History practical/project work
Semester: 1 st	Credits: 1
Periods per week: 2(L-0 T-0 P-2)	

LIST OF PRACTICALS

1. To conduct a case study of a nearby Heritage sites.
2. Visit to a nearby Historical monuments, Palaces, Forts, and other places of Historical Importance.
3. Visit to Museum and Archeological sites.

COURSE OUTCOME:

After completion of this course the student will be able to:

Understand the importance of Historical monuments, Archaeological sites and Museums in Tourism Industry.

Program: THREE YEARS DIPLOMA IN TOURISM AND HOSPITALITY ADMINISTRATION	
Course code: TH 107	Course Title: Geography of Tourism
Semester: 1 st	Credits: 4
Periods per week: 4(L-4T-0 P-0)	

Course Objectives

In this subject the students study the concept of tourism with special emphasis on the place of origin , place of destinations and the route through which the transportation takes place . It provides a thorough knowledge about the characteristics of tourist markets , the attractions of destinations and the accessibility of the world which is essential for the operation of tourism

.

DETAILED CONTENTS

THEORY

1. Geography , Meaning , Types and relevance in tourism. (08 hrs)
2. General idea of natural geographical regions , continents and oceans , latitudes , Longitudes , Time, Time differentials , International date line , climate and geography (10 hrs)
3. Physiographic features of India including mountains , rivers , deserts , plains , coastal area , climatic conditions , forests and wildlife (with special reference to J&K) (10 hrs)
4. Tourism in major tourist states of India with special reference to their important tourist destinations (Rajasthan ,Himachal Pradesh , Kerala , Goa, Uttarakhand, Madhya Pradesh) (10 hrs)
5. Tourism in USA ,France , Egypt , Thailand , Brazil , China , Australia , with special reference to their important tourist destinations . (10hrs)
6. Detailed study of tourist map of India (08 hrs)
7. World map reading . World air and surface routes (road ,rail and sea routes) (08 hrs)

Course Outcome:

After completion of this course the student will be able to:

Unit 1:

- understand the basic concept of Geography.

Unit 2:

- understand about the structure of earth, location and time of different destinations.

Unit 3:

- understand about the various physical natural existing structures on the surface of Earth.

Unit 4:

- understand about the various tourist destinations of various states of India.

Unit 5:

- understand about the various tourist destinations of different countries of the world .

Unit 6:

- understand the basics of itinerary.

Unit 7:

- understand the overview of different international surface, Air and water routes.

RECOMMENDED BOOKS

1. The Geography of Travel and Tourism by Boniface , B.G. and Christopher Cooper , Heinmann Publication , London , .
2. Tourism Today - A geographical Analysis , by Douglas Pearce , Longman Publication , London
3. Atlas - The Orient Longman School Atlas ,Published by Orient Longman Limited .
4. International Tourism Management by A.K. Bhatia , Published by Sterling publishers Pvt . Ltd. , New Delhi .

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	08	12
2	10	16
3	10	16
4	10	16
5	10	16
6	08	12
7	08	12
TOTAL	64	100

Program: THREE YEARS DIPLOMA IN TOURISM AND HOSPITALITY ADMINISTRATION	
Course code: TH 108	Course Title: Geography of Tourism Practical/project work
Semester: 1 st	Credits: 1
Periods per week: 2(L-0T-0 P-2)	

LIST OF PRACTICALS

1. Exercises in local and state map readings
2. Exercises in national map reading
3. Exercises in reading route map and trekking maps.
4. Exercise in referring to Rail, Bus, Air Tables. 5. Exercise in world map about major tourist generating/receiving countries(US A, UK, Australia, Singapore, Thailand, Japan, France, Spain).

COURSE OUTCOMES:

After completion of this course the student will be able to:

- prepare itineraries by knowing the locations of various places of touristic importance.

Program: THREE YEARS DIPLOMA IN TOURISM AND HOSPITALITY ADMINISTRATION	
Course code: TH 109	Course Title: Basics of Information Technology
Semester:1 st	Credits: 2
Periods per week:4(L-0 T-0 P-4)	

Course Objectives

Information technology has great influence on all aspects of our life . Primary purpose of using computer is to make the life easier. Almost all work places and living environment are being computerized . The subject introduces the fundamentals of computer system for using various hardware and software components. In order to prepare diploma holders to work in these environments , it is essential that they are exposed to various aspects of information technology such as understanding the concept of information technology and its scope ; operating a computer ; use of various tools of MS Office / Open Office using internet etc. form the broad competency profile of diploma holders . This exposure will enable the students to enter their professions with confidence , live in a harmonious way and contribute to the productivity .

Note :

Explanation of Introductory part should be dovetailed with practical work . Following topics may be explained in the laboratory along with the practical exercises . There will not be any theory examination .

TOPICS TO BE EXPLAINED THROUGH DEMONSTRATION

- 1.Information Technology its concept and scope , applications of IT , ethics and future with information technology
- 2.Impact of computer and IT in society .-- Computer application in office , book publishing , data analysis , accounting , investment , inventory control , graphics , air and railway ticket reservation , robotics , military , banks , Insurance financial transactions and many more
- 3.Generations of computer , block diagram of a computer , CPU , memory , data numeric data , alpha numeric data ; program , processing of data .

4. Computers for information storage , information seeking , information processing and information transmission , computer organization , computer hardware and software ; primary and secondary memory : RAM , ROM , PROM etc. Input devices ; keyboard , mouse , scanner , etc. output devices ; VDU and Printer (Impact and non -Impact printers) , Plotter etc. Primary and Secondary Storage (Auxiliary Storage) , Secondary storage ; magnetic disks tracks and sectors , optical disk (CD , CD - RW and DVD Memory)
5. Introduction to Operating Systems such as MS - DOS and Windows , difference between DOS and Windows
6. Basics of Networking - LAN , MAN , WAN , Topologies

LIST OF PRACTICALS

1. Identify and list functions of various components and peripherals of given computer
2. Installation of operating system viz . * Windows XP , Windows 2007 etc.
3. Installing a computer system by giving connection and loading the system - Software and application software and various sources to install software
4. Exercises on entering text and data (Typing Practice) Features of Windows as an operating system, Start , shutdown and restore Creating and operating on the icons, Opening , closing and sizing the windows. Using elementary job commands like creating , saving , modifying , renaming , finding and deleting a file , creating and operating on a folder
5. Word Processing (MS Office / Open Office)

File Management :

Opening , creating and saving a document , locating files , copying contents in some different file (s) ,

Editing a document :

Entering text , Cut , copy , paste using tool- bars

Formatting a document :

Using different fonts , changing font size and color , changing the appearance through bold / italic / underlined , highlighting a text , changing case , using subscript and superscript , using different underline methods

Introduction to all properties such as changing settings like , date , time , color (back ground and fore ground)

Using short cuts

Aligning of text in a document , justification of document , Inserting bullets and numbering

Formatting paragraph , inserting page breaks and column breaks , line spacing

Use of headers , footers : Inserting footnote , end note , use of comments Inserting date , time , special symbols , importing graphic images , drawing tools

Tables and Borders :

Creating a table , formatting cells , use of different border styles , shading in tables , merging of cells , partition of cells , inserting and deleting a row in a table

Print preview , zoom , page set up , printing options Using Find, replace options

4. Spread Sheet Processing (MS Office / Open Office)

Starting Excel

open worksheet , enter , edit , data , formulae to calculate values , format data , create chart , printing chart , save worksheet , switching between different spread sheets

Menu Commands

Create, format, organize, manage data, solving problem by analyzing data, creating graphs

Work books

Managing workbooks (Create ,Open, close, save),working in work books, editing a work sheet. copying , moving cells , pasting , inserting , deletion cells , rows , columns , find and replace text , numbers of cells , formatting worksheet

Creating a chart :

Working with chart types, changing data in chart, formatting a chart, use chart to analyze data

Using a list to organize data , sorting and filtering data in list

Formulas :

Addition , subtraction , division , multiplication , percentage and auto sum

5. PowerPoint Presentation (MS Office / Open Office)

a) Introduction to PowerPoint

How to start PowerPoint

Working environment : concept of toolbars , slide layout , templates etc. Opening a new / existing presentation

Different views for viewing slides in a presentation : normal , slide sorter etc.

b) Addition , deletion and saving of slides

c) Insertion of multimedia elements

Adding text boxes , importing pictures , movies and sound , tables and charts etc.

d) Formatting slides

Text formatting , changing slide layout , changing slide color scheme Changing background , Applying design template

e) How to view the slide show ?

Viewing the presentation using slide navigator , Slide transition

Animation effects etc.

6. Working with Data Processing (MS Office / Open Office)

a) Understanding different data types

b) Creation of table , entering data in a table and modify it .

c) Retrieve data with query :

Create a pivot table , customizing a pivot table , statistical analysis of data

Exchange data with other application : embedding objects , linking to other applications , import , export document .

7. Internet and its Applications
 - a) Log - in to internet , introduction to search engine
Browsing and down loading of information from internet
 - b) Creating E - Mail Account
Log in to e - mail account and Log out from e - mail account
 - c) Managing E mail
 - creating a message
 - sending , receiving and forwarding a message
 - attaching a file
 - deleting a message

INSTRUCTIONAL STRATEGY

Since this subject is practice oriented, the teacher should demonstrate the capabilities of computers to students while doing practical exercises . The students should be made familiar with computer parts, peripherals , connectors etc. and proficient in making use of MS Office / Open Office in addition to working on internet . The student should be made capable of working on computers independently. This subject should be taught with the help of LCD projector, while teaching a group.

RECOMMENDED BOOKS

1. Fundamentals of Computer by E Balagurusamy , Tata McGraw Hill Education Pvt Ltd , New Delhi
2. Fundamentals of Computer by V Rajaraman ; Prentice Hall of India Pvt . Ltd. , New Delhi
3. Computers Fundamentals Architecture and Organisation by B Ram , revised Edition , New Age International Publishers , New Delhi
4. Fundamentals of Computer by Sumita Arora by Dhanpat Rai and Co , New Delhi
5. Computers Today by SK Basandara ,Galgotia Publication Pvt ltd . Daryaganj , New Delhi .
6. Internet for Every One by Alexis Leon and Mathews Leon ; Vikas Publishing House Pvt . Ltd. ,Jungpura , New Delhi

PROGRAM : THREE YEARS DIPLOMA PROGRAM IN TOURISM AND HOSPITALITY ADMINISTRATION	
Course Code : HS 109	Course Title: Language and Communication skills Lab
Semester : 1 st	Credits: 01
Periods per week: 2 (L:0 T:0 P:2)	

Course Content:

Unit 1: Listening Skills

Listening Process and Practice: Introduction to recorded lectures, poems, interviews and speeches, listening tests.

Unit 2: Introduction to Phonetics

Sounds: Consonant, Vowel, Diphthongs. Syllable division, word stress, intonation, voice etc.

Unit 3: Speaking Skills

Introducing oneself and others

Standard and formal speech: Group discussion, oral presentations, public speaking etc.

Conversation practice and role playing, mock interviews etc.

Unit 4: Building vocabulary

Antonyms and Synonyms, Prefix and Suffix, Phrasal verbs, idioms and phrases. Word exercises and word games to enhance self-expression and vocabulary.

Recommended Books:

1. James Hartman & et al. Ed. English Pronouncing Dictionary. Cambridge: Cambridge University Press, 2006.
2. Kulbhushan Kumar, Effective Communication Skills, Khanna Publishing House, New Delhi (Revised Ed. 2018)

PROGRAM : THREE YEARS DIPLOMA PROGRAM IN TOURISM AND HOSPITALITY ADMINISTRATION	
Course Code : HS 110	Course Title: - Self learning/Life skills
Semester : 1st	Credits: 02
Periods per week: 2 (L:2 T:0 P:0)	

Course Objective:-

Self Learning /Life skills :- The self-learning plays a very important role in the learning process and needs due credit Extra learning outside Institutional timing and online/digital learning needs encouragement. Apart from this participation in debates, seminars, sports and Extra- co curricula activities shall be given due importance and credit. Participation by student in such activities needs to be given due importance and credit. Apart from knowledge and skill, developing right attitude is of great significance in the real life situations. This can be better achieved by introducing the life skills and capability of handling the real life future challenges and situations. Activities in sports, Yoga and other activities plays a role in physical and psychological development and must form a part in the institutional processes. Prior learning of the student also needs to be given due credit.

The introduction of this course is to introduce these activities and award them on choice of student.

Contents of the Course:

- Concept and need of life skills
- Self-awareness
- Decision making
- Problem solving
- Effective communication
- Interpersonal relations
- Stress management
- Empathy
- Critical thinking

Course Outcome:

After completion of this course the student will be able to:

- Identify different skills required in personal and professional life.
- Develop Consciousness of self.
- Use critical thinking and decision-making skill to solve problems.
- Communicate effectively with others.
- Establish interpersonal relations
- Apply techniques to cope with emotions and stress.

Implementation:- At the start of the semester the HOD/Academic in charge may register the student for course of life skill or may be given a choice to register for any online course activity . Such course and activity needs to be monitored, evaluated and shall be given credits as prescribed.