



**Kelkar Education Trust's V.G. Vaze College
of Arts, Science & Commerce
(Autonomous)**

Mithagar Road, Mulund (East) Mumbai-400081 | Re-Accredited (4th Cycle) by NAAC with "A" Grade

**Department of B.Voc (Tourism and Hospitality)
Semester-wise Course Structure and Syllabus
FYB.Voc 2025-2026**

Semester-II

	Course Code	Course	No. of Credits
CORE-MAJOR	VVCEM150	Corporate Event and Meeting Management	03
CORE-MAJOR	VVBH151	Basics of Hospitality	03
MINOR	VVBL152	Business Law	02
OE	VFBA178	Basics of Accountancy - I	04
VSEC	VVTP154	Tour Planning	(02+02) = 04
AEC	VFCS182	Communication Skills in French	02
VEC	VFAS190	Aspects of Sustainable Tourism	02
CC	Other Activities	As selected by students	02
Total Credits in Semester-II			22

SEMESTER-II										
Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					Semester-end Examination 60 marks	Total Marks 100
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	-
3	-	-	3	20	10	10	-	-	60	100

Course Title	Corporate Event and Meeting Management
Paper	DSC-CORE (Major I)
Course Code	VVCEM150
Total Marks	60 + 40 = 100
Number of Lectures	45 lectures of 60 minutes each

Course Objectives:

1. To learn the fundamentals of planning Corporate Events and Meetings.
2. Understand basic components of Corporate Events and Meetings.
3. To learn the workflow of planning of Corporate Events and Meetings.

Course Outcomes:

On successfully completing this course the learner will be able to:

1. Understanding different types of meetings, events and their objectives.
2. Learn the systematic approach to planning corporate events, including initial concept development, budgeting, venue selection, logistics management, and scheduling.
3. Acquire skills in sourcing and managing vendors and suppliers for various event needs such as catering, audio-visual equipment, and decorations.

Syllabus		
Module	Details/Texts	Number of Lectures Allotted
1	The Event and Meeting Customer <ol style="list-style-type: none"> a. Knowing your customers requirement b. Analyzing the environment and culture surrounding the event c. Skills of a great planner 	15

2	Event and Meeting Components a. Venue search, inspection and selection b. Food and beverage c. Travel and Transport	15
3	The workflow of planning and event or meeting a. Request for proposals b. Planning, preparation, execution and review c. Role of a planner throughout the workflow	15

	TOTAL NUMBER OF LECTURES ALLOTTED IN THE SEMESTER	45
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Methodology for Internal Assessment:
<ol style="list-style-type: none"> 1. Class Test 2. Project work/ Powerpoint presentation & Viva 3. Role Play
Reference Material:
<ul style="list-style-type: none"> • The Business of event planning by Judy Allen • Secrets to successful events by Lynn Fuhler • Corporate event Design by Troy Halsey • The Event managers Bible by D.G.Conway • Going Live by Darren Johnson & Justin Oefin
BoS Syllabus Sub-Committee Members:
<ol style="list-style-type: none"> 1. Mrs. Arpita Joshi Gokhale, Coordinator and Assistant Professor, Department of B.Voc, and Chairperson, BoS, V. G. Vaze College (Autonomous). 2. Ms Suchitra Poojari, Assistant Professor, Department of B.Voc, and Member, BoS, V.G.Vaze College (Autonomous). 3. Mr. Vikram Darve, Industry Partner and Visiting Faculty, Department of B.Voc, and Member, BoS, V.G.Vaze College (Autonomous).

Question Paper Pattern for External Evaluation		
Duration: 2 Hours Maximum Marks: 60 Instructions: 1. All questions are compulsory.		
Q. 1	10 Multiple Choice Questions for 2 Marks each (Module 1,2,3)	20

Q. 2	Essay Type (Module 1,2,3)	15
Q.3	Essay Type (Module 1,2,3)	15
Q,4	2 Shorts Notes for 05 marks each	10

SEMESTER-II										
Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					Semester-end Examination 60 marks	Total Marks 100
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	-
3	-	-	3	20	10	10	-	-	60	100

Course Title	Basics of Hospitality
Paper	DSC-CORE (Major II)
Course Code	VVBH151
Total Marks	60 + 40 = 100
Number of Lectures	45 lectures of 60 minutes each

Course Objectives:

1. Understanding the Evolution of the hospitality industry from ancient civilizations to the modern era, examining key milestones and changes.
2. Understand key functional areas of the front office such as Reservation , Reception , Information Desk, Travel Desk.
3. Understand the roles and responsibilities of front office staff.

Course Outcomes:

On successfully completing this course the learner will be able to:

1. Students will demonstrate an understanding of the historical development of hospitality practices and institutions.
2. Learn to use reservation systems effectively to manage bookings, cancellations, and modifications efficiently.
3. Master procedures for guest check-in and check-out, including handling payments, issuing keys, and ensuring guest satisfaction.

Syllabus		
Module	Details/Texts	Number of Lecture
1	<u>Unit 1 - Origin & Growth Hospitality Industry</u> a) Evolution & Growth of hotel Industry in the world Ancient Era, Grand Tour, Modern Era b) Evolution & Growth of hotel Industry in India Ancient & Medieval Era, Colonial Era, Modern Era c) Classification of hotels on basis on size, location, clientele, Duration of guest stay, level of services on the basis of ownership	15
2	<u>Unit 2 – Front Office Organization</u> a) Function Areas – Reservation , Reception , Information Desk, Travel Desk b) Qualities, Duties & Responsibilities of a Front Office Personnel c) RoomTariff	15

3	<u>Unit 3 – Front Office Operation</u> a) Room Tariff & Reservations b) Registration c) Check-out and Settlement	15
TOTAL NUMBER OF LECTURES ALLOTTED INTHE SEMESTER		45

Methodology for Internal Assessment:
1.Class Test 2.Project work, Viva

3.Role Play
Reference Material:
<ul style="list-style-type: none"> • Hotel Front Office Management by Jatashankar Tiwari • Managing front office operations by Richard Brooks • Managing front office operations by Rajeev Mishra • How to be the best Hotel Front Office Employee by Vineet Sinha • Fundamentals of Hotel Front Office by Dr. Indraneel Bose
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Question Paper Pattern for External Evaluation		
Duration:2 Hours Maximum Marks:60 Instructions: 1. All questions are compulsory. 2. Each question carries 15 marks.		
Q. 1	Essay type (Module 1)	15
Q. 2	Essay Type (Module 2)	15
Q.3	Essay Type (Module 3)	15
Q,4	2 Shorts Notes for 05 marks each (Module 1,2,3)	15

SEMESTER-II										
Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					Semester-end Examination 60 marks	Total Marks 100
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	-
2	-	-	2	20	10	10	-	-	60	100

Course Title	Business Law
Paper	DSC-CORE (MINOR)
Course Code	VVBL152
Total Marks	60 + 40 = 100
Number of Lectures	30 lectures of 60 minutes each
Course Objectives: <ol style="list-style-type: none"> 1. To orient students about the Indian Contract Act. 2. To familiarize the students with case law studies related to Indian Contract Act. 	
Course Outcomes: On successfully completing this course the learner will be able to: <ol style="list-style-type: none"> 1. Learners will gain knowledge of Indian Contract Act. 2. Learners would be able to identify the difference between agreement and contract and concept of offer and acceptance. 3. Learners will be able to understand and make valid contracts and importance competent people and consideration. 	

Syllabus		
Module	Details/Texts	Number of Lectures Allotted
1	Indian Contract Act – 1872 Part –I Contract — Definition of Contract and Agreement, Essentials of Valid Contract, Classification of Contracts. • Offer and Acceptance — Rules of valid offer and acceptance, Types of offer, distinguish between offer and invitation to offer. and Revocation of offer and acceptance (sec. 3,5) Capacity to Contract (S. 10-12) — Minor, Unsound Mind, Disqualified Persons. • Consideration (S. 2 & 25) — Concept and Legal rules of	15

	Consideration, Exceptions to the Rule, 'No Consideration No Contract'(Ss. 25) Unlawful Consideration (S 23)	
2	Indian Contract Act – 1872 Part –II Consent (Ss.13, 14-18, 39.53, 55, 66)-Agreements in which consent is not free- Coercion, Undue Influence, Misrepresentation Fraud, Mistake. • Void Agreements (S. 24-30) — Concept, Void Agreements under Indian Contract Act. Contingent Contract (S. 31), Quasi Contract (S.68-72), Concept of E-Contract & Legal Issues in formation and discharge of E- Contract. Concept of Performance of Contract (S 37) • Modes of Discharge of Contract, Remedies on breach of Contract.(73-75)	15

	TOTAL NUMBER OF LECTURES ALLOTTED IN THE SEMESTER	30
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Methodology for Internal Assessment:
Quizz Class Test Presentation/ Project Assignment Role play
Reference Material:
<ul style="list-style-type: none"> • Elements of mercantile Law – N.D.Kapoor • Business Law – P.C. Tulsian • Business Law – SS Gulshan • Indian contract Act – Dr.Avtar Singh
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Question Paper Pattern for External Evaluation		
Duration:2 Hours Maximum Marks:60 Instructions: 1. All questions are compulsory. 2. Each question carries 15 marks.		
Q. 1	Essay Type (Any 2 out of 3)	15
Q. 2	Essay Type (Any 2 out of 3)	15
Q.3	Essay Type (Any 2 out of 3)	15
Q.4	Essay Type (Any 2 out of 3)	15

SEMESTER-II										
Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					Semester-end Examination 60 marks	Total Marks 100
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	-
2	-	-	2	20	10	10	-	-	60	100

Course Title	Basics of Accountancy - I
Paper	OE
Course Code	VFBA178
Total Marks	60 + 40 = 100
Number of Lectures	60 lectures of 60 minutes each
Course Objectives: <ol style="list-style-type: none"> 1. To acquaint students with the basic concepts, fundamentals and assumptions of Accountancy. 2. To help students understand the basic fundamentals of Book-Keeping. 3. To equip students with the basics of primary and secondary books of entry. 4. To understand the nuances of basic financial reporting. 	
Course Outcomes: <ol style="list-style-type: none"> 1. Understand the basic concepts, fundamentals and assumptions of Accountancy. 2. Understand and draft basic book-keeping vouchers. 3. Post basic journal and ledger entries. 4. Prepare Final Accounts for proprietary concerns. 	

Syllabus		
Module	Details/Texts	Number of Lectures Allotted
1	Introduction to Book-Keeping & Accountancy <ul style="list-style-type: none"> a. Basic accounting concepts and terminologies b. Meaning and fundamentals of Double entry book-keeping 3. Source Documents for Accountancy 	15
2	Journal <ul style="list-style-type: none"> a. Meaning, importance & utility of journals b. Writing of journal along with specimen 3. Practical Problems 	15
3	Ledger <ul style="list-style-type: none"> a. Meaning, importance & utility of Ledger b. Writing of Ledger along with specimen 3. Practical Problems along with Trial Balance 	15
4	Final Accounts of Proprietary Concern <ul style="list-style-type: none"> a. Bank Reconciliation, Capt. & Rev exp, Depreciation b. Preparation of trading A/C & Preparation P&L A/C 3. Preparation of Balance Sheet 	15
TOTAL NUMBER OF LECTURES ALLOTTED INTHE SEMESTER		60

Methodology for Internal Assessment:
Class Test
Assignment/ Projects/Presentations
Quizzes

Reference Material:
<ol style="list-style-type: none"> 1. Shukla & Grewal Financial Accounting 2. Accountancy by D. K.Goel 3. Book-Keeping and Accountancy for Standard XI by Maharashtra State Board of Secondary and Higher Secondary Education, Pune.
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Question Paper Pattern for External Evaluation		
Duration:2 Hours		
Maximum Marks:60		
Instructions:		
<ol style="list-style-type: none"> 1. All questions are compulsory. 2. Make suitable assumptions wherever necessary and state the assumptions made. 3. Answers to the same question must be written together. 4. Numbers to the right indicate marks. 5. Draw neat labelled diagrams wherever necessary. 		
Q.1	Practical Problem (1/2)	15

Question Paper Pattern for External Evaluation		
Q.2	Practical Problem (1/2)	15
Q.3	Practical Problem (1/2)	15
Q.4	Practical Problem (1/2)	15

SEMESTER-II											
Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					Semester-end Examination 60 marks		Total Marks 100
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	Practical	-
2	-	2	2	-	-	-	-	40	60	-	
-	-	2	2	-	-	-	-	40	-	100	100

Course Title	Tour Planning
Paper	VSEC
Course Code	VVTP154
Total Marks	60 + 40 = 100
Number of Lectures	60 lectures of 60 minutes each
Course Objectives: <ol style="list-style-type: none"> 1. Learn how to plan transportation, accommodation, and activities for travelers, considering factors like budget, time constraints, and client preferences. 2. Acquire skills in designing compelling and efficient travel itineraries that meet client expectations and maximize traveler experience. 3. Understand preferences and expectations of luxury travelers. 	
Course Outcomes: <ol style="list-style-type: none"> 1. Students will get a good knowledge of various tour components and their pricing. 2. Acquire skills in designing compelling and efficient travel itineraries that meet client expectations and maximize traveler experience. 3. Students will gain a comprehensive understanding of the luxury travel market, including its dynamics, trends, and customer preferences. 	

Syllabus		
Module	Details/Texts	Number of Lectures Allotted
1	Itinerary Planning <ul style="list-style-type: none"> a. Itinerary Planning b. Pricing of a tour- basic c. Information needed for planning an itinerary 	15
2	Tour Planning <ul style="list-style-type: none"> a. Four Basic Steps in tour Planning b. Seven Essentials Components of a Successful tour c. Pricing a tour (Advance) 	15
3	Group Travel <ul style="list-style-type: none"> a. Customized Tours vs Group Tours b. Benefits For Group Travellers c. Group Sales Process 	15
4	Luxury Travel <ul style="list-style-type: none"> a. What is Luxury Travel? b. Why Sell Luxury Travel c. Top Luxury Products and Services 	15

	TOTAL NUMBER OF LECTURES ALLOTTED IN THE SEMESTER	60
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Methodology for Internal Assessment:
Projects Presentations

Reference Material

- Tourism Operations and Management by Sunetra Rodey, Archana Bilawal
- Fundamentals of Travel & Tourism by Arpita Mathur
- Travel Planning made easy by Jeremy L
- Tourism and Travel management by Akhil Bali
- Tour and Travel management by K.Taneja

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Question Paper Pattern for External Evaluation

Duration: 2 Hours

Maximum Marks: 60

Instructions:

1. All questions are compulsory.

Q.1	10 Multiple Choice Questions for 2 Marks each (Module 1,2,3)	20
Q.2	Essay Type (Module 1,2,3)	15
Q.3	Essay Type (Module 1,2,3)	15
Q.4	2 Shorts Notes for 05 marks each (Module 1,2,3)	10

SEMESTER-II

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 20 marks					Semester-end Examination 30 marks	Total Marks 50
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	-
2	-	-	2	10	10	-	-	-	30	50

Course Title	Communication Skills in French
Paper	AEC
Course Code	VFCS182
Total Marks	30 + 20 = 50
Number of Lectures	30 lectures of 60 minutes each
Course Objectives: <ol style="list-style-type: none"> 1. To introduce students to France, its culture and specialties. 2. To enable students to introduce self and others in French. 3. To gain knowledge of basic vocabulary in French. 4. To acquire the basics of grammatical structure in French. 	
Course Outcomes: <ol style="list-style-type: none"> 1. The students will be able to identify the regions and Landmarks of France 2. The students will be able to introduce themselves and others in French 3. The students will be able to identify items of everyday use 4. The students will be able to construct grammatically correct sentences in French. 	

Syllabus		
Module	Details	Lectures
I	<p>A La France</p> <ul style="list-style-type: none"> a. La carte de la France b. Les regions de la France c. Les monuments de la France d. Les saisons en France e. Les specialités de la France <p>B. Les salutations</p> <p>C. Grammar</p> <ul style="list-style-type: none"> a. Les articles b. Les prepositions c. Les verbes 	10
II	<p>A. Se presenter et Presenter quelqu'un</p> <p>B. Vocabulaire</p> <ul style="list-style-type: none"> 1. Les pays and les nationalités 2. Les couleurs 3. Les articles scolaires 4. Les vêtements 5. Les parties du corps etc <p>C .La grammaire</p> <ul style="list-style-type: none"> 1. Les verbes 2. les adjectives 	10

III	A Les dialogues B. Écrit 1.Remplir une fiche 2..Écrire un email/ une lettre/ un blog C. Les verbes	10
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	TOTAL NUMBER OF LECTURES ALLOTTED FOR THE SUBJECT	30
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Methodology for Internal Assessment:	
1. Project/Assignment 2. Role play 3. Presentation	
Methodology for External Assessment: A semester-end written test for 30 marks comprising questions from all modules in the syllabus.	
Reference Material:	
1. A votre service 1 By Rajeshwari Chandrashekhar, Rekha Hangal,Chitra Krishnan Claude le Ninan, Asha Mokashi. Goyal Publishers & Distributors Pvt. Ltd 2. A votre service 2 By Rajeshwari Chandrashekhar, Rekha Hangal,Chitra Krishnan Claude le Ninan, Asha Mokashi Goyal Publishers & Distributors Pvt. Ltd 3. Bon Voyage By Malini Gupta,Usha Ramchandran and Vasanthi Gupta (2017) Goyal Publishers & Distributors Pvt. Ltd 4. Apprenons le français 1 By Mahitha Ranjit & Monica Singh New Saraswati House (India) Private L	
BoS Syllabus Sub-Committee Members:	
1. Mrs. Arpita Joshi Gokhale, Coordinator and Assistant Professor, Department of B.Voc, and Chairperson, BoS, V. G. Vaze College (Autonomous). 2. Ms Suchitra Poojari, Assistant Professor,Department of B.Voc ,and Member, BoS, V.G.Vaze College (Autonomous). 3. Mr.Vikram Darve , Industry Partner and Visiting Faculty,Department of B.Voc ,and Member, BoS, V.G.Vaze College (Autonomous). 4. Mrs Meera Surve, Visiting Faculty, V.G.Vaze College (Autonomous).	

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Question Paper Pattern for External Evaluation		
Duration 1Hr: Maximum Marks:30 Instructions: 1. All questions are compulsory. 2. Each question carries 10 marks.		
Q. 1	A. Répondez aux questions (Module 1,2) B. Reliez les colonnes (Modules 1,2)	10
Q. 2	La grammaire (Module 1,2,3)	10
Q,3	A.Écrivez un email/ une lettre/ un blog (Module 3) B. Remplissez une fiche	10

SEMESTER-II										
Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 20 marks					Semester-end Examination 30 marks	Total Marks 50
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	-
2	-	-	2	10	10	-	-	-	30	50

Course Title	Aspects of Sustainable Tourism
Paper	VEC
Course Code	VFAS190

Total Marks	30 + 20 = 50
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Course Objectives:

1. To understand the basics of Sustainable Tourism.
2. To familiarize students with practices of Sustainability based tourism.

Course Outcome/s:

After completion of the course, students will be able to-

1. Enhance the understanding of the concept of Sustainable Tourism.
2. Understand fundamental principles of sustainable tourism.

Syllabus		
Module	Details	Lectures
1.	<ul style="list-style-type: none"> • Basics of Sustainable Tourism <ol style="list-style-type: none"> a. Concept and definition b. Need for Sustainability c. Sustainable Development Goals 	10
2.	<ul style="list-style-type: none"> • Theories of Sustainable Tourism <ol style="list-style-type: none"> a. Triple Bottom Line Approach b. Clever Design c. Eco Tourism- A tool for Sustainable Tourism 	10
3.	<ul style="list-style-type: none"> • Theories of Sustainable Tourism II <ol style="list-style-type: none"> a. Challenges to Sustainable Tourism b. Product Development Approach c. Market Development Approach 	10
	TOTAL NUMBER OF LECTURES ALLOTTED FOR THE SUBJECT	30

Methodology for Internal Assessment:

1. Project/Assignment
2. Attendance and Class Participation

Reference Material:

1. Sustainable and Responsible Tourism–Trends Practices and Cases
–Manhas, Parikshit Singh
2. Tourism in India–Vivek Sharma
3. .International Tourism: Fundamentals and Practices-A. K Bhatia

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Question Paper Pattern for External Evaluation

Duration: 1 hr

Maximum Marks:30

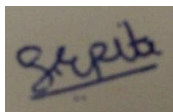
Instructions:

1. All questions are compulsory.
2. Each question carries 15 marks.

Q. 1	Short Answers	10
Q. 2	Short Answers	10
Q,3	Short Answers	10



Dr. Kanu Priya Bharadwaj
VC Nominee – BoS



Mrs Arpita Joshi Gokhale
Coordinator
B.Voc (Tourism and Hospitality)
Vaze College (Autonomous)