



**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  
FYBVoc 2025-2026**

## Semester-I

	<b>Course Code</b>	<b>Course</b>	<b>No. of Credits</b>
<b>CORE-MAJOR</b>	VVBT100	<b>Basics of Tourism I</b>	03
<b>CORE-MAJOR</b>	VVBT101	<b>Basics of Tourism II</b>	03
<b>OE</b>	VFIC127	<b>Introduction to Computers</b>	(3+1) =04
<b>VSEC</b>	VVDG104	<b>Destination Geography- India</b>	(02+02) =04
<b>IKS</b>	VFAI142	<b>Ancient Indian Culture</b>	02
<b>AEC</b>	VFCS131	<b>Communication Skills in English</b>	02
<b>VEC</b>	VFIC138	<b>Indian Constitution</b>	02
<b>CC</b>	Other Activities	As selected by students	02
<b>Total Credits in Semester-I</b>			<b>22</b>

SEMESTER-I										
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

<b>Course Title</b>	<b>Basics of Tourism I</b>
<b>Paper</b>	DSC-CORE (Major I)
<b>Course Code</b>	VVBT100
<b>Total Marks</b>	60 + 40 = 100
<b>Number of Lectures</b>	45 lectures of 60 minutes each
<p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To understand the basic concepts and definitions of tourism.</li> <li>2. To explore various types of documents needed for conducting tour</li> <li>3. To examine the different sectors within the tourism industry.</li> </ol>	
<p><b>Course Outcomes:</b></p> <p>On successfully completing this course the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Explain the basic concepts of tourism.</li> <li>2. Elaborate upon basic travel documents needed for conducting a tour.</li> <li>3. Students will be able to understand the role of Airports, Seaports &amp; Hotels in the development of Tourism.</li> </ol>	

Syllabus		
Module	Details/Texts	Lectures allotted
1	<b>Introduction to Tourism</b> a. Definition and scope of tourism b. Importance and benefits of tourism c. Key terms and concepts	15
2	<b>Components of tourism industry</b> a. Types of Tourism b. Departments and job profiles in travel and tourism industry c. Tourism Infrastructure – Airport terminals, accommodation	15
3	<b>Travel Documents</b> a. Passport and Visa b. Travel Insurance c. Travel Information Manual	15

	<b>TOTAL NUMBER OF LECTURES ALLOTTED IN THE SEMESTER</b>	45
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<b>Methodology for Internal Assessment:</b>
1. Class Test 2. Project 3. Viva
<b>Reference Material:</b>
<ul style="list-style-type: none"> <li>• "Tourism: Principles, Practices, Philosophies" by Charles R. Goeldner and J.R. Brent Ritchie</li> <li>• Tourism Operations and Management by Sunetra Rodey, Archana Bilawal</li> <li>• Fundamentals of Travel &amp; Tourism by Arpita Mathur</li> <li>• Tourism Planning, Basics, Concepts, Cases by Clare A</li> <li>• An Introduction to Indian Tourism industry by Dr. Achintya Mahapatra</li> </ul>
<b>BoS Syllabus Sub-Committee Members:</b>
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).

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<b>Question Paper Pattern for External Evaluation</b>		
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Duration:2 Hours Maximum Marks:60		
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Instructions:		
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| 1. All questions are compulsory. |  |  |
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Q. 1	MCQ type (10 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	Short Notes (Module 1,2,3)	10

SEMESTER-I										
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

<b>Course Title</b>	<b>Basics of Tourism II</b>
<b>Paper</b>	DSC-CORE (Major II)
<b>Course Code</b>	VVBT101
<b>Total Marks</b>	60 + 40 = 100
<b>Number of Lectures</b>	45 lectures of 60 minutes each
<b>Course Objectives:</b> <ol style="list-style-type: none"> <li>To understand the Role &amp; Functions of various Tourism organizations</li> <li>To understand different types of Travel agents &amp; Tour operators</li> <li>To understand impact of tourism</li> </ol>	
<b>Course Outcomes:</b> On successfully completing this course the learner will be able to: <ol style="list-style-type: none"> <li>Explain various domestic &amp; international tourism organizations and their role.</li> <li>Explain various types of travel agents, tour operators and their functions.</li> <li>Students will understand how tourism impact Economy, Culture &amp; Environment.</li> </ol>	

Syllabus		
Module	Details/Texts	Number of Lectures Allotted
1	<b>Tourism Organizations</b> a. Government and Private tourism organizations in India b. International tourism organizations c. Role and Need for tourism organizations	15
2	<b>The Travel Agent and Tour operator</b> a. Types of Travel agencies and tour operator b. Functions of travel agencies c. Sources of income for travel agency	15
3	<b>Impact of tourism</b> a. Economic impact b. Environmental impact c. Socio cultural impact	15

	<b>TOTAL NUMBER OF LECTURES ALLOTTED IN THE SEMESTER</b>	<b>45</b>
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<b>Methodology for Internal Assessment:</b>
<ol style="list-style-type: none"> <li>1. Class Test</li> <li>2. Project</li> <li>3. Viva</li> </ol>
<b>Reference Material:</b>
<ul style="list-style-type: none"> <li>• Introduction to Tourism Studies by Dr. Anshumali Pandey</li> <li>• Tourism and Public relations by Annamalai Murgugan</li> <li>• Transforming Travel by Jeremy Smith</li> <li>• Tourism Operations and Management by Sunetra Rodey, Archana Bilawal</li> <li>• Fundamentals of Travel &amp; Tourism by Arpita Mathur</li> </ul>
<b>BoS Syllabus Sub-Committee Members:</b>
<ol style="list-style-type: none"> <li>4. Mrs. Arpita Joshi Gokhale, Coordinator and Assistant Professor, Department of B.Voc, and Chairperson, BoS, V. G. Vaze College (Autonomous).</li> <li>5. Ms Suchitra Poojari, Assistant Professor, Department of B.Voc, and Member, BoS, V.G.Vaze College (Autonomous).</li> <li>6. Mr. Vikram Darve, Industry Partner and Visiting Faculty, Department of B.Voc, and</li> </ol>

Member, BoS, V.G.Vaze College (Autonomous).

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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	Short Notes (Module 1,2,3,)	15

SEMESTER-I										
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	-	1	4	-	-	-	-	40	60	100

<b>Course Title</b>	<b>Introduction to Computers</b>
<b>Paper</b>	Open Elective
<b>Course Code</b>	VFIC127
<b>Total Marks</b>	60 + 40 = 100
<b>Number of Lectures</b>	60 lectures/Practicals of 60 minutes each
<b>Course Objectives:</b> <ol style="list-style-type: none"> <li>1. Awareness of basics of computers.</li> <li>2. Understand the basics of creating documents using Microsoft Word.</li> <li>3. Create a batch of documents with Mail Merge that are personalized for each recipient.</li> <li>4. Understand the basics of creating Excel Sheets containing data and formatting it.</li> <li>5. Understand the basics of creating Excel Sheets for performing calculations on data.</li> </ol>	
<b>Course Outcomes:</b> On successfully completing this course the learner will be able to: <ol style="list-style-type: none"> <li>1. Understand Computer Units, Data and types of Data.</li> <li>2. Understand the concepts in Microsoft Word and Excel.</li> <li>3. Create a meaningful word document.</li> <li>4. Create an excel sheet and format it.</li> <li>5. Create an excel sheet to perform calculations.</li> </ol>	

Syllabus		
Module	Details/Texts	Number of Lectures Allotted
1	<b>Introduction :</b> What is Information Technology ? Data and Information, Types of Data. Units of Computer - Input, Output, CPU, Memory.	10

	<p>Types of Input and Output Devices. Types of Memory. Application and System Software. Algorithms and Flowcharts. Working with files and directories.</p>	
2	<p><b>Microsoft Word:</b> Introduction to MSWord, Menus shortcuts <b>Working with documents:</b> opening (new and existing) and saving file, editing file, inserting and deleting (text, symbols etc) cut copy paste undo redo, find search replace, using toolbars ruler, using help <b>Formatting Document:</b> setting font style, setting paragraph style, setting page style <b>Creating tables:</b> Inserting tables, borders alignments, merging, splitting, sorting, insertion and deletion of rows and columns <b>Drawing and tools:</b> inserting pictures, clipart and word art, formatting and editing pictures, clipart and word art, word completion, spell check. <b>Mail merge.</b></p>	10

3	<p><b>Microsoft Excel:</b> Introduction: Opening and saving files, Menus and toolbars, using help, Shortcuts <b>Working with Spreadsheets:</b> setting margins, Rows , columns and cells, referring cell and selecting cell, entering and editing cell data, cut copy paste undo redo, find search replace, filling continuous rows and columns, inserting column, row and spreadsheet, Cell formats. <b>Formatting Spreadsheets:</b> Formatting cell, row, column: alignment, font border Worksheets: Sheet name, row, column headers, row height, column width <b>Excel for Data Analysis:</b> Sorting, filtering, conditional formatting. <b>Excel Page Layout Tab:</b> Understanding Page Setup Settings. <b>Creating charts:</b> Selecting charts, Formatting charts, label, scaling etc. <b>Mathematical Operations :</b> Addition, Subtraction, Multiplication , Division , Exponentiation <b>Excel Function :</b> <b>Mathematical Formulas :</b> SUM, AVERAGE, COUNT, MIN, MAX, PRODUCT, MODULUS, SQRT, ROUND, ROUNDDOWN, ROUNDUP <b>Text Formulas :</b> CONCATENATE, TRIM, UPPER, LOWER, LEFT, RIGHT, MID, SUBSTITUTE, REPLACE, LEN <b>Logical Formulas :</b> IF, IFS <b>Data Tools in EXCEL :</b> i. Text to Columns</p>	15
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	ii. Remove Duplicates iii. Advanced Filter iv. Consolidate v. Data Validation	
<b>4</b>	<p><b>Microsoft PowerPoint:</b> Introduction:          Opening and saving presentation (new / old), Selecting presentation layout, setting background, presentation templates  <b>Creating Presentation:</b> Adding text to presentation, setting the font and style.  <b>Formatting Presentation:</b> Adding style, gradient fill, headers and footers, Setting background, slide layout  <b>Adding Graphics to Presentation:</b> adding pictures, movies, tables, links to presentation.  <b>Adding effects to Presentation:</b> Setting animation effects</p> <p><b>Microsoft Access:</b>Introduction:Database concepts  <b>Opening and saving the database files:</b>Creating and modifying tables, entering data into table, importing data  <b>Creating Queries:</b>Simple SQL statements for inserting, deleting, updating and displaying information.  <b>Creating forms:</b>GUI, Forms</p>	10
	<b>Practicals</b>	15
	<b>TOTAL NUMBER OF LECTURES ALLOTTED IN THE SEMESTER</b>	<b>60</b>

<b>Methodology for Internal Assessment:</b>
<ol style="list-style-type: none"> <li>1. Practical Examination 15 Marks</li> <li>2. Journal Submission 10 Marks</li> <li>3. Viva 05 Marks</li> <li>4. Attendance and Class Participation 05 Marks</li> </ol>
<b>Reference Material:</b>
<ul style="list-style-type: none"> <li>● MS-OFFICE 2010 Training Guide, Prof. Satish Jain, M. Geetha, Kratika, BPB</li> <li>● Microsoft office 2010 All in One for dummies, Peter Weverka, Wiley</li> <li>● Microsoft Office Professional 2010 step by step, Joyce Cox, Joan Lambert, Curtis Frye, Microsoft Press</li> <li>● Introduction to Information Technology, V. Rajaraman, PHI Learning Pvt. Ltd.</li> </ul>
<b>BoS Syllabus Sub-Committee Members:</b>
<ol style="list-style-type: none"> <li>7. Mrs. Arpita Joshi Gokhale, Coordinator and Assistant Professor, Department of B.Voc, and Chairperson, BoS, V. G. Vaze College (Autonomous).</li> <li>8. Ms Suchitra Poojari, Assistant Professor, Department of B.Voc ,and Member, BoS, V.G.Vaze College (Autonomous).</li> <li>9. Mr.Vikram Darve , Industry Partner and Visiting Faculty, Department of B.Voc ,and Member, BoS, V.G.Vaze College (Autonomous).</li> <li>4. Ms Priti Chaudhary, Visiting Faculty, Department of B.Voc ,V.G.Vaze College (Autonomous).</li> </ol>

### Question Paper Pattern for External Evaluation

Duration:2 Hours

Maximum Marks:60

Instructions:

1. All questions are compulsory.

Q.1	Short Notes (Unit 1)	10
Q.2	Short Notes (Unit 2)	10
Q.3	Short Notes (Unit 3)	10
Q.4	Short Notes (Unit 4)	10
Q.5	Essay Types (Unit 1,2,3,4)	20

**SEMESTER-I**

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	-	100
-	-	2	2	-	-	-	-	40	-	100	100

<b>Course Title</b>	<b>Destination Geography - India</b>
<b>Paper</b>	Vocational Skill Enhancement Course
<b>Course Code</b>	VVDG104
<b>Total Marks</b>	60 + 40 = 100
<b>Number of Lectures</b>	60 lectures of 60 minutes each
<b>Course Objectives:</b>	
<ol style="list-style-type: none"> <li>1. Understanding Geographic diversity of India that makes it a diverse and attractive tourist destination such as landscape, climate and natural attraction.</li> <li>2. Study the cultural heritage and historical significance of different destinations that attract tourists.</li> <li>3. Study popular tourism regions and circuits within India.</li> </ol>	
<b>Course Outcomes:</b>	
<p>On successfully completing this course the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Gain a comprehensive understanding of India's diverse geographical features, including mountains, plains, coasts, and deserts, and how these features influence tourism.</li> <li>2. Familiarity with major tourist destinations in India, such as historical sites, cultural landmarks, natural reserves, and urban centers, and their geographical significance.</li> <li>3. Understand how geographical factors like climate, terrain, accessibility, and natural resources impact tourism development and sustainability in different regions of India.</li> </ol>	

Syllabus		
Module	Details/Texts	Number of Lectures Allotted
1	a. Tourist destinations in Northern India - Jammu & Kashmir, Himachal Pradesh, Delhi, Punjab	15

	(State wise study with mapping)	
2	b. Tourist destinations in Eastern India - West Bengal, Assam, Meghalaya, Nagaland, Tripura (State wise study with mapping)	15
3	c. Tourist destinations in Western India - Gujarat, Rajasthan, Maharashtra, Goa (State wise study with mapping)	15
4	d. Tourist destinations in Southern India - Karnataka, Tamil Nadu, Kerala, Andhra Pradesh  (State wise study with mapping)	15
	<b>TOTAL NUMBER OF LECTURES ALLOTTED IN THE SEMESTER</b>	<b>60</b>

<b>Methodology for Internal Assessment:</b>
1. Powerpoint presentation 2. Viva 3. Mapping
<b>Reference Material:</b>
<ul style="list-style-type: none"> <li>• Tourism in India by J. Soundararajan &amp; K.V. Ramkrishna Rao</li> <li>• India's Tourist Guide by J.C Joshi</li> <li>• Promoting Tourism in India by Dr. Kranti Sawarkar</li> <li>• Top 100 places to visit in India by Rudram Saikia</li> <li>• Tourist Destinations in India by Manohar Bandhopadhyay</li> </ul>
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12. Mr. Vikram Darve, Industry Partner and Visiting Faculty, Department of B.Voc, and Member, BoS, V.G.Vaze College (Autonomous).

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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 01 marks.

Q. 1	MCQ (Module 1)	15
Q. 2	MCQ (Module 2)	15
Q,3	MCQ (Module 3)	15
Q.4	MCQ (Module 4)	15

**SEMESTER-I**

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

<b>Course Title</b>	<b>Ancient Indian Culture</b>
<b>Paper</b>	IKS
<b>Course Code</b>	VFAI142
<b>Total Marks</b>	50
<b>Number of Lectures</b>	30 lectures of 60 minutes each

**Course Objectives:**

1. To provide a general introduction to the ancient education system and sensitize the students to the contributions of ancient Indian traditions.
2. The students will be acquainted with Indian classical dance, music forms and temple architecture.
3. The students will be able to comprehend Ayurveda, Yoga, Meditation and Mindfulness for health and wellbeing.

**Course Outcomes:**

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

1. Students will be able to appreciate the ancient Indian education system and its significance.
2. Students will understand the synthesis between Indian performing and visual arts.
3. Students will be able to acknowledge the holistic nature of Indian medicine and its relevance in the contemporary era.

**Syllabus**

<b>Module</b>	<b>Details/Texts</b>	<b>Number of Lectures Allotted</b>
<b>1</b>	<b>Ancient Indian Education and Philosophy</b> a.Ancient Indian Education System-Gurukul tradition b.Indic scriptures/literature-Vedas, Upanishads, Bhagavat Geeta,Mahabharat c.Indic religions-Hinduism,Buddhism,Jainism,Sikhism	10
<b>2</b>	<b>Performing and Visual Arts in Ancient India</b> a. Indian Classical Dance-Bharatnatyam and Kathak b. Indian Music- Carnatic and Hindustani c. Temple Architecture, architecture, painting.	10
<b>3</b>	<b>Medicine and Holistic Health in Ancient India</b> a. Fundamentals of ancient medicine-Ayurveda b. Fundamentals of Yoga-Suryanamaskar,Padmasadhana c. Pranayam & Meditation	10
<b>TOTAL NUMBER OF LECTURES ALLOTTED INTHE SEMESTER</b>		<b>30</b>

**Methodology for Internal Assessment:**

1. Project/Assignment 10 Marks
2. Class Participation and Attendance 10 Marks

**References:**

- 1.Textbook on The Knowledge System of Bhārata by Bhag Chand Chauhan,
2. History of Science in India Volume-1,Part-I,Part-II,VolumeVIII,by Sibaji Raha,et al. National Academy of Sciences, India and The Ramkrishna Mission Institute of Culture, Kolkata (2014).
3. Pride of India-A Glimpse of India's Scientific Heritage edited by Pradeep Kohleet al. Samskrit Bharati (2006).
4. Vedic Physics by Keshav Dev Verma,Motilal Banarsidas sPublishers(2012).
5. India's Glorious Scientific Tradition by Suresh Soni, Ocean BooksPvt.Ltd.(2010).

Duration:  
Maximum Marks:30  
Instructions:  
All questions are compulsory.  
Each question carries 15 marks.

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

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- 1.Mrs. Arpita Joshi Gokhale, Coordinator and Assistant Professor, Department of B.Voc, and Chairperson, BoS, V. G. Vaze College (Autonomous).
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- 3.Mr.Vikram Darve , Industry Partner and Visiting Faculty,Department of B.Voc ,and Member, BoS, V.G.Vaze College (Autonomous).

SEMESTER-I										
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	10	10	-	-	-	30	50

<b>Course Title</b>	<b>Communication Skills in English</b>
<b>Paper</b>	AEC
<b>Course Code</b>	VFCS131
<b>Total Marks</b>	30 + 20 = 50
<b>Number of Lectures</b>	30 lectures of 60 minutes each

**Course Objectives:**

1. To familiarize learners with various uses of English.
2. To enhance their language proficiency by providing adequate exposure in reading and writing skills.
3. To increase the range of lexical resources through a variety of exercises.

**Course Outcome/s:**

After successful completion of the course, the learners shall be able to:

1. Develop competence in using various registers and styles of English.
2. Gain command over written and spoken English.
3. Use English effectively for various written and interpersonal tasks.

Syllabus		
Module	Details	Lectures
I	<p><b>1.1 Concept of Communication</b></p> <ul style="list-style-type: none"> <li>● Definition and Meaning of Communication</li> <li>● Process of Communication</li> <li>● Need for Communication in the Workplace</li> <li>● Feedback: Importance &amp; Types</li> <li>● Barriers to Communication</li> </ul> <p><b>1.2 Impact of Digital Technology on Communication</b></p> <ul style="list-style-type: none"> <li>● Internet-Enabled Communication: Email, Video Conferencing, Webinars</li> <li>● Social Media Platforms: Facebook, Twitter, Instagram, LinkedIn, WhatsApp</li> </ul> <p><b>1.3 Business Correspondence</b></p> <ul style="list-style-type: none"> <li>● Parts &amp; Layouts of a Business Letter</li> <li>● Job Application with Bio-data</li> <li>● Letter of Appointment, Letter of Appreciation, Letter of Resignation</li> <li>● Emails: Job Application via Email, Writing and Responding to Official Emails</li> </ul>	15
II	<p><b>2.1 Public Speaking &amp; Presentation Skills</b></p> <ul style="list-style-type: none"> <li>● Importance of Public Speaking in Business</li> <li>● Overcoming Stage Fear</li> <li>● Types of Speeches: Informative, Persuasive, Impromptu</li> <li>● Using Visual Aids (PowerPoint, Charts, Videos)</li> <li>● Storytelling in Business Communication</li> </ul> <p><b>2.2 Personality Development &amp; Professional Communication</b></p> <ul style="list-style-type: none"> <li>● Grooming and Professional Appearance</li> <li>● Emotional Intelligence &amp; Workplace Conversations</li> <li>● Active Listening, Assertiveness &amp; Conflict Resolution</li> </ul>	15
<b>TOTAL NUMBER OF LECTURES ALLOTTED FOR THE SUBJECT</b>		<b>30</b>

**Methodology for Internal Assessment:**

1. Project/Assignment 10 Marks
2. Class Participation and Attendance 10 Marks

**References:**

1. Bovee, C. L., & Thill, J. V. (2021). *Business Communication Today* (14th ed.). Pearson Education.
2. Guffey, M. E., & Loewy, D. (2018). *Essentials of Business Communication* (11th ed.). Cengage Learning.
3. Carnegie, D. (2017). *The Art of Public Speaking*. Simon & Schuster.
4. Sharma, R. C., & Mohan, K. (2017). *Business Correspondence and Report Writing*. Tata McGraw-Hill.
5. Covey, S. R. (2013). *The 7 Habits of Highly Effective People*. Free Press.

<https://contented.com/collections/social-media>

<https://www.coursera.org/projects/free-blogger-business-page>

<https://www.theidm.com/training-course/copywriting-for-social-media-and-blogs>

<https://www.udemy.com/topic/blogging/>

<https://www.slideshare.net/iniwannalangniyaakobastabasta/models-of-communication-63235607>

[https://www.slideshare.net/draizelle\\_sexon/business-letter-12043197](https://www.slideshare.net/draizelle_sexon/business-letter-12043197)

**BoS Syllabus Sub-Committee Members:**

13. Mrs. Arpita Joshi Gokhale, Coordinator and Assistant Professor, Department of B.Voc, and Chairperson, BoS, V. G. Vaze College (Autonomous).
14. Ms Suchitra Poojari, Assistant Professor, Department of B.Voc, and Member, BoS, V.G.Vaze College (Autonomous).
15. Mr. Vikram Darve, Industry Partner and Visiting Faculty, Department of B.Voc, and Member, BoS, V.G.Vaze College (Autonomous).
16. Ms Namrata Jadhav, Visiting Faculty, Department of B.Voc, V.G.Vaze College (Autonomous).

**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
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SEMESTER-I										
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

<b>Course Title</b>	<b>Indian Constitution</b>
<b>Paper</b>	VEC
<b>Course Code</b>	VFIC138
<b>Total Marks</b>	30 + 20 = 50

<b>Number of Lectures</b>	30 lectures of 60 minutes each
<b>Course Objectives:</b>	
<ol style="list-style-type: none"> <li>To understand the basics of the Indian Constitution.</li> <li>To familiarize students with features of the Indian constitution.</li> </ol>	
<b>Course Outcome/s:</b>	
After completion of the course, students will be able to- <ol style="list-style-type: none"> <li>Enhance the understanding of the Indian constitution.</li> <li>Understand fundamental principles of the Indian Constitution.</li> </ol>	

Syllabus		
Module	Details	Lectures
1.	<b>Fundamentals of the Indian Constitution</b> a. The Preamble and basic philosophy of the Indian constitution b. Features of Indian Constitution c. Indian Federalism	15
2.	<b>Citizens and state</b>  Fundamental rights  a. Fundamental duties  b. Directive principles of state policy	15
<b>TOTAL NUMBER OF LECTURES ALLOTTED FOR THE SUBJECT</b>		<b>30</b>

**Methodology for Internal Assessment:**

1. Project/Assignment 10 Marks
2. Attendance and Class Participation 10 Marks

**Reference Material:**

1. "Introduction to the Constitution of India" by D.D. Basu
2. "Indian Polity" by M. Laxmikanth
3. "The Constitution of India: A Contextual Analysis" by Arun K. Thiruvengadam
4. "The Indian Constitution: Cornerstone of a Nation" by Granville Austin

**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).

### Question Paper Pattern for External Evaluation

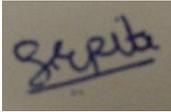
Duration: 1 hr  
Maximum Marks:30  
Instructions:

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)