



Certificate Programmes

Escorting and Tour Management
2018-19

Department of Tourism,
Hotel, Hospitality and
Heritage Studies

**Jamia Millia Islamia,
New Delhi**

This document outlines the details of the professional Certificate Programme proposed by Department of Tourism, Hotel, Hospitality and Heritage Studies of Jamia Millia Islamia. This document is an effort to outline the process for the convenience of aspirants. However, in case of a doubt/dispute the relevant Ordinances and Regulations of the University shall prevail.

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Government and the society has mandated that the graduates be equipped with skills that render them employable. Tourism is one sector of the economy that offers a promise of plenty in terms of employment opportunity. Should the service providers in this sector conduct in a professional manner the sector would attract more tourists and tourism. This in turn will help contribute to GDP of the country.

At Jamia Millia Islamia, the tourism and hospitality programmes and courses have been capturing the imagination of the students from different faculties. Based on their learning in these courses they have been able to seek meaningful employment. As the needs and expectations of the industry changes, it is desirable that the programmes and courses offered by Department of Tourism, Hotel, Hospitality and Heritage Studies are reengineered. A large number of students from other departments and those who have chosen to pursue undergraduate programmes through ODL opt to simultaneously pursue Certificate Programme in Tourism that the department has been offering since 2004. It is also estimated that NCR being an important seat of tourism business in the country, a large number of youth would like to pursue these short term programmes to gain skills that would render them employable. Since the industry now demands a different skill set it is proposed to offer following refurbished certificate programmes.

The Certificate Programmes

The certificate programmes are normally one semester course worth 16-18 credits. Alternatively, the courses can be offered as part-time programmes spread over two semesters with each semester worth 8-10 credits. Each Certificate Programme will comprise of 4 courses of 4 credits each and one programme end comprehensive Viva Voce worth 2 credits.

Department will offer these Certificate Programme on a financially self-sustaining basis.

The department proposes to offer the following programmes from Academic Session 2018-19 onwards-

1. Certificate Programme in Ticketing and Airfare Construction (Level 5)
2. Certificate Programme in Tour Guiding and Leadership (Level 6)
3. Certificate Programme in Escorting and Tour Management (Level 7)
4. Certificate Programme in Medical and Wellness Tourism (Level 7)

Nomenclature	CERTIFICATE PROGRAMME IN ESCORTING AND TOUR MANAGEMENT
Department	Department of Tourism, Hotel, Hospitality and Heritage Studies
Faculty	Faculty of Humanities and Languages
Type	Part time Certificate Programme
Level	Level 7
Duration	One year, two semester programme (Two courses per semester)
Evaluation	Annual
Credits	18 credits
Intake	30
Fees	Rs. 23,950/-
Background	One of the important profiles in tourism is that of a Tour Manager. A Tour Manager is a person who accompanies a tourist or a tourist group on a tour. There are inbound tour manager or outbound tour managers. This programme will prepare learners to shoulder the responsibilities handling a tour. This is an important profile and no licenses are required to work as a Tour Manager/ Escort/ Tour Director.
Eligibility	Successfully completed at least second year of graduation with minimum of 45% marks or the Level 6 Certificate programme in tourism or related subjects from any recognised university.
Admission	Based on admission test and interview
Requirements	Desirable that the students seeking admission have good communication skills. This Certificate Programme will be particularly useful for students who are pursuing foreign language courses. There is a huge demand for linguist tour managers.

Courses	Course	Credits
	ETM 101 Tourist Transportation	4
	ETM 102 Itineraries of India	4
	ETM 103 Destinations of the World	4
	ETM 104 Techniques of Tour Management	4
	ETM 105 Comprehensive Viva-voce	2
	Total	18

