



Department of Business Administration

Tezpur University

announces

UGC Approved

Career Oriented Certificate Course



Air Ticketing and Computerized Reservation System

- ♦ The Course is UGC approved
- ♦ Students undergoing BA/B.Sc/B.Com may apply
- ♦ Total number of seats is 30. Selection on merit basis.
- ♦ Admissions during July 2012
- ♦ Classes from August 2012
- ♦ Classes will be held at the Department of Business Administration, Tezpur University
- ♦ Classes will be held thrice a week
- ♦ Examinations in January and August
- ♦ Classes will be held after 4 p.m.
- ♦ Duration: Six Months (One Semester)
- ♦ Students will be able to avail Tezpur University bus service
- ♦ Total fees for the course is Rs. 1,000/- (50% of the fees will be refunded to candidates who secure more than 60% marks with attendance of minimum 80%)

For details, contact

**Department of Business Administration
Tezpur University**

Nappam, Sonitpur (Assam)

Ph. No. : 03712 267128 e-mail : hod_ba@tezu.ernet.in

Important Facts

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or

M-9435295356 e-mail : taruntu@tezu.ernet.in



Department of Business Administration Tezpur University

announces

UGC Approved

Career Oriented Certificate Course

for undergraduate students on

Air Ticketing and Computerized Reservation System



The University

Tezpur University was established on in 1994 as a non-affiliating, unitary type residential institute of higher education. Over a span of 17 years, the University has played a leading role in transforming the scenario of higher education in the entire North-Eastern region through innovative, employment driven and inter-disciplinary academic programmes.



Apart from fulfilling the traditional role of the University, that is, to create and disseminate new knowledge in diverse fields, it has been striving to keep pace with the developments that are

taking place in a rapidly changing world. Accordingly its systems are modernized as per contemporary requirements through constant up gradation of the syllabi, ever innovative teaching pedagogy, with transparent and scientific evaluation system and curriculum modernization.

The Department

With a dedicated team of professional academicians with industrial experiences, the Department of Business Administration regularly conducts Short Term courses for target groups, as well as the flagship programme of Two year Full Time MBA, in addition to PG Diploma course in Tourism Management, and PhD programmes. The Department is currently rated “A+” by Business India (2011 rating). The Department is also honoured with Dewang Mehta B-school Leadership Award in November 2010. The Department is also awarded with the SAP-DRS (I) by the University Grants Commission.



The programme

The University Grants Commission has approved the Department of Business Administration, Tezpur University to run a **Certificate Programme in Air Ticketing and Computerized Reservation System** under the UGC scheme of Career Oriented Courses. The course is an add on course for undergraduate students pursuing either B.A. or B.Sc. or B.Com. The duration of the course is six months (one semester), and classes will be held three days a week. A candidate registering for the course will have to complete 20 credits, out of which eight credits in the form of field work. Candidates successfully completing the course will be issued a certificate by Tezpur University.

To make it convenient to the students pursuing regular degree level courses, classes will be held after 4 p.m. at Tezpur University campus. Classes will be held three days a week. Registration form will be available at the Tezpur University website www.tezu.ernet.in during the end of June 2012.

Course Structure

Subject	Credit
♦ Air Ticketing Fundamentals	4
♦ Itinerary Planning and Air Tariff	4
♦ Air Transport Regulation and Travel Formalities	4
♦ Field Work / Hands on Training	8





TEZPUR UNIVERSITY

Tezpur-784028, Assam

APPLICATION FORM

(For UGC approved Career Oriented Certificate Course on Air Ticketing & Computerized Reservation System)

For admission to Autumn Semester 2012

To be submitted to the Head, Department of Business Administration, Tezpur University **before 25.07. 2012**

Paste one
recent
passport
Size colour
Photograph

1	Name in Full(Block Letters)							
2	Name of the College (where you are studying)							
3	Stream of Your Study				Science	Arts	Commerce	
4	Present status of your Study				Degree 1 st Year	Degree 2 nd Year	Degree 3 rd Year	
5	Percentage of Marks in Degree Course (wherever applicable)							
6	Category				OBC(NCL)	SC	ST	OTHER
7	Religion				8. Nationality			
9	State of Domicile				10. Gender			
11	Date of Birth(DD/MM/YYYY)							
12	a)Father's/Husband's/Guardian's Name							
	b)Mother's Name							
13	Guardian's Phone Number							
14	Address for Correspondence				<div style="text-align: right;"> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> </div>			
					Mobile No..... E-mail-			
15	Educational Qualification							
	Exam.	Board/ University	Year of passing	Class/Grade /Division	Subjects Taken	% of Marks /Grade	Remarks	
	HSLC(10 th)							
	HS (10+2)							
16	Computer Knowledge		Yes	No				

I declare that the information given above is true and complete to the best of my knowledge. If any of the above information is found to be incorrect, my admission shall liable to be cancelled.

Date

Signature of candidate

The College has no objection if Sri/Smtis enrolled for the course.

Signature of Head of Institute with Seal