

**REPORT ON
THE INTERNSHIP PROGRAMME
OF THE
BACHELOR OF TOURISM AND TRAVEL
MANAGEMENT (BTTM)
SEMESTER VII
2023**

**LADY KEANE COLLEGE
SHILLONG**

CONTENT

Sl/No.	Content	Page Number
1	Internship Programme- A Report	1
2	Details of Students and Organisations	3
3	Letters of Authorization and No Objection	4
4	Guidelines and Schedules	9
5	Photographs	10

1. Internship Programme
A Report
Bachelor of Tourism and Travel Management (BTTM)
July 1 – October 31, 2023

Programme: Internship

Course: BTM 711: Internship Report (8 credits)

BTM 712: Log Book and Appraisal Report (8 credits)

BTM 713: Viva Voce (2 credits)

Duration: 16 weeks

Dates: July 1- October 31, 2023

Number of students: 11 (7th semester students, 2023)

A Report

As per the curriculum of the Bachelor of Tourism and Travel Management (BTTM), the 7th Semester is an internship semester where students have to undergo a 16th weeks Internship Programme in different hotel and tourism related organisations in different tourism related organisations like hotels, travel agencies, tour operations companies, event organisations, tourism departments and agencies etc.

This year the internship programme started on 1st July 2023 and completed on 31st October 2023. The Department has successfully placed the students at various organisations including renowned Five Star Hotels in the country. The 11 students of 7th semester were placed in different organisations for their internship which include Hotel Leela Palace, Hotel Oberoi Grand, Indiatourism Shillong, Go Somewhere Tour Operator, Oriental Vacations & Journeys Pvt Ltd, Polo Orchids and others.

Objectives:

Internship programme is designed to give exposure to students studying professional courses to inculcate necessary skills and experience hands on operations and management of the different field and areas of the industry.

1. Internship programme gives students platform to see and observe the overall working environment of hotels, tour agencies, event organisation, car rental companies and other related organisations.
2. To give students an opportunity to have extensive practical learning by physically involving in all the operational activities of the organisation.
3. To do extensive study on the specialised areas by conducting surveys and case studies.

4. To complete the necessary requirement for a bachelor degree.

Learning outcome:

1. Students learnt the basic operational aspects of hotel management in different departments and other travel organisation.
2. They develop skills required for operating guest houses, homestays, travel agencies etc.
3. They acquired knowledge of managing an accommodation sector and tour or adventure companies.
4. They learnt interpersonal skills and ways of dealing with customers.
5. Students learnt the necessary information on setting up enterprises or start ups.

The internship was successfully completed by all students and evaluation was conducted for the three papers:- BTM-710, BTM-711 and BTM-712 during the End Semesters NEHU Examination of November 2023.

The Students were placed in different organisations covering skills and expertise in hospitality, tour operations and executions, events planning and organising, research and surveys and other aspects of tourism operations.

2. Details of Students and Organisations

Sl/No	Name	Roll No.	Area of Specialisation	Organisation	Location
1	BANRISUKLANG MARNGAR	T1900001	Travel Agency & Tour Operations	Go Somewhere	Shillong
2	BAPHIRA THAWMUIT	T1900002	Hotel Operations	Oberoi Grand	Kolkata
3	EMAIA PHIKA PASSAH	T1900003	Tourism Administration	India Tourism	Shillong
4	NGANGKHAM BABYNA	T1900005	Hotel Operations	Hotel Leela Palace	Chennai
5	METUNG CHEDA	T1900006	Hotel Operations	Oberoi Grand	Kolkata
6	LAREEN RIDA NIEWKOR MASSAR	T1900007	Travel Agency & Tour Operations	Oriental Vacations & Journeys Pvt Ltd	New Delhi
7	IBADALANG SHISHA SYLLIANG	T1900008	Travel Agency & Tour Operations	Go Somewhere	Shillong
8	ENRICHMENT DKHAR	T1900009	Hotel Operations	Polo Orchids Resort	Sohra
9	LADIANGHUN NONGSIEJ	T1900010	Hotel Operations	Hotel Leela Palace	Chennai
10	DADO RITA TALANG	T1900013	Hotel Operations	Hotel Leela Palace	Chennai
11	PHILAWANBET RYMBAI	T1900014	Travel Agency & Tour Operations	Oriental Vacations & Journeys Pvt Ltd	New Delhi

3. Letters of Authorization and No Objection



LADY KEANE COLLEGE

SHILLONG - 793001 : MEGHALAYA

☎ : 0364-2223293

Fax : 0364-2504004

Email : ladykeanecollege@gmail.com

Website : www.ladykeanecollege.edu.in

Ref. No. C/16/2015/BTTM/182

Date : 17-03-2022

To

Subject: Internship programme for the BTTM students Lady Keane College, Shillong.

Dear Sir/Madam

We are pleased to inform you that the 3rd batch of Bachelor of Tourism and Travel Management (BTTM) is starting the Semester VII session which is Internship Programme of 16 weeks in areas relating to Hotels/Resorts, Travel Agencies/Tour Operation Companies, Airports and Airlines, Advertising and Promotion Agencies in Tourism, Food and Beverages Service Industry and Community Tourism Enterprises from July 2022.

At the end of the Semester VII, students have to submit the Internship Report (BTM-711), Log Book with Appraisal Report (BTM-712) and Viva Voce (BTM-713) which is to be conducted during the End Semester Examination of the University (NEHU).

In this regard, it will be a privilege for our students to get absorbed in your esteemed organisation for undergoing the internship training programme in the following areas:

- | | |
|--|---|
| <input type="checkbox"/> Travel Agency and Tour Operations | <input type="checkbox"/> Airports and Airlines |
| <input type="checkbox"/> Hotel Operations | <input type="checkbox"/> Adventure Tourism |
| <input type="checkbox"/> Restaurant Operations | <input type="checkbox"/> Farm Tourism |
| <input type="checkbox"/> Airport Operations and Management | <input type="checkbox"/> Mining Tourism |
| <input type="checkbox"/> Rural Tourism | <input type="checkbox"/> Wildlife Tourism |
| <input type="checkbox"/> Eco Tourism | <input type="checkbox"/> Content, Database and Research |
| <input type="checkbox"/> Heritage Tourism | |

Looking forward to receiving your kind consideration.

Yours sincerely,


Principal D. K. B. Mukhim
Principal
Lady Keane College
Shillong



LADY KEANE COLLEGE

SHILLONG - 793001 : MEGHALAYA

☎ : 0364-2223293

Fax : 0364-2504004

Email : ladykeanecollege@gmail.com

Website : www.ladykeanecollege.edu.in

Ref No. C/16/2015/ATM/182

Date : 17-03-2022

To

NO OBJECTION CERTIFICATE

This is to certify that Ms. _____, is our student in the Department of Tourism and Travel Management (Semester VII) and she is interested in undertaking her internship programme at your esteemed organization as part of the course curriculum. The college has NO OBJECTION to her undertaking the internship programme at your esteemed organization.

Your kind consideration and acceptance will be deeply appreciated.

With kind regards,

Principal
D. K. B. Mukhim
Principal
Lady Keane College
Shillong



LADY KEANE COLLEGE

SHILLONG - 793001 : MEGHALAYA

☎ 0364-2223293

Fax : 0364-2504004

Email : ladykeanecollege@gmail.com

Website : www.ladykeanecollege.edu.in

Ref. No. C./16/2015./BTM/356

Date :

To

Mr. Navin Sharma
H.R Manager
Meghalanage Ltd. Shillong

NO OBJECTION CERTIFICATE

This is to certify that Ms. Ibansiedor Thangni is our student in the Department of Tourism and Travel Management (Semester VII) and she is interested in undertaking her internship programme at your esteemed organization as part of the course curriculum. The college has NO OBJECTION to her undertaking the internship programme at your esteemed organization.

Your kind consideration and acceptance will be deeply appreciated.

With kind regards,

Principal



LADY KEANE COLLEGE

SHILLONG - 793001, MEGHALAYA

☎ 0364-2223293

Fax: 0364-2504004

Email: ladykeanecollege@gmail.com

Website: www.ladykeanecollege.edu.in

Ref. No. C/16/2015/STTM/182

Date: 17-03-2022

To

THE GENERAL MANAGER

POINISUK HOTEL

SHILLONG

NO OBJECTION CERTIFICATE

This is to certify that Ms. ANGELA T. KURKALANG is our student in the Department of Tourism and Travel Management (Semester VII) and she is interested in undertaking her internship programme at your esteemed organization as part of the course curriculum. The college has NO OBJECTION to her undertaking the internship programme at your esteemed organization.

Your kind consideration and acceptance will be deeply appreciated.

With kind regards,

Principal, K. B. Mukhim
Principal
Lady Keane College
Shillong



LADY KEANE COLLEGE

SHILLONG - 793001 : MEGHALAYA

☎ 0364-2223293

Fax: 0364-2504004

Email: ladykeanecollege@gmail.com

Website: www.ladykeanecollege.edu.in

Ref. No. C/16/2015/BTMM/356

Date: 2.5.2022

To
Ms Vani Sengupta
Director Human Resources
The Leela Palace, Chennai

Subject: Internship programme for the BTM students Lady Keane College, Shillong.

Dear Madam,

We are pleased to inform you that the 3rd batch of Bachelor of Tourism and Travel Management (BTM) is starting the Semester VII session from July to October, 2022 which is Internship Programme of 16 weeks in areas relating to Hotels and Resorts.

At the end of the Semester VII, students have to submit the Internship Report (BTM-711), Log Book with Training Certificate (BTM-712) and Viva Voce (BTM-713) which is to be conducted during the End Semester Examination of the University (NEHU).

In this regard, it will be a privilege for our students to get absorbed in your esteemed organisation for undergoing the internship programme in various departments of hotels for their career advancement and therefore, I kindly request you to absorb our students for the said programme.

Looking forward to receiving your kind consideration.

Yours sincerely,

Principal
Lady Keane College
Shillong

Dr. D. K. B. Mukhim
Principal
Lady Keane College
Shillong

4. Guidelines and Schedule of the Internship

**DEPARTMENT OF TOURISM AND TRAVEL MANAGEMENT
LADY KEANE COLLEGE, SHILLONG
INTERNSHIP (JULY-OCTOBER 2022)
SCHEDULE AND GUIDELINES**

Sl.No	Activity	Deadline	Responsibility
1.	Guide Allotment	17 th June 2022	HOD
2.	Students joining the respective companies for carrying out the Project	July 2022	Individual students
3.	Communication to the HOD & Guide regarding joining the Company and the Project Area through a mail (Joining Report)	On the joining date	Individual students
4.	Topic finalization	20 th July 2022	Guide & Individual wards
5.	Review of Literature/ Secondary data collection	31 st August 2022	Guide & Individual wards
6.	Objectives	10 th September 2022	Guide & Individual wards
7.	Questionnaire/ Interview design	20 th September 2022	Guide & Individual wards
8.	Survey/Data Collection	3 rd October 2022	Guide & Individual wards
9.	Analysis & Interpretation with appropriate statistical Tools	10 th October 2022	Guide & Individual wards
10.	Submission of Rough Draft for Guide's verification & Approval	24 th October 2022	Guide & Individual wards
11.	Approval of Rough Draft by the respective Guide	10 th November 2022	Respective Guide
12.	Submission of Final Report (with Guide's Signature) to the HOD for Evaluation	Before NEHU Final Examination	Individual Guides
13.	Report Submission and Viva	NEHU Final Examination	Individual Students

INSTRUCTIONS:

- All the students are instructed to strictly adhere to the Schedule given above.
- Any deviation unless it is duly authorized by the HOD and the respective guide will NOT be permitted.
- All the students are advised to consult their respective Guides at least 4 times during the internship period (either through E mail/cell phone/personal contact.)
- No student shall be allowed to carry out any freelance project unattached to a company/organization.
- The duration of the internship training in any company should be of 16 weeks.
- All the students should compulsorily obtain a certificate from the respective company/ organization as having worked on the internship and should attach the original certificate in the report submitted to the HOD for evaluation.
- All the students have to make a power point presentation of their internship report before all the Guides in the Semester End Examination notified by the University.
- Students failing to comply with/ fulfill any of the stipulations mentioned above will NOT be allowed to submit the Internship Report during the current Semester.

Head of the Department

5. Photographs



