

# **MASTER OF TOURISM & TRAVEL MANAGEMENT**

**(CATEGORY 1 & 2)**

**(SEMESTER 1 & 2)**

## **MTTM (First Year) Assignments Booklet 2025**

**(January & July Academic Cycles)  
Applicable for June and December 2025 TEE**

**MTTM - 1 TO 8  
and  
TS-1, 2, 3 and 6 (for Category II)**



**School of Tourism and Hospitality Services Sectoral  
Management Indira Gandhi National Open University Maidan  
Garhi, New Delhi – 110 068**

## MTTM ASSIGNMENTS

Dear Student,

You will have to do **One** assignment in each of the courses, i.e., MTTM-1 to 8 and TS-1, 2, 3 and 6. Only Category II students should attempt assignments of TS-1, 2, 3 and 6. All these are Tutor Marked Assignments (TMAs).

Before attempting the assignments, please read the instructions provided in the MTTM Programme Guide.

**Note:** All Assignments must be **submitted in time** in order to appear in the Term-end examination and they should be **sent to the Coordinator of your Study Centre**. You must mention your enrolment number, name, address, Assignment code and Study Centre Code on the first page of the assignment.

**You must obtain a receipt from the study centre for the assignments submitted and retain it.** If **possible**, keep a photocopy of the assignments with you.

**After evaluation, the assignments have to be returned to you by the study centre. Please insist for this and keep them as a record with you.** The Study Centre has to send the marks to SED Division at IGNOU, New Delhi.

### GUIDELINES FOR DOING ASSIGNMENTS

We expect you to answer each question in about 500 words or as mentioned in the assignment. You will find it useful to keep the following points in mind:

- 1) **Planning:** Read the assignment questions carefully. Go through the Units on which they are based. Make some points regarding each question and then rearrange them in a logical order.
- 2) **Organisation:** Be a little selective and analytic before drawing up a rough outline of your answer. Give adequate attention to your introduction and conclusion.

Make sure that your answer:

- a) is logical and coherent;
  - b) has clear connections between sentences and paragraphs; and
  - c) is written correctly giving adequate consideration to your expression, style and presentation.
- 3) **Presentation:** Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underlining the points you wish to emphasise.

Wishing you all the best

**Dr Tangjakhombi Akoijam**  
**Programme Coordinator,**  
**(MTTM)**

## DATE OF SUBMISSION OF ASSIGNMENTS

**Reminder:** All Assignment must be sent to the **Coordinator of your Study Centre**. You must mention your enrolment number, name, address, Assignment code and Study Centre Code in the first page of the assignment.

Semester & Courses (1 <sup>st</sup> Year)	
<b>Semester I</b> MTTM 1 MTTM 2 MTTM 3 MTTM 4	<b>Semester II</b> MTTM 5 MTTM 6 MTTM 7 MTTM 8

\* **Category 2** students will have to pass the following additional papers during the period of their study, preferably during the 1<sup>st</sup> Year itself (**TS 1 and TS 2 in the first semester and TS 3 and TS 6 in the second semester**)

### List of additional papers

TS 1: Foundation Course in Tourism

TS 2: Tourism Development: Products, Operations and Case Studies

TS 3: Management in Tourism

TS 6: Tourism Marketing

### **Last Date of Submission of Assignments \***

For June Term End Examination 2025	For December Term End Examination 2025
30 <sup>th</sup> April 2025	30 <sup>th</sup> October 2025

\* Keep checking the IGNOU website for any change in the date of submission

**IGNOU adopts a flexi-open learning system and option is available to the student to decide which course he/she will complete in a particular semester/year, subject to the completion of a particular semester and the validity of their course registration.**

**Submit your assignment before the due date specified for only those courses which you plan to give the examination in a particular Term End Examination**

**MTTM 3: MANAGING PERSONNEL IN TOURISM**  
**(Tutor Marked Assignment)**

**Course Code: MTTM3**  
**Total Marks: 100**

**Programme: MTTM**  
**Assignment Code: MTTM3/TMA/2025**

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**Note:** This TMA consists of **ten questions**, out of which you have to **attempt any five**. The question carries **20 marks each** and should be answered in about **500 words**. Send your TMA to the Coordinator of your Study Centre.

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1. Describe the characteristics and objectives of personnel management. 20
2. Why is training needed in an organization? Discuss off-the-job training methods. 20
3. What do you understand by Maslow's Need 'Hierarchy theory? Explain with the help of examples. 20
4. What is career planning? Discuss the advantages and limitations of career planning. 20
5. What do you understand by Performance Appraisal? Discuss the various methods of Appraisal with their shortcomings. 20
6. Write short notes on any two of the following in about 300 words each: (2x10=20)
  - a) Promotion Policy
  - b) Reward Policy
  - c) Transfer Policy
7. What do you understand by counselling? Discuss the various types of counselling. 20
8. What is disciplinary action? Explain the various forms of disciplinary actions. 20
9. What do you understand by grievance? Explain the steps in grievance handling. 20
10. Write a detailed note on position of women in tourism. 20