

**A.S.D. GOVT. DEGREE
COLLEGE FOR WOMEN (A), KAKINADA**

(Accredited by NAAC with 'B' in Cycle 3)
(Affiliated to Adikavi Nannaya University: Rajamahendravaram)



DEPARTMENT OF HISTORY
CERTIFICATE COURSE
TRAVEL AGENCY AND TOUR
OPERATION COURSE

2022-23

A.S.D. GOVERNMENT DEGREE COLLEGE (Women),
(Autonomous), KAKINADA

DEPARTMENT OF HISTORY



CIRCULAR

DEPARTMENT OF HISTORY

offers

A Certificate course for the Academic Year 2022-23

in

“TRAVEL AGENCY AND TOUR OPERATION COURSE”

Course Objectives:

- To help the students understand the concept of Travel intermediaries
- To determine the career opportunities in Tourism intermediary business
- To give a broad idea about Travel Agency and Tour operators and their role in Travel & Tourism industry

students
intake: 15

Eligibility: II UG
students

Course
duration: 45

Interested students may enrol their names on or before. 20- 12-2022.

Signature of the Principal
A.S.D. GOVT. DEGREE COLLEGE (W)
AUTONOMOUS
KAKINADA

16
A.S.D. GOVERNMENT DEGREE COLLEGE (Women),
(Autonomous), KAKINADA

DEPARTMENT OF HISTORY

PERMISSION LETTER

Kakinada,
Date: 16-12-2022

From
Y. Sita Maha Lakshmi,
Lecturer in-charge,
Dept. of History

To
The Principal,
A.S.D GDC(W),(A),KAKINADA

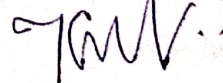
Respected Madam,

Sub: -A.S. D GDC(W), (A), Kakinada- Department of History - commencement of a
Certificate course in **“TRAVEL AGENCY AND TOUR OPERATION COURSE”**
on 22-12-2022 to 25-12-2022 (45 Hrs/ Days) for the academic year 2022-23 Permission
requested- regarding.

With reference to the subjected cited, I bring to your kind notice that the Department
of History is offering a certificate course in **“TRAVEL AGENCY AND TOUR OPERATION
COURSE”** for the for the academic year 2022-23. In this connection, I request you to accord
permission for commencing the course from 22-12-2022.

Thanking you Madam,

Yours faithfully,



Enclosure: Circular showing the details.

A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA

Department Of HISTORY

REPORT ON CERTIFICATE COURSE

Title of the Course: TRAVEL AGENCY AND TOUR OPERATION COURSE

Dec 22nd 2022 to 25th February 2023

Course Objective:

- To help the students understand the concept of Travel intermediaries
- To determine the career opportunities in Tourism intermediary business
- To give a broad idea about Travel Agency and Tour operators and their role in Travel & Tourism industry

Course Outcomes: After successful completion of the course the learner will be able to:

1. Demonstrate knowledge about the various factors influencing the tour operates industry including Travel Agencies & Local aspects in Travel and Tour operations.
2. Students get an extensive idea about Travel Agency and Tour operations and their role in Travel and Tourism industry.
- 3 Students acquire skills of Computer reservation system, package operations in the Travel and hospitality industry.

Duration of the Programme

The duration of the course is 45 hours.

Assessment

The course will have two components of evaluation:

- There will be a continuous evaluation of 50 marks based on classroom
- The written examination will be of 50 marks and 1 hour & 30 minutes duration.

The grade will be calculated for the continuous evaluation and final examination and grade will be as per the grading system below:

Sr. no.	Grade	Grade Points	Absolute Marks
1	O (Outstanding)	10	90 and above
2	A+ (Excellent)	9	80 to 89
3	A (Very Good)	8	70 to 69
4	B+ (Good)	7	60 to 69
5	B (Above Average)	6	50 to 59
6	C (Average)	5	40 to 50

**A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A),
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Certificate Course: Travel Agency and Tour Operation Course

Syllabus

Module – I

1. Definition of Tourism- Nature and Scope of Tourism Motivators – Elements and Components of Tourism – Topography.
2. Definition, Concept and Classification of Tourism products – Natural Tourism products- Man-made Tourism Products- Symbolic Tourism products- Event based Tourism products – Site based Tourism products
- 3.A) Tourism products of India – Architectural Heritage – Paintings Festivals – Wild life adventure Beaches – Mountains.
B) Tourism in Andhra Pradesh – Pilgrimage
C) Historical Adventures Wild life
4. Introductions of Marketing Management and its special features. Tourism Marketing Environment.

Module – II

5. History and growth of Travel Agency – Thomas Cook- Definition of Travel Agency and Tour Operation – Principles of present Business trends and feature prospects, Problems and issues.
6. Functions and organization of Travel Agency- and Tour Operation IATA
7. Travel formalities – pass port – Visa – Taxes – Customs – Travel Insurance – Baggage – information – Currency – Air ports.
8. Basic Air fares and ticketing – Air Cargo operations.
9. Tour package and concept – Cargo Tourism
10. Need of Computerized Reservation (Online Reservation) – Computers in Tour and Travel field.

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Department of History

Certificate Course: Travel Agency and Tour Operation Course

Model Question Paper

Time: 1 1/2hrs

Marks: 50

Maximum.

I. Answer any Two of the following questions
20Marks

2x10 =

1. Define Tourism? What are the basic components of tourism?
2. Explain the role and functions of Travel Agency?
3. What is package Tour? How the package tour designed by travel Agent?
4. Define of Tourism products and importance of Tourism products?

II. Write short notes on Four of the following?
marks

4x5 = 20

1. Tour Operator
2. Tour Brochure
3. Thomas Cook
4. Accommodation
5. Types of Tourism
6. UNTWO
7. Public Relations
8. Means of Transport

III. Answer in one or sentences

5x2 = 10 marks

1. Visa
2. Eco Tourism
3. Currency
4. Domestic Tourism
5. Baggage





**BROCHURE RELATED TO CERTIFICATE
COURSE**

**A.S.D GOVT DEGREE
COLLEGE(W),(A), KAKINADA**

(Accredited by NAAC with 'B' in cycle 3)
(Affiliated to Adikavi Nannaya University Rajahmahendravaram)

WELCOME

**CERTIFICATE COURSE: TRAVEL AGENCY AND TOUR
OPERATION COURSE**

Definition of tourism – Nature and Scope of tourism products of
India-Paintings Festivals - Wild life adventure beaches,
Mountains -Tourism in Andhra Pradesh – Pilgrimage
Tourism making Environment Pass port – visa- taxes-
customs

ORGANIZED BY
THE DEPARTMENT OF HISTORY

Name Of The Office: Certificate Course

Travel Agency - tour operation

Attendance

Certificate Course in State Register on Dec 2022

Month: December
Year: 2022-23

S. No.	NAME	Designation																					Remarks												
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		21	22	23	24	25	26	27	28	29	30	31	
1.	M. Adilakshmi																						PP										PPPP		
2.	B. Drakshayani																						PP										PAPP		
3.	K. Deepika																						PP										PAP		
4.	K. Devi Sree																						PP										PPPP		
5.	P. Durga malathi																						PP										APPP		
6.	M. Gouri Syatha																						AP										PPPP		
7.	H. Himala																						PA										PPAA		
8.	P. Jaya Sravani																						AP										PPPP		
9.	M. Jhansi																						PA										PPPP		
10.	M. Janaki Kasturi mahalakshmi																						PP										PPAA		
11.	P. Kusuma																						AA										PPPP		
12.	K. Krishna Veni																						AA										PPAA		
13.	M. Mamatha																						AA										PPPP		
14.	S. Minnie Melvina																						AA										PPAP		
15.	K. Mary Grace																						AA										PPPP		
16.	Ch. Niharika																						PA										PPPP		
17.	Ch. Pallavi																						PA										PPPP		
18.	K. Roopa Devi																						AA										PPPP		
19.	M. Satya veni																						AA										PPPP		
20.	N. Siromani																						PP										PPPP		
21.	Y. Silka devi																						AA										PPPP		
22.	K. Sudha Rani																						PP										APPA		
23.	S. Sravya																						AP										PPPP		
24.	A. Sri Lakshmi																						PA										PPPP		
25.	P. Sravani																						PA										APPP		
26.	M. Vineetha																						PA										PPPP		
27.	S. Yamini																																		

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Attendance

Register

S. No.	NAME	Designation	Attendance										Register											Remarks														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		22	23	24	25	26	27	28	29	30	31				
1	M. Adi Lakshmi		P	A	P	A	P	P	.	P	A	P	A																									
2	B. Drakshayani		P	P	P	A	A	P		P	P	P	A																									
3	K. Deepika		P	P	P	P	A	P		P	P	P	P																									
4	K. Devi Sree		A	P	P	P	P	P		A	A	A	P																									
5	P. Durga Malathi		P	A	P	P	P	P		A	P	P	P																									
6	M. Gowri Sujatha		P	P	P	P	P	P		P	P	P	P																									
7	K. Himala		P	A	P	P	P	P		P	P	P	P																									
8	P. Jaya Sravani		P	P	P	P	P	P		P	P	P	P																									
9	M. Jans Jhansi		P	P	P	P	P	P		P	P	P	P																									
10	M. Janaki Kasturi mahalakshmi		A	P	P	P	P	P		P	P	P	P																									
11	P. Kusuma		P	P	P	P	P	P		P	P	P	P																									
12	K. Krishna Veni		P	P	P	P	P	P		P	P	P	P																									
13	M. Mamatha		P	A	A	P	A	P	P	P	P	P	P																									
14	S. Minnie Melvina		P	P	P	P	P	A	P	P	P	P	P																									
15	K. Mary Grace		P	P	P	P	P	P	P	P	P	P	P																									
16	Ch. Nikarika		P	A	P	P	P	P	P	P	P	P	P																									
17	Ch. Pallavi		P	P	P	P	P	P	P	P	P	P	P																									
18	K. Roopa Devi		P	P	P	A	P	P	P	P	P	P	P																									
19	M. Satya Veni		S	A	P	P	P	P	P	S	P	A	P																									
20	N. Siromani		P	A	P	A	P	P		P	P	P	P																									
21	Y. Silha Devi		P	P	P	P	P	P		P	P	P	P																									
22	K. Sudha Rani		P	P	P	P	P	P		P	P	P	P																									
23	S. Sravya		A	A	P	P	P	P		A	A	P	P																									
24	A. Sri Lakshmi		P	P	P	P	P	P		P	P	P	P																									
25	P. Sravani		P	P	P	A	A	P		P	P	P	P																									
26	M. Vineetha		P	P	A	P	P	A		P	P	P	P																									
27	S. Yamini		A	P	P	P	P	P		A	P	P	P																									
			B	B	B	B	B	B	B	B	B	B	B																									

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 See to...
 Dept. of...

Name Of The Office Certificate Course
Travel Agency tour operation

Attendance

Register

Month February
 Year 2023

S. No.	NAME	Designation	Attendance										Register										Remarks												
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		21	22	23	24	25	26	27	28	29	30	31	
1	M. Adi lakshmi		P	P	P	P	P	P	P	P	P																								
2	B. Dnakshayani		P	A	P	P	P	P	P	P	P																								
3	K. Deepika		P	A	P	P	P	P	P	P	P																								
4	K. Devi Sree		P	P	P	P	P	P	P	P	P																								
5	P. Durga Malathi		P	P	P	A	P	A	P	P	P																								
6	M. Gowri Sujatha		A	P	P	A	P	P	P	A	P																								
7	K. Himala		P	P	P	P	A	P	P	P	P																								
8	P. Jaya Sravani		P	A	A	P	A	P	P	P	P																								
9	M. Jhansi		P	P	P	P	P	P	P	A	P																								
10	M. Janaki Kasturi Mahalakshmi		A	A	P	P	P	P	A	P	A																								
11	P. Kusuma		P	P	A	P	P	A	P	A	P																								
12	K. Krishnaveni		P	P	A	P	A	P	P	A	P																								
13	M. Namatha		P	P	A	P	P	A	P	P	P																								
14	S. Minnie Helvina		P	P	P	P	P	P	P	P	P																								
15	K. Mary Grace		P	P	P	P	P	P	P	P	P																								
16	Ch. Niharika		P	P	P	A	P	A	P	P	A																								
17	Ch. Pallavi		P	P	P	P	P	P	P	P	A																								
18	K. Roopa Devi		A	A	P	P	P	A	P	A	P																								
19	M. Satyaveni		A	P	A	A	P	A	P	P	P																								
20	K. Sudha Rani		P	P	P	P	P	P	P	P	P																								
21	N. Sino Mani		P	P	P	P	P	P	P	P	P																								
22	Y. Sitha Devi		P	P	P	P	P	A	P	P	P																								
23	S. Sravya		P	P	P	P	P	A	P	P	P																								
24	A. Sri Lakshmi		A	A	P	P	A	P	P	P	P																								
25	P. Sravani		P	P	P	P	P	P	P	P	P																								
26	M. Vineetha		P	P	A	P	P	P	P	A	P																								
27	S. Yamini		P	P	P	P	P	P	P	P	P																								

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A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (Autonomous),
KAKINADA

DEPARTMENT OF HISTORY

Certificate Course – Travel Agency & Tour Operation Course

Time: 90 minutes

Max. Marks. 50

I. Answer any Two of the following questions

2x10m=20 m

1. Explain the role and functions of Travel Agency

ట్రావెల్ ఏజన్సీ పాత్ర మరియు విధులను వివరింపుము

2. Explain Tourism definition, nature and scope

పర్యాటకరంగ నిర్వచనం మరియు స్వభావం, పరిధిని వివరింపుము

3. What is Package Tour? How the package tour designed by Travel Agent

ప్యాకేజీ టూర్ అంటే ఏమిటి? ట్రావెల్ ఏజెంట్ రూపొందించిన ప్యాకేజీ టూర్ ఎలా ఉంది?

4. Define of Tourism products and importance of Tourism products?

పర్యాటక రంగ ఉత్పత్తులు మరియు పర్యాటక ఉత్పత్తుల ప్రాముఖ్యతను నిర్వచించండి

II. Write short notes on Four of the following

4x5m = 20 m

6 1. Tour Broacher టూర్ బ్రోచర్

6 2. Thomas Cook థామస్ కుక్

7 3. Accommodation వసతి

8 4. Types of Tourism టూరిజం రకాలు

9 5. UNTWO UNTWO

10 6. Means of Transport రవాణా సాధనాలు

III. Answer all the questions in one or Two sentences

5x2m = 10 m

11 1. Visa వీసా

12 2. Eco Tourism ఏకో టూరిజం

13 3. Currency కరెన్సీ

14 4. Domestic Tourism దేశీయ పర్యాటకం

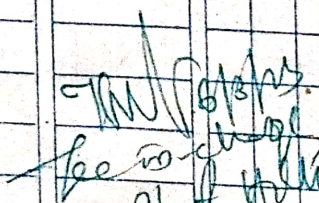
15 5. Baggage సామాను

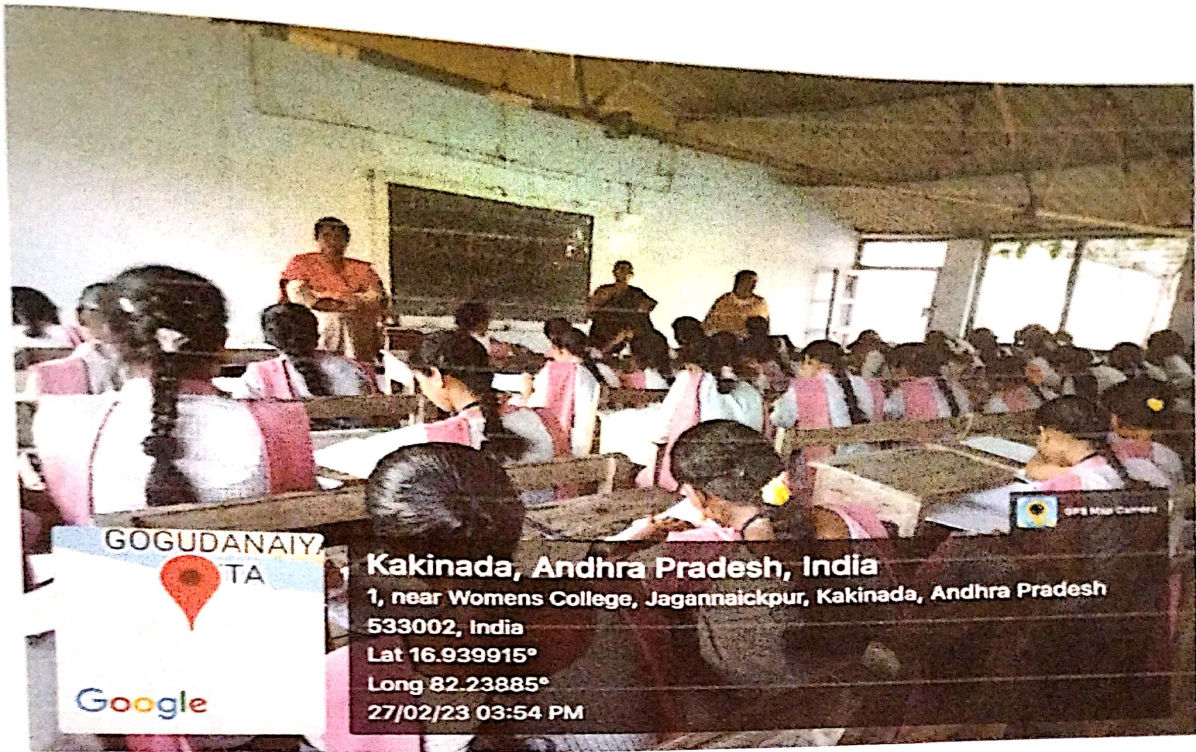
6/13/23
The in-charge,
Dept. of History.



S. No.	NAME TOPICS	Designation																		
			1	2	3	4	5	6	7	8	9	10								
1	Definition of Tourism	21/12/22																		
		22/12/22																		
2	What is Tourism	28/12/22																		
3	Nature & scope of Tourism	30/12/22																		
		31/12/22																		
4	Father of Thomas Cook	2/1/23																		
		3/1/23																		
5	Nature tourism products	4/1/23																		
		5/1/23																		
6	Man made tourism products	6/1/23																		
		7/1/23																		
7	Site based tourism products	9/1/23																		
		10/1/23																		
8	Tourism in Andhra Pradesh	11/1/23																		
		12/1/23																		
9	type of tourism	18/1/23																		
10	type of tourism	19/1/23																		
11	Tourism Marketing environment	20/1/23																		
		21/1/23																		
12	Travel Agency's tour operation	23/1/23																		
		24/1/23																		
13	functions of travel Agency	25/1/23																		
		27/1/23																		
14	Travel Agency's tour organization	28/1/23																		
		30/1/23																		

S. No.	NAME	Designation	Date													
			1	2	3	4	5	6	7	8	9	10	11	12		
15	Accommodation	31/1/23														
		1/2/23														
16	UNTWO	2/2/23														
		3/2/23														
17	Transport	4/2/23														
18	Tour Package & concept	6/2/23														
		7/2/23														
19	Eco tourism	8/2/23														
		9/2/23														
20	visa & Passport	10/2/23														
		13/2/23														
21	Tour Broacher	14/2/23														
		20/2/23														
22	Currency	21/2/23														
23	Baggage	22/2/23														
24	Heritage tourism	23/2/23														
		24/2/23														
25	Historical Adventures	25/2/23														
	wild life	26/2/23														
	Preparation for exams	27/2/23														

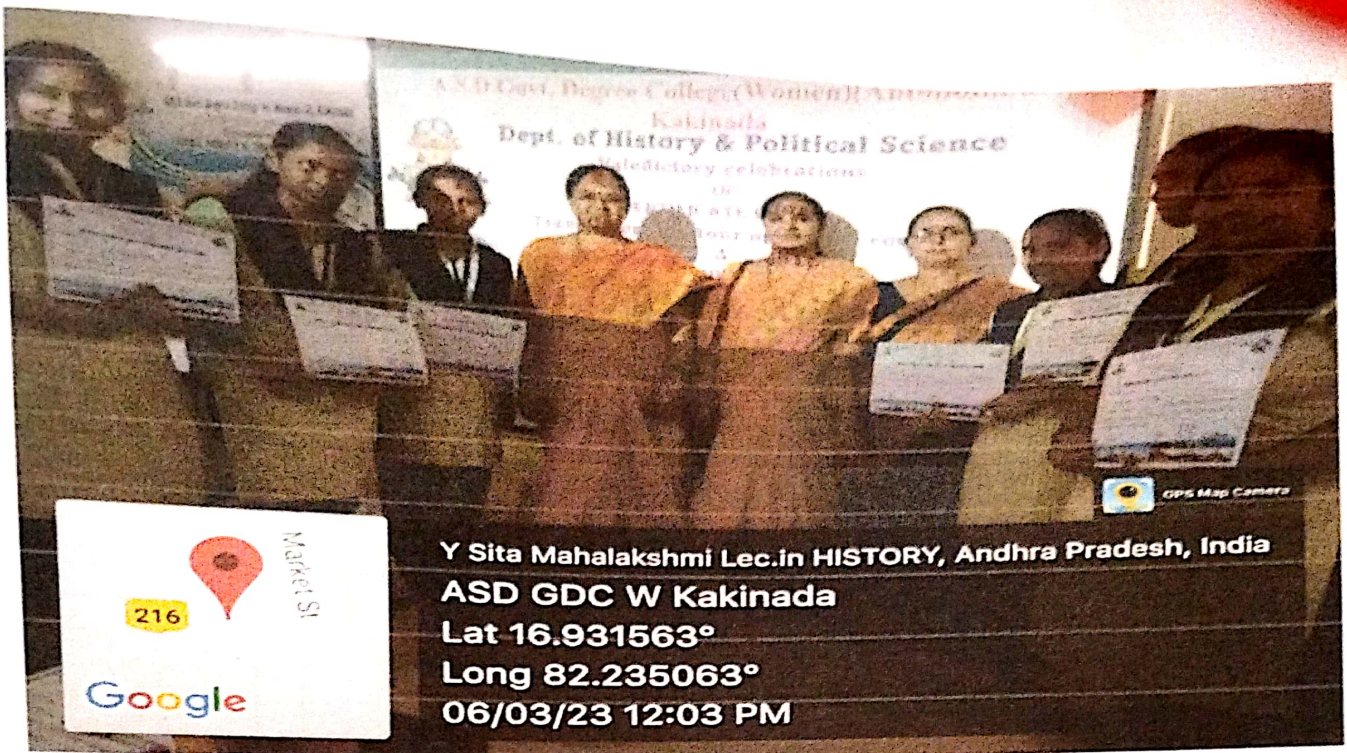

 V. N. S. A.
 PRINCIPAL
 A.S.O. GOVT. DEGREE COLLEGE (W)
 AUTONOMOUS
 KAKINADA



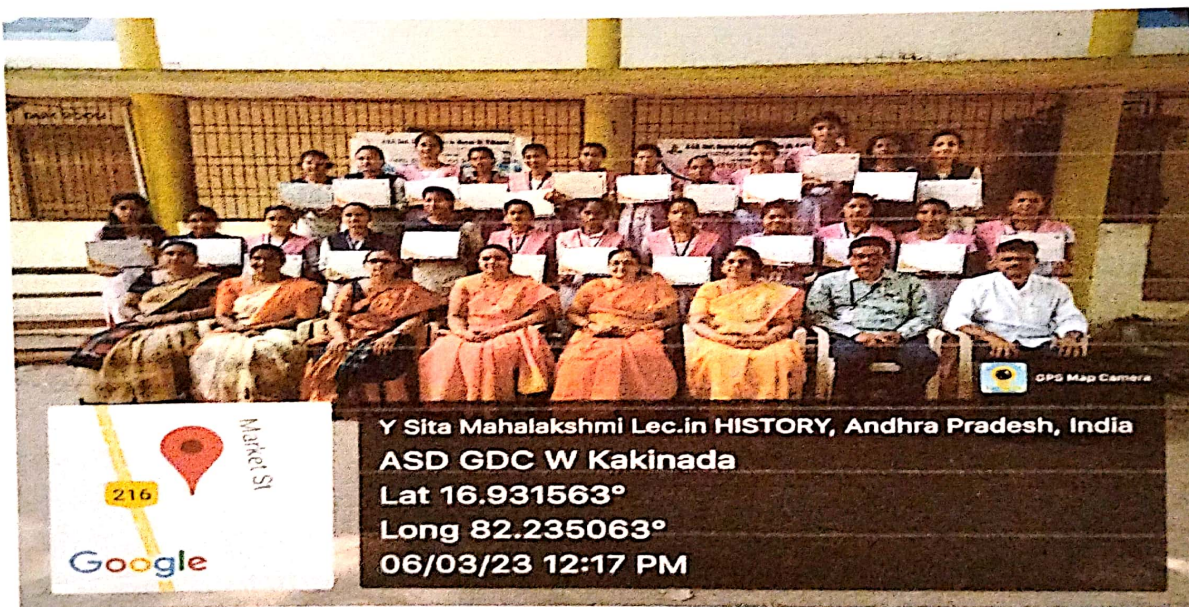
The department of History and Political science successfully completed the Certificate Courses duration of the course (45 hours) and Conduct the Exam today on 27-2-2023 afternoon at 3pm to 4.30 pm.26 (history on Travel Agency and Tour Operation course) +27(political science on Basics of Human Rights) students attend the exam.



On 06-03-2023 Students got certificates after successfully completion of the certificate course Travel Agency and Tour Operation course 45 days (21.12.2022 to 27.2.2023)



Validictory celebrations of Certificate course Travel Agency and Tour Operation on 06-03-2023



After certificates issued to the students



A.S.D. Govt Degree College for Women (Autonomous)

(NAAC Re-Accredited with 'B' Grade)

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DEPARTMENT OF HISTORY

CERTIFICATE COURSE (45-Days / Hours)

ON

TRAVEL AGENCY AND TOUR OPERATION COURSE

Regd No

H 2022010

This is to Certify that Ms. M. Janaki Kasturi Maha Lakshmi of III BA (HEP) has

Completed a 45 - Day/hours) Certificate Course on " **TRAVEL AGENCY AND TOUR OPERATION** "

Organized by the Department of History, A.S.D. Govt. Degree College for Women (Autonomous), Kakinada from

Dec 21st 2022 to Feb 27th 2023 (45 Days/ hours)


CONVENER

MS Y. SITA MAHA LAKSHMI


CO - CONVENER

L BHANU TEJA




PRINCIPAL
Dr. V. ANANT PRINCIPAL
A.S.D. GOVT DEGREE COLLEGE (W)





A.S.D. Govt Degree College for Women (Autonomous)



(NAAC Re-Accredited with 'B' Grade)
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DEPARTMENT OF HISTORY
CERTIFICATE COURSE (45-Days / Hours)

ON TRAVEL AGENCY AND TOUR OPERATION COURSE

Regd No **H 2022007**

This is to Certify that Ms. K. Himala of II BA (HEP) has

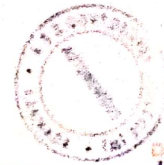
Completed a 45 - (Day/hours) Certificate Course on **" TRAVEL AGENCY AND TOUR OPERATION "**

Organized by the Department of History, A.S.D. Govt. Degree College for Women (Autonomous) Kakinada from

Dec 27th 2022 to Feb 27th 2023 (45 Days/ hours)

CONVENER
DR. Y. S. S. KAVANA, A.S.D. COLLEGE

CO - CONVENER
DR. S. S. S. S. S. S. S.



PRINCIPAL
DR. Y. ANA...
A.S.D. GOVT DEGREE COLLEGE





A.S.D. Govt Degree College for Women (Autonomous)

(NAAC Re-Accredited with 'B' Grade)

(Affiliated to Adikavi Nannaya University Rajamahendravaram.)

DEPARTMENT OF HISTORY

CERTIFICATE COURSE (45-Days / Hours)

ON

TRAVEL AGENCY AND TOUR OPERATION COURSE

Regd No

H2022015

This is to Certify that Ms. *Mary Grace* of *III BA (HETT)* has

Completed a 45 - Day/hours) Certificate Course on " **TRAVEL AGENCY AND TOUR OPERATION**"

Organized by the Department of History, A.S.D. Govt. Degree College for Women (Autonomous), Kakinada from

Dec 21st 2022 to Feb 27th 2023 (45 Days/ hours)

[Signature]
CONVENER
MS.Y. SITA MAHA LAKSHMI

[Signature]
CO - CONVENER
L. BHANU TEJA



[Signature]
PRINCIPAL
A.S.D. GOVT DEGREE COLLEGE





A.S.D. Govt Degree College for Women (Autonomous)

(NAAC Re-Accredited with 'B' Grade)

(Affiliated to Adikavi Nannaya University Rajamahendravaram,)

DEPARTMENT OF HISTORY

CERTIFICATE COURSE (45-Days / Hours)

ON

TRAVEL AGENCY AND TOUR OPERATION COURSE

Regd No

H2022017

This is to Certify that Ms. *Ch. Pallavi* of *B.A. (H.E.P.)* has

Completed a 45 - Day(hours) Certificate Course on " **TRAVEL AGENCY AND TOUR OPERATION** "

Organized by the Department of History, A.S.D. Govt. Degree College for Women (Autonomous), Kakimada from

Dec 21st 2022 to Feb 27th 2023 (45 Days/ hours)

MS. Y. SITA MAHA LAKSHMI
CONVENER

MS. Y. SITA MAHA LAKSHMI

L. BHANU TEJA
CO - CONVENER
L. BHANU TEJA



V. ANURAG KATHY
PRINCIPAL
Dr. A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) KAKIMADA





A.S.D. Govt Degree College for Women (Autonomous)

(NAAC Re-Accredited with 'B' Grade)

(Affiliated to Adikavi Nannaya University Rajamahendravaram,)

DEPARTMENT OF HISTORY

CERTIFICATE COURSE (45-Days / Hours)

ON

TRAVEL AGENCY AND TOUR OPERATION COURSE

Regd No H2022002

This is to Certify that Ms. B. Drakshayani of ..II. B.A. (HEP.) has

Completed a 45 - (Day/hours) Certificate Course on "**TRAVEL AGENCY AND TOUR OPERATION**"

Organized by the Department of History, A.S.D. Govt. Degree College for Women (Autonomous), Kakinada from

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CONVENER

MS.Y. SITA MAHA LAKSHMI

CO - CONVENER

L. BHANU TEJA

PRINCIPAL

MS. ANANTHA LAKSHMI
PRINCIPAL

