



**VIKRAMA SIMHAPURI UNIVERSITY::NELLORE**

**Common Framework of CBCS for Colleges in Andhra Pradesh  
(A.P. State of Council of Higher Education)**

**SYLLABUS OF**

**TOURISM GUIDANCE  
SEMESTER -I**

**AS PART OF**

**SKILL DEVELOPMENT COURSES**

**UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21**

**PROGRAMME: FOUR-YEAR UG PROGRAMME**

B.A,B.Com, B.Sc, B.C.A and B.B.A Programmes

w.e.f 2020-21

**SEMESTER - I**

SKILL DEVELOPMENT COURSES

ARTS STREAM

SYLLABUS OF

**TOURISM GUIDANCE**

Total 30 hrs (02 h/wk

02 Credits

Max 50 Marks

**Learning Outcomes:**

*By successful completion of the course, students will be able to:*

1. *Understand the basic tourism aspects*
2. *Comprehend the requirements, role and responsibilities of profession of a Tourist Guide*
3. *Apply the knowledge acquired in managing different groups and guiding in a tour*
4. *Explain basic values related to tourism and heritage*

**Syllabus:**

**Unit I:** (06 hrs)

Tourism – What is Tourism - Characteristics of Tourist Places – Meaning of Guidance –  
- Government/Department Regulations

**Unit II:** (10 hrs)

Types of Guides – Characteristics of a Guide - Duties and Responsibilities of a Guide  
- The Guiding Techniques –Guide’s personality- Licence. Leadership and Social  
Skills - Presentation and Communication Skills - Working with different age and  
linguistic groups - Working under difficult circumstances – Precautions at the site -  
Relationship with Fellow Guides and Officials.

**Unit III:** (10 hrs)

Guest Relationship Management- Personal and Official - Arrangements to Tourists –  
Coordinating transport - VISA/Passport - Handling Guests with Special Needs/  
Different Abilities –Additional skills required for Special/Adventure Tours -  
Knowledge of Local Security and Route Chart – Personal Hygiene and Grooming -  
Checklist - Code of Conduct

**Co-curricular Activities Suggested:** (04 hrs)

1. Assignments, Group discussion, Quiz etc.
2. Invited lecture/training by local tourism operators/expert/guides
3. Visit to local Tourism Department office and a tourist service office
4. Organisation of college level short-duration tours to local tourist sites.

**Reference Books:**

1. Jagmohan Negi (2006); Travel Agency and Tour Operations, Kanishka Publishers, New Delhi
2. Mohinder Chand (2009); Travel Agency and Tour Operations: An Introductory Text, Anmol Publications Pvt. Limited, New
3. Pat Yale (1995); Business of Tour Operations, Longman Scientific & Technical, New Delhi
4. Websites on Tourism guidance.

**\* NOTE : Preferred teaching Department is History**

**MODEL QUESTION PAPER FORMAT**

**Max Marks: 50**

**Time: 2 hr (120 Min)**

**SECTION A** (Total: 4x5=20 Marks)

(Answer any four questions. Each answer carries 5 marks  
(At least 1 question should be given from each Unit)

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**SECTION B** (3x10 =30)

(Each answer carries 10 marks  
(At least 1 question should be given from each Unit)  
Answer any Three Questions

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