**Semester: V**

**Paper – 6: TRAVEL AGENCY AND TOUR OPERATION BUSINESS**

**Module 1**

Introduction to Travel trade – Origin & History of travel agencies – responsibilities & functions of travel agents - source of income of a travel agent- setting up of travel agency

**Module 2**

Travel agency and tour operations – Difference between travel agent and tour operator – linkages and arrangements with hotel – travel agencies and airlines – tour escorts and guides

**Module 3**

Organization structure of a travel agency – Information counseling, ticketing, documentation, laisoning, staffing, directing, planning, organizing, and controlling

**Module 4**

Organization of tour operation – concept and nature of tour operation – functions – types of tour operations and of tour operators

**Module 5**

***Tourism Practical*** (few examples are given above – the faculty can include many more items)

**Travel Agency Management**

1. Filling up of Passport Application Form

2. Filling up of sample Visa Forms

3. Knowledge of visas various countries

4. Ticket booking using online travel sites

**Tour Operations**

1. Preparation of Tour Itinerary – Inbound and Outbound

2. Model costing of Tour Packages

3. Preparation of special interest tours in your region

4. Sample Tour Brochure study and preparation

5. Voucher preparation and filling

6. Visit to a Travel / Tour Company

**References:**

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 Delhi

3. Jane Archer,(2006); Manual of Travel Agency Practice – Butterworth Heinemann

Pub, London

4. https://www.tichk.org

5. [www.growourregion.com](http://www.growourregion.com)

6. [www.usaidg.gov.com](http://www.usaidg.gov.com)

 SEMESTER-5

PAPER-5 Guiding and Interpretation skills for Tourism

**References:**

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 Delhi

3. Dennis L Foster – Introduction to Travel Agency Management

4. Pat Yale(1995); Business of Tour Operations,Longman Scientific & Technical, New

Delhi

5.Pond K L(1993) ; The professional guide: Dynamics of tour guiding

SEMESTER-5

PAPER-6 Travel Agency and tour operation business

**References:**

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 Delhi

3. Jane Archer,(2006); Manual of Travel Agency Practice – Butterworth Heinemann

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