

SEMESTER I

MAJOR I

MAIN CURRENTS IN INDIAN HISTORY UPTO 1206 A.D.

OBJECTIVES: This syllabus is intended to provide knowledge about essential features of ancient India and her cultural heritage.

UNIT I: 15 Hours

Background and Sources-Indus Culture-Vedic Age.

UNIT II: 20 Hours

Buddhism and Jainism- Sixth Century B.C-Rise of Magadha-
Greek influence- the Mauryas.

UNIT III: 20 Hours

Satavahanas-Kushanas-Guptas-Administration and Culture.

UNIT IV: 15 Hours

Harshavardhana-Chalukyas-Rajput age-Rashtrakutas-Culture.

UNIT V: 20 Hours

Arab conquest of Sind-Mahmad of Ghazni-Mahamud of Ghor.

Text Books &Reference:-

1. Basham A.L.-- The wonder that was India.
2. Majumdar R.C. --History and Cultures of Indian people, (Vol.I-IV).
3. Nilakanta Sastri,K.A.--The Age of Nandas and Mauryas.
4. Romila Thapar-- History of India, (Vol.I).
5. Sharma L.P.-- History of Ancient India.
6. Sharma L.P.-- History of Medieval India.
7. Sathyanatha Iyer R.-- A Political and Cultural History of India.
8. Smith V.A.-- Oxford History of India.
9. Khurana K.L.-- Ancient India.

SEMESTER I
MAJOR II
TOURISM PRINCIPLES AND PRACTICES

OBJECTIVES: This syllabus is intended to enable the students to know about tourism and its economic importance to the nation.

UNIT I: 15 Hours

Definition and Fundamentals of Tourism-Concept of Domestic and International Tourism-Tourism Product.

UNIT II: 15 Hours

History of Tourism-Ancient Times-Middle ages-Modern Period
Between two wars-Tourism in Contemporary Times-
Technological Advances.

UNIT III: 20 Hours

Tourism as an Industry-Its Employment Potential-Tourism and
International Trade - Economic Importance - Tax benefits.

UNIT IV: 15 Hours

Classification of Tourism-Historical and Cultural Tourism-
Pilgrimage Tourism-Convention Tourism-Eco-Wildlife-
Pleasure Tourism- Health and Sports Tourism

UNIT V: 20 Hours

Problems and Perspectives of Tourism- Social and
Environmental Impact- Tourism as an Instrument of
National Integration and International Understanding.

Text Books &Reference:-

1. Bhatia A.K.-- Tourism Development Principles and Practices.
2. Ratan Deep Singh-- Dynamics of Modern Tourism.
3. Seth P.N.-- Successful Tourism Management.
4. Sinha R.K.-- Growth and Development of Modern Tourism.
5. Kaul R.N.-- The Dynamics of Tourism.

SEMESTER I

ALLIED I

ART AND ARCHITECTURE IN MEDIEVAL INDIA

OBJECTIVES: This syllabus is intended to enable the students to understand Medieval Architecture.

UNIT I: 15 Hours

Muslim Period-Delhi Sultanate- Saracenic Architecture.

UNIT II: 15 Hours

Temples in Medieval Period-Khajuraho-Puri Jagannath-Konark and Mount Abu.

UNIT III: 20 Hours

Art and Architecture of the South-Rashtrakutas, Cholas, Hoysalas and Vijayanagar.

UNIT IV: 15 Hours

Mughal Art and Architecture-Persian Influence- Paintings
Rajput paintings.

UNIT V: 20 Hours

Portuguese Influence- Art and Architecture under the British.

Text Books &Reference:-

1. Smith V.A.--History of Fine Arts in India and Ceylon.
2. Brown P.-- Indian Architecture-The Islamic period.
3. Havel E.B.-- Indian Architecture.

SEMESTER II

MAJOR III

MAIN CURRENTS IN INDIAN HISTORY FROM A.D.1206 TO A.D.1757

OBJECTIVES: To enable the students to understand the political and administrative history of India from A.D.1206 to A.D.1757.

UNIT I: 15 Hours

Delhi Sultanate-Slave Dynasty-Khilji.

UNIT II: 15 Hours

Tughlaqs-Sayids and Lodis-Administration of Delhi Sultanate-Islamic Culture.

UNIT III: 20 Hours

Bhamini Kingdom-Vijayanagar Empire-Bhakthi Movement-Art and Architecture.

UNIT IV: 20 Hours

Outline of the Political History of the Mughals-Administration and Culture.

UNIT V: 20 Hours

Marathas and Sikhs-The coming of Europeans-Battle of Plassey.

Text Books &Reference:-

1. Banerjee A.C.-- New History of Medieval India.
2. Pandey A.B.-- Later Medieval India.
3. Srivastava A.L.-- History of Delhi Sultanate.
4. Sharma S.R.-- Mughal Empire.
5. Tripathi R.S.-- Rise and Fall of Mughal Empire.
6. Mahajan V.D.-- Advanced History of India.
7. Sathyanathaier R.-- A Political and Cultural History of India, (Vol.III&IV).
8. Aggrwal J.C.-- Medieval History of India.

SEMESTER II

MAJOR IV

TOURISM AND TOURIST RESOURCES IN INDIA

OBJECTIVES: To enable the students to know about tourism resource centres in India.

UNIT I: 15 Hours

Tourist Resources in India- Types of Resources- Natural land forms- Climate- Flora and Fauna- Water Bodies.

UNIT II: 15 Hours

Cultural and Historical-Art and Architecture- Historical Monuments - Sculptures- Fairs and Festivals.

UNIT III: 15 Hours

Religious Resources- Shrines and Centers - Hindu- Buddhist Jain- Sikh- Muslims and Christians.

UNIT IV: 20 Hours

Tourism in India- A Profile-Ministry of Tourism – Government of India- Aims and Objectives- Functions of State Tourism Department.

UNIT V: 15 Hours

Public Sector Tourism Agencies-India Tourism Development Corporation-Tamil Nadu Tourism Development Corporation

Text Books &Reference:-

1. Bhatia A.K.-- Tourism Development Principles and Practices.
2. Ratan Deep Singh-- Dynamics of Modern Tourism.
3. Seth P.N.-- Successful Tourism Management.
4. Sinha R.K.-- Growth and Development of Modern Tourism
5. Kaul R.N.--The Dynamics of Tourism.

SEMESTER II
ALLIED II
ARCHAEOLOGY

OBJECTIVES: To enable the students to understand the basic concepts of Archaeology.

UNIT I: 15 Hours

Aims and Methods of Excavation- Exploration-Different Kinds of Excavations-Pottery Types and their Importance.

UNIT II: 15 Hours

Stone Age Culture-A brief survey of Palaeolithic- Mesolithic Neolithic Cultures of India.

UNIT III: 20 Hours

Harappa Culture- Chalcolithic Culture of Western and Central India and the Deccan- Early Iron age Cultures Painted Grey Ware and Northern Black Polished Ware Megalithic and Black and Red Ware Cultures of South India –Archaeology of Tamil Nadu.

UNIT IV: 15 Hours

Epigraphy-its importance- Brahmi Script-Language and types of Inscriptions with special reference to South

UNIT V: 15 Hours

Numismatics- its illustration- coins of the Guptas, Cholas, Pandyas and Vijayanagar.

Text Books &Reference:-

1. Chide G.--Introduction to Archaeology.
2. Sankalia H.D.-- Indian Archaeology Today.
3. Venkatraman R -- Indian Archaeology.
4. Mahalingam T.V.-- Early South Indian Palaeography.
5. Raman K.V -- Principles, Methods of Archaeology

SEMESTER III

MAJOR V

MAIN CURRENTS IN INDIAN HISTORY FROM A.D.1757 TO A.D.1905

OBJECTIVES: This syllabus is intended to focus on the colonial establishment of British in India and emergence of Nationalism.

UNIT I: 20 Hours

English success in Bengal - Robert Clive- the Company's Administration - Warren Hastings- Acts of 1773 and 1784 Cornwallis.

UNIT II: 15 Hours

Wellesley- Lord Hastings- Reforms of Bentinck- Maharaja Ranjit Singh.

UNIT III: 15 Hours

Reforms of Dalhousie- Revolt of 1857- Economic impact of Company's rule.

UNIT IV: 20 Hours

India under the Crown – Lytton - Ripon - Curzon- Acts of 1858, 1861 and 1892.

UNIT V: 20 Hours

National Awakening- Socio- Religious Reform Movements- Emergence of Nationalism- Indian National Congress- Moderates.

Text Books &Reference:-

1. Chopra P.N and Majumdar R.C.-- Main currents in Indian History.
2. Grover B.L and Grover S.-- A New Look on Modern Indian History.
3. Majumdar and others -- An advanced History of India, Part III.
4. Hari Rao and Hanumanthan -- History of India (Vol.I).
5. Sathyanathaier R and Vasudeva Rao-- A Text Book of Indian History.

SEMESTER III

MAJOR VI

HISTORY OF TAMIL NADU UPTO A.D.1565

OBJECTIVES: To enable the students to understand the history of early Tamils.

UNIT I: 15 Hours

Geography of Tamil Country- Sources- Sangam Age:
Political, Social, Economic and Religious Conditions.

UNIT II: 15 Hours

Khalabhras- Pallavas- Bhakthi Movement- Art and Architecture.

UNIT III: 15 Hours

Cholas- Rajaraja I - Rajendra I- Chola- Chalukya relations –
Local Administration- Saivism- Literature- Art and Architecture.

UNIT IV: 20 Hours

Second Pandian Empire-Maravarman Sundara Pandian
Malikafur's invasions- Marcopolo's account- Art and
Architecture - Sultanate of Madurai.

UNIT V: 20 Hours

Tamilagam under Vijayanagar - Its impact on Tamilagam.

Text Books &Reference:-

1. Subramanian N. -- Sangam Age.
2. Gopalan R. -- Pallavas of Kanchi.
3. Nilakanta Sastri K.A. -- The Colas.
4. Rajayyan K.-- History of Tamilnadu.
5. Pillai K.K.-- Social and Cultural History of the Tamils.

SEMESTER III

ALLIED III

GEOGRAPHY OF TOURISM-I (Excluding India)

OBJECTIVES: This syllabus is intended to enable the students to understand world geography and its tourism resources.

UNIT I: 15 Hours

Geographical features of Tourist Development- Climate and Geography- Impact of geography on Tourism.

UNIT II: 20 Hours

Relation between Tourist generating region and destination Areas- Geographical regions of Tourism-European region.

UNIT III: 20 Hours

The America - Tourist Potential.

UNIT IV: 15 Hours

Africa and West Asia - Tourist Potential.

UNIT V: 15 Hours

The Far East and Australia- Asia Pacific Region .

Text Books &Reference:-

1. Dagal France -- Tourism Today-A Geographic Analysis.
2. Khauna and Gupta -- Economic and Commercial Geography.
3. Davis H.D.-- Potential for Tourism of Developing Countries.
4. Sadhuban S.K.-- Economic Geography.
5. Seth P.N.-- Successful Tourism Management.

SEMESTER IV

MAJOR VII

MAIN CURRENTS IN INDIAN HISTORY FROM A.D.1905 TO A.D.2000

OBJECTIVES: To enable the students to understand the freedom movement and contemporary history of India.

UNIT I: 20 Hours

Rise of Radical and Militant Nationalism- Objectives and Methods- Birth of Muslim League- Swadeshi and Home Rule Movement - Acts of 1909 and 1919.

UNIT II: 20 Hours

Advent of Mahatma Gandhi - Non-Cooperation- Civil Disobedience Movement- Act of 1935- Muslim League's Partition Politics- Quit India Movement- Indian Independence Act of 1947.

UNIT III: 15 Hours

Nehru Era- The Republican Constitution- Integration of Indian States- Five Year Plans - Nehru's Foreign Policy - Indo-Pak War of 1965- Indra Gandhi - Green Revolution-Foreign policy- Emergency.

UNIT IV: 15 Hours

Janatha Rule - Rajiv's New Education Policy and Panchayat Raj - Mandal Commission – Globalization - Mosque-Mandir Conflict - Cross Border Terrorism.

UNIT V: 15 Hours

Socio- cultural development in India between 1905 and 2000
- Social Legislations - Depressed Class Movements --
B.R. Ambedkar - Growth of Science and Technology.

Text Books &Reference:-

1. Agarwal R.C.--Constitutional history of India.
2. Majumdar R.C and Srivastava -- An Advanced History of India, (Vol.II).
3. Keshwani-- History of Modern India, 1800-1984.
4. Grover V.L.-- Modern India.

SEMESTER IV

MAJOR VIII

HISTORY OF TAMIL NADU FROM A.D.1565 TO A.D.2000

OBJECTIVES: To enable the students to understand political, social, economic and administrative history of Tamil Nadu.

UNIT I: 20 Hours

Tamilagam under Nayaks and Marathas- The Sethupathis of Ramnad.

UNIT II: 15 Hours

The Carnatic Nawabs- Advent of Europeans- Anglo-French rivalry- the Carnatic wars

UNIT III: 15 Hours

Rise of Poligars – Veera Pandia Kattabomman- The Marudu Brothers-South Indian Rebellion of 1801- Vellore Mutiny of 1806.

UNIT IV: 15 Hours

Tamil Nadu under the British-Revenue settlement-Role of TamilNadu in the Freedom Struggle-Justice party-Self Respect Movement and Periyar E.V.R.

UNIT V: 20 Hours

Contemporary Tamil Nadu-Tamil Nadu under Congress rule –rise of D.M.K.- C.N.Annadurai- D.M.K.-A.D.M.K

Text Books &Reference:-

1. Rajayyan K.-- History of Tamil Nadu,Madurai.
2. Subramanian N.--Social and Cultural History of Tamil Nadu, 1336-1984.
3. Neelakanta Sastri K.A.--History of South India.

SEMESTER IV

ALLIED IV

TRAVEL MANAGEMENT

OBJECTIVES: To enable the students to know about tourism and travel and details involved in its management.

UNIT I: 15 Hours

Transport Industry- Air, Train, Road, Sea and Water Way –Role of Managers in Travel Industry.

UNIT II: 20 Hours

Travel Formalities and Regulations - Passport, Visa, Foreign Exchange –Customs and Immigration - Passenger Reservation and Ticketing-Air Ticketing.

UNIT III: 20 Hours

Travel Agency- Functions-Leading Travel Agencies- Thomas Cook- Cox and King –American Express-IATA Its services.

UNIT IV: 15 Hours

Travel Trade Associations and Travel Legislations- various Travel Associations-Universal Federation of Travel Agent Associations-(UFTAA) -World Association of Travel Agencies (WATA) - American Society of Travel Agency (ASTA)- need for Travel Legislation- Swiss Travel Legislation European Community Guidelines.

UNIT V: 20 Hours

Tour Operators-Tour Operations - Preparation of Tour itinerary Tour operation details-Types of tour-Supplementary Tourist Professions- Tourist Guides- Tour Conductors - Chauffeurs- Porters - Entertainers- Professional training in special fields.

Text Books &Reference:-

1. Bhatia A.K., International Tourism, Fundamentals and Practices.
2. Bhatia A.K., Tourism Management and Marketing.
3. Seth P.N., Successful Tourism Management.
4. Sinha R.K., Growth and Development of Modern tourism.

SEMESTER V

MAJOR IX

HISTORY OF ANCIENT CIVILIZATIONS (Excluding India)

OBJECTIVES: To enable the students to understand the history of Ancient Civilizations.

UNIT I: 15 Hours

Origin of life and development of Homo-Sapiens - Pre Historic Culture - Palaeolithic and Neolithic Cultures.

UNIT II: 20 Hours

Growth of Civilization - River Valley Civilization - Egyptian Civilization - Mesopotamian Civilization.

UNIT III: 20 Hours

Hebrew Civilization and Persian Civilization.

UNIT IV: 20 Hours

Greek Civilization and Roman Civilization.

UNIT V: 15 Hours

Chinese and Japanese Civilization.

Text Books &Reference:-

1. Hayes C.J. -- History of Civilization, Vol. I.
2. Swain J.E.-- A History of World Civilization.
3. Edward Burns and Ralf -- Western Civilization, Vol.I.
4. Rebellow -- History of Civilization.
5. Wallbauk , Taylor T.W. and Bailay -- Civilization Past and Present.

SEMESTER V

MAJOR X

HISTORY OF EUROPE FROM A.D.1453 TO A.D.1789

OBJECTIVES: To enable the students to understand the history of Modern Europe.

UNIT I: 15 Hours

Introduction - Europe at the close of Middle Age - Renaissance.

UNIT II: 20 Hours

Reformation - Martin Luther – Calvin - Counter Reformation- Ignatius Loyola - Voyages and Discoveries.

UNIT III: 20 Hours

Charles V and Germany - Philip II of Spain-Armada-Divine Right of Spain- France under Henry IV- Richelieu- Louis XIV His policy and government- foreign policy-War of Spanish succession –Peace of Utrecht.

UNIT IV: 20 Hours

Rise and decline of Sweden - Gustavus Adolphus - Charles IX- Thirty Years War - Peace of Westphalia.
Rise of Russia - Peter the Great - His character and policy- Catherine the Great - partition of Poland.

UNIT V: 15 Hours

Age of Enlightened Despots - Rise of Prussia - Frederick the Great- Maria Teresa - War of Austrian Succession - Seven Years War -The Anglo French Colonial Rivalry -Joseph II of Austria.

Text Books &Reference:-

1. Grant A.J. -- Europe The Story of the Last Five Centuries.
2. Hayes -- Political and Social History of Europe.
3. South Gate -- A Text Book of Modern European History.
4. Vasudeva Rao T.N.--History of Europe (1453 to1789) .
5. Grant A.J. -- Outlines of European History.

SEMESTER V

MAJOR XI

HISTORY OF U.S.A FROM COLONIES TO A.D1900

OBJECTIVES: To enable the students to understand the history of U.S.A

UNIT I: 15 Hours

Mayflower- Colonial Experience-European Settlements
Thirteen Colonies-War of Independence-Declaration of
Independence-Confederation.

UNIT II: 20 Hours

Constitution and Federalist-George Washington-Alexander
Hamilton-John Adams.

UNIT III: 20 Hours

Republican Revolution-Thomas Jefferson-War of 1812
West Ward Movement-Monroe Doctrine- Jacksonian
Democracy.

UNIT IV: 20 Hours

Expansion of USA and the issue of slavery - Civil War-
Abraham Lincoln - Reconstruction.

UNIT V: 15 Hours

Rise of Big Business -Agrarian Revolution-Pan Americanism
The Spanish American war 1899-Open Door Policy.

Text Books &Reference:-

1. Parks H.B .-- The United States of America-A History.
2. Hill C.P. -- A history of the United States.
3. Somerwell D.C. -- A History of United States.
4. William Miller -- A History of United states.
5. Rajyyan K. -- History of United States of America.

SEMESTER V

MAJOR XII

TOURISM AND HOTEL MANAGEMENT

OBJECTIVES: To enable the students to have knowledge about the hospitality industry and its importance.

UNIT I: 15 Hours

Definition of Hotel - Types of Hotel - International Hotel- Resort Hotels- Residential Hotels.

UNIT II: 20 Hours

Supplementary Accommodation - Motel-Youth Hostel- Pension - Caravan and Camping Sites - Bed and Breakfast Establishments.

UNIT III: 15 Hours

International Hotel Chains- Star Classification-Managerial System - Hotel Organisation.

UNIT IV: 20 Hours

Hotel Terminology - Common Phrases used in the day -to- day Working of Hotels - Cultural habits - dress, habits and diet.

UNIT V: 15 Hours

Hotel Industry in India - Classification of Hotels in India
Major Hotels Chains in India - Federation of Hotel and Restaurant Association of India (FHRAI).

Text Books &Reference:-

1. Pushpinder S. Gill. -- Tourism and Hotel Management.
2. Medi S. -- Profile of the Hotel and Catering industry.
3. Anand M.M. -- Tourism and hotel Industry in India.
4. Sinha R.K. -- Travel and Tourism Management.
5. Bubar A.J and Medik -- Tourism, Past, Present and Future.

SEMESTER V

ELECTIVE I

COMPUTER APPLICATION IN TOURISM -I

OBJECTIVES: To know about computer operations and its application in tourism industry.

UNIT I: 15 Hours

INTRODUCTION: Structure of computers and functions- overview of computer organisations- Computer representation of information- The Arithmetic Logic Unit- The Control Unit- Memory- Input and Output devices- Storage devices-Uses of computer in tourism industry.

UNIT II: 15Hours

WORD PROCESSING: Creating word documents and editing documents - text enhancement- aligning and formatting- adding bullets - inserting symbols – header and footer – find and replace - checking text- uses of tab- getting to print- formatting pages -working with columns- constituting high quality tables-managing data in word- creating mail merge.

UNIT III: 15 Hours (Only Practical)

MS-EXCEL: Excel basics-selecting cells-entering and editing text in cells-column and rows height and width adjustment-series fill-entering formulas-using built in mathematical functions- ABS, Average, Sum, Char, Repeat , Right, Left, If, Len, Count - formatting data - renaming worksheet-creating chart from the given data- sort, filter, auto filter.

UNIT IV: 15 Hours

POWER POINT: Building presentations - modifying visual elements- formatting and checking text- adding objects- applying transition, animation effects - preparing handouts- preparing presentation for a tourist spot.

UNIT V: 15 Hours

INTERNET: Introduction to internet- Resources of internet- Hardware and software requirements of internet- Internet service providers- internet addressing- Mail- using mail- introduction to web- using the web.

Practical-25 Hours

BOOK FOF REFERENCE:

1. Rajaraman.J. -- Introduction to Computer Science.
2. Harley Han -- Internet Complete Reference.
3. Gini Courter and Annette Marquis -- Microsoft Office.
4. Sekar K, Annies Z and Kathiresan D -- Basics of Computer Science.

SEMESTER VI

MAJOR XIII

HISTORY OF EUROPE FROM A.D.1789 TO A.D. 1945

OBJECTIVES: To enable the students to understand the history of Europe.

UNIT I: 15 Hours

French Revolution - Napoleon.

UNIT II: 20 Hours

Vienna Congress - European Concert – Metternich - Revolution of 1830 and 1848.

UNIT III: 20 Hours

Emergence of Nation States in the 19th Century - Balkan states
Italy and Germany (Eastern Question) - Napoleon III and
Third Republic of France.

UNIT IV: 20 Hours

Age of armed Peace - First World War - League of Nations -
Russian Revolution.

UNIT V: 15 Hours

Rise of Dictatorship- Second World War-U.N.O

Text Books &Reference:-

1. Fisher H.A.L -- History of Europe.
2. Hayes C.J -- Modern Europe Since 1870.
3. Ketelby C.D.M -- History of Modern Times.
4. Grant A.J and Timberly -- Europe in 19th and 20th Centuries.
5. Hazen C.D -- Modern Europe.

SEMESTER V

MAJOR XIV

STUDIES IN HUMAN RIGHTS

OBJECTIVES: To know about the human rights and Human rights Organisation.

UNIT I: 15 Hours

Theories of Human Rights - Introduction - Classification of Rights – the Concept of Liberty and Equality.

UNIT II: 20 Hours

The Universal Declaration of Human Rights - the International Covenants on economic, social, civil, political, and cultural rights.

UNIT III: 20 Hours

Constitutional Guarantee on human rights in India - civil, political economic rights - rights of the emerging sectors - women's rights.

UNIT IV: 20 Hours

Contemporary issues in human rights - bonded labour and wages- Female infanticide - Dalits.

UNIT V: 15 Hours

Human rights and International Organizations – Violation of human rights – discovering the realities of life.

Text Books &Reference:-

1. Agarwal R.S – Human Rights in the Modern World.
2. Bajwa G.S – Human Rights in India.
3. Johari J.C – Human Rights and New World Order.
4. Mausice Cranston – What are Human Rights.
5. Timm R.W – Working for Justice and Human Rights.

SEMESTER VI

MAJOR XV

AIR TICKETING AND FARE CONSTRUCTION

OBJECTIVES: To provide an exposure to enable students about Air Ticketing techniques.

UNIT I: 15 Hours

Air Transport: Airlines abbreviations, codes and definitions- Aircraft and in-flight service- airport facilities and special Passengers-Automation-Baggage-International Regulations- Travel Guides.

UNIT II: 15 Hours

Air Fares and Ticketing I : Arrangement of the tariff manuals- Terms and Definition-Published Fares-Currency Regulations- Round and Circle Trip Fares-Journeys in different classes- Special Fares-Discounted Fares-Tax-Ticketing instructions- BSP procedures-Stock control and security of accountable documents.

UNIT III: 15 Hours

Air Fares and Ticketing II : Review of Basic Fare Construction principles – the Mileage System-Lowest Combination principle Around the World Fares-“Open Jaw” Journeys-Special Fares- Re-routing- Collection of fares.

UNIT IV: 20 Hours

Tour Programmer-Terms and Abbreviation-Types of Tours- How and why tours are produced-items included in a Tour Brochure- Booking conditions-Reservation procedures.

UNIT V: 15 Hours

Travel Formalities: Passport-Health Certificates-Taxes-Customs and- Currency-Travel Insurance-general preventive measures- The Travel Information Manual-Consequences of negligence.

Text Books &Reference:-

1. Jagmohan Negi -- Air Travel Ticketing and Fare Construction.
2. Guides to IATA/UFTAA Training courses and journals
Published by IATA/UFTAA

SEMESTER VI
ELECTIVE II
ARCHIVES KEEPING

OBJECTIVES: To enable the students to understand the importance of archives keeping.

UNIT I: 15 Hours

History of Archives keeping in Europe-Archives keeping in India
Importance of Archives keeping.

UNIT II: 20 Hours

Creation of Archives-Materials used for the creation of Archives-
Packing materials and seals-Establishment of Registry-Filing
system records.

UNIT III: 20 Hours

Preservation of Archive Materials- Method of Preservations-
Lamination- Reprography-Automation-Retrieval tools.

UNIT IV: 20 Hours

Administration-Functions-Uses of Archives-Rules and
Regulations.

UNIT V: 15 Hours

National archives of India-Tamil Nadu Archives-Private Archives
Archival organisations.

Text Books &Reference:-

1. Harinarayana -- Science of Archives.
2. Baliga B.S. -- Guides to the records preserved in the Madras
Record Office.
3. Sarvesvaran P. -- Archives Keeping.
4. Sundera Raj M. --Manual of Archives system and the world
of Archives.
5. Salien Ghose -- Archives in India.

SEMESTER VI

ELECTIVE III

COMPUTER APPLICATION IN TOURISM -II

(ONLY PRACTICAL)

OBJECTIVES: To know about computer operations (MS Access and Tally) and its application in tourism industry.

UNIT I- TOURISM

Introduction to tour net -features of Tour Manager-costing-reservation and cancellation on request- preparation of exchange orders- invoicing and accounts- tour itinerary-tour brochure.

UNIT II-MS-ACCESS

Opening a database- creating a database table using table wizard and table window in design view- defining fields- primary key fields- using datasheet- modifying the design of a table- making a backup copy. Working with data- adding and editing data- finding records- quick sorts- changing the format of the datasheet- working with columns- other format changes- printing the datasheet. Querying and filtering your data- working with simple queries- working with more complex queries- filters.

UNIT III - MS-ACCESS

Fast Forms, Reports and Mailing labels: Using forms- auto forms- creating and using forms with form wizard, working with data in the form window creating a sample form. Using Report: Creating and using reports with report wizard. Database Relationship in Ms Access: Creating a default relationship - creating a sample database - simple queries with relational database - creating mail labels using mail wizard.

UNIT IV- Tally I

Basics of accounting- introduction to Tally-accounts info-accounting vouchers- inventory info-inventory vouchers- display of vouchers-bill wise details-cost centre and cost category-price list.

UNIT IV- Tally II

Multi currency-Bank reconciliation statement-interest calculation-voucher type – voucher class- budget and credit limits - scenario management-consolidation of accounts.

Practical-25 Hours

BOOK FOF REFERENCE:

1. Rajaraman.J -- Introduction to Computer Science.
2. Gini Courter and Annette Marquis -- Microsoft Office.
3. Paul MC Fedries -- Microsoft Office Access 2007.
4. Palanivel S – Tally Accounting Soft Ware.
5. Sekar K, Annies Z and Kathiresan D -- Basics of Computer Science.
6. Sinha R.K. -- Travel and Tourism Management.