



Government Degree College, Paderu
Affiliated to Andhra University
(Upgraded to Model Degree College under RUSA 2.0)
Paderu, Alluri Sitharama Raju -District, AP.



Est:1985 NAAC "C" Grade phone no: 08935 250013 Email.ID :Paderu.jkc@gmail.com.

Proposal for Certificate Course in TOURISM GUIDANCE

Academic year 2021 – 2022

From
The Course Coordinators
Dept of History
Govt Degree College
Paderu

To
The Principal
Govt Degree College
Paderu

Sir,

Sub: Proposal for starting Certificate Course in Tourism Guidance in History to B.A., B.Sc., B.Com. students of our college – Request regarding.

In this regard we humbly request your esteemed self to conduct staff council meeting for discussing the syllabus and course outcomes.


Our department of History is planning to start a certificate course in 'Tourism Guidance in History' to the students of all groups choosing 81 among them. This course can enhance the skills of Tourism Guidance, Tourism development and basic Tourism aspects of a student at professional areas. It also makes the students self-employable and entrepreneurs.

Thanking you sir,

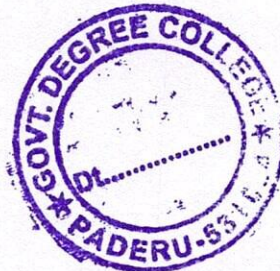
Name of the Certificate Program: **TOURISM GUIDANCE**
Course Coordinator : **E.V.JAYALAKSHMI**


Course Coordinator


IQAC Coordinator


Principal

Principal
Govt. Degree College
PADERU-531024
Alluri Sitharama Raju Dist.





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DEPARTMENT OF HISTORY

**Detailed Objectives of Certificate Course in TOURISM
GUIDANCE in History' for all B.A./B.Sc./B.Com.,**

Title: Tourism Guidance in History

Eligibility: all Under Graduate students of our college

Duration: 35 days/1 hr daily

Syllabus: as given below

System of Assessment: internal

Introduction:

Certificate Course in Tourism Guidance in History: **What is about Tourism? Tourism is about a temporary or short-term movement away from the place where a person normally lives and works. The tourist intends to return home at the end of the visit. the length of the visit may be from just one night up to one year.**

Objectives:

- Certificate Course in one of the primary objectives of tourism is to promote economic development by generating income and employment opportunities for locals.
- Habitat Preservation.
- Regeneration and Conservation of the build and natural environment. Environmental education.


Course Coordinator


IQAC Coordinator


Principal
Principal
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PADERU 534 024
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DEPARTMENT OF HISTORY

Detailed Syllabus of Certificate Course in Tourism
Guidance in History for all B.A./B.Sc./B.Com.,

Syllabus :

Unit I: TOURISM INTRODUCTION:

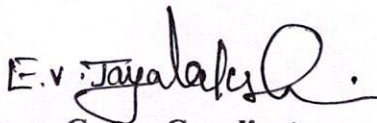
- TOURISM-WHAT IS TOURISM?
- CHARACTERISTICS OF TOURIST PLACES-GUIDANCE IN TOURISM
- MEANING OF GUIDANCE
- TYPES OF TOUR GUIDANCE-GOVERNMENT/DEPARTMENT REGULAT

Unit II: TOURISTS-GUIDANCE

- TYPES OF GUIDES-CHARACTERISTICS OF A GUIDE
- DUTIES AND RESPONSIBILITIES OF A GUIDE
- THE BUILDING TECHNIQUES-GUIDES PERSONALITY
- TRAINING INSTITUTION-LICENCE
- LEADER SHIP AND SOCIAL SKILLS
- PRESENTATION AND COMMUNICATION SKILLS
- WORKING WITH DIFFERENT AGE AND LINGUISTIC GROUPS
- WORKING UNDER DIFFICULT CIRCUMSTANCES-PRECAUTIONS AT THE SITE
- RELATION SHIP WITH FELLOW GUIDES AND OFFICIALS.

Unit III: GUEST RELATIONS IN TOURISM

- GUEST RELATION SHIP MANAGEMENT -PERSONAL AND OFFICIAL ARRANGEMENTS TO TOURISTS.
- COORDINATING TRANSPORT-VISA/PASSPORT-ACCIDENT/DEATH
- 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


E.V. Jayalalitha
Course Coordinator


IQAC Coordinator


Principal
Principal
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Courseoutcomes

This program benefits participants in the following ways:

- 1 UNDERSTAND THE BASIC TOURISM ASPECTS.
- 2 COMPREHEND THE REQUIREMENTS, ROLE AND RESPONSIBILITIES OF PROFESSION OF A TOURISM GUIDE.
- 3 APPLY THE KNOWLEDGE ACQUIRED IN MANAGING DIFFERENT GROUPS AND GUIDING IN A TOUR.
- 4 EXPLAIN BASIC VALUES RELATED TO TOURISM AND HERITAGE.


Course Coordinator


IQAC Coordinator


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Principal
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DEPARTMENT OF HISTORY





Minutes of the Meeting

The following are the minutes of the meeting is held on 14.10.2021 for starting a certificate course in 'TOURISM GUIDANCE' for B.A, B.COM, B.SC students for the academic year 2021-2022.

The following minutes have been discussed and resolved unanimously.

1. It is proposed to start a certificate course in 'Tourism Guidance' for the students of B.A, B.COM, B.Sc during the academic year 2021-2022.
2. It is proposed to endorse Smt E.v.Jayalakshmi, as course coordinators.
3. It is suggested to the coordinator to enrol maximum number of students for the certificate course.
4. It is also discussed to use Virtual classroom and the equipment to teach in an easy way.
5. It is also discussed how we can motivate the students towards the course.

Members of the committee during minutes

- 1.
2. 
3. 
4. 
5. 
- 6.
7. P. vijaya Lakshmi
- 8.


Course Coordinator


IQAC Coordinator


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DEPARTMENT OF HISTORY

Date: 20.10.2021

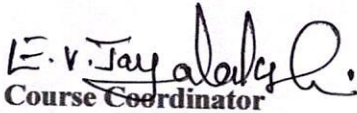
CIRCULAR

Sub: Certificate Program for the academic year 2021-2022

The Department of History is planned to conduct the certificate program for BA, B.COM, B.Sc students. The certificate course which are designed and offered by our department for the benefit of the students. Course will be conducted at free of cost and based on the performance of the participated students, the merit certificate will be issued after the successful completion of the course. Students those who are willing to attend the certificate course can enrol their names to the course coordinator.

Name of the certificate Program : TOURISM GUIDANCE
Course Coordinator : E.V.JAYALAKSHMI

Commencement of the course from 25.10.2021 to 06.11.2021
Time : 9.00 am to 10.00


Course Coordinator


IQAC Coordinator


Principal



Principal
Govt. Degree College
PADERU 521 101
Alluri Sitharama Raju District



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S.no	What is Tourism? Topics to be covered	Hours	Delivery date
2	Characteristics of Tourist places-guidance in tourism		
	Meaning of guidance	6	I Week 25.10.2021
3	Types of tour Guidance		
4	Government Department regulations		
5	Types of tourism		
6	Types of tourists		
7	Types of guides		
8	Characteristics of a guide		
9	Duties and responsibilities of a guide		
10	The guiding techniques guide		
11	Personality training institutions		
12	Leader ship and social skills		
13	Presentation and communications skills	6	III Week
14	Working with different age and linguistic groups		
15	Working under difficult circumstances		
16	Precautions at the site-Relation ship with fellow guides and officials.		
17	Guest relation ship management personal and official		
18	Arrangement to tourists coordinating transport VISA/Pass port		
S.no	Topics to be covered	Hours	Delivery date



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	Types of tour guidance regulation		
		6	IV Week 25.10.2021
21	Accidental death		
22	Handling guests with special needs		
23	Different abilities		
24	Additional skills required for special tours		
25	Adventure tours		
26	Knowledge of local security and Route chart		
27	personal hygiene	6	V Week
28	Grooming		
29	CHECK LIST		
30	CODE OF CONDUCT		
31	TYPES OF TOURISTS		
32	TYPES OF TOURISM	6	VI Week 06.12.2021
33	ENVIRONMENT TOURISM		
34	DUTIES OF TOUR GUIDE		
35	HEALTH TOURISM		
36	BUSSINESS TOURISM		
37	FAMOUS TOURIST SPOTS IN AP		



Certificate program Assessment test

Name of the course: TOURISM GUIDANCE

date: 08.11.2021

Academic year: 2021-2022

time: 1.30 hrs

PART-A

I. Answer the following questions with appropriate answer. 1×10=10

Max.marks: 50

- 1. Internal Tourism Includes**
 - a) Domestic and inbound tourism
 - b) Inbound tourism
 - c) Out bound tourism
- 2. National tourism includes**
 - a) Domestic tourism
 - b) Out bound tourism
 - c) None of the above
- 3. A person who travels on foot is known as**
 - a) Pouching
 - b) Way tarer
 - c) cosmopolitan
- 4. The main aim of the tourism industry in India is**
 - a) To spread word of month
 - b) Create repeat visitors
 - c) None of the above
- 5. BRIC Includes Russia,India,China and**
 - a) Bharna
 - b) Brazil
 - c) Bangladesh
- 6. Written or electronic mail sent to prospective customer is known as**
 - a) Direct mail
 - b) Indirect mail
 - c) Personal mail
- 7. The process of selling of a product through publicity is called**
 - a) Marketing



- b) Segmenation
 - c) Advertisement
8. A Tourism Policy includes
- a) Rules
 - b) Regulation
 - c) All of the above
9. The National Tourism policy was drafter in
- a) 1997
 - b) 1998
 - c) 1996 and 2000
10. The first tourism policy was implemented in
- a) 1980
 - b) 1981
 - c) 1982 and 1983

PART-B

- II. Answer all the following questions. $4*4=16$
- a) What is the meaning of tour guide?
 - b) Famous tourist places in AP?
 - c) Types of Tourism?
 - d) What is the responsibilities of tour guide?
- III. Answer all the following questions. $3*3=9$
- a) What is the meaning of tourism?
 - b) What is the meaning of tourguide?
 - c) Types of tourists?



Certificate program Assessment test

Name of the course: TOURISM GUIDANCE

date: 08.11.2021

Academic year: 2021-2022

time: 1.30 hrs

3rd B.Com (Gen) Buridi Lakshman
Reg No. 119125403009

PART-A

I. Answer the following questions with appropriate answer. 1×10=10

Max.marks: 50

1. Internal Tourism Includes

- a) Domestic and inbound tourism
- b) Inbound tourism
- c) Out bound tourism

(a)

2. National tourism includes

- a) Domestic tourism
- b) Out bound tourism
- c) None of the above

(a)

3. A person who travels on foot is known as

- a) Pouching
- b) Way tarer
- c) cosmopolitan

(c)

4. The main aim of the tourism industry in India is

- a) To spread word of month
- b) Create repeat visitors
- c) None of the above

(b)

5. BRIC Includes Russia, India, China and

- a) Bharna
- b) Brazil
- c) Bangladesh

(B)

6. Written or electronic mail sent to prospective customer is known as

- a) Direct mail
- b) Indirect mail
- c) Personal mail

(a)

7. The process of selling of a product through publicity is called

- a) Marketing



- b) Segmentation
c) Advertisement
8. A Tourism Policy includes
- a) Rules
b) Regulation
c) All of the above
9. The National Tourism policy was drafted in
- a) 1997
b) 1998
c) 1996 and 2000
10. The first tourism policy was implemented in
- a) 1980
b) 1981
c) 1982 and 1983

(c)

(b)

(c)

PART-B

20

- II. Answer all the following questions. $4 \times 4 = 16$
- a) What is the meaning of tour guide?
b) Famous tourist places in AP?
c) Types of Tourism?
d) What is the responsibilities of tour guide?
- III. Answer all the following questions. $3 \times 3 = 9$
- a) What is the meaning of tourism?
b) What is the meaning of tourguide?
c) Types of tourists?

Part - B

11
(Q)A: Tour guides, or tourist guides, are members of the hospitality and travel industry who show visitors around places of interest. Tour guides may lead groups or individuals through historical sites, museums, geographic destinations and on outdoor excursions. Tour guides are often called "docents" or "those who show." In addition, they are sometimes called "tour directors" or "tourist escorts", but these terms also have other meanings. Tour guides work primarily with tourists and visitors but may also work with locals interested in learning more about their city or town.

bA: Hyderabad, Visakhapatnam, Gandikota, Kadapa, Madanapalle, Warangal, Horsley Hills, Sri Sailam, Guntur, Chittoor, Nellore, Asakuvally, Tirupati, Vijayawada, Amaravati and many more. Located in the southeastern part of the country, Andhra Pradesh has a rich history and a number of attractions that makes it a popular tourist destination. With a topography brimming with diverse



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DEPARTMENT OF HISTORY

Test Analysis Report

Name of the course: TOURISM GUIDANCE

Name of the Course Coordinator: E.V.JAYALAKSHMI

Academic Year: 2021-2022

The Department of History offered Certificate course to students of all disciplines. We provided a syllabus to the students and covered all of the syllabus. The overall course duration was 35 hrs and the attendance of the students was recorded.

I confirmed that all the students for this certificate course actively attended and performed well. We conducted an exam and the eligible students received certificates.


Course coordinator


IQAC Coordinator


Principal

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S.No	GROUP AND	Student Name
	HALL TICKET NO	
1	119125403001 (3 RD BCOM GEN)	AKETI HARISH
2	119125403002	ANGANAINI BALAM NAIDU
3	119125403003	ARLABU CHANDRA SHEKAR
4	119125403004	BADNAINI SRAVANI
5	119125403005	BAKURU SAI KUMAR RAJU
6	119125403007	BONDA CHANTI BABU
7	119125403008	BURIDI ANIL KUMAR
8	119125403009	BURIDI LAKSHMAN
9	119125403010	CHIKKUDU MAHESH BABU
10	119125403011	DEVOJI KONDABABU
11	119125404001 (3 RD BCOM VOC)	ANGANAINI SINDHUJA
12	119125404002	ANUPOJU SATHISH KUMAR
13	119125404003	ANUPOJU SWAROOPA LAKSHMI
14	119125404004	BADNAINI DHANA LAKSHMI
15	119125404005	BADNAINI SAI KUMAR
16	119125404006	BALLORDA VANKAT
17	119125404007	BARLU BALA CHANDRUDU
18	119125404008	BIKKAVOLU DHARANI
19	119125404009	BODISETTI KANAKA LAKSHMI
20	119125404010	CHAVITIYA JAGADEESH
21	120125301007 (2 ND HEP)	BOINI NAGA RATANAM
22	120125301008	BOINI SIVAPARVATHI
23	120125301009	BOINI SUNITHA
24	120125301010	BONDA DIVAN KUMAR
25	120125301011	BONDA VIKASH RAJU
26	120125301012	CHITTAPULI KANYA KUMARI
27	120125301013	DEPURAM RAMANAMMA
28	120125301014	DOBBETI CHANDRA SHEKAR
29	120125301015	GANGA PUJARI BABUJI NAIDU
30	120125301016	GOLLORI SURESH
31	120125301114 (3 RD SPL TELUGU)	KAVADAM VEERA BHRHMMA MAHESH BABU
32	120125301115	KILLO ONADI
33	120125301116	KILLO SUNDARI
34	120125301117	KIMUDU BHUMIKA
35	120125301118	KIMUDU PRAMEELA DEVI
36	120125301119	KORAVANGI RAVI PRASAD
37	120125301120	KORRA ANAND RAO
38	120125301121	KORRA BEESHU
39	120125301122	KORRA SURIBABU



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40	120125301123	KOTHAM NAIDU CHANDRA KEVAN
41	119125301011 (3 RD HEP)	DURU GEETHA MADHUBALA
42	119125301012	GEMMELI SUMITHRA
43	119125301013	GOLLORI VANAJA
44	119125301015	GULLELI SOWJANYA
45	119125301016	JAKEERU SURENDRA
46	119125301017	JARSINGI PAVAN KUMAR
47	119125301018	KADALA VENKATA LAKSHMI
48	119125301019	KAMBIDI VIJAYA LAKSHMI
49	119125301020	KAJJA BAPUJI
50	119125301021	KILLO LAKSHMI
51	119125301022	KILLO RAMA MURTHY
52	119125301117 (3 RD SPL.TELUGU)	KILLO SOMANADH
53	119125301118	KIMUDU SUVARNA
54	119125301119	KODA JEENA BANDU
55	119125301120	KONDAPALLI AKILA DURGAJA
56	119125301121	KONTHELI RANZITH KUMAR
57	119125301122	KURTHADI JHANSI LAKSHMI
58	119125301123	KURTHADI USHA RANI
59	119125301124	LAKE ANURADHA
60	119125301125	LAKE SANTHI
61	119125301126	LOCHALI SANTHOSH NAIDU
62	119125301084 (3 RD SPL.ENG)	KORRA RAJU BABU
63	119125301085	KUMMARI CHANTI BABU
64	119125301086	MODA NAGA LAKSHMI
65	119125301087	MUDULI SOMULAMMA
66	119125301088	NEELAYYA DORA CHINNA THALLI
67	119125301089	ORANAINI MANI
68	119125301090	PANGI GANAPATHI
69	119125301091	PANGI JYOSHNA RANI
70	119125301092	PANGI RAMESH
71	119125301093	PATUNI ESWARAMMA
72	120125301078 (3 RD SPL.ENG)	DURU BHAGATH RAM
73	120125301079	GAMPARAI SUBBU
74	120125301080	GEMMELI PRAKASH
75	120125301081	GUNTA SOVENDRA
76	120125301082	KODA ARUNA KUMARI
77	120125301084	KORRA NAGAMANI
78	120125301085	KORRA UPENDRA
79	120125301086	KURTHADI RUKMINI
80	120125301087	MADHU SAGAR UGRANGI
81	120125301088	MAJJI ANILKUMAR

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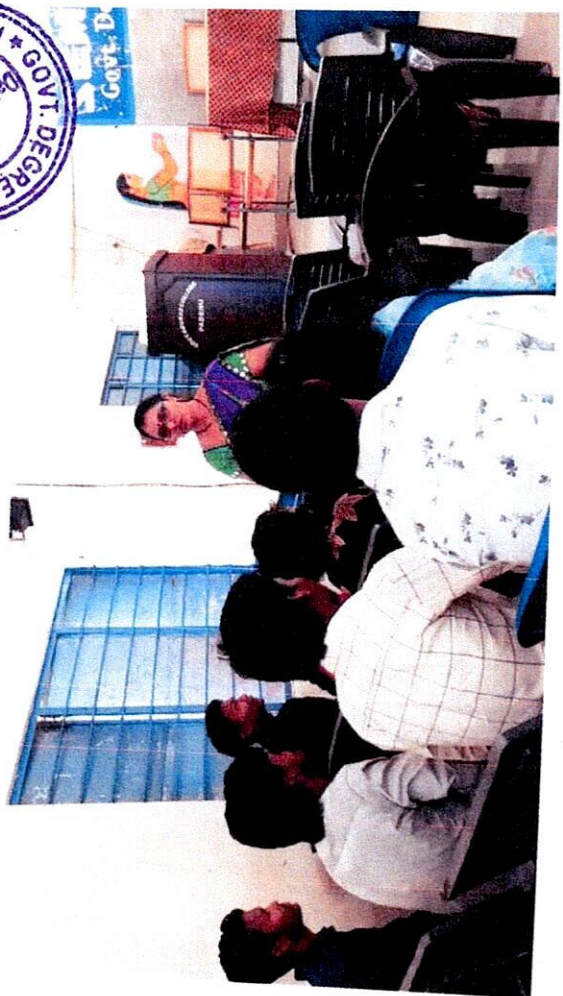
DEPARTMENT OF HISTORY

REFERENCE BOOKS FOR TOURISM GUIDANCE

- 1.A MODERN SYNTHESIS BY STEPHEN PAGE,PUBLISHED -2001
- 2.THE TOURISM SYSTEM BY ROBERT E. WOOD,PUBLISHED-2002
- 3.TOURISM:PRINCIPLES AND PRACTICE BY JOHN FLETCHER,PUBLISHED-6 DEC2017
- 4.TOURISM MANAGEMENT:AN INTROUDUCTION-NIGEL EVANS AND DAVID CAMPBELL
PUBLISHED-2002
- 5.THE ART OF TRAVEL BY ALAIN DE BOTTON,PUBLISHED-MAY11,2004
- 6.TOURISM IN INDIA:A COMPREHENSIVE GUIDE BY VANDANA BANSAL,
PUBLISHED-1 JAN 2015
- 7.INDIA:A SACRED GEOGRAPHY BY DIANA L.ECK,PUBLISHED-7 FEB 2021
- 8.INDIA:A MILLION MUTINIES NOW BY V.S.NAIPAUL,PUBLISHED-1 JAN 2015



Principal
Govt. Degree College
PADERU 534 024
Arun Sitharama Raju-D-1



DEPARTMENT OF HISTORY

TOURISM GUIDANCE- ADD ON COURSE 2021-2022

LIST OF STUDENTS ATTENDANCE , 25-10-2021 to 6-12-2021.

S.NO	NAME OF THE STUDENT	18	19	20	22	23	24	25	26	27	30	1	2	3	6
1	AKETHI HARISH	P	A	P	P	P	P	P	P	P	P	P	P	P	P
2	ANGANAINI BALAM NAIDU	P	P	P	A	P	P	P	P	P	P	P	P	P	P
3	ARLABU CHANDRA SHEKAR	P	P	P	P	P	A	P	P	P	P	P	P	P	P
4	BADNAINI SRAVANI	P	P	P	P	P	P	P	A	P	P	P	P	P	P
5	BAKURU SAI KUMAR RAJU	P	P	P	P	P	P	P	P	P	A	P	P	P	P
6	BONDA CHANTI BABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	BURIDI ANIL KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	BURIDI LAKSHMAN	P	P	P	P	P	P	P	P	P	P	P	P	P	A
9	CHIKKUDU MAHESH BABU	A	P	P	P	P	P	P	P	P	P	P	P	P	P
10	DEVOJI KONDABABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	ANGANAINI SINDHUJA	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	ANUPOJU SATHISH KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	ANUPOJU SWAROOPA LAKSHMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	BADNAINI DHANA LAKSHMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	BADNAINI SAI KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	BALLORDA VANKAT	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	BARLU BALA CHANDRUDU	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	BIKKAVOLU DHARANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	BODISETTI KANAKA LAKSHMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	CHAVITIYA JAGADEESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	BOINI NAGA RATANAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	BOINI SIVAPARVATHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	BOINI SUNITHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	BONDA DIVAN KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P

December



GOVERNMENT DEGREE COLLEGE
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Accredited by the NAAC with "C" Grade
PADERU, VISAKHAPATNAM DISTRICT, AP-531024



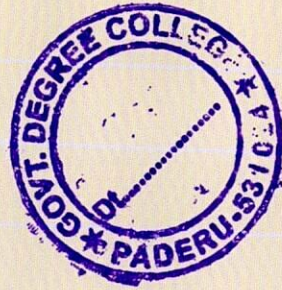
Certificate of Completion



This is to certify that Sri/Kum. **BOINI SIVA PARYATHI**of completion of
Add on Course in " **TOURISM GUIDANCE**", organized by Department of **History** for the
academic year 2021-2022. He /She is passed the course successfully in Grade

E.V. Jayalakeshri

Course Co-ordinator



V. CR

Principal
Principal
Govt. Degree College
PADERU-531024
Alluri Sitharama Raju Dist.