

CURRICULUM
FOR
THIRD SEMESTER
OF
THREE-YEAR DIPLOMA
COURSE
IN
TRAVEL AND TOURISM

TOURISM AND HOSPITALITY ADMINISTRATION
STUDY AND EVALUATION SCHEME FOR DIPLOMA PROGRAMME IN TRAVEL & TOURISM
3rd Semester

Course Code	Subject	Time In Hours				Credits		
		Th	Tu	Pr	Total	Th	Pr	Total
TTRMPC301	Basics Of Management	3	-	-	3	3	-	3
TTRMPC302	Travel Agency And Tour Operations	3	-	-	3	3	-	3
TTRMPC303	Travel Agency And Tour Operations-Lab	-	-	2	2	-	1	1
TTRMPC304	Hospitality Service-II	3	-	-	3	3	-	3
TTRMPC305	Hospitality Service-II-Lab	-	-	2	2	-	1	1
TTRMPC306	Tourist Transport Service	2	-	-	2	2	-	2
TTRMPC307	Tourist Transport Service-Lab	-	-	2	2	-	1	1
TTRMPC308	Niche Tourism	2	-	-	2	2	-	2
TTRMPC309	Niche Tourism-Lab	-	-	2	2	-	1	1
TTRMPC310	Business Communication In Tourism	3	-	0	3	3	-	3
TTRMPC311	Business Communication In Tourism-Lab	-	-	2	2	-	1	1
TTRMPC312	Self Learning	-	-	2	2	-	1	1
TOTAL		16	-	12	28	16	6	22

###specialization programme in mountaineering, skiing, photography, paragliding to be offered in self-learning.

MOU's to be signed with the concerned agencies.

Student centered activities will comprise of co-curricular activities like extension lectures, library studies, games, hobby clubs, seminars, educational field visits, NCC, NSS, cultural activities, civildefence, disaster management activities

PROGRAM: THREE YEAR DIPLOMA IN TRAVEL AND TOURISM	
Course Code : TTRMPC301	Course Title: Basics of Management
Semester: 3RD	Credits: 03
Hours per Week: 3 (L: 3 T: 0 P:0)	

COURSE OBJECTIVE:

This paper will help students understand the fundamentals of management concepts, theories and practices and this will also provide sufficient theoretical knowledge to take managerial decisions.

COURSE CONTENT

- 1. Functions of Management (10 hrs)**
 - 1.1 Meaning, Nature
 - 1.2 Levels in Management –Roles, Skills,
 - 1.3 Tasks of a Manager,
 - 1.4 Functions of Management- Planning, Organizing, Directing & Controlling
- 2. Planning (12 hrs)**
 - 2.1 Meaning, Nature of a Sound Plan,
 - 2.2 Types-Short, Medium and Long-Range Planning,
 - 2.3 Scope and Limitations of planning,
 - 2.4 Steps in Planning Process,
 - 2.5 Management by Objectives (MBO) – Decision-Making Ability
- 3. Organizing & Directing. (12 hrs)**
 - 3.1 Meaning and concept,
 - 3.2 Organization Structure & Design – Delegation and Decentralization of Authority,
 - 3.3 Relationship and Interactions between Authority Interdepartmental Coordination
 - 3.4 Present Trends in Corporate Structure,
 - 3.5 Strategy and Work Culture
- 4. Controlling (08 hrs)**
 - 4.1 Control Process – Methods,
 - 4.2 Tools and Techniques.
- 5. Motivation and Leadership (06 hrs)**
 - 5.1 Motivation – Types and Nature of Motives,
 - 5.2 Theories of Motivation and Productivity,
 - 5.3 Leadership Styles & Models

COURSE OUTCOME

After the completion of the course, the student will be able :

- Understand management and principles of management.
- Understand various functions of management.
- Understand the meaning of motivation and leadership.

RECOMMENDED BOOKS:

1. Koontz, H. and Wehrich, H. (2010). Essentials of Management. McGraw Hill Publishing House, Singapore.
2. Prasad, L.M.(2008) Principles of Management, Sultan Chand & Sons, New Delhi.
3. Richard .M H. (1993). Management, Academic Press, New Jersey.
4. Hampton, D. R. (1992). Management, TATA McGraw Hill, International Edition, Tokyo.
5. Stoner, J.A.F &Wankel, I.C. (1999). Management, Prentice Hall India, New Delhi.
6. Peter F. D. (1987). Practice of Management, Pan Books, London.
7. Peter F. D. (1983). Innovation and Entrepreneurship, Butterworth & Heinemann, New York.
8. Virmani.B.R. (2006). The Challenges of Indian Management, Response Books, New Delhi.
9. Important Business Magazines like: Business India, Business World and Fortune International.

UNIT WISE TIME AND MARKS DISTRIBUTION

Unit No.	Time Allotted (Hrs)	Marks Allotted(%)
1	10	20
2	12	20
3	12	20
4	08	25
5	06	15
Total	48	100

PROGRAM :THREE YEAR DIPLOMA IN TRAVEL AND TOURISM	
Course Code: TTRMPC302	Course Title: Travel Agency & Tour Operations
Semester: 3rd	Credits: 03
Hours per Week: 3(L: 3 T: 0 P:0)	

COURSE OBJECTIVE:

The subject gives details regarding basic rudiments of procedures adopted by travel agency in the specific fields and focuses in the prescribed requirements by the administrative and bureaucratic machinery looking after specific need of tourism and allied activities.

COURSE CONTENT

- 1. Travel Agency (TA) (10 Hrs)**
 - 1.1. Travel Agency- Definition and Types,
 - 1.2. Evolution of Travel Agency,
 - 1.3. Functions of Travel Agency
 - 1.4. e-Travel Agencies,
- 2. Tour Operator (TO) (10 Hrs)**
 - 2.1. Tour Operator- Definition and Types,
 - 2.2. Functions of Tour Operator,
 - 2.3. Difference between Travel Agency& Tour Operator,
- 3. Tour Packaging& Itinerary Designing (12 Hrs)**
 - 3.1 Tour Package- Definition and Concept,
 - 3.2 Planning and Designing of Itinerary,
 - 3.3 Essential of designing the tour package
 - 3.4 Costing of Travel packages
- 4. Documentation (10 Hrs)**
 - 4.1 Passport meaning and types,
 - 4.2 Passport Act,
 - 4.3 Visa and its types,
 - 4.4 Health Certificates,
 - 4.5 Special permits,
 - 4.6 Travel insurance
 - 4.7 Foreign exchange requirements (FOREX),
 - 4.8 VTM Card.
- 5. Requirements for setting up of a Travel Agency: (06 Hrs)**
 - 5.1. Approval for the setting up of a TA/TO by Government,
 - 5.2. Approval process by IATA,
 - 5.3. Foreign Exchange Management Act.

COURSE OUTCOMES

After the completion of the course, the student will be able :

- Understand various aspects of Travel Agency and Tour Operations.
- Understand the requirements for setting up of Travel agency and Tour Operator Units.
- Develop and design the itineraries for various destinations.
- Costing of Travel packages.

RECOMMENDED BOOKS:

1. Successful Tourism Management, Vol.II, tourism Practices by Pran Nath Seth, Published by Sterling Publishers Private Ltd New Delhi
2. Internet Information- International institute of Travel, Toronto, Canada (Diploma in Travel and Tourism)
3. Tourism Development-Principles and Policies by A.K.Bhatia, Sterling publication, New Delhi, 1991
4. Professional Travel Agency management by Gee, Chuck, Prentice Hall Publication, London, 1990
5. Development of Tourism in India by A. Nafees Khan, Anmol Publications Pvt. Ltd.
6. Travel Agency Operations, Negi, J.M.S. Gitanjali Publishing House, New Delhi
7. Tourism Principles and practices book by Jitendra Mohan Mishra and Sampad Kumar Swain, Published by Oxford University Press, 2011.

UNIT WISE TIME AND MARKS DISTRIBUTION

Unit No.	Time Allotted (Hrs)	Marks Allotted(%)
1	10	20
2	10	20
3	12	25
4	10	20
5	06	15
Total	48	100

PROGRAM:THREE YEAR DIPLOMA IN TRAVEL AND TOURISM	
Course Code: TTRMPC-303	Course Title: Travel Agency & Tour Operations-Lab
Semester: 3rd	Credits: 01
Periods per Week: 2 (L: 0T: 0 P:2)	

COURSE OBJECTIVE:

The subject gives details regarding basic rudiments of procedures adopted by travel agency in the specific fields and focuses in the prescribed requirements by the administrative and bureaucratic machinery looking after specific need of tourism and allied activities.

LIST OF PRACTICALS:

- 1.** Visit to various travel agencies for practical experience in an actual work atmosphere.
- 2.** Itinerary designing (For Adventure trip, Pilgrimage, Leisure, Nature-based).
- 3.** Costing of above-mentioned itineraries.
- 4.** Filing up of Passport application form, VISA forms.

Detailed SOP given at the end of the semester syllabus.

PROGRAM: THREE YEARS DIPLOMA PROGRAMME IN TRAVEL AND TOURISMCourse Code: **TTRMPC304**Course Title: **Hospitality Services II**Semester: **3RD**Credits: **3**Hours Per Week:3 (**L:3 T:0 P:0**)**COURSE OBJECTIVE**

The traits of hospitality play an important role in tourism services. The subject emphasizes an accommodation/hospitality sector of tourism industry. It will enable the students to understand various food and beverage operations.

COURSE CONTENT**1. Hospitality industry and catering: (10 Hrs)**

- 1.1** History of catering
- 1.2** Various Catering establishments,
- 1.3** Job profile of a waiter.

2. F&B Service Department: (14Hrs)

- 2.1** Introduction of F&B Operations,
- 2.2** Classification of F&B equipment- Tableware, Holloware, Crockery, Glassware,
- 2.3** Linen and Furniture used in F&B units.
- 2.4** F&B Layout- Restaurant, Bar, and Banquet.
- 2.5** Organisational Structure of F&B Department.

3. Preparation of Services (14 Hrs)

- 3.1** Mise-en-Place, Mise-en-Scene,
- 3.2** Rules of laying table,
- 3.3** Menu- Meaning and types,
- 3.4** American Service, Russian Service, Gueridon Service, Buffet Service.

4. Basics of Hygiene & Safety (10 Hrs)

- 4.1** Personal Hygiene,
- 4.2** Hygiene of surroundings,
- 4.3** Safety norms.

COURSE OUTCOME

After the completion of the course, the student will be able to:

- Understand the concept of Hospitality.
- Understand the various forms of services in Hospitality Industry.
- Understand the various In-House operations.

RECOMMENDED BOOKS

1. John R. Walker, Introduction to Hospitality Management: 3rd Edition Pearson, Prentice Hall, 2010.
2. K. Arora, Theory of Cookery, Frank bros.
3. Vijay Dhawan, Food and Beverage Service; Frank bros Ltd. publishers ISBN
4. S.K. Bhatnagar, Front Office Management; Frank bros Ltd. Publishers
5. Guide for Hotel Management; Arihant Publication
6. Introduction to Hospitality; John.R. Walker; Pearson

UNITWISE TIME AND MARKS DISTRIBUTION

Unit No.	Time Allotted (Hrs)	Marks Allotted (%)
1	10	20
2	14	30
3	14	30
4	10	20
Total	48	100

PROGRAM: THREE YEARS DIPLOMA PROGRAMME IN TRAVEL AND TOURISM	
Course Code: TTRMPC305	Course Title: Hospitality Services II-Lab
Semester: 3RD	Credits: 01
Hours Per Week: 2 (L:0 T:0 P:2)	

COURSE OBJECTIVE

The traits of hospitality play an important role in tourism services. The subject emphasizes an accommodation/hospitality sector of tourism industry. It will enable the students to understand various food and beverage operations.

LIST OF PRACTICALS

- 1.** Visit to a Hotel.
- 2.** Visit to a Restaurant and its Kitchen.
- 3.** Practical on Table Laying and mock F&B services.

Detailed SOP given at the end of the semester syllabus.

PROGRAM THREE YEAR DIPLOMA IN TRAVEL AND TOURISM	
Course Code: TTRMPC306	Course Title: Tourist Transport Service
Semester: 3rd	Credits: 02
Periods per Week: 2 (L: 2 T: 0 P:0)	

COURSE OBJECTIVE

This subject is intended to prepare students to enter a transport company where he will be required to be well-versed with the modalities of tourist transport management.

COURSE CONTENT

- 1. Road Transport System: (12 Hrs)**
 - 1.1** Approved tourist transport operators- car rental companies, tour coach companies,
 - 1.2** Regional Transport Authority- Role and Importance,
 - 1.3** Road transport documentation,
 - 1.4** All India tourist transport permit,
 - 1.5** Setting up of a tourist transport company.

- 2. Rail Transport System: (12 Hrs)**
 - 2.1** Indian Railways- Functioning and operations,
 - 2.2** Major tourist trains- Palace on Wheels, Royal Orient, Fairy Queen, Deccan Odyssey and Toy Trains, Indrail Pass,
 - 2.3** Major railway system of world (British Rail, Euro Rail, and Amtrak),

- 3. Water Transport System: (12 Hrs)**
 - 3.1** An overview of water transport system of India,
 - 3.2** Cruise ships, Ferries, Hovercraft and Boats
 - 3.3** Major cruise liners-Ocean Odyssey, Queens Mary -2,
 - 3.4** Major water-based leisure practices and their features in India (Shikaras of Kashmir and Backwaters of Kerala)

- 4. Air Transport System: (12 Hrs)**
 - 4.1** An overview of Air Transport of India
 - 4.2** Types of Air transportation- Scheduled and non-scheduled air services.
 - 4.3** Low-Cost Carriers and its advantages
 - 4.4** Major Airlines of India
 - 4.5** Major International Airports of India.

COURSE OUTCOME

After the completion of the course the student will be able to :

- Understand the various modes of transportation.
- Understand the importance of transport service in tourism.
- Understand the role of tourist trains in promotion of tourism

RECOMMENDED BOOKS

1. Annual Reports of Ministry of Tourism/Railways/Civil Aviation,2017,2018.
2. The Motor Vehicles Act 1988,Bare Acts
3. The Tourism System by Mill, R.C., and Morrison.Kendall Hunt,2002.
4. Transport and Tourism by Stephen Page: Global perspectives, Pearson education, 2005.

UNITWISE TIME AND MARKS DISTRIBUTION

Unit No.	Time Allotted (Hrs)	Marks Allotted (%)
1	12	25
2	12	25
3	12	25
4	12	25
Total	48	100

PROGRAM THREE YEAR DIPLOMA IN TRAVEL AND TOURISM	
Course Code: TTRMPC307	Course Title: Tourist Transport Service-Lab
Semester: 3rd	Credits: 01
Hours per Week: 2 (L: 0 T: 0 P:2)	

COURSE OBJECTIVE

This subject is intended to prepare students to enter a transport company where he will be required to be well-versed with the modalities of tourist transport management.

LIST OF PRACTICALS:

- 1.** Visit to Railway Station.
- 2.** Visit to Airport.
- 3.** Visit to water-based leisure spots.

PROGRAM: THREE YEARS DIPLOMA PROGRAMME IN TRAVEL AND TOURISM	
Course Code: TTRMPC308	Course Title: Niche Tourism
Semester: 3RD	Credits: 2
Hours Per Week: 2(L:2 T:0 P:0)	

COURSE OBJECTIVE

The purpose of this course is to build in students an ability to understand the niche segments in tourism. To build knowledge necessary to target niche markets in a more effective manner, according to the needs of business as well as market development. Interpret market trends and match and design or redesign niche tourism products appropriate to a particular destination.

COURSE CONTENT

1. Niche Tourism

- 1.1** Niche Tourism- Concept and meaning,
- 1.2** Niche Tourist Profiling,
- 1.3** Niche Tourism Framework & Product Development,
- 1.4** Destination Development through Niche Tourism

2. Special interest tourism

- 2.1** Culinary Tourism.
- 2.2** Youth tourism.
- 2.3** Photographic tourism.
- 2.4** Wellness Tourism.
- 2.5** Dark Tourism.
- 2.6** Peace Tourism.
- 2.7** Medical Tourism.
- 2.8** Film Tourism.

3. Culture based Tourism

- 3.1** Tribal Tourism.
- 3.2** Religious Tourism.
- 3.3** Heritage Tourism.
- 3.4** Dark Tourism.

4. Event& Activity-based Tourism

- 4.1** Event Tourism.
- 4.2** Sports Tourism.
- 4.3** Adventure Tourism.
- 4.4** Wildlife Tourism.
- 4.5** Yoga Tourism

COURSE OUTCOME

After the completion of the course, the student will be to:

- Understand the concept of Niche Tourism.
- Understand the various forms of Niche Tourism.
- Understand the tribal communities.
- Learn the Profiling of niche tourists.

RECOMMENDED BOOKS

1. Ahluwalia H.P.S. and Manfred Garner. (1985).Himalayas: A Practical Guide, Delhi: Himalayan Books.
2. Singh, R.L. (ed) (1989) India: A RegionalGeography, Varanasi: National GeographicalSociety ofIndia.
3. Chand Gian and Manohar Puri. (1989). Trekking, NewDelhi: International publisher India.
4. Smith, M., Puczko, L. (2008). Health and WellnessTourism, Butterworth-Heinemann.

PROGRAM: THREE YEARS DIPLOMA PROGRAMME IN TRAVEL AND TOURISMCourse Code: **TTRMPC309**Course Title: **Niche Tourism-Lab**Semester: **3RD**Credits: **01**Periods Per Week: **2(L:0 T:0 P:2)****COURSE OBJECTIVE**

The purpose of this course is to build in students an ability to understand the niche segments in tourism. To build knowledge necessary to target niche markets in a more effective manner, according to the needs of business as well as market development. Interpret market trends and match and design or redesign niche tourism products appropriate to a particular destination.

LIST OF PRACTICALS

1. Visit to SKUAST.
2. Visit to any wildlife Sanctuary.
3. Heritage walk.
4. Visit to Tribal Area.

PROGRAM: THREE YEARS DIPLOMA PROGRAMME IN TRAVEL AND TOURISM	
Course Code: TTRMPC310	Course Title: Business Communication In Tourism
Semester: 3RD	Credits: 3
Hours Per Week: 3(L:3 T:0 P:0)	

COURSE OBJECTIVE

The purpose of this course is to acquire an in-depth knowledge about the business communication and personality development and to make students familiar with the techniques and approaches to become a successful communicator.

COURSE CONTENT

1. Basics of Communication: (12 Hrs)

- 1.1** Communication- Meaning and Types,
- 1.2** Communication Process,
- 1.3** Channels of Communication,
- 1.4** Barriers to Communication,
- 1.5** Role of Effective communication in Tourism Industry.

2. Oral Communication: (12 Hrs)

- 2.1** Oral Communication- Concept and Meaning,
- 2.2** Elements of Oral Communication,
- 2.3** Participation in meetings and interviews, Brainstorming,
- 2.4** Telephone etiquette, Group Discussion, Public speaking and oral reporting.

3. Written Communication: (12 Hrs)

- 3.1** Written Communication- Concept and Meaning,
- 3.2** Business Letters, Report writing,
- 3.3** Designing and delivering PowerPoint presentations,
- 3.4** Preparing Resume, Memo, E-mails and Proposals.
- 3.5** Preparing Notices, Agenda and Minutes

4. Communication in Tourism: (12 Hrs)

- 4.1** Customer service principles,
- 4.2** Handling customer inquiry, complaints and feedback,
- 4.3** Crises communication in tourism.

COURSE OUTCOME

After the completion of the course, the student will be to:

- Understand the various types of communication.
- Learn the communication etiquettes.
- Learn business letters and report writing.
- Learn Customer Handling.

RECOMMENDED BOOKS

1. Bovee, Thill&Schatzman, Business Communication Today, Pearson, New Delhi.
2. Jon & Lisa Burton, Interpersonal Skills for Travel and Tourism, Longman Group Ltd.
3. Kaul, Asha, Effective Business Communication, PHI, New Delhi.
4. Lynn Vander Wagen, Communication in Tourism & Hospitality - Hospitality Press Ltd.
5. Mandal S.K., Jaico, Effective Communication and Public Speaking, Mumbai.
6. Munter Mary, Guide to Managerial Communication: Effective Writing & Speaking, PHI, New Delhi.

UNITWISE TIME AND MARKS DISTRIBUTION

Unit No.	Time Allotted (Hrs)	Marks Allotted (%)
1	12	25
2	12	25
3	12	25
4	12	25
Total	48	100

PROGRAM: THREE YEARS DIPLOMA PROGRAMME IN TRAVEL AND TOURISM	
Course Code: TTRMPC311	Course Title: Business Communication In Tourism-Lab
Semester: 3RD	Credits: 01
Periods Per Week: 2(L:0 T:0 P:2)	

COURSE OBJECTIVE

The purpose of this course is to acquire an in-depth knowledge about the business communication and personality development and to make students familiar with the techniques and approaches to become a successful communicator.

LIST OF PRACTICALS:

- 1.** Practice skills in PowerPoint presentation.
- 2.** Preparation of Resume and Covering Letters.
- 3.** Role-play exercises for different communication context.
- 4.** Exercises for Telephonic etiquettes.
- 5.** Group discussion practice.

PROGRAM: THREE YEARS DIPLOMA PROGRAMME IN TRAVEL AND TOURISM	
Course Code: TTRMPC312	Course Title: Self Learning
Semester: 3RD	Credits: 01
Periods Per Week: 2(L:0 T:0 P:2)	

COURSE OBJECTIVE

The "Self-Learning" course is designed to equip participants with essential skills, strategies, and techniques to become effective self-learners. In today's rapidly evolving world, the ability to independently acquire new knowledge, skills, and competencies is a valuable asset. This course aims to empower learners to take control of their learning journey and develop a lifelong learning mindset.

COURSE CONTENT/LIST OF PRACTICALS

- 1. Understand the Concept of Self Learning:**
 - 1.1** Gain a clear understanding of what self-learning entails, its significance in personal and professional development, and how it differs from traditional learning methods.

- 2. Enhance Self-Motivation and Discipline:**
 - 2.1** Learn techniques to boost intrinsic motivation, set goals, and develop self-discipline to stay committed to the learning process over the long term.

- 3. Effective Information Retrieval and Evaluation:**
 - 3.1** Develop skills to efficiently locate and assess reliable sources of information, critically evaluate their credibility, and discern relevant content.

- 4. Strategies for Active Learning:**
 - 4.1** Explore various active learning strategies such as summarization, concept mapping, note-taking, and reflection to deepen understanding and retention of the material.

- 5. Time Management and Prioritization:**
 - 5.1** Acquire time management skills to allocate dedicated learning time, set priorities, and balance self-learning with other responsibilities.

- 6. Adaptability and Continuous Improvement:**
 - 6.1** Cultivate the ability to adapt to new learning environments, technologies, and resources, while constantly refining self-learning methods based on feedback and experience.

- 7. Problem Solving and Critical Thinking:**
 - 7.1** Foster analytical and critical thinking skills to solve complex problems, integrate knowledge from different sources, and apply learning to real-world scenarios.

8. Building a Personal Learning Network (PLN):

8.1 Explore strategies for connecting with like-minded learners, mentors, experts, and utilizing online platforms to create a supportive learning community.

9. Overcoming Challenges and Self-Assessment:

9.1 Develop resilience in the face of challenges, setbacks, and distractions, and learn how to assess and reflect on personal learning progress and achievements.

10. Creating a Self Learning Plan:

10.1 Develop a comprehensive self learning plan that outlines learning objectives, resources, milestones, and strategies for continuous improvement.

COURSE OUTCOME

After the completion of the course, the student will be able to:

- Gain a clear comprehension of the concept of self learning.
- Learn techniques to boost their intrinsic motivation.
- Learn skills in locating and evaluating reliable sources of information.
- Utilize a variety of active learning strategies.

STANDARD OPERATING PROCEDURE FOR PRACTICAL WORK

Theoretical knowledge alone is insufficient for a successful professional career. Therefore, with the aim to go beyond just academics, industrial visits are included in the curriculum plan. The idea of such visits is to provide students with an insight into the workings of companies, as well as to a practical perspective on the world of work.

Industrial visits aim at sensitizing students to the practical challenges an industry or organization face each day. The exercise encourages students to give inputs, ideas, feedback and suggestions on their understandings of not only the tour but of the organization as well. It helps students plan their futures and gets them get prepared for the real world before they hit the ground running.

Objectives of the Committee:

- To provide an insight in to the internal functioning of companies.
- To provide students with a practical perspective of the workplace.
- To facilitate exposure to current work practices as opposed to possibly outdated theoretical knowledge.
- To learn practically through interaction, implemented work methods and employment practices.
- To help a student gain first-hand information about the industry, organizations and the work environment.
- To build relationships between industries and institutes.

Procedure for Industrial visits arranged:

- The visits are arranged in collaboration with any club/Lab/committee/Cell
- The faculty who initiates the same has to follow the procedures outlined below and would be termed as the coordinator for that industrial visit.
- The coordinator can seek the assistance of fellow colleagues or student community. The coordinator is expected to set up meetings and to set an agenda for the visits.
- The coordinator of the committee is responsible for ensuring that each member has maintained and submitted documents pertaining to the visits.
- To write and circulate the minutes of each industrial visit.

General planning and executing a visit:

1. Seeking Permission:

- Contact the Industry/Company HR department by writing a letter showing interest in visiting the company and seek their permission for the visit.
- Mention a tentative schedule of the visit, the number of visitors and how the visit will be beneficial for the students as well as the company.

2. Notification and Approval:

- On receiving acknowledgement and approval from the company, a notice is to be placed on the college notice board with details of the visit. Interested students are asked to submit consent forms (signed by parents) by a stipulated date.
- An approval is taken from the Principal for availing transportation facilities and refreshment for students and faculty members participating in the trip.
- The approval must also include the exact itinerary of the visit.

3. Formalities before and after the visit:

- A letter or order form is to be handed over to the selected transportation service requesting their services for the stipulated date, place and time.
- The attendance of the students present is taken prior to the start of the trip.
- The designated company representative or organizers are contacted and the necessary formalities are completed.
- On completion of the visit, a detailed report along with photos is to be submitted to the Principal's office.

Documents maintained by the coordinator or the collaborating club /cell / committee

- Circulars sent to students by the organizing committee
- Invitations, request letters sent along with acceptance emails
- Reports on every visit conducted, These should include:
 - ✓ Attendance List.

- ✓ Photographs of the event.

General Do's & Don'ts:

DO'S	DON'TS
Adhere to the dress code.	Camera or camera enabled mobile phones are not permitted to the site.
Carry Identity cards.	Electronic gadgets are not permitted to the site.
Only closed/covered shoes to be worn by the students.	Sandals, chappals, floaters, or other open footwear are not permitted during the visits.
Any specific medication should be made known to the accompanied faculty at the start of industrial tour.	Laptops are not permitted.
Always carry writing pad/ workbook and a pen	Do not carry Pendrives /CD on the tour.
Follow the Safety Rules and Guidelines as communicated by the company officials.	Do not loiter around the premises of the site.
Follow the instructions given by the faculty and the company designated official.	No student will be allowed to leave the group during the visit without prior approval from the accompanying faculty.