

Tourism Industry

Scope and Elements

By : Dr. Renu Malra

Career in different Departments of Travel Field

1. Inbound department.
2. Outbound department.
3. International and Domestic ticketing department.
4. Airlines reservation desk.
5. Hotel front desk
6. Visa and Passport facilitation department.
7. Foreign exchange and Travel Insurance counter.
8. Hotel and Travel Agency corporate division Sale and Marketing department

Inbound Tourism

This Inbound Tourism is the most prestigious department of any good Travel Agency. This department handles the Foreign tourists those who are coming to visit India. Good students with knowledge of Historical and Geographical knowledge in India can get a job with handsome salary in this field. We want to give the below Practical lesson to the students :

- A) How to handle the Foreign Clients those who are coming to India for Tourism purpose.
- B) Knowledge of different star category hotels : like 5*, 4*, 3* hotels.
- C) What actual facilities these star hotels provides to the client.
- D) Knowledge of different category rooms in these hotels – like standard room. Superior room, Pool facing room, Suite room etc.
- E) How to make a Travel Itinerary?
- F) How to make a Hotel reservation with Hotel reservation system?
- G) How to make a Hotel voucher?
- H) How to book a car from Car rental company
- I) What is Immediate occupancy night?
- J) What is the check-in and Check-out formalities at Hotel front desk?
- K) How to arrange a guide for your client etc.

Outbound Tourism

This is also an Important department of any good Travel company. Now a days a lot of Indian tourist are travelling outside India for tourism purpose. Lot of vacancies are in this department to full fill the clients' requirements. We want to give the below Practical lesson to the students

- A) How to handle the Indian clients those who are going to visit foreign countries for Tourism purpose .
- B) How to make an International Travel Itinerary?
- C) How to bring a competitive quotation for a Travel Itinerary from overseas Travel agencies.
- D) Will give some knowledge to the students about Visa procedure, so that they can brief the client easily.

International and Domestic ticketing

Ticketing department is giving the support to the Inbound and Outbound department to issuing the International and Domestic Air tickets. Also this ticketing department is the important part to handle the Corporate Clients to full fill their travel related services. A huge no of people are working in this Ticketing department of a good Travel Agencies and Airlines reservation counter. We generally use different Online reservation systems lime Amadeus, Galileo, Sabre to book the International and Domestic flight tickets. We want to share some technical knowledge to these students :

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- A) How to check an availability between two travel sectors?
- B) How to make a reservation?
- C) How to check the best available fare for this Travel sector?
- D) How to issue the Ticket?
- E) How to cancel a reservation?
- F) How to check the different fare rules etc.

Visa and Passport related Information and Training

Now a days there is a big opportunity for these students to get a job in a Visa agencies. Like few International company called VFS Global, Danata Dubai etc are assisting most of the Embassies to process the Visa formalities for Indian tourist. A huge number of people are working in this companies. Also note that all these big Travel Agencies have their own Visa and Passport department to assist their clients. So we want pass these information the students, so that they can easily get a job in this department also :

- A) How to apply an Indian passport, so that tourist can visit outside India.
- B) How to reissue an existing Passport ?
- C) How to fill-up online Passport application form?
- D) How to apply different type of visas – like tourist visas, business visas, student visas, work permit visas etc.
- E) Generally what mandatory documents require to apply these above category visas?
- F) What is the fees structure of different Embassies etc.

Foreign exchange and Travel Insurances

People those who are travelling outside India, they need the foreign currency and Travel Insurances. Travel agencies are providing the Foreign currencies to their client with a valid Licence form Reserve Bank of India. Also now a days tourist are taking the Travel Insurances to cover-up their Medical treatment and different miss-happing between their travel plan. Travel agencies are providing these Travel Insurance to their clients. A lot of students can get a job in this department also. We shall share the below information to your students :

- A) Knowledge of different countries currency.
- B) What is the mandatory documents require to get these foreign currencies?
- C) Tourist can get these currencies in different mode – like in form of cash, traveller cheque, traveller card etc.
- D) How much foreign currency one passenger can carry in single trip ?
- E) How much foreign currency one passenger can carry in one calendar year – this type of important knowledge we shall share with your students.