

**SYLLABUS FOR THE POST OF ASSISTANT TOURIST  
OFFICER, GRADE-II**

**MAIN EXAMINATION (DEGREE STANDARD)**

**SUBJECT CODE: 353**

**PAPER – I: TRAVEL AND TOURISM (OBJECTIVE TYPE)**

**UNIT- I: PRINCIPLES AND PRACTICES OF TOURISM**

Introduction to tourism- Meaning and Scope, Concept, Components, and types of Tourism – Emerging trends- Evolution of Tourism in India- Ministry of Tourism- Government of India - Department of Tourism – Government of Tamil Nadu.

**UNIT- II: TOURISM PRODUCTS OF INDIA**

Unique features of Tourism Products- Tourist attraction Hills/ Beaches/ Mountains/ Water Bodies- Forts/ Palaces/ Fairs and festivals/Folk dances/Dance /Music/-Art and crafts- Temples/Churches/ Mosque and other religious worship places- UNESCO World Heritage sites- Flora and Fauna- Major wildlife sanctuaries and National parks- Major Tourist Circuits of India- Land, Air and Water based adventure activities, Guidelines and Regulations -Ancient Monuments Preservation Act 1904- Ancient Monuments and Archaeological Site and Remains Act 1958.

**UNIT – III: TRANSPORT**

History- Land-Water and Air- Air Industry / Airlines in India/ Functions/ Present policies-Air Charters- Growth of Road Transport – Indian Road Network - Major rail network of India- types of Rail Tours in India- Water Transport- History and Development-Historical Past- Cruise ships-Ferries- Hovercraft- River and Canal boats- Boat Houses.

**UNIT- IV: ACCOMMODATION OPERATIONS**

Origin and growth of hotels- Classification of Hotels on the basis of Size, Location, Facilities, Plan, Service and Ownership- Allied Catering services- Supplementary Accommodation- House Keeping- Front Office Management- Booking procedures- Types of Food and Beverages.

**UNIT-V: TOURISM MARKETING**

Unique features of Tourism Marketing – Market Segmentation- Marketing mix- tourists behavior- Distribution channel and its characteristics- Market research- Market forecast- Marketing Promotions- Tools of Promotion- E-Marketing- Domestic and International Travel Marts- Branding of Tourism products- "Incredible India" Campaign- "Enchanting Tamil Nadu: Experience yourselves"- Swachh Bharat Abhiyan- Destination Life Cycle.

## **UNIT-VI: TOURISM POLICY AND PLANNING**

Need and Objectives of Tourism Policy-John Sargeant Committee- L.K.Jha Committee (Ad-hoc Committee) - 1963, National Tourism Policy -1982, Yunus committee 1988- Tourism Finance Corporation of India. National Action Plan on Tourism – 1992- National Tourism Policy-2002 – Tourism in Five year plans- Tourism policies of Tamil Nadu.

## **UNIT-VII: FUNCTIONS OF TRAVEL AGENCY AND TOUR OPERATION**

Tour Operation Procedures - Tour Package – Itinerary preparation- Tour Costing- Travel formalities – Passport/ VISA /Health Regulations/ Travel insurance/ Customs Clearance/ Foreign Exchange formalities - Baggage rules.

## **UNIT- VIII: TOURISM GEOGRAPHY**

Physical Geography of India- Climate- Sub continent-River system-Mountains- Plains – Political Geography of India- World Time zone, GMT- India Time Zone.

## **UNIT-IX: TOURISM ORGANIZATIONS**

Organisation and Functions of WTO, ICAO, IATA, PATA, TAAI, IH &RA, SIHRA, FHRAI, NTO.

## **UNIT-X: IMPACT OF TOURISM**

Positive and negative- Socio-Cultural and Economic Impact - Physical / Environmental Impact: Earth Summits.

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# **SYLLABUS FOR THE POST OF ASSISTANT TOURIST OFFICER, GRADE-II**

## **MAIN EXAMINATION (DEGREE STANDARD)**

**SUBJECT CODE: 217**

### **PAPER – II: GENERAL STUDIES (OBJECTIVE TYPE)**

#### **UNIT– I: GENERAL SCIENCE**

**Physics:** Universe - General scientific laws - Scientific instruments - Inventions and discoveries - National scientific laboratories - Science glossary - Mechanics and properties of matter - Physical quantities, standards and units - Electricity and magnetism - Electronics and communication - Heat, light and sound - Atomic and nuclear physics - Solid State Physics - Spectroscopy - Geophysics - Astronomy and space science.

**Chemistry:** Elements and Compounds - Acids, bases and salts - Oxidation and reduction - Chemistry of ores and metals - Carbon, nitrogen and their compounds - Fertilizers, pesticides, insecticides - Biochemistry and biotechnology - Electrochemistry - Polymers and plastics.

**Botany:** Main Concepts of life science - The cell-basic unit of life - Classification of living organism - Nutrition and dietetics - Respiration - Excretion of metabolic waste - Bio-communication.

**Zoology:** Blood and blood circulation - Endocrine system - Reproductive system - Genetics the science of heredity - Environment, ecology, health and hygiene, Bio-diversity and its conservation - Human diseases, Prevention and remedies - Communicable diseases and non-communicable diseases - Alcoholism and drug abuse - Animals, plants and human life.

#### **UNIT-II: CURRENT EVENTS**

**History:** Latest diary of events - National - National symbols - Profile of States - Defence, national security and terrorism - World organizations - Pacts and summits - Eminent persons & places in news - Sports & games - Books & authors - Awards & honours - Cultural panorama - Latest historical events - India and its neighbours - Latest terminology - Appointments - Who is who?

**Political Science:** India's foreign policy - Latest court verdicts - Public opinion - Problems in conduct of public elections - Political parties and political system in India - Public awareness & General administration - Role of Voluntary organizations & Govt., - Welfare oriented govt. schemes, their utility.

**Geography:** Geographical landmarks - Policy on environment and ecology.

**Economics:** Current socio-economic problems - New economic policy & Govt. Sector.

**Science:** Latest inventions on science & technology - Latest discoveries in Health Science - Mass media & communication.

### **UNIT-III: GEOGRAPHY**

Earth and Universe - Solar system - Atmosphere, hydrosphere, lithosphere - Monsoon, rainfall, weather and climate - Water resources - Rivers in India - Soil, minerals & natural resources - Natural vegetation - Forest & wildlife - Agricultural pattern, livestock & fisheries - Transport & communication - Social geography - Population-density and distribution - Natural calamities - Disaster management - Climate change - Impact and consequences - Mitigation measures - Pollution Control.

### **UNIT-IV: HISTORY AND CULTURE OF INDIA**

Pre-historic events - Indus valley civilization - Vedic, Aryan and Sangam age - Maurya dynasty - Buddhism and Jainism - Guptas, Delhi Sultans, Mughals and Marathas - Age of Vijayanagaram and the bahmanis - South Indian history - Culture and Heritage of Tamil people - Advent of European invasion - Expansion and consolidation of British rule - Effect of British rule on socio-economic factors - Social reforms and religious movements - India since independence - Characteristics of Indian culture - Unity in diversity - race, colour, language, custom - India-as secular state - Organizations for fine arts, dance, drama, music - Growth of rationalist, Dravidian movement in TN - Political parties and populist schemes- Prominent personalities in the various spheres - Arts, Science, literature and Philosophy - Mother Teresa, Swami Vivekananda, Pandit Ravishankar, M.S.Subbulakshmi, Rukmani Arundel and J.Krishnamoorthy etc.

### **UNIT-V: INDIAN POLITY**

Constitution of India - Preamble to the constitution - Salient features of constitution - Union, State and territory - Citizenship - Rights and duties - Fundamental rights - Fundamental duties - Human rights charter - Union legislature - Parliament - State executive - State Legislature - Assembly - Status of Jammu & Kashmir - Local government - Panchayat raj - Tamil Nadu - Judiciary in India - Rule of law/Due process of law - Indian federalism - Center-state relations - Emergency provisions - Civil services in India - Administrative challenges in a welfare state - Complexities of district administration - Elections - Election Commission Union and State - Official language and Schedule VIII - Amendments to constitution - Schedules to constitution - Administrative reforms & tribunals - Corruption in public life - Anti-corruption measures - Central Vigilance Commission, Lok-adalats, Ombudsman, Comptroller and Auditor General of India - Right to information - Central and State Commission - Empowerment of women - Voluntary organizations and Public grievances redressal - Consumer protection forms.

### **UNIT- VI: INDIAN ECONOMY**

Nature of Indian economy - Need for economic planning - Five-year plan models-an assessment - Land reforms & agriculture- Application of science in agriculture -Industrial growth-Capital formation and investment-Role of public sector & disinvestment-Development of infrastructure- National income - Public finance & fiscal policy- Price policy & public distribution - Banking, money & monetary policy - Role of Foreign Direct Investment (FDI) - WTO-globalization & privatization - Rural welfare oriented programmes -Social sector problems - population, education, health, employment, poverty - HRD - sustainable economic growth - Economic trends in Tamil Nadu - Energy Different sources and development - Finance Commission - Planning Commission - National Development Council.



## **UNIT-VII: INDIAN NATIONAL MOVEMENT**

National renaissance - Early uprising against British rule - 1857 Revolt - Indian National Congress - Emergence of national leaders - Gandhi, Nehru, Tagore, Netaji - Growth of militant movements - Different modes of agitations-Era of different Acts & Pacts - World war & final phase struggle - Communalism led to partition - Role of Tamil Nadu in freedom struggle - Rajaji, VOC, Periyar, Bharathiar & Others - Birth of political parties / political system in India since independence.

## **UNIT- VIII: APTITUDE & MENTAL ABILITY TESTS**

Conversion of information to data - Collection, compilation and presentation of data - Tables, graphs, diagrams - Parametric representation of data - Analytical interpretation of data - Simplification - Percentage - Highest Common Factor (HCF) - Lowest Common Multiple (LCM) - Ratio and Proportion - Simple interest - Compound interest - Area - Volume - Time and Work - Behavioral ability - Basic terms, Communications in information technology - Application of Information and Communication Technology (ICT) - Decision making and problem solving.

**Logical Reasoning:** Puzzles - Dice - Visual Reasoning - Alpha numeric reasoning - Number Series - Logical Number / Alphabetical / Diagrammatic Sequences.

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