

Department of Tourism
School of Tourism, Hospitality and Hotel Management
Uttarakhand Open University
Haldwani (Nainital)

MTTM Third Semester
Training Report and Viva-Voce

Programme Name: Master of Tourism and Travel Management

Programme Code: MTTM-24

Last Date of Submission: 15th July, 2026 (For Winter Session, January 2026 Learners)

Last Date of Submission: 30th November, 2026 (For Summer Session, July 2026 Learners)

Course Title: Training Report and Viva-Voce

Course Code: MTTM-15

Objective:

The following are the primary objectives of the present course:

- To gain in-depth practical knowledge about the tourism industry.
- To gain in-depth knowledge of various tourism-related sectors and acquire first-hand work experience.
- To evaluate the role of the tourism industry in the country's socio-economic development.

Course Learning Outcomes:

- Learners will have pragmatic exposure to the tourism industry to acquire new competencies and skills needed for a job in a real or near-natural setting working environment.
- Learners will learn how to handle queries, ensure guest satisfaction and work professionally.
- Learners will learn how to create reports and corporate presentations.

Guidelines of the course:

- To gain in-depth knowledge of various tourism-related sectors and acquire first-hand work experience, learners are placed in one of the tourism sectors for 5 to 6 months at the start of the 3rd semester in any tourism-related or allied organisation or agency. After completing the training, a report will be prepared by the learner, which will be evaluated by the internal faculty and further the learner will go through a viva-voce at the end of the 3rd semester.
- Learners must submit two progress reports to their respective counsellors, properly signed by their industry mentors.
- Learners already employed in the tourism or related industries will undergo training within their respective organisations. After completion, they must submit their experience certificates and a training report based on their acquired skills.

Assessment Methods:

- After completing the 'Training', a Training Report will be prepared by the learner which will be evaluated by the University's internal faculty member. Following this, the learners will undergo a viva-voce examination at the end of the 3rd semester.
- Evaluation will be based on the learning and understanding about the industry.

Industrial Training Guidelines:

After completing their training, the learners will write a detailed report on the industrial training, covering the: Introduction of the organisation, Details of each department, Learning outcomes from the training in two copies.

The study centre will collect a Xerox copy of the training certificate and industrial report, along with remarks by the supervisor under whose guidance the training was completed and send them to the University via registered mail

or speed post for evaluation before the deadlines set by the University. The cover page of the Industrial Training Report should include your name, enrollment number, programme name, programme code, session, study centre's name and code. The industrial training report must be at least 100 pages long.

Contents:

- Cover Page/Title Page
- Certificate of Training
- Declaration
- Certificate from Training Supervisor
- Acknowledgement
- **Chapter: 1 Introduction:**
 - Overview of the industry/sector in which you have completed your offline training.
 - Profile of the organisation
 - Competitive landscape of the industry/sector. ➤ SWOT analysis of the organisation
- **Chapter: 2 Task(s) Assigned and Work Plan:**
 - Main task(s) assigned to you during your training.
 - Time, duration, the geographical area where the task is carried out
 - Mention the work plans that you followed to accomplish the assigned task(s)
- **Chapter: 3 Conceptual Discussion:**
 - In this chapter, you must present your understanding of various concepts used in your training report.
 - A brief theoretical backdrop and literature review about the core concepts and their business implications are required by referring to some standard textbooks, journals, magazines, newspapers, etc. An attempt should be made to collect updated information by reading the latest articles published in periodicals, journals etc.

- **Chapter: 4 Skills you have learnt:**

- In this chapter, students are required to mention their daily/weekly activities or tasks completed and what they learned during their training.

- **Chapter: 5 Problems, Suggestions and Conclusion**

- Bibliography

Annexure-A

Title of the Training Report

Training Report

Submitted for the Award

of

Master of Tourism and Travel Management

(MTTM-24)

By:

Student's Name:.....

Enrollment No.....

Study Centre Name and Code.....

Under the Supervision

of

Supervisor's Name:.....

Address:.....

(Academic Year)

Department of Tourism

Uttarakhand Open University

Haldwani (Nainital), Uttarakhand-263139

Annexure-B

Declaration

I hereby declare that the training report entitled (**Title of the Training Report**) submitted to the Department of the Tourism, Uttarakhand Open University (UOU), Haldwani is a record of an original work done by me under the guidance of (**Name, designation and address of the Supervisor**)_____

this training work is submitted in partial fulfilment of the requirements for the award of the degree of **Master of Tourism and Travel Management (MTTM)**. The results embodied in this training report have not been submitted to any other University or Institute for the award of any degree.

Signature of the Candidate.....

Name of the Candidate.....

Enrollment No......

Address.....

.....

.....

.....

Email id:.....

Mobile No.

Certificate

This is to Certify that the Training Report entitled (**Topic of the Training Report**) submitted to the Department of Tourism, Uttarakhand Open University, Haldwani in partial fulfilment for the award of the degree of **Master of Tourism and Travel Management (MTTM)** is a record of bona fide work carried out by (**Student's Name, Enrollment No.**)_____

under my supervision and guidance. All help received by him from various sources has been duly acknowledged. No part of this Report has been submitted elsewhere for the award of any other degree.

(Signature of the Supervisor)

Name.....
Designation.....
Address.....
.....
.....
Email id.....
Mobile No.

Annexure-D

Acknowledgement

I take this opportunity to express my heartfelt gratitude to my teachers for their unwavering guidance, encouragement, and support throughout my journey as an MTTM learner. Your dedication to imparting knowledge and fostering critical thinking has been instrumental in shaping my understanding of tourism and travel management.

I am also deeply thankful to my friends for their camaraderie and collaborative spirit. Your support, insightful discussions, and shared experiences have made this academic journey both enriching and memorable.

Lastly, I extend my sincere appreciation to my family and relatives for their constant encouragement and belief in my abilities. Your unwavering support and sacrifices have been my source of strength and inspiration.

To all who have been part of this journey, I am profoundly grateful. Your contributions have not only helped me grow academically but have also shaped me as an individual.

Signature of Student