

SARDAR PATEL UNIVERSITY
Programme: BBA (Hospitality Management)
Semester: IV
Syllabus with effect from: November/December-2012

Theory

Paper Code: UM04CBBH04	Total Credit: 3
Title Of Paper: Utility Management and Housekeeping – I (T+P)	

Unit	Description in detail	Weighting (%)
I	Housekeeping Staffing Pattern Different types of shift Staffing Matrix Criteria for work load Managing housekeeping personal Documents for personal management Determining staff strength Time and motion studies Employee welfare and discipline	25 %
II	Controlling Expenses Controlling operating expenses Cost control in specific area Linen room Inventory control and stock taking Principles of purchasing Stages of purchasing Types of purchasing Budgeting for housekeeping expenses Types of budget Housekeeping expenses Budget planning process Income statement of room division	25 %
III	Hotel Room Layout Different types of room layout Furniture Pest control and Waste disposal Pest control Common pest and their control Integrated pest management Waste disposal	25%
IV	Landscaping Indoor and outdoor plants Gardening Bonsai Fire prevention and fire fighting equipments Causes and prevention	25%



Types of fire Fire lighting equipment Staff training for fire Accident How to minimize fire while constructing the building	
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Practical

Paper Code: UM04CBBH04	Total Credit:
Title Of Paper: Utility Management and Housekeeping - I (T+P)	

	Description in detail	Weighting (%)
	Room lay out – models of room	
	Design landscaping for resorts or five star hotel	
	Location sketches	
	Preparation of a duty roaster of a two hundred rooms	
	Lay out of a housekeeping department	
	Lay out of a laundry	

Basic Text & Reference Books:

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| ➤ Branson | Hotel, Hostel, Hospital Housekeeping |
| ➤ Sudhir Andrews | Housekeeping Training Manual |
| ➤ Raghubalan | Hotel Housekeeping |

