

SARDAR PATEL UNIVERSITY
Programme: BBA (Honours) (Hospitality Management) (3 Years)
Semester: IV
Syllabus with effect from: December – 2016

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| Paper Code: UM04CBBH06 | Total Credit:3 |
| Title of Paper: Accommodation Management (T + P) | |

Theory

| UNIT | Description in Details | Weightage |
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| I | Managing housekeeping personnel <ul style="list-style-type: none"> • Documents for personal management • Determining staff strength • Time and motion studies • Employee welfare and discipline • Housekeeping Staffing Pattern • Different types of shift • Staffing Matrix • Criteria for work load | 25% |
| II | Budgeting for housekeeping expenses <ul style="list-style-type: none"> • Types of budget • Housekeeping expenses • Budget planning process • Income statement of room division Controlling Expenses <ul style="list-style-type: none"> • Controlling operating expenses • Cost control in specific area • Linen room • Inventory control and stock taking • Principles of purchasing • Stages of purchasing, Types of purchasing | 25% |
| III | Safety Measures in a luxury hotel <ul style="list-style-type: none"> • Types of Fire • Fire prevention and fire fighting equipments • Accidents, Staff Training for controlling fire • How to minimize the fire for constructing the building • Causes and prevention Pest Control <ul style="list-style-type: none"> • Pest control • Common pest and their control • Integrated pest management • Waste disposal | 25% |
| IV | Managing Landscaping of a luxury hotel <ul style="list-style-type: none"> • Indoor and outdoor plants • Gardening • Bonsai | 25% |

Practical

| UNIT | Description in Details | Weightage |
|------|--|-----------|
| I | Familiarization with different laundry equipment | 25% |
| II | Operation of laundry | 25% |
| III | Bed making | 25% |
| IV | Managing lodging operation | 25% |

Laboratory:

Preparation of maintenance report, check sheets and inventory reports of the building and would be reporting in the journals.

Evaluation: The journals will be evaluated by the concerned teacher.

Basic Text & Reference Books:

- Branson Hotel, Hostel, Hospital Housekeeping
- Sudhir Andrews Housekeeping Training Manual
- Raghubalan Hotel Housekeeping