

SARDAR PATEL UNIVERSITY
Programme: BBA. Hons (Hospitality Management) (3 years)
Semester: IV
(Under Choice Based Credit System Based on UGC Guidelines)
Syllabus with effect from: November/December 2019

Paper Code: UM04CBBH24	Total Credit: 3
Title of Paper: Accommodation Management (T + P)	
Objective: The objective of this syllabus is to empowered students with management skill as well as operation of accommodation section of 5-star hotel.	

Theory

UNIT	DESCRIPTION IN DETAILS	WEIGHTAGE
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%
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Practical

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

Laboratory:

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

Evaluation : Internal : 40 Marks (Theory)
: External: 60 Marks (Theory) – Two Hours Examination

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