



BBA HONS' HOSPITALITY MANAGEMENT- 3Years
BBA Hospitality Management Semester- IV

Course Code	UM04CBBH54	Title of the Course	Accommodation Management (T+P)
Total Credits of the Course	03	Hours per Week	

Course Objectives:	To understand about staffing pattern, types of shift and employee welfare, Housekeeping budget, fire fighting equipments and indoor - outdoor plants.
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Course Content		
Unit	Description	Weightage* (%)
1.	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 (Self study of National and international Flowers).	25%
2.	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's cost control• Principles of purchasing• Stages of purchasing, Types of purchasing (Self learning- SOP's of laundry operation)	25%
3.	Safety Measures in a luxury hotel <ul style="list-style-type: none">• Definition, Fire triangular, Types of Fire• Fire prevention and fire fighting equipments• Staff Training for controlling fire Pest Control <ul style="list-style-type: none">• Pest control• Common pest and their control• Integrated pest management• Waste disposal (Self learning- Soft furnishing and upholstery)	25%





4.	Managing Landscaping of a luxury hotel <ul style="list-style-type: none"> • Indoor and outdoor plants • Gardening • Bonsai (Self study of International bonsai)	25%
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PRACTICAL		
Sr. No.	Description in details	Weightage
1.	Making the chart of types of shifts.	25%
2.	Use gardening equipments and manage gardening.	25%
3.	Use types of fire fighting equipments.	25%
4.	Metal polish	25%

Teaching-Learning Methodology	Lecture, Practical learning, project and assignment, E- learning and training manual
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able	
1.	to know about Staffing and staff welfare in hotels.
2.	to be able to know about Housekeeping budget and cost controlling.
3.	to learn about types of fire and controlling various types of fire in hotel.
4.	to know about various type of indoor, outdoor and bonsai for hotel.





Suggested References:

Sr. No.	References
1.	G. Raghubalan and Smritee Raghubalan- Hotel Housekeeping, Publisher Oxford university press
2.	Sudhir Andrews- Housekeeping A Training Manual, publisher McGraw Hill Education
3.	Aleta Nitschke and William D. Frye- Managing Housekeeping Operation, Publisher Educational Inst of the Amer hotel

On-line resources to be used if available as reference material

On-line Resources

WWW.hmhub.me

WWW.hmhelp.in

