

SEMESTER - I

Non Major Elective Paper - HOSPITALITY MANAGEMENT IN TOURISM

Instructional Hrs. : 45

Sub. Code: 15HIPN101

Max. Marks : CIA -25; ESE -75

Credits: 5

Objectives : On successful completion of the course the students should have understood the accommodation management in Tourism Industry.

Unit - I

9 Hrs.

Introduction to Hospitality Management - Salient features of accommodation in Tourism Industry - *Main and supplementary accommodations*

Unit - II

9 Hrs.

Front office telephone conversation skill – On-line booking - Housekeeping - Interior Decoration - Accounts -Purchase - *Storage*.

Unit - III

9 Hrs.

Forms of Hotel ownership and relevant laws – *Functioning of hotels* - Styles of catering: Indian and Continental.

Unit - IV

9 Hrs.

Handling Credit - Basic concepts and conventions of accounting – *Company Payment*.

Unit - V

9 Hrs.

Sources of funds - *Uses of funds* - Evaluation of Financial Statement.

Note: *Italics* denotes Self Study Topics

REFERENCE BOOKS

1. **Mathews. J**, *Hospitality Marketing and Management*, Aavishkar Publishers and distributors, Jaipur 2006.
2. **Mridula Mirajkar**, *Hotel Management, Marketing, Sales and accounting*, Kanishka Publishers, New Delhi 2008.
3. **Ranjit Taneja**, *Fundamentals of Hospitality*, Alfa Publications, New Delhi 2006.
4. **Ratan Deep Singh**, *Hotel Front Desk Management and Online Services*, Kanishka Publishers and distributors. New Delhi 2007.
5. **Sudhir Andrews**, *Introduction to Tourism & Hospitality Industry*, Tata McGraw-Hill Publishing Company Ltd. New Delhi, 2007.