

ADMISSION –CALL-0761-4007445/ 6541666
MOB:-09425068494
E-MAIL:-mnpedu@rediffmail.com
Website:-www.maanarmadaedu.org

DETAILED SYLLABUS
FOR
DISTANCE EDUCATION

DHM (Diploma in Hotel Management)

(SEMESTER SYSTEM)

**COURSE TITLE: DIPLOMA IN HOTEL
MGMT.
DURATION : 1 YEAR
MODE : SEMESTER**

FIRST SEMESTER

COURSE TITLE	MARKS				
	THEORY		PRACTICAL		TOTAL
	INTERNAL	EXTERNAL	INTERNAL	EXTERNAL	
Food And Beverage Management	40	60	40	60	200
Accommodations Management	40	60	40	60	200
Travel & Tourism Management	40	60	40	60	200

SECOND SEMESTER

COURSE TITLE	MARKS				
	THEORY		PRACTICAL		TOTAL
	INTERNAL	EXTERNAL	INTERNAL	EXTERNAL	
Business Statistics	40	60	40	60	200
Behavioural Process In Organisation	40	60	40	60	200
Entrepreneurship Development	40	60	40	60	200

Semester I

FOOD AND BEVERAGE MANAGEMENT	
-------------------------------------	--

The food and beverage service industry
 The F & B Service Organization
 Style & Preparation Of Food Services
 Servicing The Guest
 Attributes of F & B Service Personnel
 The Waiter
 Organizing A Small Function
 Buffets
 Types of Service
 Non - Alcoholic Beverages

Practicals

ACCOMMODATIONS MANAGEMENT	
----------------------------------	--

Introduction
 House keeping Department
 Cleaning science
 Cleaning equipment
 The Room & Floor

Public Area, House keeping control desk
Housekeeping procedures
Linen/Uniform/Tailor Room,
Housekeeping formats records and registers

TRAVEL & TOURISM MANAGEMENT	
--	--

Tourism An Introduction
Factors Of Travel: Pleasure, Religion, Holidays
Industrial Relation & Travel Development
The Transport System
Growth & development Of Modern Tourism
Motivation For Travel
Organization Of Tourism
Measurement Of Tourism

Semester II

BUSINESS STATISTICS	
----------------------------	--

Conceptual Framework statistics
Statistical investigation
Diagramatic & graphic representation of statistical data
Measures of Central tendency (Statistical averages)
Measures of Variation
Skewness
Correlation Analysis
Index numbers
Analysis of time series

BEHAVIOURAL PROCESS IN ORGANISATIONS	
---	--

Nature of human resource management
Foundations of individual behaviour
Motivation
Foundations of group behaviour
Leadership
Communication
Conflict
Organisation

Organisational change
Organisational Culture

ENTREPRENEURSHIP DEVELOPMENT	
-------------------------------------	--

Definition of Entrepreneurship
Entrepreneurship in developing economy
Entrepreneurship as a process
Entrepreneurship as a career option
Entrepreneurship the dynamic need
Entrepreneurial value and attitude.
Entrepreneurial motivation
Barrier of Entrepreneurship
Stages for starting a new venture
Problems of new venture