

Sri Venkateswara University, Tirupati

Model Syllabus for 4-Year UG Honors in Hotel Management & Catering
Technology as Major in consonance with Curriculum framework
w.e.f. AY 2025-26

COURSESTRUCTURE

Year	Semester	Course	Title of the Course	No.of Hrs /Week	No. of Credits
I	I	1	Introduction to Room Division-1	3	3
			Introduction to Room Division-1-Practical	2	1
		2	Introduction to Food & Beverage-1	3	3
			Introduction to Food & Beverage-1-Practical	2	1
	II	3	Introduction to RoomDivision:2	3	3
			Introduction to RoomDivision:2-Practical	2	1
		4	Introduction to Food&Beverage2	3	3
			Introduction to Food & Beverage2-Practical	2	1
II	III	5	Food production operations-1	3	3
			Food production operations-1	2	1
		6	Food & Beverage operations-1	3	3
			Food & Beverage operations-1	2	1
		7	Room division operations-1	3	3
			Room division operations-1	2	1
	IV	8	Room Divisions operations-2	3	3
			Room Divisions operations-2	2	1
		9	Food Production operations-2	3	3
			Food Production operations-2	2	1
		10	Food & Beverage operations-2	3	3
			Food & Beverage operations-2	2	1
III	V	11	International Hospitality Management	3	3
			International Hospitality Management	2	1
		12A	F & B Management	3	3
			F & B Management	2	1
		OR			
		12B	Event Management	3	3
			Event Management	2	1
		OR			
		12C	Advanced Rooms division management	3	3
		Course	Title of the Course	No.of Hrs /Week	No. of Credits
			Advanced Rooms division management	2	1
		OR			
		12D	AdvancedFoodProduction-1	3	3
			AdvancedFoodProduction-1-Practical	2	1

		13A	Hotel Marketing	3	3		
			Hotel Marketing	2	1		
		OR					
		13B	Advance food production-2	3	3		
			Advance food production-2	2	1		
		OR					
		13C	Bar Management	3	3		
			Bar Management	2	1		
		OR					
		13D	Food & Beverage controls	3	3		
			Food & Beverage controls	2	1		
		VI	Semester Internship				
		IV	VII	14	Advanced dessert presentations& international breads	4	4
				15	Art, food and culture-the gastronomy	4	4
16	Effective, efficientf & boperations & cost management			4	4		
17A	Facility food service concept & environment			4	4		
OR							
17B	Food blogging			4	4		
18A	Principles of management &leadership			4	4		
OR							
18B	Tourism and hotel Industry			4	4		
VIII	19		Presentation & Visual effects in food	4	4		
	20		Nutrition &wellness	4	4		
	21		Mastering the art of food & beverage service	4	4		
	22A		Menu planning, product development and sustainability	4	4		
	OR						
	22B		Public relation and customer relationship management	4	4		
	23A		Resort management	4	4		
	Course		Title of the Course	No.of Hrs /Week	No. of Credits		
	OR						
	23B	Hotel Accountancy	4	4			

Note: In the III Year (during the V Semester), students are required to select a pair of electives from one of the **THREE** specified domains. **For example: if set 'A' is chosen, courses 12 to 13 to be chosen as 12 A and 13 A.** To ensure in-depth understanding and skill development in the chosen domain, students must continue with the same domain electives in both the V and VI Semesters.

SEMESTER-I
COURSE1: INTRODUCTION TO ROOM DIVISION-I

Theory

Credits: 3

3hrs/week

Course Objective:-

The students will get knowledge about:

1. Organization, function of Housekeeping & Front Office department and its different sections.
2. Different departments Housekeeping co-ordinates with.
3. Procedure of cleaning different status of room.
4. Cleaning equipment and cleaning agent.

Course Outcomes:

After completing this course, students will be able to:

1. Explain the structure and functions of Housekeeping and Front Office departments.
2. Describe the coordination of Housekeeping with other departments.
3. Perform cleaning procedures for different room statuses.
4. Use appropriate cleaning equipment and agents effectively

Unit-01: Introduction to Front Office and Housekeeping Department

Introduction to Front office & Housekeeping Department, Coordination between Housekeeping and Front Office.

Need for Classification, Classification of Hotels and Other Types of Lodging, Classification on the basis of- Size, Location, Clientele, Duration of Guest Stay,

Unit 02: Room Division Department

Types of Rooms in Hotel, Section and Layout of Front Office & House Keeping Department, Organization Chart of Front Office department & Housekeeping,

Attributes of Front Office and House Keeping Personnel.

Duties and Responsibilities of Some of Front Office Personnel-Front Office Manager, Reservation Assistant, Receptionist, Cashier, Telephone Operator, Bell Boy, Door Attendant.

Unit 03: Job Description of House Keeping Department

Duties and Responsibilities of Housekeeping Personnel-Executive House keeper, Floor Supervisor, Public Area Supervisor, Linen Room Supervisor, Control Desk GRA, Public Area Attendant, Linen Room Attendant, Uniform Room Attendant. Laundry Executive/Manager, laundry Supervisors and Attendants, Tailor, Upholstery, Florist, Valet.

Unit 04: House Keeping Equipment and Front Office

Equipment-Definition of Equipment, Manual and Mechanical, Storage of Equipment, Distribution Process of Equipment, Control of Cleaning Equipment, Selection Of Cleaning Equipment .Equipment used in Front office (Manual, Semi-Automatic and Automatic) Inter Departmental Co-ordination with- Front Office, Maintenance, Security.

Unit 05: Room Tariff

Introduction, Room Rate Designation, Meal Plans, Room Tariff Card, Room Tariff fixation, Basis of Charging Tariff, Group rate, Volume Rate, Rack Rate, Tour Group Whole sale rate, Government Rate, FIT, Discounted rate, Seasonal Rates, Crib rate, Extra Bed Rate, Family Rate, Crew Rate.

SEMESTER-I
COURSE1: INTRODUCTION TO ROOM DIVISION-I

Practical

Credits: 1

2hrs/week

PRACTICAL SYLLABUS – FRONT OFFICE & HOUSEKEEPING

- Familiarization with Front Office and Housekeeping areas, sections, and functions.
- Practice coordination between departments using Room Status Reports.
- Identification of hotel classifications with examples.
- Identification of different types of rooms and layouts.
- Preparation of organization charts for both departments.
- Grooming standards demonstration and role-play of FO operations (check-in, check- out, telephone handling, bell desk).
- Role-play of housekeeping duties (room cleaning, public area leaning, linen & uniform room operations, laundry process).
- Handling of manual and mechanical cleaning equipment, storage, and maintenance.
- Operation of FO equipment (telephone system, keycard machine, billing machine, reservation system).
- Inter-departmental coordination exercises.
- Preparation of sample room tariff cards and calculation of different rates.
- Practice in reservations, billing, up selling, and cross-selling rooms

I BHM SEMESTER –I: PAPER - 1
Subject: Introduction to Room Division-1

BLUE PRINT FOR THE MODEL PAPER

S. No.	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks Allotted To Each Question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-A (very Short Questions)	10	3	30	5	3	15
2	Section-B (Short Questions)	10	12	120	5	12	60
Total Marks				150	Total Marks		75

BLUE PRINT FOR THE QUESTION PAPER SETTING

Chapter Name	Short questions 3 marks	Essay questions 12 marks	Marks allotted to the Chapter
UNIT– I	2	2	30
UNIT– II	2	2	30
UNIT– III	2	2	30
UNIT– IV	2	2	30
UNIT– V	2	2	30
Total No. Of Questions	10	10	150

Format of Model Question Paper

Semester-wise Syllabus under CBCS

(W.e.f. 2025-26 Admitted Batch)

SEMESTER - I

COURSE: Introduction to Room Division-1

Time: 3 hrs Max.

Marks 75

Section A

Answer any Five of the following

5 X 3=15 M

1. Short answer question from unit-I
2. Short answer question from unit-I
3. Short answer question from unit-II
4. Short answer question from unit-II
5. Short answer question from unit-III
6. Short answer question from unit-III
7. Short answer question from unit-IV
8. Short answer question from unit-IV
9. Short answer question from unit-V
10. Short answer question from unit-V

Section - B

Answer Five Questions. One question from each Unit

5 X12=60 M

Unit-I

11. a) Long answer question from Unit-1

OR

- b) Long answer question from Unit-1

Unit-II

12. a) Long answer question from Unit-2

OR

- b) Long answer question from Unit-2

Unit-III

13. a) Long answer question from Unit-3

OR

- b) Long answer question from Unit-3

Unit-IV

14. a) Long answer question from Unit-4

OR

- b) Long answer question from Unit-4

Unit-V

15. a) Long answer question from Unit-5

OR

- b) Long answer question from Unit-5