

BHMCT – 801 HUMAN RESOURCE MANAGEMENT

OBJECTIVE

1. To develop an insight into meaning nature scope and value of contemporary approach to human resource management in an organization.
2. To describe organization of a human resource management functionary in an establishment, and to identify attributes of a successful personnel manager.
3. To impart knowledge and techniques involved in human resource planning, Job-Analysis, and Job-Design.
4. To explain various methods of recruitment, selection, induction and placement.
5. To develop the importance and methods adopted for training and development of employees in to days environment in workplace.
6. To provide a detailed orientation regarding methods of evaluation of a job, compensation management, performance appraisal.
7. To discuss matters relating to job changes; and definition and explanation of terms pertaining to employee separation.

COURSE CONTENT

UNIT 1

INTRODUCTION

Nature and scope human resource management:-

- a. Concept and Nature, Human Resource Management as a profession, objectives and importance, functions and scope of Human Resource Management.
- b. Organization of personnel department, Qualities of Personnel Manager role of Personnel Manager, Status of Personnel Manager.
- c. Characteristics of Hospitality Industry for a Human Resource Manager, HRD as responsibility of all managers.

UNIT 2

PROCUREMENT OF HUMAN RESOURCES

- a. Human Resource Planning – Concept and objectives, importance, process of Human Resource Planning, problems and guidelines for Human Resource Planning.
- b. Job Analysis and Job Design – Concept of job analysis, process of job analysis, job description and job specification, concept of job design, approaches and methods of job design.
- c. Recruitment and Selection – Meaning and process of recruitment, recruitment policy and organization, sources and techniques of recruitment, meaning and process of selection.

UNIT 3

TRAINING AND DEVELOPMENT

Concept and need of training, importance and objectives of training, identifying training needs, designing a training programmes, methods of training, evaluating training effectiveness, retraining.

UNIT 4

JOB EVALUATION

Concept, process and objectives of job evaluation, advantages and limitations, essentials of successful job evaluation, methods of job evaluation.

Wage and Salary Administration.

Objectives and principles, essentials of sound wage structure, factors affecting wages, methods of wage payment, and wage policy in India, executive compensation.

UNIT 5

PERFORMANCE APPRAISAL

Concept and objectives, uses and process, problems in performance appraisal, essentials of effective appraisal system, methods and techniques of appraisal, appraisal of managers, appraisal, interview, appraisal of potential.

JOB CHANGES

- a. Transfers, promotions and separations.
- b. Purpose of job changes, concept and objectives of transfers. Types of transfer, transfer policy, concept and basis of promotion, promotion policy, demotion, types of separations.

BHMCT - 802 TOURISM AND HOTEL ECONOMICS

OBJECTIVE

To give students a basic knowledge of the concepts of economics and its importance to hotel industry, so teacher are advised to explain these concepts with reference to hotel industry.

COURSE CONTENT

UNIT 1

FUNDAMENTALS CONCEPT OF ECONOMICS

- Meaning of Economics
- Macro economics & micro economics, nature & scope
- Meaning of Wants : - Necessaries, Comforts & Luxuries
- Value, price and wealth
- Factors of production
- Kinds of capital & capital formation
- Economic System – Capitalism, socialism & mixed economy

DEMAND ANALYSIS

- Meaning of demand and demand distinctions, autonomous and derived demand short run and long run demand. Demand for perishable goods and durable goods.
- Law of demand-demand schedule and demand curves, assumptions and reason behind law, exception to the law
- Elasticity of demand – types of elasticity
- Factors determining price, elasticity of demand

SUPPLY

- Meaning of supply, law of supply, determinants of supply, exceptions, elasticity of supply.

UNIT 2

COST OUTPUT ANALYSIS

- Cost concepts-fixed and variable cost, average and marginal cost, opportunity cost, past and future costs.
- Economics in large scale production.

REVENUE CONCEPTS

- Total revenue, average revenue, marginal revenue and their relationships.

PRICE ANALYSIS

- Basic concepts-equilibrium of firm, marginal revenue and marginal cost analysis, normal profits, excess profit loss, accounting profit and economic profit, theories of profit.
- Kind of markets.
- Perfect & pure competition, simple monopoly and monopolistic competition, oligopoly.

PRICING

- Pricing under perfect competition, equilibrium price, pricing under monopoly and perfect competition-short run and long run.

UNIT 3

TOURISM AND BALANCE OR PAYMENT

INDIAN ECONOMY AND HOTEL INDUSTRY

- Characteristics of Indian Economy, major issues of development, growth and development of hotel industry in India, relevance of hotel industry in national economy, income generation, employment generation, foreign exchange earning, factors influencing growth of hotel

industry, tourism and economic development, new industrial policy – features and importance's.

UNIT 4

IMPACT OF TOURISM ON HOTEL INDUSTRY

- Economic impact, travel and hotel effect on tourism on hotel, threats and obstacles to tourism.

TOURISM PLANNING AND HOTEL INDUSTRY

- Tourism infrastructure development, local bodies, tourism department and ministry, different tourism policies.

UNIT 5

TYPES OF TOURISM ECONOMICS

Abstraction, economic theory and tourism, demand and supply analysis, cost/benefit analysis, economic impact analysis

NATIONAL INCOME CONCEPTS AND IMPORTANCE

Definition and concepts, Gross National Product (GNP) & Net National Product (NNP), measurement of national income.

BHMCT – 803 HOTEL ACCOUNTANCY

OBJECTIVES

To give students elementary knowledge of practical accounting systems and uses in hotel industry.

COURSE CONTENT

UNIT 1

ACCOUNTING SYSTEMS IN HOTELS

Sales record and control

- Rooms, foods, beverages, revenue producing departments.

UNIT 2

ACCOUNTS PAYABLE

- Purchasing receiving, payments of invoices & supplier statement

UNIT 3

THEORY OF HOTEL ACCOUNTING

- Uniform system of accounting
- Night audit & its functions
- Organization & structure of finance department of a hotel.
- Visitor tabular ledger, guest folio ledger
- Concept-form-simple problems based on above preparation.

UNIT 4

FINANCIAL STATEMENT ANALYSIS

- Importance and significance of various ratios, fund flows and cash flow.
- Calculation of various ratios and preparation of fund flow and cash flow statements.

UNIT 5

HOTEL ACCOUNTING PACKAGE

BHMCT – 804 FACILITY PLANNING

COURSE CONTENT

UNIT 1

HOTEL DESIGN

Design Consideration:

A.

- Attractive Appearance
- Efficient Plan
- Good Location
- Suitable Material

- Suitable Workmanship
 - Sound Financing
 - Competent Management
- B. Evaluation of accommodation needs thumb rules.
- C. Ensuring that the hotel must combine the integrated function of housing feeding, entertainment, rentals, services, maintenance and light manufacturers.

UNIT 2

FACILITIES PLANNING

- A. The systematic layout planning pattern (SLP); planning consideration.
- B. Flow process and flow diagram.
- C. Procedure for determining space, ways of determining space requirements space relationship.
- D. Architectural consideration.
- E. Difference between carpet area and plinth area.
- F. Approximate cost of construction estimation.
- G. Approximate operating areas in budget type/5 star type hotel. Approximate other operating areas per guest room.
- H. Approximate water/electrical load requirement-estimation.

UNIT 3

STAR CLASSIFICATION OF HOTEL

Criteria for star classification of hotel.

UNIT 4

PLANNING FOR FOOD AND BEVERAGE OUTLETS

- A. Equipment requirement for commercial kitchen and restaurant.
- B. Specification of different equipments.
- C. Layout of commercial kitchen and F&B outlets.
- D. Planning of various supporting services.

UNIT 5

PROJECT MANAGEMENT

- A. Network analysis.
- B. Basic rules and procedure for network analysis.
- C. C.P.M.
- D. P.E.R.T.
- E. Comparison of CPM and PERT
- F. Network crashing, determining crash cost, normal cost.
- G. Classroom experiences.

BHMCT – 805

ENVIRONMENTAL MANAGEMENT

COURSE CONTENT

UNIT 1

INTRODUCTION

Environment Management system and 14001, Environmental Policy, Environmental Aspects, Legal requirements, objectives and targets, Environmental Management Programme, structure and responsibility, EMS documentation.

UNIT 2

OPERATIONS-GUIDELINES AND SELF-AUDIT CHECKLIST FOR DEPARTMENTS

Administrative offices, Front Office, Kitchens, Restaurant and Banquet Halls, House-Keeping and Laundry, Engineering and Maintenance, Swimming Pool and Health Club, stores and purchase, Outdoors Landscaping, Single owned Restaurants.

UNIT 3

BEST PRACTICES TO BE ADOPTED IN INDIAN HOTELS

Environment Management, Energy Management, Water Conservation, Waste Control and Management, Indoor Air Quality and Pollution Control, Eco-purchasing, Hazardous chemical reaction and safeguards, community services.

UNIT 4

ALTERNATIVE TECHNOLOGIES

Non-Conventional Energy, Waste Water Treatment and Pollution Control, Solid Waste Management & Pollution Control, Indoor Air Quality and Pollution Control, Water Management through rain water harvesting.

UNIT 5

ENVIRONMENT LEGISLATION

The water (prevention and control of pollution) Act, 1974.

The Air (prevention and control of pollution) Act, 1981.

The Noise Pollution (Regulation and Control) Rules, 2000.

The Environment (Protection) Act, 1986.

Environment Impact Assessment Notification.

BHMCT – 851 PROJECT WORK

OBJECTIVE

To encourage and guide students to collect statistical data for RESEARCH as methodology for tackling and solving problems related to hospitality industry. This course will also help the students to update their knowledge about the industry.

COURSE CONTENT

During the course the students will learn to:

- a. Identify and define a specific problem/opportunity to research.
- b. Drawing suitable methodology.
- c. Set scope/limitations of study.
- d. Design and administer suitable structured and unstructured research tools.
- e. Collect, edit and present primary and secondary data.
- f. Edit and present.
- g. Do analysis and to draw definite conclusions.
- h. Write the report in acceptable format and language.

For this course each student is required to select one topic of his/her choice under the guidance of a competent faculty; and take up an extensive research work.