

POST GRADUATE DIPLOMA IN ACCOMODATION OPERATION AND MANAGEMENT

TEACHING & EXAMINATION SCHEME

Semester I

s. No	Subject Code	Subject	Hours per week		Marks	
			Th.	Pr.	Th.	Pr.
1	AOM11	Accommodation operations	8	7	100	100
2.	AOM12	Front Office Operation	4	4	100	100
3.	AOM13	Supervisory Management	4	-	100	-
4.	AOM14	Accountancy	4	-	100	-
5.	AOM15	Communication	2	-	50	-
6.		Guest Speaker/Field Visits	2	-	-	-
TOTAL			24	11	450	200
SEMESTER TOTAL			35		650	

Semester II

s. No	Subject Code	Subject	Hours per week		Marks	
			Th.	Pr.	Th.	Pr.
1	AOM21	Accommodation Management	6	-	100	-
2.	AOM22	Front Office Management	4	4	100	100
3.	AOM23	Interior Decoration	6	6	100	100
4.	AOM24	Hotel Accountancy & Costing	4	-	100	-
5.	AOM25	Business Communication	2	-	50	-
6.		Guest Speaker/Field Visits	3	-	-	-
TOTAL			25	10	450	200
SEMESTER TOTAL			35		650	

Semester marks will comprise 30 % Mid- Term & 70% Term-end examination.

INDUSTRIAL TRAINING

No.	Subject code	Duration	Marks
1	AOM26	96 days (16 weeks x 6 days x 8 hours)	100