

HOTEL FRONT OFFICE OPERATIONS (360)

The institutions having the following requisite infrastructure, may apply for accreditation:

A. Classroom :

- The classroom should be adequate in size & it should be well lit, with comfortable chairs for the students (15'x20').
- The classroom should have a black board or a white board.

B. Lab : Lab size (20'x20')

C. Faculty & Supporting Staff :

The Teacher/Instructor should have a Diploma in Hotel Management. A certificate in receptionist completed from reputed institute with one year's experience.

D. List of Tool and Equipment :

Tools	Nos.	Tools	Nos.
EPABX	1	Registers (Arrival /Departure)	
Telephone	1	Railway – Air time table, Telephone Directory, Emergency services no.	
Computer	1		
Fax	1		
Photocopier	1	First Aid kit	1
Display Board	1	Appropriable stationery	
Inventory forms	Bill books	Mode reception desk	1
Key box	1		

E. Physical Facilities :

The institution should have the facilities for drinking water, bathrooms & toilets.

F. Library :

Library should have utility books/articles/magazines in related subject.

G. Batch size :

Maximum 30 students in one batch. An institution can run maximum 4 batches for this course.