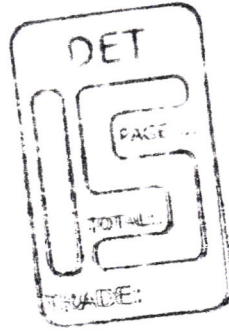


**SYLLABUS FOR: FRONT OFFICE
OPERATION / MANAGEMENT**

**UNDER CODE OF REGULATIONS FOR
INDUSTRIAL SCHOOL :**

As Approved By
DEPARTMENT OF EMPLOYMENT AND
TRAINING, CHEPAUK
CHENNAI- 600 005.



LIST OF COMMITTEE MEMBERS

FOR THE TRADE OF : FRONT OFFICE OPERATION/MANAGEMENT

1. Thiru. S.Subbiah M.E.M.B.A
Regional Joint Director of Training.
Trichy-20
2. Mr.M.Sivapathi, DHMCT, MTM,
Principal,
V.J.P. Industrial School of Catering and Hotel Management,
Siruganur,Trichy-621 105
3. Mr. Rajesh Prakasan M.A.,Public Admn.,DHMCT
PRINCIPAL,
Shevaroy's college of Hotel Management and Catering Technology,
Yercaud-Hills -636601
4. Mr.J.Vijay, DHMCT,MTM
Senior Lecturer,
V.J.P. Industrial School of Catering and Hotel Management,
Siruganur,Trichy-621 105

COURSE DETAILS ✓

Name of Trade : **FRONT OFFICE AND HOTEL
OPERATION MANAGEMENT**

Qualification : **10TH PASS / FAIL**

Age : **14-40 Years**

Duration : **1 Year**

Number of Trainees : **20**

Number of Practical hours : **32 hrs. per week**

Number of Theory Hours : **12 hrs. per week**

Space Required

Workshop : **400 sq. feet**

ClassRoom : **200 sq. feet**

Power Required in KW : **3 k.w.**