



Institute for Hotel Management, Catering Technology and Applied Nutrition - JAIPUR

TIME TABLE FOR DIPLOMA IN FRONT OFFICE, ACADEMIC SESSION 2024 – 25 W.E.F 5/8/2024

| DAYS | 9.00 AM | 9:55 AM | 10:50 AM | 11.00 AM | 11.55 AM | 12.50 PM | 1.50 PM | 2.45 PM | 3.40 PM | 3.50 PM | 4:45 PM |
|---|--------------------------|----------|-----------|------------------------|----------|-------------|----------------|-----------------------|-----------|-----------------------|---------|
| | 9:55 AM | 10.50 AM | 11.00 AM | 11.55 AM | 12.50 PM | 1.50 PM | 2.45 PM | 3.40 PM | 3.50 PM | 4:45 PM | 5:40 PM |
| MONDAY | OFFICE ORGANISATION (PR) | | TEA BREAK | FRONT OFFICE PRACTICAL | | LUNCH BREAK | HOTEL ACCOUNTS | | TEA BREAK | COMPUTER TH | |
| TUESDAY | PRINCIPAL OF ACCOUNTS | | | FRONT OFFICE PRACTICAL | | | HOTEL ACCOUNTS | PRINCIPAL OF ACCOUNTS | | PRINCIPAL OF ACCOUNTS | |
| WEDNESDAY | FRONT OFFICE THEORY | | | FRONT OFFICE PRACTICAL | | | HOTEL ACCOUNTS | PRINCIPAL OF ACCOUNTS | | PRINCIPAL OF ACCOUNTS | |
| THURSDAY | FRONT OFFICE THEORY | | | FRONT OFFICE PRACTICAL | | | COMPUTER PR | | | COMPUTER PR | |
| FRIDAY | FRONT OFFICE THEORY | | | BUSINESS COMMUNICATION | | | | | | | |
| ATTENDANCE TO BE UPDATED IN THIMS REGULARLY | | | | | | | | | | | |
| THEORY CLASSROOM: - 111 | | | | | | | | | | | |

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|------------------------|---------|------------------------------------|
| FRONT OFFICE | PR | MS. PRERNA NANDWANI |
| | TH | MR ANSHUL KUMAR SINGH |
| BUSINESS COMMUNICATION | TH | MS. ARTI |
| OFFICE ORGANISATION | PR | MS. AAKASH SRIVASTAVA - COUNCELLOR |
| HOTEL ACCOUNTS | TH | MS. PRERNA NANDWANI |
| PRINCIPLES OF ACCOUNTS | TH | GUEST RESOURCE |
| COMPUTER | PR + TH | MR. AAKASH SRIVASTAVA |

CIRCULATION TO:

| | |
|-----------------|----------------------|
| ALL CONCERNED | STUDENT NOTICE BOARD |
| CONCERNED FILE | NOTICE BOARD |
| COLLEGE WEBSITE | STUDENT SUPPORT |

Ms. NIMISHA SETH
PRINCIPAL

Ms. BASHIR V RAWAT
HOD/ACADEMIC COORDINATOR