

DIPLOMA IN EXPORT & IMPORT MANAGEMENT

ELIGIBILITY : CLASS XII / GRADUATE

DURATION : 12 MONTHS

COURSE CODE

RAMTS001

- ❖ INTERNATIONAL TRADE & BUSINESS ENVIRONMENT.
- ❖ MARKETING & SOURCING.
- ❖ INTERNATIONAL TRADE FINANCE & RISK MANAGEMENT.
- ❖ OPERATIONS & LOGISTICS MANAGEMENT.
- ❖ REGULATORY FRAMEWORK FOR INTERNATIONAL TRADE.
- ❖ PROJECT WORK.



POST GRADUATE DIPLOMA IN HOSPITAL ADMINISTRATION & FRONT OFFICE MANAGEMENT

ELIGIBILITY : CLASS XII / GRADUATE

DURATION : 24 MONTHS

COURSE CODE

RAMTS002

- OVERVIEW OF OUR HOSPITAL & HEALTH SYSTEM.
- OVERVIEW OF HOSPITAL ADMINISTRATION & MANAGEMENT.
- PRINCIPLES & PRACTICES OF MANAGEMENT & ORGANISATIONAL BEHAVIOUR.
- CONCEPT OF HOSPITAL SUPPORT SERVICES.
- FRONT OFFICE MANAGEMENT.
- BASIC OF COMPUTER KNOWLEDGE.
- TRAINING ON SPECIALIZED SERVICE MANAGEMENT.
- HOSPITAL INFORMATION SYSTEM.
- MEDICAL TERMINOLOGY & PROCEDURE.
- QUALITY ASSURANCE.
- LAWS RELATED TO HOSPITAL MEDICAL SERVICES.
- HEALTHCARE & ADMINISTRATION OF CLINICAL & NON CLINICAL SERVICES.
- MANAGERIAL ACCOUNTING & FINANCIAL MANAGEMENT.
- HOSPITAL FUNCTIONS & SERVICES.
- PUBLIC RELATION.
- COMMUNICATION SKILL & PERSONALITY DEVELOPMENT.
- PROJECT WORK.



DIPLOMA IN MODERN OFFICE MANAGEMENT

ELIGIBILITY : CLASS XII / GRADUATE

DURATION : 12 MONTHS

COURSE CODE

RAMTS003

- PRINCIPLES OF MANAGEMENT.
- OFFICE PROCEDURE & SUPERVISORY SKILLS.
- IT APPLICATION & E- SYSTEM.
- HR MANAGEMENT & BUSINESS REGULATORY FRAMEWORK.
- ENTREPRENEURSHIP DEVELOPMENT & PERSONALITY DEVELOPMENT.
- PUBLIC ADMINISTRATION & COMMUNICATION SKILL DEVELOPMENT.
- PROJECT WORK.



DIPLOMA IN HOSPITALITY MANAGEMENT

ELIGIBILITY : CLASS XII / GRADUATE

DURATION : 12 MONTHS

COURSE CODE

RAMTS004

- MARKETING COMMUNICATIONS FOR TOURISM & HOSPITALITY.
- WORKING ON INTERNATIONAL TOURISM & HOSPITALITY BUSINESS ENVIRONMENT.
- ANALYSIS TOURISM & HOSPITALITY BUSINESS.
- USING MANAGEMENT INFORMATION SYSTEMS FOR TOURISM & HOSPITALITY.
- STRATEGIC HUMAN RESOURCE MANAGEMENT IN TOURISM & HOSPITALITY.
- RESEARCHING TOURISM & HOSPITALITY OPERATIONS(WRITTEN PROJECT).



DIPLOMA IN HUMAN RESOURCE MANAGEMENT

ELIGIBILITY : CLASS XII / GRADUATE

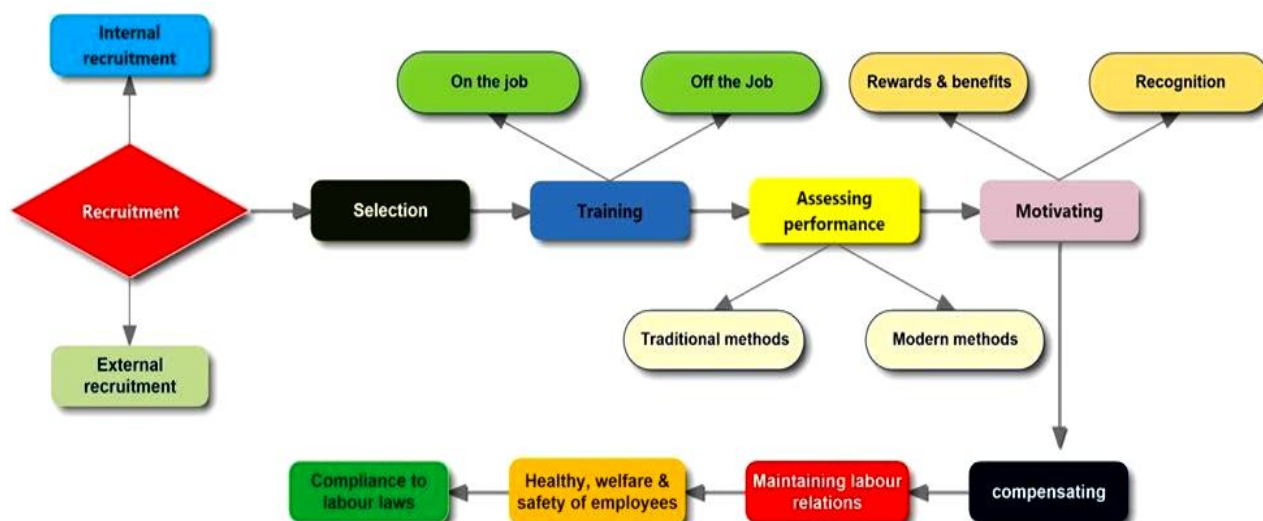
DURATION : 12 MONTHS

COURSE CODE

RAMTS005

- MANAGEMENT THEORY & PRACTICE.
- ORGANIZATIONAL BEHAVIOR.
- BUSINESS ECONOMICS.
- CORPORATE SOCIAL RESPONSIBILITY.
- INFORMATION SYSTEMS FOR MANAGERS.
- BUSINESS COMMUNICATION.
- ESSENTIALS OF HRM.
- FINANCIAL ACCOUNTING & ANALYSIS.
- INDUSTRIAL RELATIONS & LABOUR LAWS.
- MANPOWER PLANNING , RECRUITMENT & SELECTION.
- PERFORMANCE MANAGEMENT SYSTEM.
- BUSINESS LAW.
- PUBLIC ADMINISTRATION.
- PERSONALITY DEVELOPMENT & COMMUNICATION SKILL DEVELOPMENT.

HRM Process



POST GRADUATE DIPLOMA IN TRAVEL & TOURISM MANAGEMENT

ELIGIBILITY : CLASS XII / GRADUATE

DURATION : 24 MONTHS

COURSE CODE

RAMTS006

- TRAVEL & TOURISM INDUSTRY.
- PRICIPLE OF MARKETING.
- COMPUTER FUNDAMENTALS.
- BUSINESS COMMUNICATION.
- FINANCIAL ACCOUNTING.
- TOURISM MANAGEMENT.
- INTERNATIONAL TOURISM.
- ART HERITAGE OF INDIA.
- ORGANISATIONAL BEHAVIOR.
- QUALITY MANAGEMENT OF TOURISM.
- ECO TOURISM.
- STRATEGIC & HUMAN RESOURCE MANAGEMENT IN TOURISM.
- PRINCIPLES & CONCEPTS OF HOSPITALITY ADMINISTRATION & MANAGEMENT.
- EVENT MANAGEMENT.
- BUSINESS ECONOMICS.
- STRESS MANAGEMENT.
- ENVIRONMENT & ECOLOGY.
- PUBLIC RELATION & COMMUNICATION SKILL DEVELOPMENT.
- PERSONALITY DEVELOPMENT.



POST GRADUATE DIPLOMA IN HOTEL MANAGEMENT & CATERING TECHNOLOGY

ELIGIBILITY : CLASS XII / GRADUATE

DURATION : 24 MONTHS

COURSE CODE

RAMTS007

- INTRODUCTION TO HOTEL INDUSTRY.
- TO DEFINE TARGET MARKET & EXPLAIN INTANGIBILITY OF SERVICE & POTENTIAL.
- TO DEFINE MISSION & CREATE ORGANISATION CHARTS.
- BASIC IN COMPUTER KNOWLEDGE.
- FRONT OFFICE MANAGEMENT.
- CLASSIFY HOTEL FUNCTIONAL AREAS & DISCUSS.
- CLASSIFICATIONS OF HOTELS.
- HOUSE KEEPING & LAUNDRY OPERATION.
- FOOD & BEVERAGE SERVICE.
- SAFETY & FIRST AID.
- TYPES OF ROOMS.
- TARIFF STRUCTURE & PLANS.
- SECTIONS OF F.O & THEIR IMPORTANCE.
- HISTORY OF COOKING.
- COOKING- ART OR SCIENCE.
- FOOD PRODUCTION/ COMMODITY.
- FINANCIAL ACCOUNTING.
- HUMAN RESOURCE PLANNING & DEVELOPMENT.
- SALES & MARKETING MANAGEMENT.
- INTRODUCTION TO TRAVEL & TOURISM MANAGEMENT.
- QUALITY MANAGEMENT.
- IMPART KNOWLEDGE OF DIFFERENT KITCHEN INSTRUMENT.
- TO UNDERSTAND FUNCTIONING OF FOOD PRODUCTION DEPT.
- FOUNDATION INGREDIENTS & THEIR ROLE IN FOOD PRODUCT.
- CATERING MANAGEMENT.
- METHODS OF MIXING.
- VARIOUS TEXTURES.
- PUBLIC RELATION & COMMUNICATION SKILL DEVELOPMENT.
- PERSONALITY DEVELOPMENT.



ADVANCE DIPLOMA IN BUSINESS MANAGEMENT

ELIGIBILITY : CLASS XII / GRADUATE

DURATION : 18 MONTHS

COURSE CODE

RAMTS008

- MANAGEMENT THEORY & PRACTICE.
- BASIC IN COMPUTER KNOWLEDGE.
- FINANCIAL ACCOUNTING.
- BUSINESS ECONOMICS.
- CORPORATE SOCIAL RESPONSIBILITY.
- INFORMATION SYSTEM FOR MANAGERS.
- BUSINESS COMMUNICATION.
- MARKETING & RISK MANAGEMENT.
- HUMAN RESOURCE MANAGEMENT.
- INTERNATIONAL BUSINESS.
- LEGAL COMPLIANCES & TAXATION.
- SALES & MARKETING MANAGEMENT.
- IMPORT & EXPORT MANAGEMENT.
- PUBLIC RELATION, ADMINISTRATION & PERSONALITY DEVELOPMENT PROGRAM.
- COMMUNICATION SKILL DEVELOPMENT.



ADVANCE DIPLOMA IN RISK MANAGEMENT

ELIGIBILITY : CLASS XII / GRADUATE

DURATION : 18 MONTHS

COURSE CODE

RAMTS009

- RISK MANAGEMENT & POWERFUL TOOL.
- HOW TO IDENTIFY & ASSESS RISK.
- BASIC KNOWLEDGE OF COMPUTER.
- COMMUNICATION SKILL DEVELOPMENT.
- PUBLIC ADMINISTRATION & PERSONALITY DEVELOPMENT.
- WEATHER & ENVIRONMENTAL MANAGEMENT.
- TREATING RISK.
- HEALTH & SAFETY.
- FIRE RISK.
- FINANCIAL RISK.
- IT RISK.
- GOVERNANCE.
- ETHICAL RISK.
- OPERATIONS & PRODUCT.
- PROCUREMENT RISK.
- SECURITY RISK.
- FRAUD RISK.
- RISK IN DIFFERENT TYPE OF PROJECTS.
- PEOPLE RISKS.
- STRATEGIC & MARKETING RISK.



DIPLOMA IN STRESS MANAGEMENT

ELIGIBILITY : CLASS XII / GRADUATE

DURATION : 12 MONTHS

COURSE CODE

RAMTS010

- PRINCIPLE OF STRESS WITH HUMAN SCIENCE.
- VASIC MEDIATION WITH ASAN , PRANAYAM & MUDRA.
- SOFT TISSUE MANIPULATION FOR STRESS.
- CHAKRA YOGA PRACTICAL.
- DISEASES & REMEDIAL THERAPY.
- PROJECT WORK.



DIPLOMA IN HOTEL MANAGEMENT

ELIGIBILITY : CLASS XII / GRADUATE

DURATION : 24 MONTHS

COURSE CODE

RAMTS011

Sr. No.	Subjects of Study
1	Basics of Computer
2	Hotel Front Office Operation
3	Accommodation & Property Management
4	Hotel Management

DIPLOMA IN HOTEL MANAGEMENT Course Suitability

- Applicants should also possess knowledge that how to explain procedures to meet



guest needs, including guest registration, rate assignment, room assignment and determination of payment methods.

- Candidates should have a good organizational background, excellent communication and interpersonal skills, strong commitment and self-discipline.

- Diploma in Hotel Management course is suitable for those who are willing to go for teaching fields at higher degree level i.e. college and university level both in private and government institutions.
- Diploma in Hotel Management is a Diploma level Hotel Management course. Hotel management is the handling of the hotel administration, accounts, marketing, housekeeping, front office or front of house, food and beverage management, catering and maintenance. The Diploma in Hotel Management aims to provide learners with a broad understanding of the operational aspects of the international hotel industry and knowledge of the underlying management principles. The duration of Diploma in Hotel Management is not same everywhere in India, but it varies from institute to institute. The minimum time to complete the course is also more or less from institute to institute. The course may also be available on a part-time basis in some certain institutes.



How is DIPLOMA IN HOTEL MANAGEMENT Course Beneficial?

- After completing Diploma in Hotel Management, they can also have careers in hotel and tourism associations, forest lodges and guesthouses. Institutional management such as supervising canteens in college, schools, in factories, company guest houses etc. also are a bright place for jobs.
- Other places are catering departments of railways, banks, armed forces, shipping companies etc., hotel and catering institutes and self-employment.
- They can have jobs in hotel & restaurant management, airline catering and cabin services, club management, cruise ship hotel management, hospital administration and catering.

DIPLOMA IN HOTEL MANAGEMENT Employment Areas

- Administration (Hotel Management)
- Colleges & Universities
- Hotel Industry
- Tourism Industry.

DIPLOMA IN EVENT MANAGEMENT

ELIGIBILITY : **CLASS XII**

DURATION : **12 MONTHS**

COURSE CODE

RAMTS012

Event Management is the coordination, running, and planning of all the people, teams and features that come together to create every kind of event. Event Management students are trained in areas like analyzing, planning, marketing, producing and evaluating an event. Diploma in Event Management turns



10+2 passed students into skilled Event Management Trainees who can either work in the booming hospitality Industry or can pursue further education and get better at the said qualifications.

The world of event management has changed tremendously in the last few years, especially as newer technologies are making their way to make things better. Different kinds of events software help to make the event run smoothly, and if an event manager uses technology prudently he can gain an edge over his competitors. But, in addition to that, an event manager needs to have a basic set of qualities which can help him thrive in the profession. These are:

- Interpersonal Skills
- Flexibility
- Leadership ability
- Energy
- Organizational Skills
- Enthusiasm
- Time management

One can pursue their career in many levels in the Hospitality Industry after completing the course. The course is a mandate for further studies like Postgraduate diploma in Event management.



DIPLOMA IN BUSINESS ADMINISTRATION & MANGEMENT

ELIGIBILITY : CLASS XII / GRADUATE

DURATION : 12 MONTHS

COURSE CODE

RAMTS013

- ENTREPRENEURSHIP DEVELOPMENT PROGRAM.
- ALL TYPE OF FINANCIAL SECTOR MANGEMENT.
- HR MANGEMENT & DIGITAL MARKETTING.
- FINANCIAL ACCOUNTING & MANGEMENT.
- LEGAL COMPLIANCES MANAGEMENT OF THE BUSINESS.
- PROCEDURE OF MANAGING YOUR OWN COMPANY.
- MODEL OF PROFITABLE BUSINESS. EXPORT & IMPORT MANAGEMENT. LOGISTICS & SUPPLY CHAIN MANAGEMENT.
- COMMUNICATION SKILL & PERSOALITY DEVELOPMENT.
- NGO MANAGEMENT.
- SALES & MARKETING MANAGEMENT.
- SALES & TRADITIONAL MARKETTING.
- MAKE YOUR OWN COMPANY WEBSITE .
- DESIGNING WITH CORREL DRAW & ADOBE PHOTOSHOP.
- LEADERSHIP MANAGEMENT & PUBLIC ADMINISTRATION.

