



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

Programme: Bachelor of Hotel Management–Honours (Major)

w.e.f. AY 2023-24

COURSE STRUCTURE

Semester	Course Number	Course Name	No. of Hrs/Week	No. of Credits
Semester-I	1	Introduction to Tourism & Hospitality Industry	3+2	4
	2	Health, Hygiene & wellness	3+2	4
Semester-II	3	Introduction to F&B service-2	3	3
		Introduction to F&B service-2 Practical Course	2	1
	4	Introduction to food production-2	3	3
		Introduction to food production-2 Practical Course	2	1
Semester-III	5	Food production operations-1	3	3
		Food production operations-1 Practical Course	2	1
	6	Food and Beverage operations-1	3	3
		Food and Beverage operations-1 Practical Course	2	1
	7	Rooms Division operations-1	3	3
		Rooms Division operations-1 Practical Course	2	1
	8	Hospitality law		
		Hospitality law Practical Course		
Semester-IV	9	FoodProduction operations-2	3	3
		FoodProduction operations-2 Practical Course	2	1
	10	Room Division operations-2	3	3
		Room Division operations-2 Practical Course	2	1
	11	Food & Beverage operations-2 Practical Course	3	3
		Food & Beverage operations-2 Practical Course	2	1
Semester-V	12	Room division management	3	3
		Room division management Practical Course	2	1
	13	Hospitality Marketing	3	3

		Hospitality Marketing Practical Course	2	1	
	14	Advanced Food Production-1 (OR) Food & Beverage management	3	3	
		Advanced Food Production-1 (OR) Food & Beverage management Practical Course	2	1	
	15	Advanced Food Production-2 (OR) F&B Controls Practical Course	3	3	
		Advanced Food Production-2 (OR) F&B Controls Practical Course	2	1	
Semester-VI	Internship				
Semester-VII	16	Advanced dessert presentations & International breads (OR) Art, Food and culture-the gastronomy	3	3	
		Advanced dessert presentations & International breads (OR) Art, Food and culture-the gastronomy Practical Course	2	1	
	17	Effective & efficient F&B Operation and cost management (OR) Facility, Food service concept and environment concern	3	3	
		Effective & efficient F&B Operation and cost management (OR) Facility, Food service concept and environment concern Practical Course	2	1	
	18	Tourism and Hotel Industry (OR) Principles of management & Leadership	3	3	
		Tourism and Hotel Industry (OR) Principles of management & Leadership Practical Course	2	1	
	SEC				
	19	Food blogging	3	3	
		Food blogging Practical Course	2	1	
	20	Banquet and buffet management	3	3	
Banquet and buffet management Practical Course		2	1		
Semester-VIII	21	Presentation on and visual effects on food (OR) Nutrition and wellness	3	3	

		Presentation on and visual effects on food (OR) Nutrition and wellness Practical Course	2	1
	22	Mastering the art of food and beverage service (OR) Menu planning, Product development and sustainability	3	3
		Mastering the art of food and beverage service (OR) Menu planning, Product development and sustainability Practical Course	2	1
	23	Public relation and customer relationship management (OR) Resort management	3	3
		Public relation and customer relationship management (OR) Resort management Practical Course	2	1
SEC				
	24	Hotel Accountancy	3	3
		Hotel Accountancy Practical Course	2	1
	25		3	3
			2	1

SEMESTER-I

COURSE 1: INTRODUCTION TO TOURISM & HOSPITALITY INDUSTRY

Theory

Credits: 4

5 hrs/week

Objectives:

- To gain an understanding about the importance of Tourism Industry
- To know about the Hospitality industry and its role in the promotion of trade and business
- To appreciate the contribution of tourism and hospitality sectors to the economy

Course outcomes: On completion of the course, the students shall

- Possess knowledge about the hospitality sector
- Gain understanding about the importance of hotel industry

Syllabus:

Unit I: Importance of Hospitality Industry- History and Overview of Hotel Industry. Founders of the Hotel Industry. Recent trends in hotel industry.

Unit II: Hospitality Industry in India – Pioneers in the Industry, Growth of Hospitality sector in India – factors contributing;
Tourism Industry – Importance, contribution to the Economy.

Unit III: Hotel Management: Overview of the different departments in a Hotel – importance, role.
Basic principles of Hotel management.

Unit IV: Food Service in Hospitality and Tourism Industry- Styles and Systems of Food Service; Importance of Food service in the success of a hotel or tourism outlet.

Unit V: Careers in Hotel Management- Career Options and scope in Hotel Management; Job Roles in Hotel and Tourism Industry – Professional and Personal and Social Skills required.

References:

1. West Bessie B and Wood LeVelle (1988), Food Service in Institutions Sixth Edition, MacMillan Publishing Company, New York
2. Pratim Seal P (2017), Food and Beverage Management Oxford University Press
3. Sethi M and Malhan S (1987), Catering Management

Wiley Eastern Limited, New Delhi

Suggested Activities:

1. Visit to Hotels of different Star Ratings
2. Visit to tourist destinations
3. Interaction with Personnel/ Experts from Hotel and Tourism Outlets

SEMESTER-I

COURSE 2: HEALTH, HYGIENE & WELLNESS

Theory

Credits: 4

5 hrs/week

Learning Outcome: On completion of the course a student shall

- Possess an understanding of the concept of good health and means to achieve it.
- Display the ability to identify the morphology, growth and reproductive features of various microorganisms
- Acquire the skills in various sterilization techniques

Theory

Unit I Health & wellness – Definition & meaning

- Dimension/ Elements of health and wellness – Physical, Social, Emotional, Intellectual, and Spiritual.
- Factors affecting Health and Wellness
- Indicators of health- concept of Mortality, Morbidity, Disability

Unit II Classification & Study of Microorganisms- in terms of morphology, growth, Nutrition and Reproduction

- Bacteria, Virus, Yeasts, Algae and Mould
- Beneficial Applications of Microorganisms in Food Industry, Agriculture and other areas.

Unit III Mode of infection

- Infection- sources, mode of transmission.
- Diseases caused by microorganisms-Symptoms, aetiology, mode of transmission of
 - a. Bacterial diseases- Typhoid, Tuberculosis, Jaundice, Dysentery;
 - b. Viral Diseases: Influenza, Measles, Poliomyelitis, AIDS
 - c. Parasite transmitted diseases- Malaria, Dengue, Filariasis.

Unit IV Prevention & Control

- Control of Micro-organisms – Sanitation, Sterilization & Disinfection- Physical and chemical method.
- Immunity- definition & types, Immunization schedule
- Hygiene - Meaning and importance of personal hygiene
- Standard precautions to prevent infections

Unit V Management of Health & Wellness

- Modern lifestyle and hypo-kinetic diseases; prevention and management through Physical exercise
- Stress, anxiety, and depression- Definition and concept
- Role of Yoga, asanas and meditation in maintaining health and wellness.
- Role of sleep-in maintenance of physical and mental health.

Suggested Activities:

1. Visit to Water treatment plant/Milk factories to understand sanitation
2. First aid during cut, fractures, burns, accidents, shocks, unconscious, convulsions, Poisoning, foreign bodies in the eyes
3. Visits to hotels to understand the measures of hygiene being followed.

References:

1. Frazier, W. Candwestnoff, D.C (1997) Food Microbiology, Tata McGraw Hill
2. A.S. Rao (2001), Introduction to microbiology, Prentice Hall of India
3. Anna k. Joshua, Microbiology, popular book depot, Madras
4. R. Ananthanarayanan, C.K.J. Paniker,(2001), Orient Longman Private Limited.
5. General Microbiology , (1982), Powar & Dagainawala, Himalaya Publishing House
6. Stanier R. Y., Adelberg, E.A. and Ingraham, J.L. (1989) General Microbiology.
7. Atlas R. M. (1988) Microbiology, fundamentals and application. Macmillan N. Y.

SEMESTER-II

COURSE 3: INTRODUCTION TO FOOD AND BEVERAGE SERVICE –II

Theory

Credits: 3

3 hrs/week

UNIT-1

TYPES OF FOOD SERVICE: Silver service, American service, French service, Russian service, Gueridon service, Assisted service, Self-service, Single point service, Specialized Service

UNIT-2

MENU PLANNING: Origin of Menu, Objectives of Menu Planning, Factors to be considered while planning a menu, Menu terminology, Types of Menu, Courses of French Classical Menu-Sequence, Examples from each course, Cover of each course, Accompaniments, French Names of dishes

Types of Meals: Early Morning Tea, Breakfast (English, American Continental, Indian), Brunch, Lunch, Afternoon/High Tea, Dinner, Supper

UNIT-3

ROOM SERVICE: Introduction, personnel, taking the order, routing the order, preparing the order, delivering the order, providing amenities, Room service menu, sequence of service, Forms & formats.

UNIT-4

SALE CONTROL SYSTEM: KOT/Bill Control System (Manual)-Triplicate Checking System, Duplicate Checking System, Check and bill system, Service with order, computerized system, circumstantial KOT, Alcoholic Beverage order, Billing

UNIT-5

TOBACCO: History, Processing for cigarettes, pipe tobacco & cigars,
Cigarettes – Types and Brand names, Pipe Tobacco – Types and Brand names
Cigars – shapes, sizes, colours and Brand names, Care and Storage of cigarettes&cigars

REFERENCES:

1. Food & Beverage Service- Bobby George & Sandeep Chatterjee, Jaico Publishing House
2. Food & Beverage Service- R. Singaravelavan, Oxford University Press, New Delhi.
3. Food & Beverage Service - Dennis R. Lillicrap. & John .A. Cousins. Publisher: ELBS
4. Food & Beverage Service Training Manual - Sudhir Andrews, Tata McGrawHill.
5. The Waiter Handbook By Graham Brown, Publisher: Global Books & Subscription

SEMESTER-II

COURSE 3: INTRODUCTION TO FOOD AND BEVERAGE SERVICE –II

Practical

Credits: 1

2 hrs/week

PROCEDURE FOR SERVICE OF A MEAL

Task-01: Taking Guest Reservations

Task-02: Receiving & Seating of Guests

Task-03: Order taking & Recording

Task-04: Order processing (passing orders to the kitchen)

Task-05: Sequence of service

Task-06: Presentation & Encashing the Bill

Task-07: Presenting & collecting Guest comment cards Task-08: Seeing off the Guests

TABLE LAY-UP & SERVICE

Task-01: A La Carte Cover

Task-02: Table d' Hote Cover

Task-03: English Breakfast Cover

Task-04: American Breakfast Cover

Task-05: Continental Breakfast Cover

Task-06: Indian Breakfast Cover

Task-07: Afternoon Tea Cover

Task-08: High Tea Cover

TRAY/TROLLEY SET-UP & SERVICE

Task-01: Room Service Tray Setup

Task-02: Room Service Trolley Setup

Social Skills

Task-01: Handling Guest Complaints Task-02: Telephone manners

Task-03: Dining & Service etiquettes

Special Food Service - (Cover, Accompaniments & Service)

Task-01: Classical Hors d' oeuvre- Oysters, Caviar, Smoke Salmon, Pate de Foie Gras, Snails, Melon, Grapefruit, Asparagus

Task-02: Cheese

Task-03: Dessert (Fresh Fruit & Nuts)

Service of Tobacco

Cigarettes and Cigar

Compiling of a menu in French, Service of Non-alcoholic beverages

SEMESTER-II

COURSE 4: INTRODUCTION TO FOOD PRODUCTION –II

Theory

Credits: 3

3 hrs/week

UNIT-1

MENU PLANNING: Meaning Types and importance. Menu Engineering its need and Importance.

INTRODUCTION TO INDIAN COOKERY BASICS.

Introduction to Indian food, Spices used in Indian cookery, Role of spices in Indian cookery, Indian equivalent of spices (names) **MASALAS:** Blending of spices, Different masalas used in Indian cookery-Wetmasalas, Dry masalas, Composition of different masalas, Varieties of masalas available in regional areas, Special masalas blends **Gravies :** Different types Haryali, Makhni, Shahi/white, Chopped Masala, karahai, Yellow Gravy Basic Tandoori Preparations Indian marinades and Pastes

UNIT-2

Commodities in Indian cuisine:- Souring Agents, colouring agents, tenderizing agent, Flavoring & Aeromatic Agents, Spicing Agents **RICE, CEREALS & PULSES:** Introduction, Classification and identification, Cooking of rice, cereals and pulses, Varieties of rice and other cereals

UNIT-3

MEAT COOKERY: Introduction to meat cookery, Cuts of beef/veal, Cuts of lamb/mutton ,Cuts of pork,Variety meats(offal's),Poultry,(With menu examples of each)

FISH COOKERY: Introduction to fish cookery, classification of fish with examples, Cuts of fish with menu examples, Selection of fish and shell fish, Cooking of fish(Effects of heat)

UNIT-4

PASTRY: Short crust, Laminated, Choux, Hot water /Rough puff, Recipes and methods of preparation, Differences, Uses of each pastry, Care to be taken while preparing pastry Role of each ingredient, Temperature of baking pastry

Flour: Structure of wheat, Types of Wheat, Types of Flour, Processing of Wheat – Flour, Uses of Flour in Food Production, Cooking of Flour (Starch)**SIMPLE BREADS:** Principles of bread making, Simple yeast breads, Role of each ingredient in break making, Baking temperature and its importance

PASTRYCREAMS: Basic pastry creams, Uses in confectionery, Preparation and care in production

UNIT-5

BASICCOMMODITIES:Milk-Introduction,ProcessingofMilk,Pasteurisation– Homogenisation, Types of Milk–Skimmed and Condensed, Nutritive Value, Cream- Introduction, Processing of Cream, Types of Cream Cheese-Introduction, Processing of Cheese, Types of Cheese, Classification of Cheese, Curing of Cheese, Uses of Cheese Butter-Introduction, Processing of Butter, Types of Butter. Sugar: Its Importance, types of sugar, cooking Of Sugar- Various Temperature

REFERENCES:

The Professional Chef (4th Edition) By Le RolA.Polsom

The Professional Pastry Chef, Fourth Edition By Bo Friberg Publisher: Wiley & Sons INC

Theory of Catering By Kinton & Cessarani

Theory of Cookery By K Arora, Publisher: Frank Brothers

Accompaniments & Garnishes from waiter; Communicate: Fuller J. Barrie & Jenkins

Bakery & Confectionery By S. C Dubey, Publisher: Society of Indian Bakers

Modern Cookery (Vol-I) By Philip E. Thangam, Publisher: Orient Longman Practical Cookery By Kinton & Cessarani

SEMESTER-II

COURSE 4: INTRODUCTION TO FOOD PRODUCTION –II

Practical

Credits: 1

2 hrs/week

Meat – Identification of various cuts, Carcass demonstration Preparation of basic cuts-
Lamb and Pork Chops ,Tornado, Fillet, Steaks and Escalope Fish-Identification &
Classification Cuts and Folds of fish Identification, Selection and processing of Meat,
Fish and poultry. Slaughtering and dressing

Preparation of menu

Salads & soups- Waldrof salad, Fruit salad,Russian salad,saladenicoise,

Soups preparation: Chowder, Bisque, Veloute, Broth Internationalsoups

Chicken, Mutton and Fish Preparations-

Fish orly, a la anglaise, colbert, meuniere, poached, baked Entrée-Lamb stew, hot pot,
shepherd's pie, grilled steaks & lamb/Pork chops, Roast chicken, grilled chicken, Leg of
Lamb,

Beef

Indian cookery-

Rice dishes, Breads, Main course, Basic Vegetables, Paneer Preparations Marinades, Paste
and Tandoori Preparation of

Meat, fish Vegetables and Paneer

BAKERY & PATISSERIE (PRACTICAL)

PASTRY:

Demonstration and Preparation of dishes using varieties of Pastry

Laminated – Palmiers, Khara Biscuits, Danish Pastry, CreamHorns

Choux Paste – Eclairs, Profiteroles Short Crust – Jam tarts, Turnovers

COLD SWEET

Honeycomb mould Butterscotch sponge Coffee mousse Lemon sponge Trifle

Blancmange Chocolate mousse

Lemon soufflé

HOT SWEET

Bread & butter pudding Caramel custard

Albert pudding Christmas pudding

INDIAN SWEETS

Simple ones such as chicoti, gajjarhalwa, kheer

SEMESTER-III

COURSE 5: FOOD PRODUCTION OPERATIONS-1

Theory

Credits: 3

3 hrs/week

UNIT 1:

1. Principles of Quantity cooking, equipment, problems and adjustment in terms of cooking time & temperature
2. Standard recipe & Indenting: Principles of Standard recipe & Indenting Quantities/portions for bulk production, Translation of recipes for indenting, practical difficulties involved in indenting. Formats

UNIT 2

1. Menu Planning: Basics, special emphasis on quantity food production planning of menus for various categories such as: school/college students Industrial workers, hospitals canteens outdoor parties, theme dinners transport/mobile catering - parameters for quantity food planning
2. Rechauffe cookery: Principles of reheating, precautions to be taken Rechauffe of leftover foodS7 identification of foods for recycling -important points in storage of meat for recycling

UNIT 3

1. Banquet & Commercial Menus
2. Planning INDENTING
3. Forecasting
4. Pre-preparation

UNIT-4

INTRODUCTION TO DUM COOKING AND TANDOORCOOKING

1. Introduction
2. Origin of Dum Cooking
3. Special Equipment and their use Classical Dishes
4. Origin and history of tandoor Types of Tandoor and their uses Installing a new tandoor
5. Marinating and making techniques for kebab Basic Indian breads made in tandoor

UNIT-5

INTRODUCTION TO INDIAN SWEETS

Introduction
Origin and history of Indian sweets Ingredients used in Indian Sweets Regional Influence on Indian Sweets

REFERENCES

- a) Equipment used in preparing Indian Sweets.
- b) Food Production Operations: Parvinder S Bali, OxfordPublication Prashad

Cooking With Indian Masters, J. Inder Singh Kalra .

c) A Taste Of India, Madur Jaffery, Great Britain Pavilion Books Ltd. Zaike Ka Safar, Jiggs Kalra

d) Daawat, Jiggs Kalra, New Delhi, Allied Publishers

e) The Professional Chef, Arvind Saraswat, New Delhi, Ubs Publishers

SEMESTER-III

COURSE 5: FOOD PRODUCTION OPERATIONS-1

Practical

Credits: 1

2 hrs/week

MAHARASTRIAN		AWADH	
MENU 01	MENU 02	MENU 01	MENU 02
Masala Bhat	Coconut Poli Kolhapuri	Yakhni Pulao	Galouti Kebab
Mutton	Moong Dal Khichdee	Mughlai Paratha	Bakarkhani
Batata Bhajee	Patrani Macchi	gosht Do Piazza	Gosht Korma
Masala Poori	Tilgul Chapatti	Badin daan	Pancr Pasanda Kulfi
Koshimblr	Tomalo Saar	with Falooda	Muuafar
Basundi	Amti		
BENGALI		GOAN	
MENU 01	MENU 02	MENU 01	MENU 02 Arroz
Doi Mach	Ghee Bhat Tikoni	Coconut Pulao	
Pratha Macher Jhol		Galina Xacutti	Fish Caldccn
Baigun Bhaia	Aloo Posto Paycsh	Toor Dal Sorak	Cabbage foogath
	Misti Doi	Alic Belle	Bibinca
	MENU 03		MENU 03
	Mach Bhapc Luchi		Prawan pulao
	Sukto		Mutton Vidalloo
	Kala Jamun		Bcans Foogath

SEMESTER-III

COURSE 6: FOOD AND BEVERAGE OPERATIONS-1

Theory

Credits: 3

3 hrs/week

UNIT-1

ALCOHOLIC BEVERAGE

1. Introduction and definition
2. Production of Alcohol
3. Fermentation process
4. Distillation process

Classification with examples

UNIT-2

WINES

Definition & History

Classification with examples

Table/Still/Natural Sparkling Fortified Aromatized

Production of each classification

Old World wines (Principal wine regions, wine laws, grape varieties, production and brand names)

UNIT-3

France Germany Italy Spain Portugal New World Wines (Principal wine regions, wine laws, grape varieties, production and brand names)

USA Australia India Chile South Africa Algeria New Zealand Food & Wine

Harmony Storage of wines

Wine terminology (English & French)

UNIT-4

BEER

1. Introduction & Definition
2. Types of Beer
3. Production of Beer

UNIT-5

TABLE CHEESE

1. Introduction
2. Types
3. Production
4. Brands and Services

Storage

REFERENCES

- i. Food & Beverage Service – Denis Lillicrap
- ii. Food & Beverage Service – Vijay Dhawan
- iii. Food & beverage Service- Rao J Suhas
- iv. The Waiter Handbook by Graham Brown, Publisher: Global Books&Subscription Service New Delhi
- v. Food & Beverage Service Training Manual-SudhirAndrew, Tata McGraw Hill

SEMESTER-III

COURSE 6: FOOD AND BEVERAGE OPERATIONS-1

Practical

Credits: 1

2 hrs/week

Dispense Bar – Organizing Mise-en-place Identification of Wine service equipment
Identification of Beer service equipment Identification of Cocktail bar equipment Identification
of Liqueur / Wine Trolley
Bar stock - alcoholic & non-alcoholic beverages Preparation of Bar accompaniments &
garnishes
Identification of Bar accessories & disposables

Service of Wines

Service of Red Wine

Service of White/Rose Wine Service of Sparkling Wines

Service of Fortified Wines Service of Aromatized Wines

Wine & Drinks List

Comparative analysis of various Wine Bar Comparative analysis of various Beer Bar

Comparative analysis of various Cocktail Bar

Service of Beer

Service of Bottled & canned Beers Service of Draught Beers

Service of Cheese

SEMESTER-III

COURSE 7: ROOMS DIVISION OPERATIONS-1

Theory

Credits: 3

3 hrs/week

UNIT 01: CLEANING AGENTS

Definition, Types of Cleaning Agents, Selections of cleaning Agents, Storage of Cleaning Agents. Issuing of Cleaning Agents

UNIT 02: COMPOSITION, CARE AND CLEANING OF DIFFERENT SURFACE

Introduction. Metals and types, Protective finishes on Metals, Different types of Surfaces Glass. Plastic, Ceramics, Wood. Stone, Rubber, etc. Care and Cleaning Procedures of different Surface and their types, Types of Wall and Floor Finishes- Polishes, Care and Composition.

UNIT 03: AREA CLEANING

Introduction, Types of Soil (Dust, Dirt, Tarnish, Stain, Foreign matter), Nature of Soil (Inorganic, Organic, Cosmological, Bacterial Entomological) Standards of Cleaning (Physically Clean, Chemically Clean, Bacteriologically Clean, Entomologically Clean, Cosmologically Clean Terminally Clean), Science of Cleaning (Terminology in Cleaning) Principle of Cleaning (General Rules during Cleaning Activity), Frequency of Cleaning (Daily, Weekly, Spring Cleaning and Periodic Cleaning), Cleaning Process (Manual Mechanical), Organization of Cleaning (Conventional Team Cleaning, Block Cleaning, Deep Cleaning) Cleaning Guest Room- Cleaning Guest Room (Occupied, Departure, vacant, VIP, DND, OOO). Bed Making Public Area Cleaning: Back of the House (Office, Staff Rest Room, Staff Entrance, Service Elevator) Front of the House (Entrance, Lobby, Front Desk, Elevator, Staircase, Guest Corridors, Public Rest Room, banquet halls Dining Rooms Leisure Areas — Health Club. Sauna, Spa, Swimming Pool, Lawns and Garden)

UNIT 04: BELL DESK & CONCIERGE PROCEDURES

Duties and Responsibilities of Bell Captain and Bell Boys, Concierge. Functions of Bell Desk- Luggage Handling (Arrival and Departures), Left Luggage Procedures, Procedures For Delivery of Luggage, Records maintained in Bell Desk- Arrival Errand Card, Departure Errand Card, Luggage Inventory Sheet, Bell Captain Control Sheet, Left Luggage Register, luggage Tags.

UNIT 05: INTRO to GUEST CYCLE AND RESERVATIONS

Guest Cycle (Pre Arrival, Arrival, Stay, Departure), Reservation, Types of reservation (Tentative, Waived, Confirmed), Modes of Reservation, Source of Reservation, Systems of Reservation (Manual system and Automatic System), Processing Reservation Requests, Reservation Reports. Importance of Reservation, Group Reservation, Over Booking.

Reference Books:

1. Hotel Hostel and Hospital Housekeeping by Joan C Branson & Margaret, Publisher: Hodder Arnold H&S
- 2 The Professional Housekeeper by Madelin Schneider Georgina 'Tucker & Mary Scoviak , Publisher: Wiley
3. Professional Management of Housekeeping Operations by Thomas J. A. Jones , Publisher: Wiley
4. Front Office (Procedures, Social Skills & Management by Abbott & Lewry, Publisher: Routledge
5. Principles of Hotel Front Office Operations by Baker, Bradlev and Hytofi, Publisher: C engage Learning
6. Managing front Office operations by Michael and Kasavana, Publisher: Al IELI

SEMESTER-III

COURSE 7: ROOMS DIVISION OPERATIONS-1

Practical

Credits: 1

2 hrs/week

1. Understanding of Guest Cycle (Chart Work, Group Role Play)
2. Reservation : Different type of Reservation, Reservation Procedure through Telephone, Reservation Procedure through Online Mode Reservation Procedure of Direct Guestformat of Reservation Form and Slip, Confirming a Reservation. Hotel 's Policy on Reservation (Confirming , Guaranteed and Cancellation). House Limit and Its implication
3. Guest Services: Paging Process. Key handling Procedures. Mail and message Handling Formator Message slip, Wake Up Call Procedure, Handling Guest Complain
4. Setting of chamber Maids Trolley- Set up and use of trolley
5. Identification or Cleaning Agents : Classification according to color, smell and dilution,Understanding the pH Value, Storing Procedures
6. Cleaning Procedures : Occupied Room, Vacant Room, Departure Room, Handling 000 and VIPRoom
7. Bed Making Procedures, Towel Art Cleaning of Public Area _ Lobby, Restaurant, Offices _ Staircase, Elevator. Corridor andBack Area
8. Cleaning of Different Surfaces : Table tops, Windows, Upholstery, Hard and Soft Floorings,
Metal Surfaces
9. Control Desk Procedures : Guest Message handling, Briefing and De-Briefing, Issuing of Keys,Telephone Handling

SEMESTER-III

COURSE 8: HOSPITALITY LAW

Theory

Credits: 4

5 hrs/week

Unit I

Law Relating to Hotel -Guest Relationship • Definition — hotel and lodging house, Manager of a hotel, Owner of a lodging house, Paying guest. Premises. tenant etc. Refusal or accommodation • Eviction of a guest from hotel room. Duties, rights and responsibilities of innkeeper towards guest, Hotel lien

Unit 2

Licenses and Permits • Licenses and permits for hotel and catering establishments, Procedure for obtaining, renewing licenses. suspension and termination of licenses, Liquor licenses-Types Drinking in the licensed premises, Different types of permits

Unit 3

Food Legislation • Definition- adulterant, Adulterated food, Public analyst, Central food laboratory Food inspectors and their power and duties, Procedure to be followed by food inspectors, Report of public analyst, Notification of food poisoning

Unit 4

Industrial Employment Standing Order Act 1946 • Industrial Employment Standing Order Act 1946- Model standing order show cause notice, charge sheet, domestic enquiry; discharge and dismissal of employee

Unit 5

Employees Organizations and Welfare • Factories Act- Definition — factory, manufacturing process, adult, adolescent, child, young person calendar year, week, provision regarding health, safety and welfare • Payment of Wages Act - Definitions industrial establishments, wages, deductions allowed under the act • Trade Union Act- Scope, eligibility, fund, registration, rights on the part of the employer and employee.

REFERENCES:

1. Hotel Law by Amitabh Devandra, Publisher: Oxford University Press Reference Books: I
2. Food and Hotel Legislation and Policies by E_ Dharmarai, Publisher: New Age International
3. Hotel and Tourism laws by Dr jagmohan Negi Publisher: Frank Brothers
4. Corporate Governance: Principles, Policies and Practices by A.C. Fernando, Publisher Pearson
5. Essentials of Corporate Governance by Sanjay Publisher

SEMESTER-IV

COURSE 9: FOOD PRODUCTION OPERATIONS-2

Theory

Credits: 3

3 hrs/week

UNIT-1

INDIAN CUISINES NORTH REGION

Kashmir Mugalai Punjab Rajasthan

UNIT-2

INDIAN CUISINES EAST

Bengal Seven sister states (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland & Tripura)

UNIT-3

INDIAN CUISINES WEST

Gujarat Maharashtra

UNIT-4

INDIAN CUISINES SOUTH

Tamil Nadu Kerala

Andhra Pradesh

UNIT-5

INDIAN CUISINES CENTRAL INDIA

Madhya Pradesh Chhattisgarh

Uttar Pradesh/Bihar

REFERENCES

1. Equipment used in preparing Indian Sweets.
2. Food Production Operations: Parvinder S Bali, Oxford Publication Prashad Cooking With Indian Masters, J. Inder Singh Kalra .
3. Taste Of India, Madur Jaffery, Great Britain Pavilion Books Ltd. Zaike Ka Safar, Jiggs Kalra
4. Daawat, Jiggs Kalra, New Delhi, Allied Publishers
5. The Professional Chef, Arvind Saraswat, New Delhi, Ubs Publishers

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SEMESTER-IV

COURSE 9: FOOD PRODUCTION OPERATIONS-2

Practical

Credits: 1

2 hrs/week

PUNJABI		SOUTH	
MENU 01 Rada Matar Pulao Punjabi Gobhi Khccr	MENU 02 Amritsari Macchi Rajmah Masala Pindi Chana Bhaturas Row Di Khccr	MENU 01 Meen Poriyal Rice Thoransam Pal Pavasam	MENU 02 Meen MoiJee Malabari Pratha Parappu Payasam Lime Rice
MENU 03 Sarson Da Saag Di Roti Peshawari CholeMotia Pulao Da Halwa Savian	MENU 04 Tandoori Roti Tandoori Murg Dal Makham Pudinia Chutny Baingan Bharlha	MENU D3 Tamarind Rice Gashi Kalan Sambhar Savian Payasam	MENU 04 CoconuL Rice Chickcn Chettinad Avial Huli Mysore Pak
RAJASTHANI		GUJRATI	
MENU 01 Gatte Ka Pulao Maas MakkiKa Soweta Chutny (Garllc) Halwa	MENU 02 Dal Batti ChurmaLai Safed Mass BesanKe Gatte RatajuKi SubmDal	MENU 01 Sarki Brown Rice SalliMurg Gujrati Dal Mcthi TheplaShrikhand	MENT 02 Gujrati Khichidi Oondhiyu Balala Nu 'l omato Osaman Jecra Poon Mohanthal
HYDERABAD'			
MENU 01 Sol vaill Brivani Murg Tomalo Kut ITnre Piaz ka Rai In Double Ka Meelha	MENU 02 Kachi BiryaniMcthi dalcha Mirchi Ka Salan Mix Veg_ Rnilfl Khumam Ka Meelha		

SEMESTER-IV

COURSE 10: ROOMS DIVISION OPERATIONS-2

Theory

Credits: 3

3 hrs/week

UNIT 01: REGISTRATION

Pre-registration, Registration (form C, Passport), Various Registration Records, System or Registration, No show, Rooming a guest, Groups and Crew Arrival, VIP Guest arrival, Walking Guest, Confirmed reservation Guest Various Guest services (Handling Guest Mail and message, Key Control, Paging, safe Deposit Locker, Guest Room Change, Left Luggage Handling, Wakeup call), Guest Complaints (Types of Guest Complaints, Handling guest Complaints)

UNIT 02: CHECK-OUT AND SETTLEMENTS

Departure Procedures, Mode of Settlement of Bills (Foreign Exchange, Cash Settlement, Credit Settlement), Potential Check out Problems and Solutions(Late Check-outs, Improper Posting Of Charges in Guest Folio, Group Check-out, Express Check-out

UNIT 03 LINEN & UNIFORM ROOMS

Linen Room- Introduction, Linen Room Organization, Activities in Linen Room, Planning of linen, Lay out of Linen Room, Linen Exchange Procedure (Room Linen, and other outlets), Par Stock, Stock taking procedure & Linen Control, Equipment used in Linen room, Selection Criteria for Different fabrics(Bath Linen; Bed Linen, Soft Furnishing, Table Linen), Calculating Linen Lift Span, Records used in Linen room, Discard of Linen, Recycling or Discarded linen. Uniform Room- Introduction, Layout & Equipment in Uniform Room, Selection and Designing of uniforms, Uniform Management in Hotel Advantage or providing Uniforms (Hotel and Employee point-or-view), Establishing Par level Of Uniform, Storage of Uniforms, Issuing and exchange Procedures, Sewing Room, Activities sewing Room, Basic Hand stitches(Temporary and Permanent)

UNIT 04: CONTROL DESK

Introduction, File, Formats and Register- Guest Message Register, Key Control Register, Log Book, Key History Register, Maintenance register, SOP, Memo Book; C aq3et Shampooing Register, Baby Sitting Register. Lost and Found Register, Store Indent Book, Room Status Report; Inspection Check list, Work Order form, Accident Report, Room Occupancy Report, Floor Register. Lost and Found Procedures.

UNIT 05: LAUNDRY OPERATIONS

Introduction, Definition, Types of Laundry, Planning and layout of (JPL; Types of Laundry equipment (Laundering equipment, Pressing Equipment, Folding machines, Spotting Units) .Laundry Agents or Aids. The Laundry Process (Pre washing Rinsing Hydro Extraction and Finishing), Stain, Classification of stains, Identification of Stains, Principle of Stain Removal, Stain Removal Procedures, Dry Cleaning Process of Dry Cleaning,

Advantages and Limitations of Dry Cleaning Process, Dry Cleaning Materials and agents, Handling Guest Laundry; CareLabels. Preparations of 110t and Cold face rowels

Introduction. Work Environment Safety and Job Safety Analysis, of Safety, Potential Hazards in House KeepingOperations,

Reference Books:

1. Hotel Hostel and Hospital Housekeeping by Joan C Branson & Margaret, Publisher: r Arnold
2. The Professional Housekeeper by Madelin Schneider, Georgina Tucker & Mary Scoviak, Publisher: Wiley
3. Professional Management of Housekeeping Operations by Thomas J. A. Jones, Publisher: Wiley
4. Front Office (Procedures, Social Skills & Management by Abbott & Lewry, Publisher: Routledge
5. Principles of Hotel Front Office Operations by Baker, Bradlev and Hyton, Publisher: C engage Learning
6. Managing front Office operations by Michael and Kasavana, Publisher: Al IELI

SEMESTER-IV

COURSE 10: ROOMS DIVISION OPERATIONS-2

Practical

Credits: 1

2 hrs/week

1. 1. Registration Procedures : Registration Card and its Implications, Format of GRC Format or C-Form, Checking a Guest, Checking Procedure or Walk- in Guest, Confirmed Guaranteed Guest, Group Checking Procedures, Folio and Maintenance of Folio
2. Check out Procedures: Checking out of FIT Guest, Checking out of Business Client Group Check out
3. Settlement Procedures : Various mode or settlement, Settlement or bills through Cash, Credit, BTC, Settlement of bills through Travel agent Voucher
4. Linen Handlings : Identification of linen, Size and types of different linen used in Hotel Setting up or Linen Soil Linen handling
5. Uniform Room Handling uniform, Sorting or uniform, Storing and issuing or uniforms
6. Laundry Handling : identification of Equipment. Handling of equipment, Uses of laundry agents, Washing of linen, Ironing, Folding, Finishing, Handling Guest Laundry.
7. Flower Arrangement: Identification of Flowers and Foliage, Equipment used in flower arrangement, Guidelines for making flower arrangement, Different types or Flower arrangement

SEMESTER-IV

COURSE 11: FOOD AND BEVERAGE OPERATIONS-2

Theory

Credits: 3

3 hrs/week

UNIT-1

ROOM SERVICE: Introduction, General principles. Types: Centralized and de-centralized, Tray trolley setups for breakfast & others meals, Forms and formats, order taking, Thumb rules, suggestive selling, Breakfast cards, Layout and setup of common meals, Lead time or order taking to clearance

UNIT-2

SPIRITS: Introduction & Definition, Production of Spirit' Pot-still method, Patent still method, Production of: Whisky, Rum, Gin, Vodka, Brandy, Tequila, Brands (National; International and AP)

Different Proofs or Spirits : American Proof, British Proof (Sikes Scale), Guy Lusacs (OIML scale)

UNIT-3

Cocktails -Definition & Classification, Cocktail Bar Equipment, Method of Mixing, Preparation & Service of Cocktails, Classic Cocktails, Mocktails, Specialty Coffees

UNIT-4

Liqueurs: Definition and History; Production of Liqueurs, Broad Categories of liqueurs (Herb, Citrus, Fruit/ Egg, Bean/Kernel etc)

Aperitifs: Introduction & Definition, Types of aperitifs. Manufacturing of aperitif(vermouth), Brand names

UNIT-5

Other Alcoholic Beverages : Sake Cider Medira, Silvovitz, Arrack, Feni Grappa, Calvados etc. Glossary of terms related to alcoholic beverages

Reference Books:

1. Food and Beverage Service, 8th Edition by John Cousins, Dennis Lillicrap and Suzanne Weekes, Publisher: Hodder Education

2. Modern Restaurant Service by John Fuller, Publisher: Hutchinson's

3. Professional Food & Beverage Service Management by Brian Varghese, Publisher: Laxmi Publications

4. Food & Beverage Service by Bobby George & Sandeep Chatterjee, Publisher: Jaico Publishing

SEMESTER-IV

COURSE 11: FOOD AND BEVERAGE OPERATIONS-2

Practical

Credits: 1

2 hrs/week

- i. Preparation and Service of Cocktail :
- ii. Service of LiqueursWine & Drinks List
- iii. Matching Wines with Food

SEMESTER-V

COURSE 12: ROOMS DIVISION MANAGEMENT

Theory

Credits: 4

5 hrs/week

UNIT -I: MANAGING HUMAN RESOURCES, TRAINING AND SCHEDULLNG F/O & HK STAFF

Preparing job lists and job descriptions for front Office and housekeeping staff, Source Of internal and external recruiting, Role Of executive housekeeper and front Office manager in Selecting staff Orientation process — the role of the ex. HK and FOM, Developing job breakdowns for the H.K and F_O job positions, Skills training - the four step using method (prepare, present. Practice, Follow up), Developing staffing guides for room attendants, supervisors , general workers Alternative scheduling techniques- (part-time employees, flexible work hour compressed schedules, job sharing Cross training and Incentive programs tar staff

UNIT -II: PLANNING OF FRONT OFFICE OPERATIONS

Identify and describe the functions of management with relation to front office and housekeeping department. Establishing room rates through market condition approach rule Of thumb approach and the Hubbart formula. Forecasting room availability, forecasting data, percentage Of walk ins, percentage of overstays, percentage of No-shows, percentage of under stays, percentage of early arrivals, forecast formula, forecast forms, importance of forecasting. Budgeting for front office forecasting room revenue, estimating expenses

UNIT III: HOUSE KEEPING CONTROLS

Establishing par levels and inventories/ control of linen & uniform, guest loan items, machines & equipment, cleaning supplies, guest supplies, The role of the housekeeper in planning operating and capital budgets, Budgeting housekeeping expenses Controlling expense, Purchasing systems

UNIT IV: MEASURING PERFORMANCE IN THE ROOMS DIVISION

Importance and calculation of operational statistics, Percentage of single occupancy, Percentage if multiple occupancy, Percentage if domestic and foreign occupancies, ARR of ADR Average rate per guest. Average length or stay, Rev PAR Daily operations report its importance Sales Mix or Clientele Mix, its calculation,

UNIT V: REVENUE MANAGEMENT

The concept of revenue management, Hotel industlY applications — capacity management, discount allocation, duration control, Measuring Yield — potential average Single rate, potential average double rate, rate spread, multiple occupancy, potential average rate, room rate achievement factor, Yield statistics Elements of Revenue Management group room sales, transient room sales, food and beverage activity, special events, Using revenue management Potential high and low demand tactics

Reference Books:

1. From Office Operations And Management, Ahmed Ismail, Thomson Delmar, 2002
2. Housekeeping Management, Margaret M Kappa, F.iah & La, 2nd Ed./ 1997
3. Hotel Hostel & Hospital Housekeeping, Joan C Branson, Margaret Hodder & Stoughton, 5th Ed /2003

SEMESTER-V

COURSE 13: HOSPITALITY MARKETING

Theory

Credits: 4

5 hrs/week

UNIT 1 :HOSPITALITY AS A PRODUCT

Defining the hospitality as a product, difference between goods and services

UNIT 2 : INTRODUCTION

Hospitality industry, contribution to Indian economy, growth potential

UNIT 3: MARKETING

Basic concepts, needs, wants, demand, transaction. value and satisfaction in hospitality industry, marketing philosophies. application of these concepts in hospitality industry.

UNIT 4: MARKETING ENVIRONMENT

Need and trend analysis and marketing effectiveness, SWOT analysis for hospitality industry.

UNIT 5 :Product, levels of product. expected augmented, potential. tangible and intangible products,product mix in hospitality industry, Product strategy & Service strategy in the hospitality industry

Reference

- 1.Services marketing by Zeital Valerie
- 2 Delivery of quality service by Passasuraman and Bitner
- 3 Service marketing by Ravi Shankar
- 4 Marketing for hospitality industry by Roberts
- 5 Marketing leadership in hospitality by Robert Lewis
- 6 Marketing Management Philip Kotler

SEMESTER-V

COURSE 14: ADVANCED FOOD PRODUCTION-1

Theory

Credits: 4

5 hrs/week

UNIT-I

Asian Cuisine: Chinese, Japan, Thai, Indo, and Philippine, special ingredients, equipment's, tools, preparation & technology involved.

- Geographic location
- Historical background
- Staple food with regional influences

UNIT-II

European Cuisine: - French, Italy & Germany – special ingredients, equipments, preparation. & technology involved.

- Geographic location
- Historical background
- Staple food with regional influences

UNIT- III

Garde Manger: Layout equipments, larder control, chef Garde Manger – Role & Responsibility, Preparations: Horsd'ouvres, Pickles, marinades and aspic, Chaud froid,Scandinavian cold buffet,

Salads: Composition of salad, Types of salad, various types of lettuce and greens
Salad dressings and its types, Salient features of salad making

UNIT- IV

Charcuterie Products : Sausages – casings – force meat, Meat loaf – galantine – ballotines,Mousse, Terrines –pates, Curing agents

UNIT- V

Food Presentation & Styling - Basic Presentations, Modern Presentations, Use of Technology, Contemporary Plates, Unconventional Garnishes, Food Styling – Food Photography, Use of Non Edible Components.

Reference Text Books:

1. Theory Of Catering, Ronald Kinton Victor Cesarani, Elst, 1999
2. The Larder Chef- food preparation & presentation, W. K. H. Bode, Mario Jack Leto,Heinemann professional Publishing, 1989 3rd ed.
3. Practical Cookery, Victor Ceserani, David Foskett, John Campbell, Hodder Educationgroup 2008 11th ed.

SEMESTER-V

COURSE 14: FOOD AND BEVERAGE MANAGEMENT

Theory

Credits: 4

5 hrs/week

UNIT-I F&B MANAGEMENT

Introduction, Objectives of F&B Management, Responsibilities of F&B Management, Constraints to F&B Management.

UNIT-II MENU MANAGEMENT

Introduction, Types of Menu, Menu Planning Considerations & Constraints, Menu Costing and Pricing, Menu Merchandising, Menu Engineering, Menu Fatigue, Menu as a In-House Marketing Tool.

UNIT-III FOOD AND BEVERAGE PROMOTIONS

Advertising, identifying the media, promoting festivals, up selling, telephone selling, suggestive selling, Merchandizing & Sales Promotion

UNIT- IV F&B MANAGEMENT IN FAST-FOOD AND POPULAR CATERING

Introduction, Basic Policies -financial, marketing and catering, Control & Performance Measurement.

UNIT -V F&B MANAGEMENT IN HOTELS AND QUALITY RESTAURANTS

Introduction, Basic Policies -financial, marketing and catering, Control & Performance Measurement. F&B management in function catering.

Reference Text Books:

1. Food & Beverage Management By: Bernard Davis & Sally Stone Published by: Butterworth-Heinemann Ltd.
2. Food & Beverage Control By: Richard Kotas and Bernard Davis
3. Principles of Food , Beverage, and labour Cost Control By: Paul R. Dittmer, Published by: John Wiley & Sons
4. Food & Beverage Operation - Cost Control & Systems Management, Charles Levinson, Prentice Hall
5. Food & Beverage Management By: Bernard Davis & Sally Stone Published by: Butterworth-Heinemann Ltd. UK

SEMESTER-V

COURSE 15: ADVANCED FOOD PRODUCTION-2

Theory

Credits: 4

5 hrs/week

UNIT I

Sandwiches: Sandwiches- definition, Types and parts, Types of breads used, Different fillings and their classification, Spreads and garnishes making, Storing of sandwiches.

UNIT II

Icings and Meringues : Icings- types and uses, Methods of preparation, Recipes and difference between icings and toppings, Meringues- definition and types, Preparation methods, Factors affecting stability, Cooking of meringues.

UNIT III

Cakes and Gateaux : Cakes and gateaux- definition, Types, Regional specialties, Role of different ingredients used, Faults and remedies, Care and precautions.

UNIT IV

Frozen Desserts and Chocolates: Frozen desserts- types and classification, Ice-creams - definition, Method of preparation, Role of stabilizers, Over run, Additives and preservatives Used, Chocolates- definition, History, types, manufacturing and processing, Tempering Cocoa butter, White chocolate and its applications

UNIT V

Sustainable Food & Beverage Production - Importance of Sustainability in Food Operations, Farm to Fork, Organic Food, Sustainable Culinary Practices, Waste Disposal

Reference Text Books

1. Food Styling: Art Of Preparing Food For Camera By Delores Custer , Publisher: JohnWiley
2. Eating Culture: An Anthropological Guide to Food by Gillian Mary Crowther, Publisher: University of Toronto Press
3. Practical Cookery, Victor Ceserani, David Foskett, John Campbell, Hodder Educationgroup 2008 11th ed.
4. Theory of Bakery and Confectionary : Ashok Kumar Yogambal PHI - Publishers

SEMESTER-V

COURSE 15: FOOD AND BEVERAGE CONTROLS

Theory

Credits: 4

5 hrs/week

UNIT- I

Food & Beverage Management & Control - Objectives , Control Cycle (Planning, Organizing, Coordinating, Directing, and Controlling), Factors Affecting Food and Beverage Management Control (External Factors and Internal Factors).

UNIT-II

Purchasing Control - Types of Perishable and Non-Perishable Products, Quality Purchasing, Standing Purchase Specifications, Purchasing Procedure and Different Methods of Food Purchasing, Methods of Purchasing in Hotels, Purchase Order Forms, Economic Order Quantity, Carrying Cost, Frauds in Purchasing

UNIT-III

Receiving Controls - Aims of Receiving, Job Description of Receiving Clerk/Personnel, Equipment Required for Receiving, Documents by the Supplier (Including Format - Delivery Notes, Bills/Invoices, Credits Notes, Statements), Records Maintained in the Receiving Department (Goods Received Book, Daily Receiving Report, Meat Tags), Receiving Procedure, Blind Receiving, Assessing the Performance and Efficiency of Receiving Department, Potential Frauds in Receiving, Hygiene in Receiving Areas and Its Relative Importance

UNIT-IV

Storing and Issuing Control - Aims of Store Control, Job Description of Food Store Room Clerk/Personnel, Conditions of Facilities and Equipment, Arrangements of Food, Location of Storage Facilities, Security and Stock Control, Stock Records Maintained Bin Cards (Stock Record Cards/Books), Issuing Control and Procedure (Requisitions, Transfer Notes), Frauds in Storing and Issuing

UNIT-V

Inventory Control -Importance and Objectives of Inventory Control, method (Physical & Perpetual), Inventory Management Techniques, Monthly Inventory and Stock Taking, ABC and VED Analysis, Par Stock

Reference Text Books:

1. The Complete Food and Beverage Cost Control Book by H. Berberoglu, Publisher: Shelox Bound.
2. Food and Beverage Cost Control By L. R. Dopson and D. K. Hayes, Publisher: Wiley.
3. Practical Food and Beverage Cost Control by Clement Ojugeo, Publisher: Cengage Learning
4. Food & Beverage Cost Control by Donald A Bell, Publisher: McCutchan
5. Culinary Economics by Y B Mathur, Publisher: IK Publications

SEMESTER-VII

COURSE 16: ADVANCED DESSERT PRESENTATIONS & INTERNATIONAL BREADS

Theory

Credits: 4

5 hrs/week

UNIT-1: BRED FAULTS & REMEDIES

1. **Bread mixing:** Methods, Importance, components of mixing bread
2. **Faults & causes:** how to handle the dough, Importance of measuring the ingredients, rectify the faults
3. **Texture & crumb:** types of textures in bread, precaution to taken for right textures
4. **Remedies :** Overall remedies to be followed/ Implemented during bread making process

UNIT-2: BAKED BREAKFAST PRODUCTS

1. **Muffins:** Ingredients, Method of preparation and Types
2. **Cookies & Biscuits:** Ingredients, Method of preparation and Types
3. **Croissants & Danish:** Ingredients, Method of preparation and Types
4. **Macaroons :** Ingredients, Method of preparation and Types

UNIT-3: INTERNATIONAL BREADS

1. **Italian Breads:** Classification, Ingredients, Types, Preparation methods
2. **French Breads:** Classification, Ingredients, Types, Preparation methods
3. **German Breads:** Classification, Ingredients, Types, Preparation methods
4. **Scandinavian Breads:** Classification, Ingredients, Types, Preparation methods

UNIT-4: INTERNATIONAL DESSERTS

1. **Italian Desserts:** Classification, Ingredients, Types, Preparation & Presentation methods
2. **French Desserts:** Classification, Ingredients, Types, Preparation & Presentation methods
3. **German Desserts:** Classification, Ingredients, Types, Preparation & Presentation methods
4. **Scandinavian Desserts:** Classification, Ingredients, Types, Preparation & Presentation methods

UNIT-5: CONFECTIONERY DECORATING MEDIUMS

1. **Pastillage:** Types and uses, Ingredients, Methods of preparations
2. **Chocolate centerpieces:** Introduction, making procedure,
3. **Garnishes:** Types and classification, method of preparations, Conventional, Natural & Artificial Garnishes
4. **Other Decorating Techniques :** Masking, Stenciling, Marbling, Piping, Fruit & Nut

REFERENCES:

1. The New international Confectioner-virtue- London, 1981 by Wilfred J. France
2. Traditional Breads of the world by Sumption & Ashbrook
3. The complete book of Desserts by Martha day
4. Theory of bakery and confectionery by Ashok Kumar Yogamba

SEMESTER-VII

COURSE 16: ART, FOOD AND CULTURE-THE GASTRONOMY

Theory

Credits: 4

5 hrs/week

UNIT-1:Definition of food and taste

1. Understanding taste buds and taste as perceiving senses
2. History of food and changes in food habits
3. How it evolved- Hunters approach, application of heat, process of fermentation,
4. Appreciating taste and flavor of food and liquid food
5. Evolution of cuisine and artistic approach to give a sense of style.

UNIT-2:Understanding different culture of food

1. Upper and lower class food, Banquet and street food
2. Understanding Jewish and Muslim food, Medieval meals
3. Chinese Yin and Yang, Indian Hindu meal, Customs and traditions, Influence of natural ingredients and consumption pattern.
4. Understanding South American, Caribbean and African food habits

UNIT-3:Understanding Haute cuisine

1. 17th Century food habits in relation to cuisine and culture linkage
2. Invasion of Technology and scientific revolution of food
3. Invention of stove, heat transfer, Introduction of cereals, pulses, vegetables, meat, fish, teain to kitchen
4. Introduction of fine china wear in restaurants

UNIT-4: the architect of French cuisine

1. Brillat Savarin- Classical french cuisine
2. Contribution of cuisine by paul Bocusse and Escoffier, Evolution of Cajun food
3. Creole food, Invention of canned food, QSR, Tetra pack, Dehydrated food.
4. Food safety concerns in commercial outlets, Standardization of food, cook books, onlinerecipes and YouTube.

UNIT-5:Reshaping the condition for good Health.

1. Vegetarianism, Rise in Regional/Continental cuisines
2. The complex model with in Flow of events leading to different health outcome
3. Health outcome e.g. Italian, American, Jewish American, Indo-Chinese
4. Role of Ready to Use food, Light food and Convenient food.

REFERENCES:

1. Cuisine and culture- History of food and people 2nd edition by Linda Civitello Willey
2. Art culture and cuisine- Ancient and medieval Gastronomy by Phyllis Pray Bober
3. History of food by John Wilkins
4. Early French cookery Modern adaptation by University of Michigan

SEMESTER-VII

COURSE 17: EFFECTIVE & EFFICIENT F&B OPERATIONS AND COST MANAGEMENT

Theory

Credits: 4

5 hrs/week

UNIT-1: The Elements of Food Costing.

1. Definition and Nature of Food Cost Control. Objectives of food cost control.
2. Methodology of food cost control,
3. Concept of profit and obstacles of food cost control.
4. Elements of cost and cost dynamics- fixed and variable cost

UNIT-2: Budgeting.

1. Budgeting for food operation-sales budget and cost of sales.
2. Labor cost and over head cost.
3. Operation control in relation to catering cycle.
4. Application of control throughout the cycle in order to have the top-class efficiency in all areas.

UNIT-3: Purchasing Procedure

1. Purchasing defined as a function concerned with search, selection, purchase, receipt, storage.
2. Usage of commodity in accordance with the policy of the establishment.
3. Purchase specification and contract policy.
4. System and procedure of receiving Storing and issuing

UNIT-4: Food Preparation

1. Preparation of food, volume forecasting, standard yields, standard recipes, standard portion size.
2. Standard specification chart of the menu.
3. Pricing strategy for a la carte table d' hôte and buffet menu, sales mix and
4. Volume of sales in relation to profit.

UNIT-5: Menu Engineering.

1. Menu Engineering - a methodology to check the most preferred dishes and
2. The movement of food items in the menu based on sales mix.
3. How it helps the operation to track each item and
4. How the entire process impacts the bottom line.

REFERENCES:

1. Bernard Davis, Richard Kotas- Food cost control - Published by International Textbook Company Limited -1976
2. Michael L Kasavana -Menu engineering: A practical guide to menu analysis Paperback -1982.

SEMESTER-VII

COURSE 17: FACILITY , FOOD SERVICE CONCEPT AND ENVIRONMENT CONCERNS

Theory

Credits: 4

5 hrs/week

UNIT-1: Food service development process

1. Food and service development process concept statement and
2. who is involved in development.
3. From concept development to design development.
4. Concept components, identifying who is your customer and what customer wants

UNIT-2: Concept coordination and design process.

1. Key players in restaurant design process.
2. Schematic planning. Functional program and space program.
3. Sizing the BOH (Back of the House), programming the BOH space.
4. Number of meals per day, peak demands, competitions, pricing.

UNIT-3: Planning

1. Planning an all-day dining kitchen with a capacity of 100 covers Service and processing flow, efficient disposal system, cold holding facility volume cooking, Equipment, staffing and menu.
2. Banquet facility of 500 covers. Service and processing flow, efficient disposal system, cold holding facility volume cooking, Equipment, staffing and menu.
3. Staff facility to provide for the event mention above events.
4. Food delivery system for staff to follow for the above events.

UNIT-4: Analyzing various food service model in India

1. Its advantage and disadvantage. Growing single food concept, cost structure in creating the design and profitability.
2. A comparison of fine dining concept and Full service restaurant.
3. Regional food, wellness food, QSR, single bowl concept and new trend in food concept. Development of standard recipes, standard operating procedure.
4. Productivity analysis- higher productive equipment and productive employees.

UNIT-5: Failure and success of the restaurants

1. Failure and success of the restaurant depends on three factors food, service and ambiance.
2. Retention of customers is key and the popularity of food depending on the competition and trends.
3. Environmental Studies in relation to Hotel sector and food beverage operation.
4. Solid waste management and water management and conservation.

REFERENCES:

1. Tarun Bansal- Hotel Facility Planning - Oxford University press 2010.
2. David M. Stipanuk -Hospitality Facility Management design, 2015;
3. Developing Hospitality properties and Facility by Josef Ransley&HadyIngram- AButterworth-Heinemann Title 2004..

SEMESTER-VII

COURSE 18: TOURISM AND HOTEL INDUSTRY

Theory

Credits: 4

5 hrs/week

UNIT-1: Nature and Concept of Tourism

1. Tourism and Hotel Industry- linkage and significance, tourism impacts (Social, Cultural and Environmental)
2. Types and forms of Tourism
3. Major Tourism attraction
4. Significance and growth of Tourism

UNIT-2: Introduction to Travel Agency and Tour Operator

1. Travel agency and tour operation business- Roles and Functions
2. Travel agency and Hotel Industry
3. Tourism organization and associations- Roles and functions in hospitality industry (WTO, PATA, FHRAI, IATA)

UNIT-3: Travel formalities and regulations

1. Passport- introduction, definition, types, issuing authority
2. Procedure for obtaining passport
3. Visa- introduction, meaning, types and issuing authority, visa requirement and procedure for obtaining
4. Foreign Exchange- Introduction, concept and procedure for obtaining

UNIT-4: Tourism Product

1. Tourism product- meaning, concept
2. Components of Tourism Products
3. Eco Tourism- Concept and examples
4. Tour operator- inbound and outbound, immigration companies

UNIT-5: Tourism types

1. Introduction to Religion based tourism- concept, importance and examples
2. Wild life sanctuaries- Concept and Examples
3. National Parks- Concept, importance and examples
4. Significance and growth of Tourism

REFERENCES:

1. Tourism and the hospitality Industries, Joseph D. Fridgen.
2. Infrastructure of Tourism in India, Rattan Deep Singh, Kanishka Publishers.
3. Progress in Tourism, Recreation and Hospitality, Vol. 1-3, C.P. Cooper; CBS

Publishers and Distributions.

4. Tourism Development: Principles and Practices A.K. Bhatia Sterling Publishers, Delhi.
5. Tourism Development and its impact, S.P. Bansal, Shri Sai Printographers.
Publisher : NRIPublication New Delhi

SEMESTER-VII

COURSE 18: PRINCIPLES OF MANAGEMENT AND LEADERSHIP

Theory

Credits: 4

5 hrs/week

UNIT-1: Definition of Management

1. Management- definition, nature and purpose
2. Functions of management-planning and its importance
3. Decision making-importance and how it impact the output
4. Departmentalization- basic pattern, advantages and disadvantages of each and delegation

UNIT-2: Leadership

1. Nature of leadership and definition
2. Leadership behavior and styles
3. Importance and effects of behavior and styles
4. Motivation –special motivation techniques

UNIT-3: Manpower planning

1. Concept of planning and product definition
2. Job analysis, job description, job evaluation and job enrichment
3. Sourcing, recruiting, training and development
4. Performance evaluation and control

UNIT-4: Sales and Marketing

1. Marketing- basic of marketing and sales concept
2. Principles of marketing
3. Fundamental of marketing and its relationship to Food and Beverage Industry
4. Career prospectus in Sales and Marketing

UNIT-5: Entrepreneurship

1. Introduction and evolution of concept of entrepreneurs
2. Characteristics and functions of entrepreneurs
3. Entrepreneurship development
4. Basic steps in developing and starting a business

REFERENCES:

1. S. Senthil, M Arokiaraj- Entrepreneurship development - ARS Publications 2016
2. P C Tripathi - Principles of Management Paperback - McGraw Hill Education Publication2008
3. V Vijayakumar- Production Planning and control - TECHNICAL PUBLICATIONS 20

SEMESTER-VII

COURSE 19: FOOD BLOGGING

Theory

Credits: 4

5 hrs/week

UNIT I:

Introduction To Food Photography & Presentation: A brief look at Food photography and History. Role of Food photographer, food stylist, prop stylist & their assistants - Elements of Food photography & presentation - Basics of the food photography & presentation

UNIT II

Food Photography Equipment and Set Up, Camera Setting & Modes: The essential equipment used by Food photographer. Equipment used by Food stylist & Prop stylist. Setting up the equipment - Exposure triangle - Aperture, shutter speed, ISO – Finding balance, Metering & white balance - Camera modes – Auto & manual mode, aperture & shutter priority

UNIT III

Basic Props & Set Ups Used In Food Photography: Selection of props, different types of props used - Combing and styling the props for the shoot - Prop setting for the shoot.

UNIT IV

Lighting & Photography Composition: Natural light photography - Artificial light photography - Subject placement, Rule of thirds, Focus, Depth of field, Perspective & Angle. Planning the shot, creating the scene, featuring the dish, Heights & Colour

UNIT V

Presentation of starter, soups, salads, Main course with accompaniments and desserts. Food Photography – Styling Techniques and latest Trends: Minimalist, The Architect, The Artist, contemporary, European, Asian influences, Naturalist, Dramatic Flair, Desserts – Contemporary & Classic Food garnishes, Plate garnishes, Platter presentation & buffet presentation

Reference Books and Text Books

1. Plate to Pixel: Digital Food Photography & Styling by Helene Dujardin,
2. Digital Food Photography by Lou Manna.
3. Food Photography: From Snapshots to Great Shots by Nicole S Young.
4. Lighting for food and drink photography by Steve Bavister.

SEMESTER-VII

COURSE 20: BANQUET AND BUFFET MANAGEMENT

Theory

Credits: 4

5 hrs/week

UNIT -I

Planning & Operating Various F&B Outlet - Layout of Functional and ancillary areas, Objective of a Good Layout, Steps in Planning, Factors to be Considered While Planning, Various Set Ups For Seating, Planning Staff & Equipments Requirement

UNIT-II

Banquet and Off-Premise Operations and Management - Types of Functions, Organizational Structure of Banquet Department, Banquet Booking Procedures and Documentation, Menu Planning, Organization and Methods of Service in Function Catering, Function Sales, Toast Procedures & Protocol, Banquet SOP's, Off-Premises Catering, Managing off-Premises Catering, Introduction to Informal Banquet (Reception, Cocktail Parties, Convention, Seminar, Exhibition, Fashion Shows, Trade Fair, Wedding)

UNIT-III

Buffets - Types of Buffet (Display, Sit Down, Fork, Finger, Cold Buffet, Breakfast Buffets) Factors to Plan Buffets, Area Requirement, Planning and Organization, Sequence of Food, Equipment and Supplies, Check List

UNIT-IV

Mice Management - Introduction & Concept of MICE, Value of MICE for Hospitality Industry, Transportation, Attractions & Supporting Infrastructure, Public Sector, Client Management, Budgeting for MICE, Sponsorship and Financial Analysis, Negotiations (Negotiable & Non-Negotiable Items), Legal Issues in MICE Industry, Service Contractors (New Concepts)

UNIT-V

Managing F & B Outlets - Indenting and Maintaining Par-Stocks, Advertisement/Selling Techniques, Garbage Disposal, Situation Handling, Employee Requirement, Setting up Operational Procedures

Reference Text Books:

1. Food and Beverage Service by Cousins, Lillicrap and Weekes, Publisher: Hodder Education
2. Modern Restaurant Service by John Fuller, Publisher: Hutchinson's
3. Professional Food & Beverage Service Management by Brian Varghese, Publisher: Laxmi Pub.
4. Food & Beverage Service by Bobby George & Sandeep Chatterjee, Publisher: Jaico Publishing

SEMESTER-VIII

COURSE 21: PRESENTATION AND VISUAL EFFECTS ON FOOD

Theory

Credits: 4

5 hrs/week

UNIT-1: Balancing the key elements for presentation

1. **Presentation importance:** Importance, Balancing, Portion size.
2. **Attractive food:** Its challenges, Benefits.
3. **External accessories:** Role in plate, Trends, Visual cooking.
4. **Buffet presentation:** Choice, expectations, Interactive cooking advantages.

UNIT-2: Techniques and rules for presentation

1. **Garnish:** History, Modern style.
2. **Presentation rules:** Tips & rules, Core garnish techniques.
3. **Presentation tools:** Special tools, Understanding presentation.
4. **Plating style & shapes:** Importance, Ingredients used.

UNIT-3: Relation between senses and innovative design of food

1. **Food hierarchy:** Senses of food, Relation with food.
2. **Taste buds:** Science of taste, Art of food.
3. **Visual appetite:** Its representation, Innovative food design.
4. **Visual sensory inputs:** Development, Importance.

UNIT-4: Visual effect and analysis

1. **Sensory evaluation:** Food factors, Affecting on food.
2. **Visual impacts:** Underdone & overdone, Redefinition.
3. **Visual analysis:** Enhancement, Acceptance & satisfaction.
4. **Visual appeal:** Tongue & eyes, Overall senses.

UNIT-5: The art of food presentation

1. **Buffet presentation:** Techniques, Styles.
2. **Food plating techniques:** Colour, Size, Texture.
3. **Carving techniques:** Types of carving, Using in buffet.
4. **Skill involved in plating:** Plating skills, Knife skills.

REFERENCES:

1. Christopher styler - The art of food presentation by published by John Wiley& sons 2006.
2. Hobday- Food presentation secrets, Cara Published by FireFly books Ltd, 2009.
3. Carolyn Krosmeier- Making sense of taste- Food and Philosophy Published byCornel University press October 2002.
4. Howard R.Moskowitz- Sensory and consumer Research in food products and development Published by Black well Publishing Ltd 1st Edition July 2006.

SEMESTER-VIII

COURSE 21: NUTRITION AND WELLNESS

Theory

Credits: 4

5 hrs/week

UNIT-1:FOOD, NUTRITION AND HEALTH

1. Relationship between food
2. Nutrition and Health
3. Functions of food physiological, Psychological and social
4. Food safety

UNIT-2:NUTRITIONAL BASICS AND NEEDS

1. Carbohydrates, Vitamins
2. Proteins, Minerals
3. Fats, Water
4. Phyto- chemicals

UNIT-3:NUTRITION DURING LIFECYCLE

1. Physiological considerations and nutritional concerns for the Adult man/
Woman
2. Physiological considerations and nutritional concerns for the Preschool
children
3. Physiological considerations and nutritional concerns for the Adolescent
children
4. Physiological considerations and nutritional concerns for the Pregnant,
nourishingwomen and Infant

UNIT-4:HEALTH AND WELLNESS

1. Life style relates to food choices
2. Nutrition Guidelines for Health
3. Nutrition Guidelines for Fitness
4. Nutritional Supplements

UNIT-5:NUTRITION EDUCATION

1. Importance of Nutrition Education in Catering and Fast food Business
2. Therapeutic Nutrition
3. Food Allergy
4. Food Intolerance

REFERENCES:

1. Culinary nutrition by Jacqueline Marcus
2. Staying healthy with Nutrition by Elson M Hass
3. Worlds healthiest foods by George Mateljan
4. Food Matters a guide to conscious eating by Mark Bittman

SEMESTER-VIII

COURSE 22: MASTERING THE ART OF FOOD AND BEVERAGE SERVICE

Theory

Credits: 4

5 hrs/week

UNIT-1:FOOD AND WINE PAIRING.

1. Introduction: Motivations of wine
2. Food pairing, primary components: -Texture, Acidic, Flavor, Fatty, Intensity, persistency, and spiciness.
3. guidelines for food & wine pairing
4. Wines that pair well with foods

UNIT-2: COCKTAILS & MOCKTAILS.

1. How to Make conventional cocktails, the Basic Bar Gear, the Essential Drink Mixing Techniques, Essential Bar Techniques, glass for drinks and different styles of drinks.
2. Definition of a mocktail, how to simulate alcohol, methods of making mocktails – Builds, Stirred, Blended, Shaken.
3. Classification of mocktails - fizzy, non-fizzy, frozen and cream based recipes.
4. Mocktail ingredients and garnishes

UNIT-3:GUÉRIDON SERVICE

1. Introduction, Equipment use and maintenance,
2. Selecting process of guéridon dishes,
3. Handling food for guérid on service, Flambéing service.
4. Advantages and limitations of guéridon service

UNIT-4:COMMUNICATION AND SOFT SKILL DEVELOPMENT

1. Communication skills- Visual, nonverbal and aural communication,
2. Interpersonal communication: Emotional and social skills,
3. Creativity, critical thinking
4. Problem solving, Essential and vocational skills: survival strategies

UNIT-5:HUMAN RESOURCE DEVELOPMENT AND RETENTION.

1. The concept of human resource development.
2. Features of Human Resource development,
3. Benefits of Human Resource Development,
4. Factors Affecting Employee Retention.

REFERENCES:

1. Ken Arnone, Jennifer Simonetti-Bryan - Pairing with the Masters: A Definitive Guide to Food and Wine – 2012
2. Andre Domine - Ultimate Guide to Spirits & Cocktails Hardcover - 2008
3. Kester Thompson - Mocktails: The Complete Bartender's Guide -Food & Beverageservice -2012

4. Nitin Bhatnagar / Mamata - Effective Communication and Soft Skills, - Publisher Pearson -2011
5. Elisabeth Pankl - Recruitment, Development, and Retention of Information Professionals: Trends-Emerging Human Resource Development (HRD) (Focus on: Strategic Approaches- S.K. Bhatia)-Publisher Business Science Reference - 2010.

SEMESTER-VIII

COURSE 22: MENU PLANNING PRODUCT DEVELOPMENT AND SUSTAINABILITY

Theory

Credits: 4

5 hrs/week

UNIT-1:Types of restaurants.

1. Discuss different type of restaurants,
2. Collection of sample menu and viability of successful operation.
3. Discuss some of the top most restaurants in India and
4. Overseas restaurant with Micheline star is awarded restaurant

UNIT-2: Categories of hotels.

1. Identification of various star category of hotels and their food outlets and operation style.
2. SOP of Luxury hotel kitchen operation.
3. Why luxury hotels require highly specialized people and how it is related to quality.
4. Role of chefs in luxury restaurant and standards to be followed. Project work

UNIT-3:Multi-skilling

1. Multi-skilling needs and quality issues associated with this concept,
2. Manpower development
3. Training and attrition.
4. Trained staff retention

UNIT-4:Meal menu planning

1. Menu planning exercise for breakfast lunch, cocktail snacks, high tea, sit-down menu and Dinner buffet menu.
2. Meal menu cuisine trend and
3. Meal menu innovation.
4. Create mini all-day dining menu and execute in small groups

UNIT-5:Food sustainability.

1. Localize your supply Chain.
2. Update your Menu Seasonally -In-House Production – Start an onsite Garden – Reduce Portion Size – Shrink Your Menu – Reduce Food Waste – Go organic
3. Being sensitive to sustainability and understand where the food comes from and what is food miles,
4. choose food that are good for the environment and the body.

REFERENCES:

1. Gordon Ramsay- Passion for Flavours Hardcover -1996
2. Wendy Mac Naughton- Salt Fat Acid Heat Mastering the Art of good cooking Hardcover – 2017.
3. H.L. Cracknell - Practical Professional Catering – Publisher Cengage Learning Vocational 1998.

SEMESTER-VIII

COURSE 23: PUBLIC RELATION AND CUSTOMER RELATIONSHIP MANAGEMENT

Theory

Credits: 4

5 hrs/week

UNIT-1: Introduction to CRM

1. CRM- introduction, scope, the CRM success factor
2. Profile- The CRM or Sales profiles
3. The three level of Service and the scope of Customer service
4. CRM strategy creation and identifying the potential strategies.

UNIT-2: Managing and starting Customer data

1. Managing customer information
2. Ethics and legalities of data use
3. Tools for computing customer information
4. E Commerce- customer relationships on CRM on internet, choosing right niche

UNIT-3: Managing CRM

1. Managing relationship through conflict
2. Understanding customer—Customer problems, solutions and CRM in marketing
3. CRM marketing initiative- Cross selling and Up selling, customer relation, behavior prediction, customer profitability and value modeling
4. Delivering CRM planning and managing CRM projects

UNIT-4: Principles of Public Relations

1. Public relation- status of PR
2. Principles of public relations
3. Nature and forms of Public Relation and PR Checklist
4. Public Relation- nature, scope, dimensions and limits of PR policies

UNIT-5: Role of Public Relation

1. Role of Public relation in organization
2. Public relations and Management- concepts and importance, staffing
3. Corporate Public Relation- role, functions and importance
4. Basic principles of Corporate PR service- PR service, communication and environment

REFERENCES:

1. Customer Relationship Management at the speed of light, Paul Greenberg, Tata Mc Graw Hill
2. Customer Relationship Management, Emerging Concepts, Tools and Application, Jagdish N sueth, Atul Parvatiyar, G. Shairesh
3. The Handbook of Key Customer Relationship Management Ken Burnett, Tata McGraw
4. A Business guide to Customer Relationship Management, Jill Ducue, Pearson

SEMESTER-VIII

COURSE 23: RESORT MANAGEMENT

Theory

Credits: 4

5 hrs/week

UNIT- I

Resort Management- Historical perspective, Indian scenario, basic characteristics, phases of resort planning and development, Trends and factors in developed tourist markets leading to growth to resort concept.

UNIT -II

Basic element of a resort complex- Lodging facilities, land escaping, Dining and Drinking facilities, Family oriented services, shops and entertainment services

UNIT -III

Mountain based resorts – introduction - development process – visitor profile. Beach resorts – marinas - introduction – development process – profile of visitors – environmental impacts and management. Golf/tennis resorts – introduction - market segments – visitor profiles. Health resorts/ Ayurvedic resorts).

UNIT- IV

External challenges for resort management: Changing market and competitive conditions – global demand trends – benefit segmentation – market segmentation – competition

UNIT- V

Internal challenges for resort management: Planning and financial management – planning process– phases of resort development – functional tools of resort development – planning and financial feasibility

REFERENCE TEXT BOOKS:

- a. Peter E Murphy (2007), The Business of Resort Management, Butterworth
Heinemann Robert Christie Mill (2008), Resorts Management and Operations, Wiley.
- b. Jagmohan Negi (2008), Hotel, Resort and Restaurant: Planning, Designing
and Construction, Kanishka Publications, New Delhi.
- c. Percy K Singh (2006), Hotel Lodging, Restaurant and Resort Management,
Kanishka Publications, New Delhi.
- d. Chuck Y Gee (1996), Resort Development and Management , AHMA, USA

SEMESTER-VIII

COURSE 24: HOTEL ACCOUNTANCY

Theory

Credits: 4

5 hrs/week

UNIT-1 BASIC ACCOUNTING AND BOOK KEEPING

Introduction to accounting,
journal,
ledger,
cash book

UNIT-2

UNIFORM SYSTEM OF ACCOUNTS FOR HOTELS

Introduction to Uniform system of accounts
Contents of the Income Statement
Practical Problems

UNIT-3

Contents of the Balance Sheet (under uniform system)
Practical problems

Departmental Income Statements and Expense statements

Practical problems

UNIT-4

TRIAL BALANCE

Meaning
Methods
Advantages
Limitations

UNIT-5

FINAL ACCOUNTS

Meaning
Procedure for preparation of Final Accounts

Difference between Trading Accounts, Profit & Loss Accounts and Balance Sheet

Adjustments (Only four)

Closing Stock

Pre-paid Expenses

Outstanding Expenses

Depreciation Practical

REFERENCES:

An Introduction To Accountancy ; S.N. Maheshwari; Vikas Publishing House

Fundamentals Of Accounting ; Mukherjee & Hanif ; Tata McGraw-Hill

Elements Of Hotel Accountancy; Rawat G.S., Dr Negi J, Gupta. ; Amanpublications

SEMESTER-VIII

COURSE 25:

Theory

Credits: 4

5 hrs/week
