

SCHEME OF EXAMINATION

&

SYLLABUS

OF

**BACHELOR IN HOTEL MANAGEMENT & CATERING
TECHNOLOGY
(2018-22)**



COLLEGE OF HOTEL MANAGEMENT

IIMT UNIVERSITY

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BACHELOR IN HOTEL MANAGEMENT & CATERING TECHNOLOGY
SCHEME OF EXAMINATION
FIRST SEMESTER

BASIC FOOD PRODUCTION (BHM –101)

COURSE CONTENT:

<p>Unit 1</p> <p>Introduction to professional cookery: a) Culinary history. b) Origins of modern cookery. c) Kitchen – Cooking & Raw Materials d) Modes of transference of Heat.</p> <p>Kitchen & Personal Hygiene: a) Personal hygiene b) Cleanliness of surface & garbage disposal</p>	<p>Unit 2</p> <p>Kitchen organization: a) Kitchen brigade b) Duties and responsibilities of kitchen staff c) Responsibilities of each section</p> <p>Equipment and tools: a) Pre-preparation & preparation equipments b) Ancillary equipments: Knives, Utensils, Pots and Pans. c) Bakery equipment d) Modern development/inventions in equipments</p>
<p>Unit 3</p> <p>Basic Methods of Cookery: 1) Modes of heat transfer 2) Various methods of cooking: definition, rules, associated terms, moist methods: boiling, poaching, steaming, stewing, braising. 3) Dry methods: frying, grilling, roasting, broiling, baking. 4) Modern Methods – Microwave, Infrared & Induction.</p>	<p>Unit 4</p> <p>Understanding raw materials: a. Understanding of common ingredients classification and available forms, b. Uses and storage c. Salt, liquids, sweetening, fats, and oils, raising or leavening agents. d. Thickening and binding agents, flavorings and seasoning. e. Various cuts of Vegetables, Meat & Poultry</p> <p>Knowledge of Basic Mother Sauces with their derivatives</p>

BHM -151 PRACTICALS

Students should come to know about different cutting procedures, pre-preparation & cooking different dishes, Mother sauces, Stock, Bread rolls & sticks etc.

- Various Cuts of Vegetables
- Preparing and cooking Eggs
- Preparing and cooking Stocks
- Preparation of Basic Mother Sauces
- Preparation of Bread rolls, Sticks and Puffs.

REFERENCE BOOKS:

Theory of Cookery – Krishna Arora
 Indian Cooking – Sanjeev Kapoor
 J. Inder S. Kalra - Prasad Cooking
 Jane Grigson : The Book of Ingredients
 Le rol a. Polsom : The Professional Chef

BASIC FOOD & BEVERAGE SERVICE (BHM- 102)

COURSE CONTENTS:

<p>UNIT 1 INTRODUCTION TO THE CATERING INDUSTRY: a) Introduction and growth of catering-industry. b) Classification of catering establishments: Commercial, & Welfare. Various types of Catering. DEPARTMENTAL ORGANIZATION: a) Organization of the hotel b) Relationship between F & B service department with other departments of the hotel; c) Types of F & B outlets d) Organization of staff in various F & B Outlets e) Duties and responsibilities of all F & B staff f) Attributes of F & B Service Personnel</p>	<p>UNIT 2 RESTAURANT EQUIPMENTS: a) Crockery. b) Glassware. c) Cutlery, Flatware, Hollow ware - Silver and stainless steel d) Linens, Furnishing, fittings, and disposable. e) Care and maintenance of restaurant equipment.</p> <p>ANCILLARY DEPARTMENTS: Pantry, still room, plate room, hotplate, kitchen stewarding a brief description.</p>
<p>UNIT-3 NON-ALCOHOLIC BEVERAGES: a. Tea & coffee: Types, manufacturing, brand, Varieties. b. Milk based drinks. c. Juices. d. Soft drinks. e. Mineral Water and tonic water. f. Mise-en-place & Service of the above Beverages.</p>	<p>UNIT 4 ROOM SERVICE: a) Type of Room Service / Centralised / Decentralised /Decentralised Mobile b) Equipments for room service c) House Rules for Room Service Waiter d) Room Service Menu</p>

BHM 152 PRACTICALS

1. Opening ,inspecting & cleaning a restaurant:: Routine Cleaning Non-Routine Cleaning
2. Identification of restaurant equipments. Special equipments used in restaurant.
- Wiping: - Glassware, Cutlery, Crockery
5. Polishing silver
6. Arrangement and use of side board - Check list.
7. Laying & Relaying of a table cloth
8. Using a tray, Salver & Trolley
- 9.Layout of Pantry.
10. Service of non-alcoholic beverages.
- 11.Room service tray set up.

REFERENCE BOOKS:

- Sudhir Andrews: F & B Service Trg. Manual
- Denni R. Lillicrap: F & B Service
- S.N. bagchi – Food & Beverage Service
- Boby George – Food & Beverage Service
- Brown, Heppner & Deegan: Introduction to F&B Service

**BASIC FRONT OFFICE
(BHM – 103)**

COURSE CONTENT:

<p style="text-align: center;">UNIT 1</p> <p>INTRODUCTION TO FRONT OFFICE</p> <p>a. Introduction to hotel industry, Evolution, Definition of modern hotel, Classification and categorization.</p> <p>b. Position, Role and Importance of Front office in the hotel.</p>	<p style="text-align: center;">UNIT 2</p> <p>ORGANIZATIONAL STRUCTURE OF FRONT OFFICE</p> <p>a. Structure and functions of each section</p> <p>b. Duties and responsibilities of Front office staff.</p> <p>c. Layout of Front office department.</p>
<p style="text-align: center;">UNIT 3</p> <p>ATTRIBUTES OF FRONT OFFICE STAFF AND FRONT OFFICE TERMINOLOGY</p> <p>a. Attributes of Front office staff.</p> <p>b. Front office terminology regarding guests, plans, rooms hotels tariff and other front office activities.</p>	<p style="text-align: center;">UNIT 4</p> <p>RESERVATION OPERATIONS:</p> <p>a) The importance of reservation section.</p> <p>b) The modes of reservation: C.R.S. and I.R.S.</p> <p>c) Various tools of reservation: Room status board.</p> <p>d) Reservation form, Advance-letting chart, Density control chart, Hotel Diary, Whitney system of reservation.</p> <p>e) Cancellation and amendment procedure.</p> <p>f) Preparation of arrival list/movement list.</p> <p>g) Group reservation.</p>

BHM-153 PRACTICAL

1. Receiving telephone calls.
2. Familiarization of reservation tools.
3. Receiving reservation requests.
4. Finding room availability on Advance letting chart, updating it
5. Finding room availability on Density Control chart, updating it
6. Handling Cancellation and Amendments.

REFERENCE BOOKS:

Suvradeep Ghosh : Front Office
Dennis L. Foster: Front Office Operation & Admn
Sudhir Andrews: Hotel Front Office
Colin Dix & Chirs Baird: Front Operations
Kasavana & Brooks: Managing Front office Operations

**BASIC HOTEL HOUSEKEEPING
(BHM- 104)**

COURSE CONTENT:

<p style="text-align: center;">UNIT 1</p> <p>HOUSEKEEPING AS A DEPARTMENT:</p> <p>a) In the hotel b) In other establishments: to be applied in a slight different set of Circumstances c) Interdepartmental co-operation & co-ordination of Housekeeping. d) Different sections of Housekeeping departments.</p> <p>ORGANISATION STRUCTURE OF HOUSEKEEPING DEPARTMENT:</p> <p>a) Small hotels, Medium hotels, large hotels. b) Duties & responsibilities of Executive Housekeeper. c) Duties & responsibilities of Housekeeping Staff.</p>	<p style="text-align: center;">UNIT 2</p> <p>FUNCTIONS OF HOUSEKEEPING DEPARTMENT:</p> <p>a) Area of cleaning. b) Security. c) Dealing with guests. d) Brief notes on Lost & Found. e) Baby sitting f) Services and facilities offered by various hotels.</p>
<p style="text-align: center;">UNIT 3</p> <p>ROUTINE SERVICES:</p> <p>a) Cleaning of Check out room. b) Cleaning of Occupied Room. c) Cleaning of Vacant Room. d) Evening service</p>	<p style="text-align: center;">UNIT 4</p> <p>CLEANING EQUIPMENT:</p> <p>a) General considerations & selections b) Classification & Types of equipments, Floor trolley, Vacuum Cleaner etc. c) Method of use & mechanism for each type d) Care & maintenance.</p> <p>CLEANING AGENTS:</p> <p>a) General criteria for selection b) Cleaning Agent's Name</p>

BHM-154 PRACTICAL

- 1) Introduction, identification, uses and care of hand tools, cleaning Equipments and cleaning agents (Paste chart / drawing as applicable)
- 2) Basic cleaning procedure in Guest room:
 - a) Check-out room b) Occupied room c) Vacant room d) Evening service.
- 3) Procedure for Bed making:
 - a) Day Bed b) Night Bed
- 4) Procedure for cleaning bathrooms.
- 5) Organizing for completing the assigned task, preparing work plan.

REFERENCE BOOKS:

- Sudhir Andrews: Hotel Housekeeping
 Joan C. Branson: Hotel, Hostel & Hospital Housekeeping
 Georgi ra Tucker: The Professional Housekeeper
 Rose Mary & Heinemann: Housekeeping Management for Hotels
 Devid Allen, Hutchinson: Accommodation & Cleaning Services

Functional & Communicative English

IIMT University, MEERUT

English Language Module-Odd semester

Unit-1--Functional Grammar

- **Parts of speech**
- Nouns –Kinds,Number,Gender,Noun and Case
- Adjectives—Kind, Comparative degrees,Formation of adjectives
- Pronouns---Types
- Verbs:Irregular verbs,Three forms of verbs,Auxiliary verbs,Modal auxiliaries
- Adverbs-Types
- Prepositions
- Conjunctions
- Interjections
- Articles

- Time, Tense and Aspect

Resources--- *Explanation and Grammar Worksheets

Unit-2 Vocabulary

- One word substitute Compound Words
- Use of Suffix/Prefix
- Synonymous

*Resources---**Paraphrase, *Editing *Understanding of context ,*Worksheets

Unit 3 - Spoken English

- **Extempore:** What is an extempore speech? How to prepare for an extempore speech. Nuances to Extempore speech.
- **Debates:** Types of Debate, Importance of Debate, Debate rules, Debate format,Nuances of Debate with rebuttal strategy.

*Resources---** a Conversational situation to be provided to develop, *Topics to be given to speak on recent issues based on contemporary situation.

Unit 4-Soft skills

- **Kinesis** : Introduction, What is Body Language ,
- Major components of Body Language,
- Features of Body Languages,
- Importance of Body Language,
- Proximics: Distances (Intimate Distance, Personal Distance, Social Distance, Public Distance),

Unit 5-Written English

- Do's/dont's of writing
- Application: Application to dean, application for leave, application to bank Manager to sanction loan for education.

Books prescribed :

1. Oxford Guide to writing and speaking , John Seely, O.U.P
2. Effective Technical Communication, M.AsrafRizvi, Tata McGraw Hill
3. English Grammar&composition, Wren& Martin

BASICS OF HOSPITALITY INDUSTRY
BHM- 106

COURSE CONTENTS

<p>UNIT 1</p> <p>HOSPITALITY INDUSTRY- Meaning & Definition, Historical Evolution & Development, Hospitality as Industry</p> <p>HOSPITALITY SECTOR UNITS – Hotels, Motels, Resorts, Rotels etc.</p> <p>History of reputed chain of Hotels- Taj, Oberoi, ITC, Welcome Group, Marriott etc.</p> <p>Brief idea about reputed international chain of Hotels.</p> <p>Airlines- International & Domestic.</p> <p>Cruise Liners, Luxury Trains between tourist destinations.</p>	<p>UNIT 2</p> <p>INTRODUCTION TO TOURISM :</p> <p>Definition and meaning or concept of tourism and tourist.</p> <p>Nature of Travel & Tourism Industry, Importance or significance of tourism, Multiplier Effect.</p> <p>Inter relationship between Travel, Tourism and Hospitality</p>
<p>UNIT 3</p> <p>THE TOURISM ORGANIZATIONS</p> <p>Objective, role & function of Government organizations: Department Of Tourism, ITDC, ASI, Domestic Organizations: TAAI, FHRAI,IATO International Organizations: WTO,IATA,PATA</p> <p>MANAGEMENT CONCEPTS: - Definitions, Functions, Limitations.</p> <p>Managerial skills- Requisite for performance in Hospitality & Tourism Industry.</p>	<p>UNIT 4</p> <p>HOSPITALITY DISTRIBUTION CHANNELS:</p> <p>Meaning & Definition, Functions & Levels of Distribution channels.</p> <p>Major Hospitality Distribution Channels – Travel agents, Tour operators, Consortia & Reservation System.</p> <p>Global Distribution System (GDS), and Internet.</p>

REFERENCE BOOKS:

- Wherich & Koontz: Principles of Management
- L. M. Prasad: introduction to management concept
- Tripathi & Reddy: Principles of Management
- A K Bhatia: International Management
- R N Kaul : Dynamics of Tourism
- Robert lewis & Richard Chambers: Marketing Leadership in Hospitality

BACHELOR OF HOTEL MANAGEMENT & TOURISM ADMINISTRATION

SCHEME OF EXAMINATION

SECOND SEMESTER

FOOD PRODUCTION & PATISSERIE – II

BHM– 201

COURSE CONTENT:

<p>UNIT 1</p> <p>COMMODITIES</p> <p>a. MILK AND MILK PRODUCTS: Composition of milk, storage, types of milk, cream, Butter, curd.</p> <p>b. Yeast & Raising agents.</p> <p>c. CHEESE Production of cheese, types of cheese, Cheese varieties from different countries.</p> <p>d. VEGETABLES: Classification, selection</p> <p>e. FRUITS: Classification, selection</p> <p>f. CEREALS: Sources, variety of cereals, uses, storage.</p> <p>g. FATS & OILS: Sources, types (animal and vegetable fats), uses, storage, Hydrogenization and rancidity.</p> <p>h. EGGS: Structure of an egg, purchase specifications & quality grading, composition & food storage</p> <p>i. Creams: Types and uses</p>	<p>UNIT 2</p> <p>MENU PLANNING & RECIPE FORMULATION:</p> <p>a. Menu Planning:</p> <p>b. Factors affecting menu planning.</p> <p>c. Standard Recipes: Definition, Format, writing</p> <p>d. Costing.</p> <p>PRINCIPLES OF MENU PLANNING:</p> <p>Recipe development and conversion</p>
<p>UNIT-3</p> <p>BREAD MAKING</p> <p>a. Identification and handling of raw materials -Wheat & wheat flour, sugar, fat, Yeast, water, salt, milk etc.</p> <p>b. Functions of ingredients in bakery products.</p> <p>c. Method of bread making:</p> <p style="padding-left: 20px;">(i) Straight dough method</p> <p style="padding-left: 20px;">(ii) Sponge and dough method</p> <p style="padding-left: 20px;">(iii) Salt delayed method,</p> <p style="padding-left: 20px;">(iv) Flying ferment method.</p> <p>d. Bread faults and remedies:</p> <p>e. Bread varieties</p>	<p>UNIT 4</p> <p>BREAKFAST COOKERY</p> <p>a. English, American, Continental Breakfast.</p> <p>b. Indian -regional Breakfast with Accompaniments</p> <p>c. Eggs,</p> <p>d. Cereals</p> <p>e. Yeast</p> <p>f. Rolls and other breakfast varieties.</p>

BHM – 251

PRACTICALS

1. Various Breakfasts preparations.

- a. Bakery practical to cover the following: Bread making straight dough method, breakfast rolls, Short crust pastry, Tarts, Pie, cheese straws, vol-au-vent, cream horns, Choux pastry and its products: Éclairs, profit rolls.
- b. Cookies with basic cookie paste.

REFERENCE BOOKS:

Larouse Gastronomique-Cookery Encyclopedia, Paul Hamlyn
 Professional Baking-Wayne Glasslen
 Modern Cookery-Philip E Thangam
 Baking-Martha Day
 Classical Food Preparation & Presentation-W K H Bode
 The Creative Art of Garnishes-Yvette Stachowiak

FOODS & BEVERAGE SERVICE – II

BHM – 202

COURSE CONTENT:

UNIT 1	UNIT 2
<p>RESTURANT SERVICE:</p> <p>a. Forms and methods of services: English; French & Russian</p> <p>b. Mise- en place, Mise-en-scene arranging side-board,</p> <p>c. Receiving the Guests.</p> <p>d. Service of a Table</p> <p>e. Types of meal: Breakfast Lunch/Dinner/Supper/Brunch/High tea / Afternoon Tea/ Elevenses.</p>	<p>MENU:</p> <p>a. Menu: Table d'hote, A la carte, carte-du-jour.</p> <p>b. Courses of French classical menu</p> <p>c. Menu terminology</p> <p>d. Fundamental of menu planning, Continental, Indian menus with accompaniments.</p> <p>e. Breakfast: English, American, Continental, Indian.</p> <p>f. High tea and Afternoon tea with menu:</p>
UNIT 3	UNIT 4
<p>RESTAURANT OPERATION CONTROL SYSTEM:</p> <p>a. Necessity of good control system.</p> <p>b. Functions of control system.</p> <p>c. K.O.T & B.O.T System.</p> <p>d. Taking order and presenting bills.</p> <p>e. Duplicate and triplicate checking system.</p> <p>f. Inter-departmental transfer, summary sheet, control of cash & credit sales.</p> <p>g. Volume forecasting.</p> <p>h. Control by selling price.</p>	<p>TOBACCO:</p> <p>a. Processing and manufacturing of cigarettes, cigar & pipe.</p> <p>b. Storage and service of cigarettes and cigars.</p>

BHM – 252 PRACTICALS

1. Revision of F & B Practical – I.
2. Napkin folds
3. Menu planning for different meals.
4. Receiving guests.
5. Order taking for food & beverages, preparation for K.O.T & B.O.T.
6. Basic service methods e.g. silver service, American, Russian, English service etc.
7. Service of tobacco related products.
8. Preparation of bills and its presentation of the guest.
9. Procedure for laying table
 - Basic a la carte
 - Basic Table d'hote
10. Service of Breakfast- Continental, English & American.

Reference Books:-

Sudhir Andrews: F & B Service Trg. Manual
 Denni R. Lillicrap: F & B Service
 S.N. bagchi – Food & Beverage Service
 Bobby George – Food & Beverage Service

FRONT OFFICE OPERATIONS – II

BHM– 203

COURSE CONTENT:

<p>UNIT 1</p> <p>CHECK IN PROCEDURE:</p> <p>a. Greeting the guest.</p> <p>b. Registration: Types of registration, importance of registration, registration of foreigners, legal aspects of registration, C-Form, Pakistani Guests.</p> <p>c. Allotment of rooms.</p> <p>d. Handover of keys.</p> <p>e. Work flow chart.</p>	<p>UNIT 2</p> <p>HANDLING GROUP ARRIVALS:</p> <p>a. Types of groups.</p> <p>b. Rooming list.</p> <p>c. Pre arrival procedures.</p> <p>d. Welcoming and handling of check-in at the time of actual check-in.</p> <p>e. Post arrival activities will reference to group types.</p> <p>f. Flow chart.</p> <p>g. Room change procedure.</p>
<p>UNIT 3</p> <p>NIGHT AUDIT:</p> <p>a. Job, duties and responsibilities of night auditor.</p> <p>b. Completion of reports and statistics.</p> <p>c. Preparation of transcript.</p> <p>d. Forecasting and planning for next days arrival, departures, VIP movements etc.</p>	<p>UNIT 4</p> <p>WORK SHIFTS & HAND OVER PROCESS:- Starting & ending work shift, handling over to next shift general awareness and knowledge</p> <p>International Airlines Debit & Credit Cards.</p>

BHM – 253 **PRACTICALS**

1. Recapitulation of the semester – I Practical.
2. Greeting and receiving the guest.
3. Registration procedure of guests: walk-in, reserved.
4. Allotment of rooms and handing over keys.
5. Post arrival activities at the reception.
6. Check-in procedures for foreigners.
7. Check-in procedures for VIP.
8. Group check-in.
9. Statistical methods.
10. Shift hand over procedures.
11. Planning for following days arrival and departures.

REFERENCE BOOKS:

Suvradeep Ghosh : Front Office
 Dennis L. Foster: Front Office Operation & Admn
 Sudhir Andrews: Hotel Front Office
 Colin Dix & Chirs Baird: Front Operations
 Kasavana & Brooks: Managing Front office Operations

BHM – 204 HOTEL HOUSEKEEPING – II

COURSE CONTENT:

<p>UNIT 1 PUBLIC AREA CLEANING: a. Periodical cleaning; task, schedule. b. Special cleaning program: routine and spring cleaning of upholstery, carpet & Drapery. FLOOR FINISHES: Classification and characteristics: Hard and soft floor finishes methods of cleaning.</p>	<p>UNIT 2 WALL FINISHES: Different wall finishes in rooms, public and back areas, Wall papers: Uses, merits and demerits</p>
<p>UNIT 3 DAILY ROUTINES & SYSTEMS OF HOUSEKEEPING DEPARTMENT: Control Desk Activities. Staff Allocation, Duty Roasters. Key Co-ordination areas. RECORDS AND FORMATS MAINTAINED IN THE HOUSEKEEPING DEPARTMENT.</p>	<p>UNIT 4 GUEST ROOM INSPECTION – CHECK-LIST COMPOSITION, CARE AND CLEANING OF: Metals, glass, leather, plastic, ceramic and wood.</p>

BHM – 254

PRACTICALS

1. **Basic cleaning procedure in guest room:** a. Check-out room. b. Occupied room. c. Vacant room. d. Evening service. e. Clerical jobs to undertaken in the above cases.
2. **Public area cleaning programmed:**
 Regular (Daily), Periodical (Weekly), Special (spring)
3. **Floor polishing and finishing:**
 - a. Different stones like granite, marble, sand stone and other hard surfaces.
 - b. Wooden
 - c. Synthetic flooring
 - d. Soft flooring.
4. **Cleaning and care of:**
 - a. Different metals e.g. brass silver and E.P.N.S., stainless steel, copper, iron etc.
 - b. Glass
 - c. Plastic
 - d. Leather
 - e. Ceramic
5. **Guest room inspection: Check-list**

REFERENCE BOOKS:

- Sudhir Andrews: Hotel Housekeeping
- Joan C. Branson: Hotel, Hostel & Hospital Housekeeping
- Georgi ra Tucker: The Professional Housekeeper
- Rose Mary & Heinemann: Housekeeping Management for Hotels Devid Allen, Hutchinson: Accommodation & Cleaning Services

BHM – 205 BASICS OF COMPUTER APPLICATIONS

COURSE CONTENT:

<p>UNIT 1 INTRODUCTION TO COMPUTERS</p> <ul style="list-style-type: none">a. Historical evaluation of computers.b. Generation, classification, characteristics & limitation of computers.c. Overview of computer architecture and organization.d. Networking concepts; LAN, VAN, MAN, Internet.	<p>UNIT 2 AN OVERVIEW OF MS-DOS</p> <ul style="list-style-type: none">a. Introduction to operating system.b. Booting components, internal & external commands and Directory Commands.c. File Management Commands.d. Disc Management Commands.e. Batch Files & Configuring.
<p>UNIT 3 OVERVIEW OF WINDOWS 2010</p> <ul style="list-style-type: none">a. The user interface.b. The Control Panel.c. Various Windows Features.d. E-mail, Net Meeting, Web Browsing.e. Communication & Internet Explorer.	<p>UNIT 4 MS WORD 2010</p> <ul style="list-style-type: none">a. Basics of Word Processing.b. Viewing, Editing, Finding & Replacing Text.c. Proofing Documents: Correcting Spell Check, Grammar Command, Auto Commands.d. Mail Merge.e. Working with Tables & Charts.f. Creating Basic HTML Documents.

BHM – 255

PRACTICALS

MS OFFICE

MS-DOS
Windows 2007
MS-WORD

MAIL MEARGE

SOFTWARES IN HOSPITALITY SECTOR

Books for reference

Fundamentals of computers :V. Rajaraman
Mastering Microsoft office: Lonnie E Moseley & David M.Boobey

BHM– 206 NUTRITION

COURSE CONTENT:

<p>UNIT 1</p> <p>INTRODUCTION TO NUTRITION: Definition of Nutrition; Importance and scope; the various nutrients.</p> <p>FOOD AND OUR BODY: Role of food in our life; recommended dietary intakes (RDI); factors affecting RDI; Energy requirement of our body (Energy Metabolism); Calorific value of food; The five food groups;</p>	<p>UNIT 2</p> <p>ROLE OF NUTRIENTS IN OUR BODY-I:</p> <p>a. Carbohydrates: Classification, functions, Deficiency and excess of carbohydrates, sources.</p> <p>b. Fats: Classification of Fats, Functions, deficiency & excess of Fat; sources.</p> <p>c. Proteins: essential amino acids, classification of protein, functions of proteins, symptoms of protein Deficiency, Protein energy malnutrition (P.E.M.), Sources of protein.</p>
<p>UNIT 3</p> <p>ROLE OF NUTRIENTS IN OUR BODY – II: Vitamins: Classification of vitamins function deficiency & excess and sources of all vitamins.</p> <p>BALANCED DIET: Concept of balanced diet Menu planning-Definition, aim & importance Menu planning for specific requirements viz. infants, children, adolescent, adult man & women; nutritional requirements during specific conditions viz, pregnancy, lactation & old age.</p>	<p>UNIT 4</p> <p>ROLE OF NUTRIENTS IN OUR BODY – III:</p> <p>a. Minerals: Classification, Sources and functions & deficiency of various minerals – Iron, Calcium, Iodine, Sulphur, Potassium, Phosphorous, Sodium, Zinc etc. (elementary study only).</p> <p>b. Water: Functions, sources & diseases.</p> <p>EFFECT ON NUTRIENTS WHILE: Cooking.</p>

Books for reference

Fundamentals of Food & Nutrition: Mudaambi & Raajgopal
 Normal & Therapeutic Nutrition: H. Robnsson
 Bio Chemistry : J.L. Jain

**BACHELOR IN HOTEL MANAGEMENT & CATERING TECHNOLOGY
SCHEME OF EXAMINATION**

THIRD SEMESTER

FOOD PRODUCTIONS – III

COLLEGE OF HOTEL MANAGEMENT

(BHM 301)

COURSE CONTENT:

<p style="text-align: center;">UNIT 1</p> <p>BASICS OF CONTINENTAL COOKERY:</p> <ul style="list-style-type: none">a) Stock: Definition & Classificationb) Types, Rules for stockc) Preparation, Recipe of Various Stocks.d) Soups: Definition, Classification of Soup; Examples.e) Garnishes and Accompaniments.	<p style="text-align: center;">UNIT 2</p> <p>KNOWLEDGE OF INDIAN FOOD: Ingredients, spices & gravies (Red, Brown, White, Green) study of various regional's cuisines. Study of Indian starters, sweets, accompaniments & Indian breads</p>
<p style="text-align: center;">UNIT 3</p> <p>MEAT: Lamb & Beef Types of meats used in cookery, Butchering Procedure, Rigor Mortis, Cuts of meats i.e. (Beef, lamb), purchasing and quality grading, factors that give meat a good quality, handling, knowledge of offal's & other edible parts, food value, storage, application & cooking methods.</p> <p>PORK Cuts, food value, purchasing, butchering procedure, Processed Meat-Ham, Bacon, Sausages, Salami</p>	<p style="text-align: center;">UNIT 4</p> <p>FISH: Classification of Fishes, purchasing & selection qualities, handling-scaling, filleting, skinning, pulling bones, Fish cuts and uses, storage, application & cooking methods.</p> <p>POULTRY: Various Poultry & Games used in cookery, classification, Cuts, Purchasing & Selection qualities, food value, storage, application & cooking methods, cutting, deboning, Trussing & stuffing.</p>

BHM 351 PRACTICALS

FOOD PRODUCTION PRACTICALS

- a) Making soups & Stocks.
- b) Dishes with accompaniments & sauces.
- c) Meat, poultry, Egg & fish dishes (Continental).
- d) Varieties of Muffins & Doughnuts,

RECOMMENDED BOOKS

- Theory of cookery - Cinton Cesarane.
- Theory of cookery – Krishna Arora.
- Modern Cookery – Thangam E. Phillip

FOOD & BEVERAGE SERVICES – III BHM 302

COURSE CONTENT:

<p>UNIT 1 Introduction to alcoholic beverages</p> <ol style="list-style-type: none">Definition of alcoholic beverages and classificationFermentation and distillation (Pot and patent)Proof system	<p>Unit 2 BEER:</p> <ol style="list-style-type: none">History , Definition and typesIngredients used in beer makingBrewing process: Bottom fermentation; Top fermentation.Beer faults, Care and Storage of beer.Beer terminology
<p>UNIT 3 WINE:</p> <ol style="list-style-type: none">History, definition and classification of wineViticulture, Quality of soil and of area of production.Types & Composition of grapes and its effect on the nature of wine and wine diseases .Wine making Methods-Table, Fortified-Sherry & Port, Sparkling Wine- ChampagneCharacteristic of wine, still, sweet, dry, vintage & non-vintage. <p>PRINCIPLES WINE PRODUCING COUNTRIES WITH THEIR WINES.</p> <ol style="list-style-type: none">Old World Wine: - France, Italy, Germany, Spain & Portugal.New World Wine:- America, Australia, New zealand, California, Chilli & India.Care and Storage of wineStudy of wine labelWine Terminology.	<p>UNIT 4 WINE QUALITY LAWS: France, Germany, Italy, Portugal and Spain</p> <p>WINES OF FRANCE:</p> <ol style="list-style-type: none">Different regions, climate, grape varieties and characteristic of wines from each region.Special reference of Champagne, its origin, grape varieties and production. <p>WINES OF OTHER COUNTRIES:</p> <ol style="list-style-type: none">Wine of Spain with special reference to sherry (in detail).Wine of Portugal with special reference to port & Madeira, Marsala. <p>FOODS AND WINE HARMONY: In relation to all courses of French classical menu.</p>

BHM -352 PRACTICALS

Table layout and services for different types of meals.

Beverage order taking and preparation of BOT.

Familiarization with the glassware, equipments and tools required in relation to Beer & wine services.

Service of beer & wine

TEXT READING

Tom Stevenson - World wine Encyclopedia.

Jaffrey T. Clarke - Table & Bar.

Coltsman – The Beverage Book

Nitin Gupta – Lexicon of hospitality

COURSE CONTENT:

<p align="center">UNIT 1</p> <p>Guest Information and Enquiries</p> <ol style="list-style-type: none"> a. Guest Information Handling b. Handling guest mails and message procedure c. Business centre facilities and functions 	<p align="center">UNIT 2</p> <p>INFROMATION AND DESK FUNCTIONS</p> <ol style="list-style-type: none"> d. Room key management. e. Self check-in f. Web check-in g. Wake up calls and do not disturb requests h. Paging system`.
<p align="center">UNIT 3</p> <p>Room Change Procedures</p> <ol style="list-style-type: none"> c. Meaning and procedures for room change d. Live move and dead move e. Room change formats <p>BELL DESK MANAGEMENT</p> <p>Activities and procedures at the time of:</p> <ol style="list-style-type: none"> a) Check in, Check out. and Left language. b) Travel desk c) Concierge services d) Other activities & Formats used at Bell Desk. 	<p align="center">UNIT 4</p> <p>OUT DOOR AREA MANAGEMENT</p> <ol style="list-style-type: none"> a. Car parking – self and valet parking b. Public addresses System. c. Duties of doorman/parking attendant. d. Hire a car procedure. e. Airport representative.

BHM
PRACTICALS

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- o Handling various types of enquires and providing information at the front desk information section.
- o Message and mail handling procedures.
- o Bell desk activities at the time of :
- o Check-in.
- o Check-out.
- o Room change
- o Electronic Key Handling System

Reference :-

Dennis L Foster – Back Office operation & Administration.
 Sudhir Andrews – Hotel Front Office.
 Bruce Braham – Hotel Front Office.
 Jatashankar R. Tewari- Hotel Front Office Operations & Management.

HOTEL HOUSEKEEPING – III BHM 304

COURSE CONTENT:

<p style="text-align: center;">UNIT 1</p> <p>HOTEL LINEN:</p> <p>e. Classification: Room linen, F&B linen, miscellaneous linen.</p> <p>f. Selection criteria & stock requirements.</p> <p>g. Par Stock , Linen Size</p> <p>LINEN ROOM:</p> <p>g. Location.</p> <p>h. Equipment and Standard Operating Procedures</p> <p>i. Storage & section: Care of linen and Stocktaking.</p> <p>j. Marking & Monogramming.</p> <p>k. Functioning.</p>	<p style="text-align: center;">UNIT 2</p> <p>SEWING ROOM:</p> <p>d. Activities and area provided.</p> <p>e. Equipments and Standard Operating Procedures</p> <p>UNIFORM ROOM:</p> <p>a) Purpose of uniforms.</p> <p>b) No. of sets issuing procedure & exchange of uniform.</p> <p>c) Designing a uniform.</p> <p>d) Layout and planning of the uniform room.</p>
<p style="text-align: center;">UNIT 3</p> <p>FIBERS AND FABRICS:</p> <p>a) Definition.</p> <p>b) Origin</p> <p>c) Classification.</p> <p>d) Characteristics of different fibers – Cotton, Linen, Silk, Polyester, Nylon, Acrylic.</p> <p>YARNS:</p> <p>- Types.</p>	<p style="text-align: center;">UNIT 4</p> <p>FINISHES:</p> <p>a) Designing, sizing, deguming, weighting, scouring, calendaring, decatizing,</p> <p>b) Tentering, shearing.</p> <p>c) Flocking, sanforisation mercerization, napping.</p> <p>d) Bleaching, Dyeing, Printing, Singeing.</p>

BHM - 354 PRACTICALS

1. Basic cleaning procedure of guest room:
 - a) Check-out room b) Occupied room. c) Vacant room.
 - d) Evening services. e) Spring cleaning
2. Emphasize on under mentioned while working with linen.:
 - a) Storage. b) Stock taking. c) Marking and monogramming.
 - d) Functioning – clerical jobs in the linen room and uniform room
2. Laundry: Identification and operation of different equipments (Standard Operating Procedures for care while operating the equipments) b) Laundry cleaning agents. c) Flow process in industrial laundry-layout, planning and operation. d) Dry cleaning method.

References:-

- i) Joan C. Branson - Hotel, Hotel & Hospital Housekeeping.
- ii) Georgira Tucker - The Professional Housekeeper.
- iii) Rose Mary & Heinemann: Housekeeping Management for hotels.
- iv) David Allen, Hutchinson- Accommodation & cleaning services

FOOD SCIENCE

BHM -305

COURSE CONTENT:

<p style="text-align: center;">UNIT 1</p> <p>EFFECT OF HEAT ON FOOD AND ITS NUTRITENTS:</p> <p>PROTEINS, CARBOHYDRATE, FATS, VITAMINS & MINERALS.</p>	<p style="text-align: center;">UNIT 2</p> <p>FOOD PRESERVATION</p> <ul style="list-style-type: none">a) Principles of food preservation. Asepsis, Removal, Anaerobic Condition.b) Preservation methods & Procedures-(By Drying & Freezing, By High & Low Temperature, By Radiation)c) Changes during preservations (During Drying, Freezing).d) Changes during storage.e) Preservation by food additives, chemicals. Salts & Sugar, Alcohol, wood smoke, spices and other condiments.
<p style="text-align: center;">UNIT 3</p> <p>MICRO ORAGANISMS</p> <ul style="list-style-type: none">a) Micro-organisms used in food preservations.b) Functions & characteristics of Yeast, Molds & Bacteria. <p>ADULTERATION</p> <p>Definition, common food adulterants in different food groups, toxic effect of chemical adulterants, detection of adulterants (Physical & Chemical). Functioning of PFA</p>	<p style="text-align: center;">UNIT 4</p> <p>FOOD ADDITIVES AND LEAVENING AGENTS:</p> <p>Functions of Food Additives. Preservation, Antioxidants- Surface active agents, stabilizers and thickness, bleaching and maturing agents, buffers, acids and alkalis, food colors, non-nutritive and special dieting sweeteners, nutrient supplements & Fortifying agents, flavoring agents, Anti Caking Agents.</p>

RECOMMENDED BOOKS

1. Food Science – B. Srilakshami
2. Food & Nutrition (VOL I & II) - Dr. M Swaminathan.
3. Nutrition & Dietetics – Shubhangim A Joshi.
4. Food Microbiology- William C. Frazier/ Dennis C. Westhoff

BASIC ACCOUNTANCY

BHM -306

COURSE CONTENT:

<p style="text-align: center;">UNIT 1</p> <p>INTRODUCTION</p> <p>Meaning and concept of accounting, Principles of Accounting, fundamental & Subsidiaries books of account, journal entries, ledger, cash book (Single, Double & Triple column cash book)</p>	<p style="text-align: center;">UNIT 2</p> <p>FINANCIAL STATEMENTS</p> <p>Trial balance: need, importance, limitations, preparation of trading and P&L account and balance sheet with simple adjustments</p>
<p style="text-align: center;">UNIT 3</p> <p>BRS AND DEPRECIATION</p> <p>Bank reconciliation statement, Depreciation: Concept, Rationale and methods.</p>	<p style="text-align: center;">UNIT 4</p> <p>ANALYSIS OF FINANCIAL STATEMENTS</p> <ol style="list-style-type: none">1. Introduction to financial analysis, nature, importance and uses of financial ratios, types of financial ratios: (Liquidity, debt, profitability, coverage and market value ratios etc.)2. Fund flow statement: its meaning, objectives and preparation.3. Cash flow statement: its meaning, objectives, preparation. between cash flow statement and fund flow statement

RECOMMENDED BOOKS

T.S. Grewal Elementary of Accountancy. S.A Siddiqui Comprehensive Accountancy. J.RBolibo Book-keeping.
Dr R.K Gupta & Vardhaman Book_keeping & Accountancy.

BACHELOR OF HOTEL MANAGEMENT & TOURISM ADMINISTRATION

FOURTH SEMESTER EXAMINATION

INDUSTRIAL TRAINING

S.	Subject	Subject Name		Subject
No.	Code		There will be no theory papers in this Semester and students will have to go for mandatory Industrial training in any 3-5 stars Hotel. At the end of Semester, Students will be judged on the basis of performance, feedback from the Hotel , the IT report & log book submitted to the Institute.	Total
1.	BHM-401	Internal Industrial Training Viva-Voce		500
2.	BHM-451	External Industrial Training Viva-Voce		500
		Total		1000

TR - TRAINING REPORT

SE- Semester Examination (Viva Voce)

L/ T/ P – Lecture/ Tutorial/ Practical

*Computer Lab will be offered as a compulsory course for which passing marks are 50% in aggregate but marks for the same will not be added in grand total.