

Annexure No.	39 B
SCAA Dated	29.02.2008

Bharathiar University
School of Distance Education
 B. Sc. Catering Science and Hotel Management
Scheme of Examination & Syllabus
For the candidates admitted during the academic year 2007- 2008

Year	Part	Subject and Paper	Duration Hrs.	Max Marks
I	I	Language-I	3	100
	II	Language-I	3	100
		<u>Theory</u>		
	III	Paper I : Food production and Patisserie -I	3	100
		Paper II : Food and Beverage Service-I	3	100
		Paper III : Accommodation Operations	3	100
		<u>Practical</u>		
		Food Production and Patisserie -I	3	100
		Food and Beverage Service-I	3	100
	Accommodation Operation Practical	3	100	
II		Paper IV : Food production and Patisserie -II	3	100
		Paper V : Food and Beverage Service -II	3	100
		Paper VI : Food Safety & Microbiology	3	100
		Paper VII : Computer Applications in Hotel Industry	3	100
		<u>Practical</u>		
		Food Production Patisserie II	3	100
		Food and Beverage Service II	3	100
	Computer Application	3	100	
III		Paper VIII : Food and Beverage Management	3	100
		Paper IX : Hotel Law	3	100
		Paper X : Food Service Facilities Planning	3	100
		Paper XI : Hotel Accounting	3	100
		Paper XII : Human Resource Management	3	100
		Industrial training for period of 90 days Industrial training viva		100
Total				2100

Year – 1

Paper I : Food Production and Patisserie-I

Unit- 1

Aims & Objectives of cooking food.

Foundation ingredients- fats, oils and their uses. Raising agents- their uses and types. Eggs- Egg cookery, storage, uses, characteristics. Salt- uses. Flavouring and Seasonings, sweetening agents, Thickening agents.

Unit- 2

Preparation of Ingredients – Washing, peeling, Scrapping, cutting of vegetables, method of mixing foods, methods of cooking foods.

Stock- Meaning, uses, points to be observed when preparing recipe for mother sauces, Names and derivatives of mother sauce.

Unit- 3

Meaning of herbs, uses.

Meaning of spices, condiments and uses

Meaning of Glace and its uses.

Meaning of Salami, Sausages- types.

Meaning of yoghurt, types.

Types of Cereals.

Types of pulses.

Meaning of Game With examples.

Types of fruits.

Types of Cream.

Common nuts used in cookery.

Kitchen equipments

Cooking fuels.

Kitchen organizations- Duties and responsibilities of kitchen staff.

Unit- 4

Hors d' oeuvre - Meaning, types, examples

Soup- Types of soups, Classification.

Pasta- Meaning, types.

Fish- Classification, selection procedures, cuts, and cooking of fish.

Butchery- Selection cuts, size, and uses of lamb, mutton, veal, beef, and pork.

Steak- Meaning, Description of fillet steak and sir loin streak.

Bacon, ham, gammon- Meaning.

Chicken- Classification, Selection procedures, cuts, and uses.

Unit- 5

Sandwiches- Meaning, types of bread used, different types of sandwiches.

Vegetables- Classification, uses.

Different styles of potato preparation, Cheese- Preparation, Classification and storage.

Principles of food storage. Re-heating of foods- Meaning, points to be observed.

Paper II : **FOOD and BEVERAGE SERVICE I**

Unit- 1

Introduction to catering - Different types of catering establishments. Relationship of catering industry with other industries.

Staff organization in different types of restaurant, duties & responsibilities of restaurant staff, classification of restaurants. Types of restaurants, status of a waiter, attributes of a waiter.

Unit- 2

Classification of operating equipments used in restaurants & their uses.

Ancillary departments still room, pantry, hot plates.

Restaurant service Mis en scene, Mis en place.

Table laying- Points to remember when laying a table.

Uses of a dummy waiter

Unit- 3

Menu- Meaning, types, food & their usual accompaniments, French classical menu.

Types of service- Different styles, factors influencing styles of service- advantages & disadvantages.

Unit- 4

Breakfast- Types, cover laying, terms used.

Classification of beverages- Preparation of non alcoholic beverages, examples of non alcoholic beverages.

Unit- 5

Order taking procedures in restaurants. Room service- types, order taking procedures for room service-telephone, door hangers.

Cover laying for foods- Hors d'oeuvre, fish, main course, sweet, cheese, savory.

Savory- examples types.

Ice cream –meaning, categories

Paper III : ACCOMODATION OPERATIONS

HOUSE KEEPING

Unit-I

House keeping in hotels-Importance, functions, liaison with other departments

Types of rooms-Classification, room supplies

Cleaning agents and equipments-Classification, principles, selection and types of cleaning

Unit-II

Bed making-Types of service, Laundry-Type & machines used, key and key control, pest

control, Linen room-Classification & layout

Unit-III

House keeping department-Hierarchy, duties & responsibilities of house keeping staff

Lower arrangement-Types and principles

FRONT OFFICE

Unit-IV

Introduction to hotels-Classification of hotels, rates and meal plans, type of hotel guest.

Front office department-Organization, equipments used, layout, duties and responsibilities of front office staff

Reservation & registration-Types, functions, room assignments, checking methods of payment, types of guest folios

Unit-V

Functions of front office-Accounting system, credit control, methods of account settlement, and types of folios, updating front office records, security functions, emergency functions, and safe deposit locker functions

Year - 1
Practical
Food production and Patisserie-I

Identification of different kitchen equipment, tool and commodities.
Demonstration of different cuts of vegetables.
Demonstration of stock, sauces & soups.
Demonstration of cuts of fish, chicken.
15 continental menus consisting of 5 dishes like
Hors d'oeuvre
Soup
Salad
Main course (pasta, ritz, pilaf, steaks, beef, lamb, mutton)
Chicken
Vegetable preparations
Sweets.

FOOD and BEVERAGE SERVICE – I

1. Appraising and drawing of cutlery, crockery, glassware and miscellaneous equipments.
2. Serviette folds.
3. Laying and relaying of table cloths.
4. Cleaning and polishing / wiping of cutlery, crockery and glassware
5. Carrying a light tray
6. Carrying a heavy tray
7. Carrying glasses.
8. Handling cutlery and crockery
9. Manipulating service spoon and fork.
10. Service of water.
11. Arrangement of sideboard.
12. Table d'hote cover laying.
13. A la carte cover laying.
14. Practice of simple menu compilation.
15. Receiving the guests, presenting the menu, taking orders.
16. Service of Hors –d' oeuvre.
17. Service
18. Service of main course
19. Service of salads.
20. Service of sweet
21. Service of Cheese
22. Service of non – alcoholic drinks.
23. Continental breakfast cover and tray set up.
24. English Breakfast cover and tray set up.
25. Taking orders through telephone for mom service.
26. Changing ashtray during room service.
27. Presenting the bill.

**Practical
Year - I
Accommodation Operation Practical**

A. HOUSEKEEPING MANAGEMENT

1. Identification of cleaning equipment – selection, use, mechanism, care and maintenance.
2. Identification of cleaning agents – classification, use and care.
3. Thorough cleaning of various surfaces/ finishes.
4. Polishing (metal, leather, wood, plastic etc.)
5. Bed making - Evening service.
6. Laundry – basic principles of laundry, stain removal.
7. Line inventory.
8. Room inspection.
9. Flower arrangement.
10. Guest room layout drawing.
11. Duty rota preparation for housekeeping department.

B. FRONT OFFICE

1. Check-in and check-out procedures
2. Telephone handling skills, social skills
3. Reservation procedure, identification of rooms through the use of conventional and destiny charts.
4. Role play of the following staffs Doorman, Bellboy, Receptionist, Information assistant, Cashier.
5. Dealing with guest mail and messages, hotel mail, staff mail.
6. Modes of bill settlement.
7. Handling guest complaints and solving problems.
8. Places of interest in and around Tamilnadu. General awareness about the places of interest in India.
9. General awareness of capitals, currencies and airlines of countries.
10. Calculation of Statistical information: house count, room position, percentage of room occupancy, percentage of single occupancy, percentage of foreign occupancy, percentage of local occupancy, percentage of walk-ins. Percentage of early departures, percentage of late departures, percentage of early arrivals, percentage of no-show, average room rate, average room rate per person.
11. Front office procedures- scanty baggage, wake up call procedures, left luggage procedures

Reference:

Front Office training Manual-Sudhir Andrews

Year – 2

Paper IV : Food Production and Patisserie-II

Unit- 1

Indian Cookery - Introduction, various ingredients used, utensils used, methods of cooking. Indian culinary terms. Religious and cultural influences on Indian cuisine. Basic Indian gravies-white, yellow, Makhini, Chettinadu, green gravies - recipes, dishes prepared from the above gravies. Indian salads and soups – recipes preparations. Indian breads- naan, rotis, parathas, batis and their varieties. Indian rice preparations- varieties; pulao, biriyani, types, objectives of dhum cooking, Indian sweet preparations. Recipes preparations.

Unit- 2

Tandoori cooking - introduction, seasoning of tandoori pot. Tandoori marination - objectives and importance. Tandoori masalas Tandoori preparations-chicken, mutton, fish, prawns, cottage cheese, recipes and methods of preparation. Regional cuisines of India - Punjab, Kashmir, Bengal, goan, maharastra, parsi, Gujurathi, Kerala, Andhra, Tamil Nadu. Ingredients & masalas used in the above cuisines & their characteristics. Dishes with recipes, feautres of Chettinadu cuisine-Indian break fast preparations

Unit- 3

Popular Indian break fast preparations with recipes. Indian snacks and chat preparation Indian festival dishes, recipes and methods of preparation.

Unit- 4

Cuisines of the world- Chinese cuisine-characteristics, ingredients used, equipments used. Regional varieties of Chinese cuisine. Dishes with recipes & preparations. Srilankan cuisine: characteristics, ingredients used, equipments used, dishes with recipes & preparations. Malaysian cuisine: characteristics, ingredients used, equipments used, dishes with recipes & preparations. Thai cuisine: Characteristics, ingredients used, equipments used, dishes with recipes & preparations. Japanese Cuisine: Characteristics, ingredients used, equipments used, dishes with recipes & preparations.

Unit- 5

Italian cuisine: Characteristics, ingredients used, equipments used, dishes with recipes & preparations. Russian cuisine: characteristics, ingredients used, equipments used, dishes with recipes & preparations. Spain cuisine: characteristics, ingredients used, equipments used, dishes with recipes & preparations. Mediterranean cuisine: characteristics, ingredients used, equipments used, dishes with recipes & preparations.

Arabic cuisine: characteristics, ingredients used, equipments used, dishes with recipes & preparations. Mexican cuisine: characteristics, ingredients used, equipments used, dishes with recipes & preparations. American cuisine: characteristics, ingredients used, equipments used, dishes with recipes & preparations. Scandinavian cuisines: Characteristics, ingredients used, equipments used, dishes with recipes & preparations. Fusion cuisine, Nouvelle cuisine, ecclectic cuisine, world Marche.

Paper V :**FOOD and BEVERAGE SERVICE II**

Unit- 1

Floors/room service – meaning, full room service & partial room service.

BF service in rooms, tray and trolley set up.

Lounge service- meaning, organization of lounge service, after noon tea service.

Menu for high tea & after noon tea - cover laying for the above. Order of service, reception tea service - meaning & procedures.

Unit- 2

Checking system control & billing- introduction, types,

Checking for wines & other drinks, methods of bill settlement

Tobacco-important, tobacco, quality of cigars & cigarettes served in hotels

Strength & size of cigars, service methods.

Unit- 3

Alcoholic beverages - meaning, classification

Beer- manufacturing processes, types, size of beer containers, beer mixed drinks.

Spirit strength & spirit strength calculation methods, Spirit production method

Whisky: production of malt and grain whisky, styles of whisky

Brandy- types, production & styles of cognac, Armagnac

Rum, gin, vodka - production & styles

Tequila & other spirits: production & styles.

Vermouth: meaning, types, production & styles.

Cidar & Perry: Production & styles.

Aperitifs & digestives-meaning of calvados, apple jack, Poire William, kirsch, silvovits, framboise, marc.

Unit- 4

Liquers: Meaning, colour, flavour & country of origin,

Wines - classification, based on colour, content and taste

Name of grape varieties used in wine production

Wine production: table wine production (red ,white, rose).

Sparkling wine production.

Aromatised & herbal wines - meaning, production

Factors influencing the quality of wine:

Wines of France - classification, important communes & their wines

Champagnes: Production methods, styles, bottle size terms.

Wines of Germany - classification of German wines- wine producing regions, famous wines of Germany.

Unit- 5

Wines of Italy - classification of Italy wines - wine producing regions, famous wines of Italy. Wines of South Africa, Wines of California, Wines of Australia, Wines of Portugal & Spain- regions & famous wines. Wine production in India, and famous wines, production & styles of port, sherry, marsala, madiera, wine and food - wine served with courses, suggestion for wine and food combination examples of wine served with: Shell fish, soups, pastas, fish, red

meat, white, sweets, cheese & desserts, cocktails: Meanings, types, points to be observed while making cocktails. Recipes for whisky, rum, gin, vodka, tequila, brandy, champagne based cocktails, mocktails: meaning & recipes.

Spirit coffee - meaning, preparation methods & examples.

Beverage list - meaning & importance, method & order of listing and pricing of beverages. Bar designing: space requirements, bar counters, seating areas, bar stools, lighting and interiors in bar, dispense bar: meaning, glass ware, equipments used, garnishes & kitchen supplies. Stock taking of alcoholic beverages, bar control.

Paper VI : FOOD SAFETY & MICROBIOLOGY

Unit- 1

Safety- Importance of safety- accidents from structural inadequacies- Accidents from improper placement of equipment in spaces- Accidents due to nature & behavior of people at work- Accidents from improper selection, installation, maintenance & storage of equipment – safety procedure - Training – safety engineering - Enforcement of safety - safety education.

Unit- 2

Introduction to microbiology: Relation of microbiology to hygiene- Classification of micro-organisms. Factors affecting the growth of micro-organism.

Bacteria: Morphology - size, shape, structure, reproduction, beneficial & harmful effects of bacteria.

Yeast: Morphology - size, shape, structure, reproduction, beneficial & harmful effects of yeast

Mold: Classification – Rhizopus, mucor, aspergillus, penicillium, reproduction.

Unit- 3

Food hygiene & General hygiene: Introduction- types of food contamination - food contamination in meat poultry, game, raw vegetables & fruits, cereals, dairy products, fish- shell fishes- Destroying micro- organisms in food

Unit- 4

Food – borne infection & diseases: Food poisoning by micro-organism.

Food intoxication: Botulism - organism, toxin, foods involved, disease caused, prevention of outbreaks Staphylococcus intoxication - enterotoxin, foods involved, disease caused, prevention of outbreaks Mycotoxins - aflatoxin its significance in food

Food infection: Salmonellosis - source of salmonella, foods involved, prevention of outbreaks. Clostridium perfringens gastroenteritis- foods involved, prevention of outbreaks. Enteropathogenic Escherichia coli, shigellosis- effect.

Unit- 5

Food hygiene regulation: Equipment- requirement for food premises- food safety act –offence.

Food sanitation, control & inspection: Inspection of drinking water, plant water, sewage water, equipment, cleaning, sanitizing.

HACCP: Health analysis- Critical control points, health of employees.

Paper VII : COMPUTER APPLICATIONS IN HOTEL INDUSTRY

Unit- 1

Computer appreciation and dos, introduction, characteristics, history, generations, classifications, application of computer, hardware and software, operating systems, computer languages. DOS file, directory, Changing the directory, creating a new directory, copying files, deleting files, changing filename, date and time, type, print.

Windows 2000, windows basics, introduction, starting windows, using mouse, moving & designing windows, maximizing, minimizing and restoring windows using menus in windows.

Unit- 2

Word, introduction to word, editing a document, move and copy text and help system, formatting text & paragraph, finding & replacing text and spell checking, using tabs, enhancing documents, columns, tables & other features, using graphics, templates & wizards using mail merge, miscellaneous features of word.

Unit- 3

Introduction of worksheet & excel, getting started with excel, editing cells and using commands and functions, moving and copying, inserting and deleting rows & columns, getting help and formatting a worksheet, printing the worksheet, creating charts, using date and time and addressing modes, naming ranges and using statistical, math and financial functions. Database in a worksheet, additional formatting commands and drawing tool bar, miscellaneous commands and functions, multiple worksheets and macros.

Unit- 4

Power point basics editing text adding subordinate points, deleting slides, working in outline view, using design templates, adding graphs, adding organization Charts, running an electronic slide show, adding special effects.

Unit- 5

Access basics, creating a table, entering and adding records, changing a structure, working with records, creating forms, establishing relationship using queries to extract information, using reports to print information.

Practical - Year - II
Food Production and Patisserie II

Demonstration on

1. Indian rice preparations
2. Indian gravies
3. Indian chaats
4. Indian breakfast preparations
5. Indian snacks preparations
6. Indian breads-naan, rotis, parathas, phulkas with variations
7. Indian pulaos
8. Indian Biryani
9. Indian dal varieties
10. Tandoori marinations
11. Indian sweets

To Formulate 15 sets of menu consisting of 5 dishes from the following regions:

1. Andhra Pradesh.
2. Bengal
3. Chettinadu
4. Goa
5. Gujrat
6. Kashmir
7. Kerala
8. Maharashtra
9. Punjab
10. Rajasthan
11. Tamil Nadu.

The menu can be compiled by the respective colleges.

Chinese Practicals

Demonstration

1. Chinese rice preparations
2. Chinese noodles
3. Chinese meat & fish preparations

Chinese cooking styles:

Dishes prepared in the following styles

1. Shanghai
2. Cantonese
3. Peking
4. Szechwan

Sri Lankan

1. Basic Sri Lankan gravies
2. Sri Lankan rice preparations
3. Sri Lankan curries
4. Sri Lankan Biryani

A 5 course menu to be compiled consisting of [soup, fish preparation, Chinese rice/noodles, meat preparation, sweet/dumplings etc. using the above styles by the respective colleges]

Reference:

1. Modern cookery VOL-I Thangam E Philip
2. Rotis and naans of India Purabi
3. Babbar
4. Mithai- Parmila Parmar
5. Food heritage of India
6. The art of chinese cooking-Hamlyn
7. The best of Chinese cooking-Betty Yew, Times book international
8. Complete Asian cook book Chairmaine Solomon, lansdowne

INTERNATIONAL CUISINE

Demonstration on dishes prepared by cold kitchen

- 1.Panada
- 2.Various types of forcemeat
- 3.Galantine
- 4.Terrine
- 5.Pate
- 6.Mousse and Mousseline
- 7.Souffle
- 8.Quenelies
- 9.Stuffing
- 10.Aspic work
- 11.Chaud froid
- 12.Arrangement of cold cuts on mirror platters
- 13.Simple and compound salads
- 14.Sandwiches
- 15.Smorbroad
- 16.Cold garnishes
- 17.Cold sauces
- 18.Carvings

1 set of menu consisting of cold preparations given above must be compiled

To Formulate 15 sets of menu consisting of 5 dishes from the following regions consisting of [soup, egg/pasta preparations, fish preparations, main course, vegetable and sweet]

1. Italian-3 sets of menu
2. Japanese- 1 set menu
3. Russian- 1 set menu
4. Mexican- 1 set menu
5. American- 1 set menu
6. Greek- 1 set menu
7. Malaysian- 1 set menu
8. Thai- 1 set menu
9. Scandinavian- 1 set menu
10. Spain- 1 set menu

**Practical
Year - II**

FOOD and BEVERAGE SERVICE-II

PRACTICALS

1. Beverage order taking procedures.
2. Service of red wines
3. Service of white wines.
4. Service of rose wines
5. Service of sherry,port,marsala
6. Service of sparkling wine
7. Service of beer,canned beer,draught beer.
8. Service of brandy.
9. Service of whisky.
10. Service of gin.
11. Service of vodka.
12. Service of rum.
13. Service of tequila.
14. Service of aromatised wine.
15. Service of liqueurs.
16. Service of spirit coffee.
17. Service of aperitifs.
18. Service of digestives.
19. Service of cocktails.
20. Compiling a wine list.
21. Compiling a menu with wine cigarettes.
22. Service of cigar,& cigarettes.
23. Service of high tea..
24. Service of after noon tea..

**Practical
Year - II**

COMPUTER APPLICATION

MS-DOS

Creating directories, sub-directories, files, listing, the sub-directories and files page wise, displaying the contents of the files.

Copying, renaming, deleting the files, changing and removing a directory.

MS-WORD

Text manipulation, changing the font size, font type, and font style, making the text bold, underlining the text, aligning the text (Centre, justify, left, right), cut, copy, paste.

Paragraph indenting & spacing, bullets & numbering, spelling & grammar check, inserting a picture from clip art, auto shapes, and word art.

Table manipulation- creating tables, inserting & deleting rows & columns, changing width & height, changing table borders. Mail merge concept, printing formats.

MS-EXCEL

Entering the data, changing the fonts, changing row heights & column width, formatting the data, sorting the data.

Formula processing- creating simple formula, using function (ABS, SQRT, LEN, SUM, ROUND, AVG, COUNT, CONCATENATE, FIND).

Inserting & Formatting charts, inserting pictures, printing formats.

MS-POWER POINT

Creating simple presentations, saving, opening and existing presentation, creating a presentation using Auto content wizard & template.

Using various auto- layouts, charts, table, bullets & clip art.

Viewing an existing document in various views-outline view, slide view, slide show view, slide sorter view and note pages view.

Year 3

Paper VIII : FOOD and BEVERAGE MANAGEMENT

Unit- 1

Food & Beverage Management: Introduction – Food & Beverage function – Responsibilities & objectives of F&B department – Constraints of food & beverage management – Cost & market orientation (Cost structure & profitability, demand for product, capital intensity, nature of the product).

The Meal / drink experience: Food & drink, Variety in menu choice, level of service, value for money, interior design, atmosphere & mood, expectation & identification, location / accessibility and staff.

Unit- 2

Purchasing: The nature of purchasing – The main duties of purchase manager – Importance of purchase function – The purchasing procedure – The selection of a supplier – supplier rating Aids to purchasing of food & beverages – Standard purchase specification: meaning & objective – The purchase specification for food & beverages.

Receiving: objective – receiving procedure – Receiving of expensive commodities – Returnable containers – Blind receiving – dispatch to stores or user department – Clerical procedures & forms used.

Unit- 3

Storing & issuing: of food & beverages. Stock taking of food & beverages – Stock turnover – Stock levels. Food Control: Objective of food cost control – The essentials of a control system – Calculation of food cost - method of food control – Food control check list – Obstacles to food cost control.

Beverage Control: Objectives of beverage control – Calculation of beverage cost – method of beverage control – Beverage control checklist.

Unit- 4

Elements of cost: Cost defined , basic concepts of profit, control aspect, pricing aspects.

Cost dynamics: Fixed & Variable costs – Break even charts – Turn over & unit costs.

Variance analysis: standard cost – Standard costing – cost variances – Material variance- over head variance – labour variance – fixed over head variance- Sales variance.

Unit- 5

Selling: The pricing problems – Pricing objectives – 4 pricing problems – Practical applications of pricing - Fixed selling price – En pension terms – Control of cash & Credit sales – Control by selling price – Aids to pricing.

Sales control: Manual system and machine system.

Operating hard stick Total food & beverage sales to total sales – Average spending power – Sales mix – Pay roll cost – Index productivity – Stock turn over – sales per seat available – rate of seat turn over – Sales per waiter. – Department profit – Ratio of food & beverage sales

Paper IX : HOTEL LAW

Unit-1

Introduction to law
Registration & approval of hotel & restaurants
Bar licenses

Unit-2

Catering establishment act 1958- Registration of catering establishment- Interval for rest-
Payments of wages- Notice of Discharge on dismissal- Renewal of Registration Certificates-
National and Festival Holidays- Displays- Maintenance of Registers, records- uniforms.

Unit- 3

Fixing up Fair rents- lien of Innkeeper, features of Tamilnadu Tax on Luxury Act 1981.
Insurance Act- General Insurance, Fire Insurance

Unit- 4

Prevention of food Adulteration Act- Definition- Powers and Duties of food and Inspectors.
Food Standards- MPO, FPO, ISI, AGMARK

Unit- 5

Labour Laws
Employees Provident Fund Act
Payment of Wages Act- Tipping and service charges
Gratuity Act
Industrial Dispute Act- Strikes, Settlement of Disputes
Trade Union Act

Paper X : FOOD SERVICE FACILITIES PLANING

Unit- 1

Food service facilities planning: Introduction, Design & layout.

Planning: Characteristics, Scope, Objectives, Facilitating production, materials handling, space utilization, maintenance & cleaning, Cost control, investment in equipment, labour utilization, Supervision, flexibility.

Unit- 2

The planning process: Preliminary planning information, prospectus, commissioning planners, developing the concept, equipment requirements, space requirements, developing pliminary plans preparation of final plans, preparing specifications, binding & awarding contracts, constructions.

Preparing of prospectus: Importance, customer & user characteristics, developments the feasibility study: importance of market survey, site analysis, cost estimates.

Unit- 3

Functional planning : Functions, concept of flow, functional requirements, receiving storage, preparation, cooking, baking, Serving, dish washing, Pot & pan washing, Waste disposal, other requirements.

Planning the atmosphere: Atmosphere & mood, color, lighting, acoustics, noise & music, climate control, furnishings, exterior design, advertising & public relations.

Unit- 4

Work place design: Developing work place, work place environment, concepts of motion economy, materials handling, designing safe work place,

Equipments requirements: Methods, equipments check list, broilers, griddles, ovens, ranges, steam jacketed kettles, steamers, ware washing equipment, waste disposal equipment selection.

Unit- 5

Space requirements: Introduction – space estimates, total facility size, dining areas,production areas, space calculations, receiving area, Storage areas, Serving areas, dining areas.

Layout facilities: Space arrangements, flow, other criteria for lay out, layout configurations, relationship charts for lay out, lay out guides, layout of storage areas, Layout of main cooking areas, Layout of dish washing areas.

Paper XI : HOTEL ACCOUNTING

Unit- 1

Fundamentals of book keeping – accounting concepts & conventions – journal- ledger- subsidiary books- preparation of trial balance- preparation of final accounts – trading & profit & loss accounts – balance sheet with simple adjustments.

Unit- 2

Banking – Introduction – Pass book- cheque – Types of crossing
Bank reconciliation statement: Meaning, preparations, Causes for difference, presentation.

Unit- 3

Classification of departments of hotels based on revenue.

Hotel accounting methods – ledger – revenue generation of various departments. Internal audit & statutory audit: an introduction to internal & statutory audit. Distinction between internal audit & statutory audit, implementation & review of internal audit. Cost accounting – meaning – definition – preparation of cost sheet – Stock levels – EOQ – method of pricing stock issue. Accounting machines & their importance in catering business.

Financial Management

Unit- 4

Financial management – meaning – Scope – objects – functions – role of financial manager-organizing finance function – time value of money – valuation of accretion – Risk & return analysis. Capital budgeting – concepts – importance – factors & affecting capital investment decisions – investment evaluation – risk analysis in capital budgeting – investment timing & duration – replacement of existing assets – investment under inflation – capital rationing – Capital budgeting process & practices.

Unit- 5

Cost of Capital – factors determining cost of capital – approaches to determine cost of capital – weighted average cost of capital – cost of equity & capital assets pricing model dividend growth model – leverages – financial & operating leverages.

Capital structure - planning & policies – theories – net operating income approaches – MM approach – EBIT – EPS analysis. Factors determining capital structure – dividend policies - type of dividends – dividend theories – Walter – Gordon models – dividend valuation & rates of interest – dividend behavior.

Working capital management – concept – factors affecting working capital – estimation of working capital – investment portfolio management – speculation – gambling – factors affecting investment decisions – time of investment decision – fundamental & technical analysis.

Paper XII : HUMAN RESOURCE MANAGEMENT

Unit- 1

Human resource management – Meaning, nature, scope, & objective – functions of human resource department – The role of HR manager – Organization of HR Department – HR policies & procedures.

Unit- 2

Manpower plans – Concept, organization & practice, manpower planning techniques, Short term & long term planning.

Recruitment & selection – Job analysis – description – Job specification – selection process – Tests & Interviews – placement & induction.

Unit- 3

Performance appraisal, Job evaluation & merit rating – promotion, transfer & Demotion – Human relations, Approaches to good human relations – Job satisfactions morale & discipline – labour turn over- punishment.

Unit- 4

Wages and salary administration – Development sound compensation structure, Direct & Indirect cost, Fringe benefits, CTC (Cost to Company) concepts and implication – regularity provisions – incentive system – Labour welfare & social security, safety, health & security retirement benefits to employees.

Unit- 5

Industrial relations – trade unionism – Grievance handling – developing Grievance Handling system, managing conflicts, Collective bargaining & workers participation.