

**APPENDIX – B**  
**SECOND EXAMINATION OF HOTEL MANAGEMENT AND CATERING**  
**TECHNOLOGY**

**THEORY**

Sr. No.	Subject	Marks allotted			Min. Pass Marks	No. of Periods	Exam Hrs.
		Sessi onal	Final Theory	Total			
2-T-1	French	20	80	100	45	03	03
2-T-2	Food Production & Patisserie -II	20	80	100	45	03	03
2-T-3	Food & Beverage Service-II	20	80	100	45	03	03
2-T-4	Hotel Housekeeping-II	20	80	100	45	03	03
2-T-5	Front Office Operation-II	20	80	100	45	03	03
2-T-6	Catering Science & Nutrition	20	80	100	45	03	03
2-T-7	Basic Hotel Accounting	20	80	100	45	03	03
2-T-8	Principles of Management	20	80	100	45	03	03
	Library					02	
				800		24+2=26	

**PRACTICAL**

Sr. No.	Subject	Term Work Marks	Final Practical Marks	Total	Min. Pass Marks	No. of Periods	Exam Hrs.
2-P-1	French	--	50	50	25	02	03
2-P-2	Food Production & Patisserie-II	25	75	100	50	08	04
2-P-3	Food & Beverage Service-II	25	75	100	50	04	03
2-P-4	Hotel Housekeeping-II	25	75	100	50	04	03
2-P-5	Front Office Operations-II	25	75	100	50	04	03
2-P-6	Training Viva/Voce/P	--	50	50	25		
				500		22	

**Note:**

Outdoor Catering 10 times.

\* An educational tour of 7– 10 days is compulsory in the second year.

\* On completion of vacation training presentation is compulsory which will be evaluated by external & Internal.

\* Internal – Training Placement Incharge.

External – Examiner appointed by University.

**\* One practical batch will consist of 12-16 students.**

**2-T-1  
FRENCH**

Theory- 80  
Sessional - 20

-----  
Total – 100

UNIT	C O N T E N T	M A R K S
I	<ul style="list-style-type: none"> <li>• The Alphabets</li> <li>• Accents</li> <li>• Numbers</li> <li>• Articles- Definite/ Indefinite</li> <li>• Self Introduction</li> </ul>	10
II	<ul style="list-style-type: none"> <li>• Days of the week/months/date</li> <li>• Nouns/prepositions</li> <li>• Glossary of general food items</li> </ul>	10
III	<ul style="list-style-type: none"> <li>• Auxiliary Verbs</li> <li>• Adjectives of profession/ nationality</li> <li>• Time</li> </ul>	10
IV	<ul style="list-style-type: none"> <li>• Ist Group Verbs</li> <li>• Feminine and Phralisation of nouns</li> <li>• Culinary terms in French</li> </ul>	10
V	<ul style="list-style-type: none"> <li>• Feminine and Pluralisation of Adjectives</li> <li>• IInd group verb</li> <li>• “Formules de Politesse”</li> </ul>	10
VI	<ul style="list-style-type: none"> <li>• Future and past tense</li> <li>• Currency/weights and measures</li> <li>• Negation &amp; Interrogation</li> </ul>	10
VII	<ul style="list-style-type: none"> <li>• Adverbs and Pronouns</li> <li>• Basic French conversation with guests</li> <li>• IIIrd group Verbs</li> </ul>	10
VIII	<ul style="list-style-type: none"> <li>• Translation</li> <li>• Glossary terms- Brigade/equipments/ingredients/ classical menus/wine</li> </ul>	10

**2-P-1  
FRENCH  
(P R A C T I C A L)**

Marks -50

UNIT	C O N T E N T
1	Ability to make simple sentences in French (self – introduction)
2.	Good Knowledge of the language and the ability to reply to questions asked related to the food and beverage operations
3.	Ability to read and translate French Menus

**Books Recommended:**

- La langue et La civilization Francaises- G. Mauger,; Hachette, 79, Bou levard St. Germain, Paris.
- Le Fran, cais de l’Hotellerie et du Tourisme – Max DANY
- Jean Robert la lay, Hachette (part I part II, all the conversational up to pg. 106. This book is to be used for conversation and translations.)

**2-T-2**  
**FOOD PRODUCTION PATISSERIE – II**

Theory- 80  
Sessional - 20

-----  
Total – 100

<b>UNIT</b>	<b>CONTENT</b>	<b>MARKS</b>
<b>I</b>	<p><b>1. Classical Indian National Cookery</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Cuisine of India – Kashmir, UP, Punjab, W.B., Assam, Orissa, Goa, Rajasthan, Maharashtra, Gujarat, Kerala, Tamil Nadu, Andhra Pradesh, Karnataka.</li> <li>• Factors affecting eating habits, geographic location, Historical background &amp; seasonal availability of raw materials</li> </ul> <p><b>2. Ingredients used</b></p> <ul style="list-style-type: none"> <li>• Traditional preparation methods</li> <li>• Utensils, special equipments</li> <li>• Accompaniments &amp; Garnishes; staple diet Snacks.</li> <li>• Service in that particular state</li> <li>• Sweets</li> <li>• Food Prepared for festivals &amp; special Occasion</li> </ul>	<b>16</b>
<b>II</b>	<p><b>Basic Spices &amp; Condiments used in Indian Cookery</b></p> <ul style="list-style-type: none"> <li>• Blending of spices &amp; concept of masala</li> <li>• Different masalas used in Indian cooking -wet &amp; dry - Dhansak, Goda etc. Composition of above mentioned masala</li> <li>• Varieties of masalas available in different regional areas-</li> <li>• Proprietary masala blends.</li> <li>• Basic Indian pastes &amp; gravies</li> <li>• Red Makhani, Kadhai</li> <li>• Green</li> <li>• White</li> <li>• Yellow</li> </ul>	<b>10</b>
<b>III</b>	<p><b>Ethnic traditions of</b> Muslims, Jains, Christians, Parsis, Buddhist, Hindus, Sikhs</p>	<b>08</b>
<b>IV</b>	<p><b>Quantity Kitchen Principles</b></p> <p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Scientific &amp; Principles in Preparation,</li> <li>• Quantity Food Equipments</li> <li>• Medium equip -5, Small Equip – 5, Heavy Equip – 5</li> <li>• Use &amp; Care of equip Purchase of perishable, Semi perishable &amp; Non-perishable item,</li> <li>• Maintaining Records / registers / logbooks/leave-record std. recipe file / accidents record / maintenance / record / communication with other dept conducting meeting.</li> </ul>	<b>08</b>

<b>V.</b>	<b>Quantity Kitchen Management</b> <ul style="list-style-type: none"> <li>• Modern development in Technology</li> </ul> Layout of (large) Qty Kitchens, Institutional / Industrial & Flt. Kitchen, Work flow in quantity kitchens, Staffing in Kitchen.	<i>08</i>
<b>VI</b>	<b>Parameters for Quantity Menu Planning</b> <ul style="list-style-type: none"> <li>• Canteens for school &amp; college</li> <li>• Philanthropic institution</li> <li>• Industrial canteen</li> <li>• Airlines</li> <li>• Seaways</li> <li>• Hospitals</li> <li>• Function Catering (outdoor Parties)</li> </ul> Indenting, Evaluating, Costing Principles of Indenting Qty. & portions for Bulk production Practical difficulties involves in Indenting	<i>12</i>
<b>VII</b>	<b>Stores</b> <ul style="list-style-type: none"> <li>• Principles of Storage</li> <li>• Types of stores</li> <li>• Layout of dry &amp; cold Room</li> <li>• Staff Hierarchy</li> <li>• Guidelines for efficient storage</li> <li>• Control procedures</li> <li>• Inventory</li> <li>• EOQ – Economic order Quantity</li> <li>• Re-order level</li> <li>• Bin Cards</li> <li>• Form &amp; Formats</li> <li>• Functions of store manager</li> <li>• Computerized store control system.</li> <li>• Standard purchase specification</li> <li>• Dealing with suppliers.</li> </ul>	<i>08</i>
<b>VIII</b>	<b>Basic principles of Baking</b> <ul style="list-style-type: none"> <li>• Ingredients used-              Flours, Fats, Sugars, Liquids, Leavening agents, Salt              Flavouring and spice, fruits and nuts, Essences,              Essences oil</li> </ul>	<i>10</i>

**2-P-2**  
**FOOD PRODUCTION PATISSERIE- II**

Term Work-25  
Practical Marks- 75

-----  
Total – 100

UNIT	CONTENT
1	Kashmir(Min. 10 dishes)
2	Uttar Pradesh/ Avadh (Min. 10 dishes)
3	Punjab (Min. 10 dishes)
4	West Bengal(Min. 10 dishes)
5	Assam (Min. 10 dishes)
6	Orrisa (Min. 10 dishes)
7	Goa (Min. 10 dishes)
8	Rajasthan (Min. 10 dishes)
9	Maharashtra / Malavani (Min. 10 dishes)
10	Gujrat / Bohri / Parsi (Min. 10 dishes)
11	Kerala (Min. 10 dishes)
12	Tamil Nadu (Min. 10 dishes)
13	Andhra Pradesh / Hyderabad (Min. 10 dishes)
14	Karnataka (Min. 10 dishes)
15	<b>Yeast based product</b> <ul style="list-style-type: none"> <li>• Break fast – croissants, Danish, Brioche, Sandwich Bread loaf</li> <li>• Lunch- Sliced Bread(loaves) / French bread, Brown Bread, Whole wheat bread. Marbled bread, Display of Bread Basket, Rolls – Atleast - 2 Types, Soup / Bread sticks,</li> <li>• High Tea – Mini croissants Bagets</li> </ul>

**Books Recommended:**

- Modern Cookery Vol I&II - Philip Thangam
- Theory Of Cookery – Arora Krishna
- Professional Charcutier – Kinsella John, Harvey David, John Wiley & Sons NY
- Food Preparation & Cooking-Thornes Stanley, Ellenborough House, Wellington Street
- Professional; Cooking – Gisselen Wayne; John Wiley & Sons
- Larousse Gastronomique
- Basic Cookery – Stevenson David R; Stanley Thrones Ltd.
- Prashad – Cooking with Indian masters – Indrasingh Kalra
- Professional baking - Gisselen Wayne; John Wiley & Sons
- Understanding Cooking – Lundburge & Kotschevan
- Theory Of Catering - Kinton Cesarani; Hodder & Stoughton
- Basic Cookery–The Process Approach–Daniel R Stevenson; Stanley Thrones Ltd.

**2-T-3**  
**FOOD & BEVERAGE SERVICE – II**

Theory- 80  
Sessional - 20

-----  
Total – 100

<b>UNIT</b>	<b>C O N T E N T</b>	<b>MARKS</b>
<b>I</b>	<b>WINES</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Definition</li> <li>• Classification</li> <li>• Structure of grapes</li> <li>• Viticulture &amp; verification</li> <li>• Vine diseases</li> </ul>	<b>08</b>
<b>II</b>	<b>WINES OF</b> <ul style="list-style-type: none"> <li>• France</li> <li>• Italy</li> <li>• Portugal</li> <li>• Germany</li> <li>• Spain</li> <li>• India</li> <li>• Wines of other countries</li> </ul>	<b>14</b>
<b>III</b>	<ul style="list-style-type: none"> <li>• Food &amp; Wine Harmony</li> <li>• Pre &amp; Post Meal Drinks <ul style="list-style-type: none"> <li>Aperitifs</li> <li>Liqueurs</li> <li>Ethnic Beverages</li> </ul> </li> </ul>	<b>06</b>
<b>IV</b>	<ul style="list-style-type: none"> <li>• Storage &amp; Service of Wines</li> <li>• Wine glasses &amp; equipment needed for Service</li> <li>• French Menu Terminology</li> <li>• Foreign names for food stuff</li> <li>• Reading Wine labels</li> </ul>	<b>06</b>
<b>V</b>	<b>BEER</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Ingredients</li> <li>• Manufacture</li> <li>• Types</li> <li>• Storage &amp; Service</li> </ul>	<b>10</b>
<b>VI</b>	<b>SPIRITS</b> <ul style="list-style-type: none"> <li>• Introduction to manufacturing of Spirits</li> <li>• Brandy</li> <li>• Gin</li> <li>• Vodka</li> <li>• Alcoholic content with reference to proof spirits</li> <li>• Whisky</li> <li>• Rum</li> </ul>	<b>18</b>

<b>VII</b>	<b>BAR</b> <ul style="list-style-type: none"> <li>• Types</li> <li>• Layout and planning</li> <li>• Equipments</li> <li>• Control Methods &amp; Licenses</li> <li>• Planning &amp; Designing Bar Menu</li> </ul>	<b>10</b>
<b>VIII</b>	<b>COCKTAILS</b> <ul style="list-style-type: none"> <li>• Introduction, History</li> <li>• Mixing</li> <li>• Classification</li> <li>• Service</li> <li>• Classic cocktail recipes</li> </ul>	<b>08</b>

**2-P-3**  
**FOOD & BEVERAGE SERVICE – II**  
(PRACTICAL)

Term Work-25  
Practical Marks- 75  
-----  
Total – 100

UNIT	CONTENT
	<ul style="list-style-type: none"> <li>• Services of Breakfast – English, Continental</li> <li>• Services of Spirits, Wines, Beer, Liqueur</li> <li>• Compilation and service of French Classical Menu with Wines</li> <li>• Reading Wine labels</li> </ul>

**Books Recommended:**

1. International Bartender's Guide- Bartender
2. The New York Bartender's Guide, Berk, S.A.
3. Wine regions of the world, David Burroughs and Norman Bezzant; Butterworth, Heinemann.
4. Cocktail Guide, A.C.P. Publishing Pvt. Ltd.
5. The Australian Bar attendant's handbook, Ellis. G.
6. Sotheby's World Wine Encyclopedia, Tom Stevenson, Dorling Kindersley.
7. Bar Companion (Mixed drinks), Jones Bridget
8. The World guide to Whisky, Jackson M.
9. Managing Bar and Beverage operations, Kot schevu L.H.
10. The encyclopedia of world beers, Myers. B.

**2-T-4**  
**HOTEL HOUSEKEEPING- II**

Theory- 80  
Sessional - 20

-----  
Total –100

UNIT	C O N T E N T	MARKS
<b>I</b>	<b>Linen Room</b> <ul style="list-style-type: none"> <li>• Types of linen Room</li> <li>• Layout of linen Room</li> <li>• Equipments &amp; accessories in linen Room</li> <li>• Organization (staffing) of linen Room</li> <li>• Types of linen – their sizes</li> <li>• Storage facilities &amp; conditions</li> <li>• Linen exchange procedure</li> <li>• Selection of linen and purchase of linen</li> <li>• Linen Inventory; par stock – Factors affecting par stock; calculation.</li> </ul>	10
<b>II</b>	<b>Uniform Room</b> <ul style="list-style-type: none"> <li>• Layout of uniform Room</li> <li>• Equipment &amp; accessories required</li> <li>• Organization (staffing) of uniform Room</li> <li>• Storage facilities and conditions</li> <li>• Exchange procedure</li> <li>• Types and selection of uniform</li> <li>• Maintenance and care of uniforms</li> <li>• Inventory; par tock – Factors affecting par stock; calculations.</li> <li>• Uniform designing :- Importance, types, characteristics</li> </ul>	10
<b>III</b>	<b>Tailor Room</b> <ul style="list-style-type: none"> <li>• Measurement conversions (American/ British system)</li> <li>• Functions of tailor room, tasks in tailor room</li> <li>• Equipments used in serving Room</li> <li>• Types of sewing machine</li> <li>• Care &amp; maintenance of equipments</li> </ul>	08
<b>IV</b>	<b>Textiles</b> <ul style="list-style-type: none"> <li>• Types of fibre, properties of fibre and fibre identification</li> <li>• Types of Fabric</li> <li>• Properties of Fabric</li> <li>• Fabric identification</li> <li>• Fabric construction</li> <li>• Finishes given to fabrics</li> <li>• Characteristics of various fabrics and typical fabrics used in hotels</li> <li>• Care of fabrics</li> </ul>	12
<b>V</b>	<b>Pest Control</b> <ul style="list-style-type: none"> <li>• Types of pest</li> <li>• Methods of eradication</li> </ul>	08
<b>VI</b>	<b>Flower arrangement</b> <ul style="list-style-type: none"> <li>• Concept and Importance</li> <li>• Types and shapes</li> </ul>	08



	<ul style="list-style-type: none"> <li>Principles</li> <li>Conditioning of plant material</li> <li>Tool, equipments and Accessories</li> <li>Colour schemes in Flower Arrangement</li> </ul>	
<b>VII</b>	<b>Colour</b> <ul style="list-style-type: none"> <li>Colour wheel</li> <li>Importance &amp; Characteristics</li> <li>Colour scheme</li> <li>Properties of colour</li> <li>Effect of colour</li> </ul>	08
<b>VIII</b>	<b>Floors &amp; Walls</b> <b>Floor finishes</b> (Types used in Hotel) <ul style="list-style-type: none"> <li>Care and cleaning</li> <li>Selection</li> </ul> <b>Types of floor covering (types can be mentioned)</b> <ul style="list-style-type: none"> <li>Care and maintenance</li> <li>Selection of covering</li> </ul> <b>Types of wall finishes</b> <ul style="list-style-type: none"> <li>Care and cleaning</li> <li>Selection</li> </ul> <b>Types of wall coverings</b> <ul style="list-style-type: none"> <li>Selection, care and maintenance</li> </ul>	16

**2-P-4**  
**HOTEL HOUSEKEEPING - II**  
(PRACTICAL)

Term Work-25  
Practical Marks- 75

-----  
Total - 100

UNIT	CONTENT
I	Flower arrangement Western, Ikebana
II	Designing uniform Kitchen staff, FO, F&B Restaurant (specialty) / Room Service House keeping
III	Mending – Darning <ul style="list-style-type: none"> <li>Patchwork</li> </ul>
IV	Monogramming - Chain stitch / satin stitch
V	Identification of fabric
VI	Planning colour scheme Lobby, Suite Room / Deluxe, Restaurant (Coffee shop / speciality/ Banquet Hall)
VII	Carpet Cleaning (spot cleaning / vacuum cleaning)
VIII	Stain Removal – Ink, Tea, coffee, blood, turmeric, oil, fruit, shoe polish, etc.(compulsory 10 stains )

**Assignments:**

- Visit to Hotel - observation of Linen exchange, uniform exchange
- List of floor finishes – market survey – pricing per sq. Ft.
- List of floor covering – Manufactures, Brand names
- List of wall covering – market survey, brand names.
- List of chemicals for pest control and their manufacturers.
- List of 8/10 flowers & their market rates, other accessories.
- Making of House keeping records.
- List of pest control organizations.

**Books Recommended:**

- Professional management of Housekeeping operations, Robert J. Martin,; John Wiley & Sons, New York.
- Hotel Hostel & Hospital Housekeeping, John C. Branson/Margaret Lennox,. Edward Arnold Ltd. London (ELBS)
- Hotel Housekeeping Training manual, Sudhir Andrews; Tata Mc Graw Hill – Delhi
- Professional Housekeeping, Tucker Schneider, VNR
- Housekeeping Management for Hotels & Residential Management, Rosemary Hurst; Heinemann
- Accommodation and Cleaning Service Vol. I & II, David / Allen,; Hutchinson.
- Managing H.K. Operations, Margaret Kappa.
- Housekeeping for Hotels, Motels, Hospitals, Clubs & Schools, Grace Brigham; Arnold Hienman, Indiana.

**2-T-5**  
**FRONT OFFICE OPERATIONS – II**

Theory- 80  
Sessional - 20

-----  
Total – 100

UNIT	C O N T E N T	MARKS
<b>I</b>	<b>Function of Reception</b> <ul style="list-style-type: none"> <li>• Meaning and importance of Reception department</li> <li>• Reception as an art</li> <li>• Handling of mail</li> <li>• Handling of Hotel Mail / staff mail</li> <li>• Hotel Mail and key rack</li> <li>• Handling of guest mail</li> <li>• Message handling</li> <li>• Handling of black list and no shows</li> </ul>	10
<b>II</b>	<b>Other Functions of Reception</b> <ul style="list-style-type: none"> <li>• Key handling and different types of key</li> <li>• Computerized keys</li> <li>• Importance of key control</li> <li>• Paging system</li> <li>• Wake-up calls.</li> <li>• Handling of emergencies</li> <li>• International rules for guest</li> <li>• Handling of guest valuables</li> </ul>	10
<b>III</b>	<b>Bell Desk Operation</b> Importance and base role played by the bell desk Bell boy control Handling of luggage Left luggage procedure Handling of group luggage Bell desk and concierge Handling of scanty baggage Paging systems	10
<b>IV</b>	<b>Reservation Activities</b> <ul style="list-style-type: none"> <li>• Group booking procedure</li> <li>• Computerized reservation</li> <li>• Centralized reservation</li> <li>• Complete procedure of Whitney system of reservation.</li> <li>• Guaranteed and Non Guaranteed reservation</li> <li>• Cancellation and Amendments</li> <li>• Overbooking</li> <li>• Forecasting</li> </ul>	10
<b>V</b>	<b>Registration</b> <ul style="list-style-type: none"> <li>• Handling Registration for individuals</li> <li>• Handling Registration for groups</li> <li>• Handling Registration foreigners</li> <li>• Notification slips</li> <li>• Handling of Different types of VIP's</li> <li>• Categories of VIP's</li> </ul>	10

	<ul style="list-style-type: none"> <li>• Room change Procedure</li> <li>• Knowledge of passport, VISA for registration purpose.</li> </ul>	
<b>VI</b>	<b>Departure Procedure</b> <ul style="list-style-type: none"> <li>• Meaning of check-out</li> <li>• Procedure of checking out of guest</li> <li>• Express check-out Procedure</li> <li>• Late check-out</li> <li>• Late charges</li> </ul>	10
<b>VII</b>	<b>Front Office Billing</b> <ul style="list-style-type: none"> <li>• Introduction to cashier section</li> <li>• Credit in Hotel</li> <li>• Modes of settlement of bills</li> <li>• Settlement of bills by foreigners</li> <li>• Annexure FXA, FXB</li> <li>• Handling of Guest Valuables</li> </ul>	12
<b>VIII</b>	<b>Glossary of Bell Desk, Reception Billing</b>	08

**2-P-5**  
**FRONT OFFICE OPERATIONS - II**  
(P R A C T I C A L)

Term Work-25  
Practical Marks- 75

-----  
Total - 100

UNIT	C O N T E N T
	<ul style="list-style-type: none"> <li>• Handling of Keys</li> <li>• Handling of guest mail <ul style="list-style-type: none"> <li>i) Checked out</li> <li>ii) In House</li> <li>iii) Reserved</li> </ul> </li> <li>• Handling of hotel mail</li> <li>• Handling of message <ul style="list-style-type: none"> <li>i) Guest in the room</li> <li>ii) Guest not in the room</li> <li>iii) Guest yet to arrive</li> </ul> </li> <li>• Paging guest</li> <li>• Wake-up call handling</li> <li>• Handling of scanty baggage guest</li> <li>• Handling of left luggage</li> <li>• Reservation Procedures <ul style="list-style-type: none"> <li>i) On Telephone</li> <li>ii) In person</li> <li>iii) Mail</li> </ul> </li> <li>• Whitney System Reservation</li> <li>• Maintaining and Handling records of reservation and registration</li> <li>• Cancellation of reservation</li> <li>• Handling of Group Booking</li> <li>• Check-in procedure for WALK-IN guests</li> <li>• Check in procedure for group</li> <li>• Check in procedure for VIP</li> <li>• Check in procedure for Foreigners</li> <li>• Religion of India</li> <li>• Currencies , countries and their capitals</li> <li>• Festivals of India</li> <li>• Front office emergencies</li> </ul>

**Books Recommended:**

- Andrews S., Hotel Front Office Training Manual, Tata Publishing Company limited 1982.
- D. Collins, Accommodation Operations, Plymouth Macdonald Evans, 1967.
- Villen Jerome J., Check in check out, Iowa WMC Brown Co., 1976.
- Tourist Information Series, Publication Division, Ministry of information and broadcasting Government of India, Delhi.
- Kaul, S.N., Tourist India, International Taj Building Bombay.
- Robert C. Fisher, India and Nepal Hodder and Stoughton London, 1981.
- Dr. Singh R.K., Front Office Management, Aman Publication,

**2-T-6**  
**CATERING SCIENCE AND NUTRITION**

Theory- 80  
Sessional - 20

-----  
Total-100

UNIT	C O N T E N T	MARKS
<b>I</b>	<p><b>Introduction of food microbiology, its importance in relation food handling preparation &amp; service.</b></p> <ul style="list-style-type: none"> <li>• Bacteria, yeast, moulds, morphology and factors affecting growth of these microorganisms.</li> </ul>	08
<b>II</b>	<p><b>Beneficial effects of microorganism.</b></p> <ul style="list-style-type: none"> <li>• Role of microorganism in the manufacture of fermented foods.</li> <li>• Dairy products.</li> <li>• Bakery products</li> <li>• Alcoholic beverages.</li> <li>• Vinegar</li> </ul> <p>Harmful effect of microorganism</p> <ul style="list-style-type: none"> <li>• Food Poisoning – staphylococcus, salmonella, clostridium, botulinum and clostridium perfringers.</li> <li>• Food infection – food contamination sources, incubation period, prevention.</li> </ul>	12
<b>III</b>	<p>Food adulteration as a public health hazard, prevailing food standards in India, prevention of adulteration, simple tests to detect common food adulterants in milk, cereals, beverages, pulses, masala powder etc.</p>	08
<b>IV</b>	<p>Colloidal system-types of colloids in food, factors that affect the properties of colloids in food preparation.</p> <p>Emulsions- Theory of emulsification, types of emulsions, emulsifying agents and their use in preparation of emulsions.</p> <p>Browning reaction- Causes, desirable and undesirable effects in food preparation, prevention of browning.</p>	12
<b>V</b>	<p>Definition of food, nutrients, nutrition and its relation to health, malnutrition.</p> <p>Functions of food, basic food groups and planning of balanced diet, Definition of calories, standard measures, daily requirements, factors that effect the daily requirement.</p>	08
<b>VI</b>	<p>Carbohydrates-Composition, classification, sources, functions, daily requirements, excess and deficiency</p> <p>Proteins – composition, classification, sources, functions, daily requirements, excess and deficiency, supplementary value of proteins, formulation of protein rich recipes.</p>	12
<b>VII</b>	<p>Mineral – Importance and classification of minerals, sources, functions, daily requirements, excess and deficiency of calcium, phosphorus, iron, iodine, fluorine and sodium chloride.</p> <p>Vitamins – Importance and classification of Vitamins, Sources, Functions, Daily requirements, Excess and Deficiency of Vitamin A, D.E.K, thiamine, riboflavin, niacin, Pyridoxine (B6) Folic Acid and Cyanocobalmine (B12)</p>	10

<b>VIII</b>	<p>Fats- Composition, Classification, Sources, function, daily requirements, excess and deficiency, difference between animal and Vegetable fat.</p> <p>Water, its importance and water balance</p> <p>Digestion and absorption of carbohydrates, proteins, and fats.</p> <p>Meal planning, factors affecting meal planning, critical evaluation of few meals served at the Institutes/Hotels based on the principle of meal planning, calculation of nutritive value of dishes/ meals.</p>	10
-------------	---	----

**Books Recommended:**

1. Michael Colleer and Coline Sussams, Success in Principles of Catering 2<sup>nd</sup> edition (1988)
2. J.A. Stretch and H.A. Southgate, The Science of Catering. 2<sup>nd</sup> edition (1986)
3. W.C. Frazier, D.D. Westhoff, Food Microbiology – 3<sup>rd</sup> edition (1991)
4. Meyer, Food Chemistry.
5. M. Swaminathan- Essentials of food and Nutrition, Volume I and II, Ganesh and Company, Madras.
6. Food and Nutrition- A text book of Home Science for senior students, Arya Publishing House, New Delhi.
7. Joshi Shubangini, Nutrition and Dietetics; Tata McGraw-Hill Publishing Company Limited.
8. C. Gopalan, B.V. Rama Shastri and S.C. Balasubramanian; Nutritive value of India Foods, National Institute of Nutrition (ICMR), Hyderabad, India.

**2-T-7**  
**BASIC HOTEL ACCOUNTING**

Theory- 80  
Sessional- 20

-----  
Total – 100

UNIT	C O N T E N T	M A R K S
<b>I</b>	1. Meaning of Business, Profession, Employment and Charity <ul style="list-style-type: none"> <li>• Ideal form of Commercial Organizations</li> <li>• Sole Trade, Partnership &amp; Joint Stock Companies.</li> </ul> (Meaning, Features, advantages and disadvantages)	08
<b>II</b>	<b>Introduction of Basic Accounts and Principles.</b> <ul style="list-style-type: none"> <li>• Meaning, Scope (area of application), Objective, Advantages and Disadvantages.</li> <li>• Book-Keeping and Accountancy: Meaning and their systems with features.</li> <li>• Double Entry System : Principles, Application, Nature, Advantages and limitations.</li> <li>• Classification of Accounts, Principles and Rules (simple problems only).</li> </ul>	04
<b>III</b>	<b>Journal, ledger and Errors [Recording, Posting, Balancing and Rectification of Errors]</b> <ol style="list-style-type: none"> <li>1. Journal : Meaning of Journal &amp; its Advantages, Format of Journal with the utility of each column. Requirement of Journalizing. Vouchers as a Proof: Preparation and filling. (simple problem only)</li> <li>2. Ledger: Meaning of ledger, Division of ledger. Rules of Posting. Balancing of ledgers, Kinds of Balances [simple problem only]</li> <li>3. Trial Balance: Meaning, Objectives and Advantages of Trial Balance. System of preparation / Presentation of Trial Balance. Preparation of Trial Balance [Simple problem only]</li> </ol>	08
<b>IV</b>	<b>Subsidiary Book / Journal</b> <ol style="list-style-type: none"> <li>1. Meaning and Advantages of subsidiary book</li> <li>2. Kinds of Subsidiary Book and area of application.</li> <li>3. Purchase Day Book and Return Outward Book {Purchase Return Book }(simple problems only)</li> <li>4. Sales Day Book and Return Inward Book (Sales Return Book) (simple problems only)</li> <li>5. Petty Cash Book- Meaning advantages (simple Problems). Cash book with two columns (simple Problems)</li> </ol>	08
<b>V</b>	<b>Final Accounts of Companies &amp; Uniform System of Hotel Accounting :</b> <ol style="list-style-type: none"> <li>1. Meaning of Final Account, Need and Advantages.</li> <li>2. Component and their importance- Trading Account, Profit and Loss Account, Profit and Loss Appropriation Account &amp; Balance Sheet. Meaning of Adjustments and their Treatment in Final Accounts.</li> <li>3. Problems on Final Accounts.</li> </ol>	16



<b>VI</b>	<b>Guest Records and Billing</b> <ol style="list-style-type: none"> <li>1. Hotels : Definition, Characteristics, Classification of Hotels, Rooms and Guest : (under different categories)</li> <li>2. Departments in a hotel as operating and Non-operating, Revenue Producing and Non-Revenue Producing.</li> <li>3. Basis of Charging Room Rates. (Simple Problems Only)</li> </ol>	
<b>VII</b>	<ol style="list-style-type: none"> <li>1. Tabular system of Accounts: Objective, Scope, Necessity and Advantages.</li> <li>2. Visitors Tabular Ledger: Scope and Advantages, Draft. (simple problems only)</li> <li>3. Guest Weekly Bill : Format (Computerized and Manual) (simple problems only)</li> <li>4. City Ledger, Guest Register, Master Folio, Delinquents Ledger, Necessity and Objectives.</li> </ol>	12
<b>VIII</b>	<b>Auditing and Hotel Statistics</b> <ol style="list-style-type: none"> <li>1. Meaning, Scope and Advantages of Auditing.</li> <li>2. Meaning of Night Auditor, His Duties, Function and Responsibilities.</li> <li>3. Audit Program</li> <li>4. Internal, Statutory, Periodical and Continuous Audit Meaning, Advantages.</li> <li>5. Various Reports to be prepared by Night Auditor : List and Their Draft (Format)</li> <li>6. House Count. Rations on 1. Occupancy 2. Room Rate –Avg. and per Guest. 3. Covers.</li> </ol>	12

**Books Recommended:**

1. Hotel Accounting & financial control, Ozi A. D’cunha & Gleson O. D’cunha,; The Dickeys Enterprise, Mumbai,
2. Modern Accountancy (Vol I & II), A. Mukherjee,; Tata-Mc Graw- Hill Publishing company Ltd. Calcutta.
3. Accountancy for C.A. Foundation, P.C. Tulsian.; Tata-Mcgraw-hill publishing company Ltd. New Delhi.

**2-T-8**  
**PRINCIPLES OF MANAGEMENT**

Theory- 80  
Sessional - 20

-----  
Total – 100

UNIT	C O N T E N T	MARKS
<b>I</b>	<p><b>CONCEPT OF MANAGEMENT</b> Nature, management Vs administration, levels of Management, Characteristics of management, the process of management, planning, organizing, staffing, directing and controlling. <b>MANAGEMENT THOUGHT JOURNEY FROM INCEPTION TILL TODAY</b> Brief history and change in conceptual orientation from times of F.W. Taylor &amp; Henry Fayol to modern day management.</p>	10
<b>II</b>	<p><b>PLANNING</b> Meaning, nature and importance of planning, type of plans, characteristics of planning advantages and disadvantages of planning, steps in planning, premises, forecasting, components of planning: objectives, strategies, policies, procedures, methods, rules, programmes and budgets.</p>	10
<b>III</b>	<p><b>ORGANISATION</b> Meaning, nature and importance of organization, principles of organization, organization charts and manuals-formal and informal organization, types of organization, functional, line and staff and committee, span of management, delegation, centralization and decentralization, development.</p>	10
<b>IV</b>	<p><b>STAFFING</b> Meaning, manpower planning, job analysis, recruitment, selection, training, promotion, performance appraisal, job evaluation and merit rating, human resource development.</p> <p><b>DIRECTING :</b> Meaning, nature of directing, characteristics of directing, principles of directing, importance of directing techniques of directing orders, chain of command, authority-responsibility-accountability relationship, supervision.</p>	10
<b>V</b>	<p><b>LEADERSHIP</b> Leadership theories in brief, different styles of leadership and their relevance with reference to context and conditions / situations.</p> <p><b>MOTIVATION</b> Meaning, nature and importance of motivation, benefits of motivation, theories of motivation, Maslow's theory of need hierarchy. Herzberg's hygiene-motivation theory. Vroom's expectancy theory –Mc Gregory's theory 'X' and theory 'Y', Morale-incentives.</p>	10
<b>VI</b>	<p><b>COMMUNICATION</b> Meaning and nature of communication, types of communication : upward / downward, verbal / non-verbal, formal-informal, barriers to communication, communication process. <b>CO-ORDINATION :</b> Need for co-ordination principles and techniques</p>	10
<b>VII</b>	<p><b>CONTROLLING</b></p>	

	Meaning, control process, need for control, control techniques, budgetary and non-budgetary control, marketing control-production control-quality control, financial control-information control-PERT & CPM, concept of strategic control, control & accountability and pressure to perform.	10
<b>VIII</b>	<b>DECISION MAKING</b> Types of decisions, step-by-step decision making process, review of decision.	10

**Books Recommended:**

- Management – Stoner & Freeman
- Essentials of Management – Koontz & O'donnel
- Management and Organisation – M. Louis Allen
- Management Theory and Practice – Earnest Dale
- Management tasks- Peter F Drucker
- Management Process – Davar R.
- Fundamentals of Management – J.S. Chandran
- Principles of management – P.N. Reddy
- Essentials of Management – Chatterji
- Personnel Management & Industrial Relations- Verma & Agarwal