

Fourth Year BHMCT (SEM - VII)

Subject Code	Subject	Teaching Scheme (Hours / Week)			Examination Scheme			Total Marks
		L	P	T	T	P	I	
026701	Human Resource Management	3	-	1	80	-	20	100
026702	Food Production – VII	2	8	1	40	40	20	100
026703	Rooms Division Management – IV	2	2	1	40	40	20	100
026704	Food and Beverage Service – VII	2	2	1	40	40	20	100
026705	Project Report	-	-	-		100	100	200
Total		09	12	04	200	220	180	600

Subject: Human Resource Management
Subject Code: 026701

Teaching Scheme			Examination Scheme			
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks
03	01	04	80 / 3 hrs	-	20	100

	Hrs	Marks
Ch I) Introduction to Human Resource Management	4	15
Definition		
Scope		
Functions of HR Manager		
Ch II) Human Resource Planning	6	18
Concept, Definition		
Process of HR Planning		
Job Description, Job Specification, Job Analysis		
Ch III) Recruitment and Selection	6	15
Definition		
Sources of recruitment		
Selection process		
Inductions		
Ch IV) Human Resource Development	6	10
Concept		
Need and Importance of training		
Difference between training and development		
Methods of training		
Ch V) Wage and Salary Administration	6	12
Formulation of compensation structure		
Fringe benefits, objectives		
Coverage of benefits		
Ch VI) Labour Turnover	5	10
Concept		
Causes		
Measures to control Labour Turnover		

Reference Books:

1. Personnel Management, CB Mamoria
2. Human Resource Management in hospitality industry, Hayes David and Ninemeier Jack

Subject: Food Production – VII
Subject Code: 026702

Teaching Scheme				Examination Scheme			
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks
02	01	08	11	40 / 2 hrs	40	20	100

	Hours	Marks
Ch - I	06	10
Kitchen Administration		
Need for kitchen administration		
Maintenance of various records		
Production planning and scheduling		

Ch - II	06	10
Pates, terrines and cold foods		
Duties and responsibilities of chef du froid		
Aspic – definition, function and types		
Aspic Jelly – definition, and chaud froid sauce		
Pate’s and terrines – definition, preparation, difference		
Galantine and ballotine - preparation, difference		
Mousse and mousseline - preparation, difference		
Assembly of cold buffet		
Smorgasbord - a brief explanation		

Ch - III	06	10
Icings and meringues		
Definition		
Classification		
Ingredients used		
Types		
Role		

Ch - IV	06	10
Chocolate		
Types		
Tempering		
Moulding		
Chocolate decoration		
Use and their role		

Practicals
 Advanced continental and bakery products (Chocolates, Icings, Advanced breads, cold cuts.) – 24

Reference Books

1. Modern cookery – Thangam Philip
2. Theory of cookery – Krishna Arrora
3. Professional baking – Wayne Gisselen
4. Practical cookery – Foskett, David

5. Art and science of culinary – Jerald W. Chesser
6. Kitchen planning and management – John Fuller and David Kirk
7. Classical recipes of the world – Smith and Henry
8. Classical food preparation and presentation – W.K.H. Bode
9. Professional baking – Wayne Gisselen
10. Ice cream book – Farrow and Sara
11. Ice creams – Bounty books
12. Chocolate and Confections – Grewwling, Peter P.
13. Theory of catering – Ceserani and Kinton
14. Theory of baking –
15. International Cuisine –
16. Advance bread and pastry –

Subject: Rooms Division Management - IV
Subject Code: 026703

Teaching Scheme				Examination Scheme			
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks
02	01	02	05	40 / 2 hrs	40	20	100

Marks 20

Section – I Housekeeping

Hours Marks

Ch I) Budgeting for Housekeeping Expenses

5 10

Definition, concept and importance
Types of budgets
Housekeeping Expenses
Income Statement of the Rooms Division
Controlling Expenses
Inventory Control & Stock-taking
Purchasing

Ch II) Safety and Security

3 6

Work-environment Safety
Potential Hazards in Housekeeping
Safety Awareness and Accident Prevention
Fire Prevention and Fire Fighting

Ch III) Changing Trends in Housekeeping

3 4

Hygiene, not just Cleanliness
Outsourcing
Training and Motivation
Eco-friendly Amenities, Products and Processes
IT-savvy Housekeeping

Reference Books:

- Hotel Housekeeping Operations & Management
G. Raghubalan & Smriti Raghubalan
Oxford Higher Education

Marks 20

Section – II Front Office

Hours Marks

Chapter I) Budgeting

6 10

Definition and Types of Budget
Making front Office Budget
Forecasting Room Revenue
Estimating Expenses

Concept

Measuring Yield

Objectives of Yield Management

Benefits of Yield Management

Reference Books:

1. Front Office Management

S. K. Bhatnagar

Frank Bros. & Co. Ltd.

2. Managing Front Office operations

Michael Kasavana

Richard Brooks

AHLA Publication

Practicals:-

Taking Inventory

Maintaining Stock Records

Fire Fighting Demonstration

Calculations on yield.

Subject: Food and Beverage Service – VII**Subject Code: 026704**

Teaching Scheme				Examination Scheme			
Theory Hrs / week	Tutorial Hrs / week	Practical Hrs /week	Total	Theory Marks / Hrs	Practical Marks	Internal Marks	Total Marks
03	01	02	06	40 / 2 hrs	40	20	100

Hrs. Marks**Ch I) Sales & promotion**

Advertising
 Merchandising
 Personal Selling

06 08

Ch II) Industrial & Institutional Catering

Industrial Catering
 Institutional Catering – Schools, Universities & colleges, Hospitals, Prisons.

08 10

Ch III) Transport Catering

Airline Catering
 Railway Catering
 Sea Catering

08 12

Ch IV) Safety & Security in Service Areas

Maintaining a safe Environment
 Procedure in the event of an Accident
 Procedure in case of Fire
 Maintaining a secure Environment
 Dealing with a bomb Threat

08 10

Practicals: -

Revision of semester 4 & Semester 5.

Reference Books: -

Title
 1. Food & Beverage Service
 2. Food & Beverage Service Training Manual
 3. Food & Beverage Management

Author

-Lillicrap, Cousins & Smith
 -Sudhir Andrews
 -Bernard Davis & Sally stone

Project Report
Subject Code: 026705

Subject Code	Subject	Examination Scheme		Total Marks
		External Marks	Internal Marks	
026705	Project Report	100	100	200