



**Savitribai Phule Pune University**

**Second Year B.Sc. (Hospitality Studies)  
Syllabus**

**B.Sc. (Hospitality Studies)  
Examination Scheme**

**Faculty of Science & Technology**  
w.e.f. Academic Year 2017-18

**Course Structure: B.Sc. (Hospitality Studies)**

**First Year B.Sc. Hospitality Studies**

**Pattern of Examination – Annual**

<b>Course Code</b>	<b>Course Name</b>	<b>Theory/ Practical</b>	<b>Marks</b>
HS 101	Fundamentals of Food Production Principles (HS)	Theory	100
HS 102	Fundamentals of Food & Beverage Service Methodology (HS)	Theory	100
HS 103	Rooms Division Techniques (HS)	Theory	100
HS 104	Tourism Operations	Theory	100
HS 105	Food Science	Theory	100
HS 106	Principles of Nutrition	Theory	100
HS 107	Communication Skills (English / French)	Theory	100
HS 108	Information Systems	Theory	100
HS 109	Fundamentals of Food Production Principles (HS)	Practical	100
HS 110	Fundamentals of Food & Beverage Service Methodology (HS)	Practical	100
HS 111	Rooms Division Techniques (HS)	Practical	100
HS 112 A	Information Systems	Practical	50
HS 112 B	Communication Skills (English / French)	Practical	50
	Physical Education Grade	Internal Assessment	Grading System
	<b>Total</b>		<b>1200</b>

\* Marks out of 100 will be converted to grades as follows:-

<b>Marks</b>	<b>Grade</b>
75 and above	O
65 and above	A
55 and above	B
50 and above	C
45 and above	D
40 and above	E
Below 40	F

**Theory examination** will be three hours duration for each course. There shall be 5 Questions each carrying equal marks. The pattern of question paper shall be –

Q1	8 sub-questions, each of 2 marks; answerable in 2-3 lines based on entire syllabus.
Q2	Solve any four ( each carry 4 marks)
Q3	Solve any four ( each carry 4 marks)
Q4	Solve any four ( each carry 4 marks)
Q5	Solve any four ( each carry 4 marks)

**Internal Examination:** Internal assessment of the student by respective teacher will be based on written test, 10 marks each term. The written test shall comprise of objective type questions – Multiple type questions, True / False, Definitions, Answers in two to three line questions (Describe / Explain). There shall be 20 questions.

Practical: Continuous assessment of Lab work and mini project.

**Practical Examination:** Practical Examination shall be conducted by the respective college at the end of the academic year. Practical Examination will be of 4 hours duration for each practical course. Certified journal is compulsory to appear for Practical Examination. There shall be one Internal examiner per batch for the Practical Examination.

## Second Year B.Sc. Hospitality Studies

Course Code	Course Name	Theory/ Practical	Marks
	<b>SYBScHS (Semester- I)</b>		
HS 201	Principles of Quantity Food Production (HS)	Theory	50
HS 202	Beverage Service Methodology (HS)	Theory	50
HS 203	Accommodation Techniques (HS)	Theory	50
HS 204	Principles of Management	Theory	50
HS 205	Basic Principles of Accounting	Theory	50
HS 206	The Science of Hotel Engineering	Theory	50
HS 207	Principles of Quantity Food Production (HS)	Practical	50
HS 208	Beverage Service Methodology (HS)	Practical	50
HS 209	Accommodation Techniques (HS)	Practical	50
	<b>Environmental Science</b>	<b>Internal Assessment</b>	<b>Grading System</b>
	<b>SYBScHS (Semester-II)</b>		
HS 210	Project Report (HS)		150
HS 211	Industrial Training (HS)		300
	<b>Total</b>		<b>900</b>

### Pattern of examination: Semester

Theory Courses – Semester I & Semester II

Practical course –At end of every Semester

### Standard of passing –

Internal marks (out of 10)	External marks (out of 40)	Total marks (out of 50)
<b>04</b>	<b>16</b>	<b>20</b>

**Theory examination** will be two hours duration for each course. There shall be 5 Questions each carrying equal marks. The pattern of question paper shall be –

Q1	10 questions, each 1 marks.	10 marks
Q2	Solve any two (each carry 5 marks).	10 marks
Q3	Solve any two (each carry 5 marks).	10 marks
Q4	Solve any two (each carry 5 marks). OR 5 sub-questions; carry 2 marks each.	10 marks

**Internal Examination:** Internal assessment of the student by respective teacher will be based on written test, 10 marks each term. The written test shall comprise of objective type questions – Multiple type questions, True / False, Definitions, Answers in two to three line questions (Describe / Explain). There shall be 20 questions.

Practical: Continuous assessment of Lab work and mini project.

**Practical Examination:** Practical Examination shall be conducted by the respective college at the end of the academic term. Practical Examination will be of 4 hours duration for each practical course. Certified journal is compulsory to appear for Practical Examination. There shall be two examiners (1 Internal + 1 External) per batch for the Practical Examination.

**Third Year B.Sc. Hospitality Studies**

<b>Course Code</b>	<b>Course Name</b>	<b>Theory/ Practical</b>	<b>Marks</b>
	<b>T.Y.B.Sc.H.S (Semester- III)</b>		
HS 301	Advanced food production systems (HS)	Theory	50
HS 302	Food & Beverage service techniques & Management (HS)	Theory	50
HS 303	Accommodation operations Techniques (HS)	Theory	50
HS 304	Hotel Accounting procedures	Theory	50
HS 305	Hospitality Marketing Management	Theory	50
HS 306	Hotel law practices	Theory	50
HS 307	Advanced food production systems (HS)	Practical	50
HS 308	Food & Beverage service techniques & Management (HS)	Practical	50
HS 309	Accommodation operations Techniques (HS)	Practical	50
	<b>TY BSc HS (Semester- IV)</b>		
HS 401	Principles of International cuisine (HS)	Theory	50
HS 402	Advanced Food & Beverage service techniques & Management (HS)	Theory	50
HS 403	Specialized accommodation management (HS)	Theory	50
HS 404	Total quality Management	Theory	50
HS 405	Human Resource management	Theory	50
HS 406	Entrepreneurship development	Theory	50
HS 407	Principles of International cuisine (HS)	Practical	50
HS 408	Advanced Food & Beverage service techniques & Management (HS)	Practical	50
HS 409	Specialized accommodation Management (HS)	Practical	50
	<b>Total</b>		<b>900</b>

**Pattern of examination: Semester**

Theory Courses – Semester III & Semester IV

Practical course –At the end of every Semester

**Standard of passing –**

<b>Practical Papers</b>		
<b>Internal marks (out of 10)</b>	<b>External marks (out of 40)</b>	<b>Total marks (out of 50)</b>
<b>04</b>	<b>16</b>	<b>20</b>

<b>Theory Papers</b>		
<b>Internal marks (out of 10)</b>	<b>External marks (out of 40)</b>	<b>Total marks (out of 50)</b>
<b>04</b>	<b>16</b>	<b>20</b>

**Theory examination** will be two hours duration for each course. There shall be 5 Questions each carrying equal marks. The pattern of question paper shall be –

Q1	10 questions, each 1 mark.	10 marks
Q2	Solve any two (each carry 5 marks).	10 marks
Q3	Solve any two (each carry 5 marks).	10 marks
Q4	Solve any two (each carry 5 marks). OR 5 sub-questions; carry 2 marks each.	10 marks

**Internal Examination:** Internal assessment of the student by respective teacher will be based on written test, 10 marks each term. The written test shall comprise of objective type questions – Multiple type questions, True / False, Definitions, Answers in two to three line questions (Describe / Explain). There shall be 20 questions.

**Practical:** Continuous assessment of Lab work and mini project.

**Practical Examination:** Practical Examination shall be conducted by the respective college at the end of the Semester. Practical Examination will be of 4 hours duration for each practical course. Certified journal is compulsory to appear for Practical Examination. There shall be two examiners (1 Internal + 1 External) per batch for the Practical Examination.

**Industrial Training & Project Report:** The examination will be conducted on completion of 16 minimum weeks of Industrial training. Industrial Training and Project Report examination shall be conducted at the end of the term and on completion of Training period. There shall be 2 examiners (1 internal +1 External) for the Industrial training and Project Report Examination.

**Standard of passing:**

- i. In order to pass in the First Year theory examination, the candidate has to obtain 40 marks out of 100 in each course. (Minimum 32 marks out of 80 must be obtained in the University Theory Examination).
- ii. In order to pass in the Second Year and Third Year theory examination, the candidate

- has to obtain 20 marks out of 50 in each course of the semester. (Minimum 16 out of 40 must be obtained in the University Theory Examination).
- iii. In order to pass in the project report and Industrial Training Semester II, the candidate has to score minimum 60 marks for Industrial Training and 120 marks for Project report.

#### **ATKT Rules:**

While going from F.Y.B.Sc. to S.Y.B.Sc. at least 8 courses (out of total 13) should be passed; however all F.Y.B.Sc. courses should be passed while going to T.Y.B.Sc.

While going from S.Y.B.Sc. to T.Y.B.Sc. , at least 06 out of 11 courses should be passed.

#### **Award of Class:**

1.	Aggregate 70% & above	First Class with Distinction
2.	Aggregate 60% & more but less than 70%	First Class
3.	Aggregate 55% more but less than 60%	Higher Second Class
4.	Aggregate 50% more but less than 55%	Second Class
5.	Aggregate 40% more but less than 50%	Pass Class
6.	Below 40%	Fail

**External Students** – There shall be no external students.

#### **Setting question papers:**

**F.Y.B.Sc** – For Final theory Examination annual question papers shall be set by the Savitribai Phule Pune University and assessment done at the respective colleges. Questions should be designed to test the conceptual knowledge and understanding of the basic concepts of the subject.

**S.Y.B.Sc. & T.Y.B.Sc.** – For Final theory Examination for each semester question papers shall be set by the Savitribai Phule Pune University. Centralized assessment for the theory papers done as per the Savitribai Phule Pune University Instructions. Questions should be designed to test the conceptual knowledge and understanding of the basic concepts of the subject. The Practical examination assessment done by the Internal Examiner and External Examiner appointed by the Savitribai Phule Pune University.

## **SECOND YEAR B.SC(HS) (SEMENSTER I & II)**



Course No	Subject	Teaching Scheme			Examination Scheme			Total Marks
		L	P	T	Theory	Practical	Internal	
<b>S.Y.B.Sc.HS (Semester-I)</b>								
HS 201	Principles of Quantity Food Production(HS)	3		1	40		10	50
HS 202	Beverage Service Methodology (HS)	3		1	40		10	50
HS203	Accommodation Techniques (HS)	3		1	40		10	50
HS 204	Principles of Management (HS)	3		1	40		10	50
HS 205	Basic Principles of Accounting (HS)	3		1	40		10	50
HS 206	The Science of Hotel Engineering(HS)	3		1	40		10	50
HS 207	Principles of Quantity Food Production(HS) Pr		8			40	10	50
HS 208	Beverage Service Methodology (HS) Pr		4			40	10	50
HS 209	Accommodation Techniques (HS) Pr		4			40	10	50
	Environmental Science	Grading System						
	<b>Total</b>	18	16	6				
	<b>Grand Total</b>	<b>40</b>						
<b>S.Y.B.Sc.HS (Semester-II)</b>								
HS 210	Project Report (HS)					120	30	150
HS 211	Industrial Training (HS)					240	60	300
							<b>Total</b>	900

**Subject: Principles of Quantity Food Production****Subject Code : HS 201**

Teaching Scheme per week			Examination Scheme			
Theory Lecture Hours	Tutorial	Total	Theory Marks	Duration	Internal Marks	Total Marks
3	1	4	40	2 Hours	10	50

**Rationale:**

This subject aims at imparting the knowledge and skill sets required in bulk catering in welfare & commercial sectors. In addition to this, the students are exposed to the theory and operations of Bakery & Confectionery.

**Section – 1 (Quantity Food Production)**

		<b>No. of Lectures</b>
<b>Chapter – 1</b>	<b>Introduction to Quantity Food Production</b>	<b>07</b>
	1.1 Introduction to Quantity Food Production.	
	1.2 Introduction to Sectors of Catering Industry (Welfare and Commercial).	
	1.3 Industrial Catering-(Introduction, Characteristics, Menu Planning & Challenges)	
	1.4 Banqueting-(Introduction, Characteristics, Menu Planning & Challenges)	
	1.5 Institutional Catering (Hospitals & Schools) - (Introduction, Characteristics, Menu Planning & Challenges)	
	1.6 Welfare Catering- (Introduction, Characteristics, Menu Planning & Challenges)	
<b>Chapter – 2</b>	<b>Volume Forecasting</b>	<b>05</b>
	2.1 Volume Forecasting (Definition, Importance, Concept of judgments)	
	2.2 Factors influencing Volume Forecasting	
	2.3 Merits & Limitations of Volume forecasting	
<b>Chapter –3</b>	<b>Menu Planning</b>	<b>06</b>
	3.1 Principles of Menu Planning	
	3.2 Menu balancing and food costing	
	3.3 Factors influencing menu planning for regional and industrial menus	
	3.4 Standardizing of Recipes and Portion sizes	
<b>Chapter –4</b>	<b>Indian Regional cooking</b>	<b>09</b>
	4.1 Introduction to Indian regional cuisines – Regional specialties,	

	Special methods, Ingredients & Equipment used, Festive Menus (Maharashtra, Gujarat, Punjab, Kashmiri, Hyderabad, Goa, Kerala, Uttar Pradesh, Rajasthan, Bengal, Mangalore, North eastern states, Parsi, Fasting Menu)	
4.2	Factors influencing Regional and Religious menus (Eating Habits, Religious constraints, regional specialties seasonal availabilities)	
4.3	Introduction to Indian basic gravies (Red, White, Brown & Green)	
<b>Chapter – 1</b>	<b>Cake Making</b>	<b>06</b>
1.1	Factors to be considered while cake making- (Combining ingredients, Forming of air cells and Developing texture)	
1.2	Method of Cake Making (Sugar batter, Flour batter, Foaming, Boiled, All in one, Blending)	
1.3	Scaling, Panning, Baking and Cooling	
1.4	Faults & Remedies	
<b>Chapter – 2</b>	<b>Cookies</b>	<b>04</b>
2.1	Definition & Introduction	
2.2	Characteristics and its influencing factors	
2.3	Mixing Methods	
2.4	Types of Cookies (Piped/ Bagged, Dropped, Rolled, Moulded / Stamped, Ice box / Refrigerator, Bar, Sheet , Sandwich and Stencil)	
2.5	Panning, Baking & Cooling	
2.6	Cookie Improvers	
<b>Chapter –3</b>	<b>Flour Pastries</b>	<b>07</b>
3.1	Introduction & Classification with examples	
3.2	Recipes, Methods of Preparation, (Short Crust, Choux, Hot Water Crust, Flaky, Puff, Danish)	
3.3	Do's and Don'ts while preparing Pastry	
3.4	Faults & remedies	
<b>Chapter – 4</b>	<b>Icings</b>	<b>04</b>
4.1	Introduction to Icings	
4.2	Definition & Uses	
4.3	Ingredients used in preparation of Icings	
4.4	Classification (Flat & Fluffy)	
<b>Total</b>		<b>48</b>

**Note: Glossary**

Students should be familiar with the Glossary pertaining to above-mentioned topics

**Assignments:** Minimum of two assignments to be submitted by the students by the end of the semester based on following topics.

1. Power point presentation on authentic Regional festive or religious wedding Menu
2. Plan a banquet menu and do volume forecasting and food costing calculations for it
3. Chart Presentations on sectors of catering.
4. Chart Presentations on method of cake making.

5. Chart Presentations on types of cookies.
6. Chart Presentations on types of icings.

**Reference Books**

1. Art of Indian Cookery - Rocky Mohan
  2. Prasad – Cooking with Indian Master – J.Inder Singh Kalra
  3. Quantity Food Production Operations and Indian Cuisine – ParvinderS.Bali
  4. Theory of Catering- Victor Ceserani& Ronald Kinton, ELBS
  5. Theory of Cookery- Mr. K. Arora, Franck Brothers
  6. Modern Cookery for Teaching & Trade Vol - I- Ms.Thangam Philip, Orient Longman.
  7. The Professional Chef (4th Edition)- Le Rol A. Polsom
  8. Professional Baking- Wayne Gisslen
  9. Professional Cooking – Wayne Gisslen
  10. Professional Pastry Chef – Bo Friberg, John Wiley
  11. The Wilton Ways of Cake Decorations - Hamlyn Publishing
  12. Basic Baking – S.C.Dubey
  13. Theory of Bakery and Confectionery, YogambalAshokkumar
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**Subject : Beverage Service Methodology (HS)**

**Subject Code: HS 202**

Teaching Scheme per week			Examination Scheme			
Theory Lecture Hours	Tutorial	Total	Theory Marks	Duration	Internal Marks	Total Marks
3	1	4	40	2 Hours	10	50

**Rationale:**

The courses will give a comprehensive knowledge of the various alcoholic beverage used in the Hospitality industry. It will give an insight into their history, manufacture, classification and also to develop technical and specialized skills in the service of the same.

		<b>No of Lectures</b>
<b>Chapter – 1</b>	<b>Wines</b>	<b>8</b>
	1.1 Introduction, definitions of Wines	
	1.2 Classification	
	1.3 Viticulture, Vinification-Still, Sparking, Aromatized & Fortified Wines	
	1.4 Vine Diseases	
	1.5 Food and Wine harmony	
<b>Chapter – 2</b>	<b>Wine Regions</b>	<b>14</b>
	2.1 Wines – France- Regions with wine examples	
	2.2 French wine laws	
	2.3 Champagne – Regions and manufacturing process, brand names	
	2.4 Italy –Regions with wine examples, Marsala- Types and brands	
	2.5 Germany – 5 wine names	
	2.6 Spain – 5 wine names, Sherry Malaga – types and brands	
	2.7 Portugal – 5 wine names, Maderia, Port – Types and brands	
	2.8 New World Wines (South Africa, Australia, USA, Argentina & India) Four important Wines from each country with their qualities.	
<b>Chapter – 3</b>	<b>Introduction to Spirits, Distillation process, Pot Still &amp; Patent Still</b>	<b>02</b>
<b>Chapter – 4</b>	<b>Spirits</b>	<b>12</b>
	4.1 Whisky-Production, types, brand names Brandy, Rum, Vodka, Gin & Tequila,	

	Types, Brands- Indian and International	
4.2	Other Alcoholic Beverages- Absinthe, Ouza Aquavit, Silvovitz, Arrack, Feni, Grappa, Calvados & other fruit brandies Alcoholic strength (Scales of measurement-OIML, skies scale, American scale )	
<b>Chapter –5</b>	<b>Liqueurs</b>	<b>02</b>
5.1	Types	
5.2	Production	
5.3	Brands & Service- Indian and International	
<b>Chapter – 6</b>	<b>Cocktails</b>	<b>06</b>
6.1	Introduction, History, Methods of Mixing, cocktails	
6.2	Rules of mixing cocktails	
6.3	Classic Cocktails- Recipes, innovative cocktails & mocktails (At least 3 from each base)	
6.4	Cocktail Bar Equipment, garnishes, decorative accessories.	
6.5	Definition of other mixed drinks – e.g. Cobbler, Daisy etc.	
<b>Chapter – 7</b>	<b>Tobacco</b>	<b>02</b>
7.1	International Brands of Cigar and Cigarette	
7.2	Storage and service	
<b>Chapter -8</b>	<b>Aperitifs</b>	<b>02</b>
8.1	3 wine based aperitif (Vermouth, Dubonnet, Lillet)	
	3 spirits based aperitif ( AmerPicon, campari, pastis)	
	<b>Total 48</b>	

**Note: Glossary of Terms**

Students should be familiar with the glossary of terms pertaining to above mentioned topics

**Reference Books:**

1. Food & Beverage Service- Lilicrap & Cousins
2. Modern Restaurant Service- John Fuller
3. Food & Beverages Service Training Manual- Sudhir Andrews
4. Bar & Beverage Book- Costas Katsigris, Mary Porter, Thomas
5. Professional Guide to Alcoholic Beverages- Lipinski
6. Alcoholic Beverages- Lipinski & Lipinski
7. Bartenders Guide- BD & L.
8. Food & Beverage Service – R. Singaravelavan (Oxford Publication)

**Subject - ACCOMMODATION TECHNIQUES****Subject Code – HS 203****Semester - I**

Teaching and Examination Scheme

Teaching Scheme per week			Examination Scheme			
Theory Lecture Hours	Tutorial	Total	Theory Marks	Duration	Internal Marks	Total Marks
3	1	4	40	2 Hours	10	50

**Rationale**

This course aims to establish the importance of Accommodation techniques within the hospitality Industry. It also prepares the student to acquire basic skills and knowledge necessary to successfully identify the required standards in this area and to consider all aspects of cost control and establishing profitability.

**No. of****SECTION - I****No. of Lectures****Chapter 1 Contract Cleaning****04**

- 1.1 Definition, Concept
- 1.2 Jobs given on contract by Housekeeping
- 1.3 Advantages & Disadvantages
- 1.4 Pricing a contract

**Chapter 2 Pest Control****04**

- 2.1 Types of Pests
- 2.2 Preventive and Control Measures

**Chapter 3 Safety & Security Processes****04**

- 3.1 Safety Awareness
- 3.2 Safety of Guest Property, Hotel Property
- 3.3 Accidents: Causes & Prevention
- 3.4 First Aid and its remedies
- 3.5 Fire safety
- 3.6 Role of Security Department

**Chapter 4 Linen & Uniform room****04**

- 4.1. Layout of Linen Room
- 4.2. Classification & Selection of Linen
- 4.3. Sizes of Linen
- 4.4. Calculation of Linen requirement
- 4.5. Linen Control – Linen Inventory
- 4.6. Par stock, Linen Coverage
- 4.7 Handling of Hotel Uniforms
- 4.8 Discard Management

**Chapter 5 Laundry Operations****05**

5.1 Types of Laundry	
5.2 Layout of a Laundry	
5.3 Laundry Equipment & Uses	
5.4 Laundry Process	
5.5 Dry Cleaning	
5.6 Valet Service	
<b>Chapter 6 Flower Arrangement</b>	<b>02</b>
6.1 Concept, Importance & Principles	
6.2 Types and shapes	
6.3 Tools, Equipment and Accessories	
6.4 Conditioning of Plant Materials	
<b>Section –II</b>	
<b>Chapter 1 Front Office Accounting</b>	<b>06</b>
1.1. Accounting fundamentals (types of accounts, ledger, folios, vouchers)	
1.2. Record keeping system (non automated, semi-automated and fully automated)	
1.3. Credit Monitoring and Charge Privileges	
1.4. Cash sheet	
1.5. Floor Limit, House Limit	
<b>Chapter 2 Calculation of various Statistical data using Formulae</b>	<b>06</b>
- ARR,	
- Room occupancy %,	
- Double Occupancy%,	
- Foreign Occupancy %,	
- Local Occupancy %,	
- House Count,	
- under stay %,	
- Overstay %,	
- No show %,	
- Rev PAR	
<b>Chapter 3 Reports</b>	<b>04</b>
Daily Report, Revenue Report, Discrepancy Report, High Balance Report, GHC etc.	
<b>Chapter 4 Guest Relations</b>	<b>04</b>
4.1 Hospitality Desk	
4.2 Functions and role	
4.3 Maintenance of records like guest history card etc)	
4.4 Special personality traits for a Guest Relations Executive	
<b>Chapter 5 Situation Handling</b>	<b>05</b>
5.1 Types of Guest Complaints	
5.2 Complaint handling procedure	
5.3 Dealing with unusual situations (Death, theft, fire etc.)	

**Total 48**

**Note:** Glossary of Terms -Students should be familiar with the glossary of terms pertaining to above-mentioned topics

**Reference Books:**



1. Hotel Housekeeping Operations & Management – G. Raghubalan, SmriteeRaghubalan
2. Hotel Housekeeping Training Manual- Sudhir Andrews
3. Hotel front Office Training Manual -Sudhir Andrews
4. Front Office Management- S.K. Bhatnagar

**Subject:Principles of Management**

**Subject Code : HS 204**

Teaching Scheme per week			Examination Scheme			
Theory Lecture Hours	Tutorial	Total	Theory Marks	Duration	Internal Marks	Total Marks
3	1	4	40	2 Hours	10	50

**Rationale:**

To make the students understand the concepts of Management and their practical application in the Hospitality Industry.

		No of Lectures
<b>Chapter – 1</b>	<b>Introduction to Management</b>	<b>04</b>
	1.1 Management: Definition, nature and purpose	
	1.2 Managerial functions at different organizational levels	
	1.3 Functions of Management-Planning, Organizing, Staffing, Leading, Motivation, Communication, Controlling, Coordination	
<b>Chapter – 2</b>	<b>Management thought: A journey since inception</b>	<b>07</b>
	2.1 F.W. Taylor’s Scientific Management Theory	
	2.2 Henry Fayol’s Management Theory	
	2.3 Modern Day Management theory in brief	
<b>Chapter – 3</b>	<b>Planning</b>	<b>07</b>
	3.1 Definition	
	3.2 Nature & Importance of Planning, Advantages and Disadvantages	
	3.3 Types of plans (objectives, strategies, policies, procedures, methods, rules, programs & budgets)	
	3.4 Planning process	
<b>Chapter – 4</b>	<b>Organising and Staffing</b>	<b>07</b>
	4.1 Definition	
	4.2 Nature & importance of organizing	
	4.3 Principles of Organisation	
	4.4 Types-Formal & Informal, Centralized &Decentralized, Line & Staff	
	4.5 Staffing Process	

<b>Chapter – 5</b>	<b>Leadership</b>	<b>05</b>
5.1	Definition	
5.2	Styles of Leadership	
5.3	Characteristics of a Good Leader	
<b>Chapter – 6</b>	<b>Motivation</b>	<b>06</b>
6.1	Definition	
6.2	Benefits of motivated staff	
6.3	Various ways of motivating employees	
6.4	Maslow’s theory of need hierarchy	
<b>Chapter – 7</b>	<b>Communication</b>	<b>05</b>
7.1	Definition	
7.2	Nature and importance	
7.3	Process of communication	
7.4	Different types of communication	
<b>Chapter – 8</b>	<b>Coordination</b>	<b>03</b>
8.1	Definition	
8.2	Need for Coordination	
<b>Chapter – 9</b>	<b>Controlling</b>	<b>04</b>
9.1	Definition	
9.2	Need for Controlling	
9.3	Process of Controlling	
<b>TOTAL</b>		<b>48</b>

**Assignments:**

1. Case lets on the Functions of Managements.
2. Presentation on Evolution of Management.

**Reference Books:**

1. Management – Stoner & Freeman
2. Essentials of Management – Koontz & O’donnel
3. Management tasks – Peter Drucker
4. Management Process – Davar R.
5. Management Today Principles and Practice-Gene Burton, Manab Thakur
6. Principles of Management-P.C. Shejwalkar, Anjali Ghanekar

## Subject :Basic Principles of Accounting

Subject Code : HS 205

Teaching Scheme per week			Examination Scheme			
Theory Lecture Hours	Tutorial	Total	Theory Marks	Duration	Internal Marks	Total Marks
3	1	4	40	2 Hours	10	50

### Rationale:

The course aims to help students to acquire the basic knowledge of Accounting required for Hospitality Management. It would also prepare them to comprehend and utilize this knowledge for the day-to-day operations of the organization.

		No of Lectures
<b>Chapter – 1</b>	<b>Introduction to Accounting</b>	<b>03</b>
	1.1 Terms and terminologies used in Accounting	
	1.2 Definition, Objectives and Importance of Accounting and Hotel Accounting	
<b>Chapter – 2</b>	<b>Double Entry System of Book - keeping</b>	<b>04</b>
	2.1 Nature, Advantages and Principles	
	2.2 Classification of Accounts	
	2.3 Golden rules of Debit and Credit	
	2.4 Accounting Concepts and Conventions	
	2.5 Capital, Revenue and Deferred Revenue Expenditures and Incomes	
<b>Chapter – 3</b>	<b>Journal and Ledger</b>	<b>10</b>
	3.1 Practical problems on Journalizing- simple entries	
	3.2 Posting into Ledger & Balancing of Ledger Accounts	
<b>Chapter – 4</b>	<b>Subsidiary Books &amp; Special Functions Book</b>	<b>10</b>
	4.1 Introduction to Subsidiary Books; Simple problems on preparation of Purchase, Sales and Returns Books only	
	4.2 Advantages and Format of Special Functions Book	
	4.3 Practical problems on preparation of Special Functions Book	
<b>Chapter – 5</b>	<b>Cash Book</b>	<b>06</b>

	5.1	Introduction and types of Cash book	
	5.2	Practical problems on Three column and Analytical Petty Cash Book	
<b>Chapter – 6</b>		<b>Trial Balance</b>	<b>06</b>
	6.1	Definition, need and types of Trial Balance	
	6.2	Practical problems on preparation of Trial balance	
<b>Chapter – 7</b>		<b>Final accounts of Small Hotels and Restaurants</b>	<b>09</b>
	7.1	Need for preparation of Trading account, Profit and Loss account and Balance Sheet	
	7.2	Practical problems on Trading account, Profit and Loss account and Balance Sheet with following adjustments only: Closing stock, Outstanding and Prepaid expenses, Accrued and Pre- received incomes, Depreciation of fixed assets and Staff meal	
		<b>Total</b>	<b>48</b>

**Note:** Practical problems on preparation of Journal, Special Functions Book, CashBook, Trial Balance and Final Accounts must be emphasized on by the subject teacher.

**Assignment:** A Minimum of two assignments to be submitted by students by the end of the semester from following topics.

- a. Practical problems on Journal and Special functions Book and Three columnCash Book.
- b. Practical problems on Petty Cash Book and Trial Balance.
- c. Practical Problems on Final Accounts.

**Reference Books:**

1. Advanced Accounting (Financial Accounting) – Ashok Sehgal& Deepak Sehgal, Sixth Edition 2008, Volume I,Taxmann Publication, New Delhi
2. Hotel Management – Dr.JagmohanNegi, First Edition 2005 – Himalaya Publishing House, Mumbai - 400004
3. Hotel Accounting & Financial Control - OziD’CunhaGleson&OziD’Cunha – First Edition-2002- Dickey Enterprises , Kandivali (W) Mumbai
4. Accounting in the Hotel & Catering Industry – Richard Kotas – Fourth – 1981- International Textbook Company Co.Ltd.

## **Subject: The Science of Hotel Engineering**

**Subject Code : HS 206**

<b>Teaching Scheme per week</b>			<b>Examination Scheme</b>			
<b>Theory Lecture Hours</b>	<b>Tutorial</b>	<b>Total</b>	<b>Theory Marks</b>	<b>Duration</b>	<b>Internal Marks</b>	<b>Total Marks</b>
3	1	4	40	2 Hours	10	50

### **Rationale:**

The subject will provide information regarding the basic services and different types of systems in hotel industry. This will help the students to understand plan, co-ordinate and integrate the functions of engineering departments for overall operations and assist in the management of hotel.

**No of Lectures**

### **Chapter-1 Maintenance & Replacement Policy:06**

- 1.1. Importance of maintenance dept. in Hotel Industry.
- 1.2. Organization of maintenance Department in 3/4/5 star hotel.
- 1.3. Duties & responsibility of chief Engineering of a hotel.
- 1.4. Types of maintenance with examples of each (Advantages & Disadvantages).
  - Break down /corrective
  - Preventive
  - Predictive
- 1.5 Kitchen equipment (Convention Oven, Microwave, Steamers, Deep fat Fryers, Refrigerators, Dish washing Machine)
- 1.6. Reasons for replacement of equipment.
- 1.7. Replacement factors
- 1.8. Contract of Maintenance; Definition & procedure, types. Advantages & disadvantages

### **Chapter 2 Refrigeration:05**

- 2.1 Unit of refrigeration
- 2.2 Vapour compression Refrigeration system (Block diagram)
- 2.3 Absorption refrigeration system (Block diagram)
- 2.4 Domestic Refrigerator, defrosting, Need, Methods, Maintenance of refrigerator.
- 2.5 Ammonia as a refrigerant.

### **Chapter 3. Air-conditioning**

**03**

3.1 Factors affecting comfort AC (supply of oxygen, removal of heat & moisture, proper air circulation, pure air)

3.2 Types of AC systems: Central AC, Unitary AC. AC equipment: Window AC Walk in freezer, cold storage.

#### **Chapter 4 Pollution & Control**

**06**

4.1 Air pollution.

4.1.1 Sources of air pollution in hotels

4.1.2 Control of air pollution

4.1.3 Govt. stipulated conditions for air pollution.

4.2 Water pollution.

4.2.1 Water pollution sources in Hotels.

4.2.2 Control methods

4.2.3 Govt. stipulated conditions for water pollution

4.3. Waste Disposal

4.3.1. Controlling methods

4.4. Noise pollution control.

4.4.1. Sources of noise in Hotel & its unit.

4.4.2. Introductory control methods.

4.4.3. Environmental Degradation, Global warming and methods of Conservation. Concept of Recycling

#### **Chapter 5. Water and Sanitation. 07**

5.1 Water purification methods.

5.2 Various plumbing fixtures.

5.3 Types of sanitary traps and their applications.

5.4 Types of water closets and flushing.

5.3 Types (Indian, Western & Anglo Indian)

#### **Chapter 6. Fuels and Electricity. 05**

6.1 Fuels (Solid, Liquid & Gas)

6.2 Importance of Earthing.

6.3 Electrical safety devices such as fuse, circuits' breaker.

6.4 Electrical safety checklist

6.5 Electric wires and types of wiring

6.6 Calculation of electricity bill.

#### **Chapter 7. Energy conservation**

**04**

7.1 Importance of energy conservation.

7.2 Simple methods of Energy conservation in hotel

7.3 Use of solar energy in hotels.

### **Chapter 8. Audio visual equipments :**

**06**

8.1. Various audio visual equipment used in hotel

8.2. Care and cleaning of overhead projector, slide projector, LCD and power point presentation units

8.3. Maintenance of computers:

8.4. Care and cleaning of PC, CPU, Modem, UPS, Printer, Laptops

8.5. Sensors – Various sensors used in different locations of a hotel – type, uses and cost effectiveness

### **Chapter 9. Safety in hotel Industry.06**

9.1 Classification of fire, symbols.

9.2 Methods and types of fire extinguishers.

9.3 Various security systems for hotel (Parking, Guest Area, Room).

9.4 Transport Systems. (Elevators, Escalators)

- Types & Uses of elevators, Passenger service, Freight elevators, Dumbwaiter, Sidewalk elevators
- Stage lifts, Vehicle elevators, Residential elevator, Paternoster Scissor lift,
- Rack-and-pinion elevator Material handling belts and belt elevators Passenger elevators, freight elevators
- Escalators - Design, components, and operation

There should be 4 Demonstrations / Field Visits.

1. Refrigerator/VCC system in Hotel

2. Cold storage/ walk in chiller

3. AC/ Window AC

4. Safety systems

**Total 48**

**Note:** Glossary of Terms

Students should be familiar with the glossary of terms pertaining to above mentioned topics

### **Reference Books**

1. Management of maintenance & Engineering Systems in Hospitality Industries – by Frank D. Borsenik, John Willey & Sons.
2. Industrial Organisation and Management by O.P. Khanna
3. Refrigeration & Air Conditioning by Domkondwar
4. Hotel Maintenance by Arora



## **Subject: Principles of Quantity Food Production (Practical)**

**Subject Code : HS 207**

<b>Teaching Scheme per week</b>		<b>Examination Scheme</b>		
<b>Practical Lecture Hours</b>	<b>Total</b>	<b>Practical Marks</b>	<b>Internal Marks</b>	<b>Total Marks</b>
8	8	40	10	50

### **Practical:**

#### **Section – 1 (Quantity Food Production)**

Minimum 12practicalsin team wise quantity production consisting of (Industrial & Indian regional Menus)

1. Regional Menu- 6practicals including (Meat, Veg dry or gravy, Dal, Raita, Rice, Bread, Dessert)
2. Industrial Menu – a. 4practicals including (Dry veg, Pulse, Dal, Rice, Dessert)  
b. 2 practicals–(Snacks, Brunch and breakfast Menu)

#### **Section – 2 (Bakery & Confectionery)**

Minimum 12practicals:

1. 2 International Breads (6 variants from across the continents)  
2 types of Flour Pastry(Short, Puff, Flaky, Rough, Choux, Danish) – 6practicals
2. 2 types of Cakes (Sugar batter, Flour batter, All in one, Foaming (sponge), Chiffon, Angel)  
2 types of Cookies (Bagged, Dropped, Rolled, Moulded, Ice box, Bar, Sheet) – 6 practicals

### **Practical Examination: (Internal & External)**

Exams to be conducted in team wise quantity production (Minimum 50 pax)

The menu should comprise of:

- Indian Regional Menus (Meat, Vegetable, Rice, Dal, Indian Bread and Sweet)
- Bakery products (1 International Bread or1 Pastry) and (1 Cake or1 Cookies)

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**Subject: Beverage Service Methodology**

**Subject Code: HS 208**

Teaching Scheme per week		Examination Scheme		
Practical Hours	Total	Practical Marks	Internal Marks	Total Marks
4	4	40	10	50

**Practicals:**

1. Conducting Briefing/De-briefing for F & B operations.
2. Taking order for Beverages. (2 practicals)
3. Identification of glasses, equipment required for service.
4. Reading a Wine Label – French.
5. Food & Wine Harmony.
6. Service of Still wines, Sparkling wine, Fortified wines.
7. Menu planning with wines.
8. Service of Spirits(Whisky, Brandy, Rum, Gin, Vodka, Tequila)
9. Preparation of classic and innovative cocktails, glassware and Garnish.
10. Service of Liqueurs.
11. Service of Cigars and Cigarettes

**Subject - ACCOMMODATION TECHNIQUES (HS)**

**Subject Code – HS 209**

Semester - I  
Teaching and Examination Scheme

Teaching Scheme		Examination Scheme		
Practical Lectures/per week	Total	Practical Marks	Internal Marks	Total
4	4	40	10	50

**SECTION I**

Practical's (1 each)

1. Stain Removal (2 Practicals)
  - Tea Stains
  - Ink Stains
  - Grease Stains
  - Lipstick Stains
2. Laundering Procedure (2 Practicals)
  - Washing
  - Starching
  - Blueing
  - Ironing
3. Flower Arrangement (2 Practicals)
  - Oval/Round
  - Hogarth Curve
  - Ikebana
  - Vertical
  - Horizontal
4. Introduction to Horticultural aspects
5. Stock Taking of Linen for Housekeeping Lab
6. Calculation of room linen requirement for a 50 room's property with an OPL
7. Calculation of room linen requirement for a 100 room's property with an OPL

**Field Visit:**

1. Laundry Visit
2. Nursery Visit

**Reference Books:**

1. Hotel Housekeeping Operations & Management – G. Raghubalan, Smritee Raghubalan
2. Hotel Housekeeping Training Manual- Sudhir Andrews

**SECTION II**

Practicals

1. Posting charges in guest folio
2. Practical applications of Credit Monitoring
3. Practical applications of Charge Privilege
4. Late Check-outs
5. Late Charges
6. V.P.O. and Miscellaneous vouchers
7. Allowance vouchers
8. Dealing with guests at the hospitality desk (enhancing the guest experience)

Reference Books:-

Hotel front office Training Manual – Sudhir Andrews  
Front Office Management- S.K.Bhatnagar

## **Subject: Project Report**

**Subject Code : HS 210**

<b>Internal Examination Scheme</b>				<b>External Examination Scheme</b>		<b>Total Marks</b>
<b>Course work</b>	<b>Synopsis</b>	<b>Progress Reports</b>	<b>Total Internal Marks</b>	<b>External Report &amp; Viva Voce</b>	<b>Total External Marks</b>	
10	10	10	<b>30</b>	120	<b>120</b>	<b>150</b>

### **Rationale:**

This course aims at applying the knowledge and skills acquired in the many facets of Hotel Operations by the students & learn to analyze data situations at logical decisions.

### **I. COURSE WORK:**

Colleges have to conduct two days Course work sessions for the students before the beginning of the training to make them aware of the research work & on successful completion of the course work award them stipulated marks. Colleges to cover the topics in course work pertaining to the research project writing

### **II. SYNOPSIS:**

Students have to submit the synopsis after joining the training within a period of one month. Marks to be awarded based on the content of the synopsis.

### **II. PROGRESS REPORT:**

Students have to submit two progress reports during the training & before the training gets over.

### **III. PROJECT REPORT: (Internal & External)**

Students have to submit a project report at the end of the semester to record the process of the project and the findings thereon. The report should be in spiral bound format for the internal examination and hard bound with golden embossing for external examination.

The format of the project report is as detailed below:

1. Cover Page
2. Title Page
3. Certificate
4. Acknowledgements
5. Index
6. Introduction (Aims & Objectives, History, Explanation of Terms)
7. Research Methodology (Methods adopted for collecting Data) Questionnaire, Interview, Mails etc.
8. Data Analysis & Data Interpretation (Data is depicted with the help of Bar Chart, pie Chart, Graphs, Statistical formulae and interpreted)
9. Suggestions / Recommendations
10. Conclusions & Limitations
11. Bibliography
12. Appendix (Any relevant material to support the project)

#### **IV. VIVA VOCE: (Internal & External)**

Students have to present the process and findings of the project report to the examiners with the help of a PowerPoint presentation not exceeding 15 minutes. The examiners would evaluate the project based on the parameters of quality of the study, Project Report, presentation by the student & viva.

#### **Note:**

1. The Project Report should be market research and field work oriented and related to the
2. Core subjects & ancillary subjects (Food Productions / Food & Beverage Service / Housekeeping / Front office / Tourism / Marketing etc.)
3. A Senior Lecturer / Asst. Prof./ HOD/ of the concerned Course will be the Guide for the
4. Project Report. The Synopsis and the title should be approved by the Project Guide prior to the commencement of the project.
5. A maximum of 10 students to be allotted to any faculty guide for the project.
6. The Project report should be of a minimum of 50 pages.

7. The font should be Arial, font size should be 16 for Chapters, 14 for Headings and 12 for the content with 1.5 line spacing
8. The documentation and presentation should be conducted before an external examiner.
9. Marks would be awarded for Project Report, Presentation & Viva – voce by the panel of internal & external examiners

**Reference Books:**

1. Research methodology- G.C. Ramamurthy
  2. Research design and Methods- Kenneth s. Bordens and Bruce B. Abbott
  3. Research Methodology- R. Panneerselvam
  4. Project report writing- M.K Rampal and S.L Gupta
  5. Business research methodology – Alan Bryman and emma Bell. Oxford publishing house
  6. Research methodology in management – Dr. V. P. Michael, Himalaya Publishing house
  7. Business research methodology- J K Sachddeva , Himalaya Publishing house
  8. Research Methodology , methods and technology– C R Kothari and GauravGarg, new age international publication
  9. Business Research Methodology- T N Srivastava and ShailajaRego, Mc. Graw Hill
  10. Travel, Tourism & Hospitality Research- Ritchie Goeldner, John Wiley
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## Subject : Industrial Training

Subject Code : HS 211

<b>Duration of Industrial Training</b>	<b>16 weeks (minimum)</b>
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<b>Examination Scheme</b>							
<b>Internal Examination Scheme</b>			<b>External Examination Scheme</b>				<b>Total Marks</b>
<b>Appraisal/ Appreciation/ Performance</b>	<b>Training Report</b>	<b>Total Internal Marks</b>	<b>Log Book</b>	<b>Training Report</b>	<b>Viva Voce</b>	<b>Total External Marks</b>	
<b>40</b>	<b>20</b>	<b>60</b>	<b>50</b>	<b>70</b>	<b>120</b>	<b>240</b>	<b>300</b>

### **Rationale:**

The industrial training enables students to relate the knowledge and skills required in the class room with systems, standards and practices prevalent in the industry. It provides an opportunity to the students to acquire real-time, hands on experience and observe the trends in the industry.

In this semester the students shall be sent for industrial training for a period of 16 weeks, where they would follow the following schedule-

1. Culinary – 4 weeks
2. F&B Service – 4 weeks
3. Front Office – 4 weeks
4. Housekeeping – 4 weeks

The industrial training needs to be undertaken in a hotel which is of the level of 3 stars or above category. During the training period the students shall maintain a log book on daily basis. In addition, they would also maintain a monthly record of feedback provided by the HR / Training Head of the concerned hotel. At the end of the industrial training, the student shall submit a training report along-with the log book and appraisals from each department trained.

### **Practical Examination: (Internal & External)**

The internal exams to be assessed by the internal examiner and external exams by the external examiner appointed by the university.

The following documents are to be submitted with the internal examiner prior to the examinations:

1. Certificate of training (hard and soft copy)
2. Logbook with Appraisals (hard copy)
3. Training Report (hard and soft copy)
4. Presentation of maximum 5 slides (soft copy), especially emphasising the learning outcome.