

HM-501

**FOOD PRODUCTION & MANAGEMENT**

**TEACHING SCHEME:**

Theory: 3Hrs/week

Practical: 3Hrs/week

**ASSESSMENT SCHEME:**

**MARKS**                      **DURATION**

Theory: 70                      3Hrs/week

Practical: 50                      3Hrs/week

Internal: 30

**TOTAL: 150**

**OBJECTIVE:**

**During the course the students should:**

1. Learn to conceptualize the management and functioning of independent F&B Establishments.
2. Know the concept of food cost control and its implementation.
3. Understand the fundamentals of Chinese cookery and larder work.
4. Be able to understand and manage mis- en-place for extended meal service.

**COURSE CONTENT:**

**1- ORGANISATION AND MIS –EN –PLACE**

- For extended meal service, buffer and banqueting.

**2- LARDER**

- Layout and planning of larder department
- Staff Organization
- Cold food presentation
- Aspic & chaud froid
- Sandwiches and canapé's
- Cold platters
- Charcuterie

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- Sausages, Tarragon ,Galantines, mousse

### **3- PRINCIPAL OF CHINESE COOKERY**

- Layout and planning of Chinese kitchen
- Staff organisation
- Various regions and their characteristics
- Equipments used in Chinese cookery
- Chinese methods of cooking
- Classical Chinese dishes

### **4- MANAGEMENT OF INDEPENDENT F&B ESTABLISHMENTS**

- Fast food ; snack bar, parlors
- Airline , railway and ship catering
- Outdoor catering operation

### **5- FOOD COST CONTROL**

- Yield testing
- Cost analysis and control ; food cost percentage ; analysis of food cost percentage ; study of cost reconciliation sheet.

### **PRACTICAL:**

- 1 At least 10(ten) menus of advance/ethnic nature to cover prominent international cuisines
- 2 Larder work as per theory syllabus.

### **REFERENCES:**

<b>S.No.</b>	<b>Author</b>	<b>Title</b>
1	K. Arora	Theory of Cookery
2	Thargam Philip	Modern Cookery Vol. II
3	Paul R. Dittmer	Principles of Food,Beverage and labor Cost controls
4	Paul Bocuse	The new Professional Chef
5	Micahael M. Coltman	Cost Control for Hospitality Industry

**HM-502**

**FOOD & BEVERAGE SERVICE AND MANAGEMENT**

**TEACHING SCHEME:**

Theory: 3Hrs/week

Practical: 3Hrs/week

**ASSESSMENT SCHEME:**

**MARKS                      DURATION**

Theory: 70                      3Hrs/week

Practical: 50                      3Hrs/week

Internal: 30

**TOTAL: 150**

**OBJECTIVE:**

**During the course the students should:**

- 1 Understand the various function organized by the hotel.
- 2 Plan and organize independently buffets, banquets, wedding receptions , birthday parties,kitty parties , conferences, seminars, ODCs etc .
- 3 Conceptualization the control cycle, and establish its role in the management of food&beverage operations .
- 4 Acquire the requisite technical skills for competent service of food and beverage .

**COURSE CONTENT:**

**1- INTRODUCTION OF FOOD & BEVERAGE MANAGEMENT**

- Scope , objectives and constraints.

**2- FOOD AND BEVERAGE CONTROL CYCLE**

- Characteristics of F&B operation
- Stages in F&B cycle, Indenting, purchasing, Storing,Issuing , Prepration and Selling.
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**3- BUFFET MANAGEMENT**

- Introduction

- Type of Buffets
- Table layout and Dressing of Buffet table
- Display and decoration
- Types of food to be served
- Mise-en-polace
- Service consideration
- Check list and its proper supervision
- Food & Beverage Control-its application in buffet management.

#### **4-BANQUET MANAGEMENT AND FUNCTION CATERING**

- History of banquets; Types of banquets (formal & informal)
- Orgnigations of the banquet dept.
- Function selling - Menus
- Facilities available
- Seating plans- Theater; Classrom'Formal
- Booking procedures
- Contract /Memorandum
- Weekly and daily
- Formal gatherings
- Table plans / arrangements
- Name Cards
- Seating plan
- Mis-en-place
- Service
- Toasting and sequence of events
- Banqueting Exercises
- Case studing in banqueting
- Informal gathering
- Reception
- Cocktail parties
- Seminars
- TradeFairs
- Wedding
- Orgnigation theme functions

#### **5.1- OUTDOOR CATERING MANAGEMENT**

-Introduction; who could be a outdoor caterer, Infrastructure; Licenses;

On sight facilities ; employees.

- Equipments ; preparation, transportation and service equipments.
- Establishing suppliers.
- Food purchase, storage and handling
- Peripherals and special effects
- Pricing ; finding, pricing techniques
- Menu balancing
- Selling; telephonic techniques, price quotation, booking, client meeting, meeting review, Letter of agreement , follow up
- Organization and executing an event

### **5.2 BUSINESS EVENT MANAGEMENT**

- Type of business event ; workshop, seminar, conference sales meet , launch. Etc.
- understanding facility needs for business event
- Execution of business event plan.
- Operation and management of business event.
- follow up and retaining client

### **PRACTICAL:**

- 1 Layout and drawing of the function prospectus and identifying its appropriate usage
- 2 Planning the layout of different types of buffet counters and setting the counter
- 3 Planning of different types of table and seating arrangements for different types of buffets.
- 4 Preparation of function check list of buffet
- 5 Assignments on buffet menu planning
- 6 Planning the table layout of different type of banquet functions .
- 7 A eating plans of different banquets preparations of charts , name cards, etc.
- 8 Food and beverage- How to service Banquet
- 9 Assignments:
  - a: Check list for conference and other parties
  - b: Menu planning for the State Banquets.

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### **REFERENCES:**

<b>S.No.</b>	<b>Author</b>	<b>Title</b>
1	Denni R.Lillicrap	F & B Service
2	Jaffery T. Clarke	Table & Bar
3	Matt A. Casdo	Food & Beverages Service
4	John Cousins	F & B Management
5	Michael M. Coltman	Beverage Management

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**HM-503**

## **COMPUTER APPLICATION**

### **TEACHING SCHEME:**

Theory: 3Hrs/week

Practical: 3Hrs/week

### **ASSESSMENT SCHEME:**

**MARKS**                      **DURATION**

Theory: 70                      3Hrs/week

Practical: 50                      3Hrs/week

Internal: 30

**TOTAL: 150**

### **OBJECTIVE:**

**During the course the students should:**

1. Enhance the computer skill .
2. Will be given knowledge of data management package (FOXPRO) which has wide application in the hotel industry.

### **COURSE CONTENT:**

1. Why FoxPro, Getting Acquitted With FoxPro.
2. Creating A Database Structure, Adding, Edition and Viewing Data.
3. Understanding Indexes and Expressions.
4. Using Queries and Logical Expressions.
5. Generating Reports and Mailing Labels.

### **PRACTICAL:**

1. Practice of FoxPro package as per above syllabus.

### **REFERENCES:**

<b>S.No.</b>	<b>Author</b>	<b>Title</b>
1	Charles Siegel	Mastering FoxPro 2.5
2	R.K. Taxali	FoxPro 2.5 Made Simple

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**HM-504**

## **TOURISM**

### **TEACHING SCHEME:**

Theory: 3Hrs/week

Practical: 3Hrs/week

### **ASSESSMENT SCHEME:**

Theory: 70

Practical: 50

Internal: 30

**TOTAL: 150**

### **DURATION**

3Hrs/week

3Hrs/week

### **OBJECTIVE:**

#### **During the course the students should:**

1. Aware of the Indian tourist destinations, tourism infrastructure .
2. Current government polices and requirements
3. Role of travel agent .
4. Learn correlation between hotel and tourism industry.

### **COURSE CONTENT:**

- 1 Introduction to Tourism, Definition, Classification &Types of Tourism.
- 2 The Process of Tourism& Infrastructure.
- 3 Role Of Government And Current Policies For Tourism Promotions
- 4 Travel Agency & Tour Operations, Tourism Marketing And Publicity
- 5 Procedural Aspects of Tourism, India As Tourist Destination.

### **PRACTICAL:**

1. Gather information about various tourist places.
2. How the passport and visa registrations are done?



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### **REFERENCES:**

<b>S.No.</b>	<b>Author</b>	<b>Title</b>
1	A.K. Bhatia	Tourism Development
2	Prem Nath Seth	An Introduction to Travel & Tourism
3	Pragati Mohanty	Hotel Industry and Tourism
4	A.K. Bhatia	International Tourism
5	Prem Nath Seth	International travel & tourism

**HM-505**

**UTILITY MANAGEMENT**

**TEACHING SCHEME:**

Theory: 3Hrs/week

Practical: 3Hrs/week

**ASSESSMENT SCHEME:**

	<b>MARKS</b>	<b>DURATION</b>
Theory:	70	3Hrs/week

Internal: 30

**TOTAL: 100**

**OBJECTIVE:**

**During the course the students should:**

1. Aware with the functioning, maintenance and replacement policies of equipments.
2. Learn the facilities in hotels such as water system, air conditioning etc.
3. Familiarize with fire fighting equipments.
4. Learn the energy conservation and pollution control system.

**COURSE CONTENT:**

**1. WATER MANAGEMENT SYSTEM**

- Cold and hot water system used in hotels.
- Hardness of water , water softening
- Base Exchange method.
- Flushing cisterns, water taps and closets.

**2. REFRIGERATION & AIR CONDITIONING**

- Basic principal , boiling point and latent heat
- Compression types of refrigeration system
- Deforestation
- Types of refrigeration units
- Conditioning for comfort
- Unit for air conditioning ; window and central air conditioning
- Various parts in general preventive maintenance.

**3. EQUIPMENT REPLACEMENT AND PURCHASE POLICIES**

- Circumstances under which equipment are generally replaced ; inadequacy, obsolescence, excessive maintenance, declining efficiency
- Replacement policy for items which gradually deteriorates,
- Replacement when the current annual cost is equal to the average annual cost.
- Economic replacement cycle for suddenly filing equipments
- Analytical problems.

**4. WASTE DISPOSAL & POLLUTION CONTROL**

- various method for disposal of waste
- sewage treatment plant
- water pollution
- sewage pollution
- air pollution and noise pollution related to hotel industry.

**5.1 ENERGY CONSERVATION**

- Energy conservation methods in different departments of a hotel
- Developing energy conservation program in hotels

**5.2 UTILITY OPTIMIZATION**

- Utilities, importance, cost associated with utilities, break even chart, performance of utilities, optimization of utilities & latest techniques.

**REFERENCES:**

<b>S.No.</b>	<b>Author</b>	<b>Title</b>
1	Mohini Sethi	Catering Management
2	Ronald Kinton	The Theory of Catering
3	Alan T. Stutis	Maintenance Handbook for hotel, Motels & Resort
4	S.R. Dubley	Mastering Catering Science
5	Arora & Jains	Hotel Maintenance

HM-506

**FINANCE MANAGEMENT**

**TEACHING SCHEME:**

Theory: 3Hrs/week

Practical: 3Hrs/week

**ASSESSMENT SCHEME:**

**MARKS                      DURATION**

Theory: 70                      3Hrs/week

Internal: 30                      3Hrs/week

**TOTAL: 100**

**OBJECTIVE:**

**During the course the students should:**

- 1 Learn the various aspects of finance management related to the hotel industry
- 2 Enhance the costing and budgeted technique.
- 3 Learn preparation of accounting ratio.
- 4 Understanding financial performance of hotel industry.

**COURSE CONTENT:**

**1 PREPERATION COMPANY ACCOUNTS**

- The structure of company final accounts; Information which must be disclosed , profit and loss account terminology; Balance sheet terminology

**2 PREPARING CASH FLOW STATEMENTS**

- The need to generate cash , how trading affects a firm's cash position; preparing a cash flow Statement; sources and application of funds; what does the cash flow statement show; The importance of cash flow.

**3 COSTING**

- Definition of cost , costing, cost accounting, scope and advantages of cost techniques Cost concept operating to hotel industry.
- Elements of costing; fixed cost ; variable cost ; material cost ; labor overheads.

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- Break even analysis; meaning and uses; price and quality variance.

### **4 MANAGING BUDGETS**

- Targets for performance; budgetary control  
Introducing and establishing an effective system : the budget committee ; benefits and limitation of budgets
- Functional budgets and master budget
- Organizational planning and staff motivation
- Budgets ; strategic objectives and monitoring progress

### **5 INTERPRETING FINANCIAL ACCOUNTS**

- understanding financial performance ; what is an accounting ratio
- ratio analysis and financial performance ; using accounting ratio
- liquidity; profitability ; use of assets; capital structure ; returns paid to investors; ratio analysis in action.

### **REFERENCES:**

<b>S.No.</b>	<b>Author</b>	<b>Title</b>
1	Rajni Safar	Basic Accounting
2	CA. K. Hariharan	Costing and Financial Management