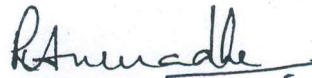


Bachelor of Hotel Management (BHM)  
Choice Based Credit System(C.B.C.S)Syllabus and Scheme of Examination  
(with effect from the Academic Year 2015-2016)

BHM Degree Semester -I

	Paper Code	Subjects	Teaching Scheme		Examination Scheme			
		Title of the Paper	No of Hours		Credits	IA	EE	Total Marks (100)
			T	P				
<b>PART 1</b>		First Language (English)	4		3	25	75	100
		Second language (Telugu/Hindi/Sanskrit/Urdu)	4		3	25	75	100
		Foundation Course - I HVPE ( Human Values and Professional Ethics)	2		2	0	50	50
		Foundation Course - II ( Communion And Soft Skills)	2		2	0	50	50
<b>PART 2</b>	<b>BHM101</b>	Food Production – I	4		3	25	75	100
		Practical-I Food Production-I		6	4	25	75	100
	<b>BHM 102</b>	Food & Beverage service – I	4		3	25	75	100
		Practical -II Food & Beverage service -I		4	3	25	75	100
	<b>BHM 103</b>	Front office Operations– I	4		3	25	75	100
		Practical-III Front office and Computer operations-I		2	2	0	50	50
	<b>BHM 104</b>	Nutrition and Principles of Food Science	2		3	25	75	100
	<b>BHM 105</b>	Application Of Computers - I	2		2	0	50	50
<b>Total Marks</b>			<b>28</b>	<b>12</b>	<b>33</b>			<b>1000</b>

  
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**BHM101**  
**FOOD PRODUCTION – I**

U.No.	Topic
01	<b>INTRODUCTION TO COOKERY</b> A. Levels of skills and experiences B. Attitudes and behaviour in the kitchen C. Personal hygiene D. Cleaning and up keep of working area E. Uniforms & protective clothing F. Safety procedure in handling equipment
	<b>CULINARY HISTORY</b> A. Origin of modern cookery
	<b>HIERARCHY AREA OF DEPARTMENT AND KITCHEN</b> A. Classical Brigade B. Modern staffing in various category hotels C. Roles of executive chef D. Duties and responsibilities of various chefs E. Co-operation with other departments
	<b>CULINARY TERMS</b> A. List of culinary (common and basic) terms B. Explanation with examples
02	<b>AIMS &amp; OBJECTS OF COOKING FOOD</b> A. Aims and objectives of cooking food B. Various textures C. Various consistencies D. Techniques used in pre-preparation E. Techniques used in preparation
	<b>BASIC PRINCIPLES OF FOOD PRODUCTION - I</b> <b>VEGETABLE AND FRUIT COOKERY</b> A. Introduction – classification of vegetables B. Pigments and colour changes C. Effects of heat on vegetables D. Cuts of vegetables E. Classification of fruits F. Uses of fruit in cookery G. Salads and salad dressings

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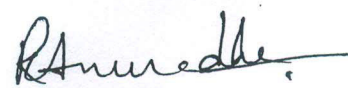
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03	<b>STOCKS</b> <ul style="list-style-type: none"> <li>A. Definition of stock</li> <li>B. Types of stock</li> <li>C. Preparation of stock</li> <li>D. Recipes</li> <li>E. Storage of stocks</li> <li>F. Uses of stocks</li> <li>G. Care and precautions</li> </ul> <b>SAUCES</b> <ul style="list-style-type: none"> <li>A. Classification of sauces</li> <li>B. Recipes for mother sauces</li> <li>Storage &amp; precautions</li> </ul>
04	<b>METHODS OF COOKING FOOD</b> <ul style="list-style-type: none"> <li>A. Roasting, Grilling, Frying, Baking</li> <li>B. Broiling</li> <li>C. Poaching</li> <li>D. Boiling <ul style="list-style-type: none"> <li>• Principles of each of the above</li> <li>• Care and precautions to be taken</li> <li>• Selection of food for each type of cooking</li> </ul> </li> </ul> <b>SOUPS</b> <ul style="list-style-type: none"> <li>A. Classification with examples</li> <li>B. Basic recipes of Consommé with 10 Garnishes</li> </ul>
05	<b>EGG COOKERY</b> <ul style="list-style-type: none"> <li>A. Introduction to egg cookery</li> <li>B. Structure of an egg</li> <li>C. Selection of egg</li> <li>D. Uses of egg in cookery</li> </ul> <b>COMMODITIES:</b> <ul style="list-style-type: none"> <li>i) <b>Shortenings (Fats &amp; Oils)</b> <ul style="list-style-type: none"> <li>A. Role of Shortenings</li> <li>B. Varieties of Shortenings</li> <li>C. Advantages and Disadvantages of using various Shortenings</li> <li>D. Fats &amp; Oil – Types, varieties</li> </ul> </li> <li>ii) <b>Raising Agents</b> <ul style="list-style-type: none"> <li>A. Classification of Raising Agents</li> <li>B. Role of Raising Agents</li> <li>C. Actions and Reactions</li> </ul> </li> <li>iii) <b>Thickening Agents</b> <ul style="list-style-type: none"> <li>A. Classification of thickening agents</li> <li>B. Role of Thickening agents</li> </ul> </li> <li>iv) <b>Sugar</b> <ul style="list-style-type: none"> <li>A. Importance of Sugar</li> <li>B. Types of Sugar</li> <li>C. Cooking of Sugar – various</li> </ul> </li> </ul>

**REFERENCE BOOKS: Theory of Cookery, the art of culinary preparations**



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**Model Question Paper**  
**BHM101 Sub: - Food Production - I**

**1<sup>st</sup> Yr, I Semester**

**Time: 3Hrs**

**Max Marks: 75**

**Part A**

**Answer the following Questions (any five)**

**5x5=25m**

1. Effects of heat on vegetables. Classification of vegetables?
2. Basic cuts of vegetable?
3. Basic cuts of chicken?
4. Explain Classical Brigade?
5. What is sanitation? Advantages?
6. Salads and salad dressings any five types?
7. What is thickening agent and how we use in food?
8. What are Sugar and their type?

**Part B**

**Answer All Questions**

**5x10=50m**

**{1} [A] Personal Hygiene?**

Or

**[B] What is cooking? Medium of cooking and methods of cooking?**

**{2} [A] Explain various textures?**

Or

**[B] Stock types and preparation?**

**{3} [A] Classification of Sauces with mother sauces?**

Or

**[B] Explain the methods of cooking?**

**{4} [A] Explain about soups and international soups?**

Or

**[B] Structure of egg and role in cooking?**

**{5} [A] Aims and objective of cooking?**

Or

**[B] Role of raising agent and actions and reaction?**



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**BHM101**  
**FOOD PRODUCTION – I (PRACTICAL-I)**

**PART 'A' - COOKERY**

S.No	Topic	Method
1	i) Equipments - Identification, Description, Uses & handling ii) Hygiene - Kitchen etiquettes, Practices & knife handling iii) Safety and security in kitchen	Demonstrations & simple applications
2	i) Vegetables – classification ii) Cuts - julienné, jardinière, macedoines, brunoise, paysane, mignonnette, dices, cubes, shred, mirepoix iii) Preparation of salad dressings	Demonstrations & simple applications by students
3	Identification and Selection of Ingredients - Qualitative and quantitative measures.	Market survey/tour
4	i) Basic Cooking methods and pre-preparations ii) Blanching of Tomatoes and Capsicum iii) Preparation of concasse iv) Boiling (potatoes, Beans, Cauliflower, etc) v) Frying - (deep frying, shallow frying, sautéing) Aubergines, Potatoes, etc. vi) Braising - Onions, Leeks, Cabbage vii) Starch cooking (Rice, Pasta, Potatoes)	Demonstrations & simple applications by students
5	i) Stocks - Types of stocks (White and Brown stock) ii) Fish stock iii) Emergency stock iv) Fungi stock	Demonstrations & simple applications by students
6	Sauces - Basic mother sauces <ul style="list-style-type: none"> <li>• Béchamel</li> <li>• Espagnole</li> <li>• Veloute</li> <li>• Hollandaise</li> <li>• Mayonnaise</li> <li>• Tomato</li> </ul>	Demonstrations & simple applications
7	Egg cookery - Preparation of variety of egg dishes <ul style="list-style-type: none"> <li>• Boiled ( Soft &amp; Hard)</li> <li>• Fried ( Sunny side up, Single fried, Bull's Eye, Double fried)</li> <li>• Poaches</li> <li>• Scrambled</li> <li>• Omelette (Plain, Stuffed, Spanish)</li> <li>• En cocotte (eggs Benedict)</li> </ul>	Demonstrations & simple applications by students
8	Demonstration & Preparation of simple menu	Demonstrations & simple applications by students
9	Simple Salads & Soups: <ul style="list-style-type: none"> <li>• Cole slaw,</li> <li>• Potato salad,</li> <li>• Beet root salad,</li> <li>• Green salad,</li> </ul>	Demonstration by instructor and applications by students

## PART 'B' - BAKERY & PATISSERIE

S.No	Topic	Method
1	Equipments <ul style="list-style-type: none"> <li>• Identification</li> <li>• Uses and handling</li> </ul> Ingredients - Qualitative and quantitative measures	Demonstration by instructor and applications by students
2	<b>BREAD MAKING</b> <ul style="list-style-type: none"> <li>• Demonstration &amp; Preparation of Simple and enriched bread recipes</li> <li>• Bread Loaf (White and Brown)</li> <li>• Bread Rolls (Various shapes)</li> <li>• French Bread</li> <li>• Brioche</li> </ul>	Demonstration by instructor and applications by students
3	<b>SIMPLE CAKES</b> <ul style="list-style-type: none"> <li>• Demonstration &amp; Preparation of Simple and enriched Cakes, recipes</li> <li>• Sponge, Genoise, Fatless, Swiss roll</li> <li>• Fruit Cake</li> <li>• Rich Cakes</li> <li>• Dundee</li> <li>• Madeira</li> </ul>	
4	<b>SIMPLE COOKIES</b> <ul style="list-style-type: none"> <li>• Demonstration and Preparation of simple cookies like</li> <li>• Nan Khatai</li> <li>• Golden Goodies</li> <li>• Melting moments</li> <li>• Swiss tart</li> <li>• Tricolour biscuits</li> <li>• Chocolate chip</li> <li>• Cookies</li> <li>• Chocolate Cream Fingers</li> <li>• Bachelor Buttons.</li> </ul>	Demonstration by instructor and applications by students
5	<b>HOT/COLD DESSERTS</b> <ul style="list-style-type: none"> <li>• Caramel Custard,</li> <li>• Bread and Butter Pudding</li> <li>• Queen of Pudding</li> <li>• Soufflé - Lemon / Pineapple</li> <li>• Mousse (Chocolate Coffee)</li> <li>• Bavaroise</li> <li>• Diplomat Pudding</li> <li>• Apricot Pudding</li> <li>• Steamed Pudding - Albert Pudding, Cabinet Pudding.</li> </ul>	Demonstration by instructor and applications by students

**REFERENCE BOOK:** Theory of Cookery, the Art of Culinary

Preparations

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9-1-102

**BHM102****FOOD AND BEVERAGE SERVICE – I**

<b>S.No.</b>	<b>Topic</b>
01	<b>THE HOTEL &amp; CATERING INDUSTRY</b> <ul style="list-style-type: none"> <li>A. Introduction to the Hotel Industry and Growth of the hotel Industry in India</li> <li>B. Role of Catering establishment in the travel/tourism industry</li> <li>C. Types of F&amp;B operations</li> <li>D. Classification of Commercial, Residential/Non-residential</li> <li>E. Welfare Catering - Industrial/Institutional/Transport such as air, road, rail, sea, etc.</li> <li>F. Structure of the catering industry - a brief description of each</li> </ul>
02	<b>DEPARTMENTAL ORGANISATION &amp; STAFFING</b> <ul style="list-style-type: none"> <li>A. Organisation of F&amp;B department of hotel</li> <li>B. Principal staff of various types of F&amp;B operations</li> <li>C. French terms related to F&amp;B staff</li> <li>D. Duties &amp; responsibilities of F&amp;B staff</li> <li>E. Attributes of a waiter</li> <li>F. Personal hygiene</li> <li>G. Grooming of F &amp; B staff</li> <li>H. Inter-departmental relationships (Within F&amp;B and other department)</li> </ul>
03	<b>I FOOD SERVICE AREAS (F &amp; B OUTLETS)</b> <ul style="list-style-type: none"> <li>A. Specialty Restaurants</li> <li>B. Coffee Shop</li> <li>C. Cafeteria</li> <li>D. Fast Food (Quick Service Restaurants)</li> <li>E. Grill Room</li> <li>F. Banquets</li> <li>G. Bar</li> <li>H. Vending Machines</li> <li>I. Discotheque</li> </ul> <b>II ANCILLIARY DEPARTMENTS</b> <ul style="list-style-type: none"> <li>A. Pantry</li> <li>B. Food pick-up area</li> <li>C. Store</li> <li>D. Linen room</li> <li>E. Kitchen stewarding</li> </ul>
04	<b>F &amp; B SERVICE EQUIPMENT</b> Familiarization & Selection factors of: <ul style="list-style-type: none"> <li>- Cutlery</li> <li>- Crockery</li> <li>- Glassware</li> <li>- Flatware</li> <li>- Hollowware</li> <li>- All other equipment used in F&amp;B Service <ul style="list-style-type: none"> <li>• French terms related to the above</li> </ul> </li> </ul>
05	<b>NON-ALCOHOLIC BEVERAGES</b>

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Classification (Nourishing, Stimulating and Refreshing beverages)

A. Tea

- Origin & Manufacture
- Types & Brands

B. Coffee

- Origin & Manufacture
- Types & Brands

C. Juices and Soft Drinks

D. Cocoa & Malted Beverages

- Origin & Manufacture

## REFERENCE BOOKS

1. Mastering restaurant service-H.L.craschnell and G>Nobis
2. Food abd beverage training manual-Sudhir Andrews
3. The waiter-fuller and curie
4. Food and beverage service-D.R.Lilicrap
5. Modern restaurant service –John fuller
6. Essential table service-John fuller
7. Food and beverage management-Bernard Davi Professional food service management- Habisthayar



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**Model Question paper**  
**BHM102 Sub: - Food and Beverage Service -I**

**1<sup>st</sup> Yr, I Semester**

**Time: 3Hrs**

**Max Marks: 75**

**Part-A**

**Answer any five Questions**

**5x5=25M**


1. Draw the side board and elaborate it
2. Write about the welfare caterings
3. Explain the kitchen stewarding
4. Write about the following
  - a) RSOT      b) sommelier
5. elaborate the Mis -en - place
6. Write short note on vending machines with examples
7. Briefly write about Linen room
8. Write about Pantry

**Part-B**

**Answer All Questions**

**5X10=50M**

- 9 a) Discuss the Attributes of F& B Staff  
Or  
b) Describe the Job Description of F&B Manager
- 10 a) Explain the method of tea processing and types of teas  
Or  
b) Discuss the different service equipments and its uses
- 11 a) Elaborate the Aerated drinks and types and method of service  
Or  
b) Describe the F&B operations
- 12 a) Describe the different types of restaurants  
Or  
b) How the F&B coordinates with other departments
- 13 a) Explain the role of Catering in tourism industry  
Or  
b) Discuss the type's coffees and method of serving coffee

  
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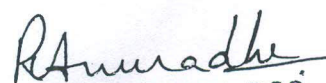
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**BHM102****FOOD AND BEVERAGE SERVICE – I (PRACTICAL-II)**

S.No	Topic
01	Food Service areas – Induction & Profile of the areas
02	Ancillary F&B Service areas – Induction & Profile of the areas
03	Familiarization of F&B Service equipment
04	Care & Maintenance of F&B Service equipment
05	Cleaning / polishing of EPNS items by: <ul style="list-style-type: none"><li>- Plate Powder method</li><li>- Polivit method</li><li>- Silver Dip method</li><li>- Burnishing Machine</li></ul>
06	<b>Basic Technical Skills</b> Task-01: Holding Service Spoon & Fork Task-02: Carrying a Tray / Salver Task-03: Laying a Table Cloth Task-04: Changing a Table Cloth during service Task-05: Placing meal plates & Clearing soiled plates Task-06: Stocking Sideboard Task-07: Service of Water Task-08: Using Service Plate & Crumbing Down Task-09: Napkin Folds Task-10: Changing dirty ashtray Task-11: Cleaning & polishing glassware
07	Tea – Preparation & Service
08	Coffee - Preparation & Service
09	Juices & Soft Drinks - Preparation & Service <ul style="list-style-type: none"><li>• Mocktails</li><li>• Juices, Soft drinks, Mineral water, Tonic water</li></ul>
10	Cocoa & Malted Beverages – Preparation & Service

**REFERENCE BOOKS**

1. Mastering restaurant service-H.L.craschnell and G>Nobis
  2. Food abd beverage training manual-Sudhir Andrews
  3. The waiter-fuller and curie
  4. Food and beverage service-D.R.Lilicrap
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- Professional food service management- Habisthayar



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9-1-103

**BHM 103**  
**FRONT OFFICE OPERATIONS – I**

U.No.	Topic
01	<b>INTRODUCTION TO TOURISM, HOSPITALITY &amp; HOTEL INDUSTRY</b> <ul style="list-style-type: none"> <li>A. Tourism and its importance</li> <li>B. Hospitality and its origin</li> <li>C. Hotels, their evolution and growth</li> </ul>
02	<b>CLASSIFICATION OF HOTELS</b> <ul style="list-style-type: none"> <li>A. Size</li> <li>B. Star</li> <li>C. Location &amp; clientele</li> <li>D. Ownership basis</li> <li>E. Independent hotels</li> <li>F. Management contracted hotel</li> <li>G. Chains</li> <li>H. Franchise/Affiliated</li> <li>I. Supplementary accommodation</li> <li>J. Time shares and condominium</li> </ul> <b>TIME SHARE &amp; VACATION OWNERSHIP</b> <ul style="list-style-type: none"> <li>A. What is time share? Referral chains &amp; condominiums</li> <li>B. How is it different from hotel business?</li> <li>C. Classification of timeshares</li> <li>D. Types of accommodation and their size</li> </ul>
03	<b>TYPES OF ROOMS</b> <ul style="list-style-type: none"> <li>A. Single, Double, Twin</li> <li>B. Suits</li> </ul> <b>TARIFF STRUCTURE</b> <ul style="list-style-type: none"> <li>A. Basis of charging</li> <li>B. Plans, competition, customer's profile, standards of service &amp; amenities</li> <li>C. Hubbart formula</li> <li>D. Different types of tariffs <ul style="list-style-type: none"> <li>• Rack Rate</li> </ul> </li> </ul> Discounted Rates for Corporates, Airlines, Groups & Travel Agents
04	<b>FRONT OFFICE ORGANIZATION</b> <ul style="list-style-type: none"> <li>A. Brief Introduction to hotel core area with a special reference to Front office.</li> <li>B. Function areas</li> <li>C. Front office hierarchy</li> <li>D. Duties and responsibilities</li> <li>E. Personality traits</li> <li>F. Layout</li> <li>G. Front office equipment (non automated, semi automated and automated)</li> <li>H. Functions</li> <li>I. Procedures and records</li> </ul>

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05	<p><b>ARRIVALS</b></p> <ul style="list-style-type: none"> <li>A. Preparing for guest arrivals at Reservation and Front Office</li> <li>B. Receiving of guests</li> <li>C. Pre-registration</li> <li>D. Registration (non automatic, semi automatic and automatic)</li> <li>E. Relevant records for FITs, Groups, Air crews &amp; VIPs</li> </ul> <p><b>DURING THE STAY ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>A. Information services</li> <li>B. Message and Mail Handling</li> <li>C. Key Handling</li> <li>D. Room selling technique</li> <li>E. Hospitality desk</li> <li>F. Complaints handling</li> <li>G. Guest handling</li> <li>H. Guest history</li> </ul> <p><b>FRONT OFFICE CO-ORDINATION</b> With other departments of hotel</p>
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## REFERENCE BOOKS

1. Hotel Front Office Management – James.A. Bardi  
Front Office Management – S.K. Bhatnag



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**Model Question Paper**

**BHM0103 Sub: - Front office operations-I**

**1<sup>st</sup> Yr, I Semester**

**Time: 3Hrs**

**Marks: 75**

**Part A**

**Answer the following Questions (any five)**

**5x5=25m**

1. What is Timeshare, referral chain & condominiums?
2. What is supplementary accommodation & Examples?
3. Draw the layout of front office?
4. Briefly explain what is independent hotel?
5. Draw the Flowchart of check-in procedure?
6. Explain the following.
  - (i) Sica
  - (ii) Penta house
  - (iii) Duplex
  - (iv) Adjoining rooms

7. Match the following.

**A**

- (a) Quad
- (b) Double Double
- (c) Cabana
- (d) Hollywood

**B**

- Two double bed  
Swimming pool  
Single Head Board  
Four Beds

8. Name automated equipments of front office?

**Part B**

**Answer All Questions**

**5x10=50m**

- 9.[A] Write the job description?
  - (a) Telephone operator
  - (b) Lobby Manager

**Or**

[B] Explain the duties and Responsibility of front office personnel?
10. [A] Name and explain different types of rooms?

**Or**

[B] Define classification of hotels with suitable examples?
11. [A] Explain the evolution of hotel and its growth?

**Or**

[B] What is Hotel & Explain its modern trends?
12. [A] Name supplementary accommodation & explain?

**Or**

[B] Explain the qualities of front office personnel?
13. [A] Write the advantages of star classification?

**Or**

[B] What is bell desk & explain its duties?



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## BHM 103

### FRONT OFFICE OPERATIONS-I(PRACTICAL-III)

S.No.	Topic
1	Appraisal of front office equipment and furniture
2	Rack, Front desk counter & bell desk
3	Filling up of various proforma
4	Welcoming of guest
5	Telephone handling
6	Role play: <ul style="list-style-type: none"><li>• Arrivals</li><li>• Luggage handling</li><li>• Message and mail handling</li><li>• Paging</li></ul>
7	Hot function keys
8	Create and update guest profiles
9	Send confirmation letters
10	Printing registration cards
11	Pre-register a guest
12	Put message and locator for a guest
13	Check-in a walk-in guest
14	Maintain guest history
15	Issue a new key
16	Verify a key
17	Cancel a key
18	Issue a duplicate key
19	Extend a key

### REFERENCE BOOKS

1. Hotel Front Office Management – James.A. Bardi
- Front Office Management – S.K. Bhatnagar

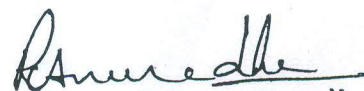


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**BHM 103**  
**APPLICATION OF COMPUTERS -I(PRACTICAL-III)**

S.No.	
01	<p><b>MS-OFFICE 2007</b> <b>MS WORD</b></p> <p><b>CREATING A DOCUMENT</b></p> <ul style="list-style-type: none"><li>A. Entering Text</li><li>B. Saving the Document</li><li>C. Editing a Document already saved to Disk</li><li>D. Getting around the Document</li><li>E. Find and Replace Operations</li><li>F. Printing the Document</li></ul> <p><b>FORMATTING A DOCUMENT</b></p> <ul style="list-style-type: none"><li>A. Justifying Paragraphs</li><li>B. Changing Paragraph Indents</li><li>C. Setting Tabs and Margins</li><li>D. Formatting Pages and Documents</li><li>E. Using Bullets and Numbering</li><li>F. Headers/Footers</li><li>G. .Pagination</li></ul> <p><b>SPECIAL EFFECTS</b></p> <ul style="list-style-type: none"><li>A. Print Special Effects e.g. Bold, Underline, Superscripts, Subscript</li><li>B. Changing Fonts</li><li>C. .Changing Case</li></ul> <p><b>CUT, COPY AND PASTE OPERATION</b></p> <ul style="list-style-type: none"><li>A. Marking Blocks</li><li>B. Copying and Pasting a Block</li><li>C. Cutting and Pasting a Block</li><li>D. Deleting a Block</li><li>E. Formatting a Block</li><li>F. Using Find and Replace in a Block</li></ul> <p><b>USING MS-WORD TOOLS</b></p> <ul style="list-style-type: none"><li>A. Spelling and Grammar</li><li>B. Mail Merge</li><li>C. .Printing Envelops and Labels</li></ul>



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## TABLES

- A. Create
- B. Delete
- C. Format

## GRAPHICS

- A. Inserting Clip arts
- B. Symbols (Border/Shading)
- C. WordArt

## PRINT OPTIONS

- A. Previewing the Document
- B. Printing a whole Document
- C. Printing a Specific Page
- D. Printing a selected set
- E. Printing Several Documents
- F. Printing More than one Copies

02

## MS OFFICE 2007

### EXCEL

- A. How to use Excel
- B. Starting Excel
- C. Parts of the Excel Screen
- D. Parts of the Worksheet
- E. Navigating in a Worksheet
- F. Getting to know mouse pointer shapes

### CREATING A SPREADSHEET

- A. Starting a new worksheet
- B. Entering the three different types of data in a worksheet
- C. Creating simple formulas
- D. Formatting data for decimal points
- E. Editing data in a worksheet
- F. Using AutoFill
- G. Blocking data
- H. Saving a worksheet
- I. Exiting excel



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	<p><b>PRINTING THE WORKSHEET</b></p> <ul style="list-style-type: none"> <li>A. Previewing pages before printing</li> <li>B. Printing from the Standard toolbar</li> <li>C. Printing a part of a worksheet</li> <li>D. Changing the orientation of the printing</li> <li>E. Printing the whole worksheet in a single pages</li> <li>F. Adding a header and footer to a report</li> <li>G. Inserting page breaks in a report</li> <li>H. Printing the formulas in the worksheet</li> </ul> <p><b>MAINTAINING MULTIPLE WORKSHEET</b></p> <ul style="list-style-type: none"> <li>A. Moving from sheet in a worksheet</li> <li>B. Adding more sheets to a workbook</li> <li>C. Deleting sheets from a workbook</li> <li>D. Naming sheet tabs other than sheet 1, sheet 2 and so on</li> <li>E. Copying or moving sheets from one worksheet to another</li> </ul>
03	<p><b>MS OFFICE 2007 MS-POWER POINT</b></p> <ul style="list-style-type: none"> <li>A. Making a simple presentation</li> <li>B. Using Autocontent Wizards and Templates</li> <li>C. Power Points five views</li> <li>D. Slides <ul style="list-style-type: none"> <li>- Creating Slides, re-arranging, modifying</li> <li>- Inserting pictures, objects</li> <li>- Setting up a Slide Show</li> </ul> </li> <li>E Creating an Organizational Chart</li> </ul>
04	<p><b>Internet&amp;E-mail PRACTICAL</b></p>

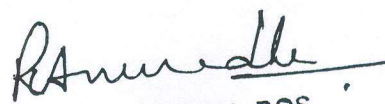
**Reference Books: Management Information Systems, Effy Oz.The Complete Reference 2000**



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## NUTRITION &amp; PRINCIPLES OF FOOD SCIENCE

S.No.	Topic
01	<b>BASIC ASPECTS</b> <ul style="list-style-type: none"> <li>A. Definition of the terms Health, Nutrition and Nutrients</li> <li>B. Importance of Food – (Physiological, Psychological and Social function of food) in maintaining good health.</li> <li>C. Classification of nutrients, Balanced Diet, food Groups</li> </ul> <b>BALANCED DIET</b> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Importance of balanced diet</li> <li>D. RDA for various nutrients – age, gender, physiological state</li> </ul>
02	<b>MACRO NUTRIENTS</b> <p><b>Carbohydrates</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Definition</li> <li>• Classification (mono, di and polysaccharides)</li> <li>• Sources</li> <li>• Functional/Culinary application of carbohydrates in food</li> <li>• Effect of cooking</li> </ul> <p><b>Lipids/Fats and Oils</b></p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Classification</li> <li>• Dietary Sources</li> <li>• Functional application in foods</li> <li>• Rancidity</li> </ul> <p><b>Proteins</b></p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Classification</li> <li>• Sources</li> <li>• Properties</li> <li>• Functional/Culinary application of carbohydrates in food</li> <li>• Effect of cooking</li> </ul>



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	<p><b>VITAMINS</b></p> <ul style="list-style-type: none"> <li>• Definition and Classification (water and fats soluble vitamins)</li> <li>• Food Sources, function and significance of:             <ol style="list-style-type: none"> <li>1. Fat soluble vitamins (Vitamin A, D, E, K)</li> <li>2. Water soluble vitamins (Vitamin C, BComplex)</li> </ol> </li> <li>• Retention of Vitamins in food production and processing</li> </ul> <p><b>MINERALS</b></p> <ul style="list-style-type: none"> <li>• Definition and Classification (major and minor)</li> <li>• Food Sources, functions and significance of: Calcium, Iron, Sodium, Iodine &amp; Fluorine</li> </ul> <p><b>ENERGY</b></p> <ul style="list-style-type: none"> <li>• Definition of Energy and Units of its measurement (Kcal)</li> <li>• Energy contribution from macronutrients (Carbohydrates, Proteins and Fat)</li> <li>• Factors affecting energy requirements</li> <li>• Concept of BMR, SDA</li> <li>• Dietary sources of energy</li> <li>• Concept of energy balance and the health hazards associated with Underweight, Overweight</li> </ul> <p><b>WATER</b></p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Dietary Sources (visible, invisible)</li> <li>• Functions of water</li> <li>• Role of water in maintaining health (water balance)</li> </ul>
03	<p><b>MENU PLANNING</b></p> <ul style="list-style-type: none"> <li>• Planning of nutritionally balanced meals based upon the three food group system</li> <li>• Factors affecting meal planning</li> <li>• Critical evaluation of few meals served at the Institutes/Hotels based on the principle of meal planning</li> </ul>
04	<p><b>FOOD PROCESSING</b></p> <ul style="list-style-type: none"> <li>• Definition and scope of food science and its inter-relationship with food chemistry, food microbiology and food processing</li> <li>• Definition of food processing, Objectives, Types of treatment</li> <li>• Effect of factors like heat, acid, alkali on food constituents</li> </ul> <p><b>EVALUATION OF FOOD</b></p> <ul style="list-style-type: none"> <li>• Objectives, Sensory assessment of food quality</li> <li>• Methods</li> <li>• Introduction to proximate analysis of Food constituents</li> <li>• Rheological aspects of food</li> </ul>

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05	<p><b>EMULSIONS</b></p> <ul style="list-style-type: none"> <li>• Theory of emulsification</li> <li>• Types of emulsions</li> <li>• Emulsifying agents</li> <li>• Role of emulsifying agents in food emulsions</li> </ul> <p><b>COLLOIDS</b></p> <ul style="list-style-type: none"> <li>• Definition, Application of colloid systems in food preparation</li> </ul>
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## REFERENCE BOOKS

1. Food Science & Nutrition – Sunetra Roday
2. Food hygiene and Sanitation - Sunetra Roda
3. Food Science- Potter and Hotchkin



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**Model Question Paper**

**BHM104 Sub: - Nutrition & Principles of Food Science**

**1<sup>st</sup> Yr, I Semester**

**Time: 3Hrs**

**Max Marks: 75**

**Part A**

**Answer the following Questions (any five)**

**5x5=25m**

1. Write about the classification of nutrients
2. What are the functions water
3. What type of food has to take to maintain good health
4. Write about BMR
5. Discuss about the role of fat as Leavening agent
6. Discuss about the role of fat as Shortening agent
7. Give brief description about Gelatinization
8. Give brief description about Caramelization and maillard reaction

**Part B**

**Answer All Questions**

**5x10=50m**

{9} [A] what is the role of thiamine? What are the deficiency diseases of thiamine?

Or

[B] What is the functions calcium in our body? What happens during calcium deficiency??

{10} [A] define energy what is the unit for measuring energy in nutrition? What are the factors affecting energy requirement of a person

Or

[B] Classify Carbohydrates giving examples draw the pyramid and discuss the importance of cereals for the body

{11} [A] what precautions will you take in quantity food production to retain maximum Nutritive value of food?

Or

[B] classify vitamins on the basis of its solubility what are the sources of vitamins A and D

{12} [A] Give the functional Properties of Protein

Or

[B] Write down the theories of Emulsion

{13} [A] Explain the Retention of Vitamins in food Production and Processing

[B] Explain the Sensory Characteristics of food

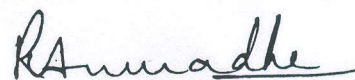


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**APPLICATION OF COMPUTERS-I**

S.No.	Topic
01	<b>COMPUTER FUNDAMENTALS - THEORY</b>  INFORMATION CONCEPTS AND PROCESSING  A. Definitions B. Need, Quality and Value of Information C. Data Processing Concepts  ELEMENTS OF A COMPUTER SYSTEM  A. Definitions B. Characteristics of Computers C. Classification of Computers D. Limitations
02	<b>HARDWARE FEATURES AND USES</b>  A. Components of a Computer B. Generations of Computers C. Primary and Secondary Storage Concepts D. Data Entry Devices E. Data Output  Devices SOFTWARE  CONCEPTS  A. System Software B. Application Software
03	<b>OPERATING SYSTEMS/ENVIRONMENTS - THEORY</b>  BASICS OF MS-DOS A. Internal commands B. External commands  INTRODUCTION TO WINDOWS A. GUI/Features B. What are Windows and Windows 95 and above? C. Parts of a Typical Window and their Functions
04	<b>NETWORKS - THEORY</b> A. Network Topology <ul style="list-style-type: none"> <li>• Bus</li> <li>• Star</li> </ul>

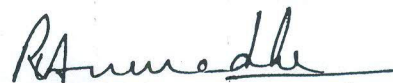


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	<ul style="list-style-type: none"> <li>• Ring</li> </ul> <p>B. Network Applications</p> <p>C. Types of Network</p> <ul style="list-style-type: none"> <li>• LAN</li> <li>• MAN</li> <li>• WAN</li> </ul>
05	<p>Network Configuration Hardware</p> <ul style="list-style-type: none"> <li>• Server</li> <li>• Nodes</li> </ul> <p>Channel</p> <ul style="list-style-type: none"> <li>• Fiber optic</li> <li>• Twisted</li> <li>• Co-axial</li> </ul> <p>Hubs</p> <p>Internet</p> <ul style="list-style-type: none"> <li>• Email</li> <li>• WEB</li> <li>• Hospitality portals</li> </ul> <p>Network Interface Card</p> <ul style="list-style-type: none"> <li>• Arc net</li> <li>• Ethernet</li> </ul> <p>Network Software</p> <ul style="list-style-type: none"> <li>• Novel</li> </ul> <p>Windows NT</p>

**Reference Books: Management Information Systems, Effy Oz.**  
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**Model Question Paper**  
**BHM105 Sub: -Applications of computers-1**

**1<sup>st</sup> Year, I Semester**

**Time: 2Hrs**

**Marks: 50**

**SECTION-A**

**Answer any FIVE Questions**

**5x4=20m**

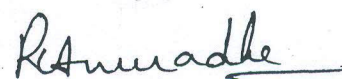
1. Write the memory units?
2. What is Ms-Office?
3. write the components of computer?
4. Define computer?
5. what is internal command and external command ?
6. write the characteristics of computers?
7. what is system software?
8. write the parts of a typical window and their functions?

**SECTION-B**

**Answer any THREE Questions**

**3x10=30m**

9. (a) Explain network topology?  
(or)  
(b) Explain network applications?
10. (a) Explain Windows operations?  
(or)  
(b) Write the procedure of creating a document?
11. (a) Explain the types of network?  
(or)  
(b) Write about Network Configuration Hardware?
12. (a) Explain the procedure of creating a spreadsheet?  
(or)  
(b) Explain MS-POWER POINT ?
13. (a) Explain about the additional features of a worksheet?  
(or)  
(b) Explain the process of maintaining Multiple Worksheet?



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