

SRI VENKATSWARA UNIVERSITY

ADVANCED FOOD PRODUCTION OPERATIONS IV SEMESTER/ BHM 401 REVISED SYLLABUS UNDER CBCS W.E.F (2021-22)

LARDER

UNIT - 1

1. **LAYOUR & EQUIPMENT:** Introduction of larder work-Definition-equipment found in the larder - layout of a typical larder with equipment and various sections.
2. **TERMS & LARDE CONTROL:** Common terms used in the Larder and Larder control - Essentials of Larder Control-Importance of Larder Control - devising Larder Control Systems - Leasing with other Departments - Yield Testing.
3. **DUTIES AND RESPONSIBILITIES OF THE CHEF:** Functions of the Larder- Hierarchy of Larder staff - Sections of the Larder - Duties & Responsibilities of Larder Chef.

UNIT - II

CHARCUTIERIE

1. **SAUSAGE:** Introduction to Charcutierie - Sausage- Types & Varieties - Casings - Types & Varieties - Additives & Preservatives.
2. **FORCEMEATS:** Types of Forcemeats - Preparations of forcemeats - Uses of forcemeats
3. **BRINES, CURES & MARINADES:** Types of Brines- Preparations of Brines - Methods of Curing- Types of Marinades - Uses of Marinades - Difference between Brines, Cures & Marinades.
4. **HAM,BACON,GAMMON:** Cuts of Ham, Bacon & Gammon- Differences between Ham, Bacon & Gammon-Processing of Ham & Bacon - Green Bacon- uses of different cuts
5. **GALANTINES:** Making of galantines - Types of Galantine - Ballotines
6. **PATES:** Types of pate - Pate de foie gras - Making of Pate - Commercial Pate and Pate Maison - Truffle
7. **MOUSE & MOUSSELINE:** Types of Mousse- Preparation of Mousse- Preparation of mousse line - Difference between mousse and mousse line

8. **CHAUD FROID:** Meaning of Chaud Froid - Making of Chaud Froid & Precautions - Types of chaud froied - Uses of chaud froid

9. **ASPIC & GELEE:** Definition of Aspic and Gelee - Difference between the two - Making of Aspic and Gelee - Uses of Aspic and Gelee

10. **QUENELLES, PARFIATS, ROULADES:** Preparation of Quenelles, Parfaits and Roulades

11. **NON EDIBLE DISPLAYS:** Ice carvings - Tallow sculpture - Fruit & vegetable Displays - Salt dough - Pastillage- Jelly Logo - Thermacol work.

UNIT - III

APPETIZERS & GARNISHES: Classification of Appetizers - Examples of Appetizers - Historic Importance of Culinary Garnishes - Explanation of different Garnishes.

UNIT - IV

SANDWICHES: Parts of Sandwiches - Types of Bread - Types of Bread - Types of Filling - Classification - Spreads and Garnishes - Types of Sandwiches - Making of Sandwiches - Storing of Sandwiches

UNIT - V

USE OF WINE AND HERBS IN COOKING: Ideal uses of wine in cooking- Classification of herbs - Ideal uses of herbs in cooking

SRI VENKATSWARA UNIVERSITY

ADVANCED FOOD AND BEVERAGE OPERATIONS IV SEMESTER/ BHM 402 REVISED SYLLABUS UNDER CBCS W.E.F (2021-22)

UNIT - I

ROOM SERVICE : Types of Room Service - Room Service Organisation - Room Service Equipment and Layout - Room Service Tasks - Room Service Order Flow

UNIT - II

FUNCTION CATERING BANQUETS: History - Types - Organisation of Banquet Department - Duties & Responsibilities - Sales - Booking Procedure - Banquet Menus - Banquet Protocol - Space area Requirement - Table Plans / Arrangement - Mise -en - Place - Service - Toast & Toast Procedures

UNIT - III

Reception - Cocktail Parties - Convention - Seminar - Hibition - Fashion Shows - Trade Fair - Wedding - Out Door Catering

Types of Menus - French Classical Menu

UNIT - IV

Gueridon Service - History of Gueridon - Definition - General Consideration of Operations - Advantages & Dis advantages - types of Trolleys - Guaridon Equipments & ingredients

UNIT - V

Kitchen Stewarding - Importance - Oppertunities in kitchen Stewarding - Machine used in cleaning & Polishing

Reference Books

Johnfuller, John Calsins, Ronals F.Cinchy and Paul e Wise

SRI VENKATESWARA UNIVERSITY
FRONT OFFICE OPERATIONS
IV SEMSETER/BHM 403
REVISED SYLLABUS UNDER CBCS WEF (2021-22).

UNIT -I

Introduction to Front office Accounting

Introduction- Types of Accounts- vouchers-folios-ledger-front office accounting cycle- creation of accounts- maintenance of accounts- settlements of accounts- control of cash and credit.

UNIT-II

Night Auditing

Night Audit- Night auditor-duties & responsibilities of night auditor - night audit process-Establishment the end of the day-completing outstanding of posting and verifying transactions-reconciling transactions-verifying – no shows- preparing reports-updating systems.

UNIT-III

Safety and Security

Safety and security-hotel security staff and system-Role of front office – security and control of room keys fire safety-classification of fire-procedure in the event of fire-accidents-accidents in hotels-accident report-first aid-first aid box- first aid for some common problems-handling unusual events and emergency situations-terrorist activities and bomb threats-theft- guests in drunken state.

UNIT -IV

Computer applications in front office –property management system-Application for front office-property management system- reservation module-front desk module-room module-cashier module-night audit module-set up module-reporting module-back office module-property management systems interface with stand-alone systems-different property management systems-micros-amadeus-ids fortune-showman

UNIT -V

Yield management and evaluating hotel performance

Methods of measuring hotel performance-occupancy ratio-average daily rate-average room rate per guest-revenue per available room – evaluation of hotel by guests-yield management-measuring yield in the hotel industry- elements of yield management- benefits of yield management- forecasting – benefits of forecasting – data required for forecasting room availability

REFERNCE BOOKS:

Hotel front office operations and mgmt: jatashanakar r.tewari
Principles of front office operations: sue bakers
Front office management: s.k.Bhatnagar
Front office procedures: Michael.l. kasavana
Hotel front office management: James.a.bardi

SRI VENKATESWARA UNIVERSITY
HUMAN RESOURCE MANAGEMENT
IV SEMESTER/BHM 404
REVISED SYLLABUS UNDER CBCS WEF (2021-22).

UNIT - 1

INTRODUCTION TO HRM

Introduction-scope of human resource management –functions of human resource management- nature of human resource-role of hr/ executive or manager.

UNIT- II

Human resource planning

Human resource planning - process of human resource planning – need for human resource planning –hr forecasting techniques-successful human resource planning.

UNIT-III

Recruitment and selection

Concepts of recruitment-factors affecting recruitment –sources of recruitment- selection- selection process- application forms- selection test- interviews-types of interview-induction- placement

UNIT – IV

Training and development

Meaning of training- method of training- development-development methods- difference between training and development

UNIT-V

HRM in India

Introduction- changing role of human resource in india-globalisation-its impact on hr.

REFERENCES:

D”Cenzo,David A,, Stephen p.robbins, and susan L. Verhulst,human resource management,john wiley and sons, new delhi
Saiyadain,mirza s human resource management, tata mcgraw- hill pub co ltd, New Delhi.

SRI VENKATESWARA UNIVERSITY
ACCOMMODATION OPERATIONS
IV SEMESTER/BHM 405
REVISED SYLLABUS UNDER CBCS WEF (2021-22).

UNIT I

CLEANING SCIENCE:

Characteristics of a good cleaning agents-types of cleaning agents-cleaning equipments and types of cleaning equipments-operating principles of equipments-cleaning of various surfaces and metals-floors-walls- and laminated surfaces-cleaning of public areas-lobbies-elevators - restaurants-cleaning of food and service areas and employee areas.

UNIT II

PEST CONTROL

Pest control-types of pests-control procedures-safe guarding assests: concerns of safety and security in housekeeping operations-concepts of safeguarding assests.

UNIT- III

LINEN AND LAUNDRY

Linen/laundry/uniform and tailor room layout- type of linen-sizes-linen exchange procedures- selection of linen-laundry equipments and machines-laundry commercial and on site laundry.

UNIT -IV

FLOWER ARRNGMENTS

Flower arrangements- flower arrangements in hotels- equipments and materials required for flower arrangements - principles of design as applied to flower arrangement.

UNIT -V

Computerization of hotel - Name of software used at hotel-advantages and disadvantages of computers-equipments used in IT department.

REFERNCES:

Professional management of housekeeping operations: Thomas ja:jones,Ed.D.REH, Johnwiley &sons,inc.
The professional housekeeper-Madelin Schneider, GEORGINA Tucker, Mary scoviak john wiley &sons,inc housekeeping operations work book.

SRI VENKATSWARA UNIVERSITY

BAR MANAGEMENT IV SEMESTER/ BHM 406 REVISED SYLLABUS UNDER CBCS W.E.F (2021-22)

UNIT - I

INTRODUCTION OF BAR AND BEVERAGE OPERATION: Brief History-Types of Bar and Beverage Operation - Managing Bar and Beverage Operation - The future of Bar

SOCIAL CONCERNS AND MANAGEMENT: Definitions - Responsibility in today's Alcohol Market - Third - Part Liability - Changing Drinking Patters - Health Concerns - Maintaining a professional and Hygienic appearance

UNIT - II

THE BAR: Bar Layout, Basic Bar Arrangements - Bar equipment - Accessories Bar Sanitation

THE BARTENDER AND THE ART OF MIXOLOGY: The Bartender - The art of Mixology A guide to Bartending

UNIT - III

SERVICE PROCEDURED AND SELLING TECHNIQUES: Service Orientation - Establishing Service Standards - Handling Service Problems - Selling - Techniques and Strategies

MARKETING BAR AND BEVERAGE OPERATIONS: Special consideration in Bar and Beverage Marketing. The Marketing Mix, Product and Place, Price: Beverage - Pricing Strategies

UNIT - IV

BAR CONTROL SYSTEMS: The Control System - Product Control - Sales Profitability and Control

UNIT - V

Te Legal Tangle - Federal Control - Community or Local Regulations the Importance of Prudent Preparation

REFERENCE:

1. Managing Bar and Beverage Operations - Lendal H. Kotschevar & Mary L Tanke.
2. Serving food and Drink in the Bar - Stanley Thomes