

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 -II

	Paper Code	Subjects	Teaching Scheme		Examination Scheme				
			Title of the Paper	No of Hours		Credits	IA	EE	Total Marks (100)
				T	P				
PART 1		First Language (English)	4	0	3	25	75	100	
		Second language (Telugu/Hindi/Sanskrit/Urdu)	4	0	3	25	75	100	
		Foundation Course - III (Environmental science)	2		2	0	50	50	
		Foundation Course - IV - ICT-1 (Information and Communication Technology)	2		2	0	50	50	
PART 2	BHM 201	Food Production – II	4		3	25	75	100	
		Practical-I Food Production-II		6	4	25	75	100	
	BHM 202	Food & Beverage service – II	4		3	25	75	100	
		Practical -II Food Beverage service -II		4	3	25	75	100	
	BHM 203	Accommodation Operations– I & Hotel Engineering	4		3	25	75	100	
		Practical-III Accommodation Operations– I		2	2	0	50	50	
	BHM 204	Application Of Computers - II	2		2	0	50	50	
	BHM 205	Hotel Accountancy	2		3	25	75	100	
Total Marks			28	12	33			1000	

BHM 201
FOOD PRODUCTION – II

S.No.	Topic
01	<p>KITCHEN ORGANIZATION AND LAYOUT</p> <ul style="list-style-type: none"> • General layout of the kitchen in various organisations • Layout of receiving areas • Layout of service and wash up <hr/> <p>SOUPS</p> <ul style="list-style-type: none"> • Basic recipes other than consommé with menu examples <ul style="list-style-type: none"> • Broths • Bouillon • Puree • Cream • Veloute • Chowder • Bisque etc • Garnishes and accompaniments • International soups <p>SAUCES & GRAVIES</p> <ul style="list-style-type: none"> • Difference between sauce and gravy • Derivatives of mother sauces • Contemporary & Proprietary
02	<p>MEAT COOKERY</p> <ul style="list-style-type: none"> • Introduction to meat cookery • Cuts of beef/veal • Cuts of lamb/mutton • Cuts of pork • Variety meats (offals) • Poultry <p>(With menu examples of each)</p> <hr/> <p>FISH COOKERY</p> <ul style="list-style-type: none"> • Introduction to fish cookery • Classification of fish with examples • Cuts of fish with menu examples • Selection of fish and shell fish • Cooking of fish (effects of heat)
03	<p>RICE, CEREALS & PULSES</p> <ul style="list-style-type: none"> • Introduction • Classification and identification • Cooking of rice, cereals and pulses • Varieties of rice and other cereals

	<p>i) PASTRY</p> <ul style="list-style-type: none"> • Short crust • Laminated • Choux • Hot water/Rough puff <ul style="list-style-type: none"> • Recipes and methods of preparation • Differences • Uses of each pastry • Care to be taken while preparing pastry • Role of each ingredient • Temperature of baking pastry
	<p>ii) Flour</p> <ul style="list-style-type: none"> • Structure of wheat • Types of Wheat • Types of Flour • Processing of Wheat – Flour • Uses of Flour in Food Production • Cooking of Flour (Starch) <p>iii) SIMPLE BREADS</p> <ul style="list-style-type: none"> • Principles of bread making • Simple yeast breads • Role of each ingredient in bread making • Baking temperature and its importance
	<p>PASTRY CREAMS</p> <ul style="list-style-type: none"> • Basic pastry creams • Uses in confectionery • Preparation and care in production

04	<p>BASIC COMMODITIES:</p> <p>i) Milk</p> <ul style="list-style-type: none"> • Introduction • Pasteurisation – Homogenisation • Types of Milk – Skimmed and Condensed • Nutritive Value <p>ii) Cream</p> <ul style="list-style-type: none"> • Introduction • Types of Cream <p>iii) Cheese</p> <ul style="list-style-type: none"> • Introduction • Types of Cheese • Classification of Cheese • Curing of Cheese • Uses of Cheese <p>iv) Butter</p> <ul style="list-style-type: none"> • Introduction • Types of Butter
05	<p>BASIC INDIAN COOKERY</p> <p>i) CONDIMENTS & SPICES</p> <ul style="list-style-type: none"> • Introduction to Indian food • Spices used in Indian cookery • Role of spices in Indian cookery • Indian equivalent of spices (names) <p>ii) MASALAS</p> <ul style="list-style-type: none"> • Blending of spices • Different masalas used in Indian cookery <ul style="list-style-type: none"> • Wet masalas • Dry masalas • Composition of different masalas • Varieties of masalas available in regional areas • Special masala blends

REFERENCE BOOKS:-

K.Arora & K.N.Gupta – Theory of cookery
Philip Thangam – Modern cookery for teaching & The Trade (Orient Longmans ltd)
Gisslen Wayne – professional cookery (John Wiley and sons)
Montage – Larousse gastronomie (Himalaya publishing group)

MODEL QUESTION PAPER
BHM201 SUB: - FOOD PRODUCTION-II

1st Yr, II Semester

Time: 3Hrs

Max Marks: 75

Part A

Answer any FIVE of the following Questions

5x5=25m

1. What is an international soup? Name any five.
2. What is a broth? Anyone with recipe.
3. Difference between sauce and gravy?
4. What is mean of derivatives?
5. Write all mother sauces derivative?
6. Basic Cuts of beef/veal?
7. Classification of fish with examples?
8. Selection of fish and shell fish?

Part B

Answer ALL Questions

5x10=50m

- {9} [A] Classification and identification of rice cereals and pulses?
Or
[B] General layout of the kitchen I various organizations?
- {10} [A] Explain short crust pastry and laminated pastry?
Or
[B] What is choux and how to preparation?
- {11} [A] What is contemporary and proprietary?
Or
[B] Explain basic pastry creams
- {12} [A] Explain about milk & Butter?
Or
[B] Explain about cheese and five international cheeses name?
- {13} [A] Explain role of spices in food?
Or
[B] Role of raising agent and actions and reaction?

BHM 202

FOOD AND BEVERAGE SERVICE– II

S.No.	Topic
01	MEALS & MENU PLANNING: <ul style="list-style-type: none"> • Origin of Menu • Objectives of Menu Planning • Types of Menu • Types of Meals <ul style="list-style-type: none"> • Early Morning Tea • Breakfast (English, American Continental, Indian), Brunch, Lunch, Afternoon/High Tea Dinner, Supper
02	I PREPARATION FOR SERVICE <ul style="list-style-type: none"> • Organising Mise-en-scene • Organising Mise en place II TYPES OF FOOD SERVICE <ul style="list-style-type: none"> • Silver service • Pre-plated service • Cafeteria service • Room service • Buffet service • Gueridon service • Lounge service
03	SALE CONTROL SYSTEM <ul style="list-style-type: none"> • KOT/Bill Control System (Manual) <ul style="list-style-type: none"> • Triplicate Checking System, Duplicate Checking System • Single Order Sheet • Quick Service Menu & Customer Bill • Making bill • Cash handling equipment • Record keeping (Restaurant Cashier)
04	TOBACCO <ul style="list-style-type: none"> • History • Processing for cigarettes, pipe tobacco & cigars • Cigarettes – Types and Brand names • Pipe Tobacco – Types and Brand names • Cigars – shapes, sizes, colours and Brand names • Care and Storage of cigarettes & cigars
05	Courses of French Classical Menu <ul style="list-style-type: none"> • Sequence • Examples from each course • Cover of each course • Accompaniments French Names of dishes

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

MODEL QUESTION PAPER
BHM202 SUB: - FOOD AND BEVERAGE SERVICE-II

1st Yr, II Semester

Time: 3Hrs

Max Marks: 75

Part-A

Answer any **FIVE** of the following Questions

5x5 = 25M

1. Elaborate High Tea
2. Write about the functions of menu
3. Define Indian Break Fast
4. Briefly explain about Order taking methods
5. Elaborate the Mis-en-scene
6. Write short notes on French Service
7. Explain the French Dish names and its Accompaniments
8. Write about the Procedure of KOT manual System

Part- B

Answer **ALL** Questions

5X10=50M

- 9 a) Discuss the Mis-en-Place
Or
b) Explain the French Classical Menu in Sequence order
- 10 a) Elaborate the English breakfast and its Cover
Or
b) Discuss the different types of services
- 11 a) Explain the Cigars and its shapes, Sizes and their terms
Or
b) Define Menu and write about the advantages of menu explain different types of Menus
- 12 a) Explain the triplicate and duplicate checking system in Restaurant
Or
b) Compile Seven Course Menu and write the Accompaniments for the menu
- 13 a) Explain the Storage of Cigarettes and Cigars
Or
b) Explain the record keeping maintained by the cashier in the restaurant

BHM 203
ACCOMMODATION OPERATIONS – I& Hotel Engineering

S.No.	Topic
01	<p>ROLE OF HOUSEKEEPING IN HOSPITALITY OPERATION Role of Housekeeping in Guest Satisfaction and Repeat Business</p> <p>ORGANISATION CHART OF THE HOUSEKEEPING DEPARTMENT</p> <ul style="list-style-type: none"> • Hierarchy in small, medium, large and chain hotels • Identifying Housekeeping Responsibilities • Personality Traits of housekeeping Management Personnel. • Duties and Responsibilities of Housekeeping staff • Layout of the Housekeeping Department <p>INTER DEPARTMENTAL RELATIONSHIP</p> <ul style="list-style-type: none"> • With Front Office • With Maintenance • With Security • With Stores • With Accounts • With Personnel <p>USE OF COMPUTERS IN HOUSE KEEPING DEPARTMENT</p>
02	<p>CLEANING ORGANISATION</p> <ul style="list-style-type: none"> • Principles of cleaning, hygiene and safety factors in cleaning • Methods of organising cleaning • Frequency of cleaning daily, periodic, special • Design features that simplify cleaning <p>Use and care of Equipment</p> <p>AREA CLEANING</p> <ul style="list-style-type: none"> • Guest rooms • Front-of-the-house Areas • Back-of-the house Areas • Work routine and associated problems e.g. high traffic areas, Façade cleaning etc. <p>ROOM LAYOUT AND GUEST SUPPLIES</p> <ul style="list-style-type: none"> • Standard rooms, VIP ROOMS • Guest's special requests <p>PEST CONTROL</p> <ul style="list-style-type: none"> • Areas of infestation <p>Preventive measures and Control measure</p>

03	<p>CLEANING AGENTS</p> <ul style="list-style-type: none"> • General Criteria for selection • Classification • Polishes • Floor seats • Use, care and Storage • Distribution and Controls <p>Use of Eco-friendly products in Housekeeping</p> <p>COMPOSITION, CARE AND CLEANING OF DIFFERENT SURFACES</p> <ul style="list-style-type: none"> • Metals • Glass • Leather, Leatherites, Rexines • Plastic • Ceramics • Wood • Wall finishes • H. Floor finishes
04	<p>ROUTINE SYSTEMS AND RECORDS OF HOUSE KEEPING DEPARTMENT</p> <ul style="list-style-type: none"> • Reporting Staff placement • Room Occupancy Report • Guest Room Inspection • Entering Checklists, Floor Register, Work Orders, Log Sheet. • Lost and Found Register and Enquiry File • Maid's Report and Housekeeper's Report • Handover Records • Guest's Special Requests Register • Record of Special Cleaning • Call Register • VIP Lists

05

MAINTENANCE:

- Preventive and breakdown maintenance, comparisons
- Roll & Importance of maintenance department in the hotel industry with emphasis on its relation with other departments of the hotel.
- Organization chart of maintenance department, duties and responsibilities of maintenance department

Equipment replacement policy:

- Circumstances under which equipment are replaced.
- Replacement policy of items which gradually deteriorates
- Replacement when the average annual cost is minimum
- Replacement when the present cost is minimum

Economic replacement cycle for suddenly failing equipment

Contract maintenance:

- Necessity of contract maintenance, advantages and disadvantages of contract maintenance
- Essential requirements of a contract, types of contract, their comparative advantages and disadvantages.

Procedure for inviting and processing tenders, negotiating and finalizing

Fire prevention and fire fighting system:

- Classes of fire, methods of extinguishing fires (**Demonstration**)
 - Fire extinguishes, portable and stationery
 - Fire detectors and alarm
 - Automatic fire detectors cum extinguishing devices
- Structural protection Legal requirements

Safety:

- Accident prevention
- Slips and falls
- Other safety topics

Audio visual equipments:

- Various audio visual equipment used in hotel
- Care and cleaning of overhead projector, slide projector, LCD and power point presentation units
- Maintenance of computers:
- Care and cleaning of PC, CPU, Modem, UPS, Printer, Laptops

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

Waste disposal and pollution control:

- Solid and liquid waste, sullage and sewage, disposal of solid waste
- Sewage treatment
- Pollution related to hotel industry
- Water pollution, sewage pollution

Air pollution, noise pollution, thermal pollution Legal Requirements

REFERENCE BOOKS:-

- **Hotel Management and Operations** - Michael J. O'Fallon, Denney G. Ruther Ford
- **Practical maintenance and equipment for hoteliers, Licenses and Caterers** by D.C. Gladweli – Barrie and rockliff London.
- **Maintenance and Engineering for lodging and food service Facilities** by M R Frank D Borcnik –John Wiley and sons, New York.
- **The management of Maintenance and Engineering Systems in Hospitality industry** by Frank D Borcnik –John wiley and sons, New York.
- **Management operations Research** –M Satyanarayan & Lalitha Raman – Himalaya Publishing House, Bombay, 400004.
- **Managing Hospitality Engineering Systems** by Michael H Redlin and David M Stipnuk – The Educational institute of the American Hotel & motel Association.
Energy and Water Resources Management by Robert E Aullach The Education Institute of the American Hotel & Motel Association

MODEL QUESTION PAPER

BHM203 SUB: - ACCOMMODATION OPERATIONS -I & HOTEL ENGINEERING

1st Yr, II Semester

Time: 3Hrs

Marks: 75

Part A

5x5=25m

Answer any FIVE of the following

1. What are high traffic areas?
2. What electronic key?
3. Name front of the house areas?
4. Name Back of the house areas?
5. Name any five guest special request?
- 7 What is lo Write the role of maintenance department in hotel?
- 7 Lost and found department?
- 8 Write the safety precautions while handling gas cylinders?

Part B

Answer ALL Questions

5x10=50m

- 9 [A] What is pest control? Briefly explain its duties in hotel?
Or
[B] What is Façade cleaning? Briefly explain its duties in hotel?
- 10 [A] Write the role of guest satisfaction & repeat Business?
Or
[B] What are the aims & Objectives of housekeeping?
- 11 [A] Explain the water system management in hotels?
Or
[B] Write a short note on how to attend to housekeeping guest need calls?
- 12 [A]] write any five electrical equipments? Explain its uses?
Or
[B] What are types, sizes and special features in bed used in hotels?
13. [A] draw a neat diagram of maid's trolley?
Or
[B]) Explain the various types of fire extinguishers used in star hotels?

BHM 204**APPLICATION OF COMPUTERS-II**

	TOPIC
01	<p>COMPUTER FUNDAMENTALS - THEORY</p> <p>INFORMATION CONCEPTS AND PROCESSING</p> <ul style="list-style-type: none"> • Definitions • Need, Quality and Value of Information • Data Processing Concepts <p>ELEMENTS OF A COMPUTER SYSTEM</p> <ul style="list-style-type: none"> • Definitions • Characteristics of Computers • Classification of Computers • Limitations
02	<p>HARDWARE FEATURES AND USES</p> <ul style="list-style-type: none"> • Components of a Computer • Generations of Computers • Primary and Secondary Storage Concepts • Data Entry Devices • Data Output <p>Devices SOFTWARE</p> <p>CONCEPTS</p> <ul style="list-style-type: none"> • System Software • Application Software
03	<p>OPERATING SYSTEMS/ENVIRONMENTS - THEORY</p> <p>BASICS OF MS-DOS</p> <ul style="list-style-type: none"> • Internal commands • External commands <p>INTRODUCTION TO WINDOWS</p> <ul style="list-style-type: none"> • GUI/Features • What are Windows and Windows 95 and above? • Parts of a Typical Window and their Functions
04	<p>NETWORKS – THEORY</p> <p>A. Network Topology</p> <ul style="list-style-type: none"> • Bus • Star

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

REFERENCE BOOKS:-

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

BHM205
HOTEL ACCOUNTANCY

S.No.	Topic
01	<p>INTRODUCTION TO ACCOUNTING</p> <ul style="list-style-type: none"> • Meaning and Definition • Types and Classification • Principles of accounting • Systems of accounting • Generally Accepted Accounting Principles (GAAP) <p>PRIMARY BOOKS (JOURNAL)</p> <ul style="list-style-type: none"> • Meaning and Definition • Format of Journal • Rules of Debit and Credit • Opening entry, Simple and Compound entries • Practicals <p>SECONDARY BOOK (LEDGER)</p> <ul style="list-style-type: none"> • Meaning and Uses • Formats • Posting • Practicals
02	<p>SUBSIDIARY BOOKS</p> <ul style="list-style-type: none"> • Need and Use • Classification <ul style="list-style-type: none"> • Purchase Book • Sales Book • Purchase Returns • Sales Returns • Journal Proper • Practicals <p>CASH BOOK</p> <ul style="list-style-type: none"> • Meaning • Advantages • Simple, Double and Three Column • Petty Cash Book with Imprest System (simple and tabular forms) • Practicals
03	<p>TRIAL BALANCE</p> <ul style="list-style-type: none"> • Meaning • Methods • Advantages • Limitations • Practicals

04	<p>FINAL ACCOUNTS</p> <ul style="list-style-type: none"> • Meaning • Procedure for preparation of Final Accounts • Difference between Trading Accounts, Profit & Loss Accounts and Balance Sheet • Adjustments (Only four) <ul style="list-style-type: none"> • Closing Stock • Pre-paid Expenses • Outstanding Expenses • Depreciation
05	<p>CAPITAL AND REVENUE EXPENDITURE</p> <ul style="list-style-type: none"> • Meaning • Definition of Capital and Revenue Expenditure <p>BANK RECONCILIATION STATEMENT</p> <ul style="list-style-type: none"> • Meaning • Reasons for difference in Pass Book and Cash Book Balances • Preparation of Bank Reconciliation Statement <p>No Practicals</p>

NOTE: USE OF CALCULATOR IS PERMITTED

REFERENCE BOOKS:-

Hotel Accounting & Financial Control - Ozi D' Chunha & Gleson Ozi d' Chunha

MODEL QUESTION PAPER
BHM205 SUB: - HOTEL ACCOUNTANCY

1st Yr, II Semester

Time: 3Hrs

Max Marks: 75

Part – A

Answer any FIVE of the following Questions:

[5x5=25 M]

1. Define Accounting & its classification :
2. Journalize the following transactions & identify the nature of A/c's?
Mar-1 : Started business with Rs.4000 in cash
Mar-2 : Bought goods from Prasad rs.3, 271
Mar-3 : Cash sales Rs.372
Mar-4 : Sold goods to Hari Rs.1500
Mar-5 : Paid rent to Manager for Rs.1000
3. Difference between Ledger & Journal?
4. Explain in detail about the subsidiary books?
5. Record the following transactions in the Analytical petty cash book of Krishna Kumar.
2001 Jan 1st: Received from Head Cashier an Imprested cheque – Rs.100
2001 Jan 2nd: Paid Cartage – Rs.5
2001 Jan 3rd: Paid postage & telegrams – Rs.6
2001 Jan 4th: Paid Stationary – Rs.8
2001 Jan 5th: Paid Bus fare – Rs.9
2001 Jan 6th: Paid office cleaning charges – Rs.12
2001 Jan 8th: paid tips to office expenses – Rs.10
2001 Jan 10th: Sent telegram to Tirupati – Rs.7
6. From the following Ledger balance prepare the trail balance of Siva Krishna as on 30-06-2015

Capital	30,000
Drawings	5,000
Furniture	2,600
Buildings	20,000
Over draft	4,500
Opening Stock	22,000
Debtors	18,000
Creditors	13,000
Purchasers	17,000
Sales	1,16,000
Sales returns	2,000
Discount	2,000
Carriage outwards	1,500
Taxes	2,000
General Exp	4,000
Bad Debts reserve	500
Salaries	9,000
Wages	5,500
Freight	2,600
Machinery	49,000
7. Write a short notes on:
 - (i) Capital Revenue
 - (ii) Capital Expenditure
8. Difference between passbook & Cash Book Balances?

Part – B

Answer ALL Questions

[5x10=50M]

9 I A. Explain the various accounting concepts & Conversions for the preparation of final A/c's?

[OR]

B. Journalize the following transactions in the books of Ramesh & Co.

1990 Jan 1st: Business started with capital for Rs.50, 000/- in cash &
Rs.40,000 in goods

1990 Jan 3rd: Goods sold to Ram Rs.5000

1990 Jan 5th: Received from ram Rs.4,900 in full settlement of his A/c

1990 Jan 8th: Purchased goods from Madhuri for Rs.10,000 & paid only
Rs. 9,500

1990 Jan10th: Goods used for personal purpose from the business for Rs.2000

1990 Jan15th: Amount given to Rajesh for Rs.5000 & he became insolvent
For that he has to pay only 0.50 per Rs.1-00

1990 Jan 16th: Commission received from Rani Rs.1000

1990 Jan 18th: Salary paid by cheque

1990 Jan 20th: Goods purchased for Rs.20,000 & received 2% trade discount
& 5% Cash discount

1990 30th: rent paid for Rs.2000

10 A. Write a short notes on:

- (i) Invoice
- (ii) Trade Discount
- (iii) Debit Note
- (iv) Credit Note
- (v) Trade Discount / Cash Discount differences with example.

[OR]

B. Prepare three column cash book from the following transactions in the
Books of Raj & Co.

2002:

April 2nd : Cash balance Rs.200
Bank Balance Rs.2, 700

April 4th : Received from Mani Rs.400 in cash & Rs.480 by Cheque &
Allowed him discount Rs.20.

April 7th : Draw in favour of Naik a cheque for Rs.700 & was allowed
Discount Rs.15

April 9th : Paid into bank Rs.500

April 11th : Paid Hari Rs.1, 500 in full settlement of account for Rs.1520
By cheque

April 14th : Received from Nandam Rs.700 by Cheque & allowed a
Discount of rs.10

April 15th : Draw for office use rs.200 from Bank

April 17th : Draw for Personal use Rs.500 by Cheque

April 20th : paid salaries by Cheque rs.330

11 A. What is Trail balance? Write any some direct expenses & indirect expenses, Assets & liabilities?

[OR]

B. What are various methods of Preparation of Trail balance?

12. A. What is a trading account? Mention briefly the advantage of preparing a
Trading Account.

[OR]

B. From the following balances of Ragini, Prepare Trading & P & L A/c
For the year ending 31-12-2001 And balance Sheet.

Particulars	Rs	Particulars	Rs
Purchases	14,000	Commission Received	1,000
Sales	28,800	Debtors	5,000
Opening stock	3,000	Salaries	4,800
Machinery	8,000	Insurance	1,200
Cash	2,000	Buildings	15,000
Creditors	1,500	Bills Payable	2,000
Wages	3,000	Furniture	500
Printing & Stationary	1,700	Interest received	800
Capital	25,000	Patents	4,000
Factory Rent	300	Bank Overdraft	3,400

Adjustments:

- Closing Stock Rs.5,500
- Outstanding Printing charges Rs.300
- Insurance paid in advance Rs.200
- Unpaid wages rs.500
- Commission received in advance Rs.100
- Interest accrued but not received rs.200

13 A. Explain briefly in which of the following circumstances we treat Expenditure as a "Capital Expenditure", "Revenue Expenditure".

[OR]

B. Prepare Bank reconciliation statement for the following balance shown as per Cash Book as on 31-12-1990

- (1) Out of Cheques of Rs.9000 paid on 25th Rs.4000 appear to have been Credited in the pass book under date 2nd Jan 1991.
- (2) I had issued cheques in Dec 1990 amounts in all to Rs.16,000 of which I Find that Rs.7000 worth have been Cashed in the same month, a cheque Of Rs.5000 has been cashed on Jan 3, 1991 & the rest have not been Presented at all.
- (3) My balance has give me a wrong credit in my joint account with wife In respect of a cheque of rs.2000 paid into my personal a/c.
- (4) Rs.1000 for Interest on overdraft charged in the pass book on 31st Dec Have been entered in my cash book as on 4th Jan ,1991.
- (5) My pass book shows a credit of Rs.1200 to my account being interest on My securities collected by my Bankers.
- (6)The Bank Balance as per my Pass book showed an overdraft of Rs.19,000.

BHM201

FOOD PRODUCTION – II (PRACTICAL-I)

PART A - COOKERY

S.No	Topic	Method
1	<ul style="list-style-type: none">• Meat – Identification of various cuts, Carcass demonstration• Preparation of basic cuts-Lamb and Pork Chops, Tornado, Fillet, Steaks and Escalope• Fish-Identification & Classification• Cuts and Folds of fish	Demonstrations & simple applications
2	<ul style="list-style-type: none">• Identification, Selection and processing of Meat, Fish and poultry.• Slaughtering and dressing	Demonstrations at the site in local Area/Slaughtering house/Market
3	<p>Preparation of menu</p> <p>Salads & soups- waldrof salad, Fruit salad, Russian salad, salade nicoise, Cream (Spinach, Vegetable, Tomato), Puree (Lentil, Peas Carrot) International soups</p> <p>Chicken, Mutton and Fish Preparations- Fish orly, a la anglaise, colbert, meuniere, poached, Baked Entrée-Lamb stew, hot pot, shepherd's pie, grilled steaks & lamb/Pork chops, Roast chicken, grilled chicken, Leg of Lamb, Beef</p> <p>Simple potato preparations- Basic potato dishes</p> <p>Vegetable preparations- Basic vegetable dishes</p> <p>Indian cookery- Rice dishes, Breads, Main course, Basic Vegetables, Paneer Preparations</p>	Demonstration by instructor and applications by Students

PART B - BAKERY & PATISSERIE

S.No	Topic	Method
1	PASTRY: Demonstration and Preparation of dishes using varieties of Pastry <ul style="list-style-type: none">• Short Crust – Jam tarts, Turnovers• Laminated – Palmiers, Khara Biscuits, Danish Pastry, Cream Horns• Choux Paste – Eclairs, Profiteroles	Demonstration by instructor and applications by students
2	COLD SWEET <ul style="list-style-type: none">• Honeycomb mould• Butterscotch sponge• Coffee mousse• Lemon sponge• Trifle• Blancmange• Chocolate mousse• Lemon soufflé	Demonstration by instructor and applications by students
3	HOT SWEET <ul style="list-style-type: none">• Bread & butter pudding• Caramel custard• Albert pudding• Christmas pudding	Demonstration by instructor and applications by students
4	INDIAN SWEETS Simple ones such as chicoti, gajjar halwa, kheer	Demonstration by instructor and applications by students

REFERENCE BOOKS:-

Krishna Arora & K.N.Gupta – Theory of cookery
Philip Thangam – Modern cookery for teaching & The Trade (Orient Longmans Ltd)
Gisslen Wayne – professional cookery (John Wiley and Sons)
Montage – Larousse gastronomie (Himalaya publishing group)

BHM202

FOOD AND BEVERAGE SERVICE – II (PRACTICAL-II)

S.No	Topic		
01	REVIEW OF SEMESTER -1		
02	<p>TABLE LAY-UP & SERVICE</p> <p>Task-01: A La Carte Cover Task-02: Table d' Hote Cover Task-03: English Breakfast Cover Task-04: American Breakfast Cover Task-05: Continental Breakfast Cover Task-06: Indian Breakfast Cover Task-07: Afternoon Tea Cover Task-08: High Tea Cover</p> <p>TRAY/TROLLEY SET-UP & SERVICE</p> <p>Task-01: Room Service Tray Setup Task-02: Room Service Trolley Setup</p>		
03	<p>PREPARATION FOR SERVICE (RESTAURANT)</p> <p>A. Organizing Mise-en-scene B. Organizing Mise-en-Place C. Opening, Operating & Closing duties</p>		
04	<p>PROCEDURE FOR SERVICE OF A MEAL</p> <p>Task-01: Taking Guest Reservations Task-02: Receiving & Seating of Guests Task-03: Order taking & Recording Task-04: Order processing (passing orders to the kitchen) Task-05: Sequence of service Task-06: Presentation & Encashing the Bill Task-07: Presenting & collecting Guest comment cards Task-08: Seeing off the Guests</p>		
05	<p>Social Skills</p> <p>Task-01: Handling Guest Complaints Task-02: Telephone manners Task-03: Dining & Service etiquettes</p>		
06	<p>Special Food Service - (Cover, Accompaniments & Service)</p> <p>Task-01: Classical Hors d' oeuvre</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Oysters • Caviar • Smoked Salmon • Pate de Foie Gras </td> <td style="border: none; width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Snails • Melon • Grapefruit • Asparagus </td> </tr> </table>	<ul style="list-style-type: none"> • Oysters • Caviar • Smoked Salmon • Pate de Foie Gras 	<ul style="list-style-type: none"> • Snails • Melon • Grapefruit • Asparagus
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	Task-02: Cheese Task-03: Dessert (Fresh Fruit & Nuts) Service of Tobacco <ul style="list-style-type: none"> • Cigarettes & Cigars
07	Restaurant French: To be taught by a professional French language teacher. <ul style="list-style-type: none"> • Restaurant Vocabulary (English & French) • French Classical Menu Planning • French for Receiving, Greeting & Seating Guests • French related to taking order & description of dishes

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

BHM203

ACCOMMODATION OPERATIONS – I (PRACTICAL-III)

S.No.	Topic
01	Sample Layout of Guest Rooms <ul style="list-style-type: none">• Single room, Double room, Twin room• Suite
02	Guest Room Supplies and Position <ul style="list-style-type: none">• Standard room, Suite, VIP room special amenities
03	Cleaning Equipment-(manual and mechanical) <ul style="list-style-type: none">• Familiarization• Different parts• Function• Care and maintenance
04	Cleaning Agent <ul style="list-style-type: none">• Familiarization according to classification• Function
05	Public Area Cleaning (Cleaning Different Surface) <ul style="list-style-type: none">A. WOOD<ul style="list-style-type: none">• Polished, Painted, LaminatedB. SILVER/ EPNS<ul style="list-style-type: none">• Plate powder method• Polivit method• Proprietary solution (Silvo)C. BRASS<ul style="list-style-type: none">• Traditional/ domestic 1 Method• Proprietary solution 1 (brasso)D. GLASS<ul style="list-style-type: none">• Glass cleanser• Economical method(newspaper)E. FLOOR - Cleaning and polishing of different types<ul style="list-style-type: none">• Wooden• Marble• Terrazzo/mosaic etc.F. WALL - care and maintenance of different types and parts<ul style="list-style-type: none">• Skirting• Dado• Different types of paints(distemper Emulsion, oil paint etc)
06	Maid's trolley <ul style="list-style-type: none">• Contents• Trolley setup
07	Familiarizing with different types of Rooms, facilities and surfaces <ul style="list-style-type: none">• Twin/ double, Suite• Conference etc

.No.	Topic
08	Servicing guest room(checkout/ occupied and vacant) <u>ROOM</u> Task 1- open curtain and adjust lighting Task 2- clean ash and remove trays if any Task 3- strip and make bed Task 4- dust and clean drawers and replenish supplies Task 5- dust and clean furniture, clockwise or anticlockwise Task 6- clean mirror Task 7- replenish all supplies Task 8- clean and replenish minibar Task 9- vacuum clean carpet Task 10- check for stains and spot cleaning <u>BATHROOM</u> Task 1- disposed soiled linen Task 2- clean ashtray Task 3- clean WC Task 4- clean bath and bath area Task 5- wipe and clean shower curtain Task 6- clean mirror Task 7- clean tooth glass Task 8- clean vanity unit Task 9- replenish bath supplies Task 10- mop the floor
09	Bedmaking supplies (day bed/ night bed) Step 1- spread the first sheet (from one side) Step 2- make miter corner (on both corner of your side) Step 3- spread second sheet (upside down) Step 4- spread blanket Step 5- Spread crinkle sheet Step 6- make two folds on head side with all three (second sheet, blanket and crinkle sheet) Step 7- tuck the folds on your side Step 8- make miter corner with all three on your side Step 9- change side and finish the bed in the same way Step 10- spread the bed spread and place pillow
10	Records <ul style="list-style-type: none"> • Room occupancy report • Checklist • Floor register • Work/ maintenance order • Lost and found

REFERENCE BOOKS:-

Hotel Management and Operations - Michael J. O'Fallon, Denney G. Ruther Ford