

SEMESTER - IV **MAJOR I**
BHM273 - FOOD AND BEVERAGE MANAGEMENT- I (THEORY + PRACTICAL)
THEORY - HOURS ALLOTTED: 60 **MAXIMUM MARKS: 100**
PRACTICAL - HOURS ALLOTTED: 120 **MAXIMUM MARKS: 200**

S. No.	Topic	Hours
01	<p>PLANNING & OPERATING VARIOUS F&B OUTLET</p> <p>A. Physical layout of functional and ancillary areas B. Objective of a good layout C. Steps in planning D. Factors to be considered while planning E. Calculating space requirement F. Various set ups for seating G. Planning staff requirement H. Menu planning I. Constraints of menu planning J. Selecting and planning of heavy duty and light equipment K. Requirement of quantities of equipment required like crockery, Glassware, steel or silver etc. L. Suppliers & manufacturers M. Approximate cost N. Planning Décor, furnishing fixture etc.</p>	10
	PRACTICAL	12
02	<p>F & B STAFF ORGANISATION</p> <p>A. Categories of staff B. Hierarchy C. Job description and specification D. Duty roster</p>	04
	PRACTICAL	06
	<ul style="list-style-type: none"> • Making of Duty Roster and writing job description & specification 	
03	<p>MANAGING F&B OUTLET</p> <p>A. Supervisory skills B. Developing efficiency C. Standard Operating Procedure</p>	04
	PRACTICAL	06
	Supervising F&B outlets	
04	<p>FUNCTION CATERING</p> <p>BANQUETS</p> <p>A. History B. Types C. Organisation of Banquet department D. Duties & responsibilities E. Sales</p>	10

	<p>F. Booking procedure G. Banquet menus</p> <p>BANQUET PROTOCOL</p> <ul style="list-style-type: none"> • Space Area requirement • Table plans/arrangement • Misc-en-place • Service • Toasting <p>INFORMAL BANQUET</p> <ul style="list-style-type: none"> • Réception • Cocktail parties • Convention • Seminar • Exhibition • Fashion shows • Trade Fair • Wedding • Outdoor catering 	
	<p>PRACTICAL Calculation of Space for Banquets, Banquet Menu & Service</p>	16
05	<p>FUNCTION CATERING</p> <p>BUFFETS</p> <p>A. Introduction B. Factors to plan buffets C. Area requirement D. Planning and organisation E. Sequence of food F. Menu planning G. Types of Buffet H. Display I. Sit down J. Fork, Finger, Cold Buffet K. Breakfast Buffets L. Equipment M. Supplies N. Check list</p>	12
	<p>PRACTICAL Setting of various types of Buffet</p>	10
06	<p>GUERIDON SERVICE</p> <p>A. History of gueridon B. Definition</p>	08

	<p>C. General consideration of operations D. Advantages .Dis-advantages E. Types of trolleys F. Factor to create impulse, Buying – Trolley, open kitchen G. Gueridon equipment H. Gueridon ingredients</p> <p>PRACTICAL Preparing items on Gueridon trolley</p> <ul style="list-style-type: none"> • Crêpe Suzette • Banana au Rhum • Peach Flambé • Rum Omlette • Ceasar Salad • Pepper Steak 	20
07	<p>BAR OPERATIONS</p> <p>A. Types of Bar</p> <ul style="list-style-type: none"> • Cocktail • Dispense <p>B. Area of Bar C. Front Bar D. Back Bar E. Under Bar (Speed Rack, Garnish Container, Ice well etc.) F. Bar Stock G. Bar Control H. Bar Staffing I. Opening and closing duties</p> <p>PRACTICAL Designing and setting the bar for above sub-topics</p>	06
08	<p>COCKTAILS & MIXED DRINKS</p> <p>A. Definition and History B. Classification C. Recipe, Preparation and Service of Popular Cocktails</p> <ul style="list-style-type: none"> - Martini – Dry & Sweet - Manhattan – Dry & Sweet - Dubonnet - Roy-Roy - Bronx - White Lady - Pink Lady - Side Car - Bacardi - Alexandra - John Collins - Tom Collins - Gin FIZZ - Pimm's Cup – no. 1,2,3,4,5 	06

	<ul style="list-style-type: none"> - Flips - Noggs - Champagne Cocktail - Between the Sheets - Daiquiri - Bloody Mary - Screw Driver - Tequilla Sunrise - Gin-Sling - Planters Punch - Singapore Sling - Pinacolada - Rusty Nail - B&B - Black Russian - Margarita - Gimlet – Dry & Sweet - Cuba Libre - Whisky Sour - Blue Lagoon - Harvey Wall Banger - Bombay Cocktail <p>PRACTICAL Preparation of Cocktails</p>	20
07.	<p>KITCHEN STEWARDING</p> <ul style="list-style-type: none"> A. Importance B. Opportunities in kitchen stewarding C. Record maintaining D. Machine used for cleaning and polishing E. Inventory <p>PRACTICAL OPERATING KITCHEN STEWARDING DEPT,POLISHING SILVER/FIELD VISIT</p>	02
		14



SEMESTER – IV MAJOR – II
BHM274 - FOOD AND BEVERAGE MANAGEMENT – II (THEORY)
HOURS ALLOTTED: 60 MAXIMUM MARKS: 100

S. No	Topic	Hours
01	COST DYNAMICS A. Elements of Cost B. Classification of Cost	02
02	SALES CONCEPTS A. Various Sales Concept B. Uses of Sales Concept	02
03	INVENTORY CONTROL A. Importance B. Objective C. Method D. Levels and Technique E. Perpetual Inventory F. Monthly Inventory G. Pricing of Commodities H. Comparison of Physical and Perpetual Inventory	10
04	BEVERAGE CONTROL A. Purchasing B. Receiving C. Storing D. Issuing E. Production Control F. Standard Recipe G. Standard Portion Size H. Bar Frauds I. Books maintained J. Beverage Control	10
05	SALES CONTROL A. Procedure of Cash Control B. Machine System C. ECR D. NCR E. Preset Machines F. POS G. Reports H. Thefts I. Cash Handling	05
06	BUDGETARY CONTROL A. Define Budget B. Define Budgetary Control C. Objectives	05



	<ul style="list-style-type: none"> D. Frame Work E. Key Factors F. Types of Budget G. Budgetary Control 	
07	<p>VARIANCE ANALYSIS</p> <ul style="list-style-type: none"> A. Standard Cost B. Standard Costing C. Cost Variances D. Material Variances E. Labour Variances F. Overhead Variance G. Fixed Overhead Variance H. Sales Variance I. Profit Variance 	06
08	<p>BREAKEVEN ANALYSIS</p> <ul style="list-style-type: none"> A. Breakeven Chart B. P V Ratio C. Contribution D. Marginal Cost E. Graphs 	06
09	<p>MENU MERCHANDISING</p> <ul style="list-style-type: none"> A. Menu Control B. Menu Structure C. Planning D. Pricing of Menus E. Types of Menus F. Menu as Marketing Tool G. Layout H. Constraints of Menu Planning 	06
10.	<p>MENU ENGINEERING</p> <ul style="list-style-type: none"> A. Definition and Objectives B. Methods C. Advantages 	04
11.	<p>MIS</p> <ul style="list-style-type: none"> A. Reports B. Calculation of actual cost C. Daily Food Cost D. Monthly Food Cost E. Statistical Revenue Reports F. Cumulative and non-cumulative 	04

BHM281 - FINANCIAL MANAGEMENT
HOURS ALLOTTED: 60 MAXIMUM MARKS: 100

S.No.	Topic	Hours
01	FINANCIAL MANAGEMENT MEANING & SCOPE A. Meaning of business finance B. Meaning of financial management C. Objectives of financial management	02
02	FINANCIAL STATEMENT ANALYSIS AND INTERPRETATION A. Meaning and types of financial statements B. Techniques of financial analysis C. Limitations of financial analysis D. Practical problems	05
03	RATIO ANALYSIS A. Meaning of ratio B. Classification of ratios C. Profitability ratios D. Turnover ratios E. Financial ratios F. Du Pent Control Chart G. Practical Problems	12
04	FUNDS FLOW ANALYSIS A. Meaning of funds flow statement B. Uses of funds flow statement C. Preparation of funds flow statement D. Treatment of provision for taxation and proposed dividends (as non-current liabilities) E. Practical problems	10
05	CASH FLOW ANALYSIS A. Meaning of cash flow statement B. Preparation of cash flow statement C. Difference between cash flow and funds flow analysis D. Practical problems	12
06	FINANCIAL PLANNING MEANING & SCOPE A. Meaning of Financial Planning B. Meaning of Financial Plan C. Capitalisation D. Practical problems	06
07	CAPITAL EXPENDITURE A. Meaning of Capital Structure B. Factors determining capital structure	05



	<ul style="list-style-type: none"> C. Point of indifference D. Practical problems 	
08	<p>WORKING CAPITAL MANAGEMENT</p> <ul style="list-style-type: none"> A. Concept of working capital B. Factors determining working capital needs C. Over trading and under trading 	02
09	<p>BASICS OF CAPITAL BUDGETING</p> <ul style="list-style-type: none"> A. Importance of Capital Budgeting B. Capital Budgeting appraising methods C. Payback period D. Average rate of return E. Net Present Value F. Profitability index G. Internal rate of return H. Practical problems 	06

BHM282 - BUSINESS ETHICS AND LAW
HOURS ALLOTTED: 60 MAXIMUM MARKS: 100

S.No.	Topic	Hours	Weight age
1.	BUSINESS ETHICS Definition of business ethics Need for ethics in hotel business Ethics and moral values Theories of moral development Lawrence Kohlberg's theory Carol Gilligan theory	6	20
2.	AREAS OF ETHICS IN HOTEL INDUSTRY Dealing with a staff Dealing with guests and their belongings Following duty hours Safety and security in the hotel Dealing with lady guests Code of ethics	6	10
3.	BUSINESS LAW Introduction to law Evolution of law Classification of law	4	5
4.	INDIAN CONTRACT LAW Definition of contract, proposal, agreement, consideration etc., Essentials of valid contract Competent parties Types of parties – valid, void and voidable Performance of contract Discharge of contract Remedies for breach of contract Indemnity and guarantee	8	10
5	CONSUMER PROTECTION ACT Definitions – Consumer, complaint, defect in goods, deficiency in service, unfair trade practice, restricted trade practice Procedure for redressal of grievances before district forum, state commission and national commission Other related provisions	6	10
6	SALE OF GOODS ACT Essentials of valid sale	3	5



	Conditions and warranties Unpaid seller and his rights Rights and duties of seller and buyer		
7	FOOD ADULTERATION ACT Principles of food laws regarding prevention of food adulteration, definition, authorities under the act Powers of various authorities under the act Procedure of taking a sample purchase right, warranties, guest control order or food services order in force from time to time. Essential commodities and AGMARK etc.,	5	10
8	SHOPS AND ESTABLISHMENTS ACT Procedure relating to registration of hotels, lodges, eating houses, restaurants and other related provisions	2	5
9	ENVIRONMENTAL PROTECTION ACT – IMPORTANT PROVISIONS The water (Prevention and control of pollution) Act The air (Prevention and control of pollution) Act	2	5
10	LICENSES AND PERMITS Licenses and permits for hotels and catering establishments Procedure for procurement, buy laws of hotels and restaurant under municipal corporation Renewal suspension and termination of licenses	6	10
11	INDUSTRIAL LEGISLATION Factory Act – Definition of factory, worker, health safety and welfare provisions Industrial disputes act – definition of industry, manufacturing process, industrial dispute, provisions relating to strike, lock-out, retrenchment, lay-off and authorities for settlement of industrial disputes Payment of wages act- definition of wages, authorized deductions from wages Workmen’s compensation act – definition of dependent, disablement, occupational disease, liability of the employer to pay compensation and amount of compensation	12	10

BHM283 - BUSINESS ECONOMICS
HOURS ALLOTTED: 30 MAXIMUM MARKS: 50

S.No.	Topic	Hours	Weight age
I.	<p><u>Introduction:</u></p> <p>Economic activities, non-economic activities, nature and scope of business economics. Micro economics, Macro-economics. Inducting and deducting approaches graphs – concepts of scope – utility – cardinal and ordinal utility. Law of diminishing marginal utility; Law of equi. Marginal utility</p>	2 hours	5%
II.	<p><u>Demand Supply and Market Equilibrium:</u></p> <p>Demand – Meaning – Individual demand – Law of Demand – Properties of Demand curve. Income effect and substitution effect. Exceptions to the law of Demand. Individual Demand and Market Demand, Demand Function, Determinants of Demand, Determinants of Market Demand. Shift of Demand Vs Movememnt along a Demand Curve. Elasticity of Demand. Price Elasticity – Meaning and Measurement. Price Elasticity and total revenue of a firm. Income Elasticity. Classification of goods based on Income Elasticity Cross Elasticity. Classification of goods into substitutes and complements. Supply – Law of supply – Determinants of supply Market Equilibrium. Concept of consumer surplus.</p>	8 hours	12%
III.	<p><u>Production and Costs:</u></p> <p>Production function. Distinction between short run and long run production. Production with one variable input. Relationship between Total, Marginal, and Average Production Functions. Laws of variable proportion. Production with two variable inputs. Isoquan to Isocosts. Techniques of Maximization of output, minimisation of cost and maximization of profit. Scale of Production. Economies and diseconomies of scale. Cost function. Short-run, Total and Average Costs. Long-run, Total and Average Costs.</p>	6 hours	9%
IV.	<p><u>Market structure and Factors of Production:</u></p> <p>Market – Market Structure – Characteristics of market. Perfect Competition – Characteristics – Equilibrium Price. Project maximizing output in the short and long run. Monopoly – Characteristics, Defects, Monopolistic competition – Defects, characteristics. Product differentiation. Profit maximizing price and output in the short and long run. Oligopoly, Characteristics – Price rigidity. Kinked Demand Curve – Factors of Production.</p>	8 hours	12%
V.	<p><u>National Income, Trade Cycles and International Trade:</u></p> <p>National Income – Definition, Measurement Gross Domestic Product – Meaning. Fiscal Deficit. Economic system. Socialism, Mixed Economy System, Free Market Economies. Concepts of Economic Liberalization,</p>		



	Privatization, Globalization – Recent Trends. International Trade – Concepts, Comparative Cost Theory – Balance of Trade – Balance of Payments. World Trade Organization, Agreements, Functions. Trade Cycles – Meaning, Phases, Consequences, Remedies.	6 hours	12%
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Suggested Books for Reference:

1. D. Gopalakrishna – A study in Managerial Economics
Himalaya Publishing House, Mumbai, Delhi, Nagpur.
2. S. Gupta – Managerial Economics
Tata McGraw-Hill Publishing Company Ltd., New Delhi.
3. V.L. Motem Samuel Paul, G.S. Gupta – Managerial Economics Concepts and Cases
Tata McGraw – Hill Publishing Company Ltd., New Delhi.
4. K.K. Dewett – Elementary Economic Theory
J.D. Verma
S. Chand Company Pvt. Ltd., Ram Nagar, New Delhi.



BHM391 - RESEARCH METHODOLOGY (Contd. from semester III)
HOURS ALLOTTED: 15

Research is an academic activity and as such the term should be used in a technical sense. Research comprises defining and redefining problems, formulating hypothesis or suggested solutions; collecting, organising and evaluating data; making deductions and reaching conclusions. In fact, research is an art of scientific investigation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research.

During semesters III and IV students will be exposed to different techniques of conducting research. They will be taught in a theory class, methods adopted in designing of a research and collecting of data followed by its presentation and interpretation.

While there will be no term end examination in the subject, students will attain knowledge and expertise in tackling research which they will undertake during semester V and VI.

S.NO	TOPIC	HOURS
6	CASUAL-COMPARATIVE STUDIES AND CORRELATION METHOD A. What is Casual-comparative method? - Basis of this method B. Casual-Comparative study distinguished from other research method C. Use of this method in Educational Research D. Limitation Correlation method - Uses of Correlation method. E. Cautions in the use of Correlation method.	2
7	THE CASE-STUDY AND GENETIC METHOD A. What is case study? - Unit of study B. Types of case-studies in education. - Steps involved in a case-study. C. Characteristics of a good case study - Merits and Limitations D. Genetic method distinguished from case-study.- Purposes and types E. Longitudinal and Cross-selection approach	2
8	RESEARCH TOOLS A. Meaning - Classification of a research tools B. Criteria for selection of tools C. Factors related to construction of tools D. Questionnaire : miss use - Types of a questionnaire E. Characteristics of a good questionnaire F. Hints for making a questionnaire as an effective tool G. Attitude scales : Thrustone and Likert scale H. Limitations of rating scales I. Means of reducing errors - Score card J. Use and Types of interview K. Requisites and limitations of interview L. Uses and types of observation - Requisites of observation M. The critical incidents technique N. Scaled specimen schedule O. Check list - Interest Inventories P. 'Q' technique - Content analysis Q. Tools to measure social measures R. Sociometry "guess-who-technique"	3



	<p>S. Social distance scale - Psychological tests T. Types of tests: achievements tests, intelligence tests, aptitude tests, personality tests</p>	
9	<p>CONSRUCTION AND STANDERDISATION OF A TEST A. Characteristics of a good test B. Construction of a standardised introduction test C. Concept of reliability - Estimates of reliability D. Factors affecting the reliability E. Concept of validity – Types - Criteria for establishing validity F. Development of Norms</p>	3
10	<p>ORGANISATION, ANALYSIS AND INTERPRETATION OF DATA A. Editing, classifying and tabulating organization of data B. Common and special statistical analysis C. Interpretation of Data - Causes for misinterpretation D. Uses of comparison in interpretation E. Use of statistical Formulae for interpretation of results F. Characteristics of good generalization G. Common errors in reaching conclusions and formulating generalization H. Some hints in formulating generalizations.</p>	3
11	<p>RESEARCH REPORTING A. Style Manuals - Outline of a research report B. Preliminary section - Text or main body of the report C. Reference selection - Language and style of writing D. Footnote citations - Quotations E. Typography F. Pagation G. Format of synopsis/Abstract H. Format of a book review.</p>	2
TOTAL		15

**BHM392 - PRACTICUM – II
SPECIALISED**

From their initial industry exposure during Practicum - I, student must be able to identify their area of specialisation based on which they will spend the next six weeks in an organisation of choice. Training can be acquired in a hotel, restaurant, fast food outlet, bar, food courts, institutions or any other specialised hospitality enterprise that would provide enhanced exposure for the trainee to acquire special skills.

The objective of this practicum is that skilled workers learn best with their hands. In today's competitive business environment, it is imperative that all training yield results guaranteeing proficiency by allowing the student to "learn by doing". Through discovery, repetition and ultimately testing the student learns, reinforces and proves the good habits and knowledge that creates highest standards, attitude and behaviour. Effective F&B training will sharpen showmanship skill, diplomacy skill and social skills.

Successful industrial training would involve the students to have an open inquisitive mind, so that they not just observe but also learn, work and improve.

