



ST.PHILOMENA'S COLLEGE (AUTONOMOUS), MYSORE

(AFFILIATED TO UNIVERSITY OF MYSORE)

REACCREDITED BY NAAC WITH A GRADE

Three year six semesters Choice Based Credit System (CBCS) with

Learning Outcome Based Curriculum framework (LOCF)

And Continuous Assessment & Grading Pattern (CAGP)

Undergraduate Programme under Autonomous Structure

Programme – BBA (TOURISM and Hospitality)

The academic year 2018-19 onwards

DEPARTMENT OF TOURISM AND HOSPITALITY

VISION AND MISSION OF THE COLLEGE

VISION

The college is guided by the visionary zeal of providing value- based education to everyone irrespective of religion, caste, creed or sex by which the character is formed, intellect is explained and one can stand on his/her feet.

MISSION:

To transform young men and women who come to learn not from books, but also from life and to share the experience of working and playing together, this inculcates life skills to become good citizens with integrity and discipline

Programme Educational Objectives (PEO)

PEO1	Graduates will be able to master and display competency and leadership to become successful professionals, employees and entrepreneurs or pursue higher education and research.
PEO2	Graduates will be able to demonstrate the commitment towards professional ethics, gender sensitivity, preservation of environment and sustainable development
PEO3	Graduates will continue to learn and advance their careers through activities such as participation in professional organizations, attainment of professional certification and seeking higher education

Mapping of Mission of the College with PEO			
Mission	PEO-1	PEO-2	PEO-3
Mission -1	✓	✓	✓

Programme Outcomes (PO): BBA(Tourism and Hospitality) Programme

PO1	Disciplinary Knowledge: The B.A. graduates will be acquainted with the social, science, ideological, philosophical, tradition and thinking.
PO2	Cognitive and Communicative skills: Students learn two languages along with three major subjects. At the end of the programme, the students would have developed reading, writing, speaking, interpretive and composition skills. They would be able to communicate with others using appropriate media; confidently share one's views and express themselves
PO3	Research related skills: The students would acquire skills required for research in social sciences.
PO4	Ethics: Education in social sciences lay emphasis on human values and cultural diversity.
PO5	Problem Solving: The B. A. programme enables the students to acquire the knowledge pertaining to solving various problems in life with courage and humanity.
PO6	Critical Thinking: Demonstrate the ability to articulate an insightful response. It equips them to think critically about the issues of contemporary relevance and hold an informed opinion on them.
PO7	Social Interaction: Elicit views of others, mediate disagreements and help reach conclusions in a group setting.
PO8	Environment and Sustainability: Graduates will be able to understand the issues of environment and work towards sustainable development.
PO9	Employability: After completing the programme, the graduates will have competency to be employed or to be an entrepreneur.
PO10	Leadership Quality: In the graduation programme students are inculcated moral and ethical values, managerial skills, adaptability, problem solving, taking initiative, decision making, risk taking to make them confident leaders.

Programme Specific Outcome (PSO)- BBA (TH)

PSO	After the completion of BBA programme In Tourism and Hospitality the student will be able to	Cognitive level
PSO-1	understand tourism and hospitality industry as a whole.	understand
PSO-2	To analyze the different concepts of tourism and hospitality	Analyse
PSO-3	To know the job opportunities in tourism and hospitality industry	Apply
PSO-4	To learn the required skills to work in the hospitality and tourism industry	apply

Mapping of PEOs with Programme Outcome(PO)											
PEO- No.	PO-1	PO-2	PO-3	PO-4	PO-5	PO-6	PO-7	PO-8	PO-9	PO-10	PO-11
PEO-1		✓	✓		✓					✓	✓
PEO-2	✓			✓					✓		
PEO-3						✓	✓	✓			

PREAMBLE

The BBA (T&H) syllabus of St. Philomena's College is revised in 2018, with the introduction of choice based credit system. This revision attempts to align the programme structure and the content to the requirements of the Tourism and Hospitality aspirants and the industry that is dynamic in its very nature. This revision will further fine tune what was initiated and integrated a basket of skills sets that will add value and make the curriculum more effective.

BBA-TH

Three-year six semesters Choice Based Credit System (CBCS) -LOCF and Continuous Assessment Grading Pattern (CAGP) Under Graduate Program under Autonomous Structure

A. SCHEME WITH RESPECT TO ASSESSMENT OF CREDITS TO DSC, DSE & SEC.

Semester	DSC/ H C	DSE/ SC	SEC/OE	Foundation Course	Total Credits	Total Marks
I	16	-	-	3	19	500
II	12	2	-	3	17	450
III	19	2	2	-	23	500
IV	16	2	2	3	23	600
V	16	2	-	-	18	450
VI	20	-	-	-	20	600
Total	99	08	04	9	120	3100

Note:

Sl.No	Type	
2.	DSC or HC	Discipline Specific Core (DSC) or Hard Core (HC)
3.	DSE or SC	Discipline Specific Elective (DSE or /Soft Core (SC)
4.	SEC or OE	Skill Enhancement Course (SEC) or Open Elective

B. SCHEME WITH RESPECT TO ASSESSMENT OF CREDITS TO FOUNDATION COURSES

Semester	Language		Foundation Course	Total Credits	Total Marks
	I	II			
I	04	04	3	11	300
II	04	04	3	11	300
III	-	-	-	-	-
IV	-	-	3	03	100
Total	08	08	09	25	700

SCHEME OF STUDY AND EXAMINATION FIRST YEAR

Papers			Type	Teaching hours per week	Credits	Examination Scheme			
		Course Code				Duration in hours	Theory/ Practical Max. Marks	I A Max Marks	Total Marks
	I SEMESTER								
English- Business Communication for Hospitality and Tourism - I		BHA050	AECC	04	04	03	70	30	100
French for Hospitality and Tourism - I		BHA060	AECC	04	04	03	70	30	100
Fundamentals of Management		BHA010	DSC	04	04	03	70	30	100
Fundamentals of Hotel Management		BHA090	DSC	04	04	03	70	30	100
Fundamentals of Tourism Management		BHA070	DSC	04	04	03	70	30	100
Food & Beverage Services-I		BHA080	DSC	02	02	02	50	20	100
Practical: Food & Beverage Services-I		BHA082	DSC	04	02	03	20	10	
					24	-	420	180	600
	II SEMESTER								
English- Business Communication for Hospitality and Tourism - II		BHB050	AECC	04	04	03	70	30	100
French for Hospitality and Tourism - II		BHB060	AECC	04	04	03	70	30	100
Front Office Operations -I		BHB010	DSC	04	04	03	70	30	100
House Keeping - I		BHB080	DSC	04	04	03	70	30	100
Applied Cookery -I		BHB070	DSC	02	02	02	50	20	100
Practical: Applied cookery –I		BHB072	DSC	04	02	03	20	10	
ANY ONE TO BE CHOSEN 1. Business Law 2. Geography of Tourism		BHBY001 BHBY005	DSE	02	02	02	30	20	50
					22	-	380	170	550

SECOND YEAR

Papers			Type	Teaching hours per week	Credits	Examination Scheme			
		Course Code				Duration In hours	Theory/ Practical Max. Marks	I A Max Marks	Total Marks
	III SEMESTER								
Food and Beverage Service - II		BHC020	DSC	02	02	02	50	20	100
Practical: Food and Beverage		BHC022	DSC	04	02	03	20	10	
Applied Cookery - II		BHC070	DSC	02	02	02	50	20	100
Practical: Applied Cookery – II		BHC072	DSC	04	02	03	20	10	
Fundamentals of Accounts		BHC060	DSC	04	04	03	70	30	100
Computer Skills			DSC	03	04				
Front Office Operations - II		BHC090	DSC	02	02	02	50	20	100
Practical: Front Office Operations – II		BHC092	DSC	04	02	03	20	10	
ANY ONE TO BE CHOSEN 1. Food Science & Nutrition 2. Entrepreneurship		BHCY006 BHCY002	DSE	02	02	02	30	20	50
Skill Enhancement Course			SEC	02	02	02	30	20	50
					20		340	160	500
	IV SEMESTER								
Tourism Development		BHD070	DSC	04	04	03	70	30	100
Housekeeping - II		BHD080	DSC	02	02	02	50	20	100
Practical: Housekeeping– II		BHD082	DSC	04	02	03	20	10	
Aviation Management		BHD090	DSC	04	04	03	70	30	100
Travel Agency and Tour operations		BHD100	DSC	04	04	03	70	30	100
ANY ONE TO BE CHOSEN 1. Food and Beverage Cost Management 2. Management Accounting for Hotel Industry		BHDY007 BHDY003	DSE	02	02	02	30	20	50
Skill Enhancement Course			SEC	02	02	02	30	20	50
					20		340	160	500

THIRD YEAR

Papers			Type	Teaching hours per week	Credits	Examination Scheme			
		Course Code				Duration In hours	Theory/ Practical Max. Marks	I A Max Marks	Total Marks
		V SEMESTER							
Tourism Product			DSC	04	04	03	70	30	100
Applied Cookery -III		BHE080	DSC	02	02	02	50	20	100
Practical : Applied Cookery – III		BHE082	DSC	04	02	03	20	10	
Tourism and Hospitality Marketing		BHE050	DSC	04	04	03	70	30	100
Food and Beverage Services– III (Wines and Liquors)		BHE090	DSC	02	02	02	50	20	100
Practical : Food and Beverage Services– III		BHE092	DSC	04	02	03	20	10	
ANY ONE TO BE CHOSEN 1. Facilities Management (Hotel Engineering) 2. Event Management(MICE)		BHEY004 BHEY008	DSE	02	02	02	30	20	100
					18		310	140	450
		VI SEMESTER							
Papers			Type	Teaching hours per week	Credits	Project Evaluation	Viva	IA	Total
Industrial Training/internship - Tourism or Hospitality		BHF070	DSC	30	15	200	100	100	400
Project Work - Dissertation		BHE080	DSC	10	05	100	60	40	200
					20	300	160	140	600
	Note: IA marks shall be assessed after obtaining the performance report from the industry in which the student does the internship. Parameters to assess shall be submitted to the industry at the beginning of the internship.								

Discipline Specific Elective (DSE)

Sl. No	Title of the Paper	Course Code	Semesters	TYPE	Teaching Hours per Week Theory/ Practical	Credits Theory/ Practical	Exam Duration in Hours Theory/ Practical	Max. Marks Theory/Practical		
								Theory/Practical	I A Theory/Practical	Total Marks
1.	Business Law	BHY001	B	DSE	2	2	02	30	20	50
2.	Geography of Tourism	BHY005	B	DSE	2	2	02	30	20	50
3.	Food Science & Nutrition	BHY006	C	DSE	2	2	02	30	20	50
4.	Entrepreneurship	BHY002	C	DSE	2	2	02	30	20	50
5.	Food and Beverage Cost Management	BHY007	D	DSE	2	2	02	30	20	50
6.	Management Accounting for Hotel Industry	BHY003	D	DSE	2	2	02	30	20	50
7.	Facilities Management	BHY004	E	DSE	2	2	02	30	20	50
8.	Event Management(MICE)	BHY008	E	DSE	2	2	02	30	20	50

Note

Sl. No	Type	
1	DSC or HC	Discipline Specific Core (DSC) or Hard Core (HC)
2	DSE or SC	Discipline Specific Elective (DSE or Soft Core (SC)
3	SEC or OE	Skill Enhancement Course (SEC) or Open Elective (OE)

BBA- TOURISM AND HOSPITALITY MANAGEMENT
FIRST SEMESTER BBA(TH)
SUBJECT: FUNDAMENTALS OF MANAGEMENT
TITLE: FUNDAMENTALS OF MANAGEMENT
Class Duration: 16 Weeks with 4 Hours a week = 64Hrs
Marks: Theory 70 + Internal Assessment 30 = 100

Course Objectives:

1. To understand the role of a manager.
2. To know different levels of management
3. To learn to run a hotel and tourism sector.

Course Learning Outcome(CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	get a basic understanding of management.	Understand
CO-02	interact at different levels of management	Apply
CO-03	learn to organize and maintain an organization.	Remember

Unit 1

10Hrs

- 1.1 **Management Concept, Nature & Role of Manager:** Meaning – Science or Art – Management as a Profession – Process and Functions of Management. Roles and Tasks of a Manager.

Unit 2

18Hrs

- 2.1 **Planning & Organizing:** Meaning – Types and Process – Strategies – Decision Making.
- 2.2 Concept of Organizing and Organization – Line and Staff, Authority and Responsibility – Span of Control – Delegation and Decentralization – Organizational Structure.

Unit 3

18Hrs

3.1 **Directing & Leadership:** Communication – Process, Types – Barriers of Communication – Principles of Effective Communication.

3.2 Leadership – Basic concepts and Definition – Leadership Styles.

Unit 4

18Hrs

4.1 **Controlling and Co-ordination:** Basic Concepts and Definition – Process and Techniques.

4.2 Meaning and Techniques of Co-ordination.

Reference Books:

1. Koontz and O'Donnel. Essentials of Management.
2. Sherlekar and Sherlekar. Principles of Management.
3. Peter F. Drucker. Management – Tasks and Responsibilities.
4. Dr. B.H. Suresh. Business Management.

FIRST SEMESTER

DSC PAPER-II

Title: FUNDAMENTALS OF HOTEL MANAGEMENT

CLASS DURATION –16 Weeks -04 Hours per Week = 64Hrs

MARKS-Theory-70+ Internal Assessment-30=100

Course Objectives:

1. To learn about basic functions of food and beverage operations.
2. To learn about different functional areas of the hotel.
3. To learn about classification of equipments and its uses.

Course learning outcomes(CO)

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	Understand Basic functions of food and beverage operations	Understand
CO-02	Demonstration of uses of equipment.	Apply

CO-03	Understand and manage the functional areas of hotel.	Remember
CO-04	Learn the effective usage of equipment.	Apply

Teaching Methodology:

1. Lecture method.
2. Demonstration of uses of equipment.
3. Industrial visits.

Unit-1	INTRODUCTION TO HOTEL MANAGEMENT	8Hrs
1.1	Definition – Hotel, Organization	
1.2	Chart of Hotels (staff) Small, Large, Medium, and Job Description of Manager operations	
1.3	Development and growth of Hotel Industry. Growth of Indian Hotels - Taj, Oberoi, ITDC and Welcome group	
1.4	Classification of Hotels grading. Classification of catering establishments	
Unit-2	BASIC CONCEPTS OF HOTEL INDUSTRY	8Hrs
2.1	Types of hotels	
2.2	Hotel categorization, difference between group & chain of hotels, ownership &	
2.3	New international chain of Hotels.	
Unit-3	ORGANISATION STRUCTURE OF A HOTEL	10Hrs
3.1	Organization of hotels, staff organization	
3.2	Manager & department heads, job specification of staff	
3.3	Facilities and services	
Unit-4	KITCHEN, BAKERY & RESTAURANT ORGANISATION	8Hrs
4.1	Restaurant & kitchen layout,	
4.2	Staff organization	
4.3	Brief description of staff working in F&B management area,	
4.4	Bakery- layout, and latest machineries used, Role of a bakery chef	
Unit-5	INTRODUCTION TO FRONT OFFICE AND HOUSEKEEPING	8Hrs
5.1	Hotel Front office- Introductions, sections of front office and its functions.	

5.2	Role of GRE – different meal plan.	
5.3	Room rate, types of guest rooms.	
5.4	Hotel housekeeping- Introduction, the importance of housekeeping organization,	
5.4	Description of the executive housekeeper	
Text Books : 1. Jagmohan Negi – Professional Hotel Management-3014. 2. Food & Beverage Service by Lillicrap, ELBS-3015. 3. Front of Operations by Tiwari, Oxford -3015. 4. Fundamentals of Tourism and Hotel Mgmt by Sudheer Andrews- 3014. Reference Books: 1. Theory of cookery by Krishna Arora - 3014. 2. Food Production operations by Parvinder Balli -3016.		
Internal Assessment Components 1. Written Test 2. Home Assignment 3. Quiz 4. Visit to industries, hotels & other organizations. 5. To know the functioning of working management		

**FIRST SEMESTER
DSC- PAPER-III**

**Title of the Paper - FUNDAMENTALS OF TOURISM MANAGEMENT
CLASS DURATION –16 Weeks -04 Hours per Week- 64Hrs
MARKS-Theory-70+ Internal Assessment-30=100**

Course Objectives:

1. To learn about the basics of the Tourism industry.
2. To understand about different sectors of the Tourism industry.
3. To learn about Tour operations and Travel agency functions.

Course learning outcome (CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	Will be able to understand basics functional areas of Food and Beverage service.	Understand
CO-02	To understand duties and responsibilities of Food and Beverage staff.	Remember
CO-03	To learn the different types of service procedures	Apply

Teaching methodology

1. Lecture method.
2. Visit to local tourist destinations
3. Group discussions

Unit-1	INTRODUCTION TO TOURISM	12Hrs
1.1	Definition of Tourism, nature, importance	
1.2	Components, objectives of the tourism	
1.3	Components, objectives of the tourism	
Unit-2	TOURISM TERMINOLOGY	12Hrs
2.1	Tourist excursionist definition	
2.2	Concepts of tourism.	
2.3	Domestic & International tourism	
2.4	tourism-related terminologies	
Unit-3	TYPES OF TOURISM	12Hrs
3.1	Types of tourism.	
3.2	Types of tourists.	
3.3	Constituents of tourism(primary& secondary)	
3.4	Eco-Tourism, Mass tourism, Urban tourism, Rural tourism, Farm tourism, Cultural tourism, definition, characteristics. Culture & tourism	
Unit-4	THE RELATIONSHIP BETWEEN TOURISM PROJECTS	14Hrs
4.1	Relationship between tour operators, travel agents and hotels/restaurants- advantages in representing local	
4.2	Regional tourist organization-tourist attractions and its effect on the volume of trade for hotels/restaurants. Integration of airlines, hotels, restaurants, and tour operators	
	TEXT BOOKS : 1. JagmohanNegi – Professional Hotel Management-3014. 2. Food & Beverage Service by Lillicrap, ELBS-3015. 3. Front of Operations by Tiwari, Oxford,3015. 4. Fundamentals of Tourism and Hotel Mgmt by Sudheer Andrews,3014. REFERENCE BOOKS: 1. Theory of cookery by Krishna Arora, 3014.	

	2. Food Production operations by Parvinder Balli, 3016.	
	INTERNAL ASSEMENT 1.TEST 2.ASSISNMENT 3.QUIZ Visit to industries, hotels & other organizations. To know the functioning of working management	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
FIRST SEMESTER
DSC - PAPER-IV

Title of the Paper – FOOD AND BEVERAGE SERVICES - I
CLASS DURATION –16 Weeks -03 Hours per Week-42Hrs
MARKS-Theory-40 Internal Assessment 10 = 50

Course Objectives:

1. To learn the basic functional areas of Food and Beverage service.
2. To learn the duties and responsibilities of Food and Beverage staff.
3. To learn the different types of service procedures.

Course Learning Outcome (CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	Learn about departments areas of Food and Beverage service.	Understand
CO-02	To learn the different types of service procedures.	Apply
CO-03	To understand duties and responsibilities of Food and Beverage staff.	Remember

Teaching methodology

1. Lecture method.
2. Practicals.
3. Guest lectures.

Unit-1	SECTIONS OF FOOD & BEVERAGE SERVICE AREAS	10Hrs
1.1	Introduction, still room, linen room, silver room, wash-up area, hot plate, dispenses, bar	
1.2	pantry, equipment required in the pantry	
Unit-2	FOOD AND BEVERAGE SERVICE STAFF ORGANISATION.	8Hrs
2.1	Job description attributes of a Food and Beverage service staff	
2.2	Points to be observed while laying a table, taking an order, receiving a guest	
2.3	Presenting a menu card, service etiquettes	
2.4	Rules for waiting at a table, preparing a table for the next guest	
Unit-3	MENU PLANNING	6Hrs
3.1	Menu structure, composition and sequencing	
3.2	Types, menu pattern	
3.3	Planning a la carté menu, table d' hote	
3.4	FOOD SERVICE PROCEDURE	6Hrs

3.5	Silver service or platter to plate service, French service, pre plated service or American service	
3.6	Side Table service or Guerdon service, English service or butler service	
3.7	Dump service or Western way of serving Indian food, Ethnic and traditional service of Indian food	
Unit-4	BREAKFAST, BRUNCH, LOW TEA, HIGH TEA	6Hrs
4.1	Types of breakfast sequence of breakfast with examples, planning breakfast	
4.2	Types of Meals	
	PRACTICALS Knowledge of restaurant & duty chart to be prepared cleaning & upkeep of silver & glassware. Knowledge of sideboard, laying of the table cloth. The layout of a la carté menu. Laying of a table for breakfast, lunch, dinner for simple a la carté menus, listing equipment required for service & procedures. Planning and service of meals for French, American, English& Indian menus a la carté.Digital Layout of Ala carte Menu.	
	TEXT BOOKS 1. Food and Beverage Service by Lillicrap, ELBS, 3015. 2. Food and Beverage Service Training Manual by Sudeer Andrews, 3014. REFERENCE BOOKS 1. Food and Beverage Service by Bobby George.3012. 2. Food and Beverage Service by Singaravelan, Oxford, 3014.	
	INTERNAL ASSESSMENT 1.TEST 2.ASSISNMENT 3.QUIZ 1. Visit to industries, hotels & other organizations. 2. To know the functioning of working management of Food and Beverage Service Areas.	

**BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
SECOND SEMESTER**

PAPER-I

**Title of the Paper - FRONT OFFICE OPERATIONS-I
CLASS DURATION –16 Weeks -04 Hours per Week- 64Hrs
MARKS-Theory-70+ Internal Assessment-30=100**

Course Objectives:

1. To learn the layout, organizational structure of front office department.
2. To learn about functions and coordination of departments in the front office.
3. To learn the duties and responsibilities of front office staff.

Course Learning Outcome(CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	understand layout, organizational structure of front office department.	Understand
CO-02	understand the functions and coordination's of departments in the front office.	Apply
CO-03	learn the duties and responsibilities of front office staff.	Remember

Teaching Methodology:

1. Lecture method.
2. Role play.
3. Demonstration class.

UNIT-1	ORGANISATION OF FRONT OFFICE	14Hrs
1.1	Layout, Duties & responsibilities of front office staff,	
1.2	Symbols used in front office	
1.3	Flow chart of front office with other departments. Coordination of Front office with other departments, Classification of Hotels	
Unit-2	RECEPTION	12Hrs
2.1	Functions of receptions, qualities & duties of receptionist, communications.	
2.2	Preparing for guest arrivals, check-in & check out process, preparing of day	
Unit-3	INFORMATION SECTION	8Hrs
3.1	Functions of information section, Message handling	
3.2	Handling guest room keys, handling mail, handling guest parcels.	
3.3	Reception & information, flow chart, specimen formats used	

Unit-4	BELL DESK OPERATIONS	12Hrs
4.1	Functions of Bell Desk, Bell Desk layout & equipment.	
4.2	Staff organization, duty Rota and work schedule.	
4.3	Luggage handling procedure on guest arrival & departure left luggage procedures	
4.4	Miscellaneous services-postage, stationery & first aid etc., Valet car parking & allied guest services. Bell desk terminologies.	
Unit-5	TELEPHONE ETIQUETTES	12 Hrs
5.1	Telephone handling – organization, receiving telephone, formats of telephone	
5.2	Computerized departure procedures & guest records	
5.3	Reservation through a computer system, e-mail, group reservation through a travel agency, preparation of bills Hotel Management software.	
	TEXT BOOKS 1.Front of operations by B.K.Chakraborty,2104 2. Front operations by Tiwari, 3015. 3.Front office training Manual REFERENCE BOOKS	
	INTERNAL ASSESSMENT 1.TEST 2.ASSISNMENT 3.QUIZ 1.Guest Records 2.Forms and formats used in the front office 3. Message and Mail Handling.	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
SECOND SEMESTER
PAPER-II

Title of the Paper – APPLIED COOKERY – I
CLASS DURATION –16 Weeks -02 Hours per Week-32
MARKS-Theory-30+ Internal Assessment-20=50

Course Objectives:

1. To learn the basic functions of cookery.

2. To learn the different methods of cooking.
3. To learn the functioning different areas of kitchen, bakery

Course learning outcome (CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	Will be familiar with art and science of cookery	Understand
CO-02	Will be able to perform different methods of cooking.	Apply
CO-03	Will be able perform functions of kitchen, bakery.	Create

Teaching Methodology:

1. Lecture method.
2. Practicals.
3. Demonstration class.

Unit-1	CEREALS	12 Hrs
1.1	Cereals and Grains, Pasta, thickening agents.	
1.2	Classification, selection, preparation, storage, usage, methods of cooking, changes during cooking.	
1.3	Pasta- cooking pasta, making pasta dough, cutting pasta, making ravioli, Macaroni & Noodles	
Unit-2	PULSES AND GRAMS	12 Hrs
2.1	Classification, Methods of cooking, effect of heat and pH on	
2.2	Pulses& grams, sprouts uses, processed beans, the importance of soya bean and preparation of soya sauce	
Unit-3	VEGETABLES	16 Hrs
3.1	Classification, salad vegetables, green brassicas, stalks & shoots, peas & sweet corn, onion family roots & tubers, vegetables, fruits, cucumber squashes & pumpkin, mushrooms	
3.2	Vegetable shredding, blanching, cutting, pureeing, skinning & seeding tomatoes, making vegetable stock, continental vegetables	
Unit-4	FRUITS & NUTS,FATS	14 Hrs
4.1	Classification & selection of apple, pear, citrus fruit, stone fruit, berries, grapes,	

	melons, tropical fruits, dried & canned fruit	
4.2	Preparing fresh fruit, making berry sauce, sorbet and fruit ices, processing fruit	
4.3	Nuts – different kinds, uses in Indian and continental cuisine. Fats and Oils, Sources, types, processing, Usage & storage	
Unit-5	INDIAN CUISINE	12 Hrs
5.1	History of food, traditional food of India	
5.2	Masalas,Accompaniments,Garnishes,Chats,Fish,Poultry,Meats	
5.3	Vegetables,Paneer,Rice,Dhals,Breads,Snacks,Chutnies,raitas,sweets,Examples	
	TEXT BOOKS 1.Theory of cookery by Krishna Arora, 2015. 2.Modern cookery Vol. 1,2 by Thangam Philip. 2014. REFERENCES BOOKS 1.Food Management by Ashoka, 2015. 2. Food Production operations by Parvinder S.Bali,2015.	
	INTERNAL ASSESSMENT 1. Menu compilation. 2. Cuts of Vegetables. 3. Plating of a Dish. PRACTICALS 6- 8 Indian Menu with costing has to be done	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT

TOURISM AND HOSPITALITY MANAGEMENT

SECOND SEMESTER

PAPER III

Title of the Paper: HOUSEKEEPING - I

CLASS DURATION –16 Weeks -04 Hours per Week-64Hrs

MARKS-Theory-70+ Internal Assessment-30=100

Course Objectives:

1. To learn the basic functions Housekeeping department.
2. To learn the layout and coordination of housekeeping department.
3. To learn the supervision and cleaning procedures

Course learning outcome (CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	Will be familiar the basic functions Housekeeping department.	Understand
CO-02	Will know the layout and coordination of housekeeping department.	Remember
CO-03	Will know the supervision and cleaning procedures.	Apply

Teaching Methodology:

1. Lecture method.
2. Role play.
3. Demonstration class.

Unit-1	HOUSEKEEPING ORGANISATION	12Hrs
1.1	Layout, Staff organization,	
1.2	A brief outline of the Duties of staff in Housekeeping. Guest room layout	
1.3	Types, Floor plan, Pantry	
Unit-2	COORDINATION OF HOUSEKEEPING	12Hrs
2.1	Coordination of Housekeeping with other departments of the hotel.	
Unit-3	HOUSEKEEPING CONTROL DESK	12Hrs
3.1	Handling difficult situations Forms, Formats and registers used.	
3.2	Duty allotment and Duty chart, Leave application procedures,	
3.3	Briefing and De-briefing staff,	
3.4	Gate pass procedures, Housekeeping purchases and Indents,	
3.5	Security system, protecting guest, Safe deposit, emergency procedures	
3.6	Master keys, unique cards Importance and role control desk	
3.7	Handling telephone calls	
Unit-4	CLEANING OF GUEST ROOM	12Hrs
4.1	Types, Special cleaning methods, Daily, periodical, Spring cleaning	
4.2	Cleaning of occupied room, vacant, Departure room. Bedmaking, turn down	

	service, cleaning of floors.	
4.3	Maintenance of rooms and procedure involved in cleaning schedules	
Unit-5	SUPERVISION IN HOUSEKEEPING Role of Housekeeping supervisor, supervisor checklist, Lost and Found	
5.1	The procedure, VIP Room check-in and Handling Guest complaints	
	TEXT BOOKS 1. House Keeping operations – Raghu Balan, 2015 1 REFERENCE BOOKS: 3. Hotel House Keeping Training Manual – Sudhir Andrews 4. Professional Housekeeping – Madhukar	
	INTERNAL ASSESSMENT 1. TEST 2. ASSIGNMENT 3. QUIZ 1. Bed making and turn down services. 2. Identifying various cleaning agents & listing them per market availability. 3. To know the composition of cleaning agents. 4. Housekeeping discrepancy report preparation. 5. Maintenance of journals. 6. Computerized – guest records, duty rosters, room maintenance records.	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT

SECOND SEMESTER

PAPER-IV

Title of the Paper - BUSINESS LAW

CLASS DURATION –16 Weeks -04 Hours per Week- 64Hrs

MARKS-Theory-70+ Internal Assessment-30=100

Course Objectives:

1. To learn about registration, licenses and permits of a hotel.
2. To learn about the labour laws.
3. To learn about laws and rights of a consumer.

Course Learning Outcome(CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	Understand the registration, licenses and permits of a hotel.	Understand
CO-02	know the labour laws.	Remember
CO-03	Understand and apply the laws and rights of a consumer.	Apply

Teaching Methodology:

1. Lecture method.
2. Group discussion.
3. Industrial visits.

Unit-1	INTRODUCTION	12 Hrs
1.1	Laws applicable to the industry	
1.2	Regulations affecting the tourism & hospitality industry	
Unit-2	LICENSES AND PERMITS	12 Hrs
2.1	Procedures for procurement licenses of hotels and restaurants under	
2.2	Payment of Wages Act 1936, The Minimum Wages Act 1948,	

	Payment of Bonus Act 1966, Employees Provident Fund	
2.3	Payment of Gratuity Act, 1972, Employee's State Insurance Act 1948, the Industrial Disputes Act 1947	
Unit-3	LAW PERTAINING TO FOOD SCIENCE	14 Hrs
3.1	Prevention of Food & Adulteration Act, 1954 – Definition, use of quality foods/ beverages.	
3.2	Food inspectors and their powers/ duties/public analyst. Weights and Measurements Act	
UNIT-4	CONSUMER PROTECTION ACT.	12 Hrs
4.1	District forum, State forum, and National forum. Rights of a consumer.	
4.2	Duties of grievance cells	
	TEXT BOOKS Hotel Law by REFERENCE BOOK Labour laws and regulations by t a hotel, advance payment of taxes, life & general insurance premium	
	INTERNAL ASSESSMENT 1.TEST 2.ASSISNMENT 3.QUIZ 1. Studying and interpreting the relevant provisions of the acts by referring to bare acts. 2. Filling up of application formats for obtaining license to star etc. 3. Case studies on Hotels.	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
SECOND SEMESTER
PAPER-V

Title of the Paper - GEOGRAPHY OF TOURISM
CLASS DURATION –16 Weeks -04 Hours per Week- 64Hrs
MARKS-Theory-70+ Internal Assessment-30=100

Objectives:

1. To learn about geography tourism.
2. To learn about tourism types.
3. To learn climate impact and tourism.

Teaching Methodology:

1. Lecture method.
2. Group discussion.
3. Industrial visits.

Outcome:

1. Will be familiar the geography tourism.
2. Will know the tourism types.
3. Will know the climate impact and tourism.

Unit-1	INTRODUCTION	12 Hrs
1.1	Basics of Tourism: Definition of Geography of tourism, Factors influencing	
1.2	Tourism – Historical, Geographical, Socio-Cultural, Economic and Political.	
1.3	Other motivating factors- Pilgrimages, Leisure, Recreation, Tourism as an Industry	
Unit-2	GEOGRAPHY OF TOURISM	12 Hrs
2.1	Its spatial affinity, Areal, Locational dimensions comprising Physical, Climate.	
2.2	Tourism types: National and International, Cultural	
2.3	Eco-tourism, Adventure, Educational, Seasonal, Spiritual and Religious, health, Relaxation and Recreation etc	
Unit-3	GEOGRAPHY OF TOURISM IN INDIA	16 Hrs
3.1	Physiography, climate, natural vegetation, wildlife, Water bodies.	
3.2	Study of Hill stations, Beaches, Wildlife sanctuaries and other tourist attractions of geographical importance.	
Unit-4	IMPACTS OF TOURISM	14 Hrs
4.1	Impacts of tourism on climate, environment and Environmental laws, Impact of Tourism: Positive and Negative	
4.2	On Economic, Social, Cultural	
Unit-5	CONSUMER PROTECTION ACT.	12 Hrs
5.1	Role of Foreign Capital and Impact of Globalisation on Tourism. Project Report: Impact of Tourism on Garhwal Himalayas, Dal lake, Goa.	

5.2	Drawing outline map of India and marking major Tourist Destination	
	TEXT BOOKS 1.Travel Geography, Burton and Rosemary Longman Edn. 1999. 2.Worldwide destination, Geography of Travel and Tourism by Cooper, Chris and Bomifade. REFERENCE BOOKS 1.Geography of Travel and Tourism, Hudson, Lyods and Jackson, Delmar Publishers 1999. 2.International Destinations by perlitz, Lee and Elliots, Prentice Hall Edn. 3001.	
	INTERNAL ASSESSMENT 1.TEST 2.ASSISNMENT 3.QUIZ	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
THIRD SEMESTER
PAPER-I
Title of the Paper – FOOD AND BEVERAGE SERVICES - II
CLASS DURATION –16 Weeks -04 Hours per Week- 64Hrs
MARKS-Theory-40+ Internal Assessment-10=50

Course Objectives:

1. To learn sequence of French classical menu.
2. To learn about modern services, buffet and banquets.
3. To learn about non alcoholic beverages

Course learning outcome (CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	Get knowledge of sequence of French classical menu.	Understand
CO-02	know about the modern services, buffet and banquets	Remember
CO-03	Know and apply the non alcoholic beverage service procedures	Apply

Teaching Methodology:

1. Lecture method.
2. Group discussion.
3. Industrial visits.

Unit-1	FRENCH CLASSICAL MENU	12 Hrs
1.1	Sequence with example.	
1.2	Equipments required in the French classical menu	
Unit-2	MODERN SERVICES	12 Hrs
2.1	Taking the order, method of serving a dish at the table, general points, sequence of services	
2.2	Introduction to carving and jointing, methods of carving, carving trolley, examples of dishes involved in guerdon.	
2.3	Flambe service- Japanese service, At site cooking	
Unit-3	BUFFET & BANQUETING	16 Hrs
3.1	Types of buffet, menu planning for buffet	
3.2	Organization of banquet department, types of the banquet, booking a function for a banquet.	
3.3	The sequence of service, menu example.	
Unit-4	TEA, COFFEE AND COCOA	12 Hrs
4.1	Manufacture of tea, preparation of tea, service of tea.	
4.2	Manufacture of coffee, processing coffee, other types of coffee made in the world, service of coffee	
4.3	Cocoa and chocolate manufacture, processing of cocoa, preparation of chocolates, use of cocoa in the food preparation and service, equipment used for the above.	
Unit -5	TOBACCO	
5.1	Definition, cultivation, harvesting and curing, types of tobacco, cigars, the strength of tobacco.	
5.2	Common cigars, name and sizes of cigars, internationality famous cigars, brands of cigarettes, famous international brands of cigarettes, Beedies	
5.3	TEXT BOOK 1. Food and Beverage service by Bobby George, 2015. 2. Food and Beverage training Manual by Sudeer Andrews. REFERENCE BOOK 1. Food and Beverage Service operations by Raghu Balan, 2015.	

	2. Food and Beverage Service operations by Dennis Lillicrap, elbs, 3015.	
	INTERNAL ASSESSMENT 1.TEST 2.ASSISNMENT 3.QUIZ 1. Compiling of a French Menu. 2. Listing different types of flambé services. 3. Layouts of Banquets.	
	PRACTICALS 1.Silver service 2.Cover layouts 3.Service of Beverages 4.Menu planning	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
THIRD SEMESTER
PAPER-II

Title of the Paper – FRONT OPERATIONS - II

CLASS DURATION –16 Weeks -04 Hours per Week- 64Hrs

MARKS-Theory-40+ Internal Assessment-10=50

Course Objectives:

1. . To learn the detail functioning of Front office department.
2. To learn about functions and modes of reservations.
3. To learn about different registration methods.

Course learning outcome(CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	Understand the detail functioning of Front office department	Understand
CO-02	Get the knowledgs about functions and modes of reservations	Remember

CO-03	Understand and apply the different registration methods.	Apply
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Teaching Methodology:

1. Lecture method.
2. Practicals.
3. Role play.

Unit-1	INTRODUCTION TO RESERVATION.	12 Hrs
1.1	Importance of reservation, functions of reservations, sources & modes of reservations, reservations, sources & modes of reservations	
Unit-2	RESERVATIONS PROCEDURE	12 Hrs
2.1	Reservation enquiry-uses of letter, fax, telephone& e-mail, booking, over booking, confirming bookings,	
2.2	Group reservation systems. Cancellation & amendments, forms used in reservation, Reservation process. Group reservation.	
Unit-3	REGISTRATION TYPES	16 Hrs
3.1	Types of registration& methods, documents, Guaranteed registration process, Registration Terminology.	
Unit-4	REGISTRAION PROCEDURE.	12 Hrs
4.1	Registration procedures for Indians & Foreign nationals Walk-ins, Guests with reservations, Groups, Crews, Transit Passengers. Procedures for scanty baggage guest. Reports, forms & formats used	
UNIT -5	LOBBY & BELL DESK OPERATIONS	12 Hrs
5.1	Role of Lobby Manager, role of guest relations executive, Functions of Bell Desk, Bell Desk layout & equipment, staff organisation, duty rota and work schedule, luggage handling procedure on guest arrival & departure, left luggage procedures.	
5.2	Miscellaneous services-postage, stationery & first aid etc.Bell desk terminologies.	

	<p>TEXT BOOKS</p> <ol style="list-style-type: none"> 1. Front office operations by Tiwari, 3015. 2. Front office training Manual by Sudeer Andrews. <p>REFERENCE BOOK</p> <ol style="list-style-type: none"> 1. Front office mgmt, S.K.Bhatnagar, 3015. 2. Front office operations by B.K.Chakraborty,3014 	
	<p>INTERNAL ASSESSMENT</p> <p>1.TEST</p> <p>2.ASSISNMENT</p> <p>3.QUIZ</p> <ol style="list-style-type: none"> 1.Reservation and Registration formats filling. 2.Miscellaneous services. 3.Bell desk terminologies. 	
	PRACTICALS	
	<ol style="list-style-type: none"> 1.Registration procedures 2.Reservation procedures 3.Lobby procedures 4.Forms and formats filling <p>*****</p>	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
TOURISM AND HOSPITALITY MANAGEMENT
THIRD SEMESTER

Title of the Paper: APPLIED COOKERY-II

CLASS DURATION –16 Weeks -03 Hours per Week-42Hrs

MARKS-Theory-40+ Internal Assessment-10+30=50

Course Objectives:

1. To learn the classification of Egg ,Poultry and Fish.
2. To learn about different cuts, selection of meat.
3. To learn about different cooking methods of poultry, fish and meat

Course learning outcome(CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	be familiar with the classification of Egg, Poultry and Fish.	Understand
CO-02	Get knowledge about different cuts, selection of meat.	Remember
CO-03	Learn and appl the different cooking methods of poultry, fish and meat.	Apply

Teaching Methodology:

1. Lecture method.
2. Practicals.
3. Industrial visit.

Unit-1	EGG AND POULTRY	12
1.1	Types of Eggs, Cooking of Eggs.	
1.2	Various courses in which eggs are used.	
1.3	Types of poultry, selection, cuts and parts of the bird, method of cooking, processed products, preparing & roasting goose, duck, turkey, making poultry stock. Importance & famous recipes.	
Unit-2	FISH & MARINE PRODUCTS	12 Hrs
2.1	Classification, selection, cuts and parts of cleaning, method of cooking fish, some popular Indian fishes, preparing whole fish for cooking,	

	baking, poaching, steaming. Skinning and boning fish for stuffing, coating fish for frying.	
2.2	Making fish stock, peeling and deveining of prawns, preparing mussels and prawns.	
2.3	Common recipes from continental and Indian preparing seafood.	
Unit-3	VEAL, BEEF	16 Hrs
3.1	Types & breed, classification, selection, cuts & parts of the animals, cleaning, method of cooking.	
3.2	Making meat stock, Famous recipes	
Unit-4	LAMB	12 Hrs
4.1	Types & breed, classification, selection, cuts & parts of the animals, cleaning.	
4.2	Method of cooking, cooking, making meat stock, common recipes	
Unit -5	PORK	12 Hrs
5.1	Types & breed, classification, selection, cuts & parts of the animals, cleaning.	
5.2	Method of cooking, cooking bacon & sausages, making meat stock, common recipes	
	TEXT BOOKS 1.Theory of cookery by Krishna Arora,3015. 2.Modern cookery Vol. 1,2 by Thangam Philip.3014. REFERENCE BOOKS 1. Food Management by Ashoka,3015. 2. Food Production operations by Parvinder S.Bali,3015.	
	INTERNAL ASSESSMENT 1.TEST 2.ASSISNMENT 3.QUIZ 1. Menu compilation.	

	2. Cuts of Vegetables. 3. Plating of a Dish. PRACTICALS 6- 8 Menus of International cuisine with Bakery	
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THIRD SEMESTER BTHM
SUBJECT: FUNDAMENTALS OF ACCOUNTS
TITLE: FUNDAMENTALS OF ACCOUNTS
Class Duration: 16 Weeks with 4 Hours a week = 64Hrs
Marks: Theory 70 + Internal Assessment 30 = 100

Objective: To Familiarize the Students about Accounting Concepts and Maintaining Books of Accounts.

Learning outcome:

1. Students will know Accounting Concepts, Rules of Debit and Credit.
2. Students will understand the various Subsidiary Books maintained in Accounts and will know to prepare Trial Balance and Final Accounts.
3. Students will learn Basic Methods of Depreciation in Accounts.

Unit 1	Accounting in Hotels	18Hrs
1.1	Meaning – Need – Objectives – Accounting Cycle - Importance – Limitations – Accounting Concepts and Accounting Conventions.Types of Accounts – Rules of Debit and Credit – Principles of Double Entry System	
1.2	Journal Entries – Ledger Accounts.	
1.3	Computerized Accounting.	
Unit 2	Subsidiary Books	10Hrs
2.1	Purchase Book – Purchase Returns Book – Sales Book – Sales Returns Book – Cash Book – Petty Cash Book – Journal Proper – Bills Receivable and Bills Payable.	

Unit 3	Preparation of Trial Balance and Final Accounts	20Hrs
3.1	Preparation of Trial Balance.	
3.2	Final Accounts (Hotel Industry) with adjustments (Simple problems).	
Unit 4	Depreciation, Reserves and Provision	16Hrs
4.1	Meaning – Objectives – Causes of Depreciation - Basic Methods – Straight Line Method – Diminishing Balance Method (Simple Problems).	
	Reference Books 1. Michael M Coltman. Hospitality Management. 2. S.P. Jain & K.L. Narang. Hotel Accountancy & Finance. First 1999 Kalyani 3. Earnest B. Horwath & Luis Toth. Hotel Accounting. 4. S. K. Bhattacharya. Accounting for Management. Vikas Publishing House. 5. B. S. Raman. Financial Accounting – I.	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
TOURISM AND HOSPITALITY MANAGEMENT
THIRD SEMESTER PAPER IV
Title of the Paper: FOOD SCIENCE AND NUTRITION
CLASS DURATION –16 Weeks -03 Hours per Week-64Hrs
MARKS-Theory-70+ Internal Assessment-30=100

Course Objectives:

1. To learn the importance of Food science and nutrition in the hotel industry.
2. To learn about a balanced diet and menu planning.
3. To learn about food processing and preservation.

Teaching Methodology:

1. Lecture method.
2. Group discussion.

3. Guest lectures.

Outcome:

1. Will be familiar the Food science and nutrition in the hotel industry.
2. Will know about a balanced diet and menu planning.
3. Will know about food processing and preservation.

Unit-1	CARBOHYDRATES	12 Hrs
1.1	Definition, Classification, Sources- Starch.	
1.2	Food sources of carbohydrates, Sugar & sugar products- candies, crystalline candies, non-crystalline candies, fondant, fudge, tatty, caramels.	
1.3	Starch & stock products- corn, sago, gel, corn syrup	
Unit-2	FATS AND OILS	16 Hrs
2.1	Definition, Sources and functions of fats and oils in food.	
2.2	Functional properties of fats and oils. Physical- chemicals - smoking temperature of fats, hydrogenation, Processing of Oils.	
2.3	Types of Fats and Oils. Rancidity and types. Health aspects	
Unit – 3	PROTEINS	12 Hrs
3.1	Definition, Classification, Sources, general functions in food and nutrition.	
3.2	Browning reactions in food enzymatic & non-enzymatic browning with examples.	
3.3	Flavour components in foods, spices & condiments, food colours natural & synthetic colours	
Unit – 4	FOOD PROCESSING	8 Hrs
4.1	Definition, types, need for processing, different processed food available in the market.	
4.2	fermented foods, advantages and disadvantages of food fortification.	
4.3	Pickles and Vinegar	
Unit – 5	FOOD PRESERVATION	8 Hrs
5.1	Definition, Types, Method of preservation- Preservation by High and low temperature, Preservation by using chemicals- Vinegar.	
5.2	Preservation by using salt, sugar with examples.	

5.3	Adulteration of food and types	
	TEXT BOOKS 1. Food Science and Nutrition by Lakshmi, 2014. REFERENCE BOOKS	
	INTERNAL ASSESSMENT 1. TEST 2. ASSIGNMENT 3. QUIZ 1. Menu compilation with food values 2. Planning therapeutic diets. 3. List of food group, chart work	

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BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
TOURISM AND HOSPITALITY MANAGEMENT
FOURTH SEMESTER
PAPER-II

Title of the Paper: TOURISM DEVELOPMENT

CLASS DURATION –16 Weeks -04 Hours per Week-64Hrs

MARKS-Theory-70+ Internal Assessment-30=100

Course Objectives:

1. To learn the Fundamentals of Tourism.
2. To learn about dimensions of International and domestic tourism.
3. To learn about tourism impacts

Course learning outcome(CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	be familiar with the Fundamentals of Tourism	Understand
CO-02	know about dimensions of International and domestic tourism	Remember
CO-03	Gain the awareness about tourism impacts	Evaluate

Teaching Methodology:

1. Lecture method.
2. Group discussion.
3. Guest lectures.

Unit-1	FUNDAMENTALS OF TOURISM	12 Hrs
1.1	Tourism concepts, Tourism redefined.	
1.2	Motivations for Travel, Barrier to Travel.	
1.3	Forms of Tourism, Travel industry network, Travel through ages	
Unit-2	DIMENSIONS OF INTERNATIONAL AND DOMESTIC TOURISM	12 Hrs
2.1	International tourism – vision 3030.	
2.2	World Top 15 Tourism Destinations, Dimensions of Domestic tourism – India, Tourism in the twenty-first century	
Unit-3	TOURISM IMPACTS	16 Hrs

3.1	Positive and Negative impacts of tourism, Economic and Social impacts, Enviromental impacts, cultural impacts.	
Unit -4	TOURISM PLANNING AND DEVELOPMENT.	
4.1	Need for planned development,	
4.2	The planning process, factors influencing tourism development, Government role	
Unit-5	TOURISM ORGANISATIONS	
5.1	Early history,UNWTO,PATA,European travel commission,IOATA.	
5.2	ITDC,KSTDC,Other travel organizations	
	TEXT BOOKS 1. Tourism Development by A.K.Bhattia 2. Successful Tourism by Pranath Seth. REFERENCE BOOKS 2. Air Travel: A Social history – Hudson, Kenneth 3. IATA Training Manual.	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
TOURISM AND HOSPITALITY MANAGEMENT
FOURTH SEMESTER
PAPER III

Title of the Paper: HOUSEKEEPING - II

CLASS DURATION –16 Weeks -04 Hours per Week-64Hrs

MARKS-Theory-40+ Internal Assessment-10=50

Course Objectives:

1. To learn the basic functions Housekeeping planning operations.
2. To learn the supervision in housekeeping.
3. To learn the budgeting

Course learning outcome (CO):

CO	Upon completion of the course, students would be able to	Cognitive level
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CO-01	Will be familiar the basic functions Housekeeping planning operations	Understand
CO-02	Will know the supervision in housekeeping	Remember
CO-03	Will know the budgeting	Apply

Teaching Methodology:

1. Lecture method.
2. Role play.
3. Demonstration class.

Unit-1	MANAGING HOUSEKEEPING PERSONNEL	12Hrs
1.1	Determining staff strength,recruiting,selecting,hiring,orientation and training,contracts and outsourcing	
1.2	Planning housekeeping operations	
Unit-2	SUPERVISION IN HOUSEKEEPING	12Hrs
2.1	Role of supervisor,specific functions of supervisor.	
2.2	Housekeeping control desk importance, standard contents of a guest room.	
2.3	Composition, care and cleaning of different surfaces	
Unit-3	LINEN AND LAUNDRY OPERATIONS	12Hrs
3.1	The linen and Uniform Room,storage of Linen,Linen exchange,par stock,Linen control.	
3.2	The laundry, Laundry equipments, Laundry agents,	
3.3	The laundry process, handling guest laundry	
Unit- 4	INTERIOR DESIGNING	12Hrs
4.1	Objectives of Interior Decoration,Basic Types,Elements.	
4.2	Principles of Design, Interior Decoration, Colour,Lighting, Floor coverings and finishes, Ceiling.	
4.3	Hotel renovation	
Unit-5	FLOWER ARRANGEMENT AND NEW TRENDS IN	8Hrs

	HOUSEKEEPING	
5.1	Flower arrangement in Hotels, .	
5.2	Flower arrangement Basics, Desgining Flower arrangements Types, Japanese, oriental style, Common flowers used	
	TEXT BOOKS 1.HouseKeeping operations – Raghu Balan,3015 1 REFERENCE BOOKS: 3. Hotel House Keeping Training Manual – Sudhir Andrews 4. Professional Housekeeping – Madhukar	
	INTERNAL ASSESSMENT 1.TEST 2.ASSISNMENT 3.QUIZ Practicals 1.supervison in Housekeeping. 2.Records maintained. 3.Supervisor checklist and format filling. 4.Housekeeping discrepancy report preparation. 5.Maintenance of journals. 6.Computerized –guest records, duty roasters, room maintenance records.	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT

TOURISM AND HOSPITALITY MANAGEMENT

FOURTH SEMESTER

PAPER III

Title of the Paper: AVIATION MANAGEMENT

CLASS DURATION –16 Weeks -04 Hours per Week-64Hrs

MARKS-Theory-70+ Internal Assessment-30=100

Course Objectives:

1. To learn the Role of civil aviation.
2. To learn about airport facilities and management.

3. To learn about passenger management in airport.

Course learning outcome (CO)

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	be familiar with the Role of civil aviation	Understand
CO-02	know about airport facilities and management	Remember
CO-03	Learn and apply passenger management in airport.	Apply

Teaching Methodology:

1. Lecture method.
2. Group discussion.
3. Guest lectures.

UNIT-1	INTRODUCTION TO CIVIL AVIATION	12 Hrs
1.1	International civil aviation organization, domestic & international airlines schedule, unscheduled airlines, air taxis, charter flights. Role of state in civil aviation	
1.2	Types of Airlines, Aviation & related organizations-IATA-organization, objectives, role, membership; UFTA-objectives, role, membership.	
UNIT-2	AIRLINES GEOGRAPHY & RESERVATION	12 Hrs
2.1	IATA areas& sub areas, aviation terminology.	
2.2	Airline reservation procedure, time calculation-local time & GMT.	
UNIT-3	PASSENGER FACILITIES &BAGGAGE	16 Hrs
3.1	Airport facilities available for departure, the arrival of passengers requiring special handling, in-flight facilities.	
3.2	Baggage – definition, baggage concept, regulation, baggage allowance, excess baggage charges, dangerous goods, live animals. –.	
3.3	Unaccompanied minor, carrying of pet animals, circulatory problems	
Unit-4	FARE CONSTRUCTION & TICKETING	12 Hrs
4.1	Computerized & manual ticketing, parts of an airline ticket, accurate	

	ticketing, miscellaneous charges order (MCO), prepaid ticket advice (PTA), aviation tax.	
4.2	Global Distribution systems – History, competition; Amadeus, Galileo & Sabre, ABACUS online travel Market, current Internet travel concerns.	
4.3	Reservation – computer reservation system (CRS), Reservation procedure, amendments	
Unit-5	PASSENGER MANAGEMENT.	12 Hrs
5.1	Passenger Air tariff, fare type, fare rules, selection.	
5.2	Introduction to the mileage system – Currency conversion	
5.3	Administration of Airport - organizational chart- various agencies in the airport- customs requirements at the international airport- immigration department- regulatory agencies	
	TEXT BOOKS 1. The Airline Business in the 21st Century- Dogains R. REFERENCE BOOKS 2. Air Travel: A Social history – Hudson, Kenneth 3. IATA Training Manual.	
	INTERNAL ASSESSMENT 1.TEST 2.ASSISNMENT 3.QUIZ 1. Map work of airports. 2. Air routes in India 3. Airport and Airlines codes.	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT

TOURISM AND HOSPITALITY MANAGEMENT

FOURTH SEMESTER

PAPER IV

Title of the Paper: TRAVEL AGENCY AND TOUR OPERATIONS

CLASS DURATION –16 Weeks -04 Hours per Week-64Hrs

MARKS-Theory-70+ Internal Assessment-30=100

Course Objective:

1. To learn about business tourism characteristics.
2. To learn about tourism organizations.
3. To learn about Tour and Travel agency operations

Course learning outcome (CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	be familiar with the business tourism characteristics	Understand
CO-02	know about tourism organizations	Remember
CO-03	know about Tour and Travel agency operations.	Apply

Teaching Methodology:

1. Lecture method.
2. Group discussion.
3. Guest lectures.

Unit-1	BUSINESS TRAVEL	12 Hrs
1.1	Introduction, characteristics of a business traveller, incentive travel.	
1.2	Difference between business & incentive travel, MICE & tourism.Travel & trade	
Unit-2	TOURISM ORGANISATIONS	12 Hrs
2.1	WTO, IATA, TAAI, ASTA, PATA, UFTAA. Role of tourism organizations & their functions.	
Unit-3	TOUR OPERATORS	16 Hrs
3.1	3.1Role, functions, types of tour operators.	
3.2	Guidelines for recognition as an approved tour operator, inbound & outbound tour operations	
Unit-4	TRAVEL AGENCY	8 Hrs

Unit-5	TOUR PACKAGES	8 Hrs
5.1	Planning of an itinerary, planning of tour packages.	
5.2	Domestic,International,Car rentals,Special interest packages.	
5.3	Luxury trains, circuits.online ticket booking, passport and visa procedures	
	TEXT BOOKS 1 Travel Agency operations – Jagmohan Negi 2Tourism Transport and Travel Mgmt – P.C. Sinha 3. Travel Agency Mgmt – Mohinder Chand REFERENCE BOOKS 2. Tourist Guide & Tour Operations- planning &Organizing by Jag Mohan Negi. 3.Tourism Transport & Travel Mgmt – by P.C. Sinha 4.Travel Agency Operations –Concepts and Principles - Jag Mohan Negi	
	INTERNAL ASSESSMENT 1.TEST 2.ASSISNMENT 3.QUIZ 1. Package tour preparations 2.Customer care-visit to a travel agency 3.Travel circuits	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT

TOURISM AND HOSPITALITY MANAGEMENT

FOURTH SEMESTER

PAPER V

Title of the Paper: FOOD & BEVERAGE COST MANAGEMENT

CLASS DURATION –16 Weeks -03 Hours per Week-42Hrs

MARKS-Theory-70+ Internal Assessment-30=100

Objectives:

1. To learn about various types of costing procedures.
2. To learn about menu planning and costing.
3. To learn about costing and profit.

Teaching Methodology:

1. Lecture method.
2. Problem-solving.
3. Industrial visit.

Outcome:

1. Will be familiar with the various types of costing procedures.
2. Will know about menu planning and costing.
3. Will be familiar with the various registers and formats of costing.

Unit-1	INTRODUCTION	12 Hrs
1.1	Cost: meaning, definition	
1.2	Types direct & indirect, costing & pricing in hotels. Hotel ledger, financial & cost control.	
1.3	Techniques in the hotel & catering industry. The organisation of hotel pricing decision	
Unit-2	MANAGING FOOD COST	12 Hrs
2.1	A brief introduction to the menu item for costing.	
2.2	standardized recipes, inventory control purchasing, receiving, storage	
Unit-3	MANAGING BEVERAGE COST.	16 Hrs
3.1	Alcoholic beverages, standardized drink recipes& portions, portion purchasing.	
3.2	Receiving & storing beverage products, bar transfer, computing cost of beverages, liquor inventory	
Unit-4	PRICING TECHNIQUES.	12 Hrs
4.1	Menu formats, factors affecting menu pricing.	
4.2	Assigning menu prices, special pricing situations	
Unit-5	BUDGET CONTROL.	12 Hrs
5.1	Planning of budget in Restaurant, Bar, Banquets,café.Inventory control.	
5.2	Determining actual food expense	

	TEXT BOOKS 1. Food and Beverage operations by Singaravelan, 2015, REFERENCE BOOKS 2. Food and Beverage service by Bobby George, 2015. 3. Food and Beverage cost control by	
	INTERNAL ASSESSMENT 1. TEST 2. ASSIGNMENT 3. QUIZ 1. Menu costing with sample methods 2. Purchasing and receiving procedures. 3. Storing and issuing materials. 4. Functioning of catering outlets.	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
FIFTH SEMESTER
PAPER I

Title of the Paper: TOURISM PRODUCT

CLASS DURATION –16 Weeks -03 Hours per Week-42Hrs

MARKS-Theory-70+Internal Assessment-30=100

Course Objective:

1. To learn about different tourist destinations.
2. To understand about architecture and tourist site.
3. To be familiar with planning an itinerary.

Course learning outcome (CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	be familiar with different tourist destinations	Understand
CO-02	know about architecture and tourist site.	Remember
CO-03	prepare with planning an itinerary.	Apply

Teaching Methodology:

1. Lecture method.
2. Group discussion
3. Destination project work.

Unit-1	DEFINITION & NATURE OF TOURISM PRODUCTS	12 Hrs
1.1	Introduction - the concept of Unity and diversity.	
1.2	The concept, nature and antiquity of Karnataka – Archaeological sites, Brahmagiri, Chandravalli, Maski, Talkad, T.Narasipur, Banavasi, Sannati- Hampi.	
1.3	Types of products- archaeological-cultural-religious, natural, sports, health, business & innovations	
Unit-2	ARCHAEOLOGICAL PRODUCTS	12 Hrs
2.1	South Indian Monuments of religious & secular interest. Important monuments- Aihole, Badami, Pattadakal, Shravanbelagola, Belur, Halebidu, Bijapur, Hampi, Tanjore, Madurai.	
2.2	Cochin, Trivandrum. Ajanta, Ellora, Hyderabad.	
2.3	Delhi & its surroundings- Agra, Fatehpur Sikri, Khajuraho, Bhubaneswar, Puri, Konark, Mount Abu, Jaipur, Dwarka, Somanath & Mathura monuments	
2.4	World Heritage sites in India. Art and Architecture	
Unit-3	CULTURAL RELIGIOUS PRODUCTS	16 Hrs
3.1	Indian folk art & festivals, music, dance, cultural festivals etc. Festivals, carnivals, fairs etc. Pilgrimages	
3.2	Dasara, Kumbha Mela, Pushkar Mela. Rathayatras, Utsavas & Car festivals Fairs and Festivals of Karnataka – an overview – Mysore Dasara,	
3.3	Bangalore Karaga, Melukote Vairamudi, Hampi Utsav, Kadambotsava, Karavali Utsav etc., Traditions, customs and cuisine	
Unit-4	NATURAL AND SPORTS PRODUCT	
4.1	Mountains, rivers, lakes, sea, beaches/resorts, forests, national parks, wildlife, jungle safari, bird sanctuaries, a hill station.	

4.2	Land, water, aerial sports- relationship to tourism	
Unit-5	HEALTH PRODUCTS, BUSINESS & INNOVATIVE PRODUCTS	
5.1	Health resorts, ayurvedic centres, ayurvedic & rejuvenation therapies, medical tourism in India.	
5.2	Characteristics of a business traveller, MICE & tourism, heritage trains- luminaries, cultural festivals, jungle resorts, food festivals	
	TEXT BOOKS 1. R.C.Manujundar, An advanced history of India.3012. 2.History of South India by Nilakanda Shastry,3011. REFERENCE BOOKS 2.Indian architecture by Percy Brown,3012 3.Archeaology of Karnataka by A.V.Narshimamurthy,3011.	
	INTERNAL ASSESSMENT 1. Identifying tourist places on the Indian map. 2. Identifying archaeological places, religious places, cultural places. 3.Preperation of maps. (4 maps Karnataka 4 maps India)	

.BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
FIFTH SEMESTER
PAPER-II

Title of the Paper: FOOD AND BEVERAGE SERVICE – III(WINES AND LIQUORS)

CLASS DURATION –16 Weeks -03 Hours per Week-42Hrs

MARKS-Theory-40+Internal Assessment-10=50

Course Objectives:

1. To learn about classification of beverages.
2. To learn about manufacturing process of liquors.
3. To learn about service procedures of cellar and bar management.

Course learning outcome (CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	familiar with classification of beverages	Understand
CO-02	know about manufacturing process of liquors.	Remember
CO-03	be familiar with beverage service procedures and bar management	Apply

Teaching Methodology:

1. Lecture method.
2. Practical's
3. Industrial visit and report submission.
1. .

Unit-1	BAR ORGANISATION CLASSIFICATION OF ALCOHOLIC BEVERAGE	12 Hrs
1.1	Types, functions, layout, decoration, equipment in bar percentage of alcohol	
1.2	Storage of wines, liquors and liqueurs	
1.3	Cellar management	
Unit-2	WINES	12 Hrs
2.1	Viticulture, inters calendar, festivals, factors affecting wine.	
2.2	Manufacture, grapes varieties, method, types of wines, wine-producing countries of the world, France, Italy, Spain, glasses of service of wines, wine	

	terminology.	
2.3	Labels & brands. New world wines	
Unit-3	BEER & SPIRIT.	16 Hrs
3.1	Classifications, manufacture of whisky & scotch, rum,gin,vodka,brandy& tequila.	
3.2	Glassware & service, famous brands & label reading. Famous cocktails with a base of whisky, gin, vodka, rum, brandy& scotch	
Unit-4	COCKTAILS	
4.1	Types, glassware & service.	
4.2	Famous recipes of traditional and latest cocktails	
Unit-5	LIQUEURS	
5.1	Manufacture, Types, service and glassware's used, labels.	
	<p>TEXT BOOKS</p> <p>1.Food and Beverage Service Training Manual- Sudeer Andrews. 2.Food and Beverage Service – Bobby George</p> <p>REFERENCE BOOKS</p> <p>1. Food and Beverage Service – Singaravelan. 2.Food and Beverage Service- Dennis Lillicrap. 3.The Beverage Book – Andrew Drucken.</p>	
	<p>INTERNAL ASSESSMENT</p> <p>1.TEST 2.ASSISNMENT 3.QUIZ</p> <p>1. Collection of labels. 2. Wine terminology 3.Wine map reading.</p>	
	<p>PRACTICALS</p> <p>1.Service procedure of wines 2. Service procedure of spirits 3.Service procedure of Beer. 4.Service procedure of Cocktails and Liqueurs</p>	

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
FIFTH SEMESTER
PAPER VI

Title of the Paper: EVENT MANAGEMENT (MICE)
CLASS DURATION –16 Weeks -03 Hours per Week-42Hrs
MARKS-Theory-70+Internal Assessment-30=100

Course Objectives:

1. To learn about planning of events.
2. To learn about organizing of exhibitions and conventions.
3. To Learn promotion and Management of Events.

Course learning outcome (CO):

CO	Upon completion of the course, students would be able to	Cognitive level
CO-01	plan different types of events.	Understand
CO-02	organize the events.	apply
CO-03	promote and manage the events.	Apply

Teaching Methodology:

1. Lecture method.
2. Role play.
3. Group discussion.

Unit-1	INTRODUCTION TO EVENT MANAGEMENT	12 hrs
1.1	Principles of project/Event Management.	
1.2	From concept to reality	
1.3	Understanding, project management, resources activities.	
1.4	Risk management - delegation - project selection	
Unit-2	DUTIES OF EVENT MANAGER	12 hrs
2.1	Role of the Event Manager.	
2.2	Preparing proposal conducting market research -establishing viability	

	capacities costs and facilities.	
2.3	Plans -timescales -contracts.Clarity	
Unit-3	CRISIS MANAGEMENT	14 hrs
3.1	SWOT analysis -estimating attendance -media coverage -advertising budget - special considerations -evaluating success.	
3.2	Crisis Management plan crisis planning prevention -preparation - provision -action phase	
3.3	Handling negative publicity -structuring the plan Seeking sponsors	
3.4	Different types of sponsorship, definition objectives target market -budget strategic development -implementation -evaluation.	
Unit-4	ORGANISING EVENTS	12 hrs
4.1	Organizing the event, Purposevenue timing guest listing invitations	
4.2	Food & drink room dressing equipment guest of honour -speakers - media - photographers - podium - exhibition.	
Unit-5	ADVERTISING EVENTS	8 hrs
5.1	Media tools Media invitations - photo-calls - press releases - TV opportunities radio interviews	
5.2	Promotional tools, Flyers -posters - invitations -website -newsletters -ezone - blogs - tweets.	
5.3	Marketing tools-Types of advertising -merchandising - giveaways - competitions promotions- website and text messaging	
5.4	EvaluationBudget - cost of event -return on investment - media coverage - attendance - feedback. Revision& final exam	
	TEXT BOOKS 1.Event Management by Dognais, 2014 REFERENCE BOOKS: Event Management by	
	INTERNAL ASSESSMENT 1.TEST 2.ASSISNMENT 3.QUIZ	

	1.Preplaning an event. 2.Budget preparation and presentation. 3.Mock event arrangements.	
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**BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
SIXTH SEMESTER**

1. INDUSTRIAL TRAINING DURATION – 3 MONTHS

With logbook writing and training report

Evaluation

Report evaluation is for 60 marks and the Viva-voce is for 30 marks.

2. PROJECT REPORT

Right from the initial stage, the candidate has to submit the progress reports periodically and also present his / her progress in the form of seminars in addition to the regular discussion with the guide. Components of evaluation are as follows,

Evaluation

Presentation- 30 marks

Final Viva Voce - 30

Project report -60 marks.

**BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
BLUE PRINT OF QUESTION PAPER**

TIME-03HRS

MAX MARKS-50

PART-A		
Answer any <u>FOUR</u> of the following questions. (4×5=30)		
1.		5
2.		5
3.		5
4.		5
5.		5
6.		5
PART – B		
Answer any <u>THREE</u> of the following questions. (3×10=30)		
7.		10
8.		10
9.		10
10.		10
11.		10

**BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT
BLUE PRINT OF QUESTION PAPER**

TIME-03HRS

MAX MARKS-70

PART-A		
Answer any <u>FOUR</u> of the following questions. (4×5=30)		
1.		5
2.		5
3.		5
4.		5
5.		5
6.		5
PART – B		
Answer any <u>THREE</u> of the following questions. (3×10=30)		
7.		10
8.		10
9.		10
10.		10
11.		10
PART – C		
Answer any <u>TWO</u> of the following questions. (2×10=30)		
12.		10
13.		10
14.		10

THIRD SEMESTER BTHM
SUBJECT: FUNDAMENTALS OF ACCOUNTS
TITLE: FUNDAMENTALS OF ACCOUNTS

Class Duration: 16 Weeks with 4 Hours a week = 64Hrs

Marks: Theory 70 + Internal Assessment 30 = 100

Objective: To Familiarize the Students about Accounting Concepts and Maintaining Books of Accounts.

Learning outcome:

1. Students will know Accounting Concepts, Rules of Debit and Credit.
2. Students will understand the various Subsidiary Books maintained in Accounts and will know to prepare Trial Balance and Final Accounts.
3. Students will learn Basic Methods of Depreciation in Accounts.

Unit 1	Accounting in Hotels	18Hrs
1.1	Meaning – Need – Objectives – Accounting Cycle - Importance – Limitations – Accounting Concepts and Accounting Conventions.Types of Accounts – Rules of Debit and Credit – Principles of Double Entry System	
1.2	Journal Entries – Ledger Accounts.	
1.3	Computerized Accounting.	
Unit 2	Subsidiary Books	10Hrs
2.1	Purchase Book – Purchase Returns Book – Sales Book – Sales Returns Book – Cash Book – Petty Cash Book – Journal Proper – Bills Receivable and Bills Payable.	
Unit 3	Preparation of Trial Balance and Final Accounts	20Hrs
3.1	Preparation of Trial Balance.	
3.2	Final Accounts (Hotel Industry) with adjustments (Simple problems).	
Unit 4	Depreciation, Reserves and Provision	16Hrs
4.1	Meaning – Objectives – Causes of Depreciation - Basic Methods – Straight Line Method – Diminishing Balance Method (Simple Problems).	

Reference Books

1. Michael M Coltman. Hospitality Management.
2. S.P. Jain & K.L. Narang. Hotel Accountancy & Finance. First 1999 Kalyani
3. Earnest B. Horwath & Luis Toth. Hotel Accounting.
4. S. K. Bhattacharya. Accounting for Management. Vikas Publishing House.
5. B. S. Raman. Financial Accounting – I.

FOURTH SEMESTER BTHM

SUBJECT: MANAGEMENT ACCOUNTING FOR HOTEL INDUSTRY

TITLE: MANAGEMENT ACCOUNTING FOR HOTEL INDUSTRY

Class Duration: 16 Weeks with 4 Hours a week = 64Hrs

Marks: Theory 70 + Internal Assessment 30 = 100

Objective: To make the students understand the Importance of Management Accounting in Decision making in an organization.

Learning outcome:

1. Students will learn the basic concepts of Management Accounting.
2. Students will understand the relevance of Budgets and motives for holding cash.
3. Students will know the Importance of maintaining sufficient Working Capital.
4. Students will be familiarized with Management Receivables.

Unit 1	Introduction	12Hrs
1.1	Meaning – Definition – Scope and Objectives of Management Accounting – Importance and Limitations	
1.2	Differences between Management Accounting and Financial Accounting–Management Accounting and Cost Accounting.	
Unit 2	Budget and Budgetary control	20Hrs
2.1	Definition– Meaning -Budget Manual-Key factor–Classification of Budgets.	

- 2.2 Simple Problems on Cash Budget - Motives for Holding Cash -Zero Base Budget (Theory only).

Unit 3 Working Capital Management 20Hrs

- 3.1 Meaning-Nature and kinds of working capital–Determinants of Working Capital

- 3.2 Simple problems on Estimation of working capital requirements

Unit 4 Management of Receivables 12Hrs

- 4.1 Meaning - Factors influencing the Size of Receivables- Credit Policy-credit standards- credit variables

- 4.2 Simple Problems on Credit Policy.

BLUE PRINT OF QUESTION PAPER FOR BTHM 1st Sem. FUNDAMENTALS OF MANAGEMENT, 3rd Sem.FUNDAMENTALS OF ACCOUNTS AND 4th Sem.MANAGEMENT ACCOUNTING FOR HOTEL INDUSTRY SEMESTERS PAPERS

Time: 3 hours.

Max Marks: 70

PART-A		
Answer any TWO questions:		2 x 15= 30 Marks
1	No subdivisions	15
2		15
3		15
4		15
PART-B		
Answer any TWO questions:		2 x 10 = 20 Marks
5	No subdivisions	10
6		10

7		10
8		10
PART C		
Answer any FOUR questions:		4 x 5= 20 Marks
9	No subdivisions	5
10		5
11		5
12		5
13		5
14		5
15		5