



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT



SYLLABUS

**BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL
MANAGEMENT**

(BBA HM)

2023 onwards



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Semester – I

Sub. Code: MJ1HMT

Sub. Name: Foundation of Food Production

Unit – 1

Introduction To Cookery: Personal hygiene, uniform and protective clothing, Safety procedure in handling equipment, culinary history.

Unit – 2

Hierarchy of Kitchen Department: Classical Brigade, Duties and responsibilities of various chefs, Co-operation with other departments, General layout of the kitchen in various organizations.

Unit – 3

Basic Menu Planning: Introduction and Types of menu, Menu planning principles, Factors affecting menu planning.

Unit – 4

Aims And Objectives Of Cooking Food: Aims and objectives of cooking food and classification of raw materials, Various textures and consistencies, Techniques used in pre-preparation and preparation

Unit – 5

Introduction To Bakery: Commodities - Shortening (Fats and oils), Role of shortening, Types of shortening and their uses, Raising agents, Classification of raising agents, Role of raising agents, Actions and reactions, Thickening agents, Classification of thickening agents and their role, **Sugar** - Importance of sugar, Types of sugar, Cooking of sugar and temperature.



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Unit – 6

Simple Breads: Basic principles of bread making methods, Role of each ingredients in bakery and confectionery and their uses, Steps of bread making and baking temperature, Bread faults and causes, Bread diseases, **Bakery terms**, Structure of wheat, Types of flour and their uses in baking.

Reference Books:

- 1) Theory Of Cookery – K. Arora
- 2) Food Production Operation- P S Bali
- 3) Theory Of Catering- Kinton & Cessarani
- 4) Theory Of Bakery And Confectionery – Uttam K Singh
- 5) Theory Of Bakery And Confectionery – P S Bali



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Semester – II

Sub. Code: MJ2HMT

Sub. Name: Accommodation Management – I

Unit - 1

Classification of Hotels: According to Size, Star, Location & Clientele, Ownership Basis, Independent Hotels, Management Contracted Hotels, Chain hotels, Franchise/Affiliated hotels, Supplementary Accommodation, Time Shares And Condominium, Time Share & Vacation Ownership.

Unit - 2

Types of Rooms: Single Room, Double Bedded Room, Twin Room, Twin Bedded Hollywood, Type Room, Interconnected Room, Triple Room, Quad Room, Suite Room, Duplex Room, Pent House, Studio Room, Parlour Room, Cabana, Lanai Room.

Unit – 3

Front Office Organization: Front Office Hierarchy, Duties And Responsibilities, Personality Traits, Layout Of Front Office And Lobby, Front Office Equipment (Non Automated, Semi Automated And Automated), Functions, Procedures And Records, Organization Chart Of Large Hotel.

Unit – 4

The Role Of Housekeeping In Hospitality Operation, Inter Departmental Relationship of Housekeeping; Organisation Chart Of The Housekeeping Department: 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.

Unit- 5

Cleaning Organisation: Principles Of Cleaning, Hygiene And Safety Factors In Cleaning; Methods Of Organising Cleaning, Frequency Of Cleaning Daily, Periodic, Special; Design



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Features That Simplify Cleaning; Use And Care Of Equipment; **Cleaning Agents** - General Criteria For Selection, Classification; Polishes, Floor Seats, Use, Care And Storage, Distribution And Controls, Use Of Eco-Friendly Products In Housekeeping, **Cleaning Of Different Surfaces:** Metals, Glass, Leather, Rexines, Plastic, Ceramics, Wood, Wall Finishes, Floor Finishes

Reference Books:

- 1) Hotel Front Office Management – James.A. Bardi
- 2) Front Office Management – S.K. Bhatnagar
- 3) Front Office Operations Mgmt. – G. Raghubalan
- 4) Managing Hotel Front Office Operation – Rajeev Mishra
- 5) Hotel House Keeping Operations & Mgmt. – G. Raghubalan
- 6) House Keeping Management & Operations – Sudhir Andrews
- 7) House Keeping Operations & Management For Hospitality – Rakesh Kadam
- 8) House Keeping Training Manual – Sudhir Andrews



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Sub. Code: MJ3HMT

Sub. Name: Food & Beverage Management - I

Unit – 1

Hotel and Catering Industry: Role of catering establishment in travel/tourism industry, Types of F&B operations and classification of commercial, residential and non residential, Welfare catering and organization of F&B department of hotel, Duties and responsibilities, attributes of F&B personnel, Food service areas and ancillary departments.

Unit – 2

Menu and its types: Courses of French classical menu, Types of meal, Mise-en-place and Mise-en-scene, **Control system** - KOT/Bill control system, Cash handling equipment and record keeping.

Unit – 3

Non Alcoholic Beverages: Classification (Nourishing, Stimulating and Refreshing beverages), **Tea:** Origin & Manufacture, Types & Brands, **Coffee :** Origin & Manufacture, Types & Brands, Juices and Soft drinks.

Unit – 4

Tobacco: Processing for cigarettes & cigars; **Cigarettes** – Types and brand names, **Cigars** – shapes, sizes, colours and brand names, Care and Storage of cigarette & Cigar.

Unit – 5

Basic Principles of Food Production: Vegetable and Fruit Cookery - Introduction, classification and cuts of vegetable, Effects of heat on vegetables, Classification and uses of fruit in cookery, Salad and salad dressings, **Methods of Cooking Food** - Methods of heat transfer, Classification; **Stocks, Soup and Sauces** - Definition, types and uses of stocks, Classification of soup, garnishes and accompaniments, Classification of sauces, mother sauces and its derivatives

Unit – 6

Cakes: Principles and methods for making cake, Role of ingredients in cake making, Cake faults and their remedies.



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Reference Books:

- 1) Food & beverage training manual- Sudhir Andrews
- 2) Food and Beverage Service- R Singaravelavan
- 3) Food and beverage service-D.R. Lilicrap
- 4) Modern restaurant service –John fuller
- 5) Food & Beverage Management – Partho Seal
- 6) Food and beverage management-Bernard Davis
- 7) Beverages Karthik R Bhat
- 8) Theory Of Cookery – K. Arora
- 9) Food Production Operation- P S Bali
- 10) Theory Of Catering- Kinton & Cessarani
- 11) Theory Of Bakery And Confectionery – Uttam K Singh
- 12) Theory Of Bakery And Confectionery – P S Bali



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Semester – III

Sub. Code: MJ4HMT

Sub. Name: Accommodation Management – II

Unit – 1

Tariff Structure: Basis Of Charging, Plans, Competition, Customer's Profile, Standards of Service & Amenities; Different Types of Tariffs - Rack Rate, Discounted Rates for Corporate, Airlines, Groups & Travel Agents.

Unit – 2

Introduction To Guest Cycle, Reservations: Importance Of Reservation, Modes Of Reservation, Channels And Sources (FIT's, Travel Agents, Airlines, GIT's), Types Of Reservations (Tentative, Confirmed, Guaranteed Etc.), Systems (Non Automatic, Semi Automatic Fully Automatic), Cancellation, Amendments, Overbooking.

Unit - 3

Arrivals: Preparing For Guest Arrivals at Reservation and Front Office, Receiving of Guests, Pre-Registration, Registration Procedure (Non Automatic, Semi Automatic and Automatic), **During The Stay Activities** - Information Services, Message And Mail Handling, Key Handling, Room Selling Technique, Complaints Handling, Guest History.

Unit – 4

Room Layout And Guest Supplies: Standard Rooms, VIP Rooms, Guest's Special Requests, Area Cleaning - Guest Rooms, Front-Of-The-House Areas, Back-Of-The House Areas, Work Routine And Associated Problems e.g. High Traffic Areas, Façade Cleaning, **Key & Control:** **Types of Keys, Computerised Key Cards, Key Control**, Pest Control: Areas of Infestation, Preventive Measures and Control Measure

Unit – 5

Routine Systems and Records of House Keeping Department: 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



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Housekeeper's Report, Handover Records, Guest's Special Requests Register, Record of Special Cleaning, Call Register, VIP Lists.

Reference Books:

- 1) Hotel Front Office Management – James.A. Bardi
- 2) Front Office Management – S.K. Bhatnagar
- 3) Front Office Operations Mgmt. – G. Raghubalan
- 4) Hotel House Keeping Operations & Mgmt. – G. Raghubalan
- 5) House Keeping Management & Operations – Sudhir Andrews
- 6) House Keeping Operations & Management For Hospitality – Rakesh Kadam
- 7) House Keeping Training Manual – Sudhir Andrews



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Sub. Code: MJ05HMT

Sub. Name: Food & Beverage Management - II

Unit – 1

Alcoholic Beverage: Introduction and definition, **Production of Alcohol** - Fermentation process, Distillation process, **Bar Operations** - Types of Bar, Cocktail, Dispense, Area of Bar - Front Bar, Back Bar, Under Bar (Speed Rack, Garnish Container, Ice well etc.), Bar Stock, Opening and closing duties.

Unit – 2

Beer: Introduction & Definition, Production of Beer and its Storage, Types of Beer; **Wines** - Definition and its Classification (Table/Still/Natural, Sparkling, Fortified, Aromatized), Old World wines (Principal wine regions, grape varieties and brand names), France, Italy, Spain, New World Wines (Principal wine regions, grape varieties and brand names), USA, India, Food & Wine Harmony, Storage of wines.

Unit – 3

Spirits: Production of: Whisky, Rum, Gin, Brandy, Vodka, Tequilla,

Unit – 4

Aperitifs: Definition, Types of Aperitifs (Vermouth (Definition, Types & Brand names), Bitters (Definition, Types & Brand names), **Liqueurs** – Definition, Production of Liqueurs, Popular Liqueurs (Name, colour, predominant flavour & country of origin)

Unit – 5

Rice, Cereals and Pulses: Introduction, classification and identification, Cooking of rice, cereals and pulses; **Meat Cookery** - Introduction to meat cookery, Cuts of beef/veal, lamb/mutton and pork, Variety of meats (Offals), Poultry, **Fish Cookery** - Introduction, classification and cuts of fish, Selection of fish and shell fish, Cooking of fish; **Egg Cookery** - Introduction, structure and uses of egg, Selection and methods of cooking egg.

Unit – 6

Basic Commodities: Milk, Cream, Cheese and Butter : Introduction, processing and types,

Basic Indian Cuisine - Condiments and spices, Blending of spices.



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Reference Books:

- 1) Food & Beverage Training Manual- Sudhir Andrews
- 2) Food And Beverage Service- R Singravelavan
- 3) Food And Beverage Service-D.R. Lilicrap
- 4) Modern Restaurant Service –John Fuller
- 5) Food & Beverage Management – Partho Seal
- 6) Theory Of Cookery – K. Arora
- 7) Food Production Operation- P S Bali
- 8) Theory Of Catering- Kinton & Cessarani
- 9) Theory Of Bakery And Confectionery – Uttam K Singh
- 10) Theory Of Bakery And Confectionery – P S Bali



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Semester – V

Sub. Code: MJ6HMT

Sub. Name: Accommodation Operation

Unit – 1

Departure Procedure: (Fit) - Departure Activities At Reception Desk, At Bell Desk, Express Check-Out (Eco), Group Departure, Bell Desk, At Reception, At Cashier Counter; Late Check-Out.

Unit-2

Guest Accounting: Introduction, System For Receiving Guest Charges, Basics Of Keeping Guest A/C – Guest Ledger, City Ledger, F.O Cashiering – F.O Cashier, Presentation And Settlement Of Bill – Vouchers, Folio.

Unit-3

F.O Cash Sheet: Cash Paid Outs, Advance To The Concessionaire, Listing Cheques, Paid Out To Check-Outs, Other Paid Outs, Cashier Report, Safe Deposit & Key Control.

Unit – 4

Linen Room - Activities Of The Linen Room, Layout And Equipment In The Linen Room, Selection Criteria For Various Linen Items & Fabrics Suitable For This Purpose, Purchase Of Linen, Calculation Of Linen Requirements, Linen Control-Procedures And Records, Stocktaking-Procedures And Records, Recycling Of Discarded Linen, Linen Hire.

Unit – 5

Uniforms - Advantages Of Providing Uniforms To Staff, Issuing And Exchange Of Uniforms; Type Of Uniforms, Selection And Designing Of Uniforms, Layout Of The Uniform Room, **Sewing Room** - Activities And Areas To Be Provided, Equipment Provided.



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Unit – 6

Laundry - Commercial And On-Site Laundry, Flow Process Of Industrial Laundering-Opl, Stages In The Wash Cycle, Laundry Equipment And Machines, Layout Of The Laundry, Laundry Agents, Dry Cleaning, Guest Laundry/Valet Service, Stain Removal.

Reference Books:

- 1) Hotel Front Office Management – James.A. Bardi
- 2) Front Office Management – S.K. Bhatnagar
- 3) Front Office Operations Mgmt. – G. Raghubalan
- 4) Hotel House Keeping Operations & Mgmt. – G. Raghubalan
- 5) House Keeping Management & Operations – Sudhir Andrews
- 6) House Keeping Operations & Management For Hospitality – Rakesh Kadam
- 7) House Keeping Training Manual – Sudhir Andrews



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Sub. Code: MJ7HMT

Sub. Name: Food & Beverage Service

Unit – 1

Function Catering Banquets: Types, Organization of Banquet department, Duties & responsibilities, Booking procedure, Banquet menus, Sales.

Unit – 2

Informal and Formal Banquet: Reception, Cocktail parties, Convention, Seminar, Exhibition, Fashion shows, Trade Fair, Wedding, Outdoor catering.

Unit – 3

Function Catering Buffets: Space Area requirement, Table plans/arrangement, Misc-en-place, Service, Factors to plan buffets, Planning and organization, Sequence of food, Menu planning, Types of Buffet, Sit down, Fork, Finger, Cold Buffet, Breakfast Buffets, Equipment, Supplies, Check list.

Unit – 4

Banquet Protocol: Table plans/arrangement, Misc-en-place, Service, Toast & Toast procedures.

Reference Books:

- 1) Food & Beverage Training Manual- Sudhir Andrews
- 2) Food And Beverage Service- R Singravelavan
- 3) Food And Beverage Service-D.R. Lilicrap
- 4) Modern Restaurant Service –John Fuller
- 5) Essential Table Service-John Fuller
- 6) Food And Beverage Management-Bernard Davis



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Sub. Code: MJ8HMT

Sub. Name: Food Production

Unit – 1

Quantity Food Production: Equipment - Equipment required for mass/volume feeding, Care and maintenance of this equipment, Modern developments in equipment manufacture; **Menu Planning For Volume Feeding** - Points to consider in menu planning for various volume feeding outlets, Planning menu for – Schools/college students, industrial workers, Hospitals, Outdoor parties, Theme dinners, Nutritional factors for the above; **Indenting** - Principles of indenting for volume feeding, Portion sizes of various items for volume feeding, Practical difficulties while indenting for volume feeding; **Planning** - Principles of planning for quantity food production with regards to- space allocation, equipment selection, staffing.

Unit – 2

Volume Feeding: Institutional and Industrial Catering - Types and Problems associated with this type of catering, Scope for development and growth; **Hospital Catering** - Highlights of Hospital Catering for patients, staff, visitors, Diet menus and nutritional requirements; **Off Premises Catering** - Menu Planning and Theme Parties, Concept of a Central Production Unit, Problems associated with off-premises catering; **Mobile catering** - Characteristics of Rail, Airline (flight kitchen and sea catering), Branches of mobile catering, **Quantity purchase and storage** - Introduction to purchasing and purchasing system, Purchase specification, Purchasing techniques, Storage.

Unit – 3

Regional Indian Cuisine: Introduction and heritage of regional Indian cuisine, Factors that affect eating habits in different parts of the country, Cuisine and its highlights of different states/regions/communities to be discussed under:- Geographic location, Historical background, Seasonal availability, Special equipment, Staple diets, Specialty cuisine for festivals and special occasions; **States (Regional Cuisines)** - Andhra Pradesh, Bengal, Goa, Gujarat, Karnataka, Kashmir, Kerala, Madhya Pradesh, Maharashtra, North Eastern States, Punjab, Rajasthan, Tamil



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Nadu and Uttar Pradesh/Uttaranchal; **Communities** - Parsee, Chettinad, Awadhi and Bohri,
Indian Breads, Indian Sweets and Indian Snacks.

Reference Books:

- 1) Theory of Cookery – K. Arora
- 2) Food Production Operation- P S Bali
- 3) Theory of Catering- Kinton & Cessarani
- 4) Theory of Bakery And Confectionery – Uttam K Singh
- 5) Theory of Bakery And Confectionery – P S Bali



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Semester – VI

Sub. Code: MJ 9HMT

Sub. Name: Front Office Management – I

Unit - 1

Planning & Evaluating Front Office Operations: Setting Room Rates (Details/Calculations Thereof), Hubbart's Formula, Market Condition Approach & Thumb Rule; Forecasting Techniques, Forecasting Room Availability, Useful Forecasting Data, % Of Walking, % Of Overstaying, % Of Under Stay.

Unit - 2

Budgeting: Introduction and Types of Budget, Making Front Office Budget, Factors Affecting Budget Planning, Refining Budgets, Budgetary Control, Forecasting Room Revenue Advantages & Disadvantages of Budgeting.

Reference Books:

- 1) Hotel Front Office Management – James.A. Bardi
- 2) Front Office Management – S.K. Bhatnagar
- 3) Front Office Operations Mgmt. – G. Raghubalan
- 4) Managing Hotel Front Office Operation – Rajeev Mishra



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Sub. Code: MJ10HMT

Sub. Name: House Keeping Management – I

Unit - 1

Planning And Organizing The House Keeping Department - Area Inventory List, Frequency Schedules, Performance And Productivity Standards, Time And Motion Study In House Keeping Operations, Standard Operating Manuals – Job Procedures, Job Allocation And Work Schedules, Calculating Staff Strengths & Planning Duty Rosters, Team Work And Leadership In House Keeping, Training In H/K Dept., Devising Training Programme For H/K Staff, Inventory Level For Non Recycled Items, Budget And Budgetary Controls, The Budget Process, Planning Capital Budget, Planning Operation Budget, Operating Budget – Controlling Expenses – Income Statement, Purchasing Systems – Methods Of Buying, Stock Records – Issuing And Control.

Unit - 2

Housekeeping In Institutions & Facilities Other Than Hotels: Contract Services - Types Of Contract Services, Guidelines For Hiring Contract Services, Advantages & Disadvantages Of Contract Services. **Energy and Water Conservation In Housekeeping Operations 05 -15%.**

First Aid.

Reference Books:

- 1) Hotel House Keeping Operations & Mgmt. – G. Raghubalan
- 2) House Keeping Management & Operations – Sudhir Andrews
- 3) House Keeping Operations & Management For Hospitality – Rakesh Kadam
- 4) House Keeping Training Manual – Sudhir Andrews



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Sub. Code: MJ11HMT

Sub. Name: Food & Beverage Service Management & Control – I

Unit – 1

Purchasing: Introduction, Duties of Purchasing manager, Purchasing procedure, Selection of suppliers, Aids to purchasing, purchase specification for food & beverages.

Unit – 2

Receiving Storing and Issuing: Receiving of food, Storing and issuing food, Stock taking of food and beverages, receiving of beverages, Storing and issuing of beverages.

Unit – 3

Inventory Control: Importance, Objectives and Methods: Perpetual Inventory, Monthly Inventory, Comparison of Physical And Perpetual Inventory.

Unit – 4

Menu Merchandising: Menu Structure, Planning, Pricing of Menus, Menu as Marketing Tool, Constraints of Menu Planning.

Unit – 5

Menu Engineering: Definition and Objectives, Methods, Advantages.

Reference Books:

- 1) Food & Beverage Training Manual- Sudhir Andrews
- 2) Food And Beverage Service- R Singaravelavan
- 3) Food And Beverage Service-D.R. Lilicrap
- 4) Modern Restaurant Service –John Fuller
- 5) Food & Beverage Management – Partho Seal



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Sub. Code: MJ12HMT

Sub. Name: Food Production Management – I

Unit – 1

Larder: Layout & Equipment - Definition and Introduction of Larder work, Equipment found in the Larder, Layout of a Larder with equipment and various sections; **Terms & Larder Control** - Importance and essentials of Larder Control, Common terms used in the Larder and Larder control, Yield testing, Coordination with other department; **Organization Of Larder** - Hierarchy of Larder Staff, Function of the Larder, Sections of the larder, Duties and responsibilities of Larder Chef.

Unit – 2

Charcuterie: Sausage - Introduction to charcuterie, Sausages, casings, fillings-Types and Verities, Additives and preservatives; **Forcemeats**, Types, preparation and uses of forcemeats, **Brines, Cures & Marinades** - Types and preparation of Brines, Methods of curing, Types and uses of Marinades, Difference between Brines, Cures and Marinades; **Ham, Bacon & Gammon** - Cuts of Ham Bacon and Gammon, Differences between Ham, Bacon and Gammon, Uses of Different Cuts, Processing of Ham and Bacon; **Galantines, Pates & Terrine, Mousse And Mousseline** - Types and making of Galantines, Pate & Terrine, Mousse & Mousseline; **Chaud Froid** - Meaning and making of Chaud Froid, Types and uses of Chaud Froid; **Aspic & Gelee** - Definition of Aspic and Aspic Gelee, Difference between the two, Uses of Aspic Gelee; **Quenelles, Parfaits, Roulades** – Preparation, **Non Edible Displays** - Ice carving, Tallow sculptures, Fruit and veg. display, Salt dough, Pastillage

Unit – 3

Desserts: Types and classification of desserts, Classification of frozen desserts

Unit – 4

Chocolate: History and sources, Manufacture and processing of chocolate, Types of chocolate and their applications, Chocolate tempering.



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Reference Books:

- 1) Theory Of Cookery – K. Arora
- 2) Food Production Operation- P S Bali
- 3) Theory Of Catering- Kinton & Cessarani
- 4) Theory Of Bakery And Confectionery – Uttam K Singh
- 5) Theory Of Bakery And Confectionery – P S Bali



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Semester – VII

Sub. Code: MJ13HMT

Sub. Name: Front Office Management – II

Unit - 1

Property Management System: Introduction, Selection of PMS, PMS Applications and Its Modules, Features and Benefits of Fidelio, Ids And Amadeus.

Unit - 2

Yield Management - Concept And Importance, Applicability To Rooms Division, Capacity Management, Discount Allocation, Duration Control, Measurement Of Yield, Potential High And Low Demand Tactics, Yield Management Software.

Reference Books:

- 1) Hotel Front Office Management – James.A. Bardi
- 2) Front Office Management – S.K. Bhatnagar
- 3) Front Office Operations Mgmt. – G. Raghubalan
- 4) Managing Hotel Front Office Operation – Rajeev Mishra



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Sub. Code: MJ14HMT

Sub. Name: House Keeping Management – II

Unit - 1

Safety and Security: Safety Awareness and Accident Prevention, Fire Safety and Fire Fighting, Crime Prevention and Dealing with Emergency Situation.

Unit - 2

Interior Decoration - Elements Of Design, Color And Its Role In Décor –Types Of Color Schemes, Windows And Window Treatment, Lighting And Lighting Fixtures, Floor Finishes, Carpets, Furniture And Fittings, Accessories

Unit - 3

Layout of Guest Rooms: Sizes Of Rooms, Sizes Of Furniture, Furniture Arrangement, Principles Of Design, Refurbishing And Redecoration.

Reference Books:

- 1) Hotel House Keeping Operations & Mgmt. – G. Raghubalan
- 2) House Keeping Management & Operations – Sudhir Andrews
- 3) House Keeping Operations & Management For Hospitality – Rakesh Kadam
- 4) House Keeping Training Manual – Sudhir Andrews



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Sub. Code: MJ 15HMT

Sub. Name: Food & Beverage Service Management & Control – II

Unit – 1

Restaurant Planning: Physical lay-out of functional & ancillary areas, Steps in planning, factors to be considered while planning, calculating space requirement of restaurant, Planning for staff requirement, selection of equipment, lighting, fixtures, crockery, and cutlery etc.

Unit – 2

Cost & Sales Concepts: Definition of Cost, Elements of Cost, Classification of Cost, Cost/Volume/Profit Relationships (Break-Even Analysis).

Unit – 3

Labour Control: Labour Cost Considerations, Types Of Compensations, Job Analysis, Payroll Analysis.

Unit – 4

Beverage Control: Calculation of beverage cost, Methods of beverage control, Control checklist.

Reference Books:

- 1) Food & Beverage Training Manual- Sudhir Andrews
- 2) Food And Beverage Service- R Singaravelavan
- 3) Food And Beverage Service-D.R. Lillicrap
- 4) Modern Restaurant Service –John Fuller
- 5) Food & Beverage Management – Partho Seal



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Sub. Code: MJ16HMT

Sub. Name: Food Production Management – II

Unit – 1

International Cuisine: Geographic location, Historical background, Staple food with regional influences, Specialities, Recipes, Equipment in relation to:- Great Britain, France, Italy, Spain, and Portugal, Scandinavia, Germany, Middle East, Oriental, Mexican, Arabic.

Unit – 2

Appetizers and Garnishes: Classification and examples of Appetizers, Historic importance of culinary garnishes, Explanation of different garnishes.

Unit – 3

Sandwiches: Parts of sandwiches, Types of bread, Types of filling-classification, Spreads and garnishes, Types of sandwiches, Making of sandwiches, Storing of sandwiches.

Unit – 4

Uses of Wine and Herbs In Cooking: Ideal uses of wine in cooking, Classification of herbs, Uses of herbs in cooking.

Unit – 5

Icing and Toppings: Types of icing and their uses, Difference between icing and topping.

Unit – 6

Meringues: Making of Meringues, Factors affecting the stability, Cooking Meringues, Types of Meringues, and Uses of Meringues.

Reference Books:

- 1) Theory Of Cookery – K. Arora
- 2) Food Production Operation- P S Bali
- 3) Theory Of Catering- Kinton & Cessarani



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

- 4) Theory Of Bakery And Confectionery – Uttam K Singh
- 5) Theory Of Bakery And Confectionery – P S Bali



RKDF UNIVERSITY RANCHI

BACHELOR OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT

Sub. Code: MJ 17HMT

Sub. Name: Food Production Management & Control

Unit – 1

Budgetary Control: Introduction and Objective, Kind of Budget, Stages in the Preparation of Budgets, Budgetary Control Process.

Unit – 2

Production Management: Kitchen Organization: Allocation of work – job description, duty rosters, Production Planning, Production Scheduling, Production quality & quantity control, forecasting & budgeting; **Yield Management** - Product & research development - Testing new equipment, developing new recipes, Food trails organoleptic & sensory evaluation.

Unit – 3

Product Research and Development: Testing new equipment, Developing new recipes, Food trails, Organoleptic and sensory evaluation.

Reference Books:

1. Food & Beverage Training Manual- Sudhir Andrews
2. Food And Beverage Service- R Singaravelavan
3. Food And Beverage Service-D.R. Lillicrap
4. Modern Restaurant Service –John Fuller
5. Food & Beverage Management – Partho Seal
6. Theory Of Cookery – K. Arora
7. Food Production Operation- P S Bali
8. Theory Of Catering- Kinton & Cessarani
9. Theory Of Bakery And Confectionery – Uttam K Singh
10. Theory Of Bakery And Confectionery – P S Bali
