

**B.B.A (Hotel Management) Three/Four Years Degree Program
Annual System**

Proposed as per NEP 2020
Nomenclature and Course Outline

**BBA Hotel Management 4th Year
BACHELOR DEGREE (HONOURS)**

S no	Paper	Course Type	Subject Code	Subject Name	Credit Hours		Cumulative Credit Hours
					Theory	Practical	
1	MAJOR (DSE)	Major 1	MAJHM 401	Food & Beverage Management IV	2	4	6
2		Major 2	MAJHM 402	Accommodation Management IV	2	4	12
3		Major 3	MAJHM 403	Food & Safety Standard	4	--	16
4		Major 4	MAJHM 404	Hotel Economics	4	--	20
5	MINOR	Minor 1	MINHM 405	Research Methodology	4		24
6		Minor 2	MINHM 406	Minor Project	4		28
7	Internship/Apprenticeship /Research Project	RM	RMHM 407	Internship/Apprenticeship / Research Project (related to major subject of 4 th year)	12		40



BBA (Hotel Management) Fourth Year
MAJHM-401 - FOOD & BEVERAGE MANAGEMENT -IV

OBJECTIVE

At the end of the semester the students should be able to conceptualize the management and functioning of independent F & B Establishment bakery industry, kitchen and restaurant designing and develop various aesthetic skills

Food Production

UNIT 1

DETAILED STUDY OF EUROPION CUISINES

UNIT 2

**BAKE SHOP PRODUCTION AND MANAGEMENT
STATUS OF INDIAN BAKERY INDUSTRY**

UNIT 3

BAKERY PROJECTISATION AND ORGANISATION:

UNIT 4

BRIEF INSIGHT OF:

- a) Emulsifier, Surfactants and Enzymes used in Bakery products,
- b) Bakery Fats.
- c) Flavors for Bakery Industry.

UNIT 5

DESIGNING KITCHEN AND RESTAURANT LAYOUT INDUSTRIAL & INSTITUTIONAL:

- a) Staff analysis.
- b) Equipment analysis of a man
- c) Job designing & work flow analysis.
- d) Location & Space analysis.
- e) Policy & Budget.
- f) Other technical factors, storage, wash-up area, receiving etc.
- g) Actual designing, flexibility, modality, sanitation, supervision.

UNIT 6

MENU CARD DESIGN :

- a) Choice of material
- b) Aesthetic quality: size, shape, print, artwork etc.
- c) Classification of dishes.
- d) Marketing characteristics of Menu card.
- e) Menu designing for new establishment.

UNIT 7

FIVE P's OF KITCHEN and RESTAURANT MANAGEMENT:



People, product, plant and property, promotion and profit.

TEXT READING

Jenni fer Fernandas	100 Easy to make Goan Dishes
Madhur Jeffery's	Flavours of India
John B.Knight	Quantity Food Production (Planning & Mngt)
Sudhir Andrews	F & B Service Trg. Manual
Denni R. Li llicrap	F & B Service
John Walleg	Professional Restaurant Service
Jane Grigson	European Cookbook
Kotas & Davis	Food cost control
Birchfield	Design & Layout of Food Service facility
Kotas & Jaywardana	Profitable Food & Beverage Management
Dittmenn & Griffin	Principle of Food, Beverage & Labor cost Control
Ni cholus Lodge	The International School of sugar craft.
Joseph Amendota	Ice carving made easy
Amendola & Lungberg	Understanding Baking
Gisslen & Griffin	Professional Baking
S. C. Oubey	Basic Baking
W.Sultan	Practical Baking

PRACTICAL

Food Production on the basis of and Larder work, Aesthetics skills and European cuisine.
Bakery Practicals to cover, pies, tarts, puff paste, flakky paste, choux paste and cake decoration.
Learn how to manage training restaurant as captain.
To visit different hotels during various parties and banquets and participate i n production and service.
Revision of service of Spirits, Cocktails, Liqueurs, Aperitifs.
Revision of making three to six course menus and laying covers accordingly.
Mock buffet and banquet service practice.
The practicals for this course will comprise of tasks, assignments, and lab work based on the theory syllabus detailed above.
Revision of previous semesters as per syllabus.
Food & Beverage service and mock banquet buffet & VIP service.
Revision of Tea/Coffee, Breakfast, Food & Liqueur table service.

Lead

John *Amendota* *Rm*
AM *QJ*

BBA (Hotel Management) Fourth Year

MAJHM-402- ACCOMMODATION MANAGEMENT -IV

OBJECTIVE:

The purpose is to impart and develop the most important skill in this challenging field. The future of Accommodation industry; growing interdependence between travel and hotel industry and Franchising.

To know basic of tariff charging and changing and occupancy fore-casting

To know all about Accommodation manager

To know about procedure of operating Handling of VIP, CIP and FAM group, Interdepartmental co-operation.

Front Office

UNIT 1

INTERDEPENDENCE OF HOTELS AND TRAVEL AGENTS

- a) Current trends in this relationship
- b) Developing tour packages
- c) Other Promotional strategies executed through travel agents.

OCCUPANCY FORECASTING:

BASIS OF TARIFF CHARGES AND CHANGES:

UNIT 2

FRANCHISING:

- a) Definition & Meaning,
- b) Usual Terms and Condition of Franchising,
- c) Advantages and disadvantages of franchising to either parties, with special reference to accommodation industry.

CLUB OPERATION AND MANAGEMENT:

- a) Health club management
- b) Amusement and Entertainment management
- c) Adventure sports

AM
Leppal
Gap
Aranta
Pr

Housekeeping

UNIT 3

VARIABLES OF OPENING A HOUSEKEEPING DEPARTMENT IN A NEW HOTEL

HORTICULTURE:

- a) Living with flower
- b) Types & Colours
- c) Simple ways of gardening
- d) Equipment, care pesticides
- e) Techniques to cutting flowers
- f) In-house herb garden

INTERIOR DECORATION :

- a) Colour.
- b) Light & lighting system
- c) Floor & wall covering
- d) Role of accessories

UNIT 4

FUTURE & TRENDS IN ACCOMMODATION INDUSTRY:

- a) Time share
- b) Heritage hotels
- c) Floaters
- d) Other trends

UNIT 5

ROLE OF ACCOMMODATION MANAGER IN A BIG HOTEL.

- a) Duties and responsibilities,
- b) Leading and motivating,
- c) Delegation and controlling,
- d) Communicating and Industrial Relation

UNIT 6

HUMAN RESOURCE PLANNING FOR ACCOMMODATION OPERATIONS:

UNIT 7

REQUIREMENT/MANAGEMENT OF NON-COMMERCIAL ACCOMMODATION SERVICE: -

Guest houses, Government-Circuit Houses, Clubs etc

Handwritten signatures and initials at the bottom of the page, including names like 'Raj', 'Raj', 'Raj', and 'Raj'.

TEXT READINGS :

Mohini Sethi	Catering Management
Joan C. Branson	Hotel, Hostel & Hospital Housekeeping
Georgi ra Tucker	The Professional Housekeeper
Anne Effelsberg	Flower Arranging
John Ambulan/Andrews	First Aid Manual
Lane & Dupre	Hospitality world
A. K. Bhatia	International Tourism
Janet Housden	Franchising and other business relationships in Hotels and Catering services
Gray & Liguon	Hotel & Motel Management and operation
Hawade shobo shinasha	Hotel Design
H.L.Kumar	Personal Management in Hotel& Catering Industry

PRACTICAL

- Dealing with emergency -
 1. Event of fire,
 2. Event of fumes,
 3. Event of gas leakage
- Flower arrangement -
 - Identification of equipment and material required for flower arrangement.
 - Practice of different styles of flower arrangement.
- To organize spring cleaning of a hotel room.
- To Practice on check-in, checkout procedure.
- To assign project to students in relation to Theory topics.
- Practice on preparation of checkout room, H/K desk handling, complaints.
- Visit to hotel to know new concepts if adopted
- Practice on front office desk, information desk, and cashier desk.
- Revision of front office terms

Handwritten signatures and initials at the bottom of the page, including a large signature on the left, a signature in the middle, and a signature on the right that appears to read 'Pranta Pranta'.

BBA (Hotel Management) Fourth Year

MAJHM- 403 – FOOD SAFETY AND STANDARDS ACT.

OBJECTIVE: This course is designed, to acquaint the students with the basic concept of food safety and standards, related food purchase committee, food safety rules/ authority In india.

COURSE CONTENTS:

FOOD AND SAFETY STANDARDS ACT.

Introduction
Establishment of Food Safety and Standards Authority of India
Composition of Food Authority.
Function of the Chief Executive Officer

PURCHASE COMMITTEE

Formation of Internal Purchase committee
Purchase committee for Perishable & Non Perishable
Committee for canned products
Duties and responsibilities of Purchase committee.

SPECIAL RESPONSIBILITIES TOWARD FOOD SAFETY

Responsibilities of Operators
Liability of different teams
Food recall procedure

HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP)

Principles of HACCP
HACCP Application and Steps
Standards and Regulations
Benefits and challenges; Documentation, Audits and Inspection

OFFENCES AND PENALTIES

Punishment of carrying out business without license.
Punishment for unsafe food.
Penalty for unhygienic or unsanitary conditions.
Punishment for obstructing food safety officer.
Penalty for failure to comply with directions of food safety officers.

TEXT READING

The Food Safety and Standards Act 2006 : Universal Publication
Food and Hotel Legislations and Policies : E Dharamraj New Age International
Hotel & Tourism Law : Dr. J M Negi Publishers



BBA (Hotel Management) Fourth Year
MAJHM-404 – HOTEL ECONOMICS

OBJECTIVE:

After successful completion of this unit, Student will be able to:

- Define what economics is and its purpose;
- Explain the central aim of economics;
- Explain how the problem of scarcity is the basic problem in any
- Economy; discuss the problem of scarcity of factors of production and opportunity cost

COURSE CONTENT:

Introduction to Hotel Economics:

Circular flow of Economic Activities; Hotel development and national economy- contribution to GDP, influencing procedure, Hotel business under five year plans, Globalisation and its impacts on hotel business.

Economics of Hotel Demand:

Nature of demand, Factor influencing hotel demand, economic determinants of Hotel demand, price and income elasticity of hotel demand, trends in hotel demand.

Economics of Hotel supply:

Market Structure and Hotel supply, elasticity of supply, Integration in hotel supply, supply trends

Economic impacts of hotel business:

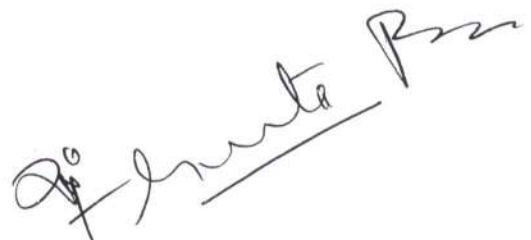
Employment and income creation, hotel Multiplier, Balance of payment, Foreign exchange.

Hotel Costs:

Cost concept, types of costs, determinants of cost hotel, taxation and cost.

References Book:

1. Vanhove, N. (2005), The Economics of Tourism Destinations, Oxford: Elsevier Butter worth-Heinemann.
2. Bull. A. (1995), The Economics of Travel and Tourism, Australia: Longman.
3. Ahuja. H.L.,(2006) Business Economics, S. Chand & Co. New Delhi.
4. T.R.Jain,(2008) Business Economics, V.K. Publication, New Delhi.
5. Nellis and Parker,(2005), The essence of Business Economics, Prentice Hall, New Delhi.
6. A.S.Sheela (2007) , Economies of Hotel Management , New age Publication, New Delhi



BBA (Hotel Management) Fourth Year
MINHM-405 – RESEARCH METHODOLOGY

OBJECTIVES:

The objectives of the course is to help the students in understanding research methods and techniques and their application in hotel and catering Industry, in decision-making.

1. INTRODUCTION TO RESEARCH METHODOLOGY

Meaning and objectives of Research, Types of Research, Significance of Research, Research methods vs Methodology, Research Process, Criteria of Good Research, Techniques Involved in defining a problem

2. RESEARCH DESIGN

Meaning and Need for Research Design, Features and important concepts relating to research design, Different Research design.

3. SAMPLE DESIGN

Censure and sample Survey, Implication of Sample design, Steps in sampling design, Criteria for selecting a sampling procedure, Characteristics of a good sample design, Errors in sampling, Different types of Sample design, Measurement Scales, Important scaling Techniques

4. METHODS OF DATA COLLECTION

Collection of Primary & Secondary Data, Collection through Questionnaire and schedule, Difference in Questionnaire and schedule, Organization and Presentation of Data.

5. DATA ANALYSIS INTERPRETATION AND PRESENTATION TECHNIQUES

Hypothesis Testing, Basic concepts concerning Hypothesis Testing, Procedure and flow diagram for Hypothesis Testing, Basic concept of Test of Significance, Report Presentation Techniques.

TEXT READING BOOKS

D. N ELHANCE
S.P GUPTA
R.L.LEVIN AND RUBIN
D.C. SANCHETI & V.K.KAPOOR
SHENOY

FUNDAMENTALS OF STATISTICS
BUSINESS STATISTICS
STATISTICS FOR MANAGEMENT
STATISTICS
STATISTICS METHODS FOR BUSINESS



BBA (Hotel Management) Fourth Year

MINHM-406 – MINOR PROJECT

Student has to prepare Project Report based observation and Primary/Secondary data collected from any Hotel/Restaurant as per project guidelines given below. This course will also help the students to update their knowledge about the industry.

DEPARTMENTAL PROJECT GUIDELINES

- 1. INTRODUCTION ABOUT THE HOTEL.**
- 2. INTRODUCTION ABOUT THE DEPARTMENT.**
- 3. DAILY OPERATIONS THE DEPARTMENT.**
- 4. OBSERVATION AND LEARNING.**
- 5. SUGGESTION AND CONCLUSION.**



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BBA (Hotel Management) Fourth Year

RMHM-407 -INTERNSHIP/ APPRENTICESHIP/~~RESEARCH PROJECT~~ (Related to major subject of 4th year)

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During their training at the hotel students has to collect statistical cum operational data for to develop their own ~~project~~ ^{field work} report on F& B / Accommodation / Restaurant. This ~~project~~ ^{field} work will help the students to update them with the new developments, its needs and requirements.

→ (field work)

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5	MINOR	Minor 1	MINHM 405	Research Methodology	4		24
6		Minor 2	MINHM 406	Hotel Inventory and Cost Control	4		28
7	Research Project	RPSB	RPSB- HM 407	Hotel Research Project with Project Report (Based on 3 months Training in any of the Major subject	12		40



BBA (Hotel Management) Fourth Year

MAJHM-401 - FOOD & BEVERAGE MANAGEMENT -IV

OBJECTIVE

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Food Production

UNIT 1

DETAILED STUDY OF EUROPION CUISINES

UNIT 2

BAKE SHOP PRODUCTION AND MANAGEMENT STATUS OF INDIAN BAKERY INDUSTRY

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BAKERY PROJECTISATION AND ORGANISATION:

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BRIEF INSIGHT OF:

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- Choice of material
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BBA (Hotel Management) Fourth Year

MAJHM-402 - ACCOMMODATION MANAGEMENT -IV

OBJECTIVE:

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To know basic of tariff charging and changing and occupancy fore-casting

To know all about Accommodation manager

To know about procedure of operating Handling of VIP, CIP and FAM group, Interdepartmental co-operation.

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INTERDEPENDENCE OF HOTELS AND TRAVEL AGENTS

- a) Current trends in this relationship
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BASIS OF TARIFF CHARGES AND CHANGES:

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- c) Adventure sports



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Housekeeping

UNIT 3

VARIABLES OF OPENING A HOUSEKEEPING DEPARTMENT IN A NEW HOTEL

HORTICULTURE:

- a) Living with flower
- b) Types & Colours
- c) Simple ways of gardening
- d) Equipment, care pesticides
- e) Techniques to cutting flowers
- f) In-house herb garden

INTERIOR DECORATION :

- a) Colour.
- b) Light & lighting system
- c) Floor & wall covering
- d) Role of accessories

UNIT 4

FUTURE & TRENDS IN ACCOMMODATION INDUSTRY:

- a) Time share
- b) Heritage hotels
- c) Floaters
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UNIT 5

ROLE OF ACCOMMODATION MANAGER IN A BIG HOTEL.

- a) Duties and responsibilities,
- b) Leading and motivating,
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- d) Communicating and Industrial Relation

UNIT 6

HUMAN RESOURCE PLANNING FOR ACCOMMODATION OPERATIONS:

UNIT 7

REQUIREMENT/MANAGEMENT OF NON-COMMERCIAL ACCOMMODATION SERVICE: -

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Georgi ra Tucker	The Professional Housekeeper
Anne Effelsberg	Flower Arranging
John Ambulan/Andrews	First Aid Manual
Lane & Dupre	Hospitality world
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Gray & Liguon	Hotel & Motel Management and operation
Hawade shobo shinasha	Hotel Design
H.L. Kumar	Personal Management in Hotel& Catering Industry

PRACTICAL

- Dealing with emergency -
 1. Event of fire,
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- Flower arrangement -
 - Identification of equipment and material required for flower arrangement.
 - Practice of different styles of flower arrangement.
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- To assign project to students in relation to Theory topics.
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- Visit to hotel to know new concepts if adopted
- Practice on front office desk, information desk, and cashier desk.
- Revision of front office terms

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BBA (Hotel Management) Fourth Year

MAJHM-403 – FOOD SAFETY AND STANDARDS ACT.

OBJECTIVE: This course is designed, to acquaint the students with the basic concept of food safety and standards, related food purchase committee, food safety rules/ authority In india.

COURSE CONTENTS:

FOOD AND SAFETY STANDARDS ACT.

Introduction
Establishment of Food Safety and Standards Authority of India
Composition of Food Authority.
Function of the Chief Executive Officer

PURCHASE COMMITTEE

Formation of Internal Purchase committee
Purchase committee for Perishable & Non Perishable
Committee for canned products
Duties and responsibilities of Purchase committee.

SPECIAL RESPONSIBILITIES TOWARD FOOD SAFETY

Responsibilities of Operators
Liability of different teams
Food recall procedure

HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP)

Principles of HACCP
HACCP Application and Steps
Standards and Regulations
Benefits and challenges; Documentation, Audits and Inspection

OFFENCES AND PENALTIES

Punishment of carrying out business without license.
Punishment for unsafe food.
Penalty for unhygienic or unsanitary conditions.
Punishment for obstructing food safety officer.
Penalty for failure to comply with directions of food safety officers.

TEXT READING

The Food Safety and Standards Act 2006
Food and Hotel Legislations and Policies

: Universal Publication
: E Dharamraj

New Age International
Publishers

Hotel & Tourism Law

: Dr. J M Negi



BBA (Hotel Management) Fourth Year
MAJHM-404 – HOTEL ECONOMICS

OBJECTIVE:

After successful completion of this unit, Student will be able to:

- Define what economics is and its purpose;
- Explain the central aim of economics;
- Explain how the problem of scarcity is the basic problem in any Economy; discuss the problem of scarcity of factors of production and opportunity cost

COURSE CONTENT:

Introduction to Hotel Economics:

Circular flow of Economic Activities; Hotel development and national economy- contribution to GDP, influencing procedure, Hotel business under five year plans, Globalisation and its impacts on hotel business.

Economics of Hotel Demand:

Nature of demand, Factor influencing hotel demand, economic determinants of Hotel demand, price and income elasticity of hotel demand, trends in hotel demand.

Economics of Hotel supply:

Market Structure and Hotel supply, elasticity of supply, Integration in hotel supply, supply trends

Economic impacts of hotel business:

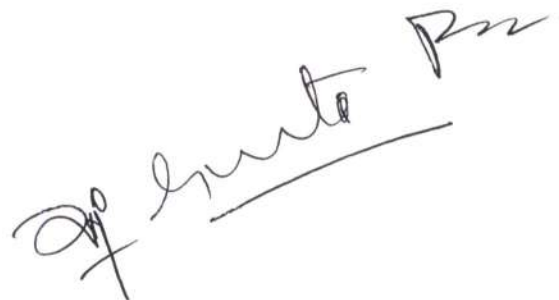
Employment and income creation, hotel Multiplier, Balance of payment, Foreign exchange.

Hotel Costs:

Cost concept, types of costs, determinants of cost hotel, taxation and cost.

References Book:

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2. Bull. A. (1995), The Economics of Travel and Tourism, Australia: Longman.
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BBA (Hotel Management) Fourth Year
MINHM-405 – RESEARCH METHODOLOGY

OBJECTIVES:

The objectives of the course is to help the students in understanding research methods and techniques and their application in hotel and catering Industry, in decision-making.

1. INTRODUCTION TO RESEARCH METHODOLOGY

Meaning and objectives of Research, Types of Research, Significance of Research, Research methods vs Methodology, Research Process, Criteria of Good Research, Techniques Involved in defining a problem

2. RESEARCH DESIGN

Meaning and Need for Research Design, Features and important concepts relating to research design, Different Research design.

3. SAMPLE DESIGN

Censure and sample Survey, Implication of Sample design, Steps in sampling design, Criteria for selecting a sampling procedure, Characteristics of a good sample design, Errors in sampling, Different types of Sample design, Measurement Scales, Important scaling Techniques

4. METHODS OF DATA COLLECTION

Collection of Primary & Secondary Data, Collection through Questionnaire and schedule, Difference in Questionnaire and schedule, Organization and Presentation of Data.

5. DATA ANALYSIS INTERPRETATION AND PRESENTATION TECHNIQUES

Hypothesis Testing, Basic concepts concerning Hypothesis Testing, Procedure and flow diagram for Hypothesis Testing, Basic concept of Test of Significance, Report Presentation Techniques.

TEXT READING BOOKS

D. N ELHANCE

S.P GUPTA

R.L.LEVIN AND RUBIN

D.C. SANCHETI & V.K.KAPOOR

SHENOY

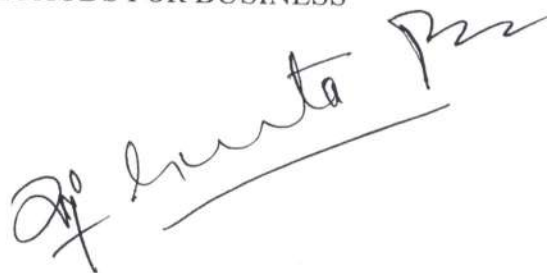
FUNDAMENTALS OF STATISTICS

BUSINESS STATISTICS

STATISTICS FOR MANAGEMENT

STATISTICS

STATISTICS METHODS FOR BUSINESS



BBA (Hotel Management) Fourth Year

MINHM-406 – HOTEL INVENTORY and COST CONTROL

OBJECTIVE:

The objective of the course is to introduce the students to the various aspects of Inventory and cost control/ Financial Management and control related to the hotel industry. After studying the course the student will be able to

COURSE CONTAINT:

COST DYNAMICS

Elements of Cost; Classification of Cost

INVENTORY CONTROL

Importance; Objective; Method; Levels and Technique; Perpetual Inventory; Monthly Inventory; Pricing of Commodities; Comparison of Physical and Perpetual Inventory

BEVERAGE CONTROL

Purchasing; Receiving; Storing; Issuing; Production Control; Standard Recipe; Standard Portion Size; Bar Frauds; Books maintained; Beverage Contro

SALES CONTROL

Procedure of Cash Control; Machine System; ECR; NCR; Preset Machines; POS; Reports; Thefts; Cash Handling

BUDGETARY CONTROL

Define Budget; Define Budgetary Control; Objectives; Frame Work; Key Factors; Types of Budget ; Budgetary Control

TEXT READINGS

- Dr. Jagmohan Negi : Financial and Cost Control Technique in Hotel and Catering Industry
Sally Messenger & Shaw : Financial Management for the Hospitality Tourism and Leisure Industries
Dennis L. Foster : Operations and Methods and Cost Controls
Michael M. Coltman : Hospitality Management Accounting
Ozi D'Cunha : Accounting and Cost Control

BBA (Hotel Management) Fourth Year

RMSBHM-407 – HOTEL RESEARCH PROJECT WITH PROJECT REPORT

(Based on 3 months Training in any of the core subject)

During their training at the hotel.

OBJECTIVE

To encourage and guide students to collect statistical cum operational data for to develop their own project on F& B Project / Accommodation / Restaurant. This project work will help the students to update them with the new developments, its needs and requirements.

COURSE CONTENTS:

Based on the study of Hotel Project management students are required to undertake one topic in consultation with the head of the department of the hotel (where they are undergoing training.)

They are supposed to make an authentic project report and present it for examination.

They are supposed to undergo extensive research work on the topic undertaken and to prepare project report (based on training observations).



The image shows three handwritten signatures in black ink. The first signature on the left is a stylized, cursive signature. The second signature in the middle is also cursive and appears to be 'John'. The third signature on the right is 'Dr. Janta Pm' written in a cursive style with a horizontal line underneath the name.