

**MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI**

UG COURSES – AFFILIATED COLLEGES

**B.Sc. Hotel Management and Catering Science**

(Choice Based Credit System)

(with effect from the academic year 2016-2017 onwards)

Sem.	Pt. I/ II/III /IV/ V	Sub No.	Subject Status	Subject Title	Hrs/ week	Cre- dits	Marks				
							Maximum			Passing minimum	
							Int.	Ext.	Tot.	Ext.	Tot.
V	III	29	Core - 6	Food Production & patisserie – V	4	4	25	75	100	30	40
		30	Core - 7	Hotel Accounting	4	4	25	75	100	30	40
		31	Core - 8	Food and Beverage Management	4	4	25	75	100	30	40
		32	Major Practical	Food Production & patisserie – III	8	4	50	50	100	20	40
	33	Major Elective	Bar Management -II	6	5	25	75	100	30	40	
	IV	34	Skill Based subject (Common)	Personality Development	4	4	25	75	100	30	40
			SUB-TOTAL			30	25				

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							Maximum			Passing minimum	
							Int.	Ext.	Tot.	Ext.	Tot.
VI	III	35	Core - 9	Human Resource Management Hospitality Industry	4	4	25	75	100	30	40
		36	Project	Internship training and viva voice Project (Four Month)	26	25	50	50	100	20	40
				SUB-TOTAL			30	29			

**FOOD PRODUCTION AND PATISSERIE – V**

**Objectives:**

To understand detail about larder, force meat, food cost, food quality.

**Unit – I**

Larder – Essential of larder control, importance and function of larder control in main kitchen, relationship with other section of main kitchen, duties and responsibilities of larder chef, equipment and tools used in larder, floor plan or layout of larder.

**Unit – II**

Force meat – Meaning, uses, types and recipes.

Panada – Meaning, uses, types, recipes with examples.

Compound butter – Meaning, types, recipes with examples.

Marinade – Different types and uses.

Brine – Types and uses.

Aspic jelly: Uses and preparation

Chaud Froid: Uses and preparation

Sauces: Types and preparation

**Unit – III**

Garnishes: Importance, names of garnishes used with soap, fish beef, veal, poultry and game.

Cold preparation: Galatine, Ballotine, terrine, Pate terrine, Mousse, Soufflé, mousselines, quenelles etc., Recipes for the above.

Ice Carving: Equipment, ice preparation, making a template, melting effects, storage.

**Unit – IV**

Kitchen Organization: Allocation of work – Job description/ Duty rosters, production planning production scheduling, production quality & quantity control, forecasting, budgeting.

Kitchen stewarding: importance of kitchen stewarding, organization of the kitchen stewarding department, equipments found in kitchen stewarding department, work flow in kitchen stewarding, garbage disposal.

### **Unit – V**

Kitchen management: Objectives, Meal production, indenting, purchasing, storing control, yield, portion control.

Standard Recipe – Importance of standard recipe. Advantage and disadvantages left over utilization.

### **REFERENCE**

1. Practical Cookery – Ronald Kinton & Victor Ceserani – HodderStarghton.
2. Theory of catering - Ronald Kinton & Victor Ceserani – HodderStarghton.
3. Food and Beverage Management – Bernard Davis & Sally Stone – ELBS
4. The professional Chef ( IV Edition) – Le Roi A. Polsom
5. Larousse Gastronomique – Cookery Encyclopedia – Paul Hamyln.
6. The Book of Ingredients – Jain Grigson
7. Professional cooking – Wayne Gisslen.
8. The New Catering reporter ( Vol.I) – H.L.Cracknell and G.Noble
9. The cooking year – Readers Digest Association Ltd.
10. The complete Guide to Art of Modern Cookery – Escoffier.

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**Semester V/ Core -7**

**HOTEL ACCOUNTING**

**Objectives:**

- To gather about book keeping, balancing, banking, ledger, auditing, cost sheet .
- The accounting department is responsible for managing and updating all payroll information for existing employees in a given business.

**Unit – I**

Fundamentals of book Keeping – accounting concepts & conventions – journal – ledger – subsidiary books.

**Unit – II**

Preparation of trail balance – preparation of final accounts – trading and profit & loss accounts – balance sheet with simple adjustments.

**Unit – III**

- a. Banking – introduction – pass books – Cheque – types of crossing.
- b. Bank reconciliation statement: meaning, preparations, causes of difference, presentation.

**Unit – IV**

- a. Classification of departments of hotel based on revenue.
- b. Hotel accounting methods – ledger – revenue generation of various departments.
- c. Internal audit and statutory audit an introduction to internal and statutory audit, distinction between internal audit and statutory audit, implementation and revenue of internal audit.

**Unit – V**

- a. Cost accounting – meaning – definition – preparation of cost sheet – method of pricing of stock issue.
- b. Accounting Machine & their importance in catering business.

Note: the theory and problems must be given equal preference in the question paper.

**REFERENCE:**

1. Double entry book keeping – T.S.Grewall
2. Cost accounting principles and practice – S.P.jayan

3. Bookkeeping hotel and catering industry – Richard kotas.

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Semester - V / Core - 8**

**FOOD AND BEVERAGE MANAGEMENT**

**Objective:**

To gather Cost and market, orientation, menu choice, Purchasing, Receiving ,Stock taking  
Pricing, Selling, Sales control

**Unit – I**

Food and Beverage Management: Introduction, objectives, function, responsibilities of F&B department.

Cost and market orientation (cost structure & profitability, demand for product, capital intensity, nature of the product).

The meal / drink experience: Food & drink, variety in menu choice, level of service, value for money, interior design, atmosphere & mood. Expectation & identification, location/accessibility and responsibility of staff.

**Unit – II**

Purchasing – Nature of purchasing ,duties of purchase manager , purchasing function , purchasing procedure ,purchasing specification

Receiving – Objective, receiving procedure , receiving of expensive commodities.

**Unit – III**

Storing & issuing – storing and issuing of food & beverages.

Stock taking of food & beverages

Food control – objectives of food cost control, methods of food control

Beverage control – Objectives of beverage cost control , methods of beverage control

**Unit – IV**

Elements of cost – basic concepts of profit , control aspect , pricing aspects.

Cost dynamics – fixed & variable costs , break even charts , turn over 7 unit costs.

Variance analysis – Standard cost , standard costing , cost variances , material variances , overhead variances , labour variances fixed overhead variances.

### **Unit – V**

Pricing – the pricing problem – pricing objectives , pricing problems .

Selling – fixed selling price , control of cash & credit sales, control by selling price , aids to pricing.

Sales control – Manual system and machine system , total food & beverage sales , sales mix

### **REFERENCE TEXT**

1. Food & beverage management – Bernard Davis & Sally Stone - ELBS
2. Profitable food & Beverage Management – Richard Kolas & Chandana Jayewardene – Hodder & Stoughton
3. Food cost Control – Richard Kotas & Bernard Davis – International Text Book Company
4. Food Costing & Budgeting – Boardman – Heinemann
5. Food & Beverage Operation – David Fearn – Newnes, Butterworth.
6. Cost Accounting, Principles & practice – S.P Jain & K.L Narang – Kalyani Publishers.
7. Food & Beverage Operations, Cost control & system Management – Charles Levinson, Prentice Hall.
8. Principles of Food and Beverage and Labour Cost control – Paul R. Dittmer – John Wiley & sons.

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**Semester - V/ Major Practical**

**FOOD PRODUCTION AND PATISSERIE –III**

**Objectives:**

- The bakery business model of selling optimally fresh offerings creates so much potential for waste, bakeries should closely monitor profit margins.
- To understand basics of baking, ingredients, bakery products and their preparation methods.

**BAKERY (Demonstration)**

**To formulate 10 sets of bakery dishes consisting of 4 item from the below for each practical:**

1. Pizza
2. French bread
3. White bread
4. Italian bread
5. Vienna bread
6. Muffins
7. Sourrye
8. Baba / Savarin dough
9. Brioche
10. Croissant
11. Danish pastry
12. Double Knot Roll
13. Braided roll
14. Eight roll
15. Kaiser roll
16. Butter flake roll
17. Danish spiral
18. Coffee cake ( Wreath/ Filled/ Danish pockets/ Braided loaf)
19. Biscuits ( any two variations)
20. Scones
21. Doughnuts

22. Fruit tart
23. Frangipane tart
24. Lemon tart
25. Pinwheels
26. Cream horns
27. Profitroles
28. Apple pie
29. Yellow butter cake
30. Swiss roll
31. Genoise sponge
32. Petit four
33. Checkerboard cookies
34. Almond macaroons
35. Jam buns
36. Madeleines
37. Pineapple upside down cake
38. Black forest cake
39. Christmas cake
40. Cheese straws
41. Chicken Vol au vent
42. Melting moments
43. Almond Bonbons
44. Brandy Snaps
45. Marshmallows
46. Date udge
47. Chelsea bun
48. Banana bread
49. Cinnamon rolls
50. Cherry cake

### **Reference**

1. Cooking with Indian Masters – J. IndersinghKaira&Pradeej Das Gupta.
2. A taste of india - Madhurjaffery.
3. Flavors of India - Madhurjaffery.
4. cooking delights of the Maharajas – Digvijay Singh
5. rotis&Naans Of India – PurobiBabber
6. The Indian menu Planner (Luster) – Welcomgroup chefs.
7. Food Heritage of India – VimalaPatil.
8. The Professional Chef (IV Edition) – Le Roi A Polsom.
9. Larousse Gastronomique – Cookery Encylopedia – paulHamyln.
10. Professional Cooking – Wayne Gisslen
11. The Complete Guide to Art of Modern Cookery – Escoffier.
12. Modern Cookery (Vol I & II) For Teaching & Trade – ThangamE .Phlip.

13. The Cookery Year - Readers Digest Association Ltd.
14. Italian Cooking For Pleasure – maryrenolds
15. Cook Book ( Food for Family & Friends) – MadhurJaffery
16. Practical Proffesional Cookery – Cracknell&Kaulmann
17. Contemporary Cookery – Caserani&Kinton and Foskett.
18. The cooking of India – Time Life Service

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**Semester - V / Major Elective**

**BAR MANAGEMENT – II**

**Objectives:**

To get knowledge about cocktails, Whisky, Rum, Vodka, Gin, Brandy, Tequila, working environment, management information system.

**Unit I**

Introduction to cocktails, preparing and serving cocktails, receiving, storing and returning of drinks, keg management and drink dispense lines, maintaining cellars, providing a table service

**Unit II**

Whisky – Introduction – Servicing of Whisky . Rum – Introduction – Types – servicing of Rum. Vodka – History – Production – Service. Gin – History – Types of Gin – Servicing of Gin. Brandy – History – Manufacturing Process – Servicing of Brandy.

**Unit III**

Tequila – History – Making of Tequila – Servicing of Tequila. Bar Layout & Design – Bar Lightning – Bar Cleaning – Bar Display – Bar Measurements.

**Unit IV**

Maintaining safe and secure working environment, on-events of fire, on events of accidents, professional and hygiene appearance, maintaining customer's care, dealing with customer complaints, dealing with various incidents, storage methods to be followed in bar.

**Unit V**

Customer relations, personal presentations, customer contact, wine list, Fire E emergencies, fire extinguishers, control and pest, cleaning schedules, laws affecting food and beverage operations, energy management, automatic data procedures, management information system, sales analysis.

## **Reference**

1. Management training – Neal J.Scot
2. Principles of food beverages and labour cost controls, 5<sup>th</sup> edition- Paul R.Dittmer
3. How to manage a successful bar- Christoher Egerton- Thomas
4. Bar (Management & Control) – Dr. B.K.Chakravarthi
5. Profitable Food and beverage Management – Richard Kotas & Chandana Jayewardene

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Semester - VI / Core -9**

**HUMAN RESOURCE MANAGEMENT IN HOSPITAL INDUSTRY**

**Objectives:**

To understand basics about Human Resource, job design, selection process of staffs, employee compensation.

**UNIT 1**

Introduction to Human Resource management – Definition – Objectives and functions- Roles and structure of Human & Resource function in Organizations.

**UNIT 2**

Human Resource Planning – Personnel policy – Characteristics -Need for planning – Job Analysis – Job Design – Job Description – Job Specification.

**UNIT 3**

The Selection Process – Placement and Induction – Training and development – Promotion – Demotions – Transfer – Separation.

**UNIT 4**

Employee Compensation – Wage and salary administration – Bonus – Incentives – Fringe benefits – Job evaluation systems – Human resource information system.

**UNIT 5**

Employee Maintenance and integration – Welfare and Safety – Accident presentation– Employee grievances and their redressal – Administration of discipline.

Industrial relations – Trade Unions – Multiplicity of trade unions – industrial Disputes and settlement – Indian experience on collective bargaining – Workers participation in management.

**REFERENCES :**

1. Ventraman C.S. Arid B.K. Srivastava, Personnel Management and Human Resources, Tata McGraw Hill, 1991.
2. Arun Monappa, Industrial Relation, Tata McGraw Hill, 1987.
3. Dale Yodder & Paul D. Standohar, Personnel Management & Industrial Relation, Sterling publishers, 1990.
4. David A. Decenzo & Stephen P. Robbins, Personnel / Human Resource Management, Prentice Hall, 1955.

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**Semester - VI / Project**

**Objective:**

To gain technical knowledge about the departments in star category hotel.

The students should undergo training any one of the reputed hotels for 20 weeks. For the conveniences of the students. At the end of 20 weeks, an external training & project viva – voce will be conducted.