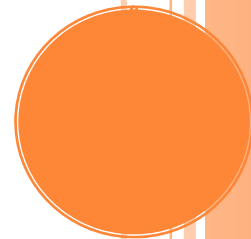


BABA FARID GROUP OF INSTITUTIONS



“Hotel Management is one of the most interesting career options in the contemporary job market. Career training from a recognized and reputed hotel management institute is just an icing on the cake. These hotel management courses make one aware of the operating-sections of the hotel industry like front office, general operations, sales and marketing, food and beverage, service keeping and catering. Hotel management job opportunities exist both in the private and public sector. One can look for various openings available in the hotels of the nation. Most of the hotels in India offer lucrative pay packages to the suitable candidates. The jobs offered are satisfying as well as highly rewarding.”

--Mrs. Preeti Singh
In-Charge
Department of Hotel Management



BBA (HM) Syllabus

First Semester

BBA HM – 101

Foundation Course in food production -1

1. History of culinary art. Introduction to organization of food production dept. in different category hotels. Factors affecting kitchen organisation. Kitchen stewarding dept. various sections in food production dept. organizational structure. Duties and responsibilities of entire staff.
2. Raw materials used in F&B (Production) dept: salt, liquids sweetening, raising or leavening agents, thickening agents, binding agents, flavourings and seasonings.
3. Aims and objectives of cooking food affect of heat on food, cooking methods, boiling, poaching, steaming, stewing, braising, roasting, grilling, baking, frying, griddling or broiling. Special methods of cooking food in microwave. Application of these methods in actual cooking. Chinese & Indian methods of cooking food.
4. Mise-en-place: Washing, peeling, paring, cutting, mire-poix, mincing, meringue, mandolin, macedoine, shredding, slicing, slitting, grating, grinding, mashing, pureeing, kneading, marinating, stirring, whipping, blending etc. Eggs issues, methods of cooking eggs and structure of eggs.
5. Introduction and classification of different cooking equipment, their cleaning, maintenance and storage. Different types of ovens & modern kitchen equipments.

BBA HM-102

Food and beverage Service

Unit1: An introduction of food and beverage industry, types of food and beverage operations. Organisational structure of food and beverage department in different kinds of hotels i.e 5 star, 3 star and unapproved category etc.

Classification of catering Establishment

Unit2: Food and beverage (Service) equipments: Introduction about the entire Food and Beverage (Services) equipments, their use and maintenance procedures e.g equipment's used in still room, silver room, wash up, dispense bar, furniture, linen, chaware, table ware and glass ware.

Unit3: F & B service department hierarchy. Attributes of food and beverage (service) staff. Personal hygiene, appearance, attitude, Etiquettes and salesmanship. F & B Service method(different types).

Unit4: Department coordination: A study of various departments to which food and beverage (service) department interacts e.g. Front office, house keeping and sales and marketing department etc.

Unit5: Food and Beverage(Services) areas Study of different food and beverage (service)areas like still room, silver room, wash up, hot plate, dispense bar etc.

BBA HM – 103

Foundation Course in front office operation -1

1. Front office: Introduction; types of hotels, staff structure, job profile, front office desks, reception, registration, reservation, information and cash counter.
2. Qualities of front office salesmanship; department's front office coordinates with types of rooms.
3. Reception: qualities of receptionists, details of arts and architecture of front office desks, etiquettes, personal hygiene and personality traits.
4. Reservation: Types of reservation cancellation procedure, room retention charges, registration of foreign and domestic visitors, modes of receiving payments.
5. Lobby: Job description of bell boy, arrival/departure procedure, control of bell boys left luggage procedure, scanty baggage procedure.

BBA HM – 104

Foundation Course in housekeeping operation -1

1. Role of HKG: Importance and role in achieving guest satisfaction and repeat business, responsibility of HK dept.
2. Introduction to housekeeping: Layout, organisation chart applicable to categories of hotels, role of key personnel of the dept. Job description of HK personnel, coordination with other dept. Qualities of HK staff.
3. Rooms and floors: Knowledge of rooms, rules of guest floor, maids carts, maids service room/ floor pantry, principles of cleaning hygiene and safety factors in cleaning, job work card, procedure for cleaning of guest rooms(Vacant Room, Check out Room, occupied room), Under repair room, special and periodical cleaning of rooms, second service, turn down service, replenishment of supplies and amenities, housekeeping supervision(Importance of inspection, checklist, dirty dozen)
4. Care and cleaning of different surfaces: metal glass, ceramic wood, marble, leather, rexine.
5. Cleaning agents: criteria for selection, classification, care and storage.
6. Cleaning equipments: criteria for selection; equipments used(manual/mechanical) care, maintenance and storage.
7. Glossary of terms.

BBA HM – 105

Business Communication

1. Communication process, types of communication, effective communication, elements of English grammar, sommon errors in sentences.
2. Essays: report writing, precie, comprehension of passage.
3. Basic letter writing, memorandums, official letters.
4. Writing a biodata for job interviews, job description, letter of application and resignations.

BBA HM – 106

Foreign Language (French -1)

1. Articles difinis et indifinis – genre et nombres des noms et des adjectives-introgration et negation-conjugaison du present. Les nombres. 1-100. Farticle contractee, jours de la semaine et, les mois de'l annee.
2. Basic front office and F&B terminology. Conversation comprehension: How to greet(comment saluer) telling the time (quelle heure est-il?); translation.

**2ND SEMESTER
BBA (HM)-201**

Foundation Course in Food Production

Week	BRIEF OF SYLLABUS
Week 1st:	Classification of vegetables & fruits. Its composition and storage
Week 2nd:	Plants pigments. Cuts of vegetables
Week 3rd:	Selection factors. Kitchen layout
Week 4th:	Planning. Factors affecting kitchen layout
Week 5th:	Working triangle. Flow of activity
Week 6th:	Human engineering in kitchen. Structural considerations in kitchen
Week 7th:	Trends in layout planning. Types of kitchen layout
Week 8th:	Menu planning
Week 9th:	Factors affecting menu planning. Types of menu
Week 10th:	Planning for canteen, railways, and airlines catering. Stocks
Week 11th:	Different types of stock. Precautions while preparing stocks
Week 12th:	Mother sauces and its derivatives. Purpose of sauces
Week 13th:	Faults in sauce making. Rectification of mayonnaise
Week 14th:	Sweet sauces. Classification of soups

BBA (HM)-202
Foundation course in F&B service

Week	BRIEF OF SYLLABUS
Week 1st:	Different types of restaurants. Organization hierarchy of a restaurant
Week 2nd:	Basic etiquettes of restaurant staff. Briefing and deep briefing
Week 3rd:	Duties and responsibilities of F&B staff. Different types of meals and breakfast
Week 4th:	Mis en place and Mis en scene .Meaning
Week 5th:	Works to be done in mis en place and mis en scene in restaurant
Week 6th:	Classical sequence if courses
Week 7th:	Classes of menus and French classical menu
Week 8th:	Different types of influences in compilation of menus
Week 9th:	Ala carte .Table de hot
Week 10th:	Food and accompaniments. Indian, continental, Chinese, menu compilation
Week 11th:	Tea producing countries. Purchase brands
Week 12th:	Tea storage. Different types of tea
Week 13th:	Coffee. Branding, grading, storing, characteristics
Week 14th:	Dispense bar. Cold beverage

BBA (HM)-203
Foundation course of Front Office

Week	BRIEF OF SYLLABUS
Week 1st:	Night duty. Night audit report
Week 2nd:	VIP list, communication and its uses in hotel
Week 3rd:	Paging. Role of night auditor
Week 4th:	C-form. Scanty baggage arrivals
Week 5th:	Group reservation. Discount & allowance
Week 6th:	Reservation slip. Whitney rack system
Week 7th:	Reservation chart Guest history card. Amendments /cancellation of booking
Week 8th:	Information racks. Receiving message
Week 9th:	Message slips .key rack with message light. Handling guest mails and message through telephone fax etc
Week 10th:	Role of concierge .Telephone exchange qualities of telephone operator
Week 11th:	Register used in telephone exchange. General duties. Wake up call procedures
Week 12th:	Credit cards and procedures of handling
Week 13th:	Procedures to expecting the foreign exchange. Foreign currency transaction
Week 14th:	Traveler's cheques. Credit cards

BBA (HM)-204
Foundation course in Housekeeping

Week	BRIEF OF SYLLABUS
Week 1st:	Housekeeping control desk. Role of importance of CD
Week 2nd:	Types of registers and ledgers. Files maintained. Handling of L & F.
Week 3rd:	Layout of linen room, tailor room. Equipment used. Types of linen and sizes.
Week 4th:	Procedures of getting fresh linen. Storage tips. Quantity of linen (par stock)
Week 5th:	Recycling of discarded linen. Linen hires linen buying. Activities performed and equipments of tailor room.
Week 6th:	Cleaning of back house areas and front of house areas.
Week 7th:	Flower arrangement. Guidelines of preserving freshness of natural flowers.
Week 8th:	Types of flowers arrangement. Equipments used for F.A
Week 9th:	Laundry. OPL /In house laundry
Week 10th:	Flow process of laundry through OPL. Wash cycle.
Week 11th:	Laundry agents. Equipments used in laundry
Week 12th:	Valet service. Dry cleaning
Week 13th:	Stain removal. Pest control. Types of pest control. Control measures
Week 14th:	Contract services. Glossary terms

BBA (HM)-205
Nutrition food science hygiene and sanitation

Week	BRIEF OF SYLLABUS
Week 1st:	Definition and introduction. Nutritional chart
Week 2nd:	Uses and relevance. Calorific values of food
Week 3rd:	Importance and definition. Daily requirement of energy by men women and children.
Week 4th:	Food habits of Indian people. Factors affecting that.
Week 5th:	Good and bad eating habits. Balance diets
Week 6th:	Diet for different age group, occupation, climate. Importance and relevance.
Week 7th:	Hygiene in catering industry. Personnel hygiene for staff members in the food production areas and those coming in contact with guest.
Week 8th:	Meaning of food poisoning and water borne diseases
Week 9th:	Moulds, yeast, bacteria and transferring of bacteria
Week 10th:	Food sanitation
Week 11th:	Hygiene and food handling
Week 12th:	High risk foods, preventing contamination, temperatures control storage of food, hygiene regulation
Week 13th:	Design of premises and equipments in kitchen cleaning and disinfection cleaning agents water detergents, abrasives, disinfection etc
Week 14th:	Cleaning schedule, pest control, waste disposals

BBA (HM)-206
Tourism: concept and linkages

Week	BRIEF OF SYLLABUS
Week 1st:	Travel in ancient times and in the middle ages, the grand tour, travel and tourism in the 19 th century and after independence.
Week 2nd:	Major changes and departments
Week 3rd:	Conceptual and statistical definition. Role in casual mode of tourist activity
Week 4th:	Illustrative examples of variations in regions and identifying basic relationship with destination region and with the tourism industry.
Week 5th:	Determinants and motivations in tourism. Factors stimulating the growth of tourism (determinants)
Week 6th:	Why people wish to travel (motivation) & influences and supply.
Week 7th:	Statistical measurements and dimensions. Types of tourism statistical.
Week 8th:	Domestic tourism, sources, methods and dimensions
Week 9th:	Industrial tourism – sources, methods, dimensions
Week 10th:	Tourism industry- definition, characteristics of purchase and consumption of tourism services.
Week 11th:	Kinds of goods and services. Sections of tourism industry
Week 12th:	Illustrations, examples of tourists, industry in relation to tourism system
Week 13th:	Tour and travel organizations
Week 14th:	WTO, PATA, LATA, DOT, ITDC, ITC.

Third Semester

B.B.A (H.M.)-301

FOOD PRODUCTION-III

Objective- To develop knowledge of professional cookery in hotel and catering industry. To include professional competence among all the professionals.

Unit1: Milk & Milk products, composition of milk, types of milk. Cream & its types, yogurt, cheese, Manufacturing process of cheese, classification of cheese. Ice-cream. Manufacturing process of Ice-cream & types of Ice-cream.

Unit2: Quantity food production systems. Quantity food production Introduction to Industrial and Institutional catering. Staff organization. Processing and Storage of necessary Food stuffs. Menu planning in quantity food production. Kitchen layouts of different types of catering organization.

Unit3: Appetizers: Cocktails. Canapes. Horsd'oeuvres. Petite Salads and Zakuski. Recipe of few popular appetizers.

Unit4: Salads: As a main dish, as an accompaniment or as salad course. Types of salads, parts of salads, preparation of some popular vegetable based, meat based, fish based and fruit based salad.

Unit5: Bakery Study of different equipment and ingredients used in Bakery. Points to be kept in mind while working in bakery basic bread Dough, pastes, sponge mixture, biscuit mixture, and puddings. Mousses & souffles.

B.B.A (H.M.) - 302

FOOD AND BEVERAGE SERVICES-III

Objective: To perfect the student and techniques in the operational and control activities of food and beverage service particularly in relation to wine spirit and service of food prepared in the Kitchen.

Unit1: Room service & operation. Hierarchy. Duties responsibilities of room service staff. Mise-en-place for different type of breakfast. Situation handling. Co-ordination with other departments.

Unit2: Wine: Introduction. Types of wine, History, factors influencing quality, classification of wine and reading a wine label. Viticulture & Vinifications. Wines from different countries :- France, Germany, Italy, Spain, Portugal, Australia, service of wine.

Unit3: Spirits: Different types of spirits such as Rum, Gin, Vodkas, Whisky, Brandy, Tequila, Lequeurs and other miscellaneous spirits, their manufacturing methods and their service with popular brands and alcoholic strength.

B.B.A (H.M.) - 303

FRONT OFFICE OPERATIONS- III

Objective: This module is prescribed to appraise students about emergencies. Allowance, guest folio etc. in the hotels.

Unit1: Role and responsibilities of front office manager, how he co-ordinate with other departments and staff members: yield management. Handling VIP's.

Unit2: Emergencies: Fire in the hotel (type of fires and extinguishers used), smoke detectors and sprinkler system. Death by accidents, vandalism, damage to property by resident guest, drunk guest, theft etc.

Unit3: Room rates, hotel tariff terms, terms for payment of hotel bills, group cancellation, cancellation terms FITS & GITS: crew handling.

Unit4: Types of guest folio, Restaurant/bar check: local telephone, call voucher, long distance call voucher, room rate change notice, miscellaneous charge voucher; responsibilities of the Front Office Cashier.

Unit5: Allowance: Processing allowance vouchers, front office cashier report, paid out voucher, discount procedures.

Unit6: Computers in the Front Office: Property Management Systems- Fidelio, micro software.

B.B.A(H.M.)

HOUSE KEEPING OPERATIONS-III

Objective: To further finalize students with security aspects, flooring, carpets, fabrics and soft furnishing to be used in the hotel.

Unit1: Security, Safety and First aid: Handling of keys in H.K. Department, different types of keys, and security measures adopted by different hotels. Procedures to handle key thefts, lost property and other valuables.

Safety: Accidents, fires (Cause, procedure, accident report form)

First Aid: Emergency procedures for heart attack, fits, burns, fainting, fractures, artificial respiration.

Unit2: Bed & Beddings: Construction of beds, mattresses, care and cleaning of beds, Bedding-Pillow, Bolsters, Bed linen

Unit3: Fabrics: Selection points, types of fibers, construction, types of fabrics and finish given to fabrics.

Unit4: Soft furnishing: Curtains, Characteristics of curtains for different parts of hotel, care and cleaning, pelmets valances, swags, blinds, loose covers and cushions. Quilts. Wall covering : type of wall coverings, care and cleaning.

Unit5: Budgeting: The budget Process. Operational & Capital Budget, controlling expenses.

Unit6: Planning & Organization in HK : Area Inventory list, frequency schedules, performance standards, Productivity standards, Inventory levels, SOPs & manuals. Job allocation, man Power planning, Duty roster planning

Unit7: Glossary of Terms

B.B.B(H.M.)- 305
HOSPITALITY MARKETING

Objectives: To familiarize students with products of hotel industry, pricing of products and its various channels of distribution.

Unit1: Products: Definition, Classification of product, Product line and product mix, Service as a product, and marketing strategies for service firms.

Unit2: Developing new product, Process ie Idea generation, idea Screening, concept development and testing, marketing strategy development, business analysis, product development, and test marketing, product life cycle.

Unit3: Pricing product and services. Factors considering in pricing, general pricing approaches ie, cost based pricing, value based pricing, and competition based pricing.

Unit4: Distribution channel, Role and importance, retailing, wholesaling, Classification of retailers and whole sellers.

Unit5: Marketing mix, Tools of marketing mix, role of Fifth P and steps in developing effective marketing mix.

B.B.A(H.M.)- 306
ORGANISATION BEHAVIOUR

Unit1: Nature of organization, concept and features of organization. Types Significance and organizational goals, Concept of OB. Role of managers in organization and management skills and networks.

Unit2: Individual dimensions of OB, Caused nature and process of human behavior . Models of man. Perception concept and perception process. Perceiving others leaving, components of leaving, leaving theory, personality, determination of personality and behaviour. Motivation definition and theories of motivation, stress, concept features and causes.

Unit3: Interactive dimensions of OB, Concept of group dynamics. Concept and features of group types of groups. Techniques for improving group decisions making and its positive and negative aspects.

Unit4: Controlling and directing the behavior, Concept and theories of leadership successful v/s Effective leadership and leadership styles in Indian organization. Communication, process and function, network and balminess in communication organization climate, concept and factors in organizational climate, developing sound organization climate.

Unit5: Organizational effectiveness and organization structure, concept of organizational effectiveness. Approval's to OE factors in OE. Concept of organization structure. Environment and structure. Forms of organization structures

4th SEMESTER
BBA (HM)-401
Food Production- 4th (advance)

Week	BRIEF OF SYLLABUS
Week 1st:	Butchery, pre slaughter steps. Factors that make meat tender.
Week 2nd:	Methods of cooking used with app. industrial temperature. To judge the quality of various meats that is beef, veal, lamb & pork.
Week 3rd:	Study of lamb, mutton, pork, beef. Knowledge of average weights of joints & preparation of mutton & pork.
Week 4th:	A brief study of steaks & sausages. Poultry classification according to the weight & age.
Week 5th:	Quality point for purchase. Preparation of poultry & popular chicken dish.
Week 6th:	Classification of fish. Special points to be considered while choosing fish
Week 7th:	Cuts of fish. Brief study of popular Indian fish & sources.
Week 8th:	Common cooking methods and popular fish dishes. Duties and responsibilities of chef gardemanager
Week 9th:	Larder control. Equipments. Lay out of gardemanager.
Week 10th:	Items of cold buffet. Processed meat product (ham, bacon, sausages)
Week 11th:	Forcemeat, pâté, and terrain. Different types of brine and derivatives.
Week 12th:	Manufacturing of ham, bacon, and sauceges. Regional cuisines of India.
Week 13th:	Muglai, Avdhai, Kashmiri, Dumpish.
Week 14th:	Andhra, Kerala, Goan, Bengali, Rajathani, Hydrabadi, Punjabi cuisine.

BBA (HM)-402
F&B SERVICE AND CONTROL- 4th (Advance)

Week	BRIEF OF SYLLABUS
Week 1st:	Types of beer. History storage and manufacturing process.
Week 2nd:	Beer service, beer cocktail, cedar, berry, ale, larger styles of beer, storage and beer dispense system.
Week 3rd:	Gordian service, types and advantage and disadvantages.
Week 4th:	Special food service, flambé service, preparation of joints.
Week 5th:	Aperitifs, liquors, fortified wines
Week 6th:	F & B order taking
Week 7th:	Triplicate, duplicate order and preorder service.
Week 8th:	Taking order for dispense bar, KOT, BOT
Week 9th:	Cocktail
Week 10th:	Other alcohol mixed drinks, mock tail.
Week 11th:	Bar and equipments
Week 12th:	Design
Week 13th:	Dispensing, consumable supplies.
Week 14th:	Inventory control

**BBA (HM)-403
FRONT OFFICE – OPERATIONS (Advance)**

Week	BRIEF OF SYLLABUS
Week 1st:	Handling complaints, why do guest complain. Benefits, complains handling.
Week 2nd:	Qualities of good telephone operator. Punctuality, personnel hygiene, accuracy, speed, cooperation, clarity in speech.
Week 3rd:	Sense of responsibilities. Memory quickness, cheerfulness, careful and polite.
Week 4th:	Coordination with other department. Uses of the EPABX
Week 5th:	Interface with FO software. Handling disputes.
Week 6th:	Planning FO operations. Forecasting room availability.
Week 7th:	Formal room position daily, monthly. FO statistics and report.
Week 8th:	Practice self development program me. What to be absorbed.
Week 9th:	Weekly training schedules, concert and quizzes.
Week 10th:	What to observe information. Reception.
Week 11th:	Research FO cashier, night auditor. Lobby, what to observe. Telephone, what to observe.
Week 12th:	Recruitment in hotel chains
Week 13th:	Resort chains and salary bias.
Week 14th:	Promotion and incentives. Furniture and scenario of hotel industry.

**BBA (HM)-404
HOUSEKEEPING MANAGEMENT- 4th (Advance)**

Week	BRIEF OF SYLLABUS
Week 1st:	Furniture, selection, styles and design.
Week 2nd:	Types of furniture (wooden)
Week 3rd:	Arrangement of furniture in room. Types of joints.
Week 4th:	Interior decoration. Elements of principals of art and design.
Week 5th:	Effect of colors. Warm and cool colors, color sequence.
Week 6th:	Flooring wall covering, mirrors, colours. texture. Furniture's and other furniture
Week 7th:	Heating and ventilation. Energy saving procedure. Eco friendly conceptual housekeeping.
Week 8th:	Lighting importance. Different types of lighting. Different in filament and florescent.
Week 9th:	Low energy bulbs, reflecting types in condiment lamps, fitting shades.
Week 10th:	Minimum light requirements. Uses of lighting in different areas of hotels.
Week 11th:	Flooring and floor furnishes, choosing flooring, sub floors, general cleaning and caring of flooring.
Week 12th:	Flooring and floor furnishes, choosing flooring, sub floors, general cleaning and caring of flooring.
Week 13th:	Choices of carpet, carpet laying, production of carpets.
Week 14th:	Carpet cleaning, advantages and disadvantages. Glossary terms.

**BBA (HM) - 405
COMPUTER APPLICATION**

Week	BRIEF OF SYLLABUS
Week 1st:	Introduction .what is computer. Computer v/s human brain.
Week 2nd:	Impact and versatility. Role of computer in life. Types.
Week 3rd:	Impact and versatility. Role of computer in life. Types.
Week 4th:	Abacus, analog machines & Napier bones. Basic Pascal and his role in evolution processes
Week 5th:	Charles Babbage. Human Hollister's.
Week 6th:	IBM mask 1 computers generation to Pentium 4.computerand its characteristics.
Week 7th:	Anatomy and architecture. Characteristics.
Week 8th:	Capabilities and limitations. Dangers of computers anatomy.
Week 9th:	ALU- storage devises. CPU- types of memory.
Week 10th:	Computers architecture. Computer programming and uses of assembly language.
Week 11th:	Word processing, excel spreadsheet software live power point.
Week 12th:	Window functions.
Week 13th:	Email and internet.
Week 14th:	Revision.

**BBA (HM) - 406
FACALITY PLANNING – 4**

Week	BRIEF OF SYLLABUS
Week 1st:	Energy management. Back group. Energy pricing.
Week 2nd:	Energy cost control and building system. Reducing guest room energy cost.
Week 3rd:	Reducing F&B producing service energy cost. Reducing boiler and chilling energy cost.
Week 4th:	Energy management and conservation cost system. Building and external facilities.
Week 5th:	Roof, exterior walls, windows, and doors structural fame. Foundation elevators.
Week 6th:	Strom water drainage system. Utilities land scaping and grounds.
Week 7th:	Parking areas, parking lots, structure. Layout consideration maintenance parking garages.
Week 8th:	Parking areas, parking lots, structure. Layout consideration maintenance parking garages.
Week 9th:	Lodging. Planning and design. Development process. Feasibility studies, space allocation program me
Week 10th:	Operational criteria. Budget preliminary schedules.
Week 11th:	Side design. Hotel design, guest rooms, suites, lobby, F&B outlets.
Week 12th:	Functions area, recreation facilities. Back of the house areas. Food service planning and design.
Week 13th:	Functions area, recreation facilities. Back of the house areas. Food service planning and design.
Week 14th:	Receiving areas, storage areas, and Kitchen office space. Sample blue print.

5th Semester**6 MONTHS TRAINING IN ANY HOTEL.****6th SEMESTER
BBA (HM)-601****INTRODUCTION OF MANAGEMENT**

Week	BRIEF OF SYLLABUS
Week 1st:	Foundation of management. Management service and art.
Week 2nd:	Management as a profession .professionalism of management in India. Functions of management.
Week 3rd:	Planning, meaning and significant, limitations. Types of planning process. Management by objectives (MOB)
Week 4th:	Decision making, types of approaches. Decision making of water different states of nature.
Week 5th:	Decision making process and summary of major principles of planning. Organizing- concept, significant process, formal information, informal organization chart.
Week 6th:	Departmentation spam of management. Authority and responsibilities, delegation of authority, centralized, decentralized, staff relationship
Week 7th:	Effecting organist ion and organization culture, summary of major principles of organization.
Week 8th:	Directing – meaning, significance, and techniques of direction. Human factors and directing communication.
Week 9th:	Directing – meaning, significance, and techniques of direction. Human factors and directing communication.
Week 10th:	Directing – meaning, significance, and techniques of direction. Human factors and directing communication.
Week 11th:	Directing – meaning, significance, and techniques of direction. Human factors and directing communication.
Week 12th:	Coordination – essence of management. Summary, major principles of control.
Week 13th:	Area of management. Concept of finance management. HR management. Producing, operation, marketing management.
Week 14th:	Requirement of effective control. Control techniques system. Direct control v/s preventing control.

BBA (HM)-602**FINANCIAL MANAGEMENT**

Week	BREIF OF SYLLABUS
Week 1st:	Nature of financial management, importance. Job of financial manager.
Week 2nd:	Financial goals, controls. Organization and objective of financial functions.
Week 3rd:	Financial planning. Capitalization and objective of financial functions.
Week 4th:	Theories of capitalization. Services of finance short term, midterm long term.
Week 5th:	Budget and budgetary control.
Week 6th:	Preparation of budget. Types of budget.
Week 7th:	Capital. Sales cash flexible benefits and limitations of budgetary control.
Week 8th:	Financial analysis uses, types, tools. Ratio analysis.
Week 9th:	Preparation of fine floor and cash flow process. Working capital management.
Week 10th:	Concept importance and scope. Estimates of working capital.
Week 11th:	Finances of current aspects.
Week 12th:	Hotel account. Uniform system.
Week 13th :	Income/ expenditure statement balance sheet.
Week 14th:	Allocation of expenses. Drawbacks and advantages.

BBA (HM)-603
HUMAN RESOURCES MANAGEMENT

Week	BRIEF OF SYLLABUS
Week 1st:	Introduction of HRD. Concept, definition and scope of HRD.
Week 2nd:	Brief history of HRD.
Week 3rd:	HRM and external environment. Theories in HRM, strategies, approach, maintaining ethical polices and behavior.
Week 4th:	HRM roles and polices.
Week 5th:	Current and future challenges to HRM. Global competitions.
Week 6th:	Increasing diversity in work force. Employ expectations.
Week 7th:	Meaning. Human resources in multinational organization
Week 8th:	What is IHRM approaches to IHRM.
Week 9th:	Managing HR in a foreign subsidiary
Week 10th:	International perspective and ethical expectations.
Week 11th:	Personnel issues: recommitment processing. Of techniques. Inductions and evaluativity performance.
Week 12th:	Personnel issues: recommitment processing. Of techniques. Inductions and evaluativity performance.
Week 13th:	Promotion conflict management.
Week 14th:	Union, misconduct procedures, legal aspects of terminations.

BBA (HM)-604
BUSINESS ETHICS

Week	BRIEF OF SYLLABUS
Week 1st:	Indian ethics for the management. Basic principles as per ancient Indian wisdom and insight holistic approach equal importance to subjectivity and objectivity.
Week 2nd:	Why do / work? Concept and total quality management. Concept redefined.
Week 3rd:	Management effectiveness. Value oriented holistic management. Importance of character.
Week 4th:	Management effectiveness. Value oriented holistic management. Importance of character.
Week 5th:	Living by inner truth- dharma of organization management.
Week 6th:	Total quality management (TQM) – quality- TQM – quality assurance. TQM & human values. Three aspects of TQM – internal quality. Problem solving tools.
Week 7th:	Management in the future – value based.
Week 8th:	Management in the future.
Week 9th:	New people management (NPM)
Week 10th:	New people management (NPM)
Week 11th:	Social responsibilities.
Week 12th:	Social responsibilities.
Week 13th:	Business to business.
Week 14th:	Business to business.

**BBA (HM)-605
FOREIGN LANGUAGE**

Week	BRIEF OF SYLLABUS
Week 1st:	Basic elements of grammar: Articles Partitifs.
Week 2nd:	Adjectives demonstratives et de couleur .
Week 3rd:	Adjectives demonstratives et de couleur .
Week 4th:	Prepositions et – Adverbs de quantite et de quqlity,
Week 5th:	Prepositions et – Adverbs de quantite et de quqlity,
Week 6th:	Prenoms relatives, Conjugation de l'impetif- verbs pronominaux.
Week 7th:	Prenoms relatives, Conjugation de l'impetif- verbs pronominaux.
Week 8th:	Communication : Exprimer l'
Week 9th:	order et l' obligation – demander et commander
Week 10th:	order et l' obligation – demander et commander
Week 11th:	evaluer et apprecier – felio et remercier,
Week 12th:	evaluer et apprecier – felio et remercier,
Week 13th:	written comprehension : les repas (meals) , au reception (at the reception)
Week 14th:	The seasons a la maison.

**BBA (HM)-606
HOTEL LAWS**

Week	BRIEF OF SYLLABUS
Week 1st:	Introduction
Week 2nd:	Introduction
Week 3rd:	Mercantile law
Week 4th:	Mercantile law
Week 5th:	Licenses.
Week 6th:	Licenses.
Week 7th:	Licenses.
Week 8th:	Law of tenancy.
Week 9th:	Law of tenancy.
Week 10th:	Law of tenancy.
Week 11th:	Food legislation.
Week 12th:	Food legislation.
Week 13th:	Food legislation.
Week 14th:	Food legislation.