

Tribhuvan University
Faculty of Management
Office of the Dean



Course detail of
BHM (Bachelor of Hotel Management) 4th Semester

June 2025

BHM 252: Food Production Management

4th Semester

Credits: 3

Lecture Hours: 48

Course Objectives:

This course wishes to make students apprehend both the theoretical knowledge and practical skill of Food production management normally applicable everywhere in the hotel and catering industry. This course also focuses on the managerial knowledge required for smooth Food production operations in any establishment.

Course Description:

This course presents a thorough and systematic coverage of theoretical and practical knowledge of Bulk food production, Kitchen planning and Designing, Food production System, Purchasing and receiving of goods with kitchen cost control measures and Planning of the menu alongside its cost management.

Course Details

Unit 1: Bulk Food Production

3 LHs

Introduction, concept and objective of bulk food production, features of bulk food Production and their production Systems.

Unit 2: Kitchen Planning, Design and Layout

4 LHs

Introduction: Kitchen Planning Considerations, Work Flow of Various Types of Kitchens, General Kitchen Layout, Layout of Combine Preparation and Finish Kitchen, Kitchen Planning mechanism, Outdoor Catering Kitchen Requirements.

Unit 3: Food Production System

5 LHs

Introduction: Methods of Centralized Food Production System, Cook Chill and Cook Freeze Process, Conventional Food Production System. **Fast-food Production:** Introduction, Characteristic of fast foods.

Unit 4: Purchasing, Receiving and Storing of Goods

3 LHs

Introduction of purchasing, receiving and storing: Consideration for Purchasing of Goods, Guidelines for Receiving and Issuing of Goods, Storing System of Goods, Storage Accommodations of Goods Perishable and Non-perishable, Inventory Control in Stores.

Unit 5: Kitchen Cost Control

5 LHs

Introduction: Meaning, Definition of Portion Control and its Considerations, Necessity for Portion Control, Standard Recipe, Objectives and Components of Standard Recipe, Portion Sizes of Various Dishes, Costing and Pricing Food items.

Unit 6: Menu Planning, Recipe & Cost management

4 LHs

Menu Planning, forms & functions, Menu recipe costing, Measurements, converting recipes, Food Cost Calculation, Yield management.

Practical

24 LHs

Four course Italian Menus	3 Nos
Four course Mexican Menus	1 No
Four course Middle Eastern Menus	1 No
Fast Foods (a la carte) Menus	3 Nos

Suggested Readings

Foskett, D. & Ceserani, V. *Theory of Catering*. London: Book Power.

Bali, P. V. *Food Production Operations*. New Delhi: Oxford Press Publication.

Bali, P. S. *International Cuisine and Food Production Management*. New Delhi: Oxford Press Publication.

Bali, P. S. *Quantity Food Production Operations*. New Delhi: Oxford Press Publication.

Gisslen, W. (2007). *Professional Cooking*, 6th edition. New Jersey, John Wiley & Sons, Inc., Hoboken.

BHM 253: Food and Beverage Management

4th Semester

Credits: 3
Lecture Hours: 48

Course Objectives

The aim of this course is to help students understand, gain knowledge, and develop an appreciation of the multifaceted elements of food and beverage service and operation. This course also aims to develop a skill resource required for planning and management and its implications in varied forms in the hotel industry with business trends in the hotel.

Course Description

This programme is intended to work and specialize in the food industry and to improve the skills and abilities in order to enhance job prospects, particularly in the fields of Food and Beverage. The course modules are presented on different service and operation themes in context of managing a food and beverage operation: Operational challenges, Controlling System in F & B, Deigning and creativity in functions with excellence human resource management.

Course Details

Unit 1: Menu 4 LHs

Menu planning, Menu engineering, Menu merchandising tools, Gastronomical rules, Don'ts & Do's of menu? (Writing).

Unit 2: Banquet and Buffet service 6 LHs

Introduction, Type of Banquet, Organization chart, Banquet planning, Organizing the operation & service of a banquet, Banquet seating plan, Banquet Space Calculation (size, table no., sprigs, service staff) Banquet booking procedure, Banquet function prospectus (format), Buffet and types, Buffet and Banquet equipments.

Unit 3: F & B Control System 5 LHs

Control Cycle (purchase, receiving, storing, issuing, sales) Preventing pilferage theft of revenues, Importance of computer technology in control, Standard recipes. Elements of Cost (Calculating Food Cost, Labor Cost and Overhead Cost and expressing in terms of percentage), Calculating daily food & beverage cost & its format, Food & Beverage Controller: function and responsibilities, Cellar Management; introduction and importance.

Unit 4: Staffing and Restaurant Etiquette 3 LHs

Introduction, Making of a sample duty roster, Restaurant Etiquette (To be followed by the guest and staff the set rules in relation to communication, approach, body language. Posture, pitch and service etiquette. Difference in Europe and America

Unit 5: Restaurant Management

6LHs

Dining Room Décor and Ambience, Role and importance of colors in an outlet environment, Psychology of lights and lightings, Creation of theme and its importance in business, Planning and effective Design, Design team members, Factors to be considered in selecting a design team, Role and responsibility of design team members, Outlet trends, General Physical Layout (The Front Concept, The Interior Concept, The Rear Concept).

Practical

24 LHs

Silver service of four course Italian menu	3 Nos
Silver service of four course Mexican menu	1 No
Silver service of Four course Middle Eastern menu	1 No
A la carte service of Fast Foods	3 Nos

Suggested Readings

Charles, E.E. *Food Service Management*; New Delhi: Shafach Publication
Singaravelvar, R. *Food and Beverage Service*, New Delhi: Oxford Press Publication

Ninemeier, J. D. *Food and Beverage Operation: New York: American Hotel & Lodging Association (AH&LA)*

Ninemeier, J. D. *Planning and Control for Food and Beverage Operation: New York: American Hotel & Lodging Association (AH&LA)*

George, B. & Chatterjee, S. *Food & Beverage service and Management*, India: Jaico Publishing House.

Andrew, S. *Food and Beverage Service Management*, New Delhi: Tata McGraw Hill.

George, B. & Chatterjee, S. *Food and Beverage Service Management*; India: Jaico Publishing House.

BHM 254: Front Office Operations II

4th Semester

Credits: 3

Lecture Hours: 48

Course Objectives

This course aims to familiarize students with the various operational and basic managerial prospect of the front office department in the hotel industry.

Course Description:

Introduction to registration and its procedure; Room pricing and availability; Front Office accounting and visitor's tabular ledger; Hotel revenue production; Bill settlement; Introduction and process of Night Audit; Hotel safety and security; and Guest departure.

Course Details:

Unit 1: Guest Registration

6 LHs

Preparation for Guest Arrival; Pre-registration; Registration, its Importance and Types; C-Form; Standard Registration Procedure; General Check-in Procedure (FIT, Group and VIP's); Self-Registration and Express Registration; Registration related Forms and Formats

Unit 2: Room Pricing and Availability

2 LHs

Establishing Room Rates (Factors Affecting and Ways); Forecasting Room Availability (Benefits and Influences on Forecast)

Unit 3: Front Office Accounting

3 LHs

Introduction, Types and Objectives of Front Office Accounting; Guest Accounting Cycle; Folio and its Types; Ledger and its Types; Voucher and its Types

Unit 4: Visitor's Tabular Ledger (VTL)

2 LHs

Introduction, Importance, Advantage and Disadvantages of VTL; Posting Procedure of VTL

Unit 5: Hotel Revenue Production

2 LHs

Concept and Benefits of Revenue Management; Organization Chart of Large Hotel on the basis of Revenue Generation; Credit Control (Importance and Credit Security Measures)

Unit 6: Settlement of Bills

4 LHs

Cash Mode of Bill Settlement (Cash, Traveler's Cheque, Personal Cheque and Debit Card); Credit Mode of Bill Settlement (Travel agency Voucher; Airlines Voucher, Company Account and Credit Card); Foreign Exchange Regulation and Procedure (Foreign Exchange Encashment Receipt); Final Guest Bill and Guest Weekly Bill

Unit 7: Night Auditing 2 LHs

Introduction and Functions of Night Audit; Night Auditor and its Job Responsibilities; Night Auditing Procedure

Unit 9: Hotel Safety and Security

1 LHs

Role of Front Office in Security; Developing a Guest Security Program; Types of Hotel Security; Lady and Differently Abled Guest Security

Unit 10: Guest Departure

2 LHs

Standard Departure Procedure; General Check-out Procedure; Late Check-out; Self-Check-out and Express Check-out; Room History Card and Guest History Card

Practical (8 practical of 3 hrs. each compulsory for the subject):

24 LHs

Practice Arrival and Registration of Different Types of Guests; Practice in Handling Departure of Guests, Calculation of Establishing Room Rates; Practice VTL Postings; Prepare and Posting of FEER; Prepare and Posting of Travel Agency and Airlines Voucher; Prepare and Posting of Guest Weekly Bill and Final Bill; Practice all Front Office Procedure in Hotel Computer Software

Property Visit:

Any one 5-Star Hotel Property Visit

Suggested Reading

Andrews, S. (2013), *Hotel Front Office*, A Training Manual, New Delhi: McGraw Hill

Tewari, J. R. (2012), *Hotel Front Office Operations and Management*, New Delhi: Oxford University Press

Negi, J. (2013), *Hospitality Reception and Front Office Procedures and Systems*, New Delhi: S. Chand & Company

Kasavana, M. (2005), *Front Office Management*, AHLA

Bhakta, A. (2012), *Professional Hotel Front Office Management*: New Delhi: McGraw Hill

Devendra, A. (2015), *Soft Skills for Hospitality*, New Delhi: Oxford University Press

FIN 251: Financial Management

BHM 4th Semester

Credits: 3

Lecture Hours: 48

Course Objective

This course Financial Management aims to lay the foundation for understandings fundamental concepts and principles of financial management. This course equips the students with fundamental tools and techniques of financial management to prepare them to resolve financial issues concerning corporate firms especially in hospitality and tourism industry.

Course Description

This course includes the basic area of financial management functions. This course consists of the introduction to financial management, financial instruments, markets and institutions, understanding, and analysis of financial statements, time value of money, basics of capital budgeting, raising capital, capital structure and leverage, working capital management, and distributions to shareholders.

Course Detail

Unit 1: Introduction to Financial Management **4 LHs**

Nature of financial management; Finance within an organization; Functions of financial management; Financial goal; Financial manager's responsibilities.

Unit 2: Financial Instruments, Markets and Institutions **4 LHs**

Financial instruments: Money market and capital market instruments, derivative securities, mutual fund units; Financial markets: Meaning and types of financial markets; Financial institutions: Depository and non-depository financial institutions.

Unit 3: Financial Statement Analysis **6 LHs**

Financial statements: Balance sheet, profit or loss statement, cash flow statement, statement of change in shareholders' equity; Nature and need of financial ratio analysis; Types of financial ratios: liquidity ratios, asset management ratios, debt management ratios, profitability ratios, market value ratios; DuPont system of financial ratio analysis; Limitations of financial ratios.

Unit 4: Time Value of Money **7 LHs**

Concept time value of money; Cash flow time line; Future values and present values of a single cash flow; Computing the interest rate and the number of years; Future value and present value of an ordinary annuity and annuity due; Computing annuity payments, periods and interest rates; Present value of perpetuities; Present value and future value of uneven cash flows; Semiannual and other compounding periods; Preparation of loan amortization schedule; Application of the concept of time value of money.

Unit 5: Basics of Capital Budgeting**7 LHs**

Concept of capital budgeting decision; Capital budgeting decision process; Types of capital budgeting projects; Capital budgeting decision techniques: payback period, discounted payback period, net present value, profitability index, internal rate of return, modified internal rate of return; merits and limitations of each capital budgeting decision technique.

Unit 6: Raising Capital**6 LHs**

Sources of long-term financing, Long-term debt Instruments: Long-term loan and bonds, features of term loan and bonds; advantages and disadvantages; Preferred stocks: Features, advantages and disadvantages; Common stocks: Features, advantages and disadvantages; Methods of selling securities: public offering (Initial public offering and further public offering), rights offering and private placement.

Unit 7: Capital Structure and Leverage**4 LHs**

Concept of capital structure and financial structure, determinants of capital structure; concept of business risk and financial risk; Degree of operating leverage, financial leverage and total leverage.

Unit 8: Working Capital Management**6 LHs**

Concepts of working capital; Types of working capital; Factors affecting the size of working capital; Working capital management and its significance in tourism and hospitality industry; Computing operating cycle, cash conversion cycle and the amount of working capital requirement; Basic inventory costs; The economic order quantity model; Reorder point and safety stock; Quantity discount; Meaning and significance cash management and Meaning and purpose of receivables management.

Unit 9: Distributions to Shareholders**4 LHs**

Concept and types of dividends; Factors affecting dividend policy; Dividend payment procedures; Dividend policy in practice: Stability in dividends and residual dividend policy; Stock dividends, stock splits, reverse stock splits; Dividend payment practices in hospitality and tourism industry.

Suggested Readings:

Brigham, E. F. & Houston, J. F. *Fundamentals of financial management*. Delhi: Cengage Learning.

Ross, S. A., Westerfield, R. W. & Jordan, B. D. *Fundamentals of corporate finance*. New York: McGraw-Hill Irwin.

Guilding, C. *Financial management for hospitality decision makers*. London: utterworth-Heinemann.

Van Horne, J. C., Wachowicz, J. R. & Bhaduri, S. N. *Fundamentals of financial management*. New Delhi: Prentice-Hall India Ltd.

SOC 251: Nepalese Society and Politics

Credits: 3

Lecture Hours: 48

Course Objective

This course aims to understanding the major features of ancient, medieval and modern societies and politics of Nepal. Identify and compare the major changes in ancient, medieval and modern societies and culture in Nepal. Students describe the political, social, cultural and religious diversity in Nepal and analyze the contemporary major issues and their challenges in Nepal.

Course Description

After the completion of this course students will be able to understand the historical features and major changes in Nepali society and politics. Similarly, students will able to identify and analyze the features of Nepali society including various diversity and contemporary major issues in politics and others.

Learning Outcomes

After completion of this course, students will be able to know the concept Nepalese society and politics with major issues and challenges in Nepali society with political dynamics. The student will able to learn the issues of modern Nepal and ancient Nepal with major diversity issues of society.

Learning Strategies

The instructor of the course should follow the lecture method, project work development about Nepali society. Review of periodicals, journals and magazines and previous empirical articles and presentations are the regular phenomena of the class room activities. Review of related litraurtues with term paper and their presentation is considered as an important pedagogy for leveraging the knowledge of Nepali society and politics.

Course Details

Unit 1: Ancient Nepal

14 LHs

Origin of Nepal: A Short History of Nepal, Geography; Location; Nepali Society and Culture in Gopal, Mahispal, Kirant, Lichhavi and Malla Period in Nepal; Nepali Society and Culture in Baise and Chaubise States; Roots of Nepalization Process; Nepal as Sovereign Country.

Unit 2: Modern Nepal and Contemporary Issues in Politics

12 LHs

Nepali Society and Culture in Shah, Rana, Panchayat and Democratic Period (1950 to Onwards). Political dynamics in Panchayat and democratic periods. Contemporary issues in politics of Nepal. Major hurdles in Nepali society: political instability, corruption, and slow economic growth.

Unit 3: Resource in Nepal

6 LHs

Natural Resource: Land, Rivers and Lakes of Nepal; Water Resource and Bio-diversity; Climate and Natural Vegetation. Strategies in managing Natural resources in Nepal. Contribution of Resources for social development in Nepal.

Unit 4: Diversity in Present Nepal

8 LHs

Social, Cultural, Religious, Ethnic and Political Diversity; Unity in Diversity in Nepal; Religious Tolerance in Nepal. Major issues in diversity in Nepal. Politics and diversity in Nepali society.

Unit 5: Contemporary Major Issues and their Challenges in Nepal

8 LHs

Major Challenges of Domestic and International Migration ;Globalization and its major Challenges ;Climate Change and its major Impacts on Everyday Life; Opportunities and Challenges of AI use; Basic Peoples Rights and challenges of Implementation.

Suggested Readings

A history of Nepal – John Whelpton, published by Cambridge University Press, 2005.

Hamilton, F. B. 1971. *An Account of the Kingdom of Nepal*. New Delhi: Manjushri Publishing House.

Hassold, D. 1943. *Nepal Land of Mystery*. Londong: Scarcrow Publications.

Joshi, B. L. and Leo E. R. 1966. *Democratic Innovation in Nepal*. Burkeley: University of California Press.

Bhatta, G. D., 2066. *Legitimate bases of the Constitution of Nepal and the Challenges pertaining to its implementation*, Makalu Prakasha Griha.

Regmi, D. R. 1975. *Medieval Nepal Part II*. Calcutta: K.L. Mukhopadhyay.

Shah, Rishikesh. 1990. *Modern Nepal: A Political History 1769-1955. Vol I 1769-1885*. New Delhi: Manohar Publications.

Sharan, P. *Government and Politics of Nepal*, New Delhi: Metropolitan Publications, 1983.

Sharma, B. 2022BS. *Nepal ko Aitihasi Ruprekha*. Varanasi: Krishna Kumari Devi.

Sharma, D., 2047 BS. *Adhunik Nepalko Itihas*. Kathmandu, Ratna Pustak.

BHM: 251 Hotel Engineering

Credit: 3
Lecture Hour: 48

Career Objective

This course aims to provide students both the theoretical and practical knowledge regarding planning of facility management in aspect of engineering terminology in hospitality industry. The course emphasis in manage the facility of hospitality industry.

Course Description

This course contains physical plant and building, design and planning, management method system, Hospitality Engineering, Food service refrigeration, conservation.

Course Details

Unit 1: Physical Plant and Building 2 LHs

Introduction to Structure. RCC, Load Bearing, Timber and Steel Structure; Foundation and its type (Shallow and Deep Foundation); Load and its types; Introduction to High Rise and Low-Rise Building.

Unit 2: Design and Planning 4 LHs

Landscaping and ground; Parking and its type; Guest room layout, design and planning; Kitchen layout, design and planning; Lobby design and planning; Different types of Flooring used in Hotel.

Unit 3: Hotel Building Economics. 1 LHs

Direct and indirect cost; Capital Project cost; Building Structure cost; Finishing cost; Land development cost.

Unit 4: Hospitality Engineering 35LHs

Engineering Department: Organizational chart of engineering Department; Responsibility of Engineering Department; Duties and responsibility of Chief Engineer;

Relationship of Engineering Department with other departments.

Maintenance: Maintenance and its importance. Types of maintenance. Contract Maintenance, its benefit and disadvantages. Maintenance works in various operational departments in Hotel; Maintenance management system and its importance in Hotel industry.

Electricity: Introduction and Importance of electricity; Terminologies related to electricity:

Current, Voltage, Resistance (Parallel and Series Combinations), Ohm's Law, Power, Electrical Energy, Calculation of Unit, Alternating Current & Direct Current, Live, Neutral and Earthing, Single phase and Three phase, Transformer and its type; Electric Circuit and its type (Open and Close Circuit); Electrical Protecting Devices: Fuse, MCB and MCCB; Short Circuits, its prevention and remedial measures; Safety precaution during handling electrical appliances; Safety precautions adopted in Kitchen & Restaurant, Guest Room and Swimming Pool; Symbols of electrical

engineering; Basic electronics and communication system.

Fuel: Introduction: Types of Fuels used in Hotel Industry: calorific value; Comparison of various Fuels: Solid, Liquid and Gaseous; Calculation of amount of fuel required and cost.

Heat and Light: Importance of Heat; Measurement unit of Heat; Mode of Transfer of Heat: Conduction, Convection, Radiation; Introduction: lux and lumen; Sources of light. ;Types of Lighting : Direct Lighting ,Indirect Lighting, Diffused lighting, Semi-direct and Semi-indirect; Types and importance of External Light

Water and waste water system: Water and waste water management; Type of water: Pure and Impure water, Potable and wholesome water, Polluted and contaminated; Water demand and its type, Sources of water (Ground source and surface source); Per capita demand and different types of Water Demand; Impurities of water : Suspended, Dissolve and Colloidal impurities; Water Treatment Process: - Screening, Plain sedimentation, Sedimentation with coagulation, Filtration, Disinfection, Aeration and Water Softening; Hardness (Temporary and Permanent); Introduction to House Drainage; System of Plumbing (Single stack system, One pipe system, Partially ventilated single stacked system and Two pipe system); Waste water Treatment Plant in Hotel using Reed Bed System.; Plumbing Fittings.

Heating, Ventilation and Air Conditioning

Introduction to HVAC and its importance; Heating Process: - Air to Air heat Pump and Air to water Heat Pump; Ventilation and its importance

Type of Ventilation: Natural Ventilation (Cross ventilation, Stacked Ventilation and Single Sided Ventilation); Mechanical Ventilation (Exhaust Ventilation System, Supply Ventilation System and Spot Ventilation) and Hybrid Ventilation; Air Conditioning: - Working Principle and its components; Type of Air Conditioning: Decentralized and Centralized AC.

Safety and Security

Concept, importance, safety and security provision in Hotel, safety and security provision in Swimming Pool, safety and security in Catering and safety and security in home stay; Introduction to fire, fire triangle, classes of fire and acronyms RACE & PASS; Fire extinguisher and its types, Fire detector and alarm, Fire hose reel and Fire Hydrants; Fire Drill and Steps followed during Fire drill in Hotel; Evacuation Plan.

Vertical Transportation

Lift / Elevator (Cable and Hydraulic Type); Escalator; Dumbwaiter Elevator.

LHs 2

Unit 5: Food Service Refrigeration

Introduction to Refrigeration and its importance; Refrigerant, its property and types; Refrigeration Cycle and its component; Electrical Component of Refrigeration.

Unit 6: Conservation

LH 2

Introduction of conservation and its importance; Water conservation and various strategies used in Hotel to conserve water; Energy Conservation and various ways to conserve energy in Hotel; Solid Waste Management by Hotel

LHs 2

Unit 7: Demonstrative Practical/ Observation

Water Treatment and fittings; Refrigeration system and split type AC; Fire extinguisher, hose reel and fire hydrant.

Suggested Readings:

Bansal, T, *Hotel Facility Planning*, New Delhi: Oxford University Press.

Ghosal, S. *Hotel Engineering*, Oxford University Press

Goyal N. C. and Arora, K.C. *Text Book of Hotel Maintenance*, New Delhi: Jain Book

Rai, T. J. *Hotel Engineering*, Kathmandu: Biwa Publishing House

Redlin, M. H.& Stipanuk, D. M. *Hospitality management library engineering system*, New York: American Hotel and Lodge Association (AHLA)