

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.