

**ACHARYA NAGARJUNA UNIVERSITY**  
**BHM – FIRST SEMESTER**  
**BASIC CULINARY PREPARATION**  
**THEORY PAPER**  
**(C.B.C.S)**  
**With effect from 2015-2016**

<b>Hours per week: 4</b>	<b>Max. Marks</b>	<b>: 100</b>
<b>No. of Credits: 4</b>	<b>Internal assessment</b>	<b>: 25</b>
<b>examination</b>	<b>Semester end</b>	<b>75</b>
	<b>:</b>	

**UNIT – I:**

Introduction to cookery & its evolution – Aims and objectives of cooking – Food De Cuisine – Raw materials: Classification and uses according to their functions – Principles of food storage, Preparation of ingredients Mise-en-place and methods of mixing, texture faults and remedies – Effects of heat on food: methods of cooking, time and temperature – Culinary terms (Common).

**UNIT – II:**

Kitchen organization: brigade, liaison of kitchen with other departments – Duties of kitchen staff, functions of various sections of kitchen – Kitchen equipment and tools, cleaning and maintenance – Kitchen structure, layout, receiving and preparing areas – Cooking areas, serving areas and wash up areas – Safety precautions – Weight and measures.

**UNIT – III:**

Commodities: Selection, purchasing, storage – Cereal, pulses and its kinds – Fats and oils: saturated and unsaturated fats – Hydrogenation of fat, classification of fats, smoking point effect of heat on oil and fats – condiments and spices – Milk and milk products – Vegetables and fruits – Meat (Lamb, Poultry, Beef, veal, pork & game birds) – Fish & Shell Fish.

Structure & uses: Cereals and pulses – Fats & Oils – Condiments and spices – Egg and Milk and milk products – Vegetables & Fruits – Meat (Lamb, Poultry, Beef, veal, pork & game birds) – Fish & Shell Fish.

**UNIT – IV:**

Stocks, soups: classification and types – Soup garnishes and accompaniments, thickening agents, binding agent and clarifying agents – Sauces: Classification of mother sauces with five derivatives – Proprietary sauces and compound butters – Accompaniments and garnishes – Flavouring and coloring agents.

(P.T.O.)

## **UNIT – V:**

Bakery: Flour – types, uses and storage – Different dough's used in bakery – Sugar: types, uses and storage, different stages of sugar when melted and its application in bakery – Effect of temperature and different temperatures used in bakery for different products – Role of egg, fat and leavening agents in bakery products – Methods of bread and cake making: different methods, Faults and their remedies.

### **RECOMMENDED BOOKS:**

1. Thangam E. Phillip – Modern cookery – Volume 1 – Orient Longman – 2000.
2. Kinton and Cesrani – Theory of catering – Elbs with Hodder and Stoughton – 1999.
3. Eva Medwid – Food preparation theory – Prentice Hall.
4. Crocknell and Kauffman – Practical professional cooker – Macmillan.
5. Anthony O Reilly – Complete cookery manual – Elbs.
6. Inder Singh, Kalra. J and Pradeep Das Gupta – Prashad – Cooking with Indian Masters – Allied Publishers.
7. Phillip Dowell and Sydney – Book of Ingredients – Mermaid Books.

D. A. R. SUBRAHMANYAM  
CHAIRMAN  
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**MODEL QUESTION PAPER**  
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**Marks**

**Max.**

**75**

**SECTION – A**

**Answer any Five question of the following.**

**5 x 5 = 25 Marks**

- 1) Food De Cuisine
- 2) Methods of Cooking
- 3) Kitchen Organization
- 4) Classification of Fats
- 5) Cereals and Pulses
- 6) Classification and types of Soups
- 7) Bakery Products
- 8) Condiments and spices

**SECTION – B**

**Answer the following questions:**

**5 x 10 = 50 Marks**

- 9) Explain the principles of food storage.  
(OR)  
Explain the aims and objectives of cooking.
- 10) Explain the safety precautions to be taken in Kitchen Organization.  
(OR)  
Explain the duties and functions of Kitchen Staff.
- 11) Write a brief note on selection and usage of vegetables and fruits. Explain the basic remedies in storage of vegetables and fruits.  
(OR)  
Describe the role of milk and milk products in cookery.
- 12) Explain the classification of mother sauces and its derivatives.  
(OR)  
Write a note on Flavouring and Colouring Agents.
- 13) Explain the methods of bread and cake making. Explain their faults and remedies.  
(OR)  
Explain the effect of temperature and different temperatures used in bakery for different products.

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**PRACTICAL PAPER**  
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No. of Credits: 2	Internal Assessment	: 25
	Semester end examination	: 75

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**Objective:** To impart training in Basic Culinary Preparation of Continental and Indian Cuisine.

**Introduction to Cookery:**

Demonstration classes and simple application by students.

**Part – A: Basic Continental Cuisine**

1. Identification of Vegetables:
  - Varieties of Vegetables
  - Classification
  - Cuts of vegetables – Julienne, 4inestrone, dices, cubes, macedoine, paysanne, lozenge, shreds, flowerrettes, concasse, mirepoix.
  - Blanching of tomatoes, capsicum, etc.
  - Methods of cooking vegetables boiling (potatoes, beans, cauliflower, etc.), frying (brinjal, potatoes), steaming (cabbage), baking (potatoes, turnips), braising (onions, leeks, cabbage, etc.).
2. Preparation of stocks: Demonstration + Preparation of white stock, brown stock, fish stock.
3. Preparation of Sauces: Demonstration + Preparation of basic mother sauces and 2 – 3 derivatives of each.
4. Preparation of soups:
  - Consomme – royale, Carmen, Claremont, ambassadrice, Indienne.
  - Cream – tomato, spinach, vegetable
  - Puree – lentils, peas, carrots
  - Broth – scotch broth, 4inestrone
  - Veloutes – cream de volaille princesse, veloute dame blanch / marielouise
  - National soups – mulgutwany, French onion, ox-tail.
  - Bisque – prawn, shrimp
5. Egg Cookery: Boiled (soft and hard), fried (sunny side up, double fried), poached, scrambled, omlettes, en-cocotte.

**Individual Student Practical:**

Note: Practical classes to incorporate simple menus both Indian & Continental comprising of following dishes, Each institute to formulate their own combinations.

**Soup:**

Cream – Vegetable, Spinach, tomato, green peas.

Consomme with garnishes like royale, Carmen, madrilène, Claremont, Celestine.

**National Soups:** Vichyssoise, Cabbage chowders.

**Fish:** Fisha'l'orly, a'langlaise, Colbert, meuniere, poached fish, grilled fish, baked fish such as Florentine, mornay, portugaise.

**Entrees:** lamb stew, Hot pots, Hamburgers, Shepherds pie, Scotch eggs, Grilled steaks and Lamb / Pork chops, Casseroles, Roast Chicken / Leg of Lamb / Beef.

**Potato:** All basic preparation such as boiled, baked, roast, French fries, Lyonnaise, saute, mashed / creamed, parsley / parisienne.

**Vegetable:** Boiled vegetables – cabbage, cauliflower, beans.

**Glazed vegetables:** Carrots, raddish, turnip – Fried vegetables – aubergines – Stewed vegetables: courge provencale, baked beans, ratatouille – Braised vegetables: onions, leeks, cabbage.

**Salads:** Basic simple salads and dressings – Cole Slaw, salade Nicoise, Russian salad, Beetroot Salad, Potato Salad, Fruit salad, Carrot & Celery, Waldorf salad.

**Cold Sweets:** Honeycomb Mould, Butterscotch sponge, coffee mousse, lemon sponge, trifle, blancmange, chocolate mousse, lemon soufflé.

**Hot sweets:** Bread & Butter pudding, caramel custard, albert pudding, Christmas pudding.

**Indian sweets:** Simple ones such as chicoti, carrot hulwa, sheera, gulab jamun.

**Indian snacks:** Dhokla, Uppuma, Idli, Vadas, Samosas, Patties, Pitla, Khandvi.

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**BHM – FIRST SEMESTER**  
**MANAGEMENT THEORY & ORGANIZATIONAL BEHAVIOUR**  
**THEORY PAPER**  
**(C.B.C.S)**

**With effect from 2015-2016**

<b>Hours per week: 7</b>	<b>Max. Marks</b>	<b>: 100</b>
<b>No. of Credits: 6</b>	<b>Internal assessment</b>	<b>: 25</b>
<b>examination</b>	<b>Semester end</b>	<b>75</b>
<b>UNIT – I</b>	<b>:</b>	

**UNIT – I**  
Introduction: Meaning and importance of Management; Role and responsibilities of top, middle and lower managers. Functions of management. Principles of Management.

**UNIT – II**

**Planning:** Concept – Significance – Process – Techniques – Problems – Planning Principles.

**Organizing :** Concept – significance – process – techniques – problems. Principles of organizing. Formal and informal organizations. Span of Control. Delegation of authority. Delegation Vs. decentralization. Line and Staff Positions – Committees.

**UNIT – III**

**Staffing:** Meaning and importance of staffing. Recruitment – Selection – interviewing – induction.

**Leading:** Meaning – importance of leading. Leadership Styles. Developing leadership skills.

**Motivating:** Meaning – importance of motivation. Theories of motivation.

**Communicating:** Meaning – importance – process – problems of communication. Barriers of Communication – Measures towards effective communication.

**Controlling – Importance – process - problems of controlling. Control as a feed back system.**

**Requirements of effective control. Preventive and overall controls.**

**UNIT – IV**

**Introduction to Organizational Behaviour:** Meaning, definition, nature and scope of Organizational Behaviour.

Individual; Perception – Factors influencing perception. Personality: brief explanation of theories of personality, stages of personality development, determinants of personality – need for integrated positive personality.

(P.T.O.)

#### **UNIT – V**

Group dynamics and organizational conflicts: Meaning and types of groups – group cohesiveness – measures for promoting group cohesiveness. Developing interpersonal skills: Transactional Analysis, Johari Window and I am OK – You are OK as contributed by Thomas Harris.

#### **Recommended Books:**

- 1) Prof. D. A. R. Subrahmanyam, & Smt. D. Swapna, A Text Book on Principles of Management, Maruthi Book Depot, Guntur
- 2) Koontz, H. and Wihrich H, Management, Mc Graw Hill.
- 3) Sharma, Principles of Management, Kalyani Publishers, Hyderabad.
- 4) Fred Luthans., Organizational Behaviour, Tata Mc Graw Hill.
- 5) Archana Tyagi, Organizational Behaviour, Excel Books, New Delhi.
- 6) Aswatthappa. K., Organizational Behaviour, Himalaya Publishing House, New Delhi.

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Marks : Max. 75

**SECTION – A**

**Answer any Five question of the following.**

**5 x 5 = 25 Marks**

- 1) Functions of Management
- 2) MBO
- 3) Formal Organization
- 4) Delegation
- 5) Span of Control
- 6) Group Dynamics
- 7) Supervision
- 8) Perception

**SECTION – B**

**Answer the following questions:**

**5 x 10 = 50 Marks**

- 9) Is Management an art or science or profession?  
(OR)  
Explain the principles of Henry Fayol.
- 10) Explain various stages in the Process of Planning.  
(OR)  
Bring out the differences between Formal and Informal Organizations.
- 11) Explain different styles of Leaderships.  
(OR)  
Explain the concept and barriers of Communication.
- 12) Explain the meaning and importance of Organizational Behaviour.  
(OR)  
What is meant by Personality? Explain various determinants of Personality.
- 13) What is meant by group cohesiveness? Suggest measures for promoting group cohesiveness.  
(OR)  
What is Transactional Analysis? Explain the three ego states.

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<b>examination</b>	<b>Semester end</b>	<b>75</b>
<b>UNIT – I:</b>	<b>:</b>	

Introduction to catering industry: scope, career and opportunities in catering industry: different kinds of catering establishments – Organization of F & B department, duties and responsibilities – Coordination with other departments – attributes of a waiter, personal hygiene – Attitude to work and salesmanship – Food service areas: still room, plate room and pantry – Do's and don'ts of a waiter.

**UNIT – II:**

Kitchen stewarding: role and function of kitchen stewarding department and its importance – Calculation of par stock for cutlery, crockery and other operating equipments – Methods of dish washing – Maintenance of restaurant and service equipments – Operating equipments: crockery, cutlery, glass ware, hollow ware and special equipment – Capacity, uses, upkeep and maintenance of different hollow ware, glass ware, crockery and cutlery.

**UNIT – III:**

Menu: Origin and types – Planning and compilation of menu, golden rules for planning a menu – Different courses of French classical menu – Food and its accompaniments – Types of meals: breakfast, brunch, lunch, high tea and dinner menu and their service.

**UNIT – IV:**

Types of services: Mise-en-scene and mise-en-place – Rules of laying the table – Menu merchandising, rules of waiting at the table – Receiving of a guest and taking order – Serving at the table, clearance, presentation of cheque and its payment – Room service: order taking and importance of serving & clearance.

**UNIT – V:**

Control systems: scope and importance – Types of KOT and BOT, duplicate and triplicate – Methods of payment – Sales summary sheet and consumption sheet – Role of cashier.

**Examination: One question from each UNIT with internal choice.**

Recommended Books:

1. B. R. Lillicrap – Food and Beverage service – Elbs – 1999.
2. John fuller – Modern Restaurant service – Stanley Thorees Publishers Ltd.
3. Willaim H. Krant – Introduction to modern food and beverage service.
4. Sudhir Andrews – Food and Beverage service Manual – Tata McGraw – Hill – 1999.

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Marks Max.  
: 75

**SECTION – A**

**Answer any Five question of the following.** **5 x 5 = 25 Marks**

- 1) Attributes of Waiter
- 2) Kitchen Stewarding
- 3) Types of Menu
- 4) Menu Merchandising
- 5) Types of KOT and BOT
- 6) Hollow ware
- 7) Plate Room & Pantry
- 8) Brunch

**SECTION – B**

**Answer the following questions:** **5 x 10 = 50 Marks**

- 9) Explain the growing importance of Catering Industry. Explain the career opportunities in Catering Industry.  
(OR)  
How do you organize a F & B Department in a Five Star Hotel Elucidate.
- 10) Explain the role and functions of Kitchen Stewarding Department.  
(OR)  
Discuss various methods of Dish Washing in detailed.
- 11) Trace the origin of Menu and discuss various types of Menus.  
(OR)  
Write a note on different courses of French Classical Menu.
- 12) Discuss the responsibilities of a Waiter and what rules he would observe at a waiting table.  
(OR)  
Discuss the importance of Room Service. Explain room service order taking and clearance.
- 13) Explain the scope and importance of control systems.  
(OR)  
Write a detailed note on the role of Cashier.

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**Objective:** Students will be introduced to classical restaurant service styles, table laying, menu planning etc. Being very important for the Chef to know the restaurant operation because he will be interacting with the F & B Personnel.

1. Identifying operating equipment methods of cleaning and upkeep of silver polivit, silvo.
2. Arrangement of side station.
3. Lying a table cloth / relaying
4. Mise on place and mise on scene
5. Napkin folding
6. Laying of table for breakfast, lunch, dinner and other menus
7. Receiving and seating the guest – presenting the menu
8. Taking the order
9. Serving at a table and clearance
10. Basic etiquette – standard phrases
11. Taking room service order on telephone
12. Trolley/tray setup for room service
13. Service of non-alcoholic beverage.

**Recommended Books:**

- 1) Food Service manual by Sudhir Andrews (Tata Mc graw Hill)
- 2) Food and Beverage Service by Lillicrap and Cousins (Edward Arnold Publications, London)
- 3) Modern Restaurant Service – John Fuller (Hutchinson, Lonon)

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