



PROGRAMME CURRICULUM
FOR
BACHELOR OF BUSINESS
ADMINISTRATION IN
HOTEL MANAGEMENT
SEMESTER- II
EFFECTIVE FROM THE SESSION
(2025-2026)

DEPARTMENT OF HOTEL MANAGEMENT
PROGRAMME CODE - BBAHM



SEMESTER II

S.NO	COURSE CODE	COURSE TITLE	TEACHING HOURS PER WEEK				EXAMINATION SCHEME				
DISCIPLINE SPECIFIC COURSE (DSC)			L	T	P	C	THEORY		PRACTICAL		TOTAL MARKS
							EX	IN	EX	IN	
1.	BHM-201T	Foundation Course in Food Production -II	2	0	0	2	70	30	-	-	100
2.	BHM-202T	Foundation Course in Food & Beverage Service - II	2	0	0	2	70	30	-	-	100
3.	BHM-203T	Foundation Course in Rooms Division Operations- II	2	0	0	2	70	30	-	-	100
LAB COURSE											
4.	BHM-201P	Foundation Course in Food Production - II	0	0	4	2	-	-	-	-	100
5.	BHM-202P	Foundation Course in Food & Beverage Service - II	0	0	4	2	-	-	-	-	100
6.	BHM-203P	Foundation Course in Rooms Division Operations- II	0	0	4	2	-	-	-	-	100
GENERAL ELECTIVE (GE)											
7.	BHMGE-201	Fundamental of Computer Network	3	1	0	4	70	30	-	-	100
ABILITY ENHANCEMENT COURSE (AEC)											
8.	BHMAEC-201	Communicative English	2	0	0	2	35	15	-	-	50
VALUE ADDITION COURSE (VAC)											
9.	BHMSEC-201	Business Communication	2	0	0	2	35	15	-	-	50



PART-A: Introduction			
Program: Bachelor of Business Administration in Hotel Management (Certificate/Diploma/Degree Honors)		Semester-II	Session: 2025-2026
Course Title	Foundation Course in Food Production-II		
Course Type	Discipline Specific course (DSC)		
Pre-requisite(if any)	As per program		
Course Learning. Outcomes (CLO)	At the end of this course, the students will be able to: > Understand the basics of Menu Management in arrangement and efficient use of resources > List about contemporary practices in selection in meat cookery > Explain Pie dough & basic commodities - dairy - milk, cream, cheese, butter. > Enlist the features, ingredients and techniques involving preparation of Indian dishes. > Group the variety of Millets, rice, pasta & noodles .		
PART -B: Content of the Course			
FOUNDATION COURSE IN FOOD PRODUCTION-II (THEORY)			
Course Code		BHM-201T	
Credit Value	02 Credits	01 Credit =15 Hours-learning & Observation	
Total Marks	Max. Marks:=100	Min Passing Marks: 40	
UNIT	Topics (Course contents)		
I	MENU MANAGEMENT- a) Arrangement of resources b) Efficient use of resources c) Menu building d) Recipe writing e) Food cost f) Menu costing g) Quality control principles. INVENTORY CONTROL- a) Standard recipes b) Standard yield c) Food storage.		08 (08hrs)
II	MEAT COOKERY- a) Composition, structure and basic quality factors (b) Cuts of Meat c) Variety meats (offals) d) Poultry. RICE, CEREALS & PULSES- a) Introduction (b) Classification and identification (c) Cooking of rice, cereals and pulses, (d) Varieties of rice and other cereals.		07 (07hrs)
III	CONFECTIONERY -a) Flour Based b) Sugar Based c) Pie Dough d) Basic Pastries e) Short crust, Laminated, Choux, Danish f) Meringue		07 (07hrs)



IV	BASIC INDIAN COOKERY - CONDIMENTS & SPICES- a) Introduction to Indian spices & vegetables b) Role of spices in Indian cookery. MASALAS- a) Blending of spices b) Different masalas used in Indian cookery (Wet & Dry masalas) c) Composition of different masalas d) Varieties of masalas available in regional areas e) Special masala blends, Introduction to Indian Cookery: - a) Historical Background b) Culture c) Religion d) Equipment e) Staple diets.	08 (08hrs)
FOUNDATION COURSE IN FOOD PRODUCTION - II (PRACTICAL)		
Course Code		BHM-201P
Credit Value	02 Credits	01 Credit =30 Hours-learning & Observation
Total Marks	Max. Marks:=100	Min Passing Marks: 40
UNIT	Topics (Course contents)	
I	MEAT - Identification of various cuts, Identification of basic cuts-Lamb and Pork Chops, Tornado, Fillet, Steaks and Escalope, Poultry-Identification & Classification Cuts of chicken.	15 (15hrs)
II	IDENTIFICATION, SELECTION AND PROCESSING of Meat and poultry, Slaughtering and dressing. PREPARATION OF INDIAN MENU-POPULAR INDIAN GRAVIES - Makhani, Kadai, Lababdar, Rice dishes, Breads, Main course, Basic Vegetables, Paneer, Chicken Preparations, Indian Breakfast Items. Indian snacks.	15 (15hrs)
III	PREPARATION OF CONTINENTAL MENU. SALADS & SOUPS- Waldorf salad, Russian salad, salade nigoise, Cream (Peas, Spinach, Mushroom, Tomato, Chicken), Puree (Lentil, Peas, Carrot) & International soups.	15 (15hrs)
IV	CHICKEN AND MUTTON PREPARATIONS- Entree-Lamb stew, hot pot, shepherd's pie, grilled steaks & lamb/Pork chops, Roast chicken, grilled chicken, Leg of Lamb, Beef. SIMPLE POTATO PREPARATIONS- Basic potato dishes, VEGETABLE PREPARATIONS- Basic vegetable dishes.	15 (15hrs)



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PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books

Recommended-

1. Food Production Operations Book by Chef Parvinder S Bali.
2. International Cuisine & Food Production Management by Chef Parvinder S Bali.
3. Theory of Cookery by chef Krishna Arora.
4. Quantity Food Production Operations and Indian Cuisine.
5. Theory of Bakery and Patisserie by Parvinder S Bali.
6. Principles of Food Production Operation by Yogesh Sinha.

PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 100 Marks

Continuous Internal Assessment (CIA): 30 Marks

End Semester Exam (ESE): 70 Marks

Continuous Internal Assessment (CIA):
30
(By Course Teacher)

Internal Test/Quiz:20+20
Assignment/ Seminar-10
Total Marks-30

Better marks out of the two Tot
Quiz + obtained marks in
Assignment shall be considered
against 30 Marks

End
Semester
Exam
(ESE):70

Two section A&B

Section A :Q1 Objective 10*1=10 Marks Q2 Short answer type-5*4=20

Section B : Descriptive answer type qty 1 out of 2 from each unit- 4*10=40 Marks

Name Signature of Convener & Members (CBoS)



PART-A: Introduction

Program: Bachelor of Business Administration in Hotel Management (Certificate/Diploma/Degree Honors)		Semester-II	Session: 2025-2026
Course Title	FOUNDATION	COURSE IN FOOD & BEVERAGE SERVICE –II	KAGE SERVICE –II
Course Type	Discipline Specific course (DSC)		
Pre-requisite(if any)	As per program		
Course Learning Outcomes (CLO)	At the end of this course, the students will be able to > Recall different types of non-alcoholic beverages > Define different types of wines. > Classify different types of Mixed drinks > Discuss different types of alcoholic beverages > List popular Liqueurs of the world > Name shapes and sizes of cigars		

PART -B: Content of the Course

FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE-II (Theory)			
Course Code		BHM-202T	
Credit Value	02 Credits	01 Credit = 15 Hours-learning & Observation	
Total Marks	Max. Marks:=100	Min Passing Marks: 40	
UNIT	Topics (Course contents)		
I	NON - ALCOHOLIC BEVERAGES-Classification (Nourishing, stimulating & refreshing beverages). Tea-a) Origin & manufacturer b) Types & brands. Coffee-a) Origin & manufacturer b) Types & brands. Juices & soft drinks. Cocoa & malted beverages. Expansion & Growth (Local Players). Local beverages:- Lassi, Jal jeera, Aam ka panna, Thandai, Buttermilk, Kokum, Panagam & Sherbet.		07 (07hrs)
II	EXECUTIVE BAR- a) Introduction, definitions & licenses b) Bar layout - Physical layout of bar c) Bar stock - Alcoholic & non- alcoholic beverages available. d) Bar equipment e) bar card. ALCOHOLIC BEVERAGES -a) Introduction, definition & classification b) Production of alcohol- Fermentation process & Distillation process.		07 (07hrs)



III	WINES- a) Definition & history b) Classification & production with examples (Table/still/natural, Sparkling, and Fortified & Aromatized) c) Vine species & grape varieties d) Old world wines (France & Italy - famous wines from these countries, wine regions, wine laws, Spain, Germany & Portugal). New world wines - Famous wines of USA, Australia & New Zealand, India, Chile & Argentina, South Africa; Storage of wines, Food & Wine Harmony-Traditional /contemporary.	08 (08hrs)
IV	BEER- Introduction & definition-Types of beer, Storage. Other fermented beverages (Cider, Sake, Perry, Mead, Toddy, Fenny, Pulque) SPIRITS- Introduction, definition, classification & popular brands of: Whisky, Rum, Gin, Brandy, Vodka, Tequila, Other spirits (Absinthe, Aquavit, Pastis, Schnapps, Arrack, Mezcal. Different proof systems (Definitions) -American proof, British proof (Sikes scale) & Gay Loussac (OIML Scale). Cigars -Cigars - Shapes, sizes, parts & colors & brand names.; Care & storage of cigar.	08 (08hrs)
FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE-II (PRACTICAL)		
Course Code		BHM-202P
Credit Value	02 Credits	Credit =30 Hours-learning & Observation
Total Marks	Max. Marks:=100	Min Passing Marks: 40
UNIT	Topics (Course contents)	
I	SPECIAL FOOD SERVICE-(COVER, ACCOMPANIMENTS & SERVICE. TABLE LAY -UP & SERVICE- Classical Hors d' oeuvre (Oyster, Caviar, Smoked salmon, Pate de Foi Gras/ snail, Melon, Grapefruit, asparagus), Cheese, dessert (fresh Fruits & nuts). Tea/ Coffee/ other non-alcoholic beverages preparation & service.	15 (15hrs)
II	SERVICE OF WINE, MISE EN PLACE, CCESSORIES & EQUIPMENTS -Task-01- service of red wine, service of wine/ rose wine, service of sparkling wine, service of Fortified wine, service of Aromatized wines. (care/ precautions of wines). service of cider, Perry & sake.	15 (15hrs)
III	SERVICE OF APERETIF, MISE-EN-PLAC, GLASSWARE & EQUIPMENTS- Task-01: Service of bitters, Task-02: Service of Vermouths. SERVICE OF SPIRITS- Service styles-neat or straight-up/ on the rocks/ with appropriate mixers, Task-01: service of Whiskey, Task-02: service of Vodka, Task-03: service of Rum, Task-04: service of Gin, Task-05: service of Brandy, Task-06: service of Tequila & Task-07: service of other spirits.	15 (15hrs)



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IV	SERVICE OF LIQUEURE -- Service Styles- neat/ on the rocks/ with creme/ frappe. MATCHING WINES WITH FOOD - Task-01: Menu Planning with accompanying wines-International cuisine, Indian regional cuisine, Task-02: Table laying and service of menu with accompanying wines. International cuisine, Indian regional cuisine.	15 (15hrs)
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PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books Recommended-

1. Food & Beverage Service Book by R. Singaravelavan.
2. Food & Beverage Management by Peter Alcott
3. John Walleg: Professional Restaurant Service
4. Food & Beverage Service Book by R. Singaravelavan.
5. Food & Beverage Service by John Cousin.
6. Sudhir Andrews: F & B Service Trg. Manual
7. Denni R. Lillicrap: F & B Service
8. John Walleg: Professional Restaurant Service



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PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:		
Maximum Marks: 100 Marks		
Continuous Internal Assessment (CIA): 30 Marks		
End Semester Exam (ESE): 70 Marks		
Continuous Internal Assessment (CIA): 30 (By Course Teacher)	Internal Test/Quiz:20+20 Assignment/ Semenar-10 Total Marks-30	Better marks out of the two test/ Quiz + obtained marks in Assignment shall be considered against 15 Marks
End Semester Exam (ESE):70	Two section A&B Section A :Q1 Objective 10*1 = 10 Marks Q2 Short answer type-5*4=20 Section B : Descriptive answer type qts 1 out of 2frm each- 4*10=40 Marks	
Signature of Convener & Members (CBoS)		



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PART-A: Introduction		
Program: Bachelor of Business Administration in Hotel Management (Certificate/Diploma/Degree Honors)		Semester-II
		Session: 2025-2026
Course Title	FOUNDATION COURSE IN ROOM DIVISION OPERATIONS-II	
Course Type	Discipline Specific course (DSC)	
Pre-requisite(if any)	As per program	
Course Learning. Outcomes (CLO)	At the end of this course, the students will be able to > Explain the concept of Guest accounting, cash & credit control > Describe and demonstrate the procedure of guest check out > Discuss the Post departure and Night Audit process. > Determine the Emergency handling procedures pertaining to hotel safety and security. > Elaborate on the Statistical ratios. > Review the Emerging trends in Rooms division department > Distinguish between various front and back of the house areas > Account for the problems faced during public area cleaning and their solutions > Discuss the importance of control desk in housekeeping department > Describe the lost & found procedure in housekeeping department > Explain the handling of keys and key control > Describe the types of laundry & various services in laundry > Define various international laundry symbols > Define the stain removal procedure and various precautions to be followed while removing stains > Describe the uniform exchange procedure.	
PART -B: Content of the Course		
FOUNDATION OF ROOMS DIVISION OPERATIONS-II (A) (THEORY)		
Course Code	BHM-203T	
Credit Value	01 Credits	01 Credit =15 Hours-learning & Observation
Total Marks	Max. Marks:=50	Min Passing Marks: 20
UNIT	Topics (Course contents)	



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I	GUEST ACCOUNTING, FUNDAMENTALS (Folio, Voucher, Ledger, Accounts, POS).Creation & maintenance of Accounts (Charge privileges, Cash & credit monitoring, Account maintenance & Record keeping systems) TRACKING TRANSACTIONS- Cash payments, Charge purchase, Account corrections, Account allowance , Account transfer Cash advance.	03 (03hrs)
II	DEPARTURE- I -Check out& settlement, Departure procedure, DFIT, FFIT, Group, VIP, Modes of payment (Cash, Credit card, Bill to company, foreign currency & combined methods). DEPARTURE-II -Additional check out options , Express checkout , Self-check- out, kiosk, interactive checkout, mobile app checkout , Late checkout.	04 (04hrs)
III	POST DEPARTURE- Unpaid account balances, Account collection, Account ageing & Record generation. NIGHT AUDIT -Importance, Role of night auditor & The night audit procedure.	03 (03hrs)
IV	SITUATION HANDLING -EMERGENCY procedures (Medical, Fire, Robbery/ theft, Accident , Natural calamity, Bomb threat & Terrorist attack) Guest safety & security- a) Electronic locking systems b) Surveillance & access systems. EMERGING TRENDS IN ROOM'S DIVISION- a) Use of technology b) Product innovation.	04 (04hrs)
FOUNDATION OF ROOMS DIVISION OPERATIONS- II (B) (THEORY)		
Course Code		BHM-203T
Credit Value	01 Credits	01 Credit =15 Hours-learning & Observation
Total Marks	Max. Marks:=50	Min Passing Marks: 20
UNIT	Topics (Course contents)	
I	PUBLIC AREA - Upkeep and Maintenance-Introduction, a) Front of the house and back of the house b) Role in creating first impression c) Frequency of cleaning various Front of the house (-Entrance, Main gate,- Periphery,- Parking,-Landscaped areas,- Main porch ,Main door, Lobby, Public rest rooms, Executive Offices, Business Centre, Elevators, Escalators, corridors and Staircases , F & B areas, Leisure areas), SCHEDULE FOR PUBLIC AREA CLEANING -Problems faced during PA cleaning and their solutions.	04 (04hrs)

II	CONTROL DESK- Importance, Opening the house, Reporting staff placement, Handover of each shift - Handling Keys & Key Control, Lost & found Procedure, Maintenance follow ups, Guest special request, Forms, Formats, records & registers maintained at control desk.	04 (04hrs)
III	CONTROL DESK- Importance, Opening the house, Reporting staff placement, Handover of each shift - Handling Keys & Key Control, Lost & found Procedure, Maintenance follow ups, Guest special request, Forms, Formats, records & registers maintained at control desk.	04 (04hrs)
IV	STAIN REMOVAL- a) Identification of stain b) Classification of stain based on the origin c) General Procedures and precautions to be followed while removing stains from Fabrics. UNIFORM ROOM- a) Activities b) Uniform Exchange procedure c) Advantages of providing uniforms to staff. Sewing room (Activities, Tools & Equipment). HORTICULTURE- a) Generic Care & Selection of indoor plants b) Flower Arrangement (Basic Ingredients used, Types/ Styles of flower arrangement, Principles of flower arrangement & Conditioning of plant material). Customization and personalization of guest rooms to enhance guest experience.	04 (04hrs)
FOUNDATION COURSE IN ROOMS DIVISION OPERATIONS -I (A) (Practical)		
Course Code		BHM-203P
Credit Value	01 Credits	01 Credit =30 Hours-learning & Observation
Total Marks	Max. Marks:=50	Min Passing Marks: 20
UNIT	Topics (Course contents)	
I	Accounting formats, PMS Introduction to checkout procedures, PMS, Formats used at check out.	07 (07hrs)
II	Introduction to checkout procedures, PMS, Formats used at check out.	07 (07hrs)
III	Post departure procedures, Night audit procedure, PMS.	08 (08hrs)
IV	Post departure procedures, Night audit procedure, PMS.	08 (08hrs)



FOUNDATION COURSE IN ROOMS DIVISION OPERATIONS -II (B) (Practical)			
Course Code		BHM-203P	
Credit Value	01 Credits	01 Credit =30 Hours-learning & Observation	
Total Marks	Max. Marks: 50	Min Passing Marks: 20	
UNIT	Topics (Course contents)		
I	TEAM CLEANING -Introduction, PUBLIC AREA CLEANING - Cleaning of cloak rooms, cleaning back of the house areas. Property Management system -All control desk related activities, Handling guest complaints and Special requests.		08 (08hrs)
II	HOTEL LINEN (F& B and Room Linen)-Types of Linen and their Sizes, Identification of Fabrics commonly used, 5 Popular Brands of Hotel linen. Laundering and Finishing of Fabrics (White cotton, Colored cotton, Wool, Silk and delicate, Blended Fabric, Bath Linen & Finishing of Uniforms).		08 (08hrs)
III	STAIN REMOVAL - Stain identification & removal from fabrics (Lipstick, Ballpoint ink, Nail polish, Paint, Grease, Tea/ coffee, Wine, Curry & Blood). UNIFORM SELECTION AND DESIGN - (Chef Uniform, Restaurant Associate, Housekeeping Associate, Maintenance Staff, Front office Associate).		07 (07hrs)
IV	FLOWER ARRANGEMENT (Minimalistic Arrangements, Mass Arrangements, Miniature Arrangements, Creative Arrangements). Customization of rooms - Towel Art.		07 (07hrs)

PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books Recommended-

1. Hotel House Keeping Operations and Management by G. Raghubalan and Smritee Raghubalan.
2. Housekeeping Management by Matt A. Casado.
3. Managing House Keeping Operations by Aleta Nitschke and William D. Frye.
4. Hotel House Keeping operations by Sailender Rai and Rohit Bisht.
5. Hotel Hospital and Hostel House Keeping by Joan C Branson.
6. Front Office Operations - Colin Dix & Chris Baird.
7. Legal Aspect of Hospitality Management Second Edition, By John E.H. Sherry, Publisher Wiley & sons.
8. Hospitality Management: Current Trends & Practices by Dr. JM Negi, Amity University Press, New Delhi.



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PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 100 Marks

Continuous Internal Assessment (CIA): 30 Marks

End Semester Exam (ESE): 70 Marks

Continuous Internal Assessment (CIA): 30 (By Course Teacher)	Internal Test/Quiz:20+20 Assignment/ Semenar-10 Total Marks-30	Better marks out of the two test/ Quiz + obtained marks in Assignment shall be considered against 15 Marks
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End Semester Exam (ESE):70	Two section A&B Section A :Q1 Objective 10*1=10 Marks Q2 Short answer type-5*4=20 Section B : Descriptive answer type qts 1 out of 2frm each- 4*10=40 Marks
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Signature of Convener & Members (CBoS)



PART-A: Introduction		
Program: Bachelor of Business Administration in Hotel Management		Semester-II
		Session: 2025-2026
Course Code	BHMGE-201	
Course Title	Fundamental of Computer Network	
Course Type	General Elective (GE)	
Pre-requisite(if any)	As per requirement	
Course Learning Outcomes (CLO)	At the end of this course, the students will be able > To understand fundamental and functionalities of computer network technology. > Understand and explain the data communication system and its components. > Analyze the different types of network topologies and protocols. > Analyze various layers of OSI and TCP/IP models.	
Credit Value	04 Credits	01 Credit =15 Hours-learning & Observation
Total Marks	Max. Marks:=100	Min Passing Marks: 40
PART -B: Content of the Course		
Total No. of Teaching-learning Periods (01 Hr. per period) - 60 Periods (60 Hours)		
UNIT	Topics (Course contents)	
I	Define computer network, identifying basic networking elements , types of network, LAN, MAN, WAN, Clients Server model, Transmission of data ,modes of transmission, , Network Connectivity applications of network,	14 (14hrs)
II	Topologies in computer network, OSI Model, layers of OSI model, Presentation, session, network, data link, etc, Protocols used in network, DNS, types of DNS, WWW, uses of www.	16 (16hrs)
III	TCP/IP model, layers of TCP \IP model, Application, network, etc layer's, Modern repeaters, use of Hubs , use of Bridges, and routers, use of cables ,Types of cables.	15 (15hrs)
IV	IP Address, types of IP Address, MAC address and physical address, Wi-Fi in internet, uses of Wi-Fi, UDP and its uses, classes of IP address, subnet masking, LI- FI network. Internet Security, Needs of internet Security.	15 (15hrs)
Keywords	Protocol, Topology. Transmission media, LAN, WAN. MAN, Wi-Fi.	



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PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books:

- Computer Networks Tanenbum, Andrew incorporation and hubs
- Local area Networks Keiser / D. Comer
- Behrouz A. Forouzan (2006), Data communication and Networking, 4th Edition, Mc Graw-Hill, India.
- Kurose, Ross (2010), Computer Networking: A top down approach, Pearson Education, India

Reference Books:

- William Stalling, Data and Computer Communication, Pearson Education Inc.
- Nadar F. Mir, Computer and Communication Networks, Pearson Education
- Black, Data & Computer Communication, PHI

PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 100 marks

Continuous Internal Assessment (CIA): 30 Marks.

End Semester Exam (ESE): 70 marks

Continuous Internal Assessment (CIA): (By Course Teacher)	Internal test/Quiz:-20 & 20 Assignment /seminar-10 Total marks:-30	Better marks out of the two test/Quiz+ obtained marks in assignment shall be considered against 30 marks.
End Semester Exam (ESE):	Two section- A&B Section A: Q1. Objective-10 marks: Q2. Short answer type-5x4=20 marks Section B: Descriptive answer type question, 1 out of 2 from each unit- 4x10=40 marks	

Name and Signature of Convener & Members of CBoS.

Signature of Convener & Members (CBoS)



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PART-A: Introduction

Program: Bachelor of Business Administration in Hotel Management (Certificate/Diploma/Degree Honors)		Semester-II	Session: 2025-2026
Course Code	BHMSEC-201		
Course Title	Business Communication		
Course Type	Skill Enhancement Course (SEC)		
Pre-requisite(if any)	As per requirement		
Course Learning Outcomes (CLO)	Upon completion of the course the student shall be able to: > Understand the behavioral needs to function effectively in the areas of life > Communicate effectively (Verbal and Non Verbal) > Effectively manage the team as a team player > Develop interview skills		
Credit Value	02 Credits	01 Credit =15 Hours-learning & Observation	
Total Marks	Max. Marks:=50	Min Passing Marks: 20	

PART -B: Content of the Course

Total No. of Teaching-learning Periods (01 Hr. per period) - 30 Periods (30 Hours)		
UNIT	Topics (Course contents)	
I	Key Concepts Process and Elements of Communication, Medium of communication; Principles of communication (7 C's of communication); Barriers to communication, Effective Communication; Communication in organization.	08 (08hrs)
II	Writing Resume; cover letter, Elements of letter writing and style of writing, Basics of Informal and Formal Reports-technical report writing, lab report; Precis writing	07 (07Hr)
III	Reading Effective Reading; reading different kinds of texts for different purposes; reading between the lines. Comprehension of Unseen Passages. Grammar in use: Parts of Speech; Tense, Question tags. Narration. Indianism in English, Vocabulary Building (Antonym, Synonym, and One Word Substitution).	



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IV	Speaking Meetings, Seminar, Conferences, Interviews, Presentation. Listening Indian English, British English and American English; Advantages of listening, Hearing and Listening; Essentials of Good Listening, Telephonic Conversation.	07 (07Hr)
Keywords	Accounting, Capital, Revenue, Rectification of Errors, BRS, Final Accounting.	

PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books Recommended-

1. Bupp, R. C. & Smith, L.C. Reference & Information Services, 2nd Ed. US.Libraries Unlimited,2011.
2. Cassell, K. A. & Hiremath, U.Reference & Information Servicesinthe21stCentury:AnIntroduction,2 nd Ed. US, American Library Association, 2011.
3. Kaushal,C.&Mahapatra, R.K. Open Access E-Resources in Library & Information Science. New Delhi, Ess Ess Publication, 2013.
4. Kumar, K. Library Manual, 4th Ed. New Delhi, S. Chand, 2018.
5. Kumar, PSG.InformationSources and Services-Theory and Practice. Vol.6.NewDelhi:BR Publishing Corporation, 2004.
6. Ranganathan, SR. Library Book Selection. New Delhi. EssEss Publications, 2006
7. Ranganathan, SR. Library Manual. New Delhi. EssEss Publications, 2008
8. Sharma,(J.S.)and Grover(DR). Reference Services and Sources of Information. New Delhi. Ess Ess Publications, 1987.
9. Singh, G. Information Sources, Services & Systems. New Delhi, Prentice Hall India Learning, 2013. Online

Resources

- > https://ebooks.lpude.in/library_and_info_sciences/DLIS/Yea
- > AND INFORMATION SCIENCE.pdf
- > eGyanKosh:BLI-221 Library. Information and Society Microsoft Word-LG-Lesson 1 Lib(nios.ac.in)
- > Microsoft Word-BLIS-101.1 (uou.ac.in)
- > 0 http://14.139.237.190/other_pdf/BLIS_01_N.pdf(UPRTOU)
- > http://14.139.237.190/other_pdf/BLIS-01.pdf(UPRTOU) eGyanKosh
- > LCh-001H.pdf(nios.ac.in)
- > LCh-002H.pdf(nios.ac.in)
- > e-PGPathshala(inflibnet.ac.in)



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PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:		
Maximum Marks: 50 Marks		
Continuous Internal Assessment (CIA): 15 Marks		
End Semester Exam (ESE): 35 Marks		
Continuous Internal Assessment (CIA): (By Course Teacher)		Internal Test/Quiz :10+10 Assignment/ Seminar-05 Total Marks-15 Better marks out of the two test/Quiz + obtained marks in Assignment shall be considered against 15 Marks
End Semester Exam (ESE):70	Two section A&B Section A :Q1 Objective 5*1=5 Q2 Short Answer Type 5*2=10 Section B : Descriptive answer type qts 1 out of 2 from each- 4*5=20 Marks	
Signature of Convener & Members (CBoS)		



PART-A: Introduction		
Program: Bachelor of Business Administration in Hotel Management (Certificate/Diploma/Degree Honors)		Semester-II
		Session: 2025-2026
Course Code	BHMAEC-201	
Course Title	Communicative English	
Course Type	Ability Enhancement course (AEC)	
Pre-requisite(if any)	As per requirement	
Course Learning Outcomes (CLO)	After the completion of this course, the students will be able to > Understand and apply the use of Articles and Tenses in day-to-day life. > Analyze the power of imagination and creativity and critically appreciate the poems. > Identify and develop different types of writing skills. > Appreciate and value the use of idioms and phrase as enriching elements of language expression.	
Credit Value	02 Credits	01 Credit =15 Hours-learning & Observation
Total Marks	Max. Marks:=50	Min Passing Marks: 20
PART -B: Content of the Course		
Total No. of Teaching-learning Periods (01 Hr. per period) - 30 Periods (30 Hours)		
UNIT	Topics (Course contents)	
I	Prose: 1. Darshana Dholakia: Baa:My Mother, A Person, A Woman 2. Anita Desai: A Devoted Son 3. Rabindranath Tagore: The Home Coming	07 (7hrs)
II	Poetry: 1. William Wordsworth: The Solitary Reaper 2. Robert Lee Frost: Stopping by the Woods on a Snowy Evening	07 (7hrs)
III	Letter Writing: 1. Formal Letter 2. Informal Letter Composition: 2. Describing a place or a person 3. Writing a biographical sketch 4. Narrating an event or experience	08 (8hrs)

IV	Writing Skills: Word formation, idioms and phrases Coordination and subordination, one word substitutions Grammar: 1. Articles 2. Tenses	
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PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books Recommended:

- i. University Grammar by Geoffrey Leech ii. Oxford Advanced Learner's Dictionary iii. Wren and Martin
iv. Online sources

PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 50 Marks

Continuous Internal Assessment (CIA): 15 Marks

End Semester Exam (ESE): 35 Marks

Continuous Internal Assessment (CIA): (By Course Teacher)

Internal Test/Quiz :10+10
Assignment/ Seminar-05
Total Marks-15

Better marks out of the two test/Quiz + obtained marks in Assignment shall be considered against 15 Marks

End Semester Exam (ESE):70

Two section A&B

Section A :Q1 Objective $5 \times 1 = 5$ Q2 Short Answer Type $5 \times 2 = 10$

Section B : Descriptive answer type qts 1 out of 2 from each- $4 \times 5 = 20$ Marks

Signature of Convener & Members (CBoS)