

Minutes of Meeting of the  
Board of Studies - BHMCT program  
Department of Hotel Management,  
K L University  
on July 04<sup>th</sup>, 2015

**Minutes of the meeting of 2<sup>nd</sup> board of studies of the Department of Hotel Management,  
K L University held on July 4<sup>th</sup> 2015 at Vaddeswaram.**

**Present:**

1. Prof. T Umamaheswara Rao, Professor, K L University
2. Dr. M Kishore Babu, Associate Professor, HoD, KLUBS , K L University
3. Mr. K Chandra Sekhar, Principal, Siddhartha Hotel Management College.
4. Mr. Srinivas Lahari, General Manager, Taj Gateway Hotel, Vijayawada.
5. Mrs. K Hemamalini, Asst. Professor, K L University
6. Mr. M Pavan Kumar, Asst. Professor, K L University
7. Mr. A Pavan Kumar, Asst. Professor, K L University
8. Mr. R Karteek, Asst. Professor, K L University

**Invitee**

1. Mr. K S L N S Subramanyam Associate Professor K L University.

Mr.M.Pavan Kumar, Asst Professor, presided over the meeting and the following items of the business were transacted.

**11.01 Grant of leave of absence, if any.**

No absentees were there for the meeting.

**11.02 Welcome to the New Members**

**Prof. T Umamaheswara Rao** invited all the members cordially to the meeting.

1. Mr. M Pavan Kumar
2. Mr. A Pavan Kumar
3. Mr. R Karteek
4. Mr. K S L N S Subramanyam

Briefly presented the agenda of the previous members.

**11.03 Modifications in proposed course curriculum in select courses of BHMCT Bachelor of Hotel Management and Catering Technology.**

In Continuation to approve the program structure for BHMCT I Semester in the 1<sup>st</sup> Board of studies meeting the curriculum for following courses have been presented with modification and for some courses the suggestions are taken from members of 1<sup>st</sup> BOS and approved.

The following are the suggestions given by BOS members:

1. The external members recommended to implement one year diploma certificate program to meet the need/requirement of high demand for man power and to increase admissions.
2. Nomenclature of Advance Accountancy can be changed into Corporate Hotel Accountancy.

**Course Title: Corporate Hotel Accountancy**      **Course Code: 15BH41F1**

**Objectives of the course:** At the end of the course learners will be able to

- C1: To understand the Accounting Standards, Joint stock Company and able to acquire in-depth knowledge about the books maintained in the Corporate Hotel Industry.
- C2: To understand the revenue accounting and control and maintain uniform system of accounting.

C3: To apply the accounting concepts and principles in preparation of corporate hotel final accounts and preparation of financial reporting.

**Competency Level – I**

- a. Accounting Standards - Accounting Concepts and Conventions- Capital, Revenue and Deferred Revenue- Expenditures and Incomes. Trial Balance - Importance, Purpose and advantages- Practical problem on preparation of Trial balance
- b. Meaning and Characteristics of Company – Kinds of Companies – Incorporation of a Company Issue of Shares – Accounting Entries - Issue at par, at Premium and at Discount - Forfeiture of Shares - Reissue of Forfeited Shares (with problems).

**Competency Level II**

- a. Revenue accounting and control – categories of revenue centers – revenue centers and financial reports – fundamentals of revenue concepts – room accounts - Internal Control for Food and Beverage Sales - Accounting Personnel and Front Office Functions – Cash internal control.
- b. Uniform System of Accounting – Introduction , Practical problems on preparation of Income Statement, Schedules showing Departmental incomes -Rooms, Food & Beverage, Telephone Gift shop, Garage and Parking, Laundry and Marketing only

**Competency III**

- a. Corporate Hotels Final Accounts -Preparation of Trial Balance and Financial Statements – Income statement and Revenue Appropriation Accounts & Balance Sheet with provisions of Companies Act including writing off of Miscellaneous Expenses, Proposed dividend, Provision for Taxation and Transfer to Reserves.
- b. Financial Reporting of Corporate Hotels – Audit reports – Directors reports – Corporate Governance Reports.

**Reference Books**

1. Double entry Book-keeping -T.S.Grewal Eleventh Revised 2004 S. Chand & Sons 23, Daryaganj New Delhi-2
2. Hotel Accountancy & Finance- S.P Jain & K.L Narang First 1999 Kalyani Publishers B1/1292,Rajinder Nagar, Ludhiana
3. Hotel Accounting & Financial Control - Ozi D’Cunha Gleson Ozi D’Cunha –Fist-2002- Dickey Enterprises , Kandivali (W) Mumbai

**Recommended Text Books**

1. Book Keeping& Accountancy – L.N.Chopde, D.H.Choudhari- Fourteenth 1999- Sheth Publishers Pvt. Ltd. Mumbai
2. Accounting in the Hotel & Catering Industry – Richard Kotas – Four – 1981- International Textbook Company.

3. The external members have suggested to attach the list of sample menu’s which will be prepared during practical’s in all semesters for Food Production subject.
4. For the academic year 2015-16 we implemented Advance French in 3<sup>rd</sup> year 1<sup>st</sup> Semester but the external members suggested to introduce Hindi language in place of Advance French.
5. B.O.S external members recommended to install Exhaust Hoods in all the practical labs to avoid high heat temperature in the kitchens during the lab experiments.
6. One of the B.O.S member intimated to consider students who completed their intermediate from N.I.O.S [National Institute of Open Schooling] and AP.O.S.S [Andhra Pradesh Open School Society] for admissions into this program.

**Modifications to the Existing Structure of the BHM / BHMCT Program -- 2015**

**Course Structure & Codes for the BHM / BHMCT (III & IV Year) Program**

Year	Course Code	Name of the Course	Contact Hours			Credits	Course Code	Name of the Course	Contact Hours			Credits
			L	T	P				Tot	L	T	
<b>Semester I</b>												
I		Rudiments of Communication Skills	0	0	4	4		Interpersonal Communication Skills	0	0	4	4
	15BH11C6	Introduction to Food Production	2	0	4	6	15BH12C6	Principals of Food Production	2	0	4	6
	15BH11C7	Introduction to Food & Beverage Service	2	0	2	4	15BH12C7	Principals of Food & Beverage Service	2	0	2	4
	15BH11C8	Introduction to House Keeping	2	0	2	4	15BH12C8	Principals of House Keeping	2	0	3	4
	15BH11C9	Introduction to Front Office	2	0	2	4	15BH12C9	Principals of Front Office	2	0	3	4
	11BH11K0	Contemporary India*	3	0	0	3	15BH12K0	Nutrition & Hygiene	3	0	0	3
	15BH11L0	Basic French	3	0	0	3	15BH12I0	Introduction to Information Technology	2	0	2	4
	<b>Total</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>28</b>		<b>Total</b>	<b>15</b>	<b>0</b>	<b>16</b>	<b>29</b>	
<b>Semester II</b>												
<b>15BH10N0 – 45 Days Summer Project (4 Credits)</b>												
II		Professional Communication Skills	0	0	4	4		Employability Skills	0	0	4	4
		<b>Total</b>						<b>Total</b>	<b>15</b>	<b>0</b>	<b>16</b>	<b>21</b>

15BH21C6	Food Production Operations	2	0	4	6	4	4	15BH22C6	Food Production Management	2	0	4	6	4
15BH21C7	Food & Beverage Service Operations	2	0	2	4	3	3	15BH22C7	Food & Beverage Service Management	2	0	2	4	3
15BH21C8	Accommodation Operations	2	0	2	4	3	3	15BH22C8	Accommodation Management	2	0	2	4	3
15BH21K0	Hotel laws	3	0	0	3	3	3	15BH22K0	Hotel Engineering	3	0	0	3	3
15BH21F0	Hotel Accountancy	3	0	0	3	3	3	15BH22K1	Food & Beverage Control	3	0	0	3	3
15BH21K5	Environmental Studies	3	0	0	3	3	3	15BH22L1	Advanced French	3	0	0	3	3
<b>Total</b>		<b>15</b>	<b>0</b>	<b>12</b>	<b>27</b>	<b>21</b>	<b>21</b>	<b>Total</b>		<b>15</b>	<b>0</b>	<b>12</b>	<b>27</b>	<b>21</b>

**15BH20N0 – 45 Days Summer Project (4 Credits)**

<b>III</b>	Verbal & Quantitative reasoning	0	0	4	4	2	<b>15BH32N0 Internship Program</b>	
	Advanced Food Production	2	0	4	6	4		
	Advanced Food & Beverage Services	2	0	2	4	3		
	Hospitality & Service Marketing	3	0	0	3	3		
	Human Resource Management	3	0	0	3	3		
	Perspectives of Management	3	0	0	3	3		
	Travel and Tourism	3	0	0	3	3		
	<b>Total</b>	<b>16</b>	<b>0</b>	<b>10</b>	<b>26</b>	<b>21</b>		
	15BH41K0	Total Quality Management	3	0	0	3		3
	<b>IV</b>	<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>		<b>3</b>

		15BH42P0 Project											
15BH41K1	Customer Relationship Management	3	0	0	3	3	0	0	3	3	3		
15BH41K2	Entrepreneurship	3	0	0	3	3	0	0	3	3			
15BH41F1	Corporate Hotel Accountancy	3	0	0	3	3	0	0	3	3			
15BH41XX	Elective - I	2	0	2	4	3	0	2	4	3			
15BH41XX	Elective - II	2	0	2	4	3	0	2	4	3			
<b>Total</b>		<b>16</b>	<b>0</b>	<b>8</b>	<b>23</b>	<b>18</b>	<b>0</b>	<b>8</b>	<b>23</b>	<b>18</b>	<b>Total</b>		
													<b>20</b>

Electives - I												
15BH41E0	Food Production Management - I	1	0	4	5	3	0	4	4	3		
15BH41E1	Food & Beverage Services Management - I	2	0	2	4	3	0	2	4	3		
15BH41E2	Accommodation Management - I	2	0	2	4	3	0	2	4	3		

Electives - II												
15BH41E3	Food Production Management - II	1	0	4	5	3	0	4	4	3		
15BH41E4	Food & Beverage Services Management - II	2	0	2	4	3	0	2	4	3		
15BH41E5	Accommodation Management - II	2	0	2	4	3	0	2	4	3		

**Total Number of subjects & Credits**

<b>Courses</b>	<b>No.</b>	<b>Credits</b>
CDCs (Compulsory disciplinary courses)	31	95
IT courses	1	3
English Language	6	12
Foreign Courses	2	6
Major Electives	2	6
Internship Program	3	28
Project	1	20
<b>TOTAL</b>	<b>46</b>	<b>170</b>