

UNIVERSITY OF MUMBAI

No.UG/ 476 of 2005

CIRCULAR:

Attention of Principals of the affiliated colleges in the Faculty of Arts and the Principals of the affiliated colleges enrolling students for B.H.T.M.S. course is hereby invited to the Ordinances, Regulations and Syllabi relating to the Bachelor of Hotel and Tourism Management Studies (B.H.T.M.S.) degree course vide Circular No.UG/372 of 2002 dated 3rd September, 2002 and Pamphlet No.339 and they are hereby informed that the recommendation made by Ad-hoc Board of Studies in Bachelor of Hotel and Tourism Management Studies (B.H.T.M.S.) at its meeting held on 16th July, 2005 has been accepted by the Academic Council at its meeting held on 6th August, 2005 vide item No. 4.19 and that in accordance therewith, the books for reference at the first year, Second Year and Third Year B.H.T.M.S. degree course has been prescribed as per Appendix with effect from the academic year 2005-2006.

Mumbai 400 032.
29th November, 2005.

G. Halekms
for REGISTRAR. 29

To,

Principals of the affiliated colleges in the Faculty of Arts and the Principals of the affiliated colleges enrolling students for B.H.T.M.S. course

A.C.4.19/06.08.05

No.UG/ 476-A of 2005 29th November, 2005.

Copy forwarded with Compliments for information to :-

- 3) Dean, Faculty of Arts,
- 4) The Chairman, Ad-hoc Board of Studies in Bachelor of Hotel and Tourism Management (B.H.T.M.S.).

LIST OF REFERENCE BOOK FOR BHTMS

BACHELOR OF HOTEL & TOURISM MANAGEMENT STUDIES First Year

Food Production I (Theory)

REFERENCES

1. Thangam Philip – Modern Cookery I & II – Orient Longman – 2001
2. Auguste Escoffier – Ma Cuisine – Hamlyn – 2000
3. Digvijay Singh – Cooking Delight of the Maharajas – Vakils, Feffer & Son's Ltd. – 1982
4. Philip Dowell & Adrian Barley – The Book of Ingredients – Mermaid Books – 1987
5. Wayne Gisslen – Professional Baking – John Wiley & Sons – 1994
6. Martha Day – Baking – Lorenz Books – 1999
7. M. J. Leto & Bode – The Larder Chef – Heinemann Publishing House – 1989

Food & Beverage Service I

REFERENCES:

1. Dennis Lillicrap, John Cousins and Robert Smith – Food & Beverage Service – ELST Publications – 1998
2. Vijay Dharam – Food & Beverage Service – Frank Bros. & Co. – 2001.
3. Peter Dias – The Steward – Orient Longmann – 1996
4. Joh Fuller and A. J. Currie – The Waiter – Hutchinson & Co. Ltd. – 1984
5. Sudhir Andrews – Food & beverage Service – Tata Megram Hill Publishing Co. – 1995
6. Joyce Nutley – Advanced Service Techniques – Hodder & Stoughton – 1992

Room Division Management

REFERENCES :

1. Sudhir Andrews – Hotel Housekeeping Training Manual – Tata Magram Hill Publishing Co. – 1999
2. Matt A. Casado – Housekeeping Management – John Witley & Sons – 2000
3. Madelin Schneider, Georgina Tucker & Marry Scoriak – The Professional Housekeeper – John Witley & Sons – 1999

4. Robert J. Martin - House Keeping Operations - John Wiley & Sons - 1998
5. Michael L. Kasavana - Front Office Procedures - AHMA - 1998
6. Michael L. Kasavana & Richard M. Brooks - Front Office Operations - AHMA - 1998
7. Dr. B. K. Chakravarti - Front Office in Hotel - CBS Publishers & Distributors - 1999
8. Bruce Braham - Hotel Front Office - Stanley Thornes (Publisher) Ltd - 1993.
9. Peter Renner - Basic Hotel Front Office Procedures - Van Nostrand Reinhold - NY - 1993.
10. Sue Baker, Pam Bradley & Jeremy Huhton - Principles of Hotel Front Office Operation - Cassell - 1996.
11. Ozi D'cunha - Accounting & Cost Control in Hotel & Catering Industry - Dicky's Enterprises - 1992.

Information Technology (Theory)

REFERENCES

1. Cistens - Internet - Tata McGraw Hill- 2000
2. Stuitz Russel - Microsoft Office-97 - B. P. Publications - 1998
3. Research Team - Business System - Excel Books - 2001
4. Research Team - Personal Computers - Excel Books - 2001.
5. MSCIT - Learning Material - Maharashtra State Board for Technical Education, Mumbai - 2001.
6. Madhulika Jain , Shashank Jain & Satish Jain - Information Technology Concepts- BPB Publications 2000
7. John Breiden II, Michael Check - Exploring MS Office XP - B.P.B. Publications - 2001
8. Greg Prey - Microsoft Windows XP - Techmedia - 2001

Catering Science

REFERENCES :

1. B. Srilakshmi - Food Science - New Age International Pvt. Ltd. - 1999
2. Betty C. Hobbs and Diane Roberts - Food Poisoning and Food Hygiene - Edward Arbnold - 1993
3. M. Swaminathan - Food Nutrition - The Bangalore Printing and Publishing C. Ltd. - 1996
4. George J. Banwart - Basic Food Microbiology - CBS Publishers - 1987
5. O F M. Keilgom - Complete Catering Science - Heinemann - 1987
6. David Plummet - Practical Biochemistry - Tata Mc graw Hill - 1998
7. Harold Vavley - Practical Clinical Biochemistry - Wicky - Eastern Ltd - 1987
8. R. Alexander & J. Griffiths - Basic Biochemical Methods - Wiley - Less Inc. - NY
9. A J Lacey - Light Microscope in Biology - Oxford University Press - 1989

REFERENCES

- Michael Burgoon, Frank V. Hunsakar & Edward J. Dawson – Human Communication – SAME Publication – 1994
- Krishna Mohan & Meera Banerji – Developing Communication Skills – Macmillan – 2001
- J. D. Connor – Better English Pro-nomination – Cambridge University Press – 2000
- Randolph Quirk & Sidney Greenban – the University Grammar of English – Longmann – 2000
- R. K. Bansal & J. B. Harrison – Spoken English – Orient Longmann – 2001
- E. J. Neather – Mastering of French I & II – Macmillan – 1982
- Bridget Anfossy – Speak French Today – Augo – 1991
- R. Diez La Cortina – Cortina's French Method – Grosset & Dunlop – 1988
- Mathuram Bondo – Modern French Course – D. C. Heath & Co. – 1983.
- Course de langue et civilization Franchises. G. Mauger.

Financial Accounting

REFERENCES :

1. T. S. Grewal – Elements of Accounts – Sultan Chand & Co. – 1995
2. Choudhari Chopde – Book Keeping Accounting – Sheth Publishing House – 1998
3. Ozi D'Cunha – Accounting & Cost Control in Hotel & Catering Industry – Dicky Enterprises – 1992
4. M. H. Kishnodwala – Book Keeping & Accountancy – Vipul Prakashan – 1986
5. Ozi D'cunha , Gleson D'cunha - Hotel Accounts & Financial Controls – Dicky's Enterprise 2002

Principles of Management

REFERENCES

1. G. A. Cole – Management – Theory & Practical – ELBS – 1993
2. Richard Pettinger – Introduction to Management – Macmillan – 1994
3. E. H. Megrath S. J. – Basic Management Skills for All – Prentice Hall Pvt. Ltd. – 2000
4. George R. Terry & Stephen G. Franklin – Principles of Management – A.I.T.B.S. Publishing – 1994

Page 4 of 11

**BACHELOR OF
HOTEL & TOURISM MANAGEMENT STUDIES
Second Year**

Food Production – II (Theory)

REFERENCES

1. Thangam Philips - Modern Cookery Vol. 1 - Orient Longman - 1997
2. A. L. Cracknell and R.J. Kanfmann - Practical Professional Cookery - Macmillan - 1992
3. Anthony O'Reilly - Cookery Manual - Pitman Publishing - 1993.
4. Victor Cererem, Ronald Kinton, David Foskett - Practical Cookery - Aodder & Stoughton - 1999
5. David R. Stevenson - Basic Cookery - Stanley Thornes (Publishes) Ltd. - 1991
6. REBO Productions - Encyclopedia of Bakery - Rebo Publishers - 1999
7. Robert T. Marshall, W. S. Arbuckle - Ice Cream - ITP International Thomson Publishing - 1996.
8. Malcolm Stogo - Ice Cream & Frozen Desserts - John Wiley & Sons, Inc - 1997
9. L. G. Nicolelb, J Dinsdale - Basic Pastry Work Techniques - Hodder & Stoughton - 1991.
10. Mohini Sethi, Surjeet Malhan - Catering Management (An Integrated Approach) - Wiley Easter Limited - 1993.
11. Robert Bradnock - India Handbook - Footprint Handbook - 2000.
12. Ranjit Rai - Tandoor (The Great Indian Barbeque) - Viking - 1995.
13. Satarupa Banerjee - Book of Indian Sweets - Rupa & Co - 1994.
14. Digvijaya Singh - Cooking Delights of The Maharajas - Vakils, Fetter & Simons Ltd. - 1995
15. Master Chefs of the Ashoka Group - Royal Indian Recipes - J. G. Press - 1995.
16. Purobi Babbar - Rotis & Naans of India - Vakil Fetter & Simon Ltd. - 1994.
17. Inder Singh Kalra - Prashad, Cooking with the Indian Masters - Allied Publishers Ltd. - 1993.
18. Devaki Babbar - Gujrat Nu Jaman - India Book House - 1996.
19. Chandra Padmanabhan - Dakshin - Harper Oollins - 1995.
20. Jeroo Mehta - Parsi Guisine - Vakil, Fetter & Simons Ltd. - 1993.
21. Hegde - Manglorean Cuisine - India Book House - 1994.
22. Gilda Mendonsa - The Best of Goan Cooking - UBS Publishers Distributors Ltd. - 1995.
23. Neerja - Kashmiri Cooking - Penguin Books - 1995.
24. Madhur Jaffery - A Taste of India - Pavillion Books Ltd., - 1985.
25. Minakshie Das Gupta - The Bengal Cook Book - UBS Publishers Distributors Ltd. - 1998.
1. Kaumudi Marathe - Maharshtrian Cuisine - Business Publications Inc. - 1999.

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1. Dennis Lillicrap John Courims and Robert Smith - Food & Beverage Service - ELBS 2000
2. Vijay Dhawan - Food & Beverage Service - Frank Bros & Co., 2001
3. Roy Hayter - Bar Service - Macmillan - 2000
4. Roy Hayter - Food & Drink Service - Macmillan - 1995
5. Greg Dempsey - The Perfect Cocktail - Double Day 1995.
6. Stuart, Walton, - The world Encyclopedia of Wine - Lorenz Books 1998
7. Larousse Christopher Foilks - Encyclopedia of Wine - Larousse 1994
8. Jancis Robinson - The Oxford Companion to wine- Oxford University Press 1994
9. Joanna , Simon - Wine with Food - Simon & Schuster 1996
10. Maureen, Ashley - Encyclopedia of Italian Wines - 1992
11. Tom Stevenson - Champagne & Sparkline wine guide - Dorling Kindersley (DK)2000
12. B. Verhoef -Beer Encyclopedia - Rebo Productions 1998
13. Dave Broom - Handbook of Whiskey Hamlyn 2000
14. Neil Mathieson - Champagne, Grange Books 1999
15. Brian Glover - The world Encyclopedia of Beer Lorenz Books 1997
16. Stuart Walton & Norma Miller - Spirits & Liqueurs cookbook Lorenz Books 1997
17. Stuart Walton , Brian Glover - The Ultimate Encyclopedia of Wine, Beer, Spirits & Liqueurs, Lorenz Books 1998

Room Division Management - II

REFERENCES

- Matt A. Casado - Housekeeping Management - John Wiley & Sons Inc. 2000
- Michael Kasavama, Richard M. Brooks - Front Office Procedures - AHMA, 1998.
- Michael Kasavama, Richard M. Brooks - Front Office Operations - AHMA, 1998.
- Margaret M. Kappa, Aleta Nitschke - Managing Housekeeping Operations -AAMA, 1995
- Madelin Schneider, Georgona Tucker, Marry Scoriak - The Professional Housekeepers - John Wiley & sons Inc.- 1999
- Robert J. Martin - Housekeeping Operations - John Wiley & Sons Inc. 1998
- Pamela Westland - The Complete Flower Arranger - Acropolis Books - 1995.
- Opzi D'cunha - Accounting and Cost Control in Hotel & Catering Industry - Dicky's Enterprises - 1992.
- Bruce Braham - Hotel Front Office - Stanley Thornes (Publisher) Ltd - 1993.
- Peter Renner - Basic Hotel Front Office Procedures - Van Nostrand Rein Hold - NY - 1993.
- Sue Baker, Pam Bradley & Jeremy Huhton - Principles of Hotel Front Office Operation - Cassell - 1996.

Hotel Accountancy (Theory)

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1. Raymond S. Schmidgall, James W. Damitio - Hospitality Industry Financial Accounting- AHMA, 1994
2. Committee on Financial Management - Uniform System of Accounts for Hotels - AHMA, 1987
3. A. Aikinson A Berry and R. Jarris - Business Accounting For Hospitality & Tourism - International Thomson Business Press -1996
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Hotel Service & Facility Planning (Theory)

REFERENCES

1. David M. Stipan, Harol Roffmann - Hotel Facilities Management & Design - 1996
2. Michel H. Redlin, David M. Stipanuk - Managing Hospitality Engineering System - 1987
3. Ronald F. Cichy - Quality Sanitation Management – 1994
4. Frank D. Borsewik - Maintenance & Engineering For Lodging and Food Service Facilities – AHMA, 1979
5. Robert E. Aulbach - Energy & Water Resources Management - AHMA - 1998

Information Technology (Theory)

REFERENCES

1. Gordon B. Davis - Management Information System - Magran Hill Book Company.
2. CISTems School of Computing - Internet An Introduction - Tata Magran Hill, 1999.
3. C. S. French - Computer Science - ELBS Publication, 1993
4. Michael L. Kasavana - Managing Computers in the Hospitality Industry - AHMA, 1996

Human Resource Management (Theory)

REFERENCES

1. Gerald R. Ferris - The Manual of Human Resource Management - Beacon Books - 1998.
2. Robert H. Woods - Managing Hospitality Human Resources - AHMA - 1995
3. Dr. Jagmohan Nag - Human Resources Development & Management in Hotel Industry - Frank Bros. & Co. - 2000

4. V. P. Michael - Human Resources Management and Human Relations - 1997
5. G. R. Ferris, S. D. Resen & D. T. Bouren - Human Resource Management - 2000.
1. David A. Decenzo, Stephen Robbins - Human Resource Management - John Wicky & Sons Inc. - 1999.

Food & Beverage Management

REFERENCES

1. Philip Kotler, John Bouren & James Maker - Marketing for Hospitality and Tourism - Prentice Hall International Inc. - 1996
2. Ravi Shankar - Services Marketing - South Asia Publications - 1997
3. Neil Wearne - Hospitality Marketing - Hospitality Press - Melbourne 1994
4. Christopher Lovelock - Services Marketing - Pearson Education Asia 2001.
5. Francis Buttle - Hotel & Food Service Marketing - ELBS Publications - 1992
6. Christopher W. L. Hart & David A. Troy - Strategic Hotel Motel Marketing - 1996
7. James R. Abbey - Hospitality Sales & Advertising - AHMA - Publishers, 1996
8. Dennis L. Foster - Sales & Marketing for Hotels, Motels & Resorts - Mc Graw Hill Hospitality Professional Series - 1993
9. S.M. Jha - Hotel Marketing - Himalaya Publishing House - 1998

Legal Aspects of Hotel Business

REFERENCES

1. Avtar Singh - Law of Contract - Eastern Book Company - 1994
2. BARE ACT - The Prevention of Food Adulteration Act 1954 - Commercial Law Publishers Ltd. - 2000
3. Dr. Jagmohan Nag - Hotel and Tourism Laws - Frank Bros. & Co. - 2001.
4. N. D. Kapoor - Mercantile Law - Sultan Chand Publishers, New Delhi - 1995.
5. Sohrab R. Davar - The Indian Mercantile Law - Progress Corporations Limited - 1995.

Tourism Development - I

REFERENCES

1. Krishna K. Kamra - Economics of Tourism - Kamishka Publishers - 2001.
2. A. K. Bhatia - International Tourism - Sterling Publishers Pvt. Ltd. - 1995
3. A. K. Bhatia - Tourism Development - Sterling Publishers Pvt. Ltd. - 1995
4. K. K. Sharma - Tourism and Travel Industry - Sarup & Sons - 2000.
5. Pran Seth - Successful Tourism Management - Sterling Publishers Pvt. Ltd. - 1997.
6. K. Sharma - Tourism Planning & Development - Kamishka Publishers - 2000.

BACHELOR OF HOTEL & TOURISM MANAGEMENT STUDIES Third Year

Food Production - III (Theory)

REFERENCES

1. Krishna Arora - Theory of Cookery - Frank Bros & Co. 1992.
2. Walter Biekel - Herring's Dictionary of Classical and Modern Cookery - Sterling Book House - 2002
3. David Paul Larousse - The Professional Garde Manger - John Wiley & Sons - 1996.
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Food & Beverage Service – III

REFERENCES

1. Dennis Lillicrap & Robert Smith - Food & Beverage Service - ELBS, 2000.
2. Vijay Bhawan - Food & Beverage Service - Frank Bros' & Co., 2000.
3. Sudhir Andrews - Food & Beverage Service - Tata McGraw Hill, 2002.
4. Bernard Davis & Jally Stone - Food & Beverage Management - Butterworth Heinemann, 1993.
5. Kotscherar, Lendal & Tanke - Managing Bar & Beverage Operations - AHMA, 1991.
6. Jack D. Ninemeier - Management of Food & Beverage Operations - AHMA, 1984.
7. Peter Dias - The Steward - Orient Longman Ltd, 1996.
8. John Fuller & A. J. Currie - The Waiter - Hutchinsen, 1984.
9. John Fuller - Advanced Food Service - Stanley Thomes, 1992.
10. R. K. Molhotra - Food Service & Catering Management - Anmol Publicators, 1998.
11. Marzia Magris & Cathy McGeeny - An Introduction to Food & Beverage Studies - Hospitality Press, 1995.
12. Ronald A. Yudd - Successful Buffet Management - Van Nostrand Reinhold, 1990.
13. Jakra Kivela - Menu Planning for the Hospitality Industry - Hospitality Press, 1994.

Room Division Management – III (Theory)

REFERENCES

1. Robert J. Martin - Housekeeping Operations - John Wiley & Co - 1998
2. Madelin Schneider, Georging Tucker & Marry Scoviak - The Professional Housekeeper - John Wiley & Co. - 1999
3. Matt A Casado - Housekeeping Management - John Wiley & Co - 2000
4. Bruce Braham - Hotel Front Office - Stanley Thomes - 2993

- Michael L. Lasarana - Front Office Procedures - AHMA - 1998
 Ahmed A. Kasu - Interior Design - Iqura Publication Pvt. Ltd. - 1995.
 Essie Sakhai - The Story of Carpets - Studio Editions LTd. - 1994.
 Terry Trucco - Colour - Details & Design - PBC International Inc - 1998.
 Carol Soucek King - Designing with Light - PBC International Inc - 1997

Hospitality Marketing

REFERENCES

- Philip Kotler, John Bower & James Makey - Marketing For Hospitality and Marketing
 - Prentice - Hall International - 1996
 James A. Abbey - Hospitality Sales & Advertising - AHMA - 1996
 Christopher W. L. Hart and David A Troy - Strategic Hotel / Motel Marketing -
 AHMA - 1986
 Francis Buttle - Hotel and Food Service Marketing - ELBS - 2000

Tourism Development Management - II

REFERENCES

- A. K. Bhati - Tourism Development - Sterling Publishing Pvt. Ltd. - 1995
 Krishan K. Kaura - Economics of Tourism - Karishka Publisher & Distributors -
 2001
 J. K. Sharma - Tourism Planning & Development - Karishka Publisher &
 Distributors - 2000
 Ratandeep Singh - Tourism Marketing - Karishka Publisher & Distributors - 2000
 R. K. Malhotra - Tourism Marketing - Anmol Publication Pvt. Ltd. 1998

Entrepreneurship and New Enterprise Management

REFERENCES

- Vasant Desai - Entrepreneurial Development I, II & III - Himalaya Publishing
 House - 1996
 G. R. Bosatia & K. K. Sharma - Entrepreneurial Development - Mangal Deep
 Publication - 1999
 Colombia Plan Staff College Material - Entrepreneurship Development - Tata
 Mcqrar Hill - 1999
 B. S. Bhatia & S. S. Bhatia - Entrepreneurship and Small Business Management -
 Deep & Deep Publication - 2001
 Berger - The Culture of Enterpreneurshing - Tat aMcquraw Hill - 1992

4. N. H. Kishnadwala - Accounting & Financial Management - Manisha Prakashan - 1996

5. Raymond S. Schmidgall - Managerial Accounting - AHMA - 1995

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