	Utech
Name :	
Roll No.:	A Grand (V Knowledge End Excident)
Invigilator's Signature :	

CS/BHM (OLD)/SEM-5/HM-503/2010-11 2010-11 HOUSEKEEPING

Time Allotted: 3 Hours Full Marks: 70

The figures in the margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

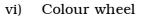
GROUP – A

(Objective Type Questions)

- 1. Write definitions of the following in short: $10 \times 1 = 10$
 - i) Payroll budget
 - ii) Runners
 - iii) Floor par
 - iv) Log book
 - v) Cash & carry buying

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CS/BHM (OLD)/SEM-5/HM-503/2010-11





- vii) Pre-opening budget
- viii) Indenting
- ix) Job description
- x) Smoke detector.

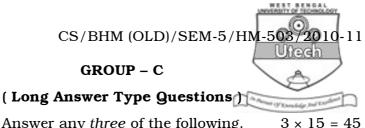
GROUP - B

(Short Answer Type Questions)

Write short notes on any three of the following.

 $3 \times 5 = 15$

- 2. Fabric finishes.
- 3. Lighting.
- 4. Stock taking.
- 5. Pest control.
- 6. Scheduling.
- 7. Planning H/K.
- 8. Fumigation.



Answer any three of the following.

- What is induction program? Draft an induction program for 9. a newly recruited Front Office Manager.
- 10. What is recruitment? Explain the detail of internal and external recruitings.
- 11. What is the importance of training in the House-keeping? Explain the different methods of training.
- 12. Describe the different methods of purchasing that may be used in the House-keeping department of the hotel with special reference to linen cleaning supplier.
- 13. What is budget? Give an outline of steps to prepare a budget.

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