



ProgramName: BSc.Hospitality&HotelAdministration
ProgramCode: HM302

SCHEME&SYLLABUS

(Choice Based Credit System)

for

BSc.Hospitality& Hotel Administration

(w.e.f. Session 2017-18 onwards)

ProgramCode: HM302



DEPARTMENT OF HOTEL MANAGEMENT
RIMTUNIVERSITY,MANDI GOBINDGARH, PUNJAB

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SECTION1**Vision & Mission of the University****VISION**

To become one of the most preferred learning places a centre of excellence to promote and nurture future leaders who would facilitate the desired change in the society

MISSION

- To impart teaching and learning through cutting edge technologies supported by the world class infrastructure
- To empower and transform young minds into capable leaders and responsible citizens of India instilled with high ethical and moral values

SECTION2**VisionandMissionoftheDepartment****VISION**

ToachieveexcellenceinthefieldofHospitalityEducationandResearch,communityassistance, and human resource development for hospitality industry to be the most preferreddestinationforstudentsseekingadmissionandrecruiters

MISSION

- Toexcelinthefieldofhospitalityeducationtodevelopcompetencyinstudentsbyprovidinganenvironmentthat inculcatesprofessionalismwithEthicsand SocialValues.
- Toinculcatethecorevaluesinstudentstotransformthemintoresponsiblecitizensandleadersofhospitalityindustry.
- Toprovidenationalandinternationalexposuretostudentssothattheycanbuilduptheircareerinhospitalityindustry.

SECTION3**AbouttheProgram**

B.Sc.in Hospitality & Hotel Administration imparts students with all the required skills, knowledge and attitude to proficiently discharge supervisory responsibilities in the hospitality sector and also involves in-depth laboratory work for students to acquire knowledge and skill standards in all core areas such as Food Production, Food and Beverage Management and Catering operations, General Management, Tourism Marketing, Human Resource Management, and Finance.

SECTION4

**ProgramEducationalObjectives(PEOs),
ProgramOutcomes(POs)andProgramSpecificOutcomes(PSOs)**

PROGRAMMEEDUCATIONOBJECTIVES(PEOs)

PEO1	To develop a confident and competent graduate capable of solving real life hotel industry problems with futuristic approach and fulfilling societal obligations
PEO2	To empower graduates with effective communication and interpersonal skills to sustain in competitive world and acquire operational and managerial positions in hospitality sectors.
PEO3	To develop an attitude for undertaking developmental work both in industry as well as academic environment with emphasis to continuous learning.

PROGRAMMEOUTCOMES(POs)

PO 1	Hospitality Knowledge: Use your expertise in hotels, hospitality, and tourism as well as your core area of specialization to find solutions to challenging hotel management issues.
PO 2	Problem Analysis: Identify, formulate, research literature, and analyze complex hospitality problems reaching substantiated conclusions using principles of management.
PO 3	Design/Development of Solutions: Understand the impact of the hotel, hospitality and tourism in societal and environmental contexts, and demonstrate the knowledge of need for sustainable development.

PO 4	Hospitality and Society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional engineering practice. Ability to devise and conduct experiments, interpret data and provide well informed conclusions.
PO 5	Modern Tool Usage: Understanding the IT Tools and modern management with its limitations.
PO 6	Professional Ethics: Practice ethical principles and commit to professional ethics and responsibilities.
PO 7	Life-long Learning: Recognize the need for, and have the preparation and ability to engage in independent and lifelong learning in the broadest context of technological change.
PO 8	Project Management and Finance: Students will be able to enter in the world of Hotel industry as leaders and managers with a strategic approach to business.
PO 9	Communication Efficacy: To communicate successfully demonstration of the ability to have professional written and oral communications skills and technology.
PO 10	Societal & Environmental Concern: Design components or processes that meet the required needs while taking into account public health and safety, cultural, socioeconomic, and environmental factors, as well as complicated hospitality-related concerns.
PO 11	Individual & Team Work: Ability to work as a member or leader in diverse teams in multidisciplinary environment.
PO 12	Innovation and Entrepreneurship: Demonstrate the methods of innovation and recipethat encourage the students to get indulge into innovation.

PROGRAMME SPECIFIC OUTCOMES (PSOs)

PSO 1	To develop graduates of high caliber with a balance of knowledge, abilities, and experience in the hospitality, hotel, and management industries;
PSO 2	Understand duties, functions and activities in the operation of the hospitality and Tourism industries.

PSO 3	This is accomplished by providing a curriculum that is tailored to the needs of the growing hospitality industry and the conditions of the twenty-first century.
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SECTION5**Curriculum/SchemewithExaminationGradingScheme****SEMESTERWISESUMMARYOF THEPROGRAMME:(BSC.HOSPITALITY&HOTELADMINISTRATION)**

S. No.	Semester	No.ofContact Hours	Marks	Credits
1.	I	29	22	1400
2.	II	28	22	1200
3	III	54	27	200
4	IV	34	24	1100
5	V	25	19	1100
6	VI	26	20	1100
	Total	196	134	6100

EXAMINATIONGRADINGScheme

MarksPer centageRa nge	Grade	Grade Point	QualitativeMeaning
80-100	O	10	Outstanding
70-79	A+	9	Excellent
60-69	A	8	VeryGood
55-59	B	7	Good
50-54	B	6	AboveAverage
45-49	C	5	Average
40-44	P	4	Fail
0-39	F	0	Fail
ABSENT	AB	0	Fail

PercentageCalculation: CGPA *10

FIRSTSEMESTER

Subject		ContactHours/Week			Credit	EvaluationScheme (%ofTotalMarks)					ExamDuration(Hours)
Code	Title	L	T	P		CWA	LWA	MTE	ETE	Total	
HM1101	FoundationCoursein FoodProduction–I	2			2	16	---	24	60	100	3 hrs
HM1102	Foundation Course inFood&BeverageService –I	2			2	16	---	24	60	100	3 hrs
HM1103	FoundationCoursein FrontOffice–I	2			2	16	---	24	60	100	3 hrs
HM1104	FoundationCoursein AccommodationOperation–I	2			2	16	---	24	60	100	3 hrs
HM1105	English&Communication Skills	2			2	16	---	24	60	100	3 hrs
HM1106	ComputerFundamental	1			1	16	---	24	60	100	3 hrs
HM1107	HotelEngineering	2			2	16	---	24	60	100	3 hrs
HM1108	Nutrition	2			2	16	---	24	60	100	3 hrs
HM1109	FoundationCoursein Food Production - I(Practical)			4	2	----	60	-----	40	100	3 hrs
HM1110	Foundation Course inFood&BeverageService -I(Practical)			2	1	----	60	-----	40	100	3 hrs
HM1111	Foundation Course inFrontOffice-I(Practical)			2	1	----	60	-----	40	100	3 hrs
HM1112	Foundation Course inAccommodationOperation-I(Practical)			2	1	----	60	-----	40	100	3 hrs
HM1113	English &CommunicationSkills(P ractical)			2	1	----	60	-----	40	100	3 hrs
HM1114	Computer Fundamental(Practical)			2	1	----	60	-----	40	100	3 hrs
Total		15	-	14	22	128	360	192	720	1400	

SECONDSEMESTER

Subject		ContactHours/Week			Credit	EvaluationScheme (%ofTotalMarks)					ExamDuration(Hours)
Code	Title	L	T	P		CWA	LWA	MTE	ETE	Total	
HM1201	FoundationCoursein FoodProduction-II	2			2	16	---	24	60	100	3 hrs
HM1202	Foundation Course inFood&BeverageService - II	2			2	16	---	24	60	100	3 hrs
HM1203	FoundationCoursein FrontOffice-II	2			2	16	---	24	60	100	3 hrs
HM1204	FoundationCoursein AccommodationOperation-II	2			2	16	---	24	60	100	3 hrs
HM1205	Principles of FoodScience	2			2	16	---	24	60	100	3 hrs
HM1206	Accountancy	4			4	16	---	24	60	100	3 hrs
HM1207	FoundationCoursein Food Production - II(Practical)			4	2	----	60	-----	40	100	3 hrs
HM1208	Foundation Course inFood&BeverageService -II(Practical)			2	1	----	60	-----	40	100	3 hrs
HM1209	FoundationCoursein FrontOffice-II(Practical)			2	1	----	60	-----	40	100	3 hrs
HM1210	Foundation Course inAccommodationOperation- II(Practical)			2	1	----	60	-----	40	100	3 hrs
HM1211	English&CommunicationSkills–II	2			2	16	---	24	60	100	3 hrs
HM1212	English&CommunicationSkills–II(Practical)			2	1	----	60	-----	40	100	3 hrs
Total		16	-	12	22	112	300	168	620	1200	

THIRDSEMESTER

Subject		ContactHours/Week			Credit	EvaluationScheme (%ofTotalMarks)					ExamDuration(Hours)
Code	Title	L	T	P		CWA	LWA	MTE	ETE	Total	
HM2301	Industrial ExposureTraining	-	-	54	27.0	-	-	-	-	200	3 hrs
TOTAL										200	

FORTHSEMESTER

Subject		ContactHours/Week			Credit	EvaluationScheme (%ofTotalMarks)					ExamDuration(Hours)
Code	Title	L	T	P		CWA	LWA	MTE	ETE	Total	
HM2401	Food ProductionOperations	2			2	16	---	24	60	100	3 hrs
HM2402	Food&Beverage Operations	2			2	16	---	24	60	100	3 hrs
HM2403	FrontOfficeOperations	2			2	16	---	24	60	100	3 hrs
HM2404	Accommodation Operations	2			2	16	---	24	60	100	3 hrs
HM2405	Food&Beverage Controls	2			2	16	---	24	60	100	3 hrs
HM2406	HotelAccountancy	2			2	16	---	24	60	100	3 hrs
HM2407	FoodSafety&Quality	2			2	16	---	24	60	100	3 hrs
HM2408	Food ProductionOperations (Practical)			8	4	----	60	-----	40	100	3 hrs
HM2409	Food&Beverage			4	2	----	60	-----	40	100	3 hrs

	Operations(Practical)										
HM2410	FrontOfficeOperations(Practical)			4	2	----	60	-----	40	100	3 hrs
HM2411	AccommodationOperations(Practical)			4	2	----	60	-----	40	100	3 hrs
Total		14	-	20	24	112	240	168	580	1100	

FIFTHSEMESTER

Subject		ContactHours/Week			Credit	EvaluationScheme (%ofTotalMarks)					ExamDuration(Hours)
Code	Title	L	T	P		CWA	LWA	MTE	ETE	Total	
HM3501	AdvanceFoodProduction Operations -I	2			2	16	---	24	60	100	3 hrs
HM3502	Advance Food &BeverageOperations-I	2			2	16	---	24	60	100	3 hrs
HM3503	FrontOfficeManagement -I	2			2	16	---	24	60	100	3 hrs
HM3504	Accommodation Management-I	2			2	16	---	24	60	100	3 hrs
HM3505	FinancialManagement	3			3	16	---	24	60	100	3 hrs
HM3506	StrategicManagement	2			2	16	---	24	60	100	3 hrs
HM3507	ResearchProject			2	1	----	60	-----	40	100	3 hrs
HM3508	AdvanceFoodProduction Operations-I(Practical)			4	2	----	60	-----	40	100	3 hrs
HM3509	Advance Food&Beverage Operations – I(Practical)			2	1	----	60	-----	40	100	3 hrs
HM3510	FrontOfficeManagement -I(Practical)			2	1	----	60	-----	40	100	3 hrs
HM3511	Accommodation Management - I(Practical)			2	1	----	60	-----	40	100	3 hrs

Total	13	-	12	19	96	300	144	560	1100	
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SIXTHSEMESTER

Subject		ContactHours/Week			Credit	EvaluationScheme (%ofTotalMarks)					ExamDuration(Hours)
Code	Title	L	T	P		CWA	LWA	MTE	ETE	Total	
HM3601	AdvanceFoodProduction Operations -II	2			2	16	---	24	60	100	3 hrs
HM3602	AdvanceF&BOperations - II	2			2	16	---	24	60	100	3 hrs
HM3603	FrontOfficeManagement - II	2			2	16	---	24	60	100	3 hrs
HM3604	Accommodation Management-II	2			2	16	---	24	60	100	3 hrs
HM3605	Food&Beverage Management	3			3	16	---	24	60	100	3 hrs
HM3606	FacilityPlanning	3			3	16	---	24	60	100	3 hrs
HM3612	BasicofTourism										
HM3613	OrganizationBehaviour										
HM3607	ResearchProject			2	1	----	60	-----	40	100	3 hrs
HM3608	AdvanceFoodProduction Operations-II(Practical)			4	2	----	60	-----	40	100	3 hrs
HM3609	Advance Food &Beverage Operations – II(Practical)			2	1	----	60	-----	40	100	3 hrs
HM3610	FrontOfficeManagement -II(Practical)			2	1	----	60	-----	40	100	3 hrs
HM3611	Accommodation Management - II(Practical)			2	1	----	60	-----	40	100	3 hrs
Total		14	-	12	20	96	300	144	560	1100	

SECTION6

DetailedSyllabuswithCourseOutcomes

SYLLABUSS

SEMESTER-I

SUBJECT TITLE: Foundation Course in Food Production -**1SUBJECTCODE:HM1101&HM1109****SEMESTER: I****CONTACTHOURS/WEEK:**

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	4	4

Objectives:

Internal Assessment:40End TermExam:60DurationofExam:3Hrs

1. To enhance the knowledge of skills, experiences, attitudes and behavior in the kitchen.
2. To understand the various cooking techniques and principle of food production.

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-1	<p>INTRODUCTIONTOCOOKERY:Levelsofskillsandexperiences, Attitudesandbehaviorinthekitchen,Personalhygiene,Uniforms&protectiveclothing,Safetyprocedureinhandlingequipment</p> <p>CULINARY HISTORY: Origin of modern cookery Classical andNew World Cuisine, Different styles cookery: oriental, European,Continental,PanAmerican</p> <p>HIERARCHYAREA OF DEPARTMENT ANDKITCHEN: Classical Brigade,Modernstaffinginvariouscategoryhotels,Rolesofexecutivechef,Duties andresponsibilities of various chefs,Co-operation with other departments General Layout Of the kitchen inorganizations, layout of receiving areas, layout of service & wash up</p> <p>CULINARY TERMS: List of culinary (common and basic) terms,Explanationwithexamples</p> <p>AIMS&OBJECTSOFCOOKINGFOOD:Aimsandobjectivesof cooking food, Various textures, Various consistencies,Techniques used in pre-preparation, Techniques used in preparation</p> <p>HACCP-Practicesinfoodhandling&storage</p> <p>CONVERSIONTABLES:American,Britishmeasuresandits equivalents</p>	08

UNIT-2	<p>Fuels used in catering industry: Types of fuel used in catering industry; calorific value; comparative study of different fuels, Calculation of amount of fuel required and cost.</p> <p>Gas: method of transfer, LPG and its properties; principles of Bunsen burner, precautions to be taken while handling gas; low and high-pressure burners, Gas bank, location, different types of manifolds</p> <p>FIRE PREVENTION AND FIRE FIGHTING SYSTEM: Classes of fire, methods of extinguishing fires (Demonstration), Fire extinguishers, portable and stationery, Fire detectors and alarm, Automatic fire detectors cum extinguishing devices, Structural protection, Legal requirements</p> <p>METHODS OF COOKING FOOD: Roasting, Grilling, Frying, Baking, Broiling, Poaching, Boiling:- Principles of each of the above, Care and precautions to be taken, Selection of food for each type of cooking.</p>	04
UNIT-3	<p>BASIC PRINCIPLES OF FOOD PRODUCTION</p> <p>VEGETABLE AND FRUIT COOKERY: Introduction – classification of vegetables, Pigments and colour changes, Effects of heat on vegetables, Cuts of vegetables, Classification of fruits, Uses of fruit in cookery.</p> <p>STOCKS: Definition of stock, Types of stock, Preparation of stock, Recipes, Storage of stocks, Uses of stocks, Care and precautions</p> <p>SAUCES: Classification of sauces, Recipes for mother sauces, Storage & precautions</p> <p>SOUPS: Classification with examples, Basic recipes of Consommé with 10 Garnishes and other soups.</p> <p>EGG COOKERY: Introduction to egg cookery, Structure of an egg, Selection of egg, Uses of egg in cookery</p> <p>SALADS AND SANDWICHES: Salads & its compositions Types of Lettuce, Types of Dressing, Emerging trends in salad making, Sandwiches History origin and its Different types</p>	16
UNIT-4	<p style="text-align: center;">COMMODITIES:</p> <p>i) SHORTENINGS (Fats & Oils): Role of Shortenings, Varieties of Shortenings, Advantages and Disadvantages of using various Shortenings, Fats & Oil – Types, varieties</p> <p>ii) RAISING AGENTS: Classification of Raising Agents, Role of Raising Agents, Actions and Reactions</p> <p>iii) THICKENING AGENTS: Classification of thickening agents, Role of Thickening agents</p> <p>iv) HERBS & SPICES : Uses its Importance & its different types</p> <p>Kitchen Organization and Layout: General layout of Kitchen in various organizations, layout of receiving areas, layout of service and wash-up areas</p>	04

REFERENCES:	<ul style="list-style-type: none">• TheProfessionalChef(4thEdition)ByLeRoIA.Polsom• TheProfessionalPastryChef,FourthEditionByBoFrib ergPublisher:Wiley&SonsINC• TheoryofCateringByKinton&Cessarani• TheoryofCookeryByKArora,Publisher:FrankBrothers• Accompaniments&Garnishesfromwaiter;Communicate:Fu ller	
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	<ul style="list-style-type: none"> • J.Barrie&Jenkins • Bakery&ConfectioneryByS.CDubey,Publisher:SocietyofIndianBakers • ModernCookery(Vol-I) ByPhilipE.Thangam,Publisher:OrientLongman • Practical Cookery By Kinton & Cessarani 	
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Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM1101.1	Students able to describe the basic knowledge of all ingredients in kitchen.
CO2	HM1101.2	Able to identify all kitchen tools and equipments, machinery in the kitchen.
CO3	HM1101.3	Students can Differentiate cooking techniques on variety of meats and vegetables.
CO4	HM1101.4	Able to prepare a variety of salads and dressing and evaluate flavors.

FOUNDATION COURSE IN FOOD PRODUCTION – I

(PRACTICALS)PART‘A’-COOKERY

S.No	Topic	Method
1	i) Equipments- Identification,Description,Uses&handling ii) Hygiene- Kitchenetiquettes,Practices&knifehandling iii) Safetyandsecurityinkitchen	Demonstrations &simpleapplications
2	i) Vegetables–classification ii) Cuts - julienne, jardinière, macedoines, brunoise,payssane,mignonettes,dices,cubes,shred,mirepoix iii) Preparationofsaladdressings	Demonstrations &simpleapplicationsbystudents
3	Identification and Selection of Ingredients - Qualitativeandquantitativemeasures.	Marketsurvey/tour
4	i) BasicCooking methodsandpre-preparations ii) Blanching ofTomatoesandCapsicum iii) Preparationofconcasse iv) Boiling(potatoes,Beans,Cauliflower,etc) v) Frying- (deepfrying,shallowfrying,sautéing)Aubergines,Potatoes,etc. vi) Braising-Onions,Leeks, Cabbage vii) Starchcooking(Rice, Pasta,Potatoes)	Demonstrations &simple applications bystudents
5	i) Stocks-Types ofstocks (White andBrownstock) ii) Fishstock iii) Emergencystock iv) Fungi stock	Demonstrations &simpleapplicationsbystudents
6	Sauces- Basicmothersauces <ul style="list-style-type: none"> • Béchamel • Espagnole • Veloute • Hollandaise • Mayonnaise 	Demonstrations &simpleapplications

7	Eggcookery-Preparationofvarietyofeggdishes <ul style="list-style-type: none"> • Boiled(Soft&Hard) • Fried(Sunnysideup,Singlefried,Bull’sEye,Dou blefried) • Poaches • Scrambled • Omelette(Plain,Stuffed,Spanish) • Encocotte(eggsBenedict 	Demonstrations &simpleapplicationsb ystudents
8	<p style="text-align: center;">SimpleSalads:</p> <ul style="list-style-type: none"> • Coleslaw, • Potatosalad, • Beet rootsalad, • Greensalad, • Fruitsalad, • ConsomméSimple <p>Eggpreparations:</p> <ul style="list-style-type: none"> • Scotcheegg, • Assortedomelletes, • OeufFlorentine • OeufBenedict • OeufFarci • OeufPortugese • Oeuf Deur <p>MayonnaiseSoupsPreparations :</p> <ul style="list-style-type: none"> • CreamSoups • Puree Soups • Consomme <p>Simplepotatopreparations</p> <ul style="list-style-type: none"> • Bakedpotatoes • Mashedpotatoes • Frenchfries • Roastedpotatoes • Boiledpotatoes • Lyonnaise potatoes • AllumettesVeg <p>etablepreparations</p> <ul style="list-style-type: none"> • Boiledvegetables • Glazedvegetables • Friedvegetables • Stewed <p>vegetables.Sandwiches</p> <ul style="list-style-type: none"> • Open • Club • Closed • Canapé • Zukuskis • Pinwheel • Checkersboard 	Demonstrations &simpleapplicationsb y students

9	Demonstration&Preparationofsimplemenu	Demonstration byinstructor andapplications bystudents
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PART 'B' - BAKERY & PATISSERIE

S.No	Topic	Method
1	Equipments <ul style="list-style-type: none"> • Identification • Usesandhandling • Ingredients-Qualitativeandquantitative measures 	Demonstration byinstructor andapplications bystudents
2	BREAD MAKING <ul style="list-style-type: none"> • Demonstration&PreparationofSimpleanden richedbreadrecipes • BreadLoaf(WhiteandBrown) • BreadRolls(Variousshapes) • FrenchBread • Brioche 	Demonstration byinstructor andapplications bystudents
3	SIMPLECAKES <ul style="list-style-type: none"> • Demonstration&PreparationofSimpleanden richedCakes,recipes • Sponge,Genoise,Fatless,Swissroll • FruitCake • RichCakes • Dundee • Madeira 	

4	<p style="text-align: center;">SIMPLECOOKIES</p> <ul style="list-style-type: none"> • Demonstrationand Preparationofsimplecookieslike • NanKhatai • GoldenGoodies • Meltingmoments • Swisstart • Tricolourbiscuits • Chocolatechip • Cookies • ChocolateCreamFingers • BachelorButtons. 	<p style="text-align: center;">Demonstration byinstructor andapplications bystudents</p>
5	<p style="text-align: center;">HOT/ COLDDSSERTS</p> <ul style="list-style-type: none"> • CaramelCustard, • BreadandButterPuoding • QueenofPuoding • Soufflé–Lemon/Pineapple • Mousse(ChocolateCoffee) • Bavaroise • DiplomatPuoding • ApricotPuoding • SteamedPuoding- AlbertPuoding,CabinetPuoding. 	<p style="text-align: center;">Demonstration byinstructor andapplications bystudents</p>

DetailedSyllabus

SUBJECTTITLE: Foundationcoursein Food&BeverageService-1
SUBJECTCODE: HM1102&HM1110
SEMESTER: I
CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

InternalAssessment:40
EndTermExam:60
DurationofExam:3Hrs
Objectives:

1. To develop the knowledge of Food and Beverage Services.
2. To Familiarization & Selectionfactors of:-Cutlery,Crockery,Glassware,Flatware,Hollowware and all other equipment used in F&B Service.

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	INTRODUCTIONTOFOODANDBEVERAGEINDUSTRY:- IntroductiontoFood&BeverageServiceIndustry,Typesofcatering operations–commercial,welfare,transport,others. Roleofcateringestablishmentinthehospitalityindustry	
UNIT-II	FOODSERVICEAREAS (F& BOUTLETS) Restaurants,CoffeeShop,Bar,Banquet,Cafeteria,Fast Food(QuickServiceRestaurants), GrillRoom, VendingMachines, Discothèque ANCILLIARY DEPARTMENTS:- Pantry, Food pick-up area,Store,Linenroom,Kitchenstewarding	
UNIT-III	DEPARTMENTALORGANISATION&STAFFING: Organization ofF&Bdepartment of hotel, Principal staff of varioustypesofF&Boperations,JobDescriptions&JobSpecificationsofF&BServiceStaff,FrenchtermsrelatedtoF&Bstaff,Attributesof F&BPersonnel,InterandIntradepartmentalrelationship.	
UNIT-IV	F&BSERVICEEQUIPMENT:- Familiarization&Selectionfactors of:-Cutlery,Crockery,Glassware,Flatware,Hollowware,All other equipment used in F&B Service, French terms related tothe above PREPARATIONFORSERVICE: OrganizingMise-en-scene,OrganizingMise-en-place NON-ALCOHOLICBEVERAGES: Classification(Nourishing,StimulatingandRefreshing),Tea-Origin,Manufacture,Types&Brands, Coffee-Origin, Manufacture, Types & Brands, Juices andSoftDrinks,Cocoa&Malted Beverages-Origin &Manufacture	

REFERENCES:	<ul style="list-style-type: none"> • Food&BeverageService- BobbyGeorge&SandeepChatterjee,JaicoPublishingHouse • Food & Beverage Service- R. Singaravelavan, OxfordUniversityPress,NewDelhi. • Food & Beverage Service - Dennis R. Lillicrap. &John.A.Cousins.Publisher:ELBS • Food&BeverageServiceTrainingManual- SudhirAndrews,TataMcGrawHill. • TheWaiter HandbookByGrahmBrown,Publisher:GlobalBooks&SubscriptionServicesNewDelhi. 	
Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM1102.1	Students able to classify basic knowledge of food and beverage.
CO2	HM1102.2	Identification of all F&B outlets and their functioning.
CO3	HM1102.3	Students can examine all the equipments in f/b outlets.
CO4	HM1102.4	Distinguish between all the alcoholic and non alcoholic beverages.

BHM-1109 FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE (PRACTICAL)

S.No	Topic	
01	Familiarization of F&B Service equipment	
02	Basic Technical Skills Task-01: Holding Service Spoon & Fork Task-02: Carrying a Tray / Salver Task-03: Laying a Table Cloth Task-04: Changing a Table Cloth during service Task-05: Placing meal plates & Clearing soiled plates Task-06: Stocking Sideboard Task-07: Service of Water Task-08: Using Service Plate & Crumbing Down Table Task-09: Napkin Folds Task-10: Changing dirty ashtray Task-11: Wiping of Tableware, Chinaware, Glassware	Demonstration by instructor and applications by students
03	PREPARATION FOR SERVICE (RESTAURANT) A. Organizing Mise-en-scene B. Organizing Mise-en-Place Opening, Operating & Closing duties	Demonstration by instructor and applications by students
04	Briefing/debriefing	
05	Tea & Coffee Service	

DetailedSyllabus

SUBJECT TITLE: Foundation Course in Front Office –

ISUBJECTCODE:HM-1103&HM-1111

SEMESTER:I

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Objectiveandoutcomeofcourse:

InternalAssessment:40End TermExam:60DurationofExam:3Hrs

1. To Identify the knowledge of Hospitality industry and their classification and able to understand the value of staff hierarchy in front office and their responsibilities.
2. To know categorization of hotels and their differences.

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p align="center">IntroductiontoHospitalityIndustry</p> <p>Hospitality and its origin, Tourism and hotel Industry, its importance,and scope, Evolution of Tourism and Hotel Industry, Introduction ofWorld’s leading Hotel Operators and their brands, Introduction toIndian leading and emerging Hotel Operators and their brands, Roleof Tourism industry in Indian economy with a special emphasis onHotelIndustry.</p>	
UNIT-II	<p align="center">Classification ofHotels</p> <p>Abriefintroductiontohotelcoreareas. Classification of Hotels on the basis of Size, Location, Type of guest,Lengthofstayofguest. Ownership basis :- Independent Hotels, Chain Hotels, Franchise andManagement Contracts Hotels, Marketing/Retailing/Consumer’s Co-operatives/Referral Groups with examples, Vacation ownership/TimeshareandCondominiumHotelswithexamplesofhotelgr oupsinvolvedinthisbusinessconcept, StarClassificationofHotels Government’s Classification Committee, Star ratings and HeritageClassificationsadoptedinIndia,BasionwhichStarratingsaregr antedalongwiththe Performa ofStarClassification. OverviewofOtherconcepts Spa, Boutique hotels, All Suite, Budget Hotels, Green Hotels, Ecotelsetc.,Supplementary/AlternativeAccommodations,examplesof NationalandInternationalHotelswithitstype,categoryandclassification.</p>	

UNIT-III	<p style="text-align: center;">FrontOfficeOrganization</p> <p>Introduction of Front Office in Hotels, Types of Rooms, Sub-sections/Function areas in Front Office Department and their functions in Front Office and hotel in details, Layout of Front Office Department.</p> <p style="text-align: center;">FrontOfficePersonnel</p> <p>Personality traits, Duties and Responsibilities, Hierarchy/Organizational chart of Front Office Department – Large, Medium and Small Hotels/Resorts/Spa.</p>	
UNIT-IV	<p style="text-align: center;">VacationOwnershipandCondominiums</p> <p>Vacation Ownership/Timeshare, Condominium, How are they different from Hotel business? Deeded ownership and Right to use ownership Types of timeshares/Vacation ownerships, Examples with list of hotel operating companies offering vacation ownerships and Condominium concepts.</p> <p>Front Office Equipment: -automated, semiautomated, nonautomated</p> <p style="text-align: center;">BellDesk:-</p> <p>Functions Procedures and Formats. French to be taught by professional French language teacher, Understanding and uses of accents, orthographic signs and punctuation, knowledge of cardinal and ordinal (Ordinal and cardinal), Days, Dates, Time, Months and Seasons</p>	
References	<ul style="list-style-type: none"> • Front Office training manual - Sudhir Andrews • Front office operations and management – Jatashankar R. Tewari • Front Office Operations – Colin Dix, Chris Baird • Professional Hotel Front Office Management – Anutosh Bhakta • Hotel Front Office Management – James. A. Bardi • Front Office Operations and Management – Ahmed Ismail (Thompson Delmar) • Front Office Operation Management – S. K. Bhatnagar • Managing Front Office Operations – Micheal Kasavana and Brooks • Principles of Front Office Operations – Sue Baker & Jermy Huyton 	

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM1103.1	Identify the knowledge of the Hospitality industry and their classification.
CO2	HM1103.2	Demonstrate categorization of hotels and their differences
CO3	HM1103.3	Students able to understand the value of staff hierarchy in front office and their responsibilities
CO4	HM1103.4	Students able to develop skills in French language

HM1110 FOUNDATION COURSE IN FRONT OFFICE (PRACTICAL'S)

S.No	Topic	
1	<ul style="list-style-type: none"> GroomingandHospitalityetiquettes. Personalitytraitsoffrontofficepersonnel 	
2	<ul style="list-style-type: none"> Identificationofequipmentsand furnitureused inFrontOfficeDepartment FrontDeskCounterandBellDesk 	
3	<ul style="list-style-type: none"> Countries,theircapitals,currencies,airlinesandtheirflags, 	
4	Role Play:- <ul style="list-style-type: none"> Reservations:FIT, Corporateguestandgroup. LuggageHandling:FIT, Walk-in,ScantyBaggage,regular,crewandgroup 	Demonstration by instructorand applications bystudents
5	Great PersonalitiesofHotelIndustry(min3personalitiesto be givenasassignment)	

DetailedSyllabus

SUBJECT TITLE: Foundation Course in Accommodation Operations –

ISUBJECTCODE: HM-1104&HM-1112

SEMESTER: I

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Objective andoutcomeofcourse:

Internal Assessment:40 EndTermExam:60
Duration ofExam:3Hrs

1. To understand and identify different sections of house keeping department.
2. To develop knowledge of experiments on pest control in the organization.

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p>THEROLEOFHOUSEKEEPINGINHOSPITALITY OPERATION: Role of Housekeeping in Guest Satisfaction and Repeat Business, Personality Traits of housekeeping Management Personnel, LayoutoftheHousekeepingDepartmentoverviewofsubsectionof housekeeping department, Role of housekeeping in other institutes. (from2nd unitto1st)</p>	
UNIT-II	<p>ORGANIZATIONCHART OF THE HOUSEKEEPING DEPARTMENT:Hierarchyin small, medium, large and chain hotels, (from 1st to 2nd) Identifying Housekeeping Responsibilities, Duties and Responsibilities of Housekeeping staff, Different types of room in a hotel along with their status, standard supplies & amenities of a guest room. (New)</p>	
UNIT-III	<p>CLEANING ORGANISATION: Principles of cleaning, hygiene and safety factors in cleaning, Methods of organizing cleaning, Frequency of cleaning daily, periodic, special, Design features that simplify cleaning, Use and care of Equipment CLEANING OF GUESTROOM :- type of soil, nature of soil, standard of cleaning, Cleaning of public area, HOUSEKEEPING INVENTORIES: equipments, agents, supplies, linen, uniform (new)</p>	
UNIT-IV	<p>PEST CONTROL: Areas of infestation, Preventive measures and Control measure (Sem. 2 to Sem. 1) WASTE DISPOSAL AND POLLUTION CONTROL: Solid and</p>	

	liquid waste,sullageandsewage,disposalofsolidwaste,Sewagetreatment,Pollutionrelatedtohotelindustry,Waterpollution,sewage pollution, Air pollution, noise pollution, thermal pollution,LegalRequirements INTER DEPARTMENTALRELATIONSHIP: WithFrontOffice, With Maintenance, WithSecurity, WithStores, WithAccounts, WithPersonnel ,UseofComputersin HouseKeeping department	
REFERENCES:	<ul style="list-style-type: none"> • Hotel Hostel and Hospital Housekeeping –by Joan CBranson&Margaret • Lennox,ELBS withHodder&StoughtenLtd. • HotelHouseKeepingATraining ManualbySudhirAndrews,TataMcGraw • HillpublishingcompanylimitedNewDelhi. 	

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM1104.1	Studentsabletounderstandidentifydifferentsectionsofhousekeepingdepartment
CO2	HM1104.2	Abletoexplaincleaningproceduresandvariousmethodsofcleaning
CO3	HM1104.3	Able to doexperimentsonpestcontrolintheorganization
CO4	HM1104.4	Studentswillbeabletorelatehousekeepingdepartmentwithotherdepartmentsinthehotel.

FOUNDATIONCOURSEINACCOMMODATIONOPERATIONS(PRACTICALS)

S.No	Topic	
01	CleaningEquipment-(manualandmechanical) • Familiarization • Differentparts • Function • Careandmaintenance	Demonstrationbyinstructorand applicationsbystudents
02	CleaningAgent • Familiarizationaccordingtoclassification • Function	Demonstrationbyinstructorand applicationsbystudents
03	Maid'strolley • Contents • Trolleysetup	
04	SampleLayoutofGuestRooms • Singleroom • Doubleroom • Twin room • Suite	Demonstrationbyinstructorand applicationsbystudents

05	<p style="text-align: center;">GuestRoomSuppliesandPosition</p> <ul style="list-style-type: none"> • Standardroom • Suite • VIPRoomspecialamenities 	
06	<p style="text-align: center;">PublicAreaCleaningProcedure</p> <p style="text-align: center;">A.SILVER/EPNS</p> <ul style="list-style-type: none"> • Platepowdermethod • Polivitmethod • Proprietarysolution(Silvo) <p style="text-align: center;">C.BRASS</p> <ul style="list-style-type: none"> • Traditional/domestic1Method • Proprietarysolution1(brasso) <p style="text-align: center;">D.GLASS</p> <ul style="list-style-type: none"> • Glasscleanser • Economicalmethod(newspaper) <p style="text-align: center;">E. WALL-careandmaintenanceofdifferenttypesandparts</p> <ul style="list-style-type: none"> • Skirting • Dado • Differenttypesofpaints(distemperEmulsion,oilpaintetc) 	<p style="text-align: center;">Demonstrationby instructorand applicationsby students</p>

DetailedSyllabus

SUBJECTTITLE: English & Communication Skills

SUBJECT CODE HM-1105

SEMESTER: I

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Internal Assessment:40

EndTermExam:60

Duration ofExam:3Hrs

Objectives:

1. To explain cleaning procedures and various methods of cleaning.
2. To understand different sections of house keeping department.

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p>TheoreticalconceptsofCommunication: MeaningandDefinition,Processofcommunication,Objectives,Features/Characteristics/7 C's of communication, Types : Verbal &Non-verbal, Formal & Informal, Barriers, Effective Communicationand Roleandimportance ofcommunicationin hospitality.</p> <p>Listening: Meaninganddefinitions,Differencebetweenlisteningandhearing,Barriers ,Effectivelisting.</p>	10
UNIT-II	<p>Reading:Style&Techniquesofreading–Skimming, Scanning,Intensive andExtensive Comprehension exercises/Essay type questions/MCQ on thefollowingselectivereadings :</p> <ul style="list-style-type: none"> • MyStruggleforAnEducation(BookerT.Washington) • AbrahamLincoln'sLettertoHisSon'sHeadmaster • ThePortraitofaLady(KhuswantSingh) • AServiceofLove(O.Henry) • AllTheWorld'sAStage(WilliamShakespeare) • Stoppingbywoodsona snowyEvening(RobertFrost) 	12
UNIT-III	<p>Writing:LetterWriting(Business&officialonly), ParagraphWriting.</p>	6
UNIT-IV	<p>VocabularyandGrammar:PartsofSpeech,FormationanduseofTenses, Onewordsubstitution,Antonyms&Synonyms,Idioms,Pairs ofwords,PrefixesandSuffixes.</p>	12

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM1105.1	Students able to understand identify different sections of house keeping department.
CO2	HM1105.2	Able to explain cleaning procedures and various methods of cleaning
CO3	HM1105.3	Able to do experiments on pest control in the organization
CO4	HM1105.4	Students will be able to relate house keeping department with other departments in the hotel.

SUBJECT TITLE: ENGLISH & COMMUNICATION SKILLS – I**(Pr.)SUBJECTCODE:HM1113**

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
0	0	2	1

SEMESTER: I**CONTACTHOURS/WEEK:**

Internal Assessment:
60End Term Exam:
40DurationofExam:1Hr

ContentsofSyllabus:

***Thefollowing activitiesto beconductedinComm.SkillsLab.**

Sr.No	Contents	Contact Hours
UNIT-I	Speaking : IntroducingOneself,SituationalIntroductions,SituationalConversations ,JAMsessions,HandshakeEtiquette	6
UNIT-II	EmployabilitySkills: Group discussions, Interview techniques : Group Interview, Face-to-face Interview&TelephonicInterviews. Corporate Grooming Tips: Dressing for office : Do's and Don'tsforManandWomen.	8
UNIT-III	SoftSkills: EtiquetteandManners:BasicTableManner.Time&Stress Management ,Teamwork,Leadership,Problrmsolvingskills	6

RecommendedBooks:

- FluencyinEnglish- PartII,OxfordUniversity, 2006
- ProseParablesbyOrientBlackswan
- AnIntroductiontoPoetrybyMacmillan,2006
- BusinessEnglish, Pearson, 2008
- Language,LiteratureandCreativity,Orient Blackswan,2013
- LanguagethroughLiterature(forthcoming)ed.Dr.GauriMishra,DrRanjanaKaul,DrBratiBiswas

DetailedSyllabus**SUBJECTTITLE:Computer Fundamentals****SUBJECTCODE:HM-1106****SEMESTER: I****CONTACTHOURS/WEEK:**

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

InternalAssessment:40**End TermExam:60****DurationofExam:3Hrs****Objectives**

- Students should be able to understand the basics of computers
- Students should be able to solve the problems through computers.

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p align="center">AUTOMATIONINTHEHOSPITALITYINDUSTRY;</p> InformationConceptsandProcessing:Definitions,Need,QualityandValue ofInformation,Data ProcessingConcepts. ElementsofComputerSystem- Definition,CharacteristicsofComputers&Limitations. GenerationsofComputersandTypesof computers.Computer&itsApplicationintheHospitalityIndustry.	
UNIT-II	<p align="center">ESSENTIALSOFCOMPUTERSYSTEMS;</p> ComponentsofComputers- Input/output Units, Keyboards,Touchscreenterminals,OtherInput devices,Monitors,Printers,CommonI/Ounitsinthe hospitalityindustry. Thecentralprocessing unit,Read OnlyMemory(ROM),Randomaccess Memory(RAM) Externalstoragedevices-Magnetictapes, USBDrives, hardDrives,CDTechnologyandVirtualStorage. ComputerSecurity:ComputerVirusandAntivirus.	

UNIT-III	BASICSOF COMPUTERSOFTWARE; MeaningofSoftware,RelationshipbetweenHardwareandSoftware.TypesofSoftware-MeaningofSystem,	
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	Application and Service Software. Basic of Microsoft Office- Word, Excel, Publisher and powerpoint (Meaning & Importance) & Its Applications in Tourism and Hospitality Industry.	
UNIT-4	NETWORK; World Wide Web; The Internet & The Hospitality Industry, Email, Browsing & Searching. Networks Types – LAN, MAN, WAN and their Comparisons. Network Topologies- Bus, Star, Ring, Tree, Mesh & Hybrid. Guided Media- Fiber Optics Cables, Twisted Cables, Co-axial Cables.	
	PART B (Practical) WORD PROCESSING, SPREADSHEETS AND PRESENTATIONS i) Generic application software in hospitality- Word processing software working with soft copy, on-screen editing techniques, formatting documents, special features, Use of word processors in preparing simple forms, printing of documents ii) Electronics spreadsheet software, spreadsheet design, creating a spreadsheet, updating data & recalculations, common spreadsheet commands, graphics capability, special features, use of spreadsheet in hospitality business transaction in maintaining accounts. iii) Powerpoint presentations iv) Internet usage v) Audiovisual equipments: Various audiovisual equipment used in hotel, Care and cleaning of overhead projector, slide projector, LCD and power point presentation units, Maintenance of computers:, Care and cleaning of PC, CPU, Modem, UPS, Printer, Laptops, Sensors – Various sensors used in different locations of a hotel – type, uses and cost effectiveness	
REFERENCES:	<ul style="list-style-type: none"> · Digital Computer Design: Thomas Bartee · Introduction to Computer Science: Rajaraman. V. · Flowcharting, Programming, software, Designing and Computer Problem Solving: Beyer, B. B · PC Software Made Simple: R. K. Taxali: Tata McGraw Hill · Understanding Database (I) Plus: Alan Simpson · Fundamental of Computers: V. Ragashman, PHI Raganeman V.: Analysis & Designing Information System, PHI 	

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM1106.1	Students able to recognize the basic knowledge of computer its need and requirement in hotel industry
CO2	HM1106.2	Able to describe the various computer systems: inputs and outputs device
CO3	HM1106.3	Students will be able to use different softwares used in computer system
CO4	HM1106.4	Students will be able to identify various networks and internet uses in the hospitality industry

DetailedSyllabus**SUBJECTTITLE: Hotel Engineering****SUBJECTCODE: HM-1107****SEMESTER:I****CONTACTHOURS/WEEK:**

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	0	2

Internal Assessment: 40**EndTermExam:60****DurationofExam:3Hrs****Objectives**

- **Students will learn to perform routine and preventative maintainance**
- **Demonstrate the students to protect the assests of the hotel to keep the hotel running smoothy**

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p style="text-align: center;">MAINTENANCE:</p> <p>A. Preventiveandbreakdownmaintenance,comparisons</p> <p>B. Roll & Importance of maintenance department in the hotelindustry with emphasis on its relation with other departmentssofthehotel.</p> <p>C. Organizationchartofmaintenancedepartment,dutiesandresponsibilitiesofmaintenancedepartment</p> <p style="text-align: center;">Fuelsusedincateringindustry:</p> <p>A. Typesoffuelusedincateringindustry;calorificvalue;comparative studyofdifferentfuels</p> <p>B. Calculationofamountoffuelrequiredandcost.</p> <p style="text-align: center;">Gas:</p> <p>A. Heattermsand units;methodoftransfer</p> <p>B. LPG andits properties; principles of Bunsen and burner,precautions to be taken while handling as; low and high-pressure burners,correspondingheatoutput.</p> <p>C. Gasbank,location,differenttypesof manifolds</p>	11

UNIT-II	<p style="text-align: center;">Electricity:</p> <p>A. Fundamentals of electricity, insulators, conductors, current, potential difference, resistance, power, energy concepts; definitions, their units and relationships, AC and DC; single phase and three phase and its importance on equipment specifications</p> <p>B. Electric circuits, open circuits and close circuits, symbols of circuit elements, series and parallel connections, short circuit, fuses; MCB, earthing, reason for placing switches on live wire side.</p> <p>C. Electric wires and types of wiring</p> <p>D. Calculation of electric energy consumption of equipment, safety precaution to be observed while using electrical appliances.</p> <p>E. Types of lighting, different lighting devices, incandescent lamps, fluorescent lamps, other gas discharge lamps, illumination, and units of illumination.</p> <p>F. External lighting</p> <p>G. Safety in handling electrical equipment.</p> <p style="text-align: center;">Water systems:</p> <p>A. Water distribution system in a hotel</p> <p>B. Cold water systems in India</p> <p>C. Hardness of water, water softening, base exchange method (Demonstration)</p> <p>D. Cold water cisterns swimming pools</p> <p>E. Hot water supply system in hotels</p> <p>F. Flushing system, water taps, traps and closets.</p> <p style="text-align: center;">Refrigeration & Air-conditioning:</p> <p>A. Basic principles, latent heat, boiling point and its dependence on pressure, vapour compressor system of refrigeration and refrigerants</p> <p>B. Vapour absorption system, care and maintenance of refrigerators, defrosting, types of refrigerant units, their care and maintenance. (Demonstration)</p> <p>C. Conditions for comfort, relative humidity, humidification, dehumidifying, dew point control, unit of air conditioning</p> <p>D. Window type air conditioner, central air conditioning, preventive maintenance</p> <p>E. Vertical transportation, elevators, escalators.</p>	20
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UNIT-III	Firepreventionandfirefightingsystem: A. Classesoffire,methodsofextinguishingfires(Demonstration) B. Fireextinguishers,portableandstationery C. Firedetectorsandalarm D. Automaticfiredetectorscumextinguishingdevices	10
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	<p>E.Structuralprotection F.Legalrequirements</p> <p style="text-align: center;">Wastedisposalandpollutioncontrol:</p> <p>A. Solidandliquidwaste, sullageandsewage,disposalofsolidwaste B. Sewagetreatment C. Pollutionrelatedtohotelindustry D. Waterpollution,sewagepollution E. Airpollution,noiseandthermalpollution F. LegalRequirements</p> <p style="text-align: center;">Safety:</p> <p>A. Accidentprevention B. Slipsandfalls C. Othersafetytopics</p>	
UNIT-IV	<p style="text-align: center;">Equipmentreplacementpolicy:</p> <p>A. Circumstancesunderwhichequipmentarereplaced. B. Replacementpolicyofitemswwhichgraduallydeteriorates C. Replacementwhentheaverageannualcostisminimum D. Replacement whenthepresentcostisminimum E. Economicreplacementcycleforsuddenlyfailingequipment</p> <p style="text-align: center;">Audio visualequipment:</p> <p>A. Variousaudiovisualequipmentusedinhotel B. Care and cleaning of overhead projector, slide projector,LCD andpowerpointpresentationunits C. Maintenanceofcomputers: D. CareandcleaningofPC, CPU,Modem, UPS,Printer,Laptops E. Sensors–Varioussensorsusedindifferentlocationsofahotel –type,usesandcosteffectiveness</p> <p style="text-align: center;">Contractmaintenance:</p> <p>A. Necessity of contract maintenance, advantages anddisadvantagesofcontractmaintenance B. Essentialrequirementssofacontract,types ofcontract,theircomparative advantagesanddisadvantages. C. Procedureforinvitingandprocessingtenders,negotiatingand finalizing</p>	16

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to

CO1	HM1107.1	Demonstratebasicknowledgeonmaintenancedepartment&itsimportance
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CO2	HM1107.2	Identifythevariousequipment,machinery&tools
CO3	HM1107.3	Classifyvarioustypesoffuels
CO4	HM1107.4	Examinewatersystemsandfireprevention

RecommendedBooks:

Ghosal, Sujit(2011):“HotelEngineering”

DetailedSyllabus

SUBJECTTITLE:Nutrition
SUBJECT CODE: HM-
1108SEMESTER:I
CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	0	2

Internal Assessment: 40

End TermExam:60

DurationofExam:3Hrs

Objectives

- Students will learn to measure adequate amount of nutrients
- Students will be educated about how to meet the nutritional needs

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p>BASIC ASPECTS:Definition of the terms Health, NutritionandNutrients,ImportanceofFood– (Physiological,Psychological and Social function of food) in maintaining goodhealth,Classificationofnutrients.</p> <p>ENERGY:DefinitionofEnergyandUnitsofitsmeasurement(Kcal), EnergyContributionfrommacronutrients(Carbohydrates,ProteinsandFat),Factorsaffectingenergyrequirements,ConceptofBMR,SDA, Thermodynamicaction of food,Dietary sources of energy.Concept of energy balanceandthehealthhazardsassociatedwithUnderweight,Overweight.</p>	
UNIT-II	<p>MACRO NUTRIENTS: Carbohydrates- Definition,Classification (mono, di and polysaccharides), Dietary Sources,Functions, Significance of dietary fiber (Prevention/treatment of diseases)Lipids- Definition,Classification:Saturatedandunsaturatedfats,DietarySources,Functions,Significanceof Fattyacids(PUFAs,MUFAs,SFAs,EFA)inmaintaininghealth,</p>	

	<p>Cholesterol – Dietary sources and the Concept of dietary and blood cholesterol, Proteins-Definition, Classification based upon amino acid composition, Dietary sources, Functions, Methods of improving quality of protein in food (special emphasis on Soy proteins and whey proteins)</p>	
UNIT-III	<p>MACRO NUTRIENTS: Vitamins-Definition and Classification (water and fat soluble vitamins), Food Sources, function and significance of: Fat soluble vitamins (Vitamin A, D, E, K), Water soluble vitamins (Vitamin C, Thiamine, Riboflavin, Niacin, Cyanocobalamin, Folic acid) MINERALS- Definition and Classification (major and minor), Food Sources, functions and significance of: Calcium, Iron, Sodium, Iodine & Fluorine WATER: Definition, Dietary Sources (visible, invisible), Functions of water, Role of water in maintaining health (water balance). BALANCED DIET: Definition, Importance of balanced diet, RDA for various nutrients – age, gender, physiological state</p>	
UNIT-4	<p>MENU PLANNING: Planning of nutritionally balanced meals based upon the three food groups system - Factors affecting meal planning, Critical evaluation of few meals served at the Institutes/Hotels based on the principle of meal planning. Calculation of nutritive value of dishes/meals. Food processing, Evaluation of food, Emulsions, Colloids, Flavor, Browning MASS FOOD PRODUCTION: Effect of cooking on nutritive value of food (QFP). NEWER TRENDS IN FOOD SERVICE INDUSTRY IN RELEVANCE TO NUTRITION AND HEALTH: Need for introducing nutritionally balanced and health specific meals, Critical evaluation of fast foods, New products being launched in the market (nutritional evaluation)</p>	
REFERENCES:	<ul style="list-style-type: none"> • Robinson, C.H. Lawlar, M.R. Chenoweth W.L. and Garwick A.E. (1986): Normal and Therapeutic Nutrition, Macmillan Publishing Co. • Swaminathan, M.S. (1985): Essentials of Food and Nutrition VI: Fundamental Aspects VII Applied Aspects. • Hughes, O. Bennion, M (1970): Introductory foods, Macmillan Company. • Williams, S.R. (1989): Nutrition and Diet Therapy, C.V. Mosby Co. • Guthrie, A.H. (1986): Introductory Nutrition, C.V. Mosby Co. • Joshi, S.A. (1998), Nutrition and Dietetics, Tata McGraw Hill Publishing Co. Ltd., <ul style="list-style-type: none"> • Mahay N.S., Shadaksharaswamy, M (2001) foods: Facts and Principles, New Delhi International Publishers. 	

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM1108.1	Studentsabletounderstandclassificationofthenutrients
CO2	HM1108.2	Abletodistinguishbetweenmacroandmicronutrients
CO3	HM1108.3	Studentswillbeabletodesigndietplanfordifferentcircumstances
CO4	HM1108.4	Studentsabletoconstructmenuplanningacconutritionalvalues

DetailedSyllabus**SUBJECT TITLE: Foundation Course in Food Production – II&****PracticalSUBJECTCODE: HM1201&HM1207****SEMESTER:II****CONTACTHOURS/WEEK:**

Lecture (L)	Tutorial(T)	Practical(P)	Credit(C)
2	0	4	4

Internal**Assessment:40End****TermExam:60Durationo****fExam:3Hrs****Objectiveandoutcomeofcourse:**

1. Studentsabletounderstandhowtoplanmenu
2. Extensiveknowledgeofallspices,herbsandPerishablefooditems

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p>SOUPS</p> <p>A.Basicrecipesotherthanconsomméwithmenuexamples</p> <ul style="list-style-type: none"> • Broths • Bouillon • Puree • Cream • Veloute • Chowder • Bisque etc <p>B.Garnishesandaccompaniments</p> <p>C.Internationalsoups</p> <p>SAUCES&GRAVIES</p> <p>A. Differencebetweensauceandgravy</p> <p>B. Derivativesofmothersauces</p> <p>C. Contemporary& Proprietary</p> <p>MEATCOOKERY</p> <p>A. Introductionto meatcookery</p> <p>B. Cutsofbeef/veal</p> <p>C. Cutsof lamb/mutton</p> <p>D. Cutsofpork</p> <p>E. Varietymeats(offals)</p> <p>F. Poultry</p> <p>(Withmenuexamplesofeach)</p>	13

	<p>FISHCOOKERY</p> <p>A. Introductiontofishcookery</p> <p>B. Classificationoffishwithexamples</p> <p>C. Cutofffishwithmenu examples</p> <p>D. Selectionoffishandshell fish</p> <p>E. Cooking offish(effectsofheat)</p> <p>RICE, CEREALS&PULSES</p> <p>A. Introduction</p> <p>B. Classificationandidentification</p> <p>C. Cookingofrice,cerealsand pulses</p> <p>D. Varietiesofriceandother cereals</p>	
UNIT-II	<p>PASTRY</p> <p>A. Shortcrust</p> <p>B. Laminated</p> <p>C. Choux</p> <p>D. Hotwater/Roughpuff</p> <ul style="list-style-type: none"> • Recipesandmethodsofpreparation • Differences • Usesofeachpastry • Careto be takenwhilepreparingpastry • Roleofeachingredient • Temperatureofbakingpastry <p>Flour</p> <p>A.Structureofwheat</p>	07

	<p>B. TypesofWheat</p> <p>C. TypesofFlour</p> <p>D. ProcessingofWheat–Flour</p> <p>E. UsesofFlourinFoodProduction</p> <p>F. CookingofFlour (Starch)</p> <p>SIMPLEBREADS</p> <p>A. Principlesofbread making</p> <p>B. Simpleyeast breads</p> <p>C. Roleofeachingredientinbreakmaking</p> <p>D. Bakingtemperatureanditsimportance</p> <p>E. InternationalBreads</p> <p>PASTRYCREAMS</p> <p>A. Basic pastrycreams</p> <p>B. Usesinconfectionery</p> <p>C. Preparationandcareinproduction</p>	
UNIT-III	<p>BASICCOMMODITIES:</p> <p>Milk</p> <p>A. Introduction</p> <p>B. ProcessingofMilk</p> <p>C. Pasteurization–Homogenization</p> <p>D. TypesofMilk–Skimmedand Condensed</p> <p>E. NutritiveValue</p> <p>Cream</p> <p>A. Introduction</p> <p>B. ProcessingofCream</p>	08

<p>C.TypesofCream</p> <p>Cheese</p> <ul style="list-style-type: none">A. IntroductionB. ProcessingofCheeseC. TypesofCheeseD. ClassificationofCheeseE. Curing ofCheeseF. UsesofCheese <p>Butter</p> <ul style="list-style-type: none">A. IntroductionB. ProcessingofButterC. TypesofButter <p>(i). BASICINDIANCOOKERY</p> <p>CONDIMENTS &SPICES</p> <ul style="list-style-type: none">A. Introductionto Indian foodB. SpicesusedinIndiancookeryC. Role ofspicesinIndiancookeryD. Indianequivalentofspices(names) <p>(ii) MASALAS</p> <ul style="list-style-type: none">A. BlendingofspicesB. DifferentmasalasuredinIndiancookery<ul style="list-style-type: none">• Wetmasalas• Drymasalas	
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	C. Compositionofdifferentmasalas D. Varietiesofmasalasavailableinregionalareas E. Specialmasalablends	
UNIT-IV	KITCHENORGANIZATIONANDLAYOUT A. Generallayoutofthekitcheninvariousorganizations B. Layoutofreceivingareas C. Layout ofservice andwashup	02

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to

CO1	HM1201.1	Studentswillbeabletoformulatethedifferentmenus
CO2	HM1201.2	Abletorecognizevarious ingredientsandtheiruses inkitchen
CO3	HM1201.3	Abletoexperimenthowtocookmeatandfishwiththeirclassification
CO4	HM1201.4	studentswill beabletoidentifytheallspices,herbsandPerishablefooditerns

HM1207FOUNDATIONCOURSEINFOODPRODUCTION–

II(PRACTICAL)PARTA-COOKERY

S.No	Topic	Method
1	<ul style="list-style-type: none"> Meat– Identificationofvariouscuts,Carcassdemonstration Preparation of basic cuts-Lamb andPork Chops , Tornado, Fillet, SteaksandEscalope Fish-Identification&Classification Cutsand Foldsoffish 	Demonstrations&simpleapplications
2	<ul style="list-style-type: none"> Identification, Selection andprocessingofMeat, Fishandpoultry. Slaughteringanddressng 	Demonstrationsatthesiteinlocal Area/Slaughteringhouse/Market
3	Preparationofmenu Salads&soups- waldrofsalad,Fruitsalad,Russiansalad,saladenicoise, Cream (Spinach, Vegetable, Tomato), Puree(Lentil,PeasCarrot)Internationalsoups	Demonstrationbyinstructorandapplicationsbystudents

	grilled steaks & lamb/Pork chops, Roastchicken, grilledchicken, LegofLamb, Beef Simplepotatopreparations- Basic potatodishes Vegetablepreparations- Basicvegetabledishes Indiancookery- Ricedishes,Breads,Maincourse,BasicVe getables,PaneerPreparations	
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PARTB-BAKERY&PATISSERIE

S.No	Topic	Method
1	PASTRY: DemonstrationandPreparationofdishesusingva rieties ofPastry <ul style="list-style-type: none"> • ShortCrust–Jamtarts,Turnovers • Laminated– Palmiers,KharaBiscuits,DanishPastry, CreamHorns • ChouxPaste–Eclairs,Profiteroles 	Demonstrationbyinstructoranda pplicationsbystudents
2	COLDSWEET <ul style="list-style-type: none"> • Honeycombmould • Butterscotchsponge • Coffeemousse • Lemonsponge • Trifle • Blancmange • Chocولاتemousse • Lemonsoufflé 	Demonstrationbyinstructoranda pplicationsbystudents

3	HOTSWEET <ul style="list-style-type: none">• Bread&butterpudding• Caramelcustard• Albertpudding• Christmaspudding	Demonstrationbyinstructoranda pplicationsbystudents
4	INDIANSWEETS Simpleonessuchaschicoti, gajjarhalwa, kheer	Demonstrationbyinstructoranda pplicationsby students

RecommendedBooks:TheoryofCookery(KrishnaArora),ProfessionalChef(Parminder Bali),Food&BeverageService(SudhirAndrews),Front OfficeOperations(SudhirAndrews)

DetailedSyllabus

SUBJECT TITLE: Foundation Course in Food & Beverage Service – II& Practical
SUBJECTCODE:HM1202&HM1208

SEMESTER:II

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Internal Assessment:

40End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- Students will learn how to provide high quality food and beverages
- Students will learn how to provide professional,hygienic and attentive services

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	MEALS&MENUPLANNING: A. OriginofMenu B. ObjectivesofMenuPlanning C. TypesofMenu D. CoursesofFrenchClassicalMenu <ul style="list-style-type: none"> • Sequence • Examplesfromeachcourse • Coverofeachcourse E. Classical Food Accompaniments (Caviar, Smoked Trout,Oysters,chilledmelon,etc.) F. TypesofMeals <ul style="list-style-type: none"> • EarlyMorning Tea • Breakfast(English,AmericanContinental,Indian) • Brunch • Lunch • Afternoon/HighTea • Dinner • Supper 	15
UNIT-II	IPREPARATIONFORSERVICE	06

	<p>A. OrganisingMise-en-scene B. OrganisingMiseenplace</p> <p>II TYPES OF FOOD SERVICE</p> <p>A. Silverservice B. Pre-platedservice C. Cafeteriaservice D. Roomservice E. Buffetservice F. Gueridonservice G. Loungeservice</p>	
UNIT-III	<p>SALE CONTROL SYSTEM</p> <p>A. KOT/BillControlSystem(Manual)</p> <ul style="list-style-type: none"> • TriplicateCheckingSystem • DuplicateCheckingSystem • SingleOrderSheet • QuickServiceMenu&Customer Bill <p>B. Makingbill C. Cashhandlingequipment D. Recordkeeping(RestaurantCashier)</p>	06
UNIT-IV	<p>FRENCH</p> <p>A. FrenchNamesofdishes B. CulinarytermsinFrench C. Frenchterminologyfora restaurant D. Greeting/welcome</p>	03

HM1202.1 Able to explain various types of food service

HM1202.2 Students will be able to construct menu for the different events

HM1202.3 Able to demonstrate room services and how to control sales

HM1202.4 students will be able to recognize various types of tobaccos and cigarettes

**HM1208 FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE –
II (PRACTICAL)**

S.No	Topic
01	REVIEWOFSEMESTER-1
02	TABLELAY-UP& SERVICE Task-01: A La Carte Cover Task- 02:Table d'Hote Cover Task-03: English Breakfast Cover Task- 04:AmericanBreakfastCoverTask- 05:ContinentalBreakfastCoverTask- 06:IndianBreakfastCoverTask- 07:Afternoon

	TeaCover Task-08:HighTeaCover		
	TRAY/TROLLEYSET-UP& SERVICE		
	Task-01: Room Service Tray Setup Task-02:RoomServiceTrolleySetup		
03	PREPARATIONFORSERVICE(RESTAURANT)		
	A. OrganizingMise-en-scene B. OrganizingMise-en-Place C. Opening,Operating&Closingduties		
04	PROCEDUREFOR SERVICEOFAMEAL		
	Task-01: Taking Guest Reservations Task-02:Receiving & Seating of Guests Task-03: Ordertaking&Recording Task-04:Orderprocessing(passingorderstotheKitchen)Task-05:Sequenceofservice Task-06:Presentation&EncashingtheBill Task-07:Presenting &collectingGuestcommentcardsTask-08:Seeingoffthe Guests		
05	SocialSkills		
	Task-01:HandlingGuest ComplaintsTask-02:Telephonemanners Task-03:Dining &Serviceetiquettes		
06	SpecialFoodService- (Cover, Accompaniments&Service)		
	Task-01: ClassicalHorsd'oeuvre		
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Oysters • Caviar • SmokedSalmon • PatedeFoie Gras </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Snails • Melon • Grapefruit • Asparagus </td> </tr> </table>	<ul style="list-style-type: none"> • Oysters • Caviar • SmokedSalmon • PatedeFoie Gras 	<ul style="list-style-type: none"> • Snails • Melon • Grapefruit • Asparagus
<ul style="list-style-type: none"> • Oysters • Caviar • SmokedSalmon • PatedeFoie Gras 	<ul style="list-style-type: none"> • Snails • Melon • Grapefruit • Asparagus 		
	Task-02:Cheese Task-03:Dessert(FreshFruit&Nuts)		
	ServiceofTobacco Cigarettes&Cigars		
07	RestaurantFrench: TobetaughtbyaprofessionalFrenchlanguageteacher.		
07	<ul style="list-style-type: none"> • RestaurantVocabulary(English&French) • FrenchClassicalMenuPlanning • FrenchforReceiving, Greeting&SeatingGuests • Frenchrelated totaking order&descriptionofdishes 		

RecommendedBooks:

"Dhawan,Vijay"

Food&beverageservice

"Lillicrap,Dennis"

Foodandbeverageservice

SUBJECT TITLE: Foundation Course in Front Office – II& Practical
SUBJECTCODE: HM1203&HM1209

SEMESTER:II

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Internal Assessment:

40End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- Studentsabletounderstandvarioustariffstructure,discountsandpricinginhotels.
- Abletounderstandallregistrationprocessandtheguesthandlinginthehotels

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p>TARIFFSTRUCTURE</p> <p>A. Basisofcharging</p> <p>B. Plans,competition,customer'sprofile,standardsofservice&amenities</p> <p>C. Hubbartformula</p> <p>D. Differenttypesoftariffs</p> <ul style="list-style-type: none"> • RackRate • DiscountedRatesforCorporates,Airlines,Groups&TravelAgents <p>RESERVATIONS</p> <p>A.Importanceofreservation</p>	11

	<p>B. Modesofreservation</p> <p>C. Channelsandsources(FITs,TravelAgents, Airlines,GITs)</p> <p>D. Typesofreservations(Tentative,confirmed,guaranteed etc.)</p> <p>E. Systems(non-automatic,semi-automatic,fullyautomatic)</p> <p>F. Cancellation</p> <p>G. Amendments</p> <p>H. Overbooking</p>	
UNIT-II	<p style="text-align: center;">FRONTOFFICEANDGUESTHANDLING</p> <ul style="list-style-type: none"> • Introductiontoguestcycle • Prearrival • Arrival • Duringgueststay • Departure • Afterdeparture <p style="text-align: center;">ROOMSELLINGTECHNIQUES</p> <p>A. Upselling</p> <p>B. Discounts</p>	06
UNIT-III	<p style="text-align: center;">ARRIVALS</p> <p>A. Preparingforguest arrivalsatReservationandFront Office</p> <p>B. Receivingofguests</p> <p>C. Pre-registration</p> <p>D. Registration(nonautomatic,semiautomaticandautomatic)</p> <p>E. RelevantrecordsforFITs,Groups,Air crews&VIPs</p>	05
UNIT-IV	<p style="text-align: center;">DURINGTHESTAYACTIVITIES</p> <p>A. Informationservices</p> <p>B. Messageand MailHandling</p> <p>C. KeyHandling</p> <p>D. Roomsellingtechnique</p> <p style="text-align: center;">FRONTOFFICECO-ORDINATION Withotherdepartmentsofhotel</p>	08

HM1203.1 Students able to identify various tariff structure, discounts and pricing in hotels.

HM1203.2 Able to explain all registration process and the guest handling in the hotels

HM1203.3 Students able to select the equipments used in front office

HM1203.4 Students will be able to differentiate the check-in check-out procedures

**HM1209 FOUNDATION COURSE IN FRONT OFFICE OPERATIONS –
II(PRACTICALS)**

Handsonpractice ofcomputerapplicationsonPMS.

S.No	SuggestedtasksonPMS
1	Hotfunctionkeys
2	Createandupdateguestprofiles
3	MakeFIT reservation
4	Sendconfirmationletters
5	Printingregistrationcards
6	MakeanAdd-onreservation
7	Amendareservation
8	Cancelareservation-withdepositandwithoutdeposit
9	Logonto cashiercode
10	Processareservationdeposit
11	Pre-registeraguest
12	Putmessageandlocatorforaguest
13	Puttraceforguest
14	Checkinareservedguest
15	Checkindayuse
16	Check –inawalk-inguest
17	Maintainguesthistory
18	Issueanewkey
19	Verifya key
20	Cancelakey
21	Issuea duplicate key
22	Extenda key
23	Programmekeyscontinuously
24	Re-programmekeys
25	Programmeonekeyfortworooms

RecommendedBooks:

"Aggarwal,Ravi"

Hotelfront office: systems&procedures

"Bhatnagar,S.K."

Frontofficemanagement

DetailedSyllabus

SUBJECTTITLE: FoundationCourseinAccommodationOperations–II&Practical

SUBJECTCODE:HM1204&HM1210

SEMESTER:II

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Internal Assessment:

40End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- Studentsabletoknowcleaningprocedure
- ExtensiveknowledgeoftheKeycontrolsystem

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	ROOMLAYOUTANDGUEST SUPPLIES A. Standardrooms,VIPROOMS B. Guest’sspecialrequests AREACLEANING A. Guestrooms B. Front-of-the-houseAreas C. Back-of-thehouseAreas D. Workroutineandassociatedproblemse.g.hightrafficareas,Façade cleaningetc.	08
UNIT-II	ROUTINESYSTEMSANDRECORDSOFHOUSEKEEPING DEPARTMENT A. ReportingStaffplacement B. RoomOccupancyReport C. GuestRoomInspection	10

	D. EnteringChecklists,Floor Register,WorkOrders,LogSheet. E. LostandFoundRegisterandEnquiryFile F. Maid’sReportandHousekeeper’sReport G. HandoverRecords H. Guest’sSpecialRequestsRegister I. RecordofSpecialCleaning J. CallRegister K. VIPLists	
UNIT-III	TYPESOFBEDS ANDMATTRESSES PESTCONTROL A. Areasofinfestation B. Preventive measuresandControlmeasure	08
UNIT-IV	KEYS A. Typesofkeys B. Computerizedkeycards C. Keycontrol	02

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO 1	HM1204. 1	Studentsabletoknowcleaningprocedure
CO 2	HM1204. 2	Abletounderstanddifferentsurfacescleaningandcleaningagents
CO 3	HM1204. 3	Studentsabletoknowroutinesystemanddifferentrecordsmaintaininhousekeepingdepartment
CO 4	HM1204. 4	ExtensiveknowledgeoftheKeycontrolsystem

**HM1210 FOUNDATION COURSE IN ACCOMMODATION OPERATIONS –
II(PRACTICAL)**

S.No.	Topic
01	Review ofsemesterI

02	<p>Servicingguestroom(checkout/occupied and vacant)</p> <p><u>ROOM</u></p> <p>Task 1- open curtain and adjust lighting Task 2- cleanashandremovetraysifanyTask3- stripandmakebed Task 4- dust and clean drawers and replenish supplies Task 5- dustandclean furniture,clockwiseoranticlockwiseTask 6- cleanmirror Task 7-replenishallsupplies Task 8-clean and replenish minibar Task 9- vaccumcleancarpet Task10-checkforstainsandspotcleaning</p> <p style="text-align: center;"><u>BATHROOM</u></p> <p>Task1- disposedsoiledlinenTask2- cleanashtray Task3-cleanWC Task 4-clean bath and bath area Task5- wipeandcleanshowercurtainTask6- cleanmirror Task 7-clean tooth glassTask8- cleanvanitoryunit Task9- replenishbathsuppliesTask10- mopthe floor</p>
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03	<p>Bed making supplies (day bed/ night bed) Step 1- spread the firstsheet(fromone side) Step 2-make miter corner (on both corner of your side) Step 3- spreadsecondsheet(upside down) Step4-spreadblanket Step5-Spreadcrinklesheet Step6-maketwofoldsonheadsidewithallthree(secondsheet,blanketandcrinkle sheet) Step7-tuckthefoldson yourside Step8-makemitercorner withallthreeon yourside Step 9- change side and finish the bed in the same way Step 10- spreadthe bedspreadandplace pillow</p>
04	<p style="text-align: center;">Records</p> <ul style="list-style-type: none"> • Roomoccupancyreport • Checklist • Floorregister • Work/maintenanceorder • Lostandfound • Maid'sreport • Housekeeper'sreport • Logbook • Guestspecialrequestregister • Recordsofspecialcleaning • Callregister • VIlist • Floorlinenbook/register

05	Guestroominspection
06	<p style="text-align: center;">Minibarmanagement</p> <ul style="list-style-type: none"> • Issue • stocktaking • checkingexpirydate
07	<p style="text-align: center;">Handlingroomlinen/guestsupplies</p> <ul style="list-style-type: none"> • maintainingregister/record • replenishing floorpantry • stocktaking
08	<p style="text-align: center;">Guesthandling</p> <ul style="list-style-type: none"> • Guestrequest • Guestcomplaints

RecommendedBooks:

"Aggarwal,D.K"
"Raghubalan,G."

Housekeepingmanagement
HotelHousekeeping

DetailedSyllabus
SUBJECTTITLE:PrincipleofFoodScienceS
UBJECTCODE:HM1205
SEMESTER:II
CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	0	2

Internal Assessment:
40End
TermExam:60Durationo
fExam:3Hrs
Objectiveandoutcomeofcourse:

- Demonstrategoodpersonalhygieneandhealthhabitsandperformsafefoodhandlingandsanitationprocedures
- Extensiveknowledgecarbohydrates

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<ul style="list-style-type: none"> • Definitionandscopeoffoodscienceand • It's inter-relationship with food chemistry, food microbiologyandfoodprocessing. <p style="text-align: center;">CARBOHYDRATES</p> <ul style="list-style-type: none"> • Introduction • Effectofcooking(gelatinizationandretrogradation) • Factorsaffecting textureofcarbohydrates(StiffnessofCHOgel&dextrinization) • Usesofcarbohydratesinfoodpreparations <p style="text-align: center;">FAT&OILS</p> <ol style="list-style-type: none"> Classification(basedontheoriginanddegreeofsaturation) Autoxidation(factorsandpreventionmeasures) Flavourreversion Refining,Hydrogenation&winterization Effectofheating onfats&oilswithrespect tosmokepoint Commercialusesoffats(withemphasisonshorteningvalueofdiferentfats) 	11

UNIT-II	<p style="text-align: center;">PROTEINS</p> <p>A. Basicstructureandproperties B. Typeofproteinsbasedontheir origin(plant/animal) C. Effectofheatonproteins(Denaturation, coagulation) D. Functionalpropertiesofproteins(Gelation,Emulsification,Fo amability, Viscosity)</p>	07
	<p>E. Commercialusesofproteinsindifferentfoodpreparations(lik e Egggels,Gelatingels,Cakes,Confectionaryitems,Meringues, Souffles,Custards,Soups,Curries etc.)</p> <p style="text-align: center;">FOODPROCESSING</p> <p>A. Definition B. Objectives C. Typesoftreatment D. Effectoffactorslikeheat, acid,alkalionfoodconstituents</p>	
UNIT-III	<p style="text-align: center;">EVALUATIONOFFOOD</p> <p>E. Objectives F. Sensoryassessmentoffood quality G. Methods H. IntroductiontoproximateanalysisofFoodconstituents I. Rheologicalaspectsoffood</p> <p style="text-align: center;">EMULSIONS</p> <p>J. Theoryofemulsification K. Typesofemulsions L. Emulsifyingagents M. Roleofemulsifyingagentsinfoodemulsions</p>	06
UNIT-IV	<p style="text-align: center;">COLLOIDS</p> <p>A. Definition B. Applicationofcolloidssystemsinfoodpreparation</p> <p style="text-align: center;">FLAVOUR</p> <p>C. Definition D. Descriptionoffoodflavours(tea,coffee, wine,meat,fishspices</p> <p style="text-align: center;">BROWNING</p> <p>E. Types(enzymaticand non-enzymatic) F. Roleinfoodpreparation G. Preventionofundesirablebrowning</p>	06

RecommendedBooks:

"Manay,N.Shakuntala"

Foodsfactsandprinciples

"Swaminathan,M"

Essentialsoffood andnutrition

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM1205.1	Students can demonstrate good personal hygiene and health habits and perform safe food handling and sanitation procedures
CO2	HM1205.2	Students can Identify all Classification (based on the origin and degree of saturation)
CO3	HM1205.3	Able to demonstrate understanding of standard weights, measures and scaling of ingredients
CO4	HM1205.4	Able to enhance knowledge carbohydrates

DetailedSyllabus
SUBJECTTITLE:Accountancy
SUBJECTCODE:HM1206SEM
ESTER:II
CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
4	0	0	4

Objectiveandoutcomeofcourse:

- Demonstratebasicaccountingknowledge
- Demonstratepracticalskillsrequiredinvariousaccountingrecords

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p style="text-align: center;">INTRODUCTIONTOACCOUNTING</p> <p>A. MeaningandDefinition B. TypesandClassification C. Principlesofaccounting D. Systemsofaccounting E. GenerallyAcceptedAccountingPrinciples(GAAP)P</p> <p style="text-align: center;">PRIMARYBOOKS(JOURNAL)</p> <p>A. MeaningandDefinition B. FormatofJournal C. Rulesof DebitandCredit D. Openingentry,SimpleandCompoundentries E. Practical</p>	14
UNIT-II	<p style="text-align: center;">SECONDARYBOOK(LEDGER)</p> <p>A.MeaningandUses</p> <p>B. Formats C. Posting D. Practical</p> <p style="text-align: center;">SUBSIDIARYBOOKS</p> <p>A. NeedandUse B. Classification</p>	12

	<ul style="list-style-type: none"> • PurchaseBook • SalesBook • PurchaseReturns • SalesReturns • JournalProper • Practical 	
UNIT-III	<p style="text-align: center;">CASHBOOK</p> <p>A. Meaning B. Advantages C. Simple,DoubleandThreeColumn D. PettyCashBookwithImprestSystem(simpleandtabularforms) E. Practical</p> <p style="text-align: center;">BANKRECONCILIATIONSTATEMENT</p> <p>A. Meaning B. ReasonsfordifferenceinPassBookandCashBookBalances C. PreparationofBankReconciliationStatement D. NoPractical</p>	14
UNIT-IV	<p style="text-align: center;">TRIALBALANCE</p> <p>A. Meaning B. Methods C. Advantages D. Limitations E. Practical</p> <p style="text-align: center;">FINALACCOUNTS</p> <p>A. Meaning B. ProcedureforpreparationofFinalAccounts C. DifferencebetweenTradingAccounts,Profit&LossAccountsandBalance Sheet D. Adjustments(Onlyfour) <ul style="list-style-type: none"> • Closing Stock • Pre-paidExpenses • OutstandingExpenses </p>	18

	<ul style="list-style-type: none"> • Depreciation 	
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RecommendedBooks:HospitalityManagementAccounting,MichaelM Coltman

- HotelAccountancy&Finance–S.P.Jain&K.L.Narang,Kalyani PublisherLudhiana
- HotelAccountingEarnest B.Horwath&LuisToth

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM1206.1	Students can demonstratebasicaccountingknowledge
CO2	HM1206.2	Students can understandingofaccountingbooks– primaryandsecondary
CO3	HM1206.3	Able to demonstratepracticalskillsrequiredinvariousaccountingrecords
CO4	HM1206.4	Able to enhance Debit andCredit

DetailedSyllabus
SUBJECT TITLE: English & Communication Skills – II &
PracticalSUBJECTCODE:HM1211&HM1212
SEMESTER:II
CONTACTHOURS/WEEK:

Lecture (L)	Tutorial(T)	Practical(P)	Credit(C)
2	0	2 I	3

Internal Assessment:
40End
TermExam:60Durationo
fExam:3Hrs
Objectiveandoutcomeofcourse:

- StudentsabletounderstandTechniquesofreading
- Abletospeak variouswords,sentenceinEnglish

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	(i)Reading: (a) Techniquesofreading–Skimming,Scanning,IntensiveandExtensive (b) Comprehension exercises/Essay type questions/MCQ on thefollowingselectivereadings: <ul style="list-style-type: none"> • TheDoctor’sWord(R.K.Narayan) • TheEyesareNotHere(RuskinBond) 	08

	<ul style="list-style-type: none"> • MyBrother,MyBrother(NorahBurke) • TheLastLeaf(O.Henry) • SayNot,TheStruggleNoughtAvaileth(A.H.Clough) • AbrahamLincoln'sLettertoHisSon'sHeadmaster(ii) <p>Speaking:Essentials ofaGoodSpeech</p> <p>Practical:JAMSessions,Debate,TelephoneEtiquette&Telephonicconvers ation</p>	
UNIT-II	<p>(i) Theoretical Concepts of Communication: Barriers, Channels, Media and Modes of communication, Role of Silence and body language in communication.</p> <p>(ii) Listening: Introduction, Meaning and definitions, Essentials of listening, Barriers, Difference between listening and hearing, and Effective listening.</p> <p>Practical: The following activities to be conducted in Comm. Skills Lab: Using pre-recorded CDs with pre-listening exercise to prepare students about what they are going to hear and comprehension based on audio. Note-taking.</p>	06
UNIT-III	<p>(i) Vocabulary and Grammar: Narration, Antonyms, Idioms, Preposition, Pair of Words, Corrections, Punctuation, Translation (Hindi to English/only idioms based)</p> <p>(ii) Writing: (i) Letter Writing (Official/Business: (a) Placing an order (b) Cancelling an order (c) Complaints (d) Reply to Complaints (e) Asking for quotations (f) Status enquiry letter (g) Favourable/unfavourable reply to status enquiry (h) Seeking dealership of a particular product etc (ii) Paragraph Writing (iii) Precis Writing</p> <p>Practical: Resume Writing, Review Writing (for a movie/story/novel)</p>	06

UNIT-IV	(iii)EmployabilitySkills:Introduction,Meaning&definitions Practical: Group discussions, Interview techniques: Group Interview,Face-to-faceInterview&TelephonicInterviews.Personalitydevelopment(Campus toCompany),Intrapersonal& InterpersonalSkills.	04
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Note: For practical each section should be divided in two groups (with maximum strength not exceeding 30 students) and each group should have 1 Lab (i.e. of 2 Lectures) per week.

RECOMMENDED BOOKS:

- **Fluency in English-Part II, Oxford University, 2006**
- **Prose Parables by Orient Blackswan**
- **An Introduction to Poetry by Macmillan, 2006**
- **Business English, Pearson, 2008**
- **Language, Literature and Creativity, Orient Blackswan, 2013**
- **Language through Literature (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas**
- **The Students' Companion, Wilfred D. Best**
- **English for Effective Communication by Navjot S. Deol**
- **An Approach to Communication Skills by Indrajit Bhattacharya**
- **Business Communication by Varinder Kumar and Bodh Raj**
- **Personality Development and soft Skills by Achhru Singh and Dharminder Singh Ubha**
- **Business Communication by M.K. Sehgal and Vandana Khetarpal**

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM1211.1	Students able to understand Techniques of reading
CO2	HM1211.2	Able to speak various words, sentence in English
CO3	HM1211.3	Able to express their view in English Language
CO4	HM1211.4	Students able to conversation with guest

DetailedSyllabus**SUBJECTTITLE:FoodProductionOperations&PracticalS****UBJECTCODE:HM2401&HM2408****SEMESTER:IV****CONTACTHOURS/WEEK:**

Lecture (L)	Tutorial(T)	Practical(P)	Credit(C)
2	0	4	4

**Internal
Assessment:40End
TermExam:60Durationo
fExam:3Hrs**

Objectiveandoutcomeofcourse:

- Tounderstandthebasicsofquantitykitchen
- Tounderstand menuplanning &itsimportance

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p style="text-align: center;">QUANTITYFOODPRODUCTIONEQUIPMENT</p> <p>A. Equipmentrequiredformass/volumefeeding B. Heatandcoldgeneratingequipment C. Careandmaintenanceofthisequipment D. Moderndevelopmentsinequipmentmanufacture</p> <p style="text-align: center;">MENUPLANNING</p> <p>A. Basicprinciplesofmenuplanning–recapitulation B. Pointstoconsiderinmenuplanning forvariousvolumefeeding outlets such as Industrial, Institutional, MobileCateringUnits C. Planning menusfor <ul style="list-style-type: none"> • School/collegestudents • Industrialworkers • Hospitals • Outdoorparties • Themedinners • Transportfacilities,cruiselines,airlines,railway D. Nutritionalfactorsfortheabove</p>	04
UNIT-II	<p style="text-align: center;">INDENTING</p> <ul style="list-style-type: none"> • PrinciplesofIndenting forvolume feeding • Portionsizesofvarious items fordifferenttypesofvolumefeeding • Modifyingrecipesforindentingforlargescalecat ering • Practicaldifficultieswhileindentingforvolumefee ding <p style="text-align: center;">PLANNING</p> <p>Principlesofplanningfor quantityfoodproduction withregard to</p> <ul style="list-style-type: none"> • Spaceallocation • Equipmentselection 	03

	<ul style="list-style-type: none"> • Staffing 	
UNIT-III	<p style="text-align: center;">VOLUME FEEDING</p> <p>A. Institutional and Industrial Catering</p> <ul style="list-style-type: none"> • Types of Institutional & Industrial Catering • Problems associated with this type of catering • Scope for development and growth <p>B. Hospital Catering</p> <ul style="list-style-type: none"> • Highlights of Hospital Catering for patients, staff, visitors • Diet menus and nutritional requirements <p>C. Off Premises Catering</p> <ul style="list-style-type: none"> • Reasons for growth and development • Menu Planning and Theme Parties • Concept of a Central Production Unit • Problems associated with off-premises catering <p>D. Mobile Catering</p> <ul style="list-style-type: none"> • Characteristics of Rail, Airline (Flight Kitchens and Sea Catering) • Branches of Mobile Catering <p>E. Quantity Purchase & Storage</p> <ul style="list-style-type: none"> • Introduction to purchasing • Purchasing system • Purchasing specifications • Purchasing techniques • Storage 	07
UNIT-IV	<p style="text-align: center;">REGIONAL INDIAN CUISINE</p> <p>A. Introduction to Regional Indian Cuisine</p> <p>B. Heritage of Indian Cuisine</p> <p>C. Factors that affect eating habits in different parts of the country</p> <p>D. Cuisine and its highlights of different states/regions/communities to be discussed under:</p> <ul style="list-style-type: none"> • Geographic location • Historical background • Seasonal availability • Special equipment • Staple diets • Specialty cuisine for festivals and special occasions <p>STATES Andhra Pradesh, Bengal, Goa, Gujarat, Karnataka, Kashmir, Kerala, Madhya Pradesh, Maharashtra, North Eastern States, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh/Uttaranchal</p>	16

	COMMUNITIES	
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	Parsee,Chettinad,Hyderabadi,Lucknowi,Avadhi,Malbari/SyrianCh ristianandBohri DISCUSSIONS IndianBreads,IndianSweets,IndianSnacks	
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Course outcome
HM2401.1 Learnhowtoindentaccurately

HM2401.2 Knowledgeofregionalcuisines

HM2401.3 PreparationofvariousIndianregionalmenus

HM2401.4 PreparationofvariousIndianbreads

FOODPRODUCTIONOPERATIONS –PRACTICAL

Eachinstitutetoformulate36setofmenus fromthefollowingcuisines.

- Awadh
- Bengal
- Goa
- Gujarat
- Hyderabad
- Kashmiri
- Maharastra
- Punjabi
- Rajasthan
- South India (Tamilnadu,

Karnataka,Kerala)SUGGESTEDMENUMSM

AHARASTRIAN

 MENU01 MasalaBhat
 Kolhapuri
 Mutton

 PatraniMacchiBatataBhajee
 MasalaPoori
 DalAmtiKoshimbir

AWADHI

 MENU01 GaloutiKebab
 Chicken

KormaNavratanKorma

Paneer

PasandaMughlai

ParathaBadalJaa

m

AnnanasKaMuzzafar

BENGALI

MENU01

MacherJhol
AlooPostoS
uktoLuchi
GOAN

MENU01

Arroz
Bean/ Cabbage
FoogathGalinaXacuttiV
indaloo
Goan Fish

CurryPUNJABI

MENU01

RaraMeat
MatarPulaoButter
ChickenBaingank
aBharta

MENU02

AmritsariMac
chiRajmahMas
ala PindiChana
BhaturasDal
MakhniJeeraRi
ce

SOUTHINDIAN

MENU01

SambarM
asalaIdliM
eduVadaD
osa
ChickenChettinedCurd
Rice/LemonRiceCocon
utChutney

RAJASTHANI

MENU01

DalBattiChurm
aBesanKeGatteG
attekaPulao

Laal

MannsGUJRAT

I

MENU01

Dhokla
Khandvi
DalAmti
DhingriMakaiNuShaak
MethiThepla

HYDERABADI

MENU01 SofyaniBiryani
Methi
MurgMirchi ka
SalanBhagare
BainganBuraniR
aita

KASHMIRI

Menu 01 Shami
KebabGhusta
baRista
Al'/NadruYakhni
TabakMaas
Dum
AlooMethi
ChamanKashmi
riPulao

- A. **Indian Snacks with Chutneys:** Aloo Bonda & Vada Pao with garlic tomato chutney Assorted Pakoras & Bread Pakora with green chutney, Types of Samosas with tamarind chutney, Moong Dal Cheela & Dal Muradabadi with tamarind chutney, Vegetable Cutlet/Cheese Cornroll/Dahi kebab, Kachori with tamarind chutney, Chaat papri, Tikki
- B. **Indian Breads:** Tawa Roti, Laccha Parantha, Warqi Parantha, Taftan, Sheermal Bakarkhani, Malabari Parantha
- C. **Indian Sweets:** Shrikhand, Mohanthal, Phirni, Shahi Tudra, Rabri Malpua, Pal Paysam, Gulab Jamu

n,Sandesh,BesanKaHalwa,PumpkinHalwa,BeetrootHalwa,LokikaHalwa,LasunkiKheer,Basundi,MistiDoi,Bibinca

RecommendedBooks:-FoodProductionOperations:ParvinderSBali,
OxfordUniversityPress,LarderChefbyMJLeto&W KH BodePublisher:Butterworth-
Heinemann,ModernCookery

(Vol- I) By Philip E. Thangam, Publisher: Orient Longman, Practical
CookeryByKinton&Cessarani, Practical Professional Cookery by Kauffman &Cracknell,
Theory ofCateringByKinton&Cessarani

DetailedSyllabus

SUBJECTTITLE:Food&BeverageOperations&PracticalSU

BJECTCODE:HM2402&HM2409

SEMESTER:IV

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Internal Assessment:

40End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- Demonstrateknowledgeofalcoholicbeverages
- Understandtheproductionprocessesofalcoholicbeverages

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p style="text-align: center;">ALCOHOLICBEVERAGE</p> <p>A. Introductionanddefinition B. ProductionofAlcohol</p> <ul style="list-style-type: none"> • Fermentationprocess • Distillationprocess • Classificationwithexamples <p style="text-align: center;">DISPENSEBAR</p> <p>A. Introductionanddefinition B. Barlayout–physicallayoutofbar C. Barstock –alcohol&non-alcoholicbeverages D. Barequipment</p>	05
UNIT-II	<p style="text-align: center;">WINES</p> <p>A. Definition&History B. Classificationwithexamples</p> <ul style="list-style-type: none"> • Table/Still/Natural • Sparkling • Fortified • Aromatized <p>C. Productionofeachclassification D. Old Worldwines(Principalwineregions,winelaws,</p>	08

	grapevarieties,productionand brand names) <ul style="list-style-type: none"> • France • Germany • Italy • Spain • Portugal E. NewWorldWines(Principalwineregions,winelaws,grapevarieties,productionandbrandnames) <ul style="list-style-type: none"> • USA • Australia • India • Chile • SouthAfrica • Algeria • NewZealand F. Food&Wine Harmony G. Storageofwines H. Wineterminology(English&French)	
UNIT-III	<p style="text-align: center;">BEER</p> A. Introduction&Definition B. TypesofBeer C. ProductionofBeer D. Storage <p style="text-align: center;">SPIRITS</p> A. Introduction&Definition B. ProductionofSpirit <ul style="list-style-type: none"> • Pot-stillmethod • Patentstillmethod C. Productionof <ul style="list-style-type: none"> • Whisky • Rum • Gin • Brandy • Vodka • Tequilla D. DifferentProofSpirits <ul style="list-style-type: none"> • AmericanProof • BritishProof(Sikes scale) • GayLussac(OIMLScale) 	11
UNIT-IV	<p style="text-align: center;">APERITIFS</p> A. IntroductionandDefinition B. TypesofAperitifs <ul style="list-style-type: none"> • Vermouth(Definition, Types&Brandnames) • Bitters(Definition,Types&Brandnames) <p style="text-align: center;">LIQUEURS</p>	06

	A. Definition&History B. ProductionofLiqueurs C. BroadCategoriesofLiqueurs(Herb,Citrus, Fruit/Egg,Bean&Kernel) D. PopularLiqueurs(Name,colour,predominantflavor& countryoforigin)	
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Course outcome
HM2402.1 Learned about Wines

HM2402.2 Understood the production of Wine

HM2402.3 Learned about different beer and spirits

HM2402.4 Learned about APERITIFS

**HM2409 FOOD & BEVERAGE SERVICE OPERATIONS -
PRACTICAL**

S.No	Topic
01	DispenseBar–OrganizingMise-en-place Task-01Wine serviceequipment Task-02Beerserviceequipment Task-03Cocktail bar equipment Task-04 Liqueur/WineTrolley Task-05Barstock-alcoholic&non-alcoholicbeverages Task-06 Bar accompaniments &garnishes Task-07Baraccessories&disposables
02	ServiceofWines Task-01 Service of Red Wine Task-02ServiceofWhite/Rose Wine Task-03ServiceofSparklingWines Task-04ServiceofFortifiedWines Task-05Service ofAromatizedWines Task-06 ServiceofCider,Perry&Sake
03	ServiceofAperitifs Task-01 ServiceofBitters Task-02 Service ofVermouths
04	ServiceofBeer Task-01 Service of Bottled & cannedBeers Task-02ServiceofDraughtBeers

05	<p style="text-align: center;">ServiceofSpirits</p> <p>Task-01 Servicestyles–neat/on-the-rocks/with appropriatemixers Task-02 ServiceofWhisky Task-03 Service ofVodka Task-04 Serviceof Rum Task-05 Serviceof Gin Task-06 Service ofBrandy Task-07 ServiceofTequila</p>
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06	<p align="center">ServiceofLiqueurs</p> <p>Task-01 Servicestyles–neat/on-the-rocks/withcream/enfrappe Task-02 Servicefromthe Bar Task-03 ServicefromLiqueurTrolley</p>
07	<p align="center">Wine& DrinksList</p> <p>Task- 01 WineBarTask- 02 Beer BarTask- 03 Cocktail Bar</p>
08	<p align="center">MatchingWines withFood</p> <p>Task-01 MenuPlanningwithaccompanyingWines</p> <ul style="list-style-type: none"> • ContinentalCuisine • IndianRegionalCuisine <p>Task-02 Tablelaying&ServiceofmenuwithaccompanyingWines</p> <ul style="list-style-type: none"> • ContinentalCuisine • IndianRegionalCuisine

- RecommendedBooks:** 1. "Andrews,Sudhir";Food&BeverageServiceTrainingManual
 2. "Andrews,Sudhir":FoodandBeverageService
 3. "Bagchi,s.n"
 :Textbookoffood&beverageservice4."Bohrmann,Pete
 r"The BartenderGuide
 5. "cousins,john"Food&beverage mgt

DetailedSyllabus

**SUBJECT TITLE: Front Office Operations&
 PracticalSUBJECTCODE:HM2403&HM2410**

SEMESTER:IV

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Internal Assessment:

40End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- Demonstrategoodcommunication&leadershipskills
- Demonstrateskillsforconductingaguestcheckout

ContentsofSyllabus:

Sr.No	Contents	Contact Hours

UNIT-I	COMPUTERAPPLICATIONINFRONTOFFICEOPERATION A. Roleofinformationtechnologyinthehospitality industry B. Factorsforneedofa PMSinthe hotel	08
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	<p>C.Factorsforpurchase ofPMSbythe hotel D.IntroductiontoFidelio&Amadeus</p> <p style="text-align: center;">FRONTOFFICE(AACCOUNTING)</p> <p>A. AccountingFundamentals B. Guestandnon-guestaccounts C. Accountingsystem</p> <ul style="list-style-type: none"> • Non-automated– Guestweeklybill,Visitorstabularledger • Semi-automated • Fullyautomated 	
UNIT-II	<p style="text-align: center;">CHECKOUT PROCEDURES</p> <ul style="list-style-type: none"> • Guestaccountssettlement <ul style="list-style-type: none"> - Cashandcredit - Indiancurrencyandforeigncurrency - Transfer ofguestaccounts - Express <p>checkoutCONTROLOFCASHANDC REDIT</p>	08
UNIT-III	<p style="text-align: center;">NIGHTAUDITING</p> <p>A. Functions B. Audit procedures (Non-automated, semi-automated and fullyautomated)</p> <p style="text-align: center;">FRONTOFFICE &GUEST SAFETYANDSECURITY</p> <p>A. Importanceofsecuritysystems B. Safe-deposit C. Keycontrol D. Emergencysituations(Accident,illness,theft,firebomb)</p>	09
UNIT-IV	<p style="text-align: center;">FRENCH</p> <p>BasicconversationrelatedtoFrontOfficeactivitiessuchas</p> <ul style="list-style-type: none"> • Reservations(personalandtelephonic) • Reception (Doorman, Bell Boys, Receptionist etc.)CleaningofRoom&changeofRoometc. 	05

Course outcome
HM2403.1 Understood theuseofcomputersandsoftwareinfrontoffice

HM2403.2 Understood theNightAuditprocedure

HM2403.3 Learned about check-in check out procedure and handling financial transactions

HM2403.4 Learned about Fielding customer enquiries, arranging guest services.

HM2410FRONTOFFICEOPERATIONS-PRACTICAL

- A. Hands on practice of computer applications related to Front Office procedures such as
- Reservation,
 - Registration,
 - Guest History,
 - Telephones,
 - Housekeeping,

- Dailytransactions
- B. Frontofficeaccountingprocedures
 - Manualaccounting
 - Machineaccounting
 - Payable,AccountsReivable,Guest History,YieldManagement
- C. RolePlay
- D. SituationHandling

SUGGESTIVELISTOFTASKSFORFRONT OFFICEOPERATIONSYSTEM

S.No	Topic
1	Hotfunctionkeys
2	Createandupdateguestprofiles
3	Sendconfirmationletters
4	Printregistrationcards
5	MakeFITreservation&groupreservation
6	MakeanAdd-onreservation
7	Amendareservation
8	Cancelareservation-withdepositandwithoutdeposit
9	Logontocahiercode
10	Processareservationdeposit
11	Pre-registeraguest
12	Putmessageandlocatorforaguest
13	Puttraceforguest
14	Checkinreservedguest
15	Checkindayuse
16	Check –inawalk-inguest
17	Maintainguesthistory
18	Makesharereservation
19	Addasharer toareservation
20	MakeA/Raccount
21	TakereservationthroughTravelAgent/Company/Individualor Source
22	Make roomchange
23	Makecheckandupdateguestfolios
24	Processcharges for in-houseguestsandnon-residentguests.
25	Handleallowancesanddiscountsandpackages
26	Processadvanceforin-houseguest
27	Putroutinginstructions
28	Printguestfoliosduringstay
29	Processing foreigncurrencyexchange/chequeexchange
30	Processguestcheckoutbycashandcreditcard
31	Checkoutwithoutclosing folio-Skipperaccounts
32	Handlepaymasterfolios
33	Checkoutusingcityledger
34	Printguestfolio duringcheckout
35	Closebankatendofeachshift

36	Check roomrateandvariencereport
37	TallyAllowancesforthedayatnight
38	Tallypaidoutsforthedayatnight
39	Tallyforexfor thedayatnight
40	Creditcheckreport

- RecommendedBooks:** 1."S.K.Bhatnagar,“Frontoffice mgt”
2. "Andrews,Sudhir"Hotelfrontofficetraining manual
3. "Aggarwal,Ravi"Hotelfrontoffice:systems&procedures
4. "Abbot,Peter&Lewry,Sue""Frontoffice:procedures,socialskillsyieldand management"

DetailedSyllabus
SUBJECT TITLE: Accommodation Operations&
PracticalSUBJECTCODE:HM2404&HM2411
SEMESTER:IV
CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

InternalAssessment:40
End
TermExam:60Durationo
fExam:3Hrs
Objectiveandoutcomeofcourse:

- Demonstratehousekeepingtechnicalknowledgeandskills
- Demonstrateextensiveknowledgeoflaundryoperations

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p style="text-align: center;">LINENROOM</p> <p>A. ActivitiesoftheLinenRoom B. LayoutandequipmentintheLinenRoom C. Selectioncriteria forvariousLinenItems&fabricssuitableforthispurpose D. Purchase ofLinen E. CalculationofLinenrequirements F. Linencontrol-proceduresandrecords G. Stocktaking-proceduresandrecords H. Recyclingofdiscardedlinen I. LinenHire</p>	10
UNIT-II	<p style="text-align: center;">UNIFORMS</p> <p>A. Advantagesofprovidinguniformstostaff B. Issuing and exchange ofuniforms;typeofuniforms C. Selectionanddesigning ofuniforms D. LayoutoftheUniformroom</p> <p style="text-align: center;">SEWINGROOM</p> <p>A. Activitiesandareastobeprovided B. Equipmentprovided</p>	05

UNIT-III	<p style="text-align: center;">LAUNDRY</p> <p>A. CommercialandOn-siteLaundry B. FlowprocessofIndustrialLaundering-OPL C. Stagesinthe WashCycle D. LaundryEquipmentandMachines E. LayoutoftheLaundry F. LaundryAgents G. Dry-cleaning H. GuestLaundry/Valetservice I. Stainremoval</p>	10
UNIT-IV	<p style="text-align: center;">FLOWERARRANGEMENT</p> <p>A. FlowerarrangementinHotels B. Equipmentandmaterialrequiredforflowerarrangement C. Conditioningofplantmaterial D. Stylesofflowerarrangements E. Principlesofdesignasappliedtoflowerarrangement</p> <p style="text-align: center;">INDOORPLANTS</p> <p>Selectionandcare</p>	05

Course outcome

HM2404.1 Understood the linen usage and cleaning procedures

HM2404.2 Possess practical skills for makingdifferent flower arrangements.

HM2404.3 Learned about different Uniforms

HM2404.4 Learned about different indoor plants

HM2411ACCOMMODATIONOPERATIONS-PRACTICAL

S.No	Topic	Hours
01	LayoutofLinenandUniformRoom/Laundry	03
02	LaundryMachineryand Equipment	10
03	StainRemoval	06
04	FlowerArrangement	08
05	Selectionand DesigningofUniforms	03

RecommendedBooks: 1. "Aggarwal,D.K",Housekeepingmanagement

2. "Andrews,Sudhir",Hotelhousekeepingtrainingmanual

3. HotelHousekeepingOperationsandManagement:G.RaghubalanandSmriteeRaghubalan

DetailedSyllabus
SUBJECTTITLE:Food&BeverageControlSU
BJECTCODE:HM2405
SEMESTER:IV
CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	0	2

InternalAssessment:40
End
TermExam:60Durationo
fExam:3Hrs
Objectiveandoutcomeofcourse:

- DemonstratePurchasingControlknowledgeandskills
- DemonstrateextensiveknowledgeofCostControl

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p style="text-align: center;">FOODCOSTCONTROL</p> <p>A. Introductionto Cost Control B. DefineCostControl C. TheObjectivesand AdvantagesofCostControl D. Basiccosting E. Foodcosting</p> <p style="text-align: center;">FOODCONTROLCYCLE</p> <p>A. PurchasingControl B. AimsofPurchasing Policy C. JobDescriptionofPurchaseManager/Personnel D. TypesofFoodPurchase E. QualityPurchasing F. FoodQualityFactorsfordifferentcommodities G. DefinitionofYield H. Teststoarriveatstandaryield I. DefinitionofStandardPurchaseSpecification J. AdvantagesofStandard YieldandStandardPurchase Specification K. PurchasingProcedure L. DifferentMethodsofFoodPurchasing M. Sources ofSupply N. PurchasingbyContract O. PeriodicalPurchasing P. OpenMarketPurchasing Q. StandingOrderPurchasing R. CentralizedPurchasing S. MethodsofPurchasinginHotels</p>	09

	<ul style="list-style-type: none"> T. PurchaseOrderForms U. OrderingCost V. CarryingCost W. EconomicOrder Quantity X. PracticalProblems 	
UNIT-II	<p style="text-align: center;">RECEIVINGCONTROL</p> <ul style="list-style-type: none"> A. AimsofReceiving B. JobDescriptionofReceiving Clerk/Personnel C. Equipment required forreceiving D. DocumentsbytheSupplier (includingformat) E. DeliveryNotes F. Bills/Invoices G. CreditNotes H. Statements I. Recordsmaintained intheReceivingDepartment J. GoodsReceivedBook K. DailyReceiving Report L. MeatTags M. Receiving Procedure N. BlindReceiving O. Assessing the performance and efficiency ofreceivingdepartment P. FraudsintheReceivingDepartment Q. Hygieneand cleanlinessofarea 	05
UNIT-III	<p style="text-align: center;">STORING&ISSUINGCONTROL</p> <ul style="list-style-type: none"> A. StoringControl B. Aims ofStoreControl C. JobDescriptionofFoodStore RoomClerk/personnel D. StoringControl E. Conditionsoffacilitiesandequipment F. Arrangements ofFood G. LocationofStorageFacilities H. Security I. StockControl J. Two types of foods received – direct stores(Perishables/non-perishables) K. StockRecordsMaintained BinCards(StockRecordCards/Books) L. Issuing Control M. Requisitions N. TransferNotes O. PerpetualInventoryMethod P. MonthlyInventory/Stocktaking Q. PricingofCommodities R. Stocktakingandcomparisonofactualphysicalinventoryand Bookvalue S. Stocklevels 	08

	T.PracticalProblems U.Hygiene&Cleanlinessofarea	
UNIT-IV	<p style="text-align: center;">PRODUCTIONCONTROL</p> <p>A. AimsandObjectives B. Forecasting C. FixingofStandards</p> <ul style="list-style-type: none"> • Definitionofstandards(Quality&Quantity) • StandardRecipe(Definition,Objectivesandvarioustests) • StandardPortionSize(Definition,Objectivesandequipmentused) • StandardPortionCost(Objectives&CostCards) <p>D. Computationofstaffmeals</p> <p style="text-align: center;">SALESCONTROL</p> <p>A. Sales– waysofexpressingselling,determiningsalesprice,Calculationof selling price, factors to be considered whilefixingsellingprice B. Matchingcostswithsales C. Billingprocedure –cashandcreditsales D. Cashier’sSalessummarysheet</p>	08

ReferenceBooks:

1. "Cousins,John"Food&beveragemanagement
2. "Dhawan,Vijay"Food&beverageservice

Course outcome

- HM2404.1** • DemonstratePurchasingControlknowledgeandskills
HM2404.2 • DemonstrateextensiveknowledgeofCostControl
HM2404.3 • Learn AimsofReceiving
HM2404.4 Learned about A. PurchasingControl

DetailedSyllabus
SUBJECTTITLE:HotelAccountancyS
UBJECTCODE:HM2406SEMESTER
:IV
CONTACTHOURS/WEEK:

Lecture (L)	Tutorial(T)	Practical(P)	Credit(C)
2	0	0	2

Internal Assessment:
40End
TermExam:60Durationo
fExam:3Hrs
Objectives

- Demonstrateunderstandingofaccountingsystemsfor ahotel
- Understandinternalcontrolsystem

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	UNIFORMSYSTEMOFACCOUNTS FORHOTELS A. Introduction toUniformsystemofaccounts B. ContentsoftheIncomeStatement C. PracticalProblems D. ContentsoftheBalanceSheet(under uniformsystem) E. Practicalproblems F. DepartmentalIncomeStatementsandExpensestatements(Schedules 1to16) G. Practicalproblems	10
UNIT-II	INTERNALCONTROL A. Definitionandobjectives ofInternalControl B. Characteristics ofInternalControl C. ImplementationandReviewofInternalControl	06
UNIT-III	INTERNALAUDITANDSTATUTORYAUDIT A. AnintroductiontoInternaland StatutoryAudit B. DistinctionbetweenInternalAuditandStatutoryAudit C. ImplementationandReviewofinternalaudit	06

UNIT-IV	DEPARTMENTALACCOUNTING A.Anintroductiontodepartmentalaccounting	08
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	B. Allocationandapportionmentofexpenses C. Advantagesofallocation D. Draw-backsofallocation E. Basisofallocation F. Practicalproblem	
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RecommendedBooks:· HospitalityAccounting–

Publisher:PrentiaHallUpperSadde,RiverNewJersey

- AccountingforManagement,SKBhattacharya,VikasPublishingHouse
- HospitalityFinancialAccountingbyJerryJWeygandt, PublisherWiley&sons
- AccountinginHotel&CateringIndustry–RichardKotas-InternationalTextbookCompany
- ComprehensiveAccountancy,SASiddiqui

Course outcome

- HM2406.1** Learned and understand the significance of statutory audit
- **HM2406.2** Learned about Internal control
- **HM2406.3** Understood different departmental accounting
- HM2406.4** Learned about internal audit and statutory audit

DetailedSylla

busSUBJECTTITLE:FoodSafety&Quality

SUBJECT CODE:

HM2407SEMESTER:IV

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit(C)
2	0	0	2

Internal Assessment:
40End
TermExam:60Durati
onofExam:3Hrs

Objectives

- Demonstrateunderstandingonfoodsafety, hazardsandrisk
- Learnandunderstandaboutmicro-organismsandthecontaminationtheycause



ProgramName: BSc.Hospitality&HotelAdministration
ProgramCode: HM302

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	Basic Introduction to Food Safety, Food Hazards & Risks,ContaminantsandFoodHygiene MICRO-ORGANISMSINFOOD A. General characteristics of Micro-Organisms based ontheiropccurrenceandstructure. B. Factorsaffectingtheirgrowthinfood(intrinsicandextrinsic) C. Commonfoodbornemicro-organisms:	07

	<ul style="list-style-type: none"> a. Bacteria(spores/capsules) b. Fungi c. Viruses d. Parasites <p style="text-align: center;">FOODSPOILAGE&FOODPRESERVATION</p> <ul style="list-style-type: none"> A. Types&Causesofspoilage B. Sourcesofcontamination C. Spoilage of different products (milk and milk products,cerealsandcerealproducts,meat,eggs,fruitsandvegetables,cannedproducts) D. Basicprinciplesoffoodpreservation E. Methodsofpreservation(HighTemperature,LowTemperature,Drying,Preservatives&Irradiation) 	
UNIT-II	<p style="text-align: center;">BENEFICIALROLE OFMICRO-ORGANISMS</p> <ul style="list-style-type: none"> A. Fermentation&Roleoflacticandbacteria B. FermentationinFoods(Dairyfoods,vegetable,Indianfoods,Bakeryproductsandalcoholicbeverages) C. Miscellaneous(Vinegar&anti-biotic) <p style="text-align: center;">FOODBORNE DISEASES</p> <ul style="list-style-type: none"> A. Types(Infectionsandintoxications) B. Commondiseasescausedbyfoodbornepathogens C. Preventivemeasures <p style="text-align: center;">FOODADDITIVES</p> <ul style="list-style-type: none"> A. Introduction B. Types (Preservatives, anti-oxidants, sweeteners, food colorsandflavors, stabilizersandemulsifiers) 	06
UNIT-III	<p style="text-align: center;">FOODCONTAMINANTS&ADULTERANTS</p> <ul style="list-style-type: none"> A. IntroductiontoFoodStandards B. Types of Food contaminants (Pesticide residues, bacterialtoxins mycotoxins, seafood toxins, metallic contaminants,residuesfrompackagingmaterial) C. Commonadulterantsin food D. Methodoftheir detection(basicprinciple) <p style="text-align: center;">FOODLAWSANDREGULATIONS</p> <ul style="list-style-type: none"> A. National–PFAEssentialCommoditiesAct(FPO,MPOetc.) B. International–CodexAlimentarius,ISO C. RegulatoryAgencies – WTO D. ConsumerProtectionAct 	07
UNIT-IV	<p style="text-align: center;">QUALITYASSURANCE</p> <ul style="list-style-type: none"> A. IntroductiontoConceptofTQM, GMPandRiskAssessment B. RelevanceofMicrobiologicalstandardsforfoodsafety 	10

	<p>C.HACCP (Basic Principle and implementation)HYGIENEANDSANITATIONINF OODSECTOR</p> <p>A. GeneralPrinciplesofFoodHygiene B. GHPforcommodities,equipment,workareaandpersonnel C. Cleaninganddisinfection(Methodsandagentscommonlyuse dinthe hospitalityindustry) D. Safetyaspectsofprocessing water(uses&standards) E. WasteWater &Wastedisposal</p> <p style="text-align: center;">RECENTCONCERNS</p> <p>A. Emergingpathogens B. Geneticallymodifiedfoods C. Foodlabeling D. Newertrendsinfoodpackagingandtechnology E. BSE(BovineSerumEncephthalopathy)</p>	
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RecommendedBooks:

"Roday, Sunetra"

"Manay,N.Shakuntala"

"Swaminathan,M"

FoodScience&Nutrition

Foodsfactsandprinciples

EssentialsoffoodandNutrition

Course outcome
HM2407.1 Gained knowledge on food preservation

HM2407.2 Awared about food adulterants and contaminations

HM2407.3 Learned about the risk associated with contaminated foods

HM2407.4 Learned about mislabeled and adulterated food.

DetailedSyllabus**SUBJECT TITLE: Advance Food Production Operations - I&****PracticalSUBJECTCODE:HM3501&HM3508****SEMESTER: V****CONTACTHOURS/WEEK:**

Lecture (L)	Tutorial(T)	Practical(P)	Credit(C)
2	0	4	4

Internal**Assessment:40End****TermExam:60Durationo****fExam:3Hrs****Objectiveandoutcomeofcourse:**

- Demonstrategoodpersonalhygieneandhealthhabitsand performsafefood handlingandsanitationprocedures
- Demonstrateunderstandingofstandardweights, measuresandscalingofingredients

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p style="text-align: center;">LARDER</p> <p>I. LAYOUT&EQUIPMENT</p> <p>A. IntroductionofLarderWork B. Definition C. Equipmentfoundinthelarder D. Layout of a typical larder with equipment and varioussections</p> <p>II. TERMS&LARDERCONTROL</p> <p>A. CommontermsusedintheLarder andLardercontrol B. EssentialsofLarderControl C. Importance ofLarderControl D. DevisingLarder ControlSystems E. LeasingwithotherDepartments F. YieldTesting</p> <p>III. DUTIESANDRESPONSIBILITIESOFTHELARDERCHEF</p> <p>A. FunctionsoftheLarder B. HierarchyofLarderStaff C. Sectionsofthe Larder D. Duties&Responsibilitiesoflarder Chef</p>	08
UNIT-II	<p style="text-align: center;">CHARCUTIERIE</p> <p>I. SAUSAGE</p> <p>A. IntroductiontoCharcutierie B. <u>Sausage–Types&Varieties</u> C. Casings–Types&Varieties D. Fillings–Types&Varieties E. Additives&Preservatives</p> <p>II. FORCEMEATS</p> <p>A. <u>Typesofforcemeats</u> B. Preparationofforcemeats C. Usesofforcemeats</p> <p>III. BRINES,CURES&MARINADES</p> <p>A. TypesofBrines B. PreparationofBrines C. MethodsofCuring D. TypesofMarinades</p>	17

	<p>E. UsesofMarinades F.DifferencebetweenBrines, Cures&Marinades</p> <p>IV. HAM,BACON&GAMMON</p> <p>A. CutsofHam,Bacon &Gammon. B. Differences betweenHam, Bacon&Gammon C. ProcessingofHam&Bacon D. GreenBacon E. Usesofdifferentscuts</p> <p>V. GALANTINES</p> <p>A. Makingofgalantines B. TypesofGalantine C. <u>Ballotines</u></p> <p>VI. PATES</p> <p>A. Types ofPate B. Patedefoiegras C. MakingofPate D. Commericalpateand PateMaison E. Truffle–sources, CultivationandusesandTypes oftruffle.</p> <p>VII. MOUSE&MOUSSELINE</p> <p>A. Typesofmousse B. Preparationofmousse C. <u>Preparationofmousseline</u> D. Differencebetweenmousseand mousseline</p> <p>VIII. CHAUDFROID</p> <p>A. MeaningofChaufroid B. <u>Makingofchaufroid&Precautions</u> C. Typesofchaufroid D. Usesofchaufroid</p> <p>IX. ASPIC&GELEE</p> <p>A. DefinitionofAspicand Gelee B. Differencebetweenthe two C. MakingofAspicandGelee D. UsesofAspicandGelee</p> <p>X. QUENELLES, PARFAITS,ROULADESPreparationofQuenell es, ParfaitsandRoulades</p>	
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	XI. NONEDIBLE DISPLAYS A. Icecarvings B. Tallo sculpture C. Fruit&vegetableDisplays D. Saltdough E. Pastillage F. JellyLogo G. Thermacolwork	
UNIT-III	APPETIZERS&GARNISHES A. ClassificationofAppetizers B. ExamplesofAppetizers C. HistoricimportanceofculinaryGarnishes D. ExplanationofdifferentGarnishes USE OFWINE ANDHERBSINCOOKING A. Idealusesofwineincooking B. ClassificationofherbsIdealusesofherbsincooking	03
UNIT-IV	SANDWICHES A. PartsofSandwiches B. TypesofBread C. Typesoffilling –classification D. SpreadsandGarnishes E. TypesofSandwiches F. Making ofSandwiches G. StoringofSandwiches	02

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to

CO1	HM3501.1	Able to demonstrate understanding of standard weights, measures and scaling of ingredients
CO2	HM3501.2	Will be perform and apply basic culinary math in the food service industry
CO3	HM3501.3	Students can prepare a variety of baked goods and desserts
CO4	HM3501.4	Able to know global cuisines and prepare meals inspired by the cuisines

**HM3508 ADVANCE FOOD PRODUCTION OPERATIONS –
I(PRACTICAL) PART A-COOKERY**

Topic**MENU01**

- ConsomméJulienne
- PouletSautéChasseur
- PommesFondant
- HaricotsVerts

<u>MENU02</u>
<ul style="list-style-type: none"> • PotageStGermain • EscalopeDeVeauviennoise • PommesParsilles • EpinardsauGratin
<u>MENU03</u>
<ul style="list-style-type: none"> • CrèmeDuBarry • DarneDeSaumonGrille • Saucepaloise • PommesLyonnaise • PetitsPoisALaFlamande
<u>MENU04</u>
<ul style="list-style-type: none"> • VelouteDameBlanche • CoteDePorcCharcuterie • PommesDeTerreALaCrème • CarottesGlaceAuGingembre
<u>MENU05</u>
<ul style="list-style-type: none"> • CabbageChowder • PouletALaRex • PommesMarguises • Ratatouille
<u>MENU06</u>
<ul style="list-style-type: none"> • CharcuterieGalantines • Pate • Terrines • Mousselines
<u>MENU07</u>
<ul style="list-style-type: none"> • Gazpacho • PouletMaryland • CroquettePotatoes • Bananafritters • Corngallets
<u>MENU08</u>
<ul style="list-style-type: none"> • Cremed'Epinars • Pouletalakiev • MushyPea • DuchessPotato
<u>MENU09</u>
<ul style="list-style-type: none"> • FrenchOnionSoup • Poulet AlaKing • PommesLyonnaise • GarlicToast

MENU10

- CrèmeDeChampignons
- PommesDeterrementhe
- FishEtChips
- Paella

DEMONSTRATIONS

- NewPlatingTechniques
- Garnishing/Presentation

**HM3508ADVANCE FOOD PRODUCTION OPERATIONS –
I(PRACTICAL)PARTB–BAKERY&PATISSERIE**

S.No	Topic
1	BabaauRhum Volauvent
2	Chocolate ParfaitQuiche
3	French BreadTarteT artin
4	Garlic RollsCrêpeSu zette
5	Harlequin BreadChocolate CreamPuffs
6	FoccaciaCrè meBrûlée
7	ViennaRollsMousse AuChocolat
8	BreadSticksSouff leMilanaise
9	BrownBreadPâte DesPommes
10	Apple PieSavoury Pie
11	WholeWheatBr eadCharlotte Royal
12	Bagel &Doughn uts
13	Churros
14	ChocolateBrown ie
15	BuffetdessertsModern PlatingStyles

RecommendedBooks:ProfessionalCooking:WayneGisslen

TheLarder Chef:FoodPreparationandPresentationby[M.J.Leto](#),[W.K.H.Bode](#)

Garde Manger, Study Guide: The Art and Craft of the Cold Kitchen by [Culinary Institute ofAmerica](#)

DetailedSyllabus
SUBJECT TITLE: Advance Food & Beverage Operations – I&
PracticalSUBJECTCODE:HM3502&HM3509
SEMESTER: V
CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Objectiveandoutcomeofcourse:

- Extensiveknowledgeondifferentbanquetsetups,servicestylesandrecords
- Gaininsightinto kitchenstewarding

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p style="text-align: center;">PLANNING&OPERATINGVARIOUS F&BOUTLET</p> <p>A. Physicallayoutoffunctionalandancillaryareas B. Objectiveofagoodlayout C. Stepsinplanning D. Factorstobeconsideredwhileplanning E. Calculatingspacerequirement F. Varioussetupsforseating G. Planningstaffrequirement H. Menuplanning I. Constraintsofmenuplanning J. Selectingandplanningofheavydutyandlightequipment K. Requirementofquantitiesofequipmentrequired likecrockery,Glassware,Cutlery-steelorsilveretc. L. Suppliers&manufacturers M. Approximatecost N. PlanningDécor,furnishingfixtureetc.</p>	08
UNIT-II	<p style="text-align: center;">FUNCTION</p> <p style="text-align: center;">CATERING</p> <p style="text-align: center;">BANQUET</p>	08

	<ul style="list-style-type: none"> • History • Types • OrganisationofBanquetdepartment • Duties&responsibilities • Sales • Booking procedure • Banquetmenus <p style="text-align: center;">BANQUET PROTOCOL</p> <ul style="list-style-type: none"> • SpaceArearequirement • Tableplans/arrangement • Misc-en-place • Service • Toast&Toastprocedures <p style="text-align: center;">INFORMALBANQUET</p> <ul style="list-style-type: none"> • Réception • Cocktailparties • Convention • Seminar • Exhibition • Fashionshows • TradeFair • Wedding • Outdoorcatering 	
UNIT-III	<p style="text-align: center;">FUNCTION</p> <p style="text-align: center;">CATERING</p> <p style="text-align: center;">BUFFETS</p> <ul style="list-style-type: none"> A. Introduction B. Factorsto plan buffets C. Arearequirement D. Planningandorganization E. Sequenceoffood F. Menuplanning G. TypesofBuffet H. Display I. Sitdown J. Fork,Finger,ColdBuffet K. BreakfastBuffets L. Equipment M. Supplies N. Checklist <p style="text-align: center;">GUERIDONSERVICE</p>	12

	<p>A. Historyofgueridon B. Definition C. Generalconsiderationofoperations D. Advantages&Dis-advantages E. Typesoftrolleys F. Factortocreateimpulse,Buying–Trolley, openkitchen G. Gueridonequipment H. Gueridoningredients</p>	
UNIT-IV	<p style="text-align: center;">KITCHEN STEWARDING</p> <p>A. Importance B. Opportunitiesinkitchenstewarding C. Recordmaintaining D. Machineusedforcleaningandpolishing E. Inventory</p> <p style="text-align: center;">TOBACCO</p> <p>A. History B. Processingforcigarettes,pipetobacco&cigars C. Cigarettes–TypesandBrandnames D. PipeTobacco–TypesandBrandnames E. Cigars–shapes,sizes,coloursandBrand names F. Care andStorageofcigarettes&cigars</p>	04

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM3502.1	Able to demonstrategoodcommunication&leadershipskills
CO2	HM3502.2	Will be gain Extensive knowledge on different banquet setups,servicestyles and records
CO3	HM3502.3	Students can Gaininsightinto kitchenstewarding
CO4	HM3502.4	Able to know learntoprepareFlambedishes

**HM3509ADVANCEFOOD&BEVERAGEOPERATIONS– I
(PRACTICAL)**

S.No	Topic
01	<p style="text-align: center;">Planning & Operating Food & Beverage Outlets <u>Classroom Exercise</u></p> <ul style="list-style-type: none"> • Developing Hypothetical Business Model of Food & Beverage Outlets • Case study of Food & Beverage outlets- Hotels & Restaurants

02	FunctionCatering–Banquets <ul style="list-style-type: none">• Planning&organizingFormal&InformalBanquets• Planning&organizingOutdoorcaterings
03	FunctionCatering –Buffets Planning&organizingvarioustypesofBuffet

04	GueridonService <ul style="list-style-type: none"> • OrganizingMise-en-placeforGueridonService • Dishesinvolvingworkonthe GueridonTask-01Crepesuzette Task-02BananaauRhumTask- 03PeachFlambe Task-04 Rum OmeletteTask-05 Steak DianeTask-06 PepperSteak
05	KitchenStewarding <ul style="list-style-type: none"> • Using&operatingMachines • Exercise – physicalinventory

RecommendedBooks:

"Andrews, Sudhir"Foodandbeverageservice

"Andrews, Sudhir"Foodandbeverageservicetrainingmanual

"S.N. Bagchi"Textbookoffood &beverageservice

DetailedSyllabus

SUBJECT TITLE: Front Office Management– I& Practical

SUBJECTCODE:HM3503&HM3510

SEMESTER: V

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Internal Assessment:

40End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- Learntosetroomratesfora hotel
- Understandthe forecastingtechniques

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	PLANNING & EVALUATING FRONT OFFICEOPERATIONS A. SettingRoomRates(Details/Calculationsthereof) - HubbartFormula,marketconditionapproach&ThumbRule - Typesofdiscountedrates–corporate,racketc. B. Forecastingtechniques C. ForecastingRoomavailability D. Usefulforecastingdata • %ofwalking • %ofoverstaying • %ofunderstay E. Forecastformula F. Typesofforecast G. Sampleforecastforms H. Factorsforevaluatingfrontofficeoperations	12
UNIT-II	BUDGETING A. Typesofbudget&budgetcycle B. Makingfrontofficebudget C. Factorsaffectingbudgetplanning D. Capital&operationsbudgetforfrontoffice E. Refining budgets,budgetarycontrol F. Forecastingroomrevenue G. Advantages&Disadvantagesofbudgeting	12

UNIT-III	PROPERTYMANAGEMENTSYSTEM	06
	A. Fidelio/IDS/Shawman B. Amadeus C. Opera	

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM3503.1	Able to demonstrate good communication & leadership skills
CO2	HM3503.2	Will be Demonstrate usage of PMS
CO3	HM3503.3	Students can Learn to set room rates for a hotel
CO4	HM3503.4	Able to understand the forecasting techniques

HM3510 FRONT OFFICE MANAGEMENT – I (PRACTICAL)

Hands on practice of computer applications on PMS front office procedures such as:

- Night audit,
- Income audit,
- Accounts
- Situation handling – handling guests & internal situations requiring management tactics/strategies

SUGGESTIVE LIST OF TASKS FOR FRONT OFFICE OPERATIONS SYSTEM

S.No.	Topic
01	HM Training – Hot Function keys
02	How to put message
03	How to put a locator
04	How to check in a first time guest
05	How to check in an existing reservation
06	How to check in a day use
07	How to issue a new key
08	How to verify key
09	How to cancel a key
10	How to issue a duplicate key
11	How to extend a key
12	How to print and prepare registration cards for arrivals
13	How to programme keys continuously
14	How to programme one key for two rooms
15	How to re-programme a key
16	How to make a reservation
17	How to create and update guest profiles

18	Howtoupdateguestfolio
19	Howtoprintguestfolio
20	Howto makesharer reservation
21	Howto feedremarksinguesthistory
22	Howtoaddasharer
23	Howtomake add onreservation
24	Howto amend areservation
25	Howtocancelareservation
26	Howto makegroupreservation
27	Howtomakearoomchangeonthesystem
28	Howtologoncashiercode
29	Howto closeabank at theend ofeachshift

30	Howtoputaroutinginstruction
31	Howto processcharges
32	Howto processaguest check out
33	Howtocheckoutafolio
34	Howtoprocessdepositforarrivingguest
35	Howtoprocessdepositforinhouseguest
36	Howtocheckroomrate variance report
37	Howtoprocesspartsettlements
38	Howtotallyallowanceforthedayatnight
39	Howtotallypaidouts forthe dayatnight
40	Howtotallyforexforthe dayatnight
41	Howtopre-registeraguest
42	Howtohandleextensionofgueststay
43	Handledepositandcheckinswithvoucher
44	Howtopostpayment
45	Howtoprintcheckedoutguestfolio
46	Checkoutusingforeigncurrency
47	Handlesettlementofcityledgerbalance
48	Handlepaymentforroomonlyto TravelAgents
49	Handleofbanqueteventdeposits
50	Howtoprepareforsuddensystemshutdown
51	Howtocheckoutstandingbatchtotals
52	Howtodoacreditcheckreport
53	Howtoprocesslate chargesonthirdparty
54	Howto processlatechargestocreditcard
55	Howto checkoutduring systemshutdown
56	Handlingpart settlementsforlongstayingguest
57	Howtohandlepaymasterfolios
58	Howto handlebillsonhold

RecommendedBooks:

"Bhatnagar,S.K."Frontofficemanagemen
t"Puri,Rakesh"Hotelfrontoffice
"Singh,R.K"Frontofficemanagement

DetailedSyllabus

SUBJECT TITLE: Accommodation Management – I & Practical

SUBJECTCODE: HM3504&HM3511

SEMESTER: V

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Internal Assessment:

40End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- Demonstrate knowledgeon planning&organizinginHousekeepingdepartment

- UnderstandtheimportanceofEnergy&Water Conservation

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p align="center">PLANNINGANDORGANISINGTHEHOUSEKEEPINGDEPARTMENT</p> <p>A. Areainventorylist B. Frequencyschedules C. PerformanceandProductivitystandards D. TimeandMotionstudyinHouseKeepingoperations E. StandardOperatingmanuals –Jobprocedures F. Joballocationand workschedules G. Calculatingstaffstrengths&Planning dutyrosters,teamwork andleadershipinHouseKeeping H. Training inHKD,devisingtrainingprogrammesforHKstaff I. Inventorylevelfornon-recycleditems J. Budgetand budgetarycontrols K. Thebudgetprocess L. Planningcapitalbudget M. Planningoperation budget N. Operatingbudget–controllingexpenses–incomestatement O. Purchasingsystems –methodsofbuying P. Stockrecords–issuing andcontrol</p>	15
UNIT-II	<p align="center">HOUSEKEEPINGININSTITUTIONS&FACILITIESOTHER THANHOTELS</p> <p align="center">CONTRACTSERVICES</p>	08

	A. Typesofcontractservices B. Guidelinesforhiringcontractservices C. Advantages&disadvantagesofcontractservices	
UNIT-III	ENERGYANDWATERCONSERVATIONINH OUSEKEEPINGOPERATIONS	05
UNIT-IV	FIRSTAID	02

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM3504.1	Able to demonstrate planning&organizinginHousekeepingdepartment
CO2	HM3504.2	Will be learnaboutinventoryandstockrecords
CO3	HM3504.3	Students can Learnto set room rates for a hotel
CO4	HM3504.4	Able to understandtheimportanceofEnergy&Water Conservation

HM3511ACCOMMODATIONMANAGEMENT–I(PRACTICAL)

S.No.	Topic
1	Teamcleaning <ul style="list-style-type: none"> • Planning • Organizing • Executing • Evaluating
2	Inspectionchecklist
3	Timeand motion study <ul style="list-style-type: none"> • Stepsofbedmaking • Stepsinservicingaguestroometc.
4	Devising/designingtrainingmodule <ul style="list-style-type: none"> • Refreshertraining(5days) • Inductiontraining(2days) • Remedialtraining(5days)

RecommendedBooks:"Aggarwal,D.K"Housekeepingmanagement"R

aghubalan,G."HotelHousekeeping

DetailedSyllabus
SUBJECTTITLE:FinancialManagement
SUBJECTCODE:HM3505
SEMESTER: V
CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
3	0	0	3

Internal Assessment:
40End
TermExam:60Durationo
fExam:3Hrs
Objectiveandoutcomeofcourse:

- Demonstrategoodcommunication&leadershipskills
- Demonstrate good personal hygiene and health habits and perform safe food handling andsanitationprocedures

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	FINANCIALMANAGEMENTMEANING&SCOPE A. Meaningofbusiness finance B. Meaningoffinancialmanagement C. Objectivesoffinancialmanagement FINANCIALSTATEMENTANALYSISANDINTERPRETATION A. Meaningandtypesoffinancialstatements B. Techniquesoffinancialanalysis C. Limitationsoffinancialanalysis D. Practicalproblems	09

UNIT-II	<p style="text-align: center;">RATIOANALYSIS</p> <ul style="list-style-type: none">A. MeaningofratioB. ClassificationofratiosC. ProfitabilityratiosD. TurnoverratiosE. FinancialratiosF. DuPentControlChartG. PracticalProblems <p style="text-align: center;">FUNDSFLOWANALYSIS</p>	22
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	<ul style="list-style-type: none"> A. Meaningoffundsflowstatement B. Usesoffunds flowstatement C. Preparationoffundsflowstatement D. Treatmentofprovisionfortaxationandproposeddividends(asnon-currentliabilities) E. Practicalproblems 	
UNIT-III	<p style="text-align: center;">CASHFLOWANALYSIS</p> <ul style="list-style-type: none"> A. Meaningofcashflowstatement B. Preparationofcashflowstatement C. Differencebetweencashflowand fundsflowanalysis D. Practicalproblems <p>FINANCIALPLANNINGMEANING&SCOPE</p> <ul style="list-style-type: none"> A. Meaning ofFinancialPlanning B. Meaning ofFinancialPlan C. Capitalization D. Practicalproblems <p>CAPITALEXPENDITURE</p> <ul style="list-style-type: none"> A. MeaningofCapitalStructure B. Factorsdetermining capitalstructure C. Pointofindifference D. Practicalproblems 	20
UNIT-IV	<p style="text-align: center;">WORKINGCAPITALMANAGEMENT</p> <ul style="list-style-type: none"> A. Conceptofworkingcapital B. Factorsdeterminingworkingcapitalneeds C. Overtradingandundertrading <p style="text-align: center;">BASICSOFCAPITALBUDGETING</p> <ul style="list-style-type: none"> A. ImportanceofCapitalBudgeting B. CapitalBudgetingappraisingmethods C. Paybackperiod D. Average ratereturn E. NetPresentValue F. Profitabilityindex G. Internalrateofreturn H. Practicalproblems 	09

RecommendedBooks:FinancialManagement:Theory&Practice,14thEditionbyEugeneF.BrighamandMichaelC.Ehrhardt.

FinancialManagement:Theory&Practice15thEdition—by—EugeneF.BrighamandMichaelC.Ehrhardt.

DetailedSyllabus

SUBJECTTITLE:StrategicManagement

SUBJECTCODE:HM3506

SEMESTER: V

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	0	2

InternalAssessment:40

End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- Understandthebasicsofstrategyplanning
- Learntheresourceanalysisfororganizations

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p>ORGANISATIONALSTRATEGY</p> <p>A. MISSION</p> <ul style="list-style-type: none"> • MissionStatement Elementsanditsimportance <p>B. OBJECTIVES</p> <ul style="list-style-type: none"> • Necessityofformal objectives • ObjectiveVs.Goal <p>C. STRATEGY</p> <ul style="list-style-type: none"> • DEVELOPINGSTRATEGIES <ul style="list-style-type: none"> - AdaptiveSearch - Intuitionsearch - Strategicfactors - PickingNiches - EntrepreneurialApproach <p>ENVIRONMENTALANDINTERNALRESOURCEANALYSIS</p> <p>A. NEEDFORENVIRONMENTALANALYSIS</p> <p>B. KEYENVIRONMENTALVARIABLEFACTORS</p> <p>C. OPPORTUNITIESANDTHREATS</p> <ul style="list-style-type: none"> • Internalresource analysis <p>D. FUNCTIONALAREASRESOURCE DEVELOPMENTMATRIX</p> <p>E. STRENGTHSANDWEAKNESSES</p>	09

	<ul style="list-style-type: none"> • Marketing • Finance • Production • Personnel • Organization 	
UNIT-II	<p style="text-align: center;">STRATEGY FORMULATION</p> <p>A. STRATEGY(GENERAL)ALTERNATIVES</p> <ul style="list-style-type: none"> • StabilityStrategies • ExpansionStrategies • RetrenchStrategies • CombinationStrategies <p>B. COMBINATIONSTRATEGIES</p> <ul style="list-style-type: none"> • Forwardintegration • Backwardintegration • Horizontalintegration • Marketpenetration • Marketdevelopment • Productdevelopment • Concentricdiversification • Conglomeratediversification • Horizontaldiversification • Joint Venture • Retrenchment • Divestiture • Liquidation • Combination 	08
UNIT-III	<p style="text-align: center;">STRATEGIC ANALYSIS AND CHOICE(ALLOCATION OF RESOURCES)</p> <p>A. FACTORS INFLUENCING CHOICE</p> <ul style="list-style-type: none"> • Strategy formulation <p>B. INPUT STAGE</p> <ul style="list-style-type: none"> • Internal factor evaluation matrix • External factor evaluation matrix • Competitive profile matrix <p>C. MATCHING STAGE</p> <ul style="list-style-type: none"> • Threats opportunities–weaknesses–strengths matrix(TOWS) • Strategic position and action evaluation matrix(SPACE) • Boston consulting group matrix(BCGM) • Internal–External matrix • Grand Strategy matrix <p>D. DECISION STAGE</p> <ul style="list-style-type: none"> • Quantitative Strategic Planning matrix(QSPM) 	06

UNIT-IV	POLICIESINFUNCTIONALAREAS A.POLICY	07
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	<p>B. PRODUCTPOLICIES C. PERSONNELPOLICIES D. FINANCIALPOLICIES E. MARKETINGPOLICIES F. PUBLICRELATIONPOLICIES</p> <p style="text-align: center;">STRATEGICIMPLEMENTATIONREVIEWANDE VALUATION</p> <p>A. MCKINSEY7-SFRAMEWORK B. LEADERSHIPANDMANAGEMENTSTYLE C. STRATEGYREVIEWANDEVALUATION</p> <ul style="list-style-type: none"> • Review underlyingbasesofStrategy • MeasureOrganizationalPerformance • Takecorrectiveactions 	
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RecommendedBooks:-

Trivedi, OmS:“StrategicManagement”

JohnPearce(Author),RichardRobinson(Author),AmitaMital(Author):“StrategicManagement:Formulation,ImplementationandControl”

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM3506.1	Able to understandthebasicsofstrategyplanning
CO2	HM3506.2	Will be learntheresourceanalysisfororganizations
CO3	HM3506.3	Students can understandthedynamicsofstrategyformulation
CO4	HM3506.4	Able to understand EntrepreneurialApproach

DetailedSyllabus

SUBJECTTITLE:ResearchProject
SUBJECTCODE:HM3507SEMEST
ER:V
CONTACTHOURS/WEEK:

Lecture (L)	Tutorial(T)	Practical(P)	Credit(C)
0	0	1	1

Internal Assessment:
40End
TermExam:60Durationo
fExam:3Hrs

HM3507RESEARCHPROJECT

- Theobjectiveofresearchistoseekanswerstoproblemsthroughapplicationofscientificmetho
dology whichguaranteesthatinformationcollectedisreliableandunbiased. This
information is utilized to make conclusions and recommend solutions.The elements that
are to be kept in mind while undertaking research is deciding
arelevanttopic,feasibility,coverage,accuracyandresearch,objectivityandethics.
- In the SEM V, students will work closely with their supervisor and develop
mutuallyworking relationship to initiate the research which would involve preparing an
outline andpreliminary collectionof data.Thesupervisor will
guidethestudentinframingandplanning the research project and the methodology to be
adopted in collection of data,through interviews, telephones, mailers etc. while the student
on their part will
exposethemselvestoresearchofthetopicthroughmeetings,interviews,internetsearch,library

etc. The student should generally produce all material in word processed or typed format so that the presentation is neat and legible. Student must inform their supervisor or other people with whom their work is being discussed. The research should be planned to minimize time wastage and a clear time scale should be put in place. The research should really spell out the objective, its findings, the methodology adopted, its conclusions and recommendations. The student and supervisor will work together to prepare synopsis of the research.

- One hour per week has been allocated for the purpose and students along with the supervisor must regularly interact during this period. The final preparation and presentation would be done during SEM VI before a panel of internal and external examiners through a report and viva voce.

SUBJECT TITLE: ADVANCE FOOD PRODUCTION OPERATIONS –II& PRACTICAL
SUBJECT CODE: HM3601&HM3608
SEMESTER: VI

CONTACT HOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	4	4

Internal Assessment: 40

End

Term Exam: 60 Duration of

Exam: 3Hrs

Objective and outcome of course:

- Learn and prepare various international cuisines
- Understand the significance of region specific dishes

Contents of Syllabus:

Sr.No	Contents	Contact Hours

UNIT-I	<p align="center">INTERNATIONALCUISINE</p> <p>A. Geographiclocation B. Historicalbackground C. StaplefoodwithregionalInfluences D. Specialties E. Recipes F. Equipmentinrelationto:</p> <ul style="list-style-type: none"> • GreatBritain • France • Italy • Spain&Portugal • Scandinavia • Germany • MiddleEast • Oriental • Mexican • Arabic <p align="center">CHINESE</p> <p>A. IntroductiontoChinesefoods B. Historicalbackground</p>	16
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	C. <u>Regionalcookingstyles</u> D. Methodsofcooking E. Equipment&utensils	
UNIT-II	<p style="text-align: center;">BAKERY&CONFECTIONERY</p> <p>I. ICINGS&TOPPINGS</p> <p>A. Varietiesoficings B. Using ofIcings C. Differencebetweenicings&Toppings D. Recipes</p> <p>II. FROZENDESSERTS</p> <p>A. TypesandclassificationofFrozendesserts B. Ice-creams–Definitions C. Methodsofpreparation D. AdditivesandpreservativesusedinIce-creammanufacture</p> <p>MERINGUES</p> <p>A. Making ofMeringues B. Factorsaffectingthestability C. CookingMeringues D. TypesofMeringues E. <u>UsesofMeringues</u></p> <p>IV. BREADMAKING</p> <p>A. RoleofingredientsinbreadMaking B. BreadFaults C. BreadImprovers</p> <p>V. CHOCOLATE</p> <p>A. History B. Sources C. Manufacture&Processing ofChocolate D. Typesofchocolate E. Temperingofchocolate F. Cocoabutter,whitechocolateandits applications</p>	09

UNIT-III	PRODUCTION MANAGEMENT A. KitchenOrganization B. AllocationofWork-JobDescription,DutyRosters C. ProductionPlanning D. ProductionScheduling E. ProductionQuality&QuantityControl F. Forecasting&Budgeting G. YieldManagement	05
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	PRODUCT&RESEARCHDEVELOPMENT	
	<ul style="list-style-type: none"> A. Testingnewequipment, B. Developingnewrecipes C. FoodTrails D. Organoleptic&SensoryEvaluation 	
UNIT-IV	<p style="text-align: center;">FRENCH</p> <ul style="list-style-type: none"> • CulinaryFrench • Classicalrecipes(recettesclassique) • HistoricalBackground ofClassicalGarnishes • Offals/Game • Larderterminologyandvocabulary <p>Note:Shouldbetaughtalongwiththerelevanttopics</p>	02

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM3601.1	Students will be Learn andprepare variousinternationalcuisines
CO2	HM3601.2	Able to Understandthesignificanceofregionspecificdishes.
CO3	HM3601.3	Students Learnaboutproductionmanagement
CO4	HM3601.4	Will be Understandaboutvariousbakeryproducts

**ADVANCEFOODPRODUCTIONOPERATIONS–II(COOKERY
PRACTICAL)**

Menu
CHINESE MENU01
<ul style="list-style-type: none"> • Eggdropsoup • FriedWantons • Sweet&SourChicken • HakkaNoodles
MENU02
<ul style="list-style-type: none"> • Hot&Soursoup • BeansSichwan • StirFriedChicken&Peppers • ChineseFriedRice

Asian
Menu03

- Hoppers
- KhaoPhadphak
- Tomkhaigai
- Gangkiew wangi

INTERNATIO
NAL
SPAINMENU
04

- Gazpacho
- PolloEnPepitoria
- Paella
- Fritata De Patata
- PastelDeMazaana

<u>ITALYM</u> <u>ENU05</u>
<ul style="list-style-type: none"> • Minestrone • RavioliArabeata • FettocineCarbonara • PolloAllaCacciatore • MedanzaneParmigiane • Pesto Dip
<u>GERMANY</u>
<u>MENU</u> <u>06</u> <ul style="list-style-type: none"> • PotageSt.German • Sauerbaaten • Spatzale • German
<u>U.K.MEN</u> <u>U07</u>
<ul style="list-style-type: none"> • Scotch Broth • MeatLoaf • YorkshirePudding • Legumesdepaprika • RoastPotato
<u>Middle</u> <u>EastMENU08</u>
<ul style="list-style-type: none"> • Pitabread • Hummus • Falafal • MoussakaALa Greque • Dolmas • Shawarma • Tzaziki
MODERNTECHNIQUES&PRACTICES
<ul style="list-style-type: none"> • Foodphotography • Moleculargastronomy • InnovativePlatingTechniques • Sustainablecookingmethods

**ADVANCEFOODPRODUCTIONOPERATIONS–II(BAKERY
PRACTICAL)**

S.No	Topic
1	Grissini Tiramisu
2	Pumpernickle ApfelStrudel
3	YorkshireCurdTartCrus tyBread
4	BaklavaHarlequ inBread
5	BaugetteCre peNormandy
6	CrossiantsBla ckForestCake
7	PizzabaseHone yPralineParfait
8	Danish PastryColdCheese Cake
9	Soup Sticks & RollsChocolateTruffle cake
10	Ginger BreadBlancm ange
11	LavashChocolate Parfait
12	Cinnamon&RaisinRollsS ouffleChaudVanille
13	FruitBreadPlu mPudding
14	Demonstrationof <ul style="list-style-type: none"> • Meringues • Icings&Toppings
15	Demonstrationof <ul style="list-style-type: none"> • WeddingCake&Ornamentalcakes

RecommendedBooks:
Arora,Krishna(2008):“TheoryofCookery”Ba
li,Parminder(2012):“ProfessionalChef”

DetailedSyllabus

**SUBJECTTITLE:ADVANCEFOOD&BEVERAGEOPERATIONS–
II&PRACTICALSUBJECTCODE:HM3602&HM3609**

SEMESTER: VI

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Internal Assessment:

40EndTermExam:6

DurationofExam:3Hrs

0

Objectiveandoutcomeofcourse:

- Demonstrategoodpersonalhygieneandhealthhabitsandperformsafefoodhandlingandsanitationprocedures
- Identifyallrestaurantandbartools.

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	FOOD&BEVERGESTAFFORGANISATION A. Categoriesofstaff B. Hierarchy C. Jobdescriptionandspecification D. Dutyroaster	08
UNIT-II	MANAGINGFOOD&BEVERAGEOUTLET A. Supervisoryskills B. Developingefficiency C. StandardOperatingProcedure	06
UNIT-III	BAROPERATIONS A. TypesofBar <ul style="list-style-type: none"> • Cocktail • Dispense B. AreaofBar C. Front Bar D. BackBar E. Under Bar (SpeedRack,GarnishContainer,Icewelletec.) F. BarStock G. BarControl H. BarStaffing I. Openingandclosing duties	06
UNIT-IV	COCKTAILS & MIXEDDRINKS	10

	<p>A. DefinitionandHistory</p> <p>B. Classification</p> <p>C. Recipe, PreparationandServiceofPopularCocktails</p> <ul style="list-style-type: none"> - Martini–Dry&Sweet - Manhattan–Dry&Sweet - Dubonnet - Roy-Roy - Daiquiri - WhiteLady - Pink Lady - SideCar - Bacardi - Alexandra - JohnCollins - TomCollins - GinFIZZ -Pimm’sCup– no.1,2,3,4,5 - Flips - Noggs - ChampagneCocktail - BetweentheSheets - Daiquiri - BloodyMary - ScrewDriver - TequillaSunrise - Gin-SingaporeSling - PlantersPunch - SingaporeSling - Pinacolada - RustyNail - B&B - MoscowMule - Margarita - Gimlet– Dry&Sweet - CubaLibre - WhiskySour - BlueLagoon - HarveyWallBanger -BombayCocktail 	
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Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM3602.1	Students able to demonstrategoodcommunication&leadershipskills inF&BOperations
CO2	HM3602.2	Able to Demonstrate good personal hygiene and health habits and performs afe food handling andsanitation procedures.
CO3	HM3602.3	Identifyallrestaurantandbartools.
CO4	HM3602.4	Preparevariouskindsofcocktailsandmocktails

ADVANCEFOOD& BEVERAGEOPERATIONS–II
(PRACTICAL)

S.No	Topic
01	<p style="text-align: center;">F&B StaffOrganization <u>ClassroomExercise(Case Studymethod)</u></p> <ul style="list-style-type: none"> • DevelopingOrganizationStructureofvariousFood&BeverageOut lets • DeterminationofStaffrequirements inallcategories • MakingDutyRoster • PreparingJobDescription&Specification
02	<p style="text-align: center;">SupervisorySkills</p> <ul style="list-style-type: none"> • ConductingBriefing&Debriefing -Restaurant,Bar,Banquets&Specialevents • DraftingStandardOperatingSystems(SOPs)forvariousF&Bout lets • SupervisingFood&Beverage operations • PreparingRestaurantLog
03	<p style="text-align: center;">BarOperations</p> <ul style="list-style-type: none"> • Designing&Settingthebar • Preparation&Service ofCocktail&MixedDrinks

RecommendedBooks:

Dennis Lilicrap (2014): “Food & Beverage Service Manual” 9th

EditionR.Singaravelavan(2011):“Food&Beverage Operations”

DetailedSyllabus

SUBJECT TITLE: FRONT OFFICE MANAGEMENT-II & PRACTICALS
SUBJECTCODE:HM3603&HM3610
SEMESTER: VI
CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
3	0	2	3

InternalAssessment:40

End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- Demonstrategoodcommunication&leadershipskillsinFrontOfficeOperations
- Enablestudentstohandleguestcomplaints

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM3603.1	Students able to demonstrate good communication & leadership skills in Front Office Operations
CO2	HM3603.2	Enable students to handle guest complaints
CO3	HM3603.3	Students can Identify all tools.
CO4	HM3603.4	Students can Understand revenue management

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	YIELDMANAGEMENT	14
	A. Conceptandimportance B. Applicabilityto roomsdivision <ul style="list-style-type: none"> • Capacitymanagement • Discount allocation • Durationcontrol C. Measurementyield D. Potentialhighandlowdemandtactics E. Yieldmanagementsoftware F. Yieldmanagementteam	

UNIT-II	TIMESHARE&VACATIONOWNERSHIP <ul style="list-style-type: none">• Definitionandtypesoftimeshareoptions• Difficultiesfacedinmarketingtimeshare business• Advantages&disadvantagesoftimeshare business• Exchange companies -Resort CondominiumInternational,IntervalsInternat ional• How to improve the timeshare /referral/condominiumconceptinIndia- Government'srole/industryrole	10
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UNIT-III	FRENCH	06
	Conversationwithguests <ul style="list-style-type: none"> • Providing information to guest about the hotel, city,sightseeing,carrentals,historicalplaces,banks,airline s,travelagents,shopping centersand worshipplacesetc. • Departure(Cashier, BillsSectionandBell Desk) 	

FRONTOFFICEMANAGEMENT – II
(PRACTICAL)

Handsonpracticeofcomputer application(HotelManagementSystem) relatedtofrontofficeprocedures suchas

- Nightaudit,
- Incomeaudit,
- Accounts
- YieldManagement
- Situationhandling – handlingguests&internalsituationsrequiringmanagementtactics/strategies

SUGGESTIVELISTOFTASKSFORFRONTOFFICEOPERATIONSYSTEM

S.No.	Topic
01	HMSTraining –HotFunctionkeys
02	Howtoput message
03	Howtoputa locator
04	Howtocheckinafirsttimeguest
05	Howto checkinanexistingreservation
06	Howtocheckinadayuse
07	Howtoissue a new key
08	Howtoverifykey
09	Howtocancelakey
10	Howtoissue a duplicate key
11	Howtoextendakey
12	Howtoprintandprepareregistrationcards forarrivals
13	Howtoprogrammekeyscontinuously
14	Howto programmeonekeyfortworooms
15	Howtore-programme a key
16	Howtomakeareservation
17	Howtorecreateand updateguest profiles
18	Howtoupdateguestfolio
19	Howtoprintguestfolio
20	Howto makesharer reservation
21	Howto feedremarksinguesthistory
22	Howtoaddasharer
23	Howto make add onreservation

24	Howto amend areservation
25	Howtocancelareservation
26	Howto makegroupreservation
27	Howtomakearoomchangeonthesystem
28	Howtologoncashiercode
29	Howto closeabank at theend ofeachshift
30	Howtoputaroutinginstruction
31	Howto processcharges
32	Howto processaguest check out
33	Howtocheckoutafolio
34	Howtoprocessdepositforarrivingguest
35	Howtoprocessdepositfor inhouseguest
36	Howtocheckroomrate variance report
37	Howtoprocesspartsettlements
38	Howtotallyallowanceforthedayatnight
39	Howtotallypaidouts forthe dayatnight
40	Howtotallyforexforthe dayatnight
41	Howto pre-registeraguest
42	Howtohandleextensionofgueststay
43	Handledepositandcheckinswithvoucher
44	Howtopostpayment
45	Howtoprintcheckedoutguestfolio
46	Checkoutusingforeigncurrency
47	Handlesettlementofcityledgerbalance
48	Handlepaymentfor roomonlyto TravelAgents
49	Handleofbanqueteventdeposits
50	Howtoprepareforsuddensystemshutdown
51	Howtocheckoutstandingbatchtotals
52	Howtodoacreditcheckreport
53	Howtoprocesslate chargesonthirdparty
54	Howto processlatechargestocreditcard
55	Howto check outduring systemshutdown
56	Handlingpart settlementsforlongstayingguest
57	Howtohandlepaymasterfolios
58	Howto handlebillsonhold

RecommendedBooks:

Andrews, Sudhir(2007):“FrontOfficeOperations”

Bardi,James(2010):“Front Officemanagement”5thEdition

DetailedSyllabus
SUBJECT TITLE: ACCOMMODATION MANAGEMENT - II &
PRACTICALSUBJECTCODE: HM3604 & HM3611
SEMESTER: VI
CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
2	0	2	3

Internal Assessment: 40
End TermExam:60
DurationofExam:3Hrs
Objectiveandoutcomeofcourse:

- Enablestudentstosupervisecleaningtasks
- Understandvariousdynamicsofhotelhousekeeping

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	SAFETYANDSECURITY A. Safetyawarenessandaccidentprevention B. Firesafetyand firefighting C. Crimepreventionand dealingwithemergencysituation	06
UNIT-II	INTERIORDECORATION A. Elementsofdesign B. Colouranditsroleindécor–typesofcolourschemes C. Windowsandwindowtreatment D. Lightingandlightingfixtures E. <u>Floorfinishes</u> F. Carpets G. Furnitureandfittings H. Accessories	15
UNIT-III	LAYOUTOF GUEST ROOMS A. Sizesofrooms, sizesoffurniture,furniturearrangement B. Principlesofdesign C. Refurbishingandredecoration	06
UNIT-IV	NEWPROPERTYCOUNTDOWN	03

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Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM3604.1	Demonstrate goodcommunication&leadershipskillsinHousekeepingOperations
CO2	HM3604.2	Enablestudentstosupervisecleaningtasks
CO3	HM3604.3	Understandvariousdynamicsofhotelhousekeeping
CO4	HM3604.4	Students can Understand Firesafetyand firefighting system

ACCOMMODATIONMANAGEMENT–II(PRACTICAL)

S.No	Topic s
1	Standardoperatingprocedure <ul style="list-style-type: none"> • skillorientedtask(e.g.cleaningandpolishingglass, brassetc)
2	Firstaid <ul style="list-style-type: none"> • firstaidkit • dealingwithemergencysituation • maintainingrecords
3	Firesafetyfirefighting <ul style="list-style-type: none"> • safetymeasures • firedrill(demo)
4	Specialdecoration(themerelatedtohospitalityindustry) <ul style="list-style-type: none"> • indenting • costing • planningwithtimesplit • executing
5	Layout ofguest room <ul style="list-style-type: none"> • tothescale • earmarkpillars specificationofcolours,furniture,fixture,fitting,softfurnishingandaccessoriesetcused

RecommendedBooks:

Andrews,Sudhir(2017):“HotelHousekeepingManagementandOperations”Raghubalan,G.(2015): “HotelHousekeeping–Operations& Management”

DetailedSyllabus

SUBJECTTITLE:FOOD&BEVERAGEMANAGEMENTS

UBJECTCODE:HM3605

SEMESTER: VI

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
3	0	0	3

Internal Assessment:

40End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- Learntheimportanceoffood&beveragecontrol
- Enablestudentstoimplementsystemsofcontrolinhoteloperations

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p align="center">COSTDYNAMICS</p> <p>A. ElementsofCost B. ClassificationofCost</p> <p align="center">SALESCONCEPTS</p> <p>A. VariousSalesConcept B. UsesofSalesConcept</p> <p align="center">INVENTORYCONTROL</p> <p>A. Importance B. Objective C. Method D. LevelsandTechnique E. PerpetualInventory F. MonthlyInventory G. PricingofCommodities H. ComparisonofPhysicalandPerpetualInventory</p>	14

UNIT-II	<p style="text-align: center;">BEVERAGECONTROL</p> <ul style="list-style-type: none"> A. Purchasing B. Receiving C. Storing D. Issuing E. ProductionControl F. StandardRecipe G. StandardPortionSize H. Bar Frauds I. Booksmaintained J. BeverageControl <p style="text-align: center;">SALESCONTROL</p> <ul style="list-style-type: none"> A. ProcedureofCashControl B. MachineSystem C. ECR D. NCR E. PresetMachines F. POS G. Reports H. Thefts I. CashHandling <p style="text-align: center;">BUDGETARYCONTROL</p> <ul style="list-style-type: none"> A. DefineBudget B. DefineBudgetaryControl C. Objectives D. FrameWork E. KeyFactors F. TypesofBudget G. BudgetaryControl 	20
UNIT-III	<p style="text-align: center;">VARIANCEANALYSIS</p> <ul style="list-style-type: none"> A. Standard Cost B. StandardCosting C. CostVariances D. MaterialVariances E. LabourVariances F. OverheadVariance G. FixedOverheadVariance H. SalesVariance I. ProfitVariance <p style="text-align: center;">BREAKEVENANALYSIS</p> <ul style="list-style-type: none"> A.BreakevenChart 	17

	B. PVRatio C. Contribution D. MarginalCost E. Graphs <p style="text-align: center;">MENUMERCHANDISING</p> A. Menu Control B. Menu Structure C. Planning D. PricingofMenus E. TypesofMenus F. MenuasMarketingTool G. Layout H. ConstraintsofMenuPlanning	
UNIT-IV	<p style="text-align: center;">MENUENGINEERING</p> A. DefinitionandObjectives B. Methods C. Advantages <p style="text-align: center;">MIS</p> A. Reports B. Calculationofactualcost C. DailyFoodCost D. Monthly FoodCost E. StatisticalRevenueReports F. Cumulativeandnon-cumulative	09

RecommendedBooks:
Shirke, Gajanan: “Food&BeverageManagement”
Johncousins, DavidFoskett:“FoodandBeverageManagement”2ndEdition

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM3605.1	Understandthe proceduresoffood&beverage control
CO2	HM3605.2	Learnthetheimportanceoffood&beveragecontrol
CO3	HM3605.3	Enablestudentstoimplementsystemsofcontrolinhoteloperations
CO4	HM3605.4	Students can Understand VariousSalesConcept

DetailedSyllabus

SUBJECTTITLE:FACILITYPLANNINGS

UBJECTCODE:HM3606

SEMESTER: VI

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
3	0	0	3

InternalAssessment:40

End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- UnderstandtheconceptofFacilityPlanning
- Learnthetechniques ofPERT&CPM

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p>HOTELDESIGN</p> <p>A.DesignConsideration</p> <ul style="list-style-type: none"> - AttractiveAppearance - Efficient Plan - Good location - Suitable material - Goodworkmanship - Soundfinancing - CompetentManagement <p align="center">FACILITIESPLANNING</p> <p align="center">Thesystematic layoutplanningpattern(SLP)</p> <p align="center">Planningconsideration</p> <p>A. Flowprocess&Flowdiagram</p> <p>B. Procedurefordeterminingspaceconsideringtheguidingfactors for guest room/ public facilities, support facilities &services,hoteladministration,internalroads/budgethotel/5 starhotel</p>	19

	<p style="text-align: center;">Architecturalconsideration</p> <p>A. Difference between carpet area plinth area and super builtarea, theirrelationships,readingof blueprint(plumbing,electrical,AC,ventilation,FSI,FAR,publicAreas)</p> <p>B. Approximate costofconstructionestimation</p> <p>C. Approximate operating areas in budget type/5 star type hotelapproximateotheroperatingareasperguestroom</p> <p>D. Approximate requirement and Estimation of water/electricalloadgas,ventilation</p> <p style="text-align: center;">STARCLASSIFICATIONOFHOTEL</p> <p>Criteriaforstarclassification of hotel (Five,four, three, two, one&heritage)</p>	
UNIT-II	<p style="text-align: center;">KITCHEN</p> <p>A. Equipmentrequirementforcommercialkitchen</p> <ul style="list-style-type: none"> • Heating-gas/electrical • Cooling(forvariouscateringestablishment) <p>B. DevelopingSpecificationforvariousKitchenequipments</p> <p>C. Planningofvariousupportservices(potwash,wetgrinding,chef room,larder,store&otherstafffacilities)</p> <p style="text-align: center;">KITCHENLAYOUT&DESIGN</p> <p>A. Principlesofkitchenlayoutanddesign</p> <p>B. Areasofthevariouskitchenswithrecommendeddimension</p> <p>C. Factorsthataffectkitchendesign</p> <p>D. Placementofequipment</p> <p>E. Flowofwork</p> <p>F. Spaceallocation</p> <p>G. Kitchenequipment,manufacturersandselection</p> <p>H. Layoutofcommercialkitchen(types, drawingalayoutofaCommercialkitchen)</p> <p>I. Budgetingforkitchenequipment</p> <p style="text-align: center;">KITCHENSTEWADINGLAYOUTANDDESIGN</p> <p>A. Importanceofkitchenstewarding</p> <p>B. Kitchenstewardingdepartmentlayoutanddesign</p> <p>C. Equipmentfoundinkitchenstewardingdepartment</p>	20
UNIT-III	<p style="text-align: center;">STORES –LAYOUTANDDESIGN</p> <p>A. Storeslayoutandplanning(dry,coldandbar)</p> <p>B. Variousequipmentofthestores</p> <p>C. Workflowinstores</p>	11

	ENERGYCONSERVATION A. Necessityforenergyconservation B. Methods of conserving energy in different area ofoperationofahotel C. Developingandimplementingenergyconservationpr ogramforahotel CARPARKING Calculationofcarpark areafordifferent typesofhotels PLANNINGFORPHYSICALLYCHALLENGED	
UNIT-IV	INTRODUCTIONTOCPM& PERT A. Basicrulesandprocedurefornetworkanalysis B. C.P.M.and PERT C. ComparisonofCPMandPERT D. Classroomexercises	07

RecommendedBooks:

JamesA.Tompkins,JohnA.White,Yavuz A.Bozer,J.M.A.Tanchoco:“FacilitiesPlanning”

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM3606.1	Able to understandtheconceptofFacilityPlanning
CO2	HM3606.2	Will be Learnthetechniques ofPERT&CPM
CO3	HM3606.3	Students can learn cost of construction estimation
CO4	HM3606.4	Able to know principlesofkitchenlayoutanddesign

DetailedSyllabus

SUBJECTTITLE:ResearchProject

SUBJECTCODE:HM3607SEMEST

ER:VI

CONTACTHOURS/WEEK:

Lecture(L)	Tutorial(T)	Practical(P)	Credit (C)
0	0	2	1

Internal Assessment:40

End TermExam:60

DurationofExam:3Hrs

Objectiveandoutcomeofcourse:

- Understandresearchmethodology
- Learnhowtomakeresearchproject

RESEARCHPROJECT(PRACTICAL)

Once you have finalized the first draft or synopsis in consultation with your supervisor during SEM- V, plan to writing the final research paper during SEM-VI. Keep in mind the following:

1. Statement of purpose: tell the reader what you're going to say.
2. Main body of the paper: say it
3. Summary and conclusion: tell the reader what you've said.
4. Stick to the point, avoid digression. State each major idea quickly and then develop it through examples and explanations.
5. Include concrete examples, illustrations, and factual details to back up your generalizations.
6. Criticize, evaluate, illustrate, attack, or defend where appropriate to your topic. Show you've been thinking.
7. As you write, indicate your information source (by # of card or author's name) in the margin beside ideas. You can return later to complete the documenting of your references.
8. Unless your professor has specified otherwise, be sure to introduce quotations and show how they fit in with your position. Don't use them as filler.
9. Read it out loud to check for flow and awkward language. Read for clarity and logical progression and smooth transitions.
10. Find alternate words for ones you are using too often (check the saurus).
11. Check for mechanical errors such as misspelled words, inaccurate punctuation, incorrect grammar, etc.
12. Watch carefully to prevent plagiarism. Be absolutely certain that your documentation gives full credit for all materials used not only in quotations but in paraphrased form.
13. Revise and polish your tentative draft for final project
14. Type the final version of your report. Double space and allow for proper margins.
15. Follow the exact format prescribed by your instructor for the title page, bibliography and documentation. This may vary from topic to topic, so be sure to check if you're in doubt.
16. Double check your documentation against your alphabetized bibliography. Make certain that all of your documentation is accurately tied to the references listed in your bibliography.
17. After typing, be sure to proofread for typos and other errors.
18. Hand your paper in!!

Remember all research is expected to show originality as it provides significant contribution to enhancing knowledge. Do give reference of ideas, quotes etc. in your paper from where it has been borrowed. The research paper must be accompanied by a certificate to the effect that it is an original piece of work. If at any stage it is found that the research paper has been copied, in part or full, it is likely to be cancelled and the student failed in the subject.

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to			122
CO1	HM3607.1	Able to understand the concept of Research	
CO2	HM3607.2	Will be Learn the research techniques	

CO3	HM3607.3	Students can learn learn how to make research project
CO4	HM3607.4	Able to underst and research methodology