

SCHEME & SYLLABUS
(Choice Based Credit System)

for

BSc.Hospitality&HotelAdministration

(w.e.f.Session2021-22)

ProgramCode: HM302



DEPARTMENT OF HOTEL MANAGEMENT

RIMTUNIVERSITY, MANDI GOBINDGARH, PUNJAB

TABLE OF CONTENTS

S. No.	Content	PageNo.
1.	Section1: Vision and Mission of the University	3
2.	Section2: Vision and Mission of the Department	4
3.	Section3: About the Program	5
4.	Section4: Program Educational Objectives (PEOs), Program Outcomes (POs) and Program Specific Outcomes (PSOs)	6
5.	Section5: Curriculum/Scheme with Examination Scheme	8
6.	Section 6: Detailed Syllabus with Course Outcomes	14

SECTION1**Vision &MissionoftheUniversity****VISION**

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

To achieve excellence in the field of Hospitality Education and Research, community assistance, and human resource development for hospitality industry to be the most preferred destination for students seeking admission and recruiters

MISSION

- To excel in the field of hospitality education to develop competency in students by providing an environment that inculcates professionalism with Ethics and Social Values.
- To inculcate the core values in students to transform them into responsible citizens and leaders of hospitality industry.
- To provide national and international exposure to students so that they can build up their career in hospitality industry.

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.

SECTION 4

Program Educational Objectives (PEOs), Program Outcomes (POs) and Program Specific Outcomes (PSOs)

PROGRAMME EDUCATION OBJECTIVES (PEOs)

PEO1	To develop a confident and competent graduate capable of solving real life hotel industry problem 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.

PROGRAMME OUTCOMES (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 communication 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 multi disciplinary environment.
PO 12	Innovation and Entrepreneurship: Demonstrate the methods of innovation and recipethat encourages 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.

SECTION5
Curriculum/SchemewithExaminationGradingScheme

SEMESTER WISE SUMMARY OF THE PROGRAMME:(BSC.HOSPITALITY&HOTEL ADMINISTRATION)

S. No.	Semester	No. of Contact Hours	Marks	Credits
1.	I	30	23	1400
2.	II	26	20	1200
3	III	24	19	1100
4	IV	22w	27	200
5	V	24	18	1100
6	VI	26	20	1100
	Total		127	6100

EXAMINATION GRADING SCHEME

Marks Percentage Range	Grade	Grade Point	Qualitative Meaning
80-100	O	10	Outstanding
70-79	A+	9	Excellent
60-69	A	8	Very Good
55-59	B	7	Good
50-54	B	6	Above Average
45-49	C	5	Average
40-44	P	4	Fail
0-39	F	0	Fail
ABSENT	AB	0	Fail

Percentage Calculation: CGPA*10

FIRSTSEMESTER

Subject		ContactHours/Week			Credit	EvaluationScheme (%ofTotalMarks)					ExamDuration(Hours)
Code	Title	L	T	P		CWA	LWA	MTE	ETE	Total	
HM-1101	Foundation Course in FoodProduction–I	2			2	16	---	24	60	100	3 hrs
HM-1102	Foundation Course in Food& BeverageService – I	2			2	16	---	24	60	100	3 hrs
HM-1103	FoundationCourseinFront Office–I	2			2	16	---	24	60	100	3 hrs
HM-1104	FoundationCoursein AccommodationOper ations –I	2			2	16	---	24	60	100	3 hrs
HM-1105	English&Communication Skills	2			2	16	---	24	60	100	3 hrs
HM-1106	ComputerFundamentals	2			2	16	---	24	60	100	3 hrs
HM-1107	HotelEngineering	2			2	16	---	24	60	100	3 hrs
HM-1108	Nutrition	2			2	16	--	24	60	100	3 hrs
HM-1109	Foundation Course in FoodProduction(Practical) –I			4	2	----	60	-----	40	100	3 hrs
HM-1110	Foundation Course in Food& Beverage Service(Practical)– I			2	1	----	60	-----	40	100	3 hrs
HM-1111	FoundationCourseinFrontOffice(Practical)– I			2	1	----	60	-----	40	100	3 hrs
HM-1112	Foundation Course inAccommodationOpera tions(Practical)–I			2	1	----	60	-----	40	100	3 hrs
HM-1113	English&Communication Skills(Practical)			2	1	----	60	-----	40	100	3 hrs
HM-1114	Computer Fundamentals(Practical)			2	1	----	60	-----	40	100	3 hrs
Total		16	-	14	23	128	360	192	720	1400	

SECONDSEMESTER

Subject		ContactHours/Week			Credit	EvaluationScheme (%ofTotalMarks)					ExamDuration(Hours)
Code	Title	L	T	P		CWA	LWA	MTE	ETE	Total	
HM-1201	FoundationCourseinFood Production–II	2			2	16	---	24	60	100	3 hrs
HM-1202	FoundationCoursein Food& BeverageService– II	2			2	16	---	24	60	100	3 hrs
HM-1203	FoundationCoursein FrontOffice– II	2			2	16	---	24	60	100	3 hrs
HM-1204	FoundationCourseinAccommodationOperations –II	2			2	16	---	24	60	100	3 hrs
HM-1205	ForeignLanguageSkills –I(French)	2			2	16	---	24	60	100	3 hrs
HM-1206	Accountancy	2			2	16	---	24	60	100	3 hrs
HM-1207	EnvironmentStudies	2			2	16	---	24	60	100	3 hrs
HM-1208	Foundation Course inFoodProduction(Practical) –II			4	2	----	60	-----	40	100	3 hrs
HM-1209	FoundationCoursein Food &Beverage Service(Practical)–II			2	1	----	60	-----	40	100	3 hrs
HM-1210	Foundation Course inFront Office(Practical) –II			2	1	----	60	-----	40	100	3 hrs
HM-1211	Foundation Course inAccommodationOperations(Practical)–II			2	1	----	60	-----	40	100	3 hrs
HM-1212	EnvironmentStudies (Practical)			2	1	----	60	---	40	100	3 hrs
Total		14	-	12	20	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	Food Production Operations	2			2	16	---	24	60	100	3 hrs
HM2302	Food&Beverage Operations	2			2	16	---	24	60	100	3 hrs
HM2303	FrontOfficeOperations	2			2	16	---	24	60	100	3 hrs
HM2304	Accommodation Operations	2			2	16	---	24	60	100	3 hrs
HM2305	FoodSafety&Quality	2			2	16	---	24	60	100	3 hrs
HM2306	HotelAccountancy	2			2	16	---	24	60	100	3 hrs
HM2307	ForeignLanguageSkills–II(French)	2			2	16	---	24	60	100	3 hrs
HM2308	Food Production Operations (Practical)			4	2	----	60	-----	40	100	3 hrs
HM2309	Food & Beverage Operations (Practical)			2	1	----	60	-----	40	100	3 hrs
HM2310	FrontOfficeOperations (Practical)			2	1	----	60	-----	40	100	3 hrs
HM2311	Accommodation Operations (Practical)			2	1	----	60	-----	40	100	3 hrs
Total		14	-	10	19	112	240	168	580	1100	

FOURTHSEMESTER									
	Course Code	Course Title	Contact Hours (P)	Weightage				Total Marks	Credits
				ESE(Marks)					
				Training Reports	Log Book	Presentation	Viva Voice		
Discipline Core	HM-2401	Industrial Exposure Training	22 weeks	50	50	50	50	200	27*

FIFTHSEMESTER

Subject		Contact Hours/Week			Credit	Evaluation Scheme (% of Total Marks)					Exam Duration (Hours)
Code	Title	L	T	P		CWA	LWA	MTE	ETE	Total	
HM3501	Advance Food Production Operations –I	2			2	16	---	24	60	100	3 hrs
HM3502	Advance Food & Beverage Operations –I	2			2	16	---	24	60	100	3 hrs
HM3503	Front Office Management -I	2			2	16	---	24	60	100	3 hrs
HM3504	Accommodation Management -I	2			2	16	---	24	60	100	3 hrs
HM3505	Hotel Law	2			2	16	---	24	60	100	3 hrs
HM3506	Strategic Management	2			2	16	---	24	60	100	3 hrs
HM3507	Food & Beverage Control			2	1	---	60	---	40	100	3 hrs
HM3508	Advance Food Production 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	Front Office Management -I (Practical)			2	1	---	60	---	40	100	3 hrs
HM3511	Accommodation Management - I (Practical)			2	1	---	60	---	40	100	3 hrs

Total	12	-	12	18	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	BasicsofTourism										
HM3613	OrganizationBehavior										
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

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

Objectives:

- To enhance the knowledge of skills, experiences, attitudes and behavior in the kitchen.
- 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&OBJECTSOF COOKINGFOOD: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 stationary, 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 precaution 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"> • The Professional Chef (4th Edition) By LeRol A. Polson • The Professional Pastry Chef, Fourth Edition By Bo Fberg Publisher: Wiley & Sons INC • Theory of Catering By Kinton & Cessarani • Theory of Cookery By K Arora, Publisher: Frank Brothers • Accompaniments & Garnishes from waiter; Communicate: Fuller 	

	<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 &simpleapplicatio ns
2	i) Vegetables–classification ii) Cuts - julienne, jardinière, macedoines, brunoise,payssane,mignonettes,dices,cubes,shred,mi repoix iii) Preparationofsaladdressings	Demonstrations &simpleapplicationsb ystudents
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,P otatoes,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 &simpleapplicationsb ystudents
6	Sauces- Basicmothersauces <ul style="list-style-type: none"> • Béchamel • Espagnole • Veloute • Hollandaise • Mayonnaise 	Demonstrations &simpleapplicatio ns

7	<p>Eggcookery-Preparationofvarietyofeggdishes</p> <ul style="list-style-type: none"> • Boiled(Soft&Hard) • Fried(Sunnysideup,Singlefried,Bull’sEye,Dou blefried) • Poaches • Scrambled • Omelette(Plain,Stuffed,Spanish) • Encocotte(eggsBenedict) 	<p>Demonstrations &simpleapplicationsb ystudents</p>
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 	<p>Demonstrations &simpleapplicationsb y students</p>

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

S.No	Topic	Method
1	<p align="center">Equipments</p> <ul style="list-style-type: none"> • Identification • Usesandhandling • Ingredients-Qualitativeandquantitative measures 	Demonstration byinstructor andapplications bystudents
2	<p align="center">BREAD MAKING</p> <ul style="list-style-type: none"> • Demonstration&PreparationofSimpleanden richedbreadrecipes • BreadLoaf(WhiteandBrown) • BreadRolls(Variousshapes) • FrenchBread • Brioche 	Demonstration byinstructor andapplications bystudents
3	<p align="center">SIMPLECAKES</p> <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, • BreadandButterPudding • QueenofPudding • Soufflé–Lemon/Pineapple • Mousse(ChocolateCoffee) • Bavaroise • DiplomatPudding • ApricotPudding • SteamedPudding- AlbertPudding,CabinetPudding. 	<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&JobSpecificationsof F&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. 	
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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

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

- 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.
- To know categorization of hotels and their differences.

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p style="text-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 style="text-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,</p> <p style="text-align: center;">StarClassificationofHotels</p> <p>Government’s Classification Committee, Star ratings and HeritageClassificationsadoptedinIndia,BasionwhichStarratingsaregr antedalongwiththe Performa ofStarClassification.</p> <p style="text-align: center;">OverviewofOtherconcepts</p> <p>Spa, Boutique hotels, All Suite, Budget Hotels, Green Hotels, Ecotelsetc.,Supplementary/AlternativeAccommodations,examplesof NationalandInternationalHotelswithitstype,categoryandclassification.</p>	

UNIT-III	<p 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 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 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 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 cardinaux and ordinaux (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

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

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

Contents of Syllabus:

Sr.No	Contents	Contact Hours
UNIT-I	THE ROLE OF HOUSEKEEPING IN HOSPITALITY OPERATION: Role of Housekeeping in Guest Satisfaction and Repeat Business, Personality Traits of housekeeping Management Personnel, Layout of the Housekeeping Department overview of subsection of housekeeping department, Role of housekeeping in other institutes. (from 2 nd unit to 1 st)	
UNIT-II	ORGANIZATION CHART OF THE HOUSEKEEPING DEPARTMENT: Hierarchy in small, medium, large and chain hotels, (from 1 st to 2 nd) 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)	
UNIT-III	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 GUEST ROOM :- type of soil, nature of soil, standard of cleaning, Cleaning of public area, HOUSEKEEPING INVENTORIES: equipments, agents, supplies, linen, uniform (new)	
UNIT-IV	PEST CONTROL: Areas of infestation, Preventive measures and Control measure (Sem. 2 to Sem. 1) WASTE DISPOSAL AND POLLUTION CONTROL: Solid and	

	liquid waste,sullageandsewage,disposalofsolidwaste,Sewagetreatment,Poll utionrelatedtohotelindustry,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	Studentsabletounderstandidentifydifferentsectionsofhousekeepingdepartm ent
CO2	HM1104.2	Abletoexplaincleaningproceduresandvariousmethodsofcleaning
CO3	HM1104.3	Able to doexperimentsonpestcontrolintheorganization
CO4	HM1104.4	Studentswillbeabletorelatehousekeepingdepartmentwithotherdepartmentsintheho tel.

FOUNDATIONCOURSEINACCOMMODATIONOPERATIONS(PRACTICALS)

S.No	Topic	
01	CleaningEquipment-(manualandmechanical) <ul style="list-style-type: none"> • Familiarization • Differentparts • Function • Careandmaintenance 	Demonstrationb yinstructorand applicationsbyst udents
02	Cleaning Agent <ul style="list-style-type: none"> • Familiarizationaccordingtoclassification • Function 	Demonstrationb yinstructorand applicationsbyst udents
03	Maid'strolley <ul style="list-style-type: none"> • Contents • Trolleysetup 	
04	SampleLayoutsofGuestRooms <ul style="list-style-type: none"> • Singleroom • Doubleroom • Twin room • Suite 	Demonstrationb yinstructorand applicationsbyst udents

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>Demonstrationby yinstructorand applicationsbyst udents</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	TheoreticalconceptsofCommunication: MeaningandDefinition,Processofcommunication,Objectives,Features/ Characteristics/7 C's of communication, Types : Verbal &Non-verbal, Formal & Informal, Barriers, Effective Communicationand Roleandimportance ofcommunicationin hospitality. Listening: Meaninganddefinitions,Differencebetweenlisteningandhearing,Barriers ,Effectivelistening.	10
UNIT-II	Reading: Style&Techniquesofreading–Skimming, Scanning,Intensive andExtensive Comprehension exercises/Essay type questions/MCQ on thefollowingselectivereadings : <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	Writing: LetterWriting(Business&officialonly), ParagraphWriting.	6
UNIT-IV	VocabularyandGrammar: PartsofSpeech,FormationanduseofTenses, Onewordsubstitution,Antonyms&Synonyms,Idioms,Pairs ofwords,PrefixesandSuffixes.	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

Contents of Syllabus:

***The following activities to be conducted in Comm. Skills Lab.**

Sr.No	Contents	Contact Hours
UNIT-I	Speaking : Introducing Oneself, Situational Introductions, Situational Conversations, JAM sessions, Handshake Etiquette	6
UNIT-II	Employability Skills: Group discussions, Interview techniques : Group Interview, Face-to-face Interview & Telephonic Interviews. Corporate Grooming Tips: Dressing for office : Do's and Don'ts for Man and Women.	8
UNIT-III	Soft Skills: Etiquette and Manners: Basic Table Manner. Time & Stress Management, Teamwork, Leadership, Problem solving skills	6

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

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	AUTOMATIONINTHEHOSPITALITYINDUSTRY; InformationConceptsandProcessing:Definitions,Need,QualityandV alue ofInformation,Data ProcessingConcepts. ElementsofComputerSystem- Definition,CharacteristicsofComputers&Limitations. GenerationsofComputersandTypesof computers.Computer&itsApplicationintheHos pitalityIndustry.	
UNIT-II	ESSENTIALSOFCOMPUTERSYSTEMS; 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	BASICSOFCOMPUTERSOFTWARE; MeaningofSoftware,RelationshipbetweenHardwareandSof tware.TypesofSoftware-MeaningofSystem,	

	Application and Service Software. Basics 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) Electronic 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 Problemsolving: Beyer, B.B · PC Software Made Simple: R. K. Taxali: Tata McGraw Hill · Understanding Database (I) Plus: Alan Simpson · Fundamentals 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 departmentsofthehotel.</p> <p>C. Organizationchartofmaintenancedepartment,dutiesandresponsibilitiesofmaintenancedepartment</p> <p style="text-align: center;">Fuelsusedincateringindustry:</p> <p>A. Typesoffuelusedincateringindustry;calorificvalue;comparative studyofdifferntfuels</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 one 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 unit of illumination.</p> <p>F. External lighting</p> <p>G. Safety in handling electrical equipment.</p> <p style="text-align: center;">Watersystems:</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
UNIT-III	<p style="text-align: center;">Fire prevention and firefighting system:</p> <p>A. Classes of fire, methods of extinguishing fires (Demonstration)</p> <p>B. Fire extinguishers, portable and stationery</p> <p>C. Fire detectors and alarm</p> <p>D. Automatic fire detectors cum extinguishing devices</p>	10

	<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. Replacementpolicyofitemswhichgraduallydeteriorates C. Replacementwhentheaverageannualcostisminimum D. Replacementwhenthepresentcostisminimum 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. Essentialrequirementsofacontract,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
CO2	HM1107.2	Identifythevariousequipment,machinery&tools
CO3	HM1107.3	Classifyvarioustypesoffuels

CO4	HM1107.4	Examnewatersystemsandfireprevention
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RecommendedBooks:**Ghosal, Sujit(2011):“HotelEngineering”**

DetailedSyllabus

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

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

Internal Assessment: 40

End Term Exam: 60

Duration of Exam: 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 Warwick 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

SUBJECT TITLE: Foundation Course in Food Production –**II SUBJECT CODE: HM1201&HM1208****SEMESTER: II****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

Objectives

- Students will learn to boost the shelf life of food products
- Students will learn to prevent Food contamination

Contents of Syllabus:

Sr.No	Contents	Contact Hours
<p>UNIT-1</p>	<p>MENU PLANNING: Meaning Types and importance. Menu Engineering its need and Importance. INTRODUCTION TO INDIAN COOKERY BASICS. Introduction to Indian food, Spices used in Indian cookery, Role of spices in Indian cookery, Indian equivalent of spices (names) MASALAS: Blending of spices, Different masalas used in Indian cookery- Wet masalas, Dry masalas, Composition of different masalas, Varieties of masalas available in regional areas, Special masalas blends Gravies: Different types Haryali, Makhni, Shahi/white, Chopped Masala, karahai, Yellow Gravy Basic Tandoori Preparations Indian marinades and Pastes Commodities in Indian cuisine:- Souring Agents, colouring agents, tenderizing agent, Flavouring & Aromatic Agents, Spicing Agents RICE, CEREALS & PULSES: Introduction, Classification and identification, Cooking of rice, cereals and pulses, Varieties of rice and other cereals</p>	<p>08</p>
<p>UNIT-2</p>	<p>MEAT COOKERY: Introduction to meat cookery, Cut of beef/veal, Cut of lamb/mutton, Cut of pork, Variety meats (offal's), Poultry, (With menu examples of each)</p>	<p>04</p>

	FISH COOKERY: Introduction to fish cookery, classification of fish with examples, Cuts of fish with menu examples, Selection of fish and shellfish, Cooking of fish (Effects of heat)	
UNIT-3	<p>PASTRY: Short crust, Laminated, Choux, Hot water/Rough puff, Recipes and methods of preparation, Differences, Uses of each pastry, Care to be taken while preparing pastry, Role of each ingredient, Temperature of baking pastry</p> <p>Flour: Structure of wheat, Types of Wheat, Types of Flour, Processing of Wheat – Flour, Uses of Flour in Food Production, Cooking of Flour (Starch)</p> <p>SIMPLE BREADS: Principles of breadmaking, Simple yeast breads, Role of each ingredient in breadmaking, Baking temperature and its importance</p> <p>PASTRY CREAMS: Basic pastry creams, Uses in confectionery, Preparation and care in production</p>	16
UNIT-4	<p>BASIC COMMODITIES: Milk-Introduction, Processing of Milk, Pasteurisation – Homogenisation, Types of Milk – Skimmed and Condensed, Nutritive Value, Cream-Introduction, Processing of Cream, Types of Cream Cheese-Introduction, Processing of Cheese, Types of Cheese, Classification of Cheese, Curing of Cheese, Uses of Cheese</p> <p>Butter-Introduction, Processing of Butter, Types of Butter. Sugar: Its Importance, types of sugar, cooking of Sugar - Various Temperature</p>	04
REFERENCES:	<ul style="list-style-type: none"> • The Professional Chef (4th Edition) By Le Rol A. Polson • The Professional Pastry Chef, Fourth Edition By Bo Friborg Publisher: Wiley & Sons INC • Theory of Catering By Kinton & Cessarani • Theory of Cookery By K Arora, Publisher: Frank Brothers • Accompaniments & Garnishes from waiter; Communicate: Fuller J. Barrie & Jenkins • Bakery & Confectionery By S. C. Dubey, Publisher: Society of Indian Bakers • Modern Cookery (Vol-I) By Philip E. Thangam, Publisher: Orient Longman • Practical Cookery By Kinton & Cessarani 	

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM1201.1	Students will be able to formulate the different menus
CO2	HM1201.2	Able to recognize various ingredients and their uses in kitchen
CO3	HM1201.3	Able to experiment how to cook meat and fish with their classification
CO4	HM1201.4	students will be able to identify the all spices, herbs and Perishable food items

FOUNDATION COURSE IN FOOD PRODUCTION (PRACTICALS) P

ART 'A' - COOKERY

S.No	Topic	Method
1	<ul style="list-style-type: none"> • Meat – Identification of various cuts, Carcass demonstration • Preparation of basic cuts - Lamb and Pork Chops, Tornado, Fillet, Steaks and Escalope • Fish - Identification & Classification • Cuts and Fold of fish 	Demonstrations & simple applications

3	Preparation of menu Salads & soups- Waldrofsalad, Fruitsalad, Russiansalad, saladenicoise, Soups preparation: Chowder, Bisque, Veloute, Broth International soups	Demonstration by instructor and applications by students
4	Chicken, Mutton and Fish Preparations- Fish only, a la anglaise, Colbert, meuniere, poached, baked Entrée-Lamb stew, hot pot, shepherd's pie, grilled steaks & lamb/Pork chops, Roast chicken, grilled chicken, Leg of Lamb, Beef	Demonstration by instructor and applications by students
5	Indian cookery- Rice dishes, Breads, Main course, Basic Vegetables, Paneer Preparations Marinades, Paste and Tandoori Preparation of Meat, fish Vegetables and Paneer	Demonstration by instructor and applications by students

PART 'B' - BAKERY & PATISSERIE

S.No	Topic	Method
1	PASTRY: Demonstration and Preparation of dishes using varieties of Pastry <ul style="list-style-type: none"> • Short Crust – Jam tarts, Turnovers • Laminated – Palmiers, Kharabiscuits, Danish Pastry, Cream Horns • Choux Paste – Eclairs, Profiteroles 	Demonstration by instructor and applications by Students
2	COLDSWEET <ul style="list-style-type: none"> • Honeycomb mould • Butterscotch sponge • Coffee mousse • Lemon sponge • Trifle • Blancmange • Chocolate mousse • Lemon soufflé 	Demonstration by instructor and applications by students
3	HOTSWEET <ul style="list-style-type: none"> • Bread & butter pudding • Caramel custard • Albert pudding • Christmas pudding 	Demonstration by instructor and applications by students
4	INDIAN SWEETS Simple ones such as chicuti, gajar halwa, kheer	Demonstration by instructor and applications by Students

DetailedSyllabus**SUBJECT TITLE: Foundation Course in Food & Beverage Service –****IISUBJECT CODE:HM-1202&HM-1209****SEMESTER:II****CONTACTHOURS/WEEK:**

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

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

- **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	TYPES OF FOOD SERVICE: Silver service, American service, Frenchservice, Russianservice, Gueridonservice, Assistedservice, Self-service, Singlepointservice, SpecializedService.	
UNIT-II	MENU PLANNING: Origin of Menu, Objectives of Menu Planning, Factors to be consider while planning a menu, Menu terminology, TypesofMenu, CoursesofFrenchClassicalMenu-Sequence, Examples from each course, Cover of each course, Accompaniments, FrenchNames of dishes Types of Meals: Early Morning Tea, Breakfast (English, AmericanContinental, Indian), Brunch, Lunch, Afternoon/HighTea, Dinner, Supper	
UNIT-III	ROOM SERVICE: Introduction, personnel, taking the order, routingtheorder, preparingtheorder, deliveringtheorder, providingamenities, Roomservice menu, sequenceofservice, Forms&formats. SALECONTROL SYSTEM: KOT/BillControlSystem(Manual)-Triplicate	

	CheckingSystem,DuplicateCheckingSystem,Checkandbillsystem,Service with order, computerized system, circumstantial KOT, AlcoholicBeverage order,Billing	
UNIT-IV	TOBACCO: History,Processing forcigarettes,pipetobacco&cigars, Cigarettes – Types and Brand names, Pipe Tobacco – Types andBrandnames ,Cigars – shapes, sizes, colours and Brand names, Care and Storageofcigarettes &cigars,	
REFERENCE S:	<ul style="list-style-type: none"> • Food&BeverageService- BobbyGeorge&SandeepChatterjee,JaicoPublishingHouse • Food & Beverage Service- R. Singaravelavan, OxfordUniversityPress,New Delhi. • Food&Beverage Service-DennisR.Lillicrap.&John .A.Cousins.Publisher:ELBS • Food&BeverageServiceTrainingManual- SudhirAndrews,TataMcGrawHill. • TheWaiterHandbookByGrahmBrown,Publisher:GlobalBooks&SubscriptionServicesNewDelhi • Foodand BeverageService–VijayDhawan 	

HM1202.1 Abletoexplainvarioustypesoffoodservice

HM1202.2 Studentswillbeabletoconstructmenuforthedifferentevents

HM1202.3 Abletodemonstrateroomservicesandhowtocontrolsales

HM1202.4 studentswillbe able torecognizedvarioustypes oftobaccos andcigarettes

FOUNDATIONCOURSEINFOOD&BEVERAGESERVICE(PRACTICAL)

S.No	Topic	
01	REVIEWOFSEMESTER -1	
02	PROCEDUREFOR SERVICEOFAMEAL Task-01: Taking Guest Reservations Task-02: Receiving & Seating of Guests Task-03: Order taking & Recording Task-04: Order processing (passing order to the kitchen) Task-05: Sequence of service Task-06: Presentation & Encashing the Bill Task-07: Presenting & collecting Guest comment cards Task-08: Seeing off the Guests	Demonstration by instructor and applications by students

03	<p style="text-align: center;">TABLELAY-UP&SERVICE</p> Task-01: A La CarteCover Task-02: Tabled'HoteCover Task-03: EnglishBreakfastCover Task-04: AmericanBreakfastCover Task-05: ContinentalBreakfastCover Task-06: IndianBreakfastCover Task-07: AfternoonTeaCover Task-08: HighTea Cover	Demonstrationby instructorand applicationsbystudents
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	TRAY/TROLLEYSET-UP&SERVICE Task-01: Room Service TraySetup Task-02:RoomServiceTrolleySetup	
04	SocialSkills Task-01:HandlingGuestCompl aints Task-02:Telephonemanners Task-03:Dining &Serviceetiquettes	
05	SpecialFoodService- (Cover, Accompaniments&Service) Task-01: Classical Hors d' oeuvre- Oysters, Caviar, Smoke Salmon, Pate deFoie Gras,Snails,Melon,Grapefruit,Asparagus Task-02: Cheese Task-03: Dessert(FreshFruit&Nuts) ServiceofTobacco CigarettesandCigar	
6.	CompilingofamenuinFrench, ServiceofNon-alcoholicbeverages	

DetailedSyllabus**SUBJECTTITLE: FoundationCourseinFrontOffice–****IISUBJECTCODE:HM-1203&HM-1210****SEMESTER:II****CONTACTHOURS/WEEK:**

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

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

- Students will be educated about how to handle transaction between the guest and the hotel accurately
- Students will learn reservations and registrations

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

Contents of Syllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p align="center">Tariff Structure</p> Tariff Structure, Rack Rate, Discounted rates, Tariff card and its use, Hotel Day rate, Basis of Charging Room Rent, Various factors affecting Room rent, Fixing Room Tariffs through Cost based pricing & Market based pricing, Rule of Thumb, Hubbart formula Front Office Coordination, Meal Plans, and Type of Guests Role of Tou operators and Travel agents in hotel business, Meal Plans – Type, needs and use of such plans, Type of Guests – FIT, VIP, CIP, GIT, Business travelers, Special interest tours, domestic, foreigner etc, Front Office coordination with different departments in hotels.	
UNIT-II	<p align="center">Guest Cycle and Reservations</p> Introduction to guest cycle – Pre arrival, Arrival, During guest stay, Departure and After departure, Reservation and its importance, Basic tools of reservation – Room Status Board, ALC, DCC with formats, Handling reservation and reservation form with formats, Modes of Payment while reservation - an introduction, Sources of Reservation, Systems of Reservation, Types of Reservations, Cancellations and Amendments, , Reservation reports and statistics Overbooking, Upselling, No show, Walk - in guest, scanty baggage, stayover, overstay, understay, early arrival, turnaway, time limit, overstay etc.	
UNIT-III	<p align="center">Registration</p> Registration and its importance, Types of registration records – Bound book register, loose leaf register and Guest Registration Card (GRC) and their formats	

	<p>Guest Handling, Preregistration activities, Procedure of Guest Handling – Prearrival, On Arrival and Post Arrival procedures, Handling reserved guests, Procedure for Handling Free Individual Traveller (FIT), Chance guests, VIP, Group arrival, Foreigner guest (C-forms, Foreign currency exchange), Single Lady guest, Corporate guest, Layover passenger, Check-in for guest holding Discount voucher, Turn-away guest</p>	
UNIT-IV	<p align="center">Front Desk Functions</p> <p>Procedure for Room Assignment, Room not clear, Wash and Change Room, Complimentary stay, Suite Check-in, Upgrading a guest, Downgrading a guest, Handling request for Late Check-out, Precautions for Scanty Baggage guest, Guest Stationery, Handling request for Rental Equipment, Up selling, Material Requisition, Shift Briefing, Morning and Afternoon Shift Handover, Night Shift Handover, Guest Relations, Courtesy Calls, Room amenities for Corporate/VVIP /CIP guest, Handling Awkward guests, Room Change Procedure, Handling Mails, Message and Paging, Key control procedures.</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 • Check-in check-out – Jerome Valley • A Manual of Hotel Reception – J.R.S. Beavis, S. Medlik Heinemann Professional 	

FOUNDATION COURSE IN FRONT OFFICE (PRACTICAL'S)

S.No	Topic	
1	<ul style="list-style-type: none"> • Review of Semester one 	
2	<ul style="list-style-type: none"> • Welcoming/Greeting of guest • Providing Information to the Guest • Telephone handling, How to handle enquiries • Suggestive selling 	
3	<ul style="list-style-type: none"> • Filling up of various Forms and Formats 	
4	<ul style="list-style-type: none"> • Registrations: FIT, VIP, Corporate, Groups/Crew • Security Deposit Box Handling • Credit Card Handling Procedure • Foreign Currency Exchange Procedure 	Demonstration by instructor and applications by students
5	<ul style="list-style-type: none"> • Introduction to PMS 	

	1Hotfunctionkeys	
	2Createandupdateguestprofiles	
	3MakeFITreservation	
	4Sendconfirmationletters	
	5Printingregistrationcards	
	6 MakeanAdd-onreservation	
	7Amendareservation	
	8 Cancela reservation-with depositandwithoutdeposit	
	9 Logontocashiercode	
	10Processareservation deposit	
	11Pre-registera guest	
	12Put messageandlocatorfora guest	
	13Put traceforguest	
	14Checkin areservedguest	
	15 Checkindayuse	
	16Check–ina walk-inguest	
	17Maintainguesthistory	
	18Issueanewkey	
	19Verifyakey	
	20 Cancelakey	
	21Issueaduplicatekey	
	22Extendakey	
	23Programmekeyscontinuously	
	24Re-programmekeys	
	25Programmeonekeyfortworooms	

DetailedSyllabus

SUBJECTTITLE:FoundationCourseinAccommodationOperations–

IISUBJECT CODE:HM-1204&HM-1211

SEMESTER:II

CONTACTHOURS/WEEK:

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

Internal Assessment: 40

End TermExam:60

DurationofExam:3Hrs

Objectives

- Demonstrate the students about the knowledge of basic operation of room division
- Stdents will learn to deal with human resources, budget and inventory

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	CLEANINGAGENTS: GeneralCriteriaforselection,Polishes,Floorseats,Use,careand Storage,Distributionand Controls, AREA CLEANING: Guest rooms, Front-of-the-house Areas, Back-of- the house Areas, Work routine and associated problems e.g. hightraffic areas,Façadecleaningetc. WATER SYSTEMS IN HOTEL: Water distribution system in ahotel,ColdwatersystemsIndia,Hardnessofwater,watersoftening, base exchange method (Demonstration),Cold water cisternswimmingpools,Hotwatersupplysysteminhotels,Flushingsystem,watertaps,trapsandclosetsClassification,UseofEco-friendlyproductsinHousekeeping.(HE)	
UNIT-II	COMPOSTION, CARE AND CLEANINGOFDIFFERENT SURFACES: Metals,Glass,Leather,Leatherites,Rexines,Plastic,Ceramics,Wood,Wallfinishes,FloorFinishes,	
UNIT-III	ROUTINESYSTEMSANDRECORDSOFHOUSEKEEPING (3rdto 2nd) DEPARTMENT: ReportingStaffplacement,RoomOccupancy Report, Guest Room Inspection, Entering Checklists, Floor Register,Work Orders, Log Sheet., Lost and Found Register and Enquiry File,Maid’sReport andHousekeeper’sReport,Handover Records, Guest’s Special Requests Register, Record of Special Cleaning, CallRegister,VIPListsGuest roomlayout,type ofbed&mattresses	
UNIT-IV	KEYS: Types ofkeys,Computerizedkeycards,Keycontrol OVERVIEW OF MAINTENANCE DEPARTMENT:	

	<p style="text-align: center;">Roll,</p> <p>Responsibilities&Importanceofmaintenancedepartmentinthehotel industry with emphasis on its relation with other departments of theHotel.Preventiveandbreakdownmaintenance,comparisons(HE)</p>	
REFERENCES:	<ul style="list-style-type: none"> • HotelHostelandHospitalHousekeeping–byJoanCBranson &MargaretLennox,ELBSwithHolder &StoughtonLtd. • HotelHouseKeepingaTrainingManualbySudhirAndrews, TataMcGrawHillpublishing companylimitedNewDelhi. • HotelHousekeeping Operations&Managementby Raghubalan,OxfordUniversityPress. • ManagementofHotel&MotelSecurity(OccupationalSafety andHealth)byH.Burstein, CRCPunlisher. • ProfessionalManagementofHousekeepingOperations(II Edn.)byRobertJ.Martin&ThomasJ.A. Jones,Wiley Publications • TheProfessionalHousekeeperbyTuckerSchneider,Wiley Publications • ProfessionalmanagementofHousekeepingbyManoj Madhukar,RajatPublications 	

HM1204.1Studentsabletoidentifycleaning procedure

HM1204.2Abletoselectdifferentsurfacescleaningandcleaningagents

HM1204.3Studentsabletoexplainroutinesystemanddifferentrecordsmaintain inhousekeepingdepartment

HM1204.4Studentswillbe able todevelopknowledge ofthe Keycontrolsystem

FOUNDATIONCOURSEINACCOMMODATIONOPERATIONS(PRACTICALS)

S.No	Topic	
01	Review ofsemester1	Demonstrationby instructorand applicationsbyst uents

02	Servicingguestroom(checkout/occupiedandvacant) <i>ROOM</i> Task1- opencurtainandadjustlighting Task2-cleanashand removetraysifany Task3-stripandmakebed Task4- dustandcleandrawersandreplenishsupplies Task 5-dust and clean furniture, clockwise oranticlockwise Task6- cleanmirror Task 7- replenishallsuppliesTask 8- clean and replenishminibar Task9-vaccumcleancarpet Task10-checkforstainsandspotcleaning <i>BATHROOM</i> Task1- disposedsoiledli nen Task 2-clean ashtrayTask3- cleanWC Task 4-cleanbathandbath	Demonstrationb yinstructorand applicationsbyst udents
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	area Task5- wipeandcleanshowercurtain Task 6- cleanmirrorTask 7- clean toothglass Task 8- cleanvanitor yunit Task 9- replenish bathsupplies Task10-mopthefloor	
03	Bed makingsupplies(daybed/nightbed) Step 1-spread the first sheet(fromoneside) Step 2-make miter corner (on both corner ofyourside) Step3- spreadsecondsheet(upsidedown)Step4- spreadblanket Step5-Spreadcrinklesheet Step6-maketwofoldsonheadsideshowwithallthree(second sheet,blanketandcrinklesheet) Step7-tuckthefoldson yourside Step8-makemitercorner withallthreeonyourside Step9-changesideandfinishthebedinthesame way Step10-spreadthebed spreadand placepillow	
04	<p style="text-align: center;">Records</p> <ul style="list-style-type: none"> • Roomoccupancyreport • Checklist • Floorregister • Work/maintenance order] • Lostandfound • Maid'sreport • Housekeeper'sreport • Logbook • Guestspecialrequestregister • Recordofspecialcleaning • Callregister • VIPlist • Floorlinenbook/register 	Demonstrationby instructorand applicationsby students
05	Guestroominspection	
06	<p style="text-align: center;">Minibarmanagement</p> <ul style="list-style-type: none"> • Issue • stocktaking • checkingexpirydate 	Demonstrationby instructorand applicationsby students
	<p style="text-align: center;">Handlingroomlinen/guestsupplies</p> <ul style="list-style-type: none"> • maintainingregister/record • replenishing floorpantry • stocktaking 	

	Guesthandling	
	<ul style="list-style-type: none"> • Guestrequest • Guest complaints 	

Detailed Syllabus

SUBJECT TITLE: Principle of Food Science
SUBJECT CODE: HM1205
SEMESTER: II
CONTACT HOURS/WEEK:

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

Internal Assessment: 40
End Term Exam: 60
Duration of Exam: 3 Hrs.
Objective and outcome of course:

- Demonstrate good personal hygiene and health habits and perform safe food handling and sanitation procedures
- Identify all Classification (based on the origin and degree of saturation)

Contents of Syllabus:

Sr. No	Contents	Contact Hours
UNIT-I	<ul style="list-style-type: none"> • Definition and scope of food science and • It's inter-relationship with food chemistry, food microbiology and food processing. <p>CARBOHYDRATES</p> <ul style="list-style-type: none"> • Introduction • Effect of cooking (gelatinization and retro gradation) • Factors affecting texture of carbohydrates (Stiffness of CHOgel & dextrinization) • Uses of carbohydrates in food preparations <p>FAT & OILS</p> <ol style="list-style-type: none"> A. Classification (based on the origin and degree of saturation) B. Autoxidation (factors and prevention measures) C. Flavor reversion D. Refining, Hydrogenation & winterization E. Effect of heating on fats & oils with respect to smoke point F. Commercial uses of fats (with emphasis on shortening value of different fats) 	11
UNIT-II	<p>PROTEINS</p> <ol style="list-style-type: none"> A. Basic structure and properties B. Type of proteins based on their origin(plant/animal) C. Effect of heat on proteins (Denaturation, coagulation) D. Functional properties of proteins (Gelation, Emulsification, Foamability, Viscosity) E. Commercial uses of proteins in different food preparations 	07

	<p>(like Egg gels, Gelatin gels, Cakes, Confectionary items, Meringues, Souffles, Custards, Soups, Curries etc.)</p> <p>FOODPROCESSING</p> <p>A. Definition B. Objectives C. Types of treatment D. Effect of factors like heat, acid, alkali on food constituents</p>	
UNIT-III	<p>EVALUATION OFFOOD</p> <p>E. Objectives F. Sensory assessment of food quality G. Methods H. Introduction to proximate analysis of Food constituents I. Rheological aspects of food</p> <p>EMULSIONS</p> <p>J. Theory of emulsification K. Types of emulsions L. Emulsifying agents M. Role of emulsifying agents in food emulsions</p>	06
UNIT-IV	<p>COLLOIDS</p> <p>A. Definition B. Application of colloid systems in food preparation</p> <p>FLAVOUR</p> <p>C. Definition D. Description of food flavors (tea, coffee, wine, meat, fish spices)</p> <p>BROWNING</p> <p>E. Types (enzymatic and non-enzymatic) F. Role in food preparation G. Prevention of undesirable browning</p>	06

Recommended Books:

"Manay, N. Shakuntala" Foods facts and principles
"Swaminathan, M" Essentials of food and nutrition

- HM1205.1** Demonstrate understanding of standard weights, measures and scaling of ingredients
- HM1205.2** Extensive knowledge carbohydrates
- HM1205.3** Learned about Colloids, Flavor and Browning
- HM1205.4** Learned about Evaluation of foods

SUBJECTTITLE:Accountancy

SUBJECTCODE:HM-1206SEMESTER:II

CONTACTHOURS/WEEK:

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

InternalAssessment:40

EndTermExam:60

DurationofExam:3Hrs

DetailedSyllabus

Objectives

- Students will learn to maintaining a systematic redords of all the financial transactions
- Students will learn about the accounting fundamentals like assests, liabilities and capital

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p>INTRODUCTIONTOACCOUNTING</p> <p>A. MeaningandDefinition</p> <p>B. TypesandClassification</p> <p>C. Principlesofaccounting</p> <p>D. Systemsofaccounting</p> <p>E. GenerallyAcceptedAccountingPrinciples(GAAP)</p> <p>PRIMARYBOOKS(JOURNAL)</p> <p>A. MeaningandDefinition</p> <p>B. FormatofJournal</p> <p>C. RulesofDebitandCredit</p> <p>D. Openingentry,SimpleandCompoundentries</p>	14

	E.Practical	
UNIT-II	SECONDARYBOOK(LEDGER) A. MeaningandUses B. Formats C. Posting D. Practical SUBSIDIARYBOOKS A. NeedandUse B. Classification <ul style="list-style-type: none"> • PurchaseBook • SalesBook • PurchaseReturns • SalesReturns • JournalProper • Practical 	12
UNIT-III	CASH BOOK A. Meaning B. Advantages C. Simple,DoubleandThreeColumn D. PettyCashBookwithImprestSystem(simpleandtabularforms) E. Practical BANKRECONCILIATIONSTATEMENT A. Meaning B. ReasonsfordifferenceinPassBookandCashBookBalances C. PreparationofBankReconciliationStatement D. NoPractical	14

UNIT-IV	<p style="text-align: center;">TRIALBALANCE</p> <p>A. Meaning</p> <p>B. Methods</p> <p>C. Advantages</p> <p>D. Limitations</p> <p>E. Practical</p> <p style="text-align: center;">FINALACCOUNTS</p> <p>A. Meaning</p> <p>B. ProcedureforpreparationofFinalAccounts</p> <p>C. Difference between Trading Accounts, Profit & Loss AccountsandBalanceSheet</p> <p>D. Adjustments(Onlyfour)</p> <ul style="list-style-type: none"> • Closing Stock • Pre-paidExpenses • OutstandingExpenses • Depreciation 	18
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RecommendedBooks:

MichaelMColtman: “HospitalityManagement Accounting”

S.P.Jain&K.L.Narang:

“HotelAccountancy&Finance”,KalyaniPublisherLudhianaEarnestB.Horwath&LuisToth:“HotelAccounting”

HM1206.1 Demonstratebasicaccountingknowledge

HM1206.2.Identification of accounting books – primary and secondary

HM1206.3 Demonstratepracticalskillsrequiredinvariousaccountingrecords

HM1206.4 Knowledgetodesignfinalaccounts.

DetailedSyllabus

SUBJECTTITLE:ForeignLanguageSkills –

I(French)SUBJECTCODE:HM-1207

SEMESTER:II

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 enhance the listening skills and memory
- Students will demonstrate high level of proficiency in the language

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-1	Pronunciation -TheAlphabet- TheAccents;‘Formulesdepolitesse’;Thenumbers:Cardinal –Ordinal;Time(only24hr clock);Weights&Measures;Thesubjective pronouns;Auxiliary Verbs:etreandavoir	
UNIT-2	Selfintroduction ;presentingandintroducingotherperson;Na me ofvegetables andfruits; Conjugationoffirstgroupofverbs;Days ofthe week;Monthsoftheyear; Date;Thedefinite andindefinitearticles	
UNIT-3	Name of the Countries and their Nationalities ; Conjugation ofsecondgroupofverbs; Adjectivesofplace;Prepositionofplace;Describing a place	

	(yourcity/tourist place)	
UNIT-4	<p>Vocabulary describing family; Describe your family; Name of dairy products and Cereals;</p> <p>Negation; Conjugation of irregular verbs: venir, aller; Demonstrative Adjectives</p> <p>Simple translation</p> <p>(Oral)</p> <p>Role-playing of different situations</p> <p>Understanding questions</p> <p>Conversation</p> <p>Picture composition</p>	
REFERENCES:	<ul style="list-style-type: none"> · Larousse compact Dictionary: French-English/English-French · Conjugaison- Le Robert & Nathan · Larousse French Grammar · Grammaire Collection "Le Nouvel Entraînez-vous" level debutant · Parlez à l'hôtel by A. Talukdar · A Votre Service 1 · French for Hotel and Tourism Industry by S. Bhattacharya · Jumelage 1 by Manjiri Khandekar and Roopa Luktuke · Basic French Course for The Hotel Industry by Catherine Lobo & Sonali Jadhav <p>The Institution/University may offer the modules in French/Spanish/German or Other Foreign Languages and add list of suggested readings accordingly.</p>	

HM1207.1 Students able to translate Foreign Language

HM1207.2 Able to use various words, sentence in French

HM1207.3 Able to execute their view in French Language

HM120.4 Students able to discuss with guest in Foreign Language

Detailed Syllabus

SUBJECT TITLE: English & Communication Skills – II & Practical

SUBJECT CODE: HM1212 & HM1213

SEMESTER: II

CONTACT HOURS/WEEK:

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

Internal Assessment: 40
End Term Exam: 60
Duration of Exam: 3 Hrs.

Objective and outcome of course:

- Students able to understand Techniques of reading
- Able to speak various words, sentence in English

Contents of Syllabus:

Sr. No	Contents	Contact Hours
UNIT-I	<p>(i)Reading:</p> <p>(a)Techniques of reading – Skimming, Scanning, Intensive and Extensive</p> <p>(b)Comprehension exercises/Essay type questions/MCQ on the following selective readings:</p> <ul style="list-style-type: none"> • The Doctor’s Word (R. K. Narayan) • The Eyes are Not Here (Ruskin Bond) • My Brother, My Brother (Norah Burke) • The Last Leaf (O. Henry) • Say Not, The Struggle Nought Availeth (A. H. Clough) • Abraham Lincoln's Letter to his Son's Headmaster <p>(ii)Speaking: Essentials of a Good Speech</p> <p>Practical: JAM Sessions, Debate, Telephone Etiquette & Telephonic conversation</p>	08
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 idiom 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) Favorable/unfavorable reply to status enquiry (h) Seeking dealership of a particular product etc. (ii)Paragraph Writing (iii) Precis Writing</p>	06

	Practical: Resume Writing, Review Writing (for a movie/story/novel)	
UNIT-IV	(iii)Employability Skills: Introduction, Meaning & definitions Practical: Group discussions, Interview techniques: Group Interview, Face-to-face Interview & Telephonic Interviews. Personality development (Campus to Company), Intrapersonal & Interpersonal Skills.	04

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.

HM1212.1 Able to express their view in English Language

HM1212.2 Students able to conversation with guest

HM1212.3 Students will learn to use of language in a creative way

HM1212.4 Students will be accurate in both reading and writing skills

RECOMMENDED BOOKS:

- **Fluency in English- Part II, Oxford University, 2006**
- **Prose Parables by Orient Black swan**
- **An Introduction to Poetry by Macmillan, 2006**
- **Business English, Pearson, 2008**
- **Language, Literature and Creativity, Orient Black swan, 2013**
- **Language through Literature(forthcoming) ed. Dr. Gauri Mishra, DrRanjanaKaul,**
- **Dr. Brati Biswas**

SUBJECTTITLE:FoodProductionOperations&Practical

SUBJECTCODE:HM2301&HM2309

SEMESTER:III

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>QUANTITYFOODPRODUCTION EQUIPMENT</p> <p>A. Equipmentrequiredformass/volumefeeding B. Heatandcoldgeneratingequipment C. Careandmaintenanceofthisequipment D. Moderndevelopmentsinequipmentmanufacture</p> <p>MENUPLANNING</p>	04

	<p>A. Basic principles of menu planning – recapitulation</p> <p>B. Points to consider in menu planning for various volume feeding outlets such as Industrial, Institutional, Mobile Catering Units</p> <p>C. Planning menus for</p> <ul style="list-style-type: none"> • School/college students • Industrial workers • Hospitals • Outdoor parties • Theme dinners • Transport facilities, cruise lines, airlines, railway <p>D. Nutritional factors for the above</p>	
UNIT -II	<p style="text-align: center;">INDENTING</p> <ul style="list-style-type: none"> • Principles of Indenting for volume feeding • Portion sizes of various items for different types of volume feeding • Modifying recipes for indenting for large scale catering • Practical difficulties while indenting for volume feeding <p style="text-align: center;">PLANNING</p> <p>Principles of planning for quantity food production with regard to</p> <ul style="list-style-type: none"> • Space allocation • Equipment selection • Staffing 	03
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 	07

	<p>E. QuantityPurchase&Storage</p> <ul style="list-style-type: none"> • Introductiontopurchasing • Purchasingsystem • Purchasespecifications • Purchasingtechniques • Storage 	
UNIT -IV	<p>REGIONALINDIANCUISINE</p> <p>A. Introductionto RegionalIndian Cuisine</p> <p>B. HeritageofIndianCuisine</p> <p>C. Factorsthataffecteating habitsindifferentpartsofthecountry</p> <p>D. Cuisineand itshighlightsofdifferentstates/regions/communitiestobe discussedunder:</p> <ul style="list-style-type: none"> • Geographiclocation • Historicalbackground • Seasonalavailability • Specialequipment • Staple diets • Specialtycuisineforfestivalsandspecialoccasions <p>STATES Andhra Pradesh, Bengal, Goa, Gujarat, Karnataka, Kashmir, Kerala, MadhyaPradesh, Maharashtra, North Eastern States, Punjab, Rajasthan, Tamil NaduandUttarPradesh/Uttaranchal</p> <p style="text-align: center;">COMMUNITIES</p> <p>Parsee,Chettinad,Hyderabadi,Lucknowi,Avadhi,Malbari/SyrianChristianandBo hri</p> <p>DISCUSSIONS IndianBreads,IndianSweets,IndianSnacks</p>	16

Course outcome

HM2301.1 Learnhowtoindentaccurately

HM2301.2 Knowledgeofregionalcuisines

HM2301.3 PreparationofvariousIndianregionalmenus

HM2301.4 PreparationofvariousIndianbreads

FOODPRODUCTIONOPERATIONS–PRACTICAL

Eachinstitutetoformulate36setofmenusfromthefollowingcuisines.

- Awadh
- Bengal



ProgramName: BSc.Hospitality&HotelAdministration
ProgramCode:HM302

- Goa
- Gujarat
- Hyderabad
- Kashmiri

- Maharastra
- Punjabi
- Rajasthan
- South India (Tamilnadu,
Karnataka,Kerala)

SUGGESTEDMENU
SM
AHARASTRIAN

MENU01 MasalaBhat
 Kolhapuri
 Mutton

 PatraniMacchi
 BatataBhajee
 MasalaPoori
 DalAmtiKoshimbir

AWADHI

MENU01 GaloutiKebab
 Chicken
 KormaNavratan
 KormaPaneer
 PasandaMughlai
 ParathaBadalJaa
 m

Annanas KaMuzzafar

BENGALI

MENU01 MacherJhol
 Aloo
 PostoSukt
 oLuchi

GOAN

MENU01 Arroz
 Bean/ Cabbage
 FoogathGalinaXacuttiV
 indaloo
 GoanFishCurry

PUNJABI

MENU01 RaraMeat
MatarPulaoButter
ChickenBaingank
aBharta

MENU02 AmritsariMacchi
Rajmah
MasalaPindi
ChanaBhaturas
Dal
MakhniJee
raRice

SOUTHINDIAN

MENU01 Samb
arMasalaId
liMeduVad
aDosa
ChickenChettinedCurd
Rice/LemonRiceCocon
utChutney

RAJASTHANI

MENU01 Dal
BattiChurmaBe
san Ke
GatteGatte ka
PulaoLaalMass

GUJRATI

MENU01 Dh
oklaKha
ndviDal
Ami



ProgramName: BSc.Hospitality&HotelAdministration
ProgramCode:HM302

DhingriMakaiNuShaak
MethiThepla

HYDERABADI

MENU01 Sofyani Biryani
MethiMurgMirchikaSalanBhagare
Baingan
Burani

RaitaKASHMIR

I

Menu 01 Shami
KebabGhust
abaRista
Al'/NadruYakhni
TabakMaas
Dum
AlooMethiChama
nKashmiriPulao

- 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/Dahike 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 Jamun, Sandesh, Besan Ka Halwa, Pumpkin Halwa, Beetroot Halwa, Loka Halwa, Lasunki Kheer, Basundi, Misti Doi, Bibinca

Recommended Books:-

Parvinder S Bali: "Food Production Operations" Oxford University Press,
M J Leto & W K H Bode: "Larder Chef" – Publisher: Butterworth-
Heinemann, Philip E. Thangam: "Modern Cookery" (Vol-I) By, Publisher: Orient
Longman, Kinton & Cessarani: "Practical Cookery"
Kauffman & Cracknell: "Practical Professional Cookery" Kinton & Ce
ssarani: "Theory of Catering"

DetailedSyllabus

SUBJECTTITLE:Food&BeverageOperations&PracticalSU

BJEJECTCODE:HM2302&HM2310

SEMESTER:III

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 align="center">ALCOHOLICBEVERAGE</p> <p>A. Introductionand definition</p> <p>B. ProductionofAlcohol</p> <ul style="list-style-type: none"> • Fermentationprocess • Distillationprocess • Classificationwithexamples <p align="center">DISPENSEBAR</p> <p>A. Introductionand definition</p> <p>B. Barlayout–physicallayoutofbar</p> <p>C. Barstock –alcohol&non-alcoholicbeverages</p> <p>D. Barequipment</p>	05
UNIT-II	<p align="center">WINES</p> <p>A. Definition&History</p> <p>B. Classificationwithexamples</p> <ul style="list-style-type: none"> • Table/Still/Natural • Sparkling • Fortified • Aromatized <p>C. Productionofeachclassification</p> <p>D. OldWorldwines(Principalwineregions,wine laws,grapevarieties,productionandbrandnames)</p> <ul style="list-style-type: none"> • France • Germany • Italy 	08

	<ul style="list-style-type: none"> • Spain • Portugal E. NewWorldWines(Principalwineregions, winelaws,grapevarieties,productionandbrandnames) <ul style="list-style-type: none"> • USA • Australia • India • Chile • SouthAfrica • Algeria • NewZealand F. Food&WineHarmony 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 • Patentstill method 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. Introductionand Definition B. TypesofAperitifs <ul style="list-style-type: none"> • Vermouth(Definition,Types&Brandnames) • Bitters(Definition,Types&Brandnames) <p style="text-align: center;">LIQUEURS</p> A. Definition&History B. ProductionofLiqueurs C. BroadCategoriesofLiqueurs(Herb,Citrus, Fruit/Egg,Bean&Kernel) D. Popular Liqueurs (Name, colour, predominant flavour&countryoforigin)	06



ProgramName: BSc.Hospitality&HotelAdministration
ProgramCode:HM302

Course outcome

HM2302.1 Learned about Wines

HM2302.2 Understood the production of Wine

HM2302.3 Learned about different beer and spirits

HM2302.4 Learned about APERITIFS

HM2410 FOOD & BEVERAGE SERVICE OPERATIONS - PRACTICAL

S.No	Topic
01	DispenseBar–OrganizingMise-en-place Task-01 Wine serviceequipment Task-02 Beerserviceequipment Task-03 Cocktail bar equipment Task-04 Liqueur/WineTrolley Task-05 Barstock-alcoholic &non-alcoholicbeverages Task-06 Bar accompaniments &garnishes Task-07 Baraccessories&disposables
02	ServiceofWines Task-01 Service of Red Wine Task-02 ServiceofWhite/Rose Wine Task-03 ServiceofSparklingWines Task-04 ServiceofFortifiedWines Task-05 Service ofAromatizedWines Task-06 ServiceofCider,Perry&Sake
03	ServiceofAperitifs Task-01 Service of Bitters Task-02 Service of Vermouths
04	Service ofBeer Task-01 Service of Bottled & cannedBeers Task-02 ServiceofDraughtBeers
05	ServiceofSpirits Task-01 Servicestyles–neat/on-the-rocks/withappropriatemixers Task-02 ServiceofWhisky Task-03 Service ofVodka Task-04 Serviceof Rum Task-05 Serviceof Gin Task-06 Service ofBrandy Task-07 ServiceofTequila
06	ServiceofLiqueurs Task-01 Servicestyles–neat/on-the-rocks/withcream/enfrappe Task-02 Servicefromthe Bar Task-03 ServicefromLiqueurTrolley
07	Wine& DrinksList Task-01 Wine Bar Task-02 BeerBar Task-03 CocktailBar

08	<p align="center">MatchingWineswithFood</p> <p>Task-01MenuPlanningwithaccompanyingWines</p> <ul style="list-style-type: none"> • ContinentalCuisine • IndianRegionalCuisine <p>Task-02Tablelaying&ServiceofmenuwithaccompanyingWines</p> <ul style="list-style-type: none"> • ContinentalCuisine • IndianRegionalCuisine
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RecommendedBooks:

1. Andrews,Sudhir;“Food&BeverageServiceTrainingManual”
2. Andrews,Sudhir:“FoodandBeverage Service”
3. Bagchi,s.n:“Textbookoffood&beverageservice”
4. Bohrmann,Peter:“TheBartenderGuide”
5. Cousins,john: “Food&beveragemanagement”

DetailedSyllabus

SUBJECT TITLE: Front Office Operations & Practical

SUBJECTCODE:HM2303&HM2311

SEMESTER:III

CONTACTHOURS/WEEK:

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

Objectiveandoutcomeofcourse:

- Demonstrategoodcommunication&leadershipskills
- Demonstrateskillsforconductingaguestcheckout

ContentsofSyllabus:

InternalAssessment:40End TermExam:60DurationofExam:3Hrs

Sr.No	Contents	Contact Hours
UNIT-I	<p style="text-align: center;">COMPUTERAPPLICATIONINFRONTOFFICEOPER ATION</p> <ul style="list-style-type: none">A. RoleofinformationtechnologyinthehospitalityindustryB. Factorsforneedofa PMSinthehotelC. Factors forpurchaseofPMSbythehotelD. IntroductiontoFidelio&Amadeus <p style="text-align: center;">FRONTOFFICE(AACCOUNTING)</p> <ul style="list-style-type: none">A. AccountingFundamentalsB. Guestandnon-guestaccountsC. Accountingsystem	08

	<ul style="list-style-type: none"> • Non-automated– Guestweeklybill,Visitorstabularledger • Semi-automated • Fullyautomated 	
UNIT-II	CHECKOUTPROCEDURES	08
	<ul style="list-style-type: none"> • Guestaccountssettlement <ul style="list-style-type: none"> - Cashandcredit - Indiancurrencyandforeigncurrency - Transfer ofguestaccounts - Expresscheckout <p>CONTROLOFCASH ANDCREDIT</p>	
UNIT-III	NIGHTAUDITING	09
	<p>A. Functions B. Audit procedures (Non-automated, semi-automated and fullyautomated)</p> <p>FRONTOFFICE& GUESTSAFETYANDSECURITY</p> <p>A. Importanceofsecuritysystems B. Safedeposit C. Keycontrol D. Emergencysituations(Accident,illness,theft,fire,bomb)</p>	
UNIT-IV	FRENCH	05
	<p>BasicconversationrelatedtoFrontOfficeactivitiessuchas</p> <ul style="list-style-type: none"> • Reservations(personalandtelephonic) • Reception (Doorman, Bell Boys, Receptionist etc.)CleaningofRoom&changeofRoometc. 	

Course outcome

HM2303.1 Understood theuseofcomputersandsoftwareinfrontoffice

HM2303.2 Understood theNightAuditprocedure

HM2303.3 Learned about check-in check out procedure and handling financial transactions

HM2303.4 Learned about Fielding customer enquiries, arranging guest services.

HM2311FRONTOFFICEOPERATIONS-PRACTICAL

- A. Handsonpracticeofcomputer applicationsrelatedtoFrontOfficeproceduressuchas
 - Reservation,
 - Registration,
 - GuestHistory,
 - Telephones,
 - Housekeeping,
 - Dailytransactions
- B. Frontofficeaccountingprocedures
 - Manualaccounting
 - Machineaccounting
 - Payable,AccountsReceivable,Guest History,YieldManagement
- C. Role Play
- D. SituationHandling

SUGGESTIVELISTOFTASKSFORFRONTOFFICEOPERATIONSYSTEM

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	Putmessageandlocatorfor aguest
13	Puttraceforguest
14	Checkinareservedguest
15	Checkindayuse
16	Check –inawalk-inguest
17	Maintainguesthistory
18	Makesharereservation
19	Addasharer toareservation
20	MakeA/Raccount
21	TakesreservationthroughTravelAgent/Company/IndividualorSource
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 roomrateandvariancereport
37	TallyAllowancesforthedayatnight
38	Tallypaidoutsforthedayatnight
39	Tallyforexfor thedayatnight
40	Creditcheckreport

RecommendedBooks:

1. Bhatnagar,S.K.:“Frontofficemanagement”
2. Andrews,Sudhir:“Hotelfront officetrainingmanual
3. Aggarwal,Ravi:“Hotelfrontoffice:systems&procedures”
4. Abbot,Peter&Lewry,Sue:"Frontoffice:procedures,socialskillsyieldandmanagement"

DetailedSyllabus

SUBJECTTITLE:AccommodationOperations&Practicals

UBJECTCODE:HM2304&HM2312

SEMESTER:III

CONTACTHOURS/WEEK:

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

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

Objectiveandoutcomeofcourse:

- Demonstratehousekeepingtechnicalknowledgeandskills
- Demonstrateextensiveknowledgeoflaundryoperations

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p style="text-align: center;">LINENROOM</p> A. ActivitiesoftheLinenRoom B. LayoutandequipmentintheLinenRoom C. SelectioncriteriaforvariousLinenItems&fabricssuitableforthispurpose D. Purchase ofLinen E. CalculationofLinenrequirements F. Linencontrol-proceduresandrecords G. Stocktaking-proceduresandrecords H. Recyclingofdiscardedlinen I. LinenHire	10
UNIT-II	<p style="text-align: center;">UNIFORMS</p> A. Advantagesofprovidinguniformstostaff B. Issuing and exchange ofuniforms;typeofuniforms C. Selectionand designing ofuniforms D. LayoutoftheUniformroom <p style="text-align: center;">SEWINGROOM</p> A. Activitiesandareastobeprovided B. Equipment provided	05
UNIT-III	<p style="text-align: center;">LAUNDRY</p> A. CommercialandOn-site Laundry B. FlowprocessofIndustrialLaundering-OPL C. StagesintheWashCycle D. LaundryEquipmentandMachines E. LayoutoftheLaundry F. LaundryAgents G. DryCleaning H. GuestLaundry/Valetservice I. Stainremoval	10
UNIT-IV	<p style="text-align: center;">FLOWERARRANGEMENT</p> A. FlowerarrangementinHotels B. Equipmentandmaterialrequiredforflowerarrangement C. Conditioningofplantmaterial D. Stylesofflowerarrangements E. Principlesofdesignasappliedtoflowerarrangement <p style="text-align: center;">INDOORPLANTS</p> Selectionandcare	05

HM2312ACCOMMODATIONOPERATIONS-PRACTICAL

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

Course outcome

HM2304.1 Understood the linen usage and cleaning procedures

HM2304.2 Possess practical skills for makingdifferent flower arrangements.

HM2304.3 Learned about different Uniforms

HM2304.4 Learned about different indoor plants

RecommendedBooks:

1. Aggarwal,D.K:“Housekeepingmanagement”
2. Andrews,Sudhir:“Hotelhousekeepingtrainingmanual”
3. G.RaghubalanandSmriteeRaghubalan:“HotelHousekeepingOperationsandManagement”

Detailed Syllabus

SUBJECT TITLE: Food & Beverage Control

SUBJECT CODE: HM2305

SEMESTER: III

CONTACT HOURS/WEEK:

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

Internal Assessment: 40

End Term Exam: 60

Duration of Exam: 3 Hrs.

Objectives

- To prevent wastage of raw material time, labour
- Preparation and submission of management report and information and correction and remedial measures for improvement.

Contents of Syllabus:

Sr. No	Contents	Contact Hours
UNIT-I	FOOD COST CONTROL A. Introduction to Cost Control B. Define Cost Control C. The Objectives and Advantages of Cost Control D. Basic costing E. Food costing FOOD CONTROL CYCLE A. Purchasing Control	09

	<ul style="list-style-type: none"> B. Aims of Purchasing Policy C. Job Description of Purchase Manager/Personnel D. Types of Food Purchase E. Quality Purchasing F. Food Quality Factors for different commodities G. Definition of Yield H. Tests to arrive at standard yield I. Definition of Standard Purchase Specification J. Advantages of Standard Yield and Standard Purchase Specification K. Purchasing Procedure L. Different Methods of Food Purchasing M. Sources of Supply N. Purchasing by Contract O. Periodical Purchasing P. Open Market Purchasing Q. Standing Order Purchasing R. Centralized Purchasing S. Methods of Purchasing in Hotels T. Purchase Order Forms U. Ordering Cost V. Carrying Cost W. Economic Order Quantity X. Practical Problems 	
UNIT-II	<p>RECEIVING CONTROL</p> <ul style="list-style-type: none"> A. Aims of Receiving B. Job Description of Receiving Clerk/Personnel C. Equipment required for receiving D. Documents by the Supplier (including format) E. Delivery Notes F. Bills/Invoices G. Credit Notes H. Statements I. Records maintained in the Receiving Department J. Goods Received Book K. Daily Receiving Report L. Meat Tags M. Receiving Procedure N. Blind Receiving O. Assessing the performance and efficiency of receiving department P. Frauds in the Receiving Department Q. Hygiene and cleanliness of area 	05
UNIT-III	<p>STORING & ISSUING CONTROL</p> <ul style="list-style-type: none"> A. Storing Control B. Aims of Store Control C. Job Description of Food Store Room Clerk/personnel D. Storing Control E. Conditions of facilities and equipment F. Arrangements of Food G. Location of Storage Facilities H. Security 	08

	<p>I. Stock Control J. Two types of foods received – direct stores (Perishables/non- perishables) K. Stock Records Maintained bin Cards (Stock Record Cards/Books) L. Issuing Control M. Requisitions N. Transfer Notes O. Perpetual Inventory Method P. Monthly Inventory/Stocktaking Q. Pricing of Commodities R. Stock taking and comparison of actual physical inventory and Book value S. Stock levels T. Practical Problems U. Hygiene & Cleanliness of area</p>	
UNIT-IV	<p>PRODUCTION CONTROL A. Aims and Objectives B. Forecasting C. Fixing of Standards <ul style="list-style-type: none"> • Definition of standards (Quality &Quantity) • Standard Recipe (Definition, Objectives and various tests) • Standard Portion Size (Definition, Objectives and equipment used) • Standard Portion Cost (Objectives & Cost Cards) D. Computation of staff meals</p> <p>SALES CONTROL A. Sales – ways of expressing selling, determining sales price, Calculation of selling price, factors to be considered while fixing selling price B. Matching costs with sales C. Billing procedure – cash and credit sales D. Cashier’s Sales summary sheet</p>	08

Course Outcome

HM2305.1 Demonstrate Purchasing Control knowledge and skills

HM2305.2 Demonstrate extensive knowledge of Cost Control

HM2305.3 Describe receiving process

HM2305.4 Examine Purchasing Procedure

Reference Books:

1. "Cousins, John "Food& beverage management
2. "Dhawan, Vijay "Food& beverage service

DetailedSyllabus

SUBJECTTITLE:HotelAccountancy

SUBJECTCODE:HM2306

SEMESTER:III

CONTACTHOURS/WEEK:

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

Internal Assessment: 40

End TermExam:60

DurationofExam:3Hrs

Objectives

- Demonstrateunderstandingofaccountingsystemsfor ahotel
- Understandinternalcontrolsystem

Contents of Syllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p style="text-align: center;">UNIFORM SYSTEM OF ACCOUNTS FOR HOTELS</p> <p>A. Introduction to Uniform system of accounts B. Contents of the Income Statement C. Practical Problems D. Contents of the Balance Sheet (under uniform system) E. Practical problems F. Departmental Income Statements and Expense statements (Schedules 1 to 16) G. Practical problems</p>	10
UNIT-II	<p style="text-align: center;">INTERNAL CONTROL</p> <p>A. Definition and objectives of Internal Control B. Characteristics of Internal Control C. Implementation and Review of Internal Control</p>	06
UNIT-III	<p style="text-align: center;">INTERNAL AUDIT AND STATUTORY AUDIT</p> <p>A. An introduction to Internal and Statutory Audit</p>	06

	B. DistinctionbetweenInternalAuditandStatutory Audit C. ImplementationandReviewofinternalaudit	
UNIT-IV	DEPARTMENTALACCOUNTING A. Anintroductiontodepartmentalaccounting B. Allocationandapportionmentofexpenses C. Advantagesofallocation D. Draw-backsofallocation E. Basisofallocation F. Practicalproblem	08

- RecommendedBooks:**
- HospitalityAccounting–Publisher:PrentiaHallUpperSadde,RiverNewJersey
 - Accountingfor Management,SKBhattacharya, VikasPublishingHouse
 - HospitalityFinancialAccountingbyJerryJ Weygandt, PublisherWiley&sons
 - AccountinginHotel&CateringIndustry–RichardKotas-InternationalTextbookCompany
 - ComprehensiveAccountancy,SASiddiqui

Course outcome

- HM2306.1** Learned and understand the significance of statutory audit
- **HM2306.2** Learned about Internal control
- **HM2306.3** Understood different departmental accounting
- HM2306.4** Learned about internal audit and statutory audit

Detailed

SyllabusSUBJECTTITLE:Food Safety&Quality

SUBJECT CODE:

HM2307SEMESTER:III

CONTACTHOURS/WEEK:

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

InternalAssessment:40

End TermExam:60

DurationofExam:3Hrs

Objectives

- Demonstrateunderstandingonfoodsafety, hazardsandrisks

- Learnandunderstandaboutmicro-organismsandthecontaminationtheycause

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	BasicIntroductiontoFoodSafety,FoodHazards&Risks,Contaminant sandFoodHygiene MICRO-ORGANISMSINFOOD A. General characteristics of Micro-Organisms based ontheioccurrenceandstructure. B. Factorsaffectingtheir growthinfood(intrinsicandextrinsic)	07

	<p>C. Common foodborne micro-organisms:</p> <ol style="list-style-type: none"> a. Bacteria (spores/capsules) b. Fungi c. Viruses d. Parasites <p align="center">FOODSPOILAGE & FOOD PRESERVATION</p> <ol style="list-style-type: none"> A. Types & Causes of spoilage B. Sources of contamination C. Spoilage of different products (milk and milk products, cereals and cereal products, meat, eggs, fruits and vegetables, canned products) D. Basic principles of food preservation E. Methods of preservation (High Temperature, Low Temperature, Drying, Preservatives & Irradiation) 	
UNIT-II	<p align="center">BENEFICIAL ROLE OF MICRO-ORGANISMS</p> <ol style="list-style-type: none"> A. Fermentation & Role of lactic acid bacteria B. Fermentation in Foods (Dairy foods, vegetable, Indian foods, Bakery products and alcoholic beverages) C. Miscellaneous (Vinegar & anti-biotics) <p align="center">FOODBORN DISEASES</p> <ol style="list-style-type: none"> A. Types (Infections and intoxications) B. Common diseases caused by foodborne pathogens C. Preventive measures <p align="center">FOOD ADDITIVES</p> <ol style="list-style-type: none"> A. Introduction B. Types (Preservatives, anti-oxidants, sweeteners, food colors and flavors, stabilizers and emulsifiers) 	06
UNIT-III	<p align="center">FOOD CONTAMINANTS & ADULTERANTS</p> <ol style="list-style-type: none"> A. Introduction to Food Standards B. Types of Food contaminants (Pesticide residues, bacterial toxins, mycotoxins, seafood toxins, metallic contaminants, residues from packaging material) C. Common adulterants in food D. Method of their detection (basic principle) <p align="center">FOOD LAWS AND REGULATIONS</p> <ol style="list-style-type: none"> A. National – PFA Essential Commodities Act (FPO, MPO etc.) B. International – Codex Alimentarius, ISO C. Regulatory Agencies – WTO D. Consumer Protection Act 	07
UNIT-IV	<p align="center">QUALITY ASSURANCE</p> <ol style="list-style-type: none"> A. Introduction to Concept of TQM, GMP and Risk Assessment B. Relevance of Microbiological standards for food safety C. HACCP (Basic Principle and implementation) 	10

	<p>HYGIENEANDSANITATIONINFOODSECTOR</p> <p>A. GeneralPrinciplesofFoodHygiene B. GHPforcommodities,equipment,workareaandpersonnel C. Cleaning and disinfect ion (Methods and agents commonlyusedinthehospitalityindustry) D. Safetyaspectsofprocessing water(uses&standards) E. WasteWater &Wastedisposal</p> <p>RECENTCONCERNS</p> <p>A. Emergingpathogens B. Geneticallymodifiedfoods C. Foodlabelling D. Newertrendsinfoodpackagingandtechnology E. BSE(BovineSerumEncephthalopathy)</p>	
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Course outcome

- HM2307.1 Gained knowledge on food preservation
- HM2307.2 Awared about food adulterants and contaminations
- HM2307.3 Learned about the risk associated with contaminated foods
- HM2307.4 Learned about mislabeled and adulterated food.

RecommendedBooks:

- Roday,Sunetra “FoodScience&Nutrition”
 - Manay,N.Shakuntala “Foodsfactsandprinciples”
 - Swaminathan,M “EssentialsoffoodandNutrition”
- ecancelledandthe studentfailedinthesubject.

DetailedSyllabus

**SUBJECTTITLE:ForeignLanguageSkills–
II(French)SUBJECTCODE:HM-2308
SEMESTER:III**

CONTACTHOURS/WEEK:

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

Internal Assessment:40

End TermExam:60

DurationofExam:3Hrs

Objectiveandoutcomeofcourse:

- StudentsabletounderstandForeignLanguage
- Abletospeakvariouswords,sentenceinFrench

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-1	Restaurant Brigade; Hotplatelanguageandterminology;Nameofherbs andspices;Plural ofNouns;Possessiveadjectives;Conversationbasic:Introducingeachother,ShortGuest Interactions.	

UNIT-2	Kitchen Brigade; Name of Meat,Poultry and Game;Conjugation of irregular verbs :partir, faire,prendre,sortir,voir,vouloir,pouvoir;The interrogation with <est-ce que,qu'est-ce que et qu'est-ce >;Conversation basic:In the restaurant(how to place/take order,billing etc.)	
UNIT-3	Name of French wines , French cheese and seasonings; Reading a wine label;The recent past tense;The immediate future tense;Conversation basic:hotel room reservation(to make/cancel the reservation)	
UNIT-4	The French Classical Menu with classic - examples of each course;Hot plate language and terminology;Interrogation;Conversation basic: Making/Cancelling a reservation (in train/on flight)(Oral) Role-playing of different situations Understanding questions Conversation Picture composition	
REFERENCES:	<ul style="list-style-type: none"> · Larousse compact Dictionary: French-English/English-French · Conjugaison- Le Robert & Nathan · Larousse French Grammar · Grammaire Collection "Le Nouvel Entraînez vous" level debutant · Parlez à l'hotel by A. Talukdar · A Votre Service 1 · French for Hotel and Tourism Industry by S. Bhattacharya 	

	<ul style="list-style-type: none"> · Jumelage1 byManjiri KhandekarandRoopaLuktuke · BasicFrenchCourseforTheHotelIndustrybyCatherineLobo&SonalJadhav 	
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Course outcome

HM2308.1 Learned to express their view in FrenchLanguage

HM2308.2 Students learned to conversation with guest in Foreign Language

HM2308.3 Students can satisfy requirement of everyday situations.

HM2308.4 Students can support opinions and hypothesize.

SUBJECT TITLE: Advance Food Production Operations - I& Practical

SUBJECTCODE: 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:

- Performand apply basicculinarymath inthefoodserviceindustry
- Prepareavarietyofsaladsand dressingand evaluateflavors.

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. Layoutofatypicallarder withequipmentand varioussections</p> <p>II. TERMS&LARDERCONTROL</p> <p>A. CommontermsusedintheLarder and Lardercontrol B. EssentialsofLarderControl C. Importance ofLarderControl D. DevisingLarderControlSystems E. LeasingwithotherDepartments F. YieldTesting</p> <p>III. DUTIESANDRESPONSIBILITIESOFTHEL ARDERCHEF</p> <p>A. FunctionsoftheLarder B. HierarchyofLarderStaff C. SectionsoftheLarder D. Duties&ResponsibilitiesoflarderChef</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</p>	17

<p>D. TypesofMarinades 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. Ballotines</p> <p>VI. PATES</p> <p>A. Types ofPate B. Patedefoiegras C. MakingofPate D. Commericalpateand PateMaison E. Truffle–sources, CultivationandusesandTypesoftruffle.</p> <p>VII. MOUSE&MOUSSELINE</p> <p>A. Typesofmousse B. Preparationofmousse C. Preparationofmousseline D. Differencebetweenmousseandmousse line</p> <p>VIII. CHAUDFROID</p> <p>A. MeaningofChaufroid B. Makingofchaufrod& Precautions C. Typesofchaufroid D. Usesofchaufroid</p> <p>IX. ASPIC&GELEE</p> <p>A. DefinitionofAspicandGelee B. Differencebetweenthe two C. MakingofAspicandGelee D. UsesofAspicandGelee</p> <p>X. QUENELLES,PARFAITS,ROULADES</p> <p>PreparationofQuenelles,ParfaitsandRoulades</p>	
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	XI. NONEDIBLE DISPLAYS A. Icecarvings B. Tallowsculpture C. Fruit&vegetableDisplays D. Saltdough E. Pastillage F. JellyLogo G. Thermacolwork	
UNIT-III	APPETIZERS&GARNISHES A. ClassificationofAppetizers B. ExamplesofAppetizers C. HistoricimportanceofculinaryGarnishes D. ExplanationofdifferentGarnishes USEOFWINEAND HERBS IN COOKING A. Idealusesofwineincooking B. ClassificationofherbsIdealusesofherbsincooking	03
UNIT-IV	SANDWICHES A. PartsofSandwiches B. TypesofBread C. Typesoffilling –classification D. SpreadsandGarnishes E. TypesofSandwiches F. MakingofSandwiches 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**

Topi c
<u>MENU01</u>
<ul style="list-style-type: none"> • 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"> • <u>CrèmeDuBarry</u> • <u>DarneDeSaumonGrille</u> • <u>Saucepaloise</u> • <u>PommesLyonnaise</u> • <u>PetitsPoisALaFlamande</u>
<u>MENU04</u>
<ul style="list-style-type: none"> • <u>VelouteDameBlanche</u> • <u>CoteDePorcCharcuterie</u> • <u>PommesDeTerreALaCrème</u> • <u>CarottesGlaceAuGingembre</u>
<u>MENU05</u>
<ul style="list-style-type: none"> • <u>CabbageChowder</u> • <u>PouletALaRex</u> • <u>PommesMarguises</u> • <u>Ratatouille</u>
<u>MENU06</u>
<ul style="list-style-type: none"> • <u>CharcuterieGalantines</u> • <u>Pate</u> • <u>Terrines</u> • <u>Mousselines</u>
<u>MENU07</u>
<ul style="list-style-type: none"> • <u>Gazpacho</u> • <u>PouletMaryland</u> • <u>CroquettePotatoes</u> • <u>Bananafritters</u> • <u>Corngallets</u>

<u>MENU08</u>
<ul style="list-style-type: none"> • <u>Cremed'Epinards</u> • <u>Pouletalakiev</u> • <u>MushyPea</u> • <u>DuchessPotato</u>
<u>MENU09</u>
<ul style="list-style-type: none"> • <u>FrenchOnionSoup</u> • <u>PouletAlaKing</u> • <u>PommesLyonnaise</u> • <u>GarlicToast</u>
<u>MENU10</u>
<ul style="list-style-type: none"> • <u>CrèmeDeChampignons</u> • <u>PommesDeterrementhe</u> • <u>FishEtChips</u> • <u>Paella</u>
<u>DEMONSTRATIONS</u>
<ul style="list-style-type: none"> • <u>NewPlatingTechniques</u> • <u>Garnishing/Presentation</u>

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

S.No	Topic
1	BabaauRhumVol auvent
2	Chocolate ParfaitQuiche
3	French BreadTarteTartin
4	Garlic RollsCrêpeSu zette
5	Harlequin BreadChocolateCream Puffs
6	FoccaciaCrè meBrûlée
7	Vienna RollsMousseAuCho colat
8	Bread SticksSouffleMil anise
9	BrownBreadPâte DesPommes
10	Apple PieSavoury Pie

11	WholeWheatBread CharlotteRoyal
12	Bagel &Doughn uts
13	Churros
14	ChocolateBrownie
15	BuffetdessertsMo dernPlatingStyles

RecommendedBooks:

WayneGisslen(2006):“ProfessionalCooking”

M.J. Leto ,W. K. H.Bode(2006):“TheLarderChef:FoodPreparationandPresentation”

CulinaryInstituteofAmerica:“GardeManger,StudyGuide:TheArtandCraft oftheColdKitchen”

DetailedSyllabus

SUBJECT TITLE: Advance Food & Beverage Operations – I& Practical
SUBJECTCODE: HM3502 & HM3509

SEMESTER: V

CONTACTHOURS/WEEK:

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

Internal Assessment: 40

EndTermExam: 60

DurationofExam: 3Hrs

Objectiveandoutcomeofcourse:

- Extensiveknowledgeondifferentbanquetsetups,servicestylesandrecords
- Gaininsightinto kitchenstewarding

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

Contents of Syllabus:

Sr.No	Contents	Contact Hours
UNIT-I	<p>PLANNING&OPERATINGVARIOUSF&BOUTLET</p> <p>A. Physicallayoutoffunctionalandancillary areas B. Objectiveofagoodlayout C. Stepsinplanning D. Factorstobeconsideredwhileplanning E. Calculatingspacerequirement F. Variousset upsforseating 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>FUNCTION</p>	08

	<p style="text-align: center;">CATERING</p> <p style="text-align: center;">BANQUET</p> <ul style="list-style-type: none"> • History • Types • OrganizationofBanquetdepartment • Duties&responsibilities • Sales • Bookingprocedure • Banquetmenus <p style="text-align: center;">BANQUETPROTOCOL</p> <ul style="list-style-type: none"> • SpaceArearequirement • Tableplans/arrangement • Misc-en-place • Service • Toast&Toast procedures <p style="text-align: center;">INFORMALBANQUET</p> <ul style="list-style-type: none"> • Reception • 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> <ol style="list-style-type: none"> A. Introduction B. Factorsto planbuffets C. Arearequirement D. Planningandorganization E. Sequence of food F. Menuplanning G. TypesofBuffet H. Display I. Sitdown J. Fork,Finger,Cold Buffet K. BreakfastBuffets L. Equipment M. Supplies 	12

	N.Checklist <p style="text-align: center;">GUERIDON SERVICE</p> A. History of gueridon B. Definition C. General consideration of operations D. Advantages & Dis-advantages E. Types of trolleys F. Factors to create impulse, Buying – Trolley, open kitchen G. Gueridon equipment H. Gueridon ingredients	
UNIT-IV	<p style="text-align: center;">KITCHEN STEWARDING</p> A. Importance B. Opportunities in kitchen stewarding C. Record maintaining D. Machine used for cleaning and polishing E. Inventory <p style="text-align: center;">TOBACCO</p> A. History B. Processing for cigarettes, pipe tobacco & cigars C. Cigarettes – Types and Brand names D. Pipe Tobacco – Types and Brand names E. Cigars – shapes, sizes, colours and Brand names F. Care and Storage of cigarettes & cigars	04

**HM3509 ADVANCE FOOD & BEVERAGE OPERATIONS – I
(PRACTICAL)**

S.No	Topic
01	<p style="text-align: center;">Planning & Operating Food & Beverage Outlets</p> <p style="text-align: center;"><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	<p style="text-align: center;">Function Catering – Banquets</p> <ul style="list-style-type: none"> • Planning & organizing Formal & Informal Banquets • Planning & organizing Outdoor caterings
03	<p style="text-align: center;">Function Catering – Buffets</p> <p style="text-align: center;">Planning & organizing various types of Buffet</p>

04	GueridonService <ul style="list-style-type: none">• OrganizingMise-en-place forGueridonService• Dishesinvolving workontheGueridonTask- 01Crepesuzette Task-02 Banana au RhumTask-03 Peach FlambeTask-04 Rum OmeletteTask-05 SteakDianeTask- 06PepperSteak
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/Calculations thereof) - 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	How to update guest folio
19	How to print guest folio

20	Howto makesharer reservation
21	Howtofeed remarksinguesthistory
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	Handlepaymentforroomonlyto 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:

Bhatnagar,S.K.:“Frontofficemanagement”P
uri,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">PLANNINGANDORGANISINGTHEHOUSEKEEPINGD EPARTMENT</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&FACILITIESOHTERT HANHOTELS</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 Learntosetroomratesfora 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 • Stepsinservicing aguestroometc
4	Devising/designingtrainingmodule <ul style="list-style-type: none"> • Refreshertraining(5days) • Inductiontraining(2days) • Remedialtraining(5days)

RecommendedBooks:

Aggarwal,D.K:“Housekeepingmanagement”Raghubalan,

G.(2015):“HotelHousekeeping”3rdEdition

DetailedSyllabus

SUBJECTTITLE:HotelLaw

SUBJECTCODE:HM3505

SEMESTER:V

CONTACTHOURS/WEEK:02

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

Internal Assessment:

40End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- To understand the lawsrelatingtothe hospitalityindustry
- UnderstandtheIndianlegalstructurefor hotelbusiness

ContentsofSyllabus:

Sr.No	Contents	Contact Hours
UNIT-I	INTRODUCTIONTOINDIANHOSPITALITY&RELATED LAWS A. Introduction B. LegalPerspectives C. KeyIssues D. Legal Requirements for Hotel Business – Before &After	04
UNIT-II	LAWSRELATEDTOHOTELOPERATIONSININDIA A. DoingHotelBusinessinIndia B. BusinessContracts C. HotelLicenses&Regulations D. HotelInsurance	04
UNIT-III	LAWSRELATEDTOEMPLOYEES,GUESTS,PUBLICHEALTH&SAFETY A. Introduction&OverviewofLabourlaws B. HospitalityLaws	04

	C.PublicHealthLaws&EnvironmentLaws	
UNIT-IV	LAWSRELATEDTOFOOD&BEVERAGESERVICES A. FoodLegislation B. Liquorlicensing	04

RecommendedBooks:

AmitabhDevendra	“Hotellaws,OxfordUniversitypress”
StephenBharath	“HospitalityLaw– ManagingLegalIssuesintheHospitalityIndustry
JagmohanNegi	“Hotel& TourismLaws”

Course Outcomes (CO)/Learning Outcomes On successful completion of this course, the learner will be able to		
CO1	HM3505.1	Able to understand the lawsrelatingtothe hospitalityindustry
CO2	HM3505.2	Will be learn & understand legal requirements before opening a hotel learn about inventory and stock records.
CO3	HM3505.3	Students can understandthedifferenttypesoflaws
CO4	HM3505.4	Able to understandtheIndianlegalstructurefor hotelbusiness

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 style="text-align: center;">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 style="text-align: center;">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 • JointVenture • 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	<p style="text-align: center;">POLICIES IN FUNCTIONAL AREAS</p> <p>A. POLICY</p>	07

	<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

Detailed Syllabus

SUBJECT TITLE: Research Project
SUBJECT CODE: HM3507
SEMESTER: V
CONTACT HOURS/WEEK:

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

Internal Assessment: 40
End Term Exam: 60
Duration of Exam: 3 Hrs.

Objectives

- Understand research methodology
- Learn how to make research project

HM3507 RESEARCH PROJECT

- The objective of research is to seek answers to problems through application of scientific methodology which guarantees that information collected is reliable and unbiased. This information is utilized to make conclusions and recommend solutions. The elements that are to be kept in mind while undertaking research is deciding relevant topic, feasibility, coverage, accuracy and research, objectivity and ethics.
- In the SEM V, students will work closely with their supervisor and develop mutually working relationship to initiate the research which would involve preparing an outline and preliminary collection of data. The supervisor will guide the student in framing and planning 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 expose themselves to research of the topic through meetings, interviews, internet search, 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.

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

DetailedSyllabus

SUBJECT TITLE: ADVANCE FOOD PRODUCTION OPERATIONS –II& PRACTICAL

SUBJECTCODE: HM3601&HM3608

SEMESTER: VI

CONTACTHOURS/WEEK:

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

InternalAssessment:40

End

TermExam:60Durationo

fExam:3Hrs

Objectiveandoutcomeofcourse:

- Learnandprepare variousinternationalcuisines
- Understandthesignificanceofregionspecificdishes

ContentsofSyllabus:

Sr.No	Contents	Contact Hours

UNIT-I	<p style="text-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 style="text-align: center;">CHINESE</p> <p>A. IntroductiontoChinesefoods B. Historicalbackground</p>	16
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	<p>C. <u>Regionalcookingstyles</u> D. Methodsofcooking E. Equipment&utensils</p>	
UNIT-II	<p 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	<p align="center">PRODUCTION MANAGEMENT</p> <p>A. KitchenOrganization B. AllocationofWork-JobDescription,DutyRosters C. ProductionPlanning D. ProductionScheduling E. ProductionQuality&QuantityControl F. Forecasting&Budgeting G. YieldManagement</p>	05

	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
<u>MENU02</u>
<ul style="list-style-type: none"> • Hot&Soursoup • BeansSichwan • StirFriedChicken&Peppers • ChineseFriedRice
<u>Asian Menu03</u>
<ul style="list-style-type: none"> • Hoppers • KhaoPhadphak • Tomkhaigai • Gangkiew wangi

**INTERNATIO
NAL
SPAINMENU
04**

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

<p><u>ITALYM</u> <u>ENU05</u></p> <ul style="list-style-type: none"> • Minestrone • RavioliArabeata • FettocineCarbonara • PolloAllaCacciatore • MedanzaneParmigiane • Pesto Dip
<p><u>GERMANY</u></p> <p><u>MENU</u> <u>06</u></p> <ul style="list-style-type: none"> • PotageSt.German • Sauerbaaten • Spatzale • German
<p><u>U.K.MEN</u> <u>U07</u></p> <ul style="list-style-type: none"> • Scotch Broth • MeatLoaf • YorkshirePudding • Legumesdepaprika • RoastPotato
<p><u>Middle</u> <u>EastMENU08</u></p> <ul style="list-style-type: none"> • Pitabread • Hummus • Falafal • MoussakaALa Greque • Dolmas • Shawarma • Tzaziki
<p>MODERNTECHNIQUES&PRACTICES</p> <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&Topings
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 align="center">F&B StaffOrganization <u>ClassroomExercise(Case Studymethod)</u></p> <ul style="list-style-type: none"> • DevelopingOrganizationStructureofvariousFood&BeverageOutlets • DeterminationofStaffrequirements inallcategories • MakingDutyRoster • PreparingJobDescription&Specification
02	<p align="center">SupervisorySkills</p> <ul style="list-style-type: none"> • ConductingBriefing&Debriefing -Restaurant,Bar,Banquets&Specialevents • DraftingStandardOperatingSystems(SOPs)forvariousF&Boutlets • SupervisingFood&Beverage operations • PreparingRestaurantLog
03	<p 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	<p style="text-align: center;">YIELDMANAGEMENT</p> <p>A. Conceptandimportance</p> <p>B. Applicabilityto roomsdivision</p> <ul style="list-style-type: none"> • Capacitymanagement • Discount allocation • Durationcontrol <p>C. Measurementyield</p> <p>D. Potentialhighandlowdemandtactics</p> <p>E. Yieldmanagementsoftware</p> <p>F. Yieldmanagementteam</p>	14

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
	<p align="center">Conversationwithguests</p> <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. Refurbishingandrecoration	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 good communication & leadership skills in Housekeeping Operations
CO2	HM3604.2	Enable students to supervise cleaning tasks
CO3	HM3604.3	Understand various dynamics of hotel housekeeping
CO4	HM3604.4	Students can Understand Firesafety and firefighting system

ACCOMMODATION MANAGEMENT – II (PRACTICAL)

S.No	Topics
1	<p style="text-align: center;">Standard operating procedure</p> <ul style="list-style-type: none"> • skill oriented task (e.g. cleaning and polishing glass, brass etc)
2	<p style="text-align: center;">First aid</p> <ul style="list-style-type: none"> • first aid kit • dealing with emergency situation • maintaining records
3	<p style="text-align: center;">Firesafety firefighting</p> <ul style="list-style-type: none"> • safety measures • fire drill (demo)
4	<p style="text-align: center;">Special decoration (them related to hospitality industry)</p> <ul style="list-style-type: none"> • indenting • costing • planning with time split • executing
5	<p style="text-align: center;">Layout of guest room</p> <ul style="list-style-type: none"> • to the scale • earmark pillars specification of colours, furniture, fixture, fitting, soft furnishing and accessories etc used

Recommended Books:

Andrews, Sudhir (2017): "Hotel Housekeeping Management and Operations" Raghubalan, G. (2015): "Hotel Housekeeping – 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	COSTDYNAMICS A. ElementsofCost B. ClassificationofCost SALESCONCEPTS A. VariousSalesConcept B. UsesofSalesConcept INVENTORYCONTROL A. Importance B. Objective C. Method D. LevelsandTechnique E. PerpetualInventory F. MonthlyInventory G. PricingofCommodities H. ComparisonofPhysicalandPerpetualInventory	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	Learntheimportanceoffood&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:ResearchProjectS
UBJECTCODE:HM3607SEMESTE
R: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 thesaurus).
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		
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