

Hospitality Management & Catering Technology

SYLLABUS

&

COURSE STRUCTURE

B.Voc. Hospitality Management

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Course Structure for B Voc. Hospitality Management

1st semester								2nd semester							
Sl. No.	Subject Code	Names of subjects	L	T	P	C	TCP	Sl. No.	Subject Code	Names of subjects	L	T	P	C	TCP
Core Subjects								Core Subjects							
1	Core 1	Food Production Theory- I	2	0	0	2	2	12	Core 9	Food Production Theory- II	2	0	0	2	2
2	Core 2	Food & Beverage Service Theory- I	2	0	0	2	2	13	Core 10	Food & Beverage Service Theory - II	2	0	0	2	2
3	Core 3	Front Office Theory - I	2	0	0	2	2	14	Core 11	Front Office Theory-II	2	0	0	2	2
4	Core 4	Accommodation Operation Theory- I	2	0	0	2	2	15	Core 12	Accommodation Operation Theory- II	2	0	0	2	2
5	Core 5	Food Production Laboratory - I	0	0	6	6	6	16	Core 13	Food Production Laboratory - II	0	0	6	6	6
6	Core 6	Food & Beverage Service Laboratory - I	0	0	4	4	4	17	Core 14	Food & Beverage Service Laboratory - II	0	0	4	4	4
7	Core 7	Front Office Laboratory - I	0	0	2	2	2	18	Core 15	Front Office Laboratory-II	0	0	2	2	2
8	Core 8	Accommodation Operation Laboratory-I	0	0	2	2	2	19	Core 16	Accommodation Operation Laboratory-II	0	0	2	2	2
Ability Enhancement Compulsory Course (AECC)*								Ability Enhancement Compulsory Course (AECC)*							
9	1	Communicative English - I	2	0	0	2	2	20	3	Communicative English - II	2	0	0	2	2
10	2	Behavioural Science - I	2	0	0	2	2	21	4	Hotel Accountancy	2	0	0	2	2
Elective: Discipline Specific								Elective: Discipline Specific							
11	1	Computer	1	1	2	4	4	22	2	Nutrition & Food	4	0	0	4	4

5th semester									6th semester							
Sl. No	Subject Code	Names of subjects	L	T	P	C	TCP		Sl. No	Subject Code	Names of subjects	L	T	P	C	TCP
Core Subjects									Core Subjects							
45	Core 32	Industrial Training (17 Weeks)	0	0	0	24	24		49	Core 33	Food Production Theory- VI	2	0	0	2	2
									50	Core 34	Food & Beverage Service Theory- VI	2	0	0	2	2
									51	Core 35	Front Office Theory- VI	2	0	0	2	2
									52	Core 36	Accommodation Operation Theory - VI	2	0	0	2	2
									53	Core 37	Food Production Laboratory - VI	0	0	6	3	6
									54	Core 38	Food & Beverage Service Laboratory - VI	0	0	4	4	4
									55	Core 39	Front Office Laboratory-VI	0	0	2	2	2
									56	Core 40	Accommodation Operation Laboratory-VI	0	0	2	2	2
Ability Enhancement Compulsory Course (AECC)*									Ability Enhancement Compulsory Course (AECC)*							
46	9	Communicative English - V	2	0	0	2	2	57	10	French	2	0	0	2	2	
Elective: Discipline Specific DSE									Elective: Discipline Specific DSE							
47	5	Travel & Tourism Marketing	2	0	0	1	2	58	7	Facility Planning	2	0	0	2	2	
48	6	Research Methodology	1	0	0	1	2	59	8	Research Project	0	0	0	2	2	

Abbreviations:-

1] AECC:- Ability Enhancement Compulsory Course

2] DSE:- Discipline Specific

3] L:- Lecture

4] T:- Tutorial

5] P:- Practical

6] C:- Credit

7] TCP:- Total Credit Point

Scheme of Evaluation

Theory Papers (T):

- **Continuous Evaluation: 15%**
(Assignment, Class Test, Viva, Seminar, Quiz : Any Three)
- **Mid-term examination: 10%**
- **Attendance: 5%**

Practical Papers (P):

- **Continuous Evaluation: 25%**
(Skill Test, lab copy, viva, lab involvement: Any Three)

Combined Theory & Practical Papers (TP):

- **Continuous Evaluation: 15%**
(Assignment, Class Test, Lab Experiment, Lab Copy, Viva: Any Three)
- **Mid-term examination: 10%**

✓ Guidelines for credit calculations:-**✓ The following formula should be used for conversion of time into credit hours:-**

- a) One Credit would mean equivalent of 15 periods of 60 minutes each, for theory,
- b) For internship/field work, workshops/labs and tutorials; the credit weightage for equivalent hours shall be 50% of that for lectures/workshops;
- c) For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study should be 50% or less of that for lectures/workshops.

i.e. For 2 credit theory classes of 1 hour duration = 2 credits x 15 hours = 30 periods.

And for 2 credit practical classes of 1 hour duration = 2 credits x 15 hours / 2 = 30/2 = 15 periods

For 4 credit practical classes of 1 hour duration = 4 credits x 15 hours / 2 = 60/2 = 30 periods.

Similarly, for 6 credit practical classes of 1 hour duration = 6 credits x 15 hours / 2 = 90/2 = 45 periods

SYLLABUS (1st SEMESTER)

Paper: Foundation Course in Food Production - I

Subject Code:

Credit Units: 2 L-T-P-C:2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

The course will provide the students information about the introduction to cookery, culinary items, essentials of stock, soups, shortenings and raising agents.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Introduction Introduction to cookery-Levels of skills and experiences, Attitudes and behaviour in the kitchen, Personal hygiene, Uniforms & protective clothing, Safety procedure in handling equipment. Culinary history – Origin of modern cookery Hierarchy area of department and kitchen - Classical Brigade, Modern staffing in various category hotels, Roles of executive chef, Duties and responsibilities of various chefs, Co-operation with other departments	10
II	Culinary terms -List of culinary (common and basic) and Explanation with examples Aims & objects of cooking food, Various textures, Various consistencies, Techniques used in pre-preparation, Techniques used in preparation Basic principles of food production - 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, Salads and salad dressings	05

III	<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, Short cast, choux paste, Rough puff (Bakery items)</p> <p>Methods of cooking food- Roasting, Grilling, Frying, Baking, Broiling, Poaching, Boiling, Principles of each of the (Roasting, Grilling, Frying, Baking, Broiling, Poaching, Boiling),care and precautions to be taken, selection of food for each type of cooking</p>	05
IV	<p>Soups- Classification with examples, Basic recipes of consommé with 10 garnishes, Egg cookery- Introduction to egg cookery, Structure of an egg, Selection of egg, Uses of egg in cookery,</p> <p>Commodities- Shortenings (fats & oils):Role of shortenings, Varieties of shortenings, Advantages and disadvantages of using various shortenings, Fats & oil – types, varieties.</p> <p>Raising agents: Classification of raising agents, Role of raising agents, Actions and reactions, Thickening agents: Classification of thickening agents, Role of thickening agents. Sugar: Importance of sugar, Types of sugar, Cooking of sugar.</p>	10
Total		30

Books:

List enclosed.

Reference Books:

List enclosed.

Course outcome: This paper will ensure that the basic knowledge and skills required for cooking is acquired by the students thereby making the foundation for the next semester's curriculum.

SYLLABUS (1st SEMESTER)

Lab I: Foundation Course in Food Production Lab- I

Subject Code:

Credit Units: 6 L-T-P-C: 0-0-6-6

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

The course will provide a practical exposure to the students and help them to understand about the introduction to cookery, culinary items, essentials of stock, soups, shortenings and raising agents.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Equipments– Identification, Description, Uses & handling Hygiene – Kitchen etiquettes, Practices & knife handling, Safety and security in kitchen Vegetables – classification, Cuts- julienne, jardinière, macedoines, brunoise, payssane, mignonnete, dices, cubes, shred, mirepoix Preparation of salad dressings	03

II	<p>Identification and Selection of Ingredients – Qualitative and quantitative measures,</p> <p>Basic Cooking methods and pre-preparations, Blanching of Tomatoes and Capsicum, Preparation of concasse, Boiling (potatoes, Beans, Cauliflower, etc), Frying – (deep frying, shallow frying, sautéing), Aubergines, Potatoes, etc., Braising – Onions, Leeks, Cabbage, Starch cooking (Rice, Pasta, Potatoes)</p>	06
III	<p>Stocks – Types of stocks (White and Brown stock), Fish stock, Emergency stock, Fungi stock,</p> <p>Sauces-Basic mother sauces- Béchamel, Espagnole, Veloute, Hollandaise, Mayonnaise, Tomato</p>	06
IV	<p>Egg cookery – Preparation of variety of egg dishes –Boiled (Soft & Hard), Fried (Sunny side up, Single fried, Bull’s Eye, Double fried), Poaches, Scrambled, Omelette (Plain, Stuffed, Spanish) , En cocotte (eggs Benedict)</p>	06
V	<p>Demonstration & Preparation of simple menu –At least 3-4 courses.</p>	06
VI	<p>Simple Salads & Soups- Cole slaw, Potato salad, Beet root salad, Green salad, Fruit salad, Consommé</p>	06
VII	<p>Simple Egg preparations- Scotch egg, Assorted omelettes, Oeuf Florentine, Oeuf Benedict, Oeuf Farci , Oeuf Portugese, Oeuf Deur Mayonnaise</p>	06
VIII	<p>Simple potato preparations-Baked potatoes, Mashed potatoes, French fries, Roasted potatoes, Boiled potatoes, Lyonnaise potatoes, Allumettes</p> <p>Vegetable preparations- Boiled vegetables, Glazed vegetables, Fried vegetables, Stewed vegetables</p>	06
Total		45

Books:

List enclosed.

Reference Books:

List enclosed.

Course outcome:

The students will be able to practically apply the knowledge acquired in the paper **Foundation Course in Food Production - I**

SYLLABUS (1st SEMESTER)

Paper: Foundation Course in Food & Beverage Service - I

Subject Code:

Credit Units: 2 L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

The course will provide the students information about the hotel industry, its growth, structure of catering

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>The hotel & catering industry-</p> <p>Introduction to the hotel industry and growth of the hotel, Industry in India, Role of catering establishment in the travel/tourism industry, Types of F&B operations, Classification of commercial, residential/non-residential, Welfare catering industrial/institutional/transport such as air, road, rail, sea, etc. Structure of the catering industry - a brief description of each.</p> <p>Departmental organisation & staffing- Organisation of F&B department of hotel, Principal staff of various types of F&B operations, French terms related to F&B staff, Duties & responsibilities of F&B staff, Attributes of a waiter, Inter-departmental relationships (within F&B and other department)</p>	10
II	<p>Food service areas (F&B outlets)- Specialty restaurants, Coffee shop, Cafeteria, food (quick service restaurants), Grill room, Banquets, Bar, Vending machines, Discotheque</p> <p>Ancilliary departments- Pantry, Food pick-up area, Store, Linen room, Kitchen stewarding</p>	05
III	<p>F & B service equipment-Familiarization & selection factors of:</p> <p>Cutlery, crockery, glassware, flatware, hollowware,</p> <p>All other equipment used in F&B Service -French terms related to the above</p>	05
IV	<p>Types of menus, types of services, Non-alcoholic beverages -</p> <p>Classification (nourishing, stimulating and refreshing beverages)</p> <p>Tea-origin & manufacture, types & brands, Coffee- origin & manufacture, types & brands, Juices and soft drinks, Cocoa & malted beverages- origin & manufacture</p>	10
Total		30

Books:

List enclosed.

Reference Books:

List enclosed.

Course outcome: This course will build the foundation in Food & Beverage Services, knowledge of which is essential in the hospitality industry

SYLLABUS (1st SEMESTER)

Lab II: Foundation Course in Food & Beverage Service Lab - I

Subject Code:

Credit Units: 4

L-T-P-C: 0-0-4-4

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

The course will provide the students theoretical information about the hotel industry, its growth, structure of catering industry, Food service areas, F & B service equipment and Non-alcoholic beverages

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Food Service areas – Induction & Profile of the areas Ancillary F&B Service areas – Induction & Profile of the areas	04
II	Familiarization of F&B Service equipment	02
III	Care & Maintenance of F&B Service equipment	04
IV	Cleaning / polishing of EPNS items by- Plate Powder method, Polivit method, Silver Dip method, Burnishing Machine	04
V	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 Task-09: Napkin Folds	04

	Task-10: Changing dirty ashtray Task-11: Cleaning & polishing glassware	
VI	Tea – Preparation & Service Coffee – Preparation & Service	04
VII	Juices & Soft Drinks - Preparation & Service, Mocktails, Juices, Soft drinks, Mineral water, Tonic water	04
VIII	Cocoa & Malted Beverages – Preparation & Service	04
Total		30

Course outcome: The students will be practically able to find about the hotel industry, its growth, structure of catering industry, Food service areas, F & B service equipment and Non-alcoholic beverages.

SYLLABUS (1st SEMESTER)

Paper: Foundation Course in Front Office -I
Subject Code:

Credit Units: 2 **L-T-P-C: 2-0-0-2**

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

This course aims to provide the students information about the evolution of tourism industry, classification of hotels, types of rooms, timeshares, front office organization, hotel layout, diction etc.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Hospitality and its origin, Hotels, their evolution and growth, Brief introduction to hotel core areas with special reference to front office. Classification of hotels Size, Star, Location & clientele, Ownership basis, Independent hotels, Management contracted hotel, Chains, Franchise/affiliated,	10

	<p>Supplementary accommodation, Time shares and condominium]</p> <p>Types of rooms- Single, Double , Twin, Suits</p> <p>Time share & vacation ownership, Time share, Referral chains & condominiums, How is it different from hotel business?,</p>	
II	<p>Classification of Hotels, Types of accommodation and their size</p> <p>Front office organization- Function areas, Front office hierarchy,</p> <p>Duties and responsibilities, Personality traits</p>	10
III	<p>TIME SHARE & VACATION OWNERSHIP</p> <p>A. What is time share? Referral chains & condominiums</p> <p>B. How is it different from hotel business?</p> <p>C. Classification of timeshares</p> <p>D. Types of accommodation and their size</p>	05
IV	<p>A. Function areas</p> <p>B. Front office hierarchy</p> <p>C. Duties and responsibilities</p> <p>D. Personality traits</p> <p>HOTEL ENTRANCE, LOBBY AND FRONT OFFICE</p> <p>A. Layout</p> <p>B. Front office equipment (non automated, semi automated and automated)</p> <p>BELL DESK</p> <p>A. Functions</p> <p>B. Procedures and records</p>	05
Total		30

SYLLABUS (1st SEMESTER)

Lab: III Paper III: Foundation Course in Front Office - Lab - I
Subject Code:

Credit Units: 2

L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

This course aims to provide the students information about the evolution of tourism industry, classification of hotels, types of rooms, timeshares, front office organization, hotel layout, diction etc.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Appraisal of front office equipment and furniture	01
II	Rack, Front desk counter & Bell Desk	01
III	Welcoming of guest Filling up of various proforma Telephone handling	03
IV	Role play: <ul style="list-style-type: none">• Reservation• Arrivals• Luggage handling• Message and mail handling• Paging	10
Total		15

Course outcome: The students will acquire the knowledge required to handle the nitty gritty of the front office practical operation in an effective manner

SYLLABUS (1st SEMESTER)

Paper: Foundation Course in Accommodation Operation - I
Subject Code:

Credit Units: 2 **L-T-P-C: 2-0-0-2**

Evaluation of Students:

- **Continuous Evaluation:**
 Assignments, Class Tests,
 Quizzes, Seminar – 10%
- **Mid-term examination: 20%**

Course Objectives:

This course aims to provide the students information about the house keeping organization, hotel layout, different cleaning materials and techniques etc.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>The role of housekeeping in hospitality operation-</p> <p>Role of housekeeping in guest satisfaction and repeat business,</p> <p>Organization chart of the housekeeping department- Hierarchy in small, medium, large and chain hotels, Identifying housekeeping responsibilities, Personality traits of housekeeping management personnel, Duties and responsibilities of housekeeping staff, Layout of the housekeeping department</p>	10
II	<p>Cleaning organisation- Principles of cleaning, hygiene and safety factors in cleaning, Methods of organising cleaning, Frequency of cleaning daily, periodic, special, Design features that simplify cleaning, Use and care of equipment</p> <p>Cleaning agents- General criteria for selection, Classification, Polishes, Floor seats, Use, care and storage, Distribution and controls, Use of eco-friendly products in housekeeping</p>	10
III	<p>Composition, care and cleaning of different surfaces- Metals, Glass, Leather, leatheriest, rexines , Plastic, Ceramics, Wood Wall finishes ,Floor finishes,</p>	05
IV	<p>Inter departmental relationship- With front office, With maintenance , With security, With stores, With accounts, With personnel, Use of computers in housekeeping department</p>	05

Total	30
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Books:

List enclosed..

Reference Books:

List enclosed.

Course outcome: The students will acquire the knowledge required to handle the nitty gritty of the house keeping (**Accommodation Operation**) in an effective manner

SYLLABUS (1st SEMESTER)

Lab IV: Foundation Course in Accommodation Operation Lab-I

Subject Code:

Credit Units: 2 L-T-P-C:0-0-2-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

This paper will give a practical detail into the art of handling the House- Keeping (**Accommodation Operation**)

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Appraisal Housekeeping equipment's and furniture's -	01
II	Sample Layout of Guest Rooms- Single room, Double room, Twin room ,Suite Guest Room Supplies and Position- Standard room, Suite, VIP room special amenities, Cleaning Equipment-(manual and mechanical), Familiarization, Different parts, Function Care and maintenance Cleaning Agent- Familiarization according to classification, Function	02
III	Public area cleaning (cleaning different surface)- Wood- polished, painted, laminated Silver/ epns- plate powder method, polivit method, Proprietary solution (silvo), brass - traditional/ domestic 1 method, proprietary solution	10

	1 (brasso) Glass- glass cleanser, economical method(newspaper) Floor - cleaning and polishing of different types-wooden, marble, terrazzo/ mosaic etc. Wall - care and maintenance of different types and parts, skirting, dado, different types of paints(distemper emulsion, oil paint etc) Maid's trolley- contents, trolley setup	
IV	Familiarizing with different types of Rooms, facilities and surfaces- Twin/ double, Suite, Conference etc .	02
Total		15

Books:

List enclosed..

Reference Books:

List enclosed.

Course outcome:- The course will enable the students to understand the various elements of Accommodation handling by incorporating simulations and practical situations where they will get the opportunity to apply the knowledge gained theoretically.

SYLLABUS (1st SEMESTER)

Lab V: Computer Application Lab

Subject Code:

Credit Units: 4 L-T-P-C:1-1-2-4

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar - 10%
- **Mid-term examination:** 20%

Course Objective:

This paper will give a practical detail into the art of handling the Computer

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	WINDOWS OPERATIONS A. Creating Folders B. Creating Shortcuts C. Copying Files/Folders D. Renaming Files/Folders	08

	<ul style="list-style-type: none"> E. Deleting Files F. Exploring Windows G. Quick Menus 	
II	<p>MS-OFFICE 2010</p> <p>MS WORD</p> <p>CREATING A DOCUMENT</p> <ul style="list-style-type: none"> A. Entering Text B. Saving the Document C. Editing a Document already saved to Disk D. Getting around the Document E. Find and Replace Operations F. Printing the Document <p>FORMATTING A DOCUMENT</p> <ul style="list-style-type: none"> A. Justifying Paragraphs B. Changing Paragraph Indents C. Setting Tabs and Margins D. Formatting Pages and Documents E. Using Bullets and Numbering F. Headers/Footers G. .Pagination <p>SPECIAL EFFECTS</p> <ul style="list-style-type: none"> A. Print Special Effects e.g. Bold, Underline, Superscripts, Subscript B. Changing Fonts C. .Changing Case <p>CUT, COPY AND PASTE OPERATION</p> <ul style="list-style-type: none"> A. Marking Blocks B. Copying and Pasting a Block C. Cutting and Pasting a Block D. Deleting a Block E. Formatting a Block 	08

	<p>F. Using Find and Replace in a Block</p> <p>USING MS-WORD TOOLS</p> <p>A. Spelling and Grammar</p> <p>B. Mail Merge</p> <p>C. .Printing Envelops and Labels</p> <p>22</p> <p>TABLES</p> <p>A. Create</p> <p>B. Delete</p> <p>C. Format</p> <p>GRAPHICS</p> <p>A. Inserting Clip arts</p> <p>B. Symbols (Border/Shading)</p> <p>C. Word Art</p> <p>PRINT OPTIONS</p> <p>A. Previewing the Document</p> <p>B. Printing a whole Document</p> <p>C. Printing a Specific Page</p> <p>D. Printing a selected set</p> <p>E. Printing Several Documents</p> <p>F. Printing More than one Copies</p>	
<p>III</p>	<p>MS OFFICE 2010</p> <p>MS-EXCEL</p> <p>A. How to use Excel</p> <p>B. Starting Excel</p> <p>C. Parts of the Excel Screen</p> <p>D. Parts of the Worksheet</p> <p>E. Navigating in a Worksheet</p> <p>F. Getting to know mouse pointer shapes</p> <p>CREATING A SPREADSHEET</p>	<p>08</p>

- A. Starting a new worksheet
- B. Entering the three different types of data in a worksheet
- C. Creating simple formulas
- D. Formatting data for decimal points
- E. Editing data in a worksheet
- F. Using AutoFill
- G. Blocking data
- H. Saving a worksheet
- I. Exiting excel

MAKING THE WORKSHEET LOOK PRETTY

- A. Selecting cells to format
- B. Trimming tables with Auto Format
- C. Formatting cells for:
 - Currency
 - Comma
 - Percent
 - Decimal
 - Date
- D. Changing columns width and row height
- E. Aligning text
 - Top to bottom
 - Text wrap
 - Re ordering Orientation

F Using Borders

GOING THROUGH CHANGES

- A. Opening workbook files for editing
- B. Undoing the mistakes
- C. Moving and copying with drag and drop

D. Copying formulas

E. Moving and Copying with Cut, Copy and Paste

F. Deleting cell entries

G. Deleting columns and rows from worksheet

H. Inserting columns and rows in a worksheet

I. Spell checking the worksheet

PRINTING THE WORKSHEET

A. Previewing pages before printing

B. Printing from the Standard toolbar

C. Printing a part of a worksheet

D. Changing the orientation of the printing

E. Printing the whole worksheet in a single pages

F. Adding a header and footer to a report

G. Inserting page breaks in a report

H. Printing the formulas in the worksheet

ADDITIONAL FEATURES OF A WORKSHEET

A. Splitting worksheet window into two four panes

B. Freezing columns and rows on-screen for worksheet title

C. Attaching comments to cells

D. Finding and replacing data in the worksheet

E. Protecting a worksheet

F. Function commands

MAINTAINING MULTIPLE WORKSHEET

A. Moving from sheet in a worksheet

B. Adding more sheets to a workbook

C. Deleting sheets from a workbook

D. Naming sheet tabs other than sheet 1, sheet 2 and so on

E. Copying or moving sheets from one worksheet to

	<p>another</p> <p>CREATING GRAPHICS/CHARTS</p> <p>A. Using Chart wizard</p> <p>B. Changing the Chart with the Chart Toolbar</p> <p>C. Formatting the chart's axes</p> <p>D. Adding a text box to a chart</p> <p>E. Changing the orientation of a 3-D chart</p> <p>F. Using drawing tools to add graphics to chart and worksheet</p> <p>G. Printing a chart with printing the rest of the worksheet data</p> <p>EXCEL's DATABASE FACILITIES</p> <p>A. Setting up a database</p> <p>24</p> <p>B. Sorting records in the database</p>	
IV	<p>MS OFFICE 2010</p> <p>MS-POWER POINT</p> <p>A. Making a simple presentation</p> <p>B. Using Auto content Wizards and Templates</p> <p>C. Power Points five views</p> <p>D. Slides</p> <ul style="list-style-type: none"> - Creating Slides, re-arranging, modifying - Inserting pictures, objects - Setting up a Slide Show <p>E Creating an Organizational Chart</p> <p>Internet & E-mail – PRACTICAL</p>	06
Total		30

Books:

List enclosed..

Reference Books:

List enclosed.

Course outcome:- The course will enable the students to understand the various theoretical aspects and hands on practical application of software on computer.

SYLLABUS (2nd SEMESTER)

Paper: Foundation Course in Food Production - II

Subject Code:

Credit Units: 2 L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

The course aims to provide the students information about the various aspects of food production involving soups, mother sauces identification of ,rice ,cereals ,pulses, preparation of pastry creams and identification and use of Indian condiments.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>Soups-Basic recipes other than consommé with menu examples, broths, bouillon, puree, cream, veloute, chowder</p> <p>bisqueetc, Garnishes and accompaniments, International soups. Sauces & gravies- Difference between sauce and gravy, Derivatives of mother sauces, Contemporary & proprietary</p> <p>Meat cookery- Introduction to meat cookery, Variety meats (offals)</p> <p>Poultry (with menu examples of each)</p> <p>Fish cookery- Introduction to fish cookery, Classification of fish with examples, Cuts of fish with menu examples, Selection of fish and shell fish, Cooking of fish (effects of heat)</p>	10
II	<p>Rice, cereals and pulses- Introduction, Classification and identification, Cooking of rice, cereals and pulses, Varieties of rice and other cereals</p> <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>	10

	<p>Flour-Structure of wheat, Types of Wheat, Types of Flour, Processing of Wheat – Flour, Uses of Flour in Food Production,</p> <p>Cooking of Flour (Starch), Simple breads, Principles of bread making, Simple yeast breads, Role of each ingredient in bread making, Baking temperature and its importance</p>	
III	<p>Pastry creams- Basic pastry creams, Uses in confectionery, Preparation and care in production</p> <p>Basic commodities-milk: Introduction, Processing of milk, Pasteurisation – homogenisation, Types of milk – skimmed and condensed, Nutritive value</p> <p>Cream: Introduction, Processing of cream, Types of cream</p> <p>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.</p>	05
IV	<p>Basic Indian cookery- condiments & spices: Introduction to Indian food, Spices used in Indian cookery, Role of spices in Indian cookery, Indian equivalent of spices (names).</p> <p>Masalas: Blending of spices, Different masalals used in Indian cookery, Wet masalals, Dry masalals, Composition of different masalals, Varieties of masalals available in regional areas, Special masala blends.</p> <p>Kitchen organization and layout: General layout of the kitchen in various organisations, Layout of receiving areas, Layout of service and wash up</p>	05
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: The students will be able to acquire information about the various elements of food production.

SYLLABUS (2nd SEMESTER)

**Lab VI: Foundation Course in Food
Production Lab - II**

Subject Code:

Credit Units: 6 L-T-P-C:0-0-6-6

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

This course will give the students the practical exposure and an idea about what goes into food production.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	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 Folds of fish	08
II	Identification, Selection and processing of Meat, Fish and poultry, Slaughtering and dressing	08
III	Preparation of menu- Salads & soups- waldrof salad, Fruit salad, Russian salad, saladenicoise, Cream (Spinach, Vegetable, Tomato), Puree (Lentil, Peas Carrot), International soups	08

IV	Chicken, Mutton and Fish Preparations- Fish orly, 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	08
V	Simple potato preparations- Basic potato dishes Vegetable preparations- Basic vegetable dishes	08
VI	Indian cookery- Rice dishes, Breads, Main course, Basic Vegetables, Paneer Preparations	05
Total		45

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: The course will ensure that the students get hands on training into the art of food production.

SYLLABUS (2nd SEMESTER)

Paper: Foundation course in Food & Beverage Service- II

Subject Code:

Credit Units:2 L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives: The course will provide the students information about the hotel menu and its planning, accompaniments, preparation of services and sale control system.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Meals & menu planning: Origin of menu, Objectives of menu planning, Types of menu, Courses of French classical menu- Sequence, examples from each course, cover of each course, Accompaniments, French names of dishes, Types of meals, early morning tea, breakfast (English, American, Continental, Indian), brunch, lunch, afternoon/high tea, dinner, supper.	10

II	Preparation for service-Organising mise-en-scene, Organising mise-en place, Types of food service-Silver service, Pre-plated service, Cafeteria service, Room service, Buffet service, Gueridon service, Lounge service	10
III	Sale control system- KOT/bill control system (manual): triplicate checking system, duplicate checking system, single order sheet, quick service menu & customer bill. Making bill, Cash handling equipment, Record keeping (restaurant cashier)	05
IV	Tobacco- History, Processing for cigarettes, pipe tobacco & cigars, Cigarettes – types and brand names, Pipe tobacco – types and brand names, Cigars – shapes, sizes, colours and brand names, Care and storage of cigarettes & cigars	05
TOTAL		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: This paper will ensure that the basic knowledge and skills required for cooking is acquired by the students thereby making the foundation for the next semester's curriculum.

SYLLABUS (2nd SEMESTER)

Lab VII: Foundation course in Food & Beverage Service Lab- II

Subject Code:

Credit Units: 4 L-T-P-C: 0-0-4-4

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

This paper will give a practical exposure to the various aspects of food and beverage services.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Table lay-up & service Task-01: A la carte cover Task-02: Table d' hote cover Task-03: English breakfast cover Task-04: American breakfast cover Task-05: continental breakfast cover Task-06: Indian breakfast cover Task-07: Afternoon tea cover Task-08: High tea cover	08
II	Tray/trolley set-up & service Task-01: Room service tray setup Task-02: Room service trolley setup	04
III	Special Food Service - (Cover, Accompaniments & Service) Task-01: Classical Hors d' oeuvre- Oysters, Caviar, Smoked Salmon, Pate de Foie Gras, Snails, Melon, Grapefruit, Asparagus Task-02: Cheese Task-03: Dessert (Fresh Fruit & Nuts)	06
IV	Service of Tobacco- Cigarettes & Cigars	06
V	Restaurant French:, Greetings & Restaurant Vocabulary (English & French), French Classical Menu Planning, French for Receiving, Greeting & Seating Guests, French related to taking order & description of dishes	06
TOTAL		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome:

This paper will ensure that the students get hands on experience into the art of food and beverage services.

SYLLABUS (2nd SEMESTER)

Paper : Foundation course in Front Office Operation-II

Subject Code:

Credit Units: 2 L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

The course will provide the students information about tariff structure, front office guest handling, room reservations, room selling techniques, during-stay information and complaints handling.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>Tariff structure- Basis of charging, Plans, competition, customer's profile, standards of service & Amenities, Hubbart formula, Different types of tariffs, rack rate, discounted rates for corporates, airlines, groups & travel Agents</p> <p>Front office and guest handling-introduction to guest cycle, pre arrival, arrival, during guest stay, departure, after departure.</p> <p>Reservations: Importance of reservation, Modes of reservation,</p> <p>Channels and sources (fits, travel agents, airlines, gits), Types of reservations (tentative, confirmed, guaranteed etc.), Systems (non automatic, semi automatic fully automatic), Cancellation, Amendments, Overbooking</p>	10
II	<p>Room selling techniques-Up selling, Discounts</p> <p>Arrivals: Preparing for guest arrivals at reservation and front office, Receiving of guests, Pre-registration, Registration (non automatic, semi automatic and automatic), Relevant records for fits, groups, air crews & VIPs</p> <p>During the stay activities- Information services, Message and mail handling, Key handling, Room selling technique, Hospitality desk, Complaints handling, Guest handling, Guest history</p>	05

	Front office co-ordination-With other departments of hotel	
III	Process a reservation deposit, Pre-register a guest, Put message and locator for a guest, Put trace for guest, Check in a reserved guest, Manual Reservation Process with GRC & other relevant font and formats, concurring various modes of settlement of bills-Taking advance, Check in procedure, allocation of rooms, handling of guest keys, opening of bills (Guest folios), updating of guest weekly keys.	05
IV	Check out procedures, settlement of bills , luggage pass, key control, Bell Desk Procedure, concierge procedures Verify a key, Cancel a key, Issue a duplicate key, Extend a key Programme keys continuously, Re-programme keys, Programme one key for two rooms 1	10
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: The course will enable the students to understand the various elements of front office handling.

SYLLABUS (2nd SEMESTER)

**Lab VIII: Foundation course in Front Office
Lab-II**

Subject Code:

Credit Units: 2 L-T-P-C: 0-0-2-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

The course will provide the students practical exposure about tariff structure, front office guest handling, room reservations, room selling techniques , during-stay information and complaints handling.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Hot function keys (in PMS), Create and update guest profiles, Make FIT reservation, Send confirmation letters, Printing registration cards, ,	02
II	Make an Add-on reservation, Amend a reservation, Cancel a reservation-with deposit and without deposit, Log onto cashier code, Process a reservation deposit, Pre-register a guest, Put message and locator for a guest, Put trace for guest	02
III	Check in a reserved guest, Check in day use, Check –in a walk-in guest, Maintain guest history,issue a new key, Verify a key, Cancel a key, Issue a duplicate key, Re-programme keys, Programme one key for two rooms (both in manual system and through PMS)	08
IV	Make Group reservations, Printing registration cards, Distribution of keys and filling up of details / meal coupons etc for Group members.	03
Total		15

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome:

The course will enable the students to understand the various elements of front office handling by incorporating simulations and practical situations where they will get the opportunity to apply the knowledge gained theoretically.

SYLLABUS (2nd SEMESTER)

**Paper: Foundation course in
Accommodation Operation-II**

Subject Code:

Credit Units:2 L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

The course will provide the students information about tariff structure, front office guest handling, room reservations, room selling techniques, during-stay information and complaints handling.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	ROOM LAYOUT AND GUEST SUPPLIES A. Standard rooms, VIP ROOMS B. Guest's special requests	05
II	AREA CLEANING A. Guest rooms B. Front-of-the-house Areas C. Back-of-the house Areas D. Work routine and associated problems e.g. high traffic areas, Façade cleaning etc.	05
III	ROUTINE SYSTEMS AND RECORDS OF HOUSE KEEPING DEPARTMENT A. Reporting Staff placement	10

	<p>B. Room Occupancy Report</p> <p>C. Guest Room Inspection</p> <p>D. Entering Checklists, Floor Register, Work Orders, Log Sheet.</p> <p>E. Lost and Found Register and Enquiry File</p> <p>F. Maid's Report and Housekeeper's Report</p> <p>G. Handover Records</p> <p>H. Guest's Special Requests Register</p> <p>I. Record of Special Cleaning</p> <p>J. Call Register</p> <p>K. VIP Lists</p> <p>L. TYPES OF BEDS AND MATTRESSES</p>	
IV	<p>PEST CONTROL</p> <p>A. Areas of infestation</p> <p>B. Preventive measures and Control measure</p> <p>C.</p>	10

	<p>KEYS</p> <p>A.</p> <p>Types of keys</p> <p>B.</p> <p>Computerised key cards</p> <p>C.</p> <p>Key control</p>	
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: The course will enable the students to understand the various elements of Accommodation Operation handling.

SYLLABUS (2nd SEMESTER)

Lab IX :Foundation course in Accommodation Operation Lab-II

Subject Code:

Credit Units: 2 L-T-P-C: 0-0-2-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

The course will provide the students practical exposure about tariff structure, front office guest handling, room reservations, room selling techniques , during-stay information and complaints handling.

Detailed Syllabus:

Modules	Topics / Course content	Periods
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I	Review of semester 1	01
II	<p>Servicing guest room(checkout/ occupied and vacant)</p> <p>ROOM</p> <p>Task 1- open curtain and adjust lighting</p> <p>Task 2-clean ash and remove trays if any</p> <p>Task 3- strip and make bed</p> <p>Task 4- dust and clean drawers and replenish supplies</p> <p>Task 5-dust and clean furniture, clockwise or anticlockwise</p> <p>Task 6- clean mirror</p> <p>Task 7- replenish all supplies</p> <p>Task 8-clean and replenish minibar</p> <p>Task 9-vaccum clean carpet</p> <p>Task 10- check for stains and spot cleaning</p> <p>BATHROOM</p> <p>Task 1-disposed soiled linen</p> <p>Task 2-clean ashtray</p> <p>Task 3-clean WC</p> <p>Task 4-clean bath and bath area</p> <p>Task 5-wipe and clean shower curtain</p> <p>Task 6- clean mirror</p> <p>Task 7-clean tooth glass</p> <p>Task 8-clean vanitory unit</p> <p>Task 9- replenish bath supplies</p> <p>Task 10- mop the floor</p>	06
III	<p>Bed making supplies (day bed/ night bed)</p> <p>Step 1-spread the first sheet(from one side)</p> <p>Step 2-make mitre corner (on both corner of your side)</p> <p>Step 3- spread second sheet (upside down)</p> <p>Step 4-spread blanket</p>	06

	<p>Step 5- Spread crinkle sheet</p> <p>Step 6- make two folds on head side with all three (second sheet, blanket and crinkle sheet)</p> <p>Step 7- tuck the folds on your side</p> <p>Step 8- make mitre corner with all three on your side</p> <p>Step 9- change side and finish the bed in the same way</p> <p>Step 10- spread the bed spread and place pillow</p>	
<p>IV</p>	<p>A] Records</p> <ul style="list-style-type: none"> i] Room occupancy report ii] Checklist iii] Floor register iv] Work/ maintenance order v] Lost and found vi] Maid's report vii] Housekeeper's report viii] Log book ix] Guest special request register x] Record of special cleaning xii] Call register xiii] VIP list xiv] Floor linen book/ register xv] Guest room inspection xvi] Minibar management <p>B] Issue</p> <ul style="list-style-type: none"> i] stock taking ii] checking expiry date ii] Handling room linen/ guest supplies iv] maintaining register/ record v] replenishing floor pantry 	<p>02</p>

	vi]stock taking	
	C] Guest handling	
	i] Guest request	
	ii] Guest complaints	
Total		15

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome:

The course will enable the students to understand the various elements of Accommodation handling by incorporating simulations and practical situations where they will get the opportunity to apply the knowledge gained theoretically.

SYLLABUS (2nd SEMESTER)

Paper : Hotel Accountancy

Subject Code:

Credit Units: 2 L-T-P-C:2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination: 20%**

Course Objectives:

To make students aware of the different forms of accounting concepts with special reference to accounting principles for Hotels

Detailed Syllabus:

Modules	Topics / Course content	Periods
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I	INTRODUCTION TO ACCOUNTING A. Meaning and Definition B. Types and Classification C. Principles of accounting D. Systems of accounting E. Generally Accepted Accounting Principles (GAAP) PRIMARY BOOKS (JOURNAL) A. Meaning and Definition B. Format of Journal C. Rules of Debit and Credit D. Opening entry, Simple and Compound entries E. Practical	02
II	SECONDARY BOOK (LEDGER) A. Meaning and Uses B. Formats C. Posting D. Practical SUBSIDIARY BOOKS A. Need and Use B. Classification Purchase Book Sales Book Purchase Returns Sales Returns Journal Prop	03
III	CASH BOOK A. Meaning B. Advantages C. Simple, Double and Three Column D. Petty Cash Book with Imprest System (simple and tabular forms) E. Practicals BANK RECONCILIATION STATEMENT A. Meaning B. Reasons for difference in Pass Book and Cash Book Balances C. Preparation of Bank Reconciliation Statement D. Practical	10
IV	TRIAL BALANCE A. Meaning B. Methods C. Advantages D. Limitations E. Practical FINAL ACCOUNTS A. Meaning B. Procedure for preparation of Final Accounts C. Difference between Trading Accounts, Profit & Loss Accounts and Balance Sheet	15
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: The course will enable the students to understand the various elements of various aspects Hotel Accounts.

SYLLABUS (2nd SEMESTER)

Paper : Nutrition & Food Science

Subject Code:

Credit Units: 4

L-T-P-C:4-0-0-4

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Basic Aspects- Definition of the terms Health, Nutrition & Nutrients, definition & scope of food science, importance of food-(physiological, psychological & social function of food) in maintaining good health ,its inter-relationship with food chemistry, food microbiology & food processing, classification of nutrients	15

II	<p>Energy- Definition of energy & units of its measurement (Kcal), energy contribution from macronutrients (carbohydrates, proteins & fats), factors affecting energy requirements, concept of BMR,SDA, thermodynamic action of food, dietary sources of energy, concept of energy balance & the health hazards associated with underweight & overweight</p>	15
III	<p>Macro Nutrients- Carbohydrates- Definition, classification (mono, di & polysaccharides), dietary sources, functions, significance of dietary fibre, effect of heating on fats & oils with respect to smoke point, commercial uses of fats (with emphasis on shortening value of different fats)</p> <p>Lipids- Definition, classification:-saturated & unsaturated fats, dietary sources, functions, significance of fatty acids (PUFA's, MUFA's, SFA's, EFA) in maintaining health, cholesterol:- dietary sources & concept of dietary & blood cholesterol</p> <p>Proteins- Definition, classification based upon amino acid composition, dietary sources, functions, methods of improving quality of proteins in food (special emphasis on soya proteins & whey proteins), commercial uses of proteins in different food preparations</p> <p>Vitamins- Definition & classification (water & fat soluble vitamins), food sources, function & significance of fat soluble vitamins(vitamin A,D,E,K) and water soluble vitamins(vitamin C, thiamine, riboflavin, niacin, cyanocobalamin folic acid</p> <p>Minerals- Definition & classification (major & minor), food sources, functions& significance of calcium, iron, sodium, iodine & fluorine</p>	15
IV	<p>Food Processing- definition, objectives, types of treatment, effect of factors like heat, acid alkali on food constituents</p> <p>Evaluation of Food- objectives, sensory assessment of food quality, methods, methods, introduction to proximate analysis of food constituents, rheological aspects of food</p> <p>Emulsions- theory of emulsification, types of emulsions, emulsifying agents, role of agents in food emulsions</p> <p>Colloids- definition, application of colloid systems in food preparation</p> <p>Flavour- definition, description of food flavours (tea, ,wine, meat, fish & spices</p> <p>Browning- types (enzymatic & non- enzymatic), role in food preparation, prevention of undesirable browning</p>	15
Total		60

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: The course will enable the students to understand the various elements of various aspects of Nutrition & Food Science.

SYLLABUS (3rd SEMESTER)

Paper: Food Production Theory – III

Subject Code:

Credit Units:2 L-T-P-C:2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The objectives of the course is to introduce students to quantity food production, institutional and

industrial catering and regional Indian cuisine

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course Contents	Periods
I.	<p>QUANTITY FOOD PRODUCTION</p> <p>EQUIPMENT</p> <p>A. Equipment required for mass/volume feeding</p> <p>B. Heat and cold generating equipment</p> <p>C. Care and maintenance of this equipment</p> <p>D. Modern developments in equipment manufacture</p> <p>PLANNING</p> <p>Principles of planning for quantity food production with regard to</p> <p> Space allocation</p> <p> Equipment</p>	05
II.	<p>VOLUME FEEDING</p> <p>A. Institutional and Industrial Catering</p> <p> Types of Institutional & Industrial Catering</p> <p> Problems associated with this type of catering</p> <p>Hospital Catering</p> <p> Highlights of Hospital Catering for patients, staff, visitors</p> <p>Diet menus and nutritional requirements</p>	05
III.	<p>Off Premises Catering</p> <p> Reasons for growth and development</p> <p> Menu Planning and Theme Parties</p> <p> Concept of a Central Production Unit</p> <p> Problems associated with off-premises catering</p>	05
IV	<p>REGIONAL INDIAN CUISINE</p> <p>A. Introduction to Regional Indian Cuisine</p> <p>B. Heritage of Indian Cuisine</p> <p>C. Factors that affect eating habits in different parts of the country</p> <p>D. Cuisine and its highlights of different states/regions/communities to be discussed under:</p> <p> Geographic location</p>	15
TOTAL		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- Quantity food production equipment
- Know the method of volume feeding
- Know menu planning for industrial and institutional catering
- Understand various regional cuisines of India

SYLLABUS (3rd SEMESTER)

Lab X: Food Production Lab- III Subject Code: Credit Units: 6 L-T-P-C:0-0-6-6	Evaluation of Students: <ul style="list-style-type: none"> • Continuous Evaluation: Assignments, Class Tests, Quizzes, Seminar – 10% • Mid-term examination: 20%
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Course Objectives:

The course will provide a practical exposure to the students and help them to understand about the introduction to cookery, culinary items, essentials of stock , soups, shortenings and raising agents.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	MAHARASTRIAN MENU 01 Masala Bhat Kolhapuri Mutton Batata Bhajee Masala Poori Koshimbir <div style="text-align: center;">Coconut Poli</div> MENU 02 Moong Dal Khichdee Patrani Macchi Tomato Saar	05

	<p>Tilgul Chapatti</p> <p>Amti</p> <p>Basundi</p>	
II	<p>AWADH</p> <p>MENU 01</p> <p>Yakhni Pulao</p> <p>Mughlai Paratha</p> <p>Gosht Do Piazza</p> <p>Badin Jaan</p> <p>Kulfi with Falooda</p> <p>MENU 02 Galouti Kebab</p> <p>Bakarkhani</p> <p>Gosht Korma</p> <p>Paneer Pasanda</p> <p>Muzzafar</p>	05
III	<p>BENGALI</p> <p>MENU 01 Ghee Bhat</p> <p>Macher Jhol</p> <p>Aloo Posto</p> <p>Misti Doi</p> <p>MENU 02 Doi Mach</p> <p>Tikoni Pratha</p> <p>Baigun Bhaja</p> <p>Payesh</p> <p>MENU 03 Mach Bhape</p> <p>Luchi</p>	05

	<p>Sukto</p> <p>Kala Jamun</p> <p>MENU 04 Prawan Pulao</p> <p>Mutton Vidalloo</p> <p>Beans Foogath</p> <p>Dodol</p>	
IV	<p>GOAN</p> <p>MENU 01 Arroz</p> <p>Galina Xacutti</p> <p>Toor Dal Sorak</p> <p>Alle Belle</p> <p>MENU 02 Coconut Pulao</p> <p>Fish Caldeen</p> <p>Cabbage Foogath</p> <p>Bibinca</p>	05
V	<p>PUNJABI</p> <p>MENU 01 Rada Meat</p> <p>Matar Pulao</p> <p>Kadhi</p> <p>Punjabi Gobhi</p> <p>Kheer</p> <p>MENU 02 Amritsari Macchi</p> <p>Rajmah Masala</p> <p>Pindi Chana</p> <p>Bhaturas</p> <p>MENU 03 Sarson Da Saag</p>	06

	<p>Makki Di Roti</p> <p>Peshawari Chole</p> <p>Motia Pulao</p> <p>Sooji Da Halwa</p> <p>MENU 04 Tandoori Roti</p> <p>Tandoori Murg</p> <p>Dal Makhani</p> <p>Pudinia Chutny</p> <p>Baingan Bhartha</p> <p>Savian</p>	
<p>VI</p>	<p>SOUTH INDIAN</p> <p>MENU 01 Meen Poriyal</p> <p>Curd Rice</p> <p>Thoran</p> <p>Rasam</p> <p>Pal Payasam</p> <p>MENU 02 Line Rice</p> <p>Meen Moilee</p> <p>Olan</p> <p>Malabari Pratha</p> <p>Parappu Payasam</p> <p>MENU 03 Tamarind Rice</p> <p>Kori Gashi</p> <p>Kalan</p> <p>Sambhar</p> <p>Savian Payasam</p>	<p>07</p>

	<p>MENU 04 Coconut Rice</p> <p>Chicken Chettinad</p> <p>Avial</p> <p>Huli</p> <p>Mysore Pak</p>	
VII	<p>RAJASTHANI</p> <p>MENU 01 Gatte Ka Pulao</p> <p>Lal Maas</p> <p>Makki Ka Soweta</p> <p>Chutney (Garlic)</p> <p style="text-align: center;">Dal Halwa</p> <p>MENU 02 Dal</p> <p>Batti</p> <p>Churma</p> <p>Besan Ke Gatte</p> <p>Ratalu Ki Subzi</p> <p>Safed Mass</p>	06
VIII	<p>GUJRATI</p> <p>MENU 01 Sarki</p> <p>Brown Rice</p> <p>Salli Murg</p> <p>Gujrati Dal</p> <p>Methi Thepla</p> <p>Shrikhand</p> <p>MENU 02 Gujrati Khichadi</p> <p>Oondhiyu</p> <p>Batata Nu Tomato</p>	06

Osaman	
Jeera Poori	
Mohanthal	
HYDERABADI	
MENU 01 Sofyani Biryani	
Methi Murg	
Tomato Kut	
Hare Piaz ka Raita	
Double Ka Meetha	
MENU 02 Kachi Biryani	
Dalcha	
Mirchi Ka Salan	
Mix Veg. Raita	
Khumani Ka Meetha	
Total	45

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome:

The students will be able to practically apply the knowledge acquired in the paper **Foundation Course in Food Production - I**

SYLLABUS (3rd SEMESTER)

Paper: F & B Service Theory – III

Subject Code:

Credit Units:2

L-T-P-C:2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The objectives of the course is to introduce students to alcoholic beverages its classification, fermentation and distillation process and also know food and wine harmony

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course Contents	Periods
I.	ALCOHOLIC BEVERAGE A. Introduction and definition B. Production of Alcohol Fermentation process Distillation process C. Classification with examples	05
II.	DISPENSE BAR A. Introduction and definition B. Bar layout – physical layout of bar C. Bar stock – alcohol & non alcoholic beverages D. Bar equipment	05
III.	WINES A. Definition & History B. Classification with examples Table/Still/Natural Sparkling Fortified Aromatized	10
IV	F. Food & Wine Harmony G. Storage of wines H. Wine terminology (English & French) BEER A. Introduction & Definition B. Types of Beer C. Production of Beer D. Storage A. Introduction & Definition B. Production of Spirit Pot-still method Patent still method C. Production of Whisky Rum Gin Brandy Vodka Tequilla D. Different Proof Spirits American Proof British Proof (Sikes scale)	10

	Gay Lussac (OIML Scale)	
TOTAL		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- Define alcoholic beverages
- Know the method of making alcoholic beverages
- Classify alcoholic beverages with examples
- Understand various scales used in measuring the alcoholic strength

SYLLABUS (3rd SEMESTER)

Lab XI: Food & Beverage Service Lab - III

Subject Code:

Credit Units: 4

L-T-P-C:0-0-4-4

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

The course will provide the students theoretical information about the hotel industry, its growth, and structure of catering industry, Food service areas, F & B service equipment and Alcoholic beverages

Detailed Syllabus:

Module s	Topics / Course content	Period s
I	Dispense Bar – Organizing Mise-en-place Task-01 Wine service equipment Task-02 Beer service equipment Task-03 Cocktail bar equipment Task-04 Liqueur / Wine Trolley Task-05 Bar stock - alcoholic & non-alcoholic	02

	beverages Task-06 Bar accompaniments & garnishes Task-07 Bar accessories & disposables	
II	Service of Wines Task-01 Service of Red Wine Task-02 Service of White/Rose Wine Task-03 Service of Sparkling Wines Task-04 Service of Fortified Wines Task-05 Service of Aromatized Wines Task-06 Service of Cider, Perry & Sake	04
III	Service of Aperitifs Task-01 Service of Bitters Task-02 Service of Vermouths	04
IV	Service of Beer Task-01 Service of Bottled & canned Beers Task-02 Service of Draught Beers	04
V	Service of Spirits Task-01 Service styles – neat/on-the-rocks/with appropriate mixers Task-02 Service of Whisky Task-03 Service of Vodka Task-04 Service of Rum Task-05 Service of Gin Task-06 Service of Brandy Task-07 Service of Tequila	04
VI	Service of Liqueurs Task-01 Service styles – neat/on-the-rocks/with cream/en frappe Task-02 Service from the Bar Task-03 Service from Liqueur Trolley	04
VII	Wine & Drinks List Task-01 Wine Bar Task-02 Beer Bar Task-03 Cocktail Bar	04
VIII	Matching Wines with Food Task-01 Menu Planning with accompanying Wines Continental Cuisine Indian Regional Cuisine Task-02 Table laying & Service of menu with accompanying Wines Continental Cuisine Indian Regional Cuisine	04
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: The students will be practically able to find about the hotel industry, its growth and structure of catering industry, Food service areas, F & B service equipment and alcoholic beverages.

SYLLABUS (3rd SEMESTER)

Paper: Front Office Theory – III

Subject Code:

Credit Units: 2 L-T-P-C – 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The objectives of the course is to introduce students to property management system ,it usage and also know about hotel accounting and night audit activities.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course Contents	Periods
I.	<p>COMPUTER APPLICATION IN FRONT OFFICE OPERATION</p> <p>A. Role of information technology in the hospitality industry B. Factors for need of a PMS in the hotel C. Factors for purchase of PMS by the hotel D. Introduction to Fidelio & Amadeus</p>	05
II.	<p>FRONT OFFICE (ACCOUNTING)</p> <p>A. Accounting Fundamentals B. Guest and non guest accounts C. Accounting system Non automated – Guest weekly bill, Visitors tabular ledger Semi automated Fully automated</p> <p>CHECK OUT PROCEDURES</p> <p> Guest accounts settlement</p> <p>- Cash and credit - Indian currency and foreign currency - Transfer of guest accounts</p>	10
III.	<p>NIGHT AUDITING</p> <p>A. Functions</p> <p>B. Audit procedures (Non automated, semi automated and fully automated)</p>	10

	CONTROL OF CASH AND CREDIT	
IV	FRONT OFFICE & GUEST SAFETY AND SECURITY A. Importance of security systems B. Safe deposit C. Key control D. Emergency situations (Accident, illness, theft, fire, bomb)	05
TOTAL		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- Know about usage of PMS
- Know the method of guest accounting, night auditing and control of cash and credit

Lab XII: Front Office Lab - III**Subject Code:****Credit Units: 2****L-T-P-C:0-0-2-2****Evaluation of Students:**

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

This paper will give a practical detail into the art of handling the front office.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Hands on practice of computer applications related to Front Office procedures such as Reservation, Registration, Guest History, Telephones, Housekeeping, Daily transactions Role Play	04
II	Front office accounting procedures o Manual accounting o Machine accounting o Payable, Accounts Receivable, Guest History, Yield Management	06
III	Situation Handling - Accident, illness, theft, fire, bomb etc.	03
IV	Role Play	02
Total		15

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: On completion of this paper, the students will get a first -hand experience of handling the front office operations effectively.

SYLLABUS (3rd SEMESTER)

<p>Paper: Accommodation Operation Theory – III</p> <p>Subject Code:</p> <p>Credit Units: 2 L-T-P-C:2-0-0-2</p>	<p>Evaluation of Students:</p> <ul style="list-style-type: none"> • Continuous Evaluation: Assignments, Class Tests, Quizzes, Seminar – 10% • Mid-term examination: 20%
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Course Objective:

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course Contents	Periods
I.	LINEN ROOM A. Activities of the Linen Room B. Layout and equipment in the Linen Room C. Selection criteria for various Linen Items & fabrics suitable for this purpose D. Purchase of Linen E. Calculation of Linen requirements F. Linen control, procedures and records G.	10

	<p>Stocktaking, procedures and records</p> <p>H. Recycling of discarded linen</p> <p>I. Linen Hire</p>	
II.	<p>UNIFORMS</p> <p>A. Advantages of providing uniforms to staff</p> <p>B. Issuing and exchange of uniforms; type of uniforms</p> <p>C. Selection and designing of uniforms</p> <p>D. Layout of the Uniform room</p> <p>SEWING ROOM</p> <p>A. Activities and areas to be provided</p> <p>B. Equipment provided</p>	05
III.	<p>LAUNDRY</p> <p>A. Commercial and Onsite Laundry</p> <p>B. Flow process of Industrial Laundering</p> <p>C. Stages in the Wash Cycle</p> <p>D. Laundry Equipment and Machines</p> <p>E. Layout of the Laundry</p>	10

	<p>F. Laundry Agents</p> <p>G. Dry Cleaning</p> <p>H. Guest Laundry/Valet service</p> <p>I. Stain removal</p>	
IV	<p>FLOWER ARRANGEMENT</p> <p>A. Flower arrangement in Hotels</p> <p>B. Equipment and material required for flower arrangement</p> <p>C. Conditioning of plant material</p> <p>D. Styles of flower arrangements</p> <p>E. Principles of design as applied to flower arrangement</p> <p>INDOOR PLANTS</p> <p>Selection and care</p>	05
TOTAL		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- Know about usage of Linen and Laundry Rooms

- Know the method of Stain Removal
- Know the method of flower arrangement

SYLLABUS (3rd SEMESTER)

Lab XIII: Accommodation Operation Lab-III

Subject Code:

Credit Units: 2 L-T-P-C: 0-0-2-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

This paper will give a practical detail into the art of handling the Accommodation Operation.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Layout of Linen and Uniform Room/Laundry, Selection and Designing of Uniforms	02
II	Handling of Laundry Machinery and Equipment	04
III	Stain Removal	05
IV	Flower Arrangement	04
Total		15

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: On completion of this paper, the students will get a first -hand experience of handling the front office operations effectively.

SYLLABUS (3rd SEMESTER)

Paper : HOTEL ENGINEERING

Subject Code:

Credit Units: 2

L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

To make students aware of the different forms of Maintenance concepts with special reference for Hotels

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>MAINTENANCE:</p> <p>A. Preventive and breakdown maintenance, comparisons</p> <p>B. Roll & Importance of maintenance department in the hotel industry</p> <p>with emphasis on its relation with other departments of the hotel.</p> <p>C. Organization chart of maintenance department, duties and responsibilities of maintenance department</p> <p>Fuels used in catering industry:</p> <p>A. Types of fuel used in catering industry; calorific value; comparative study of different fuels</p> <p>B. Calculation of amount of fuel required and cost.</p> <p>Gas:</p> <p>A. Heat terms and units; method of transfer</p> <p>B. LPG and its properties; principles of Bunsen and burner, precautions to be taken while handling gas; low and high-pressure burners, corresponding heat output.</p> <p>C. Gas bank, location, different types of manifolds</p>	05
II	<p>Fire prevention and fire fighting system:</p> <p>A. Classes of fire, methods of extinguishing fires (Demonstration)</p> <p>B. Fire extinguishes, portable and stationery</p>	10

	<p>C. Fire detectors and alarm</p> <p>D. Automatic fire detectors cum extinguishing devices</p> <p>E. Structural protection</p> <p>F. Legal requirements</p> <p>Waste disposal and pollution control:</p> <p>A. Solid and liquid waste, sewage and disposal of solid waste</p> <p>B. Sewage treatment</p> <p>C. Pollution related to hotel industry</p> <p>D. Water pollution, sewage pollution</p> <p>E. Air pollution, noise pollution, thermal pollution</p> <p>F. Legal Requirements</p> <p>Safety:</p> <p>A. Accident prevention</p> <p>B. Slips and falls</p> <p>C. Other safety topics</p>	
III	<p>Electricity:</p> <p>A. Fundamentals of electricity, insulators, conductors, current, potential difference resistance, power, energy concepts; definitions, their units and relationships, AC and DC; single phase and three phase and its importance on equipment specifications</p> <p>B. Electric circuits, open circuits and close circuits, symbols of circuit elements, series and parallel connections, short circuit, fuses; MCB, earthing, reason for placing switches on live wire side.</p> <p>C. Electric wires and types of wiring</p> <p>D. Calculation of electric energy consumption of equipment, safety Precaution to be observed while using electric appliances.</p> <p>E. Types of lighting, different lighting devices, incandescent lamps, fluorescent lamps, other gas discharged lamps, illumination, and</p>	08

	Units of illumination. F. External lighting G. Safety in handling electrical equipment.	
IV	<p>Water systems:</p> <p>A. Water distribution system in a hotel</p> <p>B. Cold water systems in India</p> <p>C. Hardness of water, water softening, base exchange method</p> <p>D. Cold water cistern swimming pools</p> <p>E. Hot water supply system in hotels</p> <p>F. Flushing system, water taps, traps and closets.</p> <p>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.</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>	07
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: On completion of this paper, the students will get the knowledge of maintenance operations of hotels.

SYLLABUS (4th SEMESTER)

Paper: Food Production Theory – IV

Subject Code:

Credit Units: 2 L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The objectives of the course is to introduce students to cold kitchen preparations

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>LARDER LAYOUT & EQUIPMENT A. Introduction of Larder Work B. Definition C. Equipment found in the larder D. Layout of a typical larder with equipment and various sections</p> <p>DUTIES AND RESPONSIBILITIES OF THE LARDER CHEF A. Functions of the Larder B. Hierarchy of Larder Staff C. Sections of the Larder D. Duties & Responsibilities of larder Chef</p>	05
II	<p>CHARCUTIERIE</p> <p>I. SAUSAGE A. Introduction to charcuterie B. Sausage – Types & Varieties C. Casings – Types & Varieties D. Fillings – Types & Varieties E. Additives & Preservatives</p> <p>II. FORCEMEATS A. Types of forcemeats B. Preparation of forcemeats C. Uses of forcemeats</p> <p>III. HAM, BACON & GAMMON A. Cuts of Ham, Bacon & Gammon. B. Differences between Ham, Bacon & Gammon C. Processing of Ham & Bacon D. Green Bacon E. Uses of different cuts</p> <p>IV. CHAUD FROID A. Meaning of Chaud froid B. Making of chaud frod & Precautions C. Types of chaud froid D. Uses of chaud froid</p>	10

III	<p>SANDWICHES</p> <p>A. Parts of Sandwiches</p> <p>B. Types of Bread</p> <p>C. Types of filling – classification</p> <p>D. Spreads and Garnishes</p> <p>E. Types of Sandwiches</p> <p>F. Making of Sandwiches</p>	10
IV	<p>USE OF WINE AND HERBS IN COOKING</p> <p>A. Ideal uses of wine in cooking</p> <p>B. Classification of herbs</p> <p>C. Ideal uses of herbs in cooking</p>	05
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- Quantity food production equipment
- Know the method of volume feeding
- Know menu planning for industrial and institutional catering
- Understand various regional cuisines of India

SYLLABUS (4th SEMESTER)

Lab XIV: Food Production Lab– IV

Subject Code:

Credit Units: 6

L-T-P-C: 0-0-6-6

Course Objectives:

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

The course will provide a practical exposure to the students and help them to understand about the introduction to international cookery, culinary items and essentials of stock, soups, shortenings and raising agents.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>MENU 01</p> <p>Consommé Carmen</p> <p>Poulet Sauté Chasseur</p> <p>Pommes Loretta</p> <p>Haricots Verts</p> <p>MENU 02</p> <p>Bisque D'écrevisse</p> <p>Escalope De Veau viennoise</p> <p>Pommes Batailles</p> <p>Epinards au Gratin</p>	06
II	<p>MENU 03</p> <p>Crème Du Barry</p> <p>Darne De Saumon Grille</p> <p>Sauce paloise</p> <p>Pommes Fondant</p> <p>Petits Pois A La Flamande</p> <p>MENU 04</p> <p>Veloute Dame Blanche</p> <p>Cote De Porc Charcuterie</p> <p>Pommes De Terre A La Crème</p> <p>Carottes Glace Au Gingembre</p>	05

<p>III</p>	<p>MENU 06</p> <p>Cabbage Chowder</p> <p>Poulet A La Rex</p> <p>Pommes Marguises</p> <p>Ratatouille</p> <p>MENU 07</p> <p>Duchesse Nantua</p> <p>Poulet Maryland</p> <p>Croquette Potatoes</p> <p>Banana fritters</p> <p>Corn gallets</p>	<p>06</p>
<p>IV</p>	<p>5 Buffets Display:</p> <p>Cold Buffet</p> <p>Hot Continental</p> <p>Hot Indian</p> <p>Buffet Desserts</p> <p>Bread Displays</p>	<p>04</p>
<p>V</p>	<p>Brioche</p> <p>Baba au Rhum</p> <p>Soft Rolls</p> <p>Chocolate Parfait</p> <p>French Bread</p> <p>Tarte Tartin</p> <p>Garlic Rolls</p> <p>Crêpe Suzette</p> <p>[Any Four]</p>	<p>06</p>

VI	Harlequin Bread Chocolate Cream Puffs Foccacia Crème Brûlée Vienna Rolls Mousse Au Chocolat Bread Sticks Souffle Milanaise [Any Four]	06
VII	Brown Bread Pâte Des Pommes Clover Leaf Rolls Savarin des fruits Whole Wheat Bread Charlotte Royal [Any Four]	06
VIII	Herb & Potato Loaf Doughnuts Milk Bread Gateaux des Peache Ciabatta Chocolate Browni [Any Four]	06
Total		45

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome:

The students will be able to practically apply the knowledge acquired in the paper **Food Production -**
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SYLLABUS (4th SEMESTER)

Paper: Food & Beverage Service Theory – IV

Subject Code:

Credit Units: 2 L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The objectives of the course are to introduce students to the planning of various F & B Outlets, Functional Catering, Gueridon Service and Kitchen Stewarding.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>PLANNING & OPERATING VARIOUS F&B OUTLET</p> <p>A. Physical layout of functional and ancillary areas B. Objective of a good layout C. Steps in planning D. Factors to be considered while planning E. Calculating space requirement F. Various set ups for seating G. Planning staff requirement H. Menu planning I. Constraints of menu planning J. Selecting and planning of heavy duty and light equipment K. Requirement of quantities of equipment required like crockery, Glassware, Cutlery - steel or silver etc L. Approximate cost , Planning Décor, furnishing fixture etc.</p>	06
II	<p>FUNCTION CATERING BANQUETS</p> <p>A. History B. Types C. Organisation of Banquet department D. Duties & responsibilities E. Sales F. Booking procedure G. Banquet menus</p> <p>BANQUET PROTOCOL</p> <ul style="list-style-type: none"> ● Space Area requirement ● Table plans/arrangement ● Misc-en-place ● Service ● Toast & Toast procedures <p>INFORMAL BANQUET</p> <ul style="list-style-type: none"> ● Reception ● Cocktail parties ● Convention ● Seminar ● Exhibition ● Fashion shows Trade Fair ● Wedding ● Outdoor catering 	10
III	<p>GUERIDON SERVICE</p> <p>A. History of gueridon B. Definition C. General consideration of operations D. Advantages & Dis-advantages E. Types of trolleys F. Factor to create impulse, Buying – Trolley, open kitchen G. Gueridon equipment H. Gueridon ingredients</p>	07
IV	<p>KITCHEN STEWARDING</p> <p>A. Importance B. Opportunities in kitchen stewarding C. Record maintaining D. Machine used for cleaning and polishing E. Inventory</p>	07

Total	30
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Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

- On completion of this course students will be expected to know the planning of :
- F & B Outlets,
- Functional Catering,
- Gueriodon Service and
- Kitchen Stewarding.

SYLLABUS (4th SEMESTER)

Lab XV: Food & Beverage Service Lab - IV

Subject Code:

Credit Units: 4

L-T-P-C: 0-0-4-4

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

The objectives of the course are to introduce students to the practical aspects of planning the various F & B Outlets, Functional Catering, Gueriodon Service and Kitchen Stewarding.

Detailed Syllabus:

Module s	Topics / Course content	Period s
I	<p>Planning & Operating Food & Beverage Outlets</p> <p>Class room Exercise:</p> <p>Developing Hypothetical Business Model of Food & Beverage Outlets</p> <p>Case study of Food & Beverage outlets</p> <p>Hotels & Restaurants</p>	06
II	<p>Function Catering</p> <p>Banquets</p> <p>Planning & organizing Formal & Informal Banquets</p> <p>Planning & organizing Outdoor caterings</p>	06

III	Function Catering Buffets Planning & organizing various types of Buffet	06
IV	Gueridon Service Organizing Mise - en - place for Gueridon Service Dishes involving work on the Gueridon Task -01 Crepe suzette Task-02 Banana au Rhum Task-03 Peach Flambe Task-04 Rum Omelette Task-05 Steak Diane Task-06 Pepper Steak	06
V	Kitchen Stewarding Using & operating Machines Exercise –physical inventory	06
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: The students will be practically able to plan the various F & B Outlets, Functional Catering, Gueridon Service and Kitchen Stewarding.

SYLLABUS (4th SEMESTER)

Paper: Front Office Theory – IV

Subject Code:

Credit Units: 2 L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The objectives of the course is to introduce students to property management system, its usage and also know about hotel accounting and night audit activities.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Module s	Topics / Course content	Period s
I	PLANNING & EVALUATING FRONT OFFICE OPERATIONS A. Setting Room Rates (Details/Calculations thereof) - Hubbart Formula, market condition approach & Thumb Rule - Types of discounted rates – corporate, rack etc. B. Forecasting techniques C. Forecasting Room availability D. Useful forecasting data • % of walking • % of overstaying • % of under stay E. Forecast formula F. Types of forecast G. Sample forecast forms H. Factors for evaluating front office operations	12
II	BUDGETING A. Types of budget & budget cycle B. Making front office budget C. Factors affecting budget planning D. Capital & operations budget for front office E. Refining budgets, budgetary control F. Forecasting room revenue G. Advantages & Disadvantages of budgeting	12
III	PROPERTY MANAGEMENT SYSTEM A. IDS	06
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- Know about usage of PMS
- Know the method of guest accounting, night auditing and control of cash and credit

SYLLABUS (4th SEMESTER)

Lab XVI: Front Office Lab-IV

Subject Code:

Credit Units: 2 L-T-P-C: 0-0-2-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

This paper will give a practical detail into the art of handling the front office.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>Front office procedures such as:</p> <p>Night audit,</p> <ul style="list-style-type: none"> •Income audit, •Accounts •Situation handling – handling guests & internal situations requiring management tactics/strategies 	03
II	<p>Hands on practice of computer applications on PMS</p> <ul style="list-style-type: none"> • Hot Keys • Reservation • Amendments • Cancellations • No Shows 	04

III	Check in Procedures and Opening of Guest Bills on PMS Updating of Room Status Bill postings	04
IV	Check out Procedures and Closing of Guest Bills on PMS Updating of Room Status and release of rooms	04
Total		15

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: On completion of this paper, the students will get a first -hand experience of handling the front office operations effectively.

SYLLABUS (4th SEMESTER)

Paper: Accommodation Operation Theory - IV

Subject Code:

Credit Units: 2 L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The students will be introduced to the aspects of planning of the Housekeeping department and its operations along with First Aid procedure.

Detailed Syllabus:

Module s	Topics / Course content	Period s
I	PLANNING AND ORGANISING THE HOUSE KEEPING DEPARTMENT A. Area inventory list B. Frequency schedules C. Performance and Productivity standards D.	10

	<p>Time and Motion study in House Keeping operations</p> <p>E. Standard Operating manuals –Job procedures</p> <p>F. Job allocation and work schedules</p> <p>G. Calculating staff strengths & Planning duty rosters, team work and leadership in House Keeping</p> <p>H. Training in HKD, devising training programmes for HK staff</p> <p>I. Inventory level for non recycled items</p> <p>J. Budget and budgetary controls</p> <p>K. The budget process</p> <p>L. Planning capital budget</p> <p>M. Planning operation budget</p> <p>N. Operating budget –controlling expenses –income statement</p> <p>O. Purchasing systems –methods of buying</p> <p>P. Stock records –issuing and control</p>	
II	HOUSEKEEPING IN INSTITUTIONS & FACILITIES OTHER THAN HOTELS	3
III	<p>CONTRACT SERVICES</p> <p>A. Types of contract services</p> <p>B. Guidelines for hiring contract services</p> <p>C. Advantages & disadvantages of contract services</p>	2
IV	ENERGY AND WATER CONSERVATION IN HOUSEKEEPING OPERATIONS	1

V	FIRST AID	4
Total		20

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- Plan of Housekeeping department and its operations
- Perform procedures of First Aid

SYLLABUS (4th SEMESTER)

Lab XVII: Accommodation Operation Lab-IV

Subject Code:

Credit Units: 2 L-T-P-C: 0-0-2-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

This paper will give a practical detail into the art of handling the Housekeeping operations.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Team cleaning Planning Organizing Executing Evaluating	03
II	Inspection checklist	04

III	<p>Time and motion study</p> <p>Steps of bed making</p> <p>Steps in servicing a guest room etc</p>	04
IV	<p>Devising/ designing training module</p> <p>Refresher training(5 days)</p> <p>Induction training(2 days)</p> <p>Remedial training(5 days)</p>	04
Total		15

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome: On completion of this paper, the students will get a first -hand experience of handling the Accommodation Operations effectively.

SYLLABUS (4th SEMESTER)

Paper : Food Safety & Quality

Subject Code:

Credit Units: 4

L-T-P-C: 4-0-0-4

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The students will be introduced to the aspects of the importance of Food Safety and its Qualitative parameters.

And also to the role of hygiene and water sanitation in food sector.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Module s	Topics / Course content	Period s
I	<p>Basic Introduction to Food Safety, Food Hazards & Risks, Contaminants and Food Hygiene MICRO-ORGANISMS IN FOOD A. General characteristics of Micro-Organisms based on their occurrence and structure. B. Factors affecting their growth in food (intrinsic and extrinsic) C. Common food borne micro-organisms: a. Bacteria (spores/capsules) b. Fungi c. Viruses d. Parasites</p>	15
II	<p>FOOD SPOILAGE & FOOD PRESERVATION 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)</p>	15
III	<p>FOOD BORNE DISEASES A. Types (Infections and intoxications) B. Common diseases caused by food borne pathogens C. Preventive measures FOOD CONTAMINANTS & ADULTERANTS 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>	15
IV	<p>FOOD LAWS AND REGULATIONS A. National – PFA Essential Commodities Act (FPO, MPO etc.) B. International – Codex Alimentarius, ISO C. Regulatory Agencies – WTO D. Consumer Protection Act</p> <p>HYGIENE AND SANITATION IN FOOD SECTOR</p>	15

	<p>A. General Principles of Food Hygiene</p> <p>B. GHP for commodities, equipment, work area and personnel</p> <p>C. Cleaning and disinfection (Methods and agents commonly used in the hospitality industry)</p> <p>D. Safety aspects of processing water (uses & standards)</p> <p>E. Waste Water & Waste disposal</p>	
Total		60

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- State the importance of Food Safety and its Qualitative aspects
- Importance of hygiene and water sanitation in food sector.

SYLLABUS 4th Sem

Paper: Food & Beverage Management and Control

Subject Code:

Credit Units: 02 L-T-P-C: 2-0-0-2

Course Objective:

To state the importance of Cost Control and Management of Food & Beverage department.

Prerequisites: Must complete the course credit of previous semesters.

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Viva, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>FOOD COST CONTROL</p> <p>A. Introduction to Cost Control B. Define Cost Control C. The Objectives and Advantages of Cost Control D. Basic costing E. Food costing</p> <p>FOOD CONTROL CYCLE</p> <p>A. Purchasing Control 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</p>	10
II	<p>RECEIVING CONTROL</p> <p>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</p>	10

	<p>J. Goods Received Book</p> <p>K. Daily Receiving Report</p> <p>L. Meat Tags</p> <p>M. Receiving Procedure</p> <p>STORING & ISSUING CONTROL</p> <p>A. Storing Control</p> <p>B. Aims of Store Control</p> <p>C. Job Description of Food Store Room Clerk/personnel</p> <p>D. Storing Control</p> <p>E. Conditions of facilities and equipment</p> <p>F. Arrangements of Food</p> <p>G. Location of Storage Facilities</p> <p>H. Security</p>	
III	<p>COST DYNAMICS</p> <p>A. Elements of Cost B. Classification of Cost</p> <p>SALES CONCEPTS</p> <p>A. Various Sales Concept B. Uses of Sales Concept</p> <p>INVENTORY CONTROL</p> <p>A. Importance B. Objective C. Method D. Levels and Technique E. Perpetual Inventory F. Monthly Inventory G. Pricing of Commodities H. Comparison of Physical and Perpetual Inventory</p>	05
IV	<p>BEVERAGE CONTROL</p> <p>A. Purchasing B. Receiving C. Storing D. Issuing E. Production Control F. Standard Recipe G. Standard Portion Size H. Bar Frauds I. Books maintained J. Beverage Control</p> <p>SALES CONTROL</p> <p>A. Procedure of Cash Control B. Machine System C. ECR D. NCR E. Preset Machines F. POS G. Reports H. Thefts I. Cash Handling machines</p>	05

	MENU ENGINEERING A. Definition and Objectives B. Methods C. Advantages	
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- State the importance of Cost Control and Management of Food & Beverage department.

SYLLABUS 5th Sem

Paper: TRAVEL & TOURISM MARKETING

Subject Code:
Credit Units: 02 L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Viva, Quizzes,
Counselling sessions & Seminar –
10%

Course Objective:

This course familiarizes the students with Marketing concepts, techniques and skills as required in the marketing of tourism products and attractions.

Syllabus

Understanding Entrepreneurship and Management:

Unit 1

Introduction to Tourism Marketing – Approaches, Relevance and Role

Unit 2

Market Segmentation

Unit 3

Tourism Markets: International and Domestic

Market Analysis:

Unit 4

Marketing Research

Unit 5

Competitive Analysis and Strategies

Unit 6

Forecasting for Tourism and its Products

Unit 7

Role of Technology in Tourism Marketing

Developmental Role of Marketing:

Unit 8

Role of Public Organizations

Unit 9

Role of Local Bodies

Unit 10

Role of NGOs

Unit 11

Socially Responsible Marketing

Unit 12

Social Marketing

Marketing Mix:

Unit 13

Product Designing

Unit 14

Pricing Strategies

Unit 15

Promotion Strategies

Unit 16

Distribution Strategies

Unit 17

The Fifth P: People, Process and Physical Evidence

Marketing Mix: Specific Situations:

Unit 18

Familiarization Tours

Unit 19

Seasonal Marketing

Unit 20

Tourism Fairs and Travel Markets

Destination Marketing:

Unit 21

Regions, Cities, Leisure Spots

Unit 22

Events, Activities, Individuals

Unit 23

Shopping, Education and Culture

Unit 24

Accommodation Marketing:

Unit 25

Star Category Hotels

Unit 26

Alternate' Accommodation

Unit 27

Supplementary Accommodations

Unit 28

Linkages in the Trade:

Transport and Travel Services Marketing

Unit 29
Air lines Marketing
Unit 30
Tourist Transport Marketing
Unit 31
Travel Agency Marketing
Unit 32
Tour Operators Marketing

N.B.- This subject can be taught in the mode of SLM (Self Learning Materials of IGNOU) and counseling sessions.

SYLLABUS 5th Sem

Paper: RESEARCH PROJECT
HOURS ALLOTTED 15
Subject Code:
Credit Units: 02

Course Objective:

This course familiarizes the students with concepts of Research Methodologies for preparing their Research project at the end of the 6th Semester.

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 a 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.

SYLLABUS 5th Sem

Paper: INDUSTRIAL TRAINING SCHEME (17Weeks)

Subject Code:
Credit Units: 02

INDUSTRIAL TRAINING SCHEME (17Weeks)

1) Exposure to Industrial Training is an integral part of the 5th Semester curriculum. The 17weeks

industrial training would be divided into four/five weeks each in the four key areas of Food Production, Food & Beverage Service, Accommodation Operations & Front Office Operations.

2) Attendance for Industrial Training will require an input of 102 working days i.e. (17 weeks x 06 days = 102days). A student can avail leave to a maximum of 15% (15days) only with prior permission of the hotel authorities. Similarly, the college Principal can condone an additional 10% (10days) on production of a medical certificate.

3) For award of marks, 20% marks of IT would be on the basis of feed-back from the industry in a **prescribed Performance Appraisal Form (PAF)**. It will be the students' responsibility to get this feed-back/assessment form completed from all the four departments of the hotel for submission to the college at the end of Industrial Training. For the remaining 80% marks, students would be assessed on the basis of **seminar/presentation before a select panel**. The presentation would be limited to only one key area of the student's interest. A hard copy of the report will also have to be submitted to the panel.

4) Responsibilities of college, hotel and the student/trainee with aims & objectives have been prescribed for adherence.

5) Once the student has been selected / deputed for Industrial Training by the institute, he/she shall not be permitted to undergo IT elsewhere. In case students make direct arrangements with the hotel for Industrial Training, these will necessarily have to be approved by the institute.

Students selected through campus interviews will not seek Industrial Training on their own.

Objective of Industrial Training is to provide to students the feel of the actual working environment and to gain practical knowledge and skills, which in turn will motivate, develop and build their confidence. Industrial training is also expected to provide the students the basis to identify their key operational area of interest.

A. RESPONSIBILITIES OF THE TRAINEE:

1 Should be punctual.

2 Should maintain the **training logbook** up-to-date.

3 Should be attentive and careful while doing work.

4 Should be keen to learn and maintain high standards and quality of work.

5 Should interact positively with the hotel staff.

6 Should be honest and loyal to the hotel and towards their training.

7 Should get their appraisals signed regularly from the HOD's or training manager.

8 Gain maximum from the exposure given, to get maximum practical knowledge and skills.

9 Should attend the training review sessions / classes regularly.

10 **Should be prepared for the arduous working condition and should face them positively.**

11 **Should adhere to the prescribed training schedule.**

12 Should take the initiative to do the work as training is the only time where you can get maximum

exposure.

13 Should, on completion of Industrial Training, handover all the reports, appraisals, logbook and completion certificate to the college.

B.RESPONSIBILITIES OF THE COLLEGE:

1 Should give proper briefing to students prior to the industrial training

2 **Should make the students aware of the industry environment and expectations.**

3 Should notify the details of training schedule to all the students.

4 Should coordinate regularly with the hotel especially with the training manager.

5 Should visit the hotel, wherever possible, to check on the trainees.

6 Should sort out any problem between the trainees and the hotel.

7 Should take proper feedback from the students after the training.

8 Should brief the students about the appraisals, attendance, marks, logbook and training report.

9 Should ensure that change of I.T. hotel is not permitted once the student has been interviewed, selected and has accepted the offer.

10 Should ensure trainees procure training completion certificate from the hotel before joining institute.

C.RESPONSIBILITIES OF THE HOTEL:

First exposure:

A young trainee's first industry exposure is likely to be the most influential in that person's career. If the managers / supervisors are unable or unwilling to develop the skills young trainees need to perform effectively, the latter will set lower standards than they are capable of achieving, their self-images will be impaired, and they will develop negative attitudes towards training, industry, and in all probability their own careers in the industry. Since the chances of building successful careers in the industry will decline, the trainees will leave in hope of finding other opportunities.

If on the other hand, first managers/supervisors help trainees achieve maximum potential, they will build the foundations for a successful career.

Hotels should give:-

1. Proper briefing session/orientation/induction prior to commencement of training.

2. Should make a standardized training module for all trainees.

3. Should strictly follow the structured training schedule.

4. Should ensure cordial working conditions for the trainee.

5. Should co-ordinate with the institute regarding training programme.

6. Should be strict with the trainees regarding attendance during training.

7. Should check with trainees regarding appraisals, training report, log book etc.

8. Should inform the COLLEGE about truant trainees.

9. Should allow the students to interact with the guest.

10. Should specify industrial training's "Dos and Don'ts" for the trainee.

11. Should ensure issue of completion certificate to trainees on the last day of training.

SYLLABUS (6th SEMESTER)

Paper: Advance Food Production Theory - VI

Subject Code:

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar - 10%

- **Mid-term examination:** 20%

Course Objective:

The objectives of the course is to introduce students to International Cuisine preparations, Bakery & Confectionery & Bread Making

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>INTERNATIONAL CUISINE A. Geographic location B. Historical background C. Staple food with regional Influences D. Specialities E. Recipes</p> <p>CHINESE A. Introduction to Chinese foods B. Historical background C. Regional cooking styles D. Methods of cooking E. Equipment & utensils</p>	08
II	<p>BAKERY & CONFECTIONERY I. ICINGS & TOPPING A. Varieties of icings B. Using of Icings C. Difference between icings & Toppings D. Recipes</p> <p>FROZEN DESSERTS A. Types and classification of Frozen desserts B. Ice-creams – Definitions C. Methods of preparation D. Additives and preservatives used in Ice-cream manufacture</p>	07
III	<p>CHOCOLATE A. History B. Sources C. Manufacture & Processing of Chocolate D. Types of chocolate E. Tempering of chocolate F. Cocoa butter, white chocolate and its applications</p> <p>BREAD MAKING A. Role of ingredients in bread Making B. Bread Faults C. Bread Improvers</p>	07

IV	PRODUCTION MANAGEMENT A. Kitchen Organisation B. Allocation of Work - Job Description, Duty Rosters C. Production Planning D. Production Scheduling E. Production Quality & Quantity Control F. Forecasting & Budgeting G. Yield Management	08
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- State and define different international cuisine.
- State and define different bakery terms and products.
- State the importance of management of the kitchen and other areas of food production department.

SYLLABUS (6th SEMESTER)

Lab XVIII: Advance Food Production Lab-VI

Subject Code:

Credit Units: 6 L-T-P-C: 0-0-6-6

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The objectives of the course is to introduce students to different International Menu Preparations

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	MENU 01 Prawn Ball Soup Fried Wantons Sweet & Sour	10

	<p>Pork Hakka Noddles</p> <p>MENU 02 Hot & Sour soup Beans Sichwan Stir Fried Chicken & Peppers Chinese Fried Rice</p> <p>MENU 03 Sweet Corn Soup Shao Mai Tung-Po Mutton Yangchow Fried Rice</p>	
II	<p>MENU 04 Wanton Soup Spring Rolls Stir Fried Beef & Celery Chow Mein</p> <p>MENU 05 Prawns in Garlic Sauce Fish Szechwan Hot & Sour Cabbage Steamed Noddles</p> <p>MENU 06 Gazpacho Pollo En Pepitoria Paella Fritata De Patata Pastel De Mazaana</p>	10
III	<p>MENU 07 Minestrone Ravioli Arabeata Fettocine Carbonara Pollo Alla Cacciatore Medanzane Parmigiane</p> <p>MENU 08 Linsensuppe Sauerbaaten Spatzale German Potato Salad</p> <p>MENU 09 Scotch Broth Roast Chicken Yorkshire Pudding Glazed Carrots & Turnips Roast Potato</p>	10
IV	<p>MENU 10 Soupe Avogolemeno Moussaka A La Greque Dolmas Tzaziki</p>	15

	DEMONSTRATION OF Charcuterie Galantines Pate Terrines Mousselines New Plating Techniques	
Total		45

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome:

The students will be able to practically apply the knowledge acquired in the paper **Food Production – IV**.

SYLLABUS (6th SEMESTER)

Paper: Advance Food & Beverage Service Theory - VI	
Subject Code:	
Credit Units: 2	L-T-P-C: 2-0-0-2

Evaluation of Students:
<ul style="list-style-type: none"> • Continuous Evaluation: Assignments, Class Tests, Quizzes, Seminar – 10% • Mid-term examination: 20%

Course Objective:

The objectives of the course is to introduce students to food & beverage Staff Organization, Bar Operations and preparations of cocktails

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
---------	-------------------------	---------

I	<p>FOOD & BEVERAGE STAFF ORGANISATION A. Categories of staff B. Hierarchy C. Job description and specification D. Duty roaster</p> <p>MANAGING FOOD & BEVERAGE OUTLET A. Supervisory skills B. Developing efficiency C. Standard Operating Procedure</p>	04
II	<p>BAR OPERATIONS A. Types of Bar Cocktail Dispense B. Area of Bar C. Front Bar D. Back Bar E. Under Bar (Speed Rack, Garnish Container, Ice well etc.) F. Bar Stock G. Bar Control H. Bar Staffing I. Opening and closing duties</p>	08
III	<p>COCKTAILS & MIXED DRINKS A. Definition and History B. Classification C. Recipe, Preparation and Service of Popular Cocktails</p>	08
IV	<p>Martini – Dry & Sweet - Manhattan – Dry & Sweet - Dubonnet - Roy-Roy - Bronx - White Lady - Pink Lady - Side Car - Bacardi - Alexandra - John Collins - Tom Collins - Gin FIZZ - Pimm’s Cup – no. 1,2,3,4,5 - Flips - Noggs - Champagne Cocktail - Between the Sheets - Daiquiri - Bloody Mary - Screw Driver - Tequilla Sunrise - Gin-Sling - Planters Punch - Singapore Sling</p>	10

	<ul style="list-style-type: none"> - Pinacolada - Rusty Nail - B&B - Black Russian - Margarita - Gimlet – Dry & Sweet - Cuba Libre - Whisky Sour - Blue Lagoon - Harvey Wall Banger 	
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- State the food & beverage Staff Organization, Bar Operations and
- State the recipes of different cocktails.

SYLLABUS (6th SEMESTER)

Lab XIX: Advance Food & Beverage Service Lab - VI

Subject Code:

Credit Units: 4

L-T-P-C: 0-0-4-4

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objectives:

The objectives of the course are to introduce students to the practical aspects of organizing the various F & B Outlets, develop supervisory skill and Bar operation skills including preparation and service of Cocktails & Mixed Drinks.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
---------	-------------------------	---------

I	F&B Staff Organization Class room Exercise (Case Study method) Developing Organization Structure of various Food & Beverage Outlets Determination of Staff requirements in all categories Making Duty Roster Preparing Job Description & Specification	08
II	Supervisory Skills Conducting Briefing & Debriefing - Restaurant, Bar, Banquets & Special events Drafting Standard Operating Systems (SOPs) for various F & B Outlets Supervising Food & Beverage operations Preparing Restaurant Log	07
III	Bar Operations Designing & Setting the bar Preparation & Service of Cocktail & Mixed Drinks	15
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome:

The students will be able to practically apply the knowledge acquired in the paper **Food & Beverage Service Theory - VI**

SYLLABUS (6th SEMESTER)

Paper: Advance Front Office Theory - VI

Subject Code:

Credit Units: 2

L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The objectives of the course is to introduce students to Yield Management and Time Share & Vacation Ownership

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	YIELD MANAGEMENT A. Concept and importance B. Applicability to rooms division Capacity management Discount allocation Duration control C. Measurement yield D. Potential high and low demand tactics E. Yield management software F. Yield management team	10
II	TIMESHARE & VACATION OWNERSHIP Definition and types of timeshare options Difficulties faced in marketing timeshare business Advantages & disadvantages of timeshare business Exchange companies -Resort Condominium International, Intervals International How to improve the timeshare / referral/condominium concept in India- Government's role/industry role	10
III	FRONT OFFICE & GUEST SAFETY AND SECURITY A. Importance of security systems B. Safe deposit C. Key control D. Emergency situations (Accident, illness, theft, fire, bomb)	06

IV	FRENCH Conversation with guests Providing information to guest about the hotel, city, sight seeing, car rentals, historical places, banks, airlines, travel agents, shopping centres and worship places etc. Departure (Cashier, Bills Section and Bell Desk)	04
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- State and define Yield Management concept
- State and define Time Share concept
- State the measures of Front Office security and technique to handle Unusual Situations.
- Use French in conversations with guests

SYLLABUS (6th SEMESTER)

Lab XX: Advance in Front Office Lab - VI

Subject Code:

Credit Units: 2

L-T-P-C: 0-0-2-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The objectives of the course is to introduce students to Property Management Systems software

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Hands on practice of computer application (Hotel Management System) related to front office procedures such as Night audit, Income audit, Accounts Yield Management Situation handling – handling guests & internal situations	03

	requiring management tactics/strategies	
II	0 HMS Training – Hot Function keys 1 0 How to put message 2 0 How to put a locator 3 0 How to check in a first time guest 4 0 How to check in an existing reservation 5 0 How to check in a day use 6 0 How to issue a new key 7 0 How to verify key 8 0 How to cancel a key 9 1 How to issue a duplicate key 0 1 How to extend a key 1 1 How to print and prepare registration cards for arrivals 2 1 How to programme keys continuously 3 1 How to programme one key for two rooms 4 1 How to re-programme a key 5 1 How to make a reservation 6 1 How to create and update guest profiles 7	04
III	1 How to update guest folio 8 1 How to print guest folio 9 2 How to make sharer reservation 0 2 How to feed remarks in guest history 1 2 How to add a sharer 2 2 How to make add on reservation 3 2 How to amend a reservation 4 2 How to cancel a reservation	04

	<p>5 2 How to make group reservation 6 2 How to make a room change on the 7 system 2 How to log on cashier code 8 2 How to close a bank at the end of each 9 shift 3 How to put a routing instruction 0 3 How to process charges 1 3 How to process a guest check out 2 3 How to check out a folio 3 3 How to process deposit for arriving 4 guest 3 How to process deposit for in house 5 guest 3 How to check room rate variance 6 report 3 How to process part settlements 7 3 How to tally allowance for the day at 8 night</p>	
IV	<p>3 How to tally paid outs for the day at night 9 4 How to tally forex for the day at night 0 4 How to pre-register a guest 1 4 How to handle extension of guest stay 2 4 Handle deposit and check ins with voucher 3 4 How to post payment 4 4 How to print checked out guest folio 5 4 Check out using foreign currency 6 4 Handle settlement of city ledger balance 7 4 Handle payment for room only to Travel 8 Agents 4 Handle of banquet event deposits 9 5 How to prepare for sudden system 0 shutdown 5 How to checkout standing batch totals 1 5 How to do a credit check report</p>	04

	2		
	5	How to process late charges on third party	
	3		
	5	How to process late charges to credit card	
	4		
	5	How to check out during system shut down	
	5		
	5	Handling part settlements for long staying guest	
	6		
	5	How to handle paymaster folios	
	7		
	5	How to handle bills on hold	
	8		
Total			15

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome:

The students will be able to practically apply the knowledge acquired in the paper **Food & Beverage Service Theory - VI**

SYLLABUS (6th SEMESTER)

Paper: Advance Accommodation Operation Theory - VI

Subject Code:

Credit Units: 2

L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The objectives of the course is to introduce students to Guest Room Layout, Interior Decorations and new Property Countdown

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	SAFETY AND SECURITY A. Safety awareness and accident prevention B. Fire safety and fire fighting C. Crime prevention and dealing with emergency situation	05

II	INTERIOR DECORATION A. Elements of design B. Colour and its role in décor –types of colour schemes C. Windows and window treatment D. Lighting and lighting fixtures E. Floor finishes F. Carpets G. Furniture and fittings H. Accessories	10
III	LAYOUT OF GUEST ROOMS A. Sizes of rooms, sizes of furniture, furniture arrangement B. Principles of design C. Refurbishing and redecoration	10
IV	NEW PROPERTY COUNTDOWN	05
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course Outcomes:

On completion of this course students will be expected to:

- Draw Guest Room Layout,
- Draw out Interior Decoration schemes for various sections of the hotel
- Explain new Property Countdown

SYLLABUS (6th SEMESTER)**Lab XXI: Advance in Accommodation Operation Lab - VI****Subject Code:****Credit Units: 2****L-T-P-C: 0-0-2-2****Evaluation of Students:**

- **Continuous Evaluation:**
Assignments, Class Tests,
Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The objectives of the course is to introduce students to Standard Operating Procedures of Housekeeping Operations

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Standard operating procedure skill oriented task (e.g. cleaning and polishing glass, brass etc) First aid first aid kit dealing with emergency situation maintaining records	04

II	Fire safety fire fighting safety measures fire drill (demo)	04
III	Special decoration (theme related to hospitality industry) indenting costing planning with time split executing	04
IV	Layout of guest room to the scale earmark pillars specification of colours, furniture, fixture, fitting, soft furnishing and accessories etc used	03
Total		15

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome:

The students will be able to practically apply the knowledge acquired in the paper **Accommodation Operation Theory - VI**

SYLLABUS (6th SEMESTER)

Pape: French

Subject Code:

Credit Units: 02 L-T-P-C: 2-0-0-2

Course Objective:

- To provide in depth knowledge of French language among the students.
- To help students in the development of speaking and reading skills in French language
- To provide the students the knowledge of a foreign language this will in future help them in their career.

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Viva, Quizzes,
Seminar – 10%
- **Mid-term examination:** 20%

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules/ Unit	Topics / Course content	Periods
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I	<p>Unit I : Mes Cinq sens en action</p> <p>Se Présenter, L'alphabet, Les nombres, Exercices d'écoute</p> <p>Les Verbes : Etre, S'appeler, Habiter, Faire</p>	08
II	<p>Unit 1I : S'ouvrir aux autres</p> <p>*Présenter quelqu'un</p> <p>*Demander de se présenter : demander des informations personnelles</p> <p>* Identifier un objet ou personne : Qu'est-ce que c'est/ Qui est-ce ?</p> <p>Grammaire : Les prépositions de lieu</p> <p>* Les articles définis ou indéfinis</p> <p>* Les verbes en 'er' – parler, écouter etc</p> <p>* La négation : ne....pas</p> <p>* oui, non, si</p>	08
	<p>* Partager son lieu de vie</p> <p>* Les français et leur habitat</p> <p>* Comprendre une petite annonce</p> <p>* Décrire son voisin</p> <p>* Décrire un logement</p> <p>* Ecrire un portrait</p> <p>Grammaire :</p> <p>* Le genre et le nombre des noms</p> <p>* Les verbes ' aller' , 'venir'</p> <p>* Le genre et le nombre des adjectifs</p> <p>* Les adjectifs possessifs</p> <p>* Les prepositions de lieu(2) : dans,chez, sur, sous.</p>	07
III	<p>Unit III : Vivre au quotidien</p> <p>* Les loisirs des français</p> <p>* Exprimer ses goûts et preferences.* Parler de ses loisirs</p> <p>* Demander et dire l'heure</p>	07

	* Raconter sa vie sur un blog *Justifier un choix * Les activites quotidiennes * Le temps et l'heure Grammaire : *Les Articles contractes *les verbes 'vouloir', 'pouvoir', 'devoir' *L'adjectif interrogatif 'quel' *Les verbes pronominaux. *Le futur proche	
Total		30

Text Book:

1. *Saison 1* : Noelle Cocton Marie, Dorothee Duplex, Elodie Heu, First edition , 2015, Didier , Paris

Reference Books:

1. Berthet Annie, Daill Emmanuelle, Hugot Catherine, *Alter Ego A1+*: Fifth edition, 2016, Hachette, New York
2. Khurana Archana, *Enchante 2*, First Edition 2015, Rachna Sagar Publications Ltd , Daryaganj, New Delhi

Course Outcomes:

The student will be to:

- Develop the basic knowledge of French language.
- Understand the basic conversation in French language.

SYLLABUS (6th SEMESTER)

Paper: Facility Planning

Subject Code:

Credit Units: 2

L-T-P-C: 2-0-0-2

Evaluation of Students:

- **Continuous Evaluation:**
Assignments, Class Tests, Quizzes, Seminar – 10%
- **Mid-term examination:** 20%

Course Objective:

The objectives of the course is to introduce students to Standard Operating Procedures of Hotel Planning and Operations

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>HOTEL DESIGN</p> <p>A. Design Consideration</p> <ul style="list-style-type: none"> - Attractive Appearance - Efficient Plan - Good location - Suitable material - Good workmanship - Sound financing - Competent Management <p>FACILITIES PLANNING</p> <p>The systematic layout planning pattern (SLP)</p> <p>Planning consideration</p> <p>A.</p> <p>Flow process & Flow diagram</p> <p>B.</p> <p>Procedure for determining space considering the guiding factors</p> <p>for guest room/ public facilities, support facilities & services, hotel</p> <p>administration, internal roads/budget hotel/5 star hotel</p> <p>Architectural consideration</p> <p>A.</p> <p>Difference between carpet area plinth area and super built area,</p> <p>their relationships, reading of blue print (plumbing, electrical, AC, ventilation, FSI, FAR, public Areas)</p> <p>B.</p> <p>Approximate cost of construction estimation</p> <p>C.</p>	08

	<p>Approximate operating areas in budget type/5 star type hotel approximate other operating areas per guest room</p> <p>D.</p> <p>Approximate requirement and Estimation of water/electrical load</p> <p>gas, ventilation</p>	
<p>II</p>	<p>STAR CLASSIFICATION OF HOTEL</p> <p>Criteria for star classification of hotel (Five, four, three, two, one & heritage)</p> <p>KITCHEN</p> <p>A.</p> <p>Equipment requirement for commercial kitchen</p> <ul style="list-style-type: none"> • Heating -gas/electrical • Cooling (for various catering establishment) <p>B.</p> <p>Developing Specification for various Kitchen equipments</p> <p>C.</p> <p>Planning of various support services (pot wash, wet grinding, chef room, larder, store & other staff facilities)</p> <p>KITCHEN LAY OUT & DESIGN</p> <p>A.</p> <p>Principles of kitchen layout and design</p> <p>B.</p> <p>Areas of the various kitchens with recommended dimension</p> <p>C.</p> <p>Factors that affect kitchen design</p> <p>D.</p> <p>Placement of equipment</p> <p>E.</p>	<p>08</p>

	<p>Flow of work</p> <p>F.</p> <p>Space allocation</p> <p>G.</p> <p>Kitchen equipment, manufacturers and selection</p> <p>H.</p> <p>Layout of commercial kitchen (types, drawing a layout of a Commercial kitchen)</p> <p>I.</p> <p>Budgeting for kitchen equipment</p> <p>KITCHEN STEWARDING LAYOUT AND DESIGN</p> <p>A.</p> <p>Importance of kitchen stewarding</p> <p>B.</p> <p>Kitchen stewarding department layout and design</p> <p>C.</p> <p>Equipment found in kitchen stewarding department</p> <p>STORES – LAYOUT AND DESIGN</p> <p>A.</p> <p>Stores layout and planning (dry, cold and bar)</p> <p>B.</p> <p>Various equipment of the stores</p> <p>C.</p> <p>Work flow in store</p>	
<p>III</p>	<p>ENERGY CONSERVATION</p> <p>A.</p> <p>Necessity for energy conservation</p> <p>B.</p>	<p>07</p>

	<p>Methods of conserving energy in different area of operation of a hotel</p> <p>C.</p> <p>Developing and implementing energy conservation program for a hotel</p> <p>CAR PARKING</p> <p>Calculation of car park area for different types of hotels</p> <p>PLANNING FOR PHYSICALLY CHALLENGED</p>	
IV	<p>PROJECT MANAGEMENT</p> <p>A.</p> <p>Introduction to Network analysis</p> <p>B.</p> <p>Basic rules and procedure for network analysis</p> <p>C.</p> <p>C.P.M. and PERT</p> <p>D.</p> <p>Comparison of CPM and PERT</p> <p>E.</p> <p>Classroom exercises</p> <p>F.</p> <p>Network crashing determining crash cost, normal cost</p>	07
Total		30

Books:

List provided separately.

Reference Books:

List provided separately.

Course outcome:

- Students will be having basic concept of hotel planning
- The necessary facilities required for different star classification as prescribed by the Government.
- They will also be equipped to start consultancy services for various hotel project.

SYLLABUS (6th SEMESTER)**Paper: Research Project (Practical)****Subject Code:****Credit Units: 2**

Once the student finalized the first draft or synopsis in consultation with his / her supervisor during SEM -V, they must plan to write the final research paper during SEM –VI keeping 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 a 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 proof read 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 wherever it has been borrowed. The research paper must be accompanied by a certificate to the affect 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.

ANNEXURE CONTAINING COURSE CONTENT OF :-

AECC:- Ability Enhancement Compulsory Courses

To be adopted by the College from their existing course structure as followed in other departments of the college for the following subjects:-

- 1] Communicative English – Semester – I, II, III, IV& V.
- 2] Behavioral Science – Semester – I.
- 3] Environmental Science – Semester – III.

N.B.:- Other AECC subject's content already incorporated in the above course details.
